

VOLUNTEER POSITIONS

Emergency Planning

Headingley-St.Francois Xavier-Cartier

TRANSPORTATION MANAGER

- : develop and maintain a transportation resource list of various vehicles and drivers
- : co-ordinate transportation requirements during an emergency

TELECOMMUNICATIONS MANAGER

- : develop and maintain reliable and secure telecommunications that will be utilized between the Emergency Operations Centre (EOC), the Emergency Site, and with other responding agencies and resources.

EQUIPMENT/MATERIAL RESOURCES MANAGER

- : develop and maintain equipment and material resources listing
- : co-ordinate utilization of applicable resources in an emergency

VOLUNTEER/HUMAN RESOURCES MANAGER

- : develop and maintain listings of volunteer organizations and human resources
- : co-ordinate required deployment during an emergency

SOCIAL SERVICES MANAGER

- : develop and maintain Evacuation and Reception Resource lists
- : co-ordinate Evacuation and Reception arrangements
- : maintain Registration and Inquiry Services
- : arrange for food, lodging, clothing and personal services

OPERATIONAL RECORDS MANAGER

- : maintain a record management system pertaining to operational and administrative aspects during an emergency
- : will work under the direction of the Emergency Management Board and/or the Emergency Coordinator

GENERAL STAFF

- : perform or assist with other duties as required or assigned by the Emergency Management Board and/or the Emergency Coordinator.