

**Sabrina Picard**

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**From:** Patrick Cormier  
**Sent:** Thursday, February 12, 2015 5:16 PM  
**To:** Sabrina Picard  
**Subject:** FW: EMCPA Training Requirements Guidance(Municipalities)\_Feb2015  
**Attachments:** EMCPA Training Requirements Guidance(Municipalities)\_Feb2015 (2).pdf

For incoming.

*Patrick Cormier*  
CAO  
Municipality of Temagami

Please consider the environment before printing this email

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**From:** Wieclawek, Ted (MCSCS) [mailto:Ted.Wieclawek@ontario.ca]  
**Sent:** Wednesday, February 11, 2015 11:49 AM  
**Subject:** EMCPA Training Requirements Guidance(Municipalities)\_Feb2015

Dear Community Emergency Management Coordinator:

Please find attached training requirements issued under the authority of Regulation 380/04 for all emergency management program coordinators and members of the municipal emergency control group for the calendar year 2015.

If there are any questions please direct them to Deputy Fire Marshal and Director of Field and Advisory Services Jim Jessop at [jim.jessop@ontario.ca](mailto:jim.jessop@ontario.ca) or 647-329-1219.

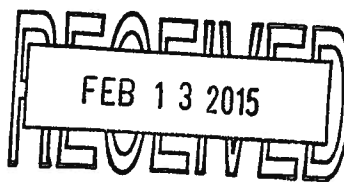
Thank you for your cooperation on this matter.

Sincerely,

Ted

Tadeusz (Ted) Wieclawek  
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For scheduling please call Cris Suzana at 647-329-1201 or [cristina.suzana@ontario.ca](mailto:cristina.suzana@ontario.ca)

*If you have any accommodation needs or require communication supports or alternate formats, please let me know.*

**FIRE MARSHAL & CHIEF, EMERGENCY MANAGEMENT GUIDANCE: 2015-01-08**  
**TOPIC: ONTARIO REGULATION 380/04 TRAINING REQUIREMENTS**

This guidance is issued under the provisions of *Ontario Regulation 380/04 Standards 2004* (O.Reg. 380/04). It is the responsibility of every emergency management program coordinator, also referred to as the Community Emergency Management Co-ordinator (CEMC) and Municipal Emergency Control Group (MECG) to follow the Chief, Emergency Management's guidance as set out in subsection 10. (2) and subsection 12. (3) of O.Reg. 380/04.

**Background**

The training requirements are set out by the Office of the Fire Marshal and Emergency Management (OFMEM) for all municipalities responsible for an emergency management program in the province of Ontario under the *Emergency Management and Civil Protection Act (EMCPA)* and it's supporting *Ontario Regulation 380/04*:

- The emergency management program co-ordinator shall complete the training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s. 10 (2).
- The members of the [municipal emergency control] group shall complete the annual training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s. 12 (3).

**Guidance**

It will be required that all emergency management program coordinators, designated by their municipality, complete the following courses offered by the OFMEM in 2015.

- EM 200 – Basic Emergency Management
- EM 240 – Note Taking Course
- EM 300 – Community Emergency Management Coordinator Course
- IMS 100 – Introduction to Incident Management System (available online)
- IMS 200 – Basic Incident Management System

Emergency management program coordinators that have already completed this training will not be required to repeat it. Notwithstanding the fact that O. Reg. 380/04, s. 10 (2) speaks specifically to the emergency management program coordinator, I am recommending that alternate emergency management program coordinators also complete this required training. Details of OFMEM's training courses can be accessed by following the link to "Take Training" from our website [www.ontario.ca/emo](http://www.ontario.ca/emo)

In addition, all members of the MECG are required to complete a minimum of four hours of annual training in 2015. The required training shall include instruction on note taking, continuity of operations planning and a review of specific emergency scenarios or identified local hazards.

**Rationale**

This guidance is consistent with training requirements set out in O. Reg. 380/04. It establishes a common benchmark of knowledge for all CEMC's and MECG's.



Tadeusz (Ted) Wieclawek  
Ontario Fire Marshal and Chief, Emergency Management  
February 11, 2015