

## Emergency Measures Organization – Duty Officer

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Municipalities are the first line of defense in an emergency and are responsible under the Emergency Planning Act, 1989 to respond when events threaten the safety of people, property and the environment. The plan gives council the responsibility for the direction and control of a municipal emergency response in order to take action to implement the plan and to protect the property, health, safety and welfare of the public. Managing emergencies involves multiple jurisdictions, levels of government, agencies and other emergency responders.

The Town of Indian Head EMO Planning Committee is comprised of a dedicated group of volunteers including Fire Department staff, First Responders from EMS, Administrators, elected officials, interested residents and Government Emergency Management and Fire Safety representatives.

### Skills:

- Excellent interpersonal communication skills (both verbal & written).
- Be in possession of strong planning and coordination skills along with the ability to organize information, assess issues and take action.
- Detailed oriented with the ability to plan, organize and coordinate activities of self and others to achieve targets.
- Problem recognition and analytical capabilities for problem solving.
- Able to demonstrate leaderships and be able to manage and coordinate responses to emergency events.

### Duties:

- Report to the EOC and maintain a log of all actions taken by Chief Administrative Officer and EMO Coordinator.
- Act as an Operations Assistant to the EOC Manager.
- Assist the EOC Manager in all duties.
- If required report to the Site and act as the messenger and scribe between the Emergency Site Manager and the EOC
- If applicable, act as messenger/scribe for secondary command post.

We are looking for someone to join our team . For more information or to apply, contact:

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