

SIMON FRASER UNIVERSITY
JOB DESCRIPTION

Position Title: Coordinator, Emergency & Continuity Planning Position #: 00104809
Employee Group: APSA

ABOUT SIMON FRASER UNIVERSITY:

- We are Canada's engaged university, defined by our dynamic integration of innovative education, cutting-edge research, and far-reaching community engagement.
- We are unconventional, fearless, compassionate, approachable and ready.
- We celebrate the diversity of people, ideas and cultures.

POSITION SUMMARY

The Coordinator participates in the development, coordination, implementation and maintenance of processes and systems for emergency planning and continuity planning across all three campuses. This position is responsible for assessing needs and promoting awareness of emergency and continuity planning through creating, producing and delivering related resource materials. Reporting to the Program Manager, Emergency and Continuity Planning, the position implements SFU's emergency preparedness program; including but not limited to the University Emergency Management Plan, communications protocols and emergency taskforce supports, coordination of Emergency Operations Centre (EOC) and Emergency Response Team (ERT) activities and training. The position also coordinates and maintains continuity planning activities, facilitates training for continuity plan development, on-going program analysis and continual quality improvement of the Business Continuity program.

DUTIES AND RESPONSIBILITIES**1. Implements and maintains the Emergency & Continuity Planning program by:**

- Coordinating University emergency preparedness program activities, including; maintenance of the Emergency Management Plan, emergency communications protocols, EOC coordination, and ERT programs.
- Coordinating and maintaining continuity planning activities, facilitates training for continuity plan development, on-going program analysis and continual quality improvement of the Business Continuity program.
- Developing processes for and coordinates the delivery of annual fire drills as required at each building.
- Coordinating appropriate levels of building specific personnel to coordinate building evacuation.
- Recruiting, training, and managing personnel required for fire evacuation and ensures that they have appropriate equipment, information and training to safely deliver required evacuation duties.
- Developing or modifying presentation and training materials.
- Providing personal preparedness information to the SFU community.
- Coordinating events and initiatives to promote emergency preparedness.
- Providing support to the Senior Director, Enterprise Risk and Resilience on projects and initiatives as needed.

2. Supports the coordination of the Emergency Operations Centre (EOC) by:

- Participating in the planning, preparation, and administration of EOC exercises, including coordinating design team planning meetings, arranging of exercise logistics, preparing the master sequence of events list and drafting summary report for emergency planning exercises.
- Responding during emergency situations by setting up and supporting the Emergency Operations Centre and coordinating the Emergency Volunteer Team.
- Engaging in the response and incident debriefing and implementing required changes based on lessons and experience to improve emergency and continuity programs and plans.

3. Administers employee emergency preparedness training by:

- Coordinating training sessions with training providers for emergency management programs including first aid and other identified training requirements.
- Customizing training to meet the needs of various University audiences such as Residence & Housing or Laboratory Safety to enhance levels of emergency preparedness.
- Recruiting, training, coordinating, and managing the SFU Emergency Volunteer Team, made up of staff, students, and faculty.
- Developing and managing tracking processes for trained staff and volunteers including training levels, training renewal needs, contact information, and activities.
- Recommending training needs, frequency, and enhanced training programs based on volunteer participation, availability, turnover, and training history.

- Reviewing regulations and participates in training sessions, workshops, and conferences to remain current in regards to emergency response practices.
- 4. Maintains program documentation and databases by:**
- Maintaining emergency and continuity planning documentation and program activities while providing direction and advice on appropriate response.
 - Managing emergency response data basis, equipment, supplies and material at all three campuses in a state of operational readiness.
 - Testing, tracking, assessing, and conducting maintenance.
 - Maintaining electronic data basis for the Emergency Operations Centre.
 - Assisting in maintaining applications for university wide communication.
 - Maintaining emergency response contact data base and communication platforms.
 - Developing processes to ensure regular checks and tests are completed.
 - Identifying items for replacement and recommend items for purchase to the Program Manager, Emergency and Continuity Planning, and upon approval, coordinate procurement of required items.
 - Maintaining and circulating training manuals, guidelines and templates for continuity planning.
- 5. Builds awareness and education of emergency preparedness and business continuity principles (e.g., Winterfest, Fire Prevention Day) by:**
- Developing content, arranging event schedules, venues, catering, and speakers.
 - Coordinating volunteers/student staff, registrations, safety supplies, and equipment for events, etc.
 - Participating in the development of publicity campaigns to promote emergency preparedness events, including invitations and announcements.

IMPACT OF DECISION MAKING

Makes decisions regarding:

- Interpretation of the Fire Code to ensure Fire Drill compliance and Fire Evacuation Personnel;
- Develop and implement a system to monitor and maintain emergency equipment, supplies, and materials.
- Customize training for various SFU audiences and decisions on developing and coordinating fire evacuation personnel, volunteers, emergency preparedness training, events, and initiatives.

PROBLEM SOLVING AND LEVEL OF SUPERVISION

Solves problems regarding:

- Administrating support required for the program and identifying areas for operational program and service improvement.
- The operational tasks and timetable for execution.
- Evaluating programs and training.
- Selecting volunteers for Emergency Evacuation Teams.

RELATIONSHIPS

Builds and maintains effective relationships with key stakeholders and ensuring stakeholders receive information in a clear and concise manner as required.

Primary Working Relationships

Receiving guidance and direction from the Program Manager, Emergency and Continuity Planning for new programming and training initiatives. Meets regularly to keep them apprised of the status of programming and training requirements and planning.

Internal Connections

Acts as a resource to enhance University stakeholders' emergency preparedness by working with stakeholders to identify emergency and continuity requirements and providing advice for improved emergency and continuity planning.

External Connections

Develops contacts and liaises with internal and external stakeholders to foster communication and understanding.

May represent the University with government agencies (i.e. Regional Emergency Planning Committee and BC Post-Secondary Emergency Planners Group).

Initial Effective Date:

Latest Revision Date: August 23, 2022

QUALIFICATIONS

Bachelor's degree in Business Administration or a related discipline with a Certificate in Emergency Planning or safety related field and two years of directly related experience in emergency planning, or an equivalent combination of education, training, and experience.

- Excellent knowledge of emergency preparedness and business continuity planning.
- Good knowledge of Emergency Management BC, Provincial Emergency Program Act, Public Safety Canada, Federal regulations associated with emergency planning and response, and WorkSafe B.C. Occupational Health & Safety Regulations.
- Strong knowledge of computer programs.
- Exceptional organizational skills and attention to detail.
- Excellent program planning, development, evaluation, and training skills.
- Excellent communication (written, oral, and presentation) skills.
- Excellent interpersonal and conflict management skills.
- Excellent organizational, analytical reasoning, and problem-solving skills.
- Proficient in the use of word processing, database, spreadsheet, and desktop publishing applications.
- Excellent volunteer recruitment, training, and management skills.
- Ability to implement emergency preparedness programs with academic, research and development or government organizations
- Ability to quickly evaluate large amounts of complex information, make recommendations and streamline into a clear documentation and/or process
- Ability to demonstrate a high level of empathy, tact, diplomacy, and discretion.
- Ability to apply multidimensional systems thinking demonstrate self-awareness.
- Ability in solving problems with a collaborative approach.

- ❖ *We acknowledge the traditional territories of the Coast Salish peoples, on whose lands the SFU campuses reside.*
- ❖ *Simon Fraser University is committed to the principle of Employment Equity.*