



# EMERGENCY MANAGEMENT COORDINATOR

## JOB POSTING

<b>Position Title:</b>	Emergency Management Coordinator	<b>Employee Group:</b>	Permanent Full-Time
<b>Department:</b>	Facilities	<b>Classification:</b>	Non-Union
<b>Posting #:</b>	EVS EMC PERM FT 2023-04	<b>Hours/Week:</b>	75 hours per pay, must be available to work evening and weekends (0800 h to 1600 h)
<b>Application Deadline:</b>	Until the position is filled	<b>Start Date:</b>	ASAP
<b>Application Details:</b>	Human Resources at <a href="mailto:jobs@hch.ca">jobs@hch.ca</a>		

### Organization Background:

Holland Christian Homes is seeking an enthusiastic and qualified Emergency Management Coordinator to be a great addition to our Environment Services team!

Holland Christian Homes is a dynamic, innovative organization that provides a full continuum of care to individuals in a Christian atmosphere.

We believe that individuals requiring our services have the right to a lifestyle that adequately meets their physical psychological, social, cultural and spiritual needs. These services are provided by fully qualified professional staff who delivers care using a holistic approach to provide quality care and quality of life to individuals.

### Position Summary:

The Emergency Management Coordinator (EMC) 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. EMC will also ensure that all emergency systems and equipment is tested and inspected as per planned schedules.

### 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 and emergency power generators testing, inspections and corrections of deficiencies by contractors occur in timely manner.
- Ensures that all staff complete training via an approved training program.
- Ensures that training and information is available to staff members on fire safety policies and procedures.
- Ensure that designated employees 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, monitor and evaluate the effectiveness of employees in performing their responsibilities when it comes to fire safety 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.
- Draft letters of discipline for staff and letters of non-compliance for tenants / residents.
- Work collaboratively with Department Heads to take action as required and appropriate to all non-adherence of the Fire Code or Fire Safety Policies and Procedures. Draft letters of discipline for staff and letters of non-compliance for tenants / residents
- Conducts an annual hazard vulnerability assessment (HVA)/risk analysis to determine the facilities for natural (e.g., hurricanes, floods, earthquakes), technological (e.g., nuclear power plant emergencies or hazardous material spills), human-caused (e.g., active shooter or hostage situations) and other disasters.
- Develops and maintains HCH emergency response plans and standard operating procedures for disasters identified in the HVA/risk analysis and other 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 and exercises.
- Communicate and explore with local homes, schools, government bodies about HCH emergency preparedness shelters. Maintain updated agreement with them on file annually.
- Updates all emergency codes, fan in/out process. Educate and train all employees on industry recognized codes
- Act in the absence of management for matters within the scope of emergency preparedness plans.
- Chairs the Emergency Preparedness Committee
- Performs other duties and responsibilities as assigned by the direct supervisor

### **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, would be considered an asset.
- Knowledge and thorough understanding of Ontario Building Code.
- Knowledge and thorough understanding of Ontario Fire Code.
- Knowledge and thorough understanding of the chemistry of fire.
- 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.
- Knowledge and thorough understanding of applicable National Fire Protection Association (NFPA) standards and best practices.
- Ability to interact with outside contractors and government agencies.
- Ability to understand plans, drawings, and diagrams.
- Ability to develop, implement and monitor programs, policies, and procedures.
- Ability to accurately complete and maintain required organizational and government required reports and records.
- Knowledge of emergency response organizations, procedures, and capabilities.
- Ability to exercise sound judgment in evaluating situations and making decisions.
- Ability to react quickly and calmly in emergency situations and to determine the proper course of action.
- Ability to explain and interpret pertinent provisions of laws, ordinances and regulations.



- Ability to converse plainly and directly in a courteous and friendly manner with a variety of persons.
- Ability to set up guidelines for actions to be taken for unplanned events affecting life safety of occupants and property protection.
- Good organizational and personnel management skills.
- Ability to contribute as a subject matter expert in the planning of new real estate ventures or alteration and renovation of existing ones.
- Ability to conduct fire warden and emergency codes training.
- 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.
- Ability to analyze fire hazards and remediation.
- Ability to demonstrate diplomacy and professionalism when working with families and other professionals.
- Exceptional interpersonal and customer service skills
- Demonstrated success in communicating with all levels of the organization that includes communicate effectively with staff, residents, families/visitors delivery/service personnel 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
- Ability to work independently as well as function as part of a multi-disciplinary team.
- Ability to be proactive and take initiative where required.
- Ability to work under conditions of frequent interruption, being undisturbed by the complexities and variety of minute details.
- Knowledge and understanding of computer programs/systems applicable to duties and responsibilities.
- Ability to read, write, and speak English.
- A satisfactory and current Vulnerable Sector Screening.
- Evidence of a negative 2 step TB Test, full COVID-19 vaccination and up to date immunizations including Flu Shot (unless medically exempt)

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