

Ministry of the Solicitor General

Office of the Fire Marshal and
Emergency Management

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February 17, 2021

MEMORANDUM TO: Chief Administrative Officers

FROM: Teepu Khawja
Chief, Emergency Management
Emergency Management Ontario
Ministry of the Solicitor General

**SUBJECT: Surge Capacity Roster for the Provincial Emergency
Operations Centre (PEOC)**

As part of our annual response planning, Emergency Management Ontario (EMO) is currently preparing for the 2021 seasonal flooding and wildfires. This is particularly critical with respect to First Nation communities who may find it necessary to evacuate to escape flooding and wildfires/smoke.

To strengthen the capacity of the Provincial Emergency Operations Centre (PEOC) to respond to these emergencies, EMO is seeking to develop a 2021 surge capacity roster comprised of municipal and provincial emergency management practitioners.

My leadership team and I are hopeful that you will be supportive of this initiative and engage the relevant members of your organization to identify a nominee(s).

Nominating an individual(s) from your organization does not necessarily mean they will be called upon to assist the PEOC in the coming months, as this truly is an effort for only when surge capacity may be required over a short period of time.

A benefit to your organization is that this can be a professional development opportunity that will help your emergency management team members gain operational experience and offer a first-hand perspective into how the province coordinates support to communities during emergencies.

During emergency activations, members of this surge capacity roster would be selected to staff a variety of roles in the Command Staff, Logistics, Planning and Operations Sections according to the principles and concepts of the incident management system (IMS).

Because of COVID-19, members of this roster, who would otherwise be deployed to the PEOC in Toronto will instead likely be required to support the PEOC virtually, using their normally assigned municipal IT resources.

We are seeking nominees with experience in an emergency operation centre and with the following skills, and experience:

- Ability to prioritize and manage multiple tasks;
- Experience preparing information products such as situation reports, incident action plans and other briefing materials;
- Strong communications skills to engage with a range of partners (First Nation communities, municipalities, private sector, NGOs etc.);
- Ability to recognize developing situations and anticipate future needs and possible impacts; and
- Cultural sensitivity, political acuity, tact and diplomacy.

In addition, the successful completion of the following courses would be advantageous to working in the PEOC: EM 200, EM 300, IMS 100, IMS 200, IMS 250 and IMS 300 courses.

Nominees must be available to be selected to support the PEOC with minimal notice and for at least five to seven consecutive days. Shifts are typically from 0800 – 2000 hours, although this will vary based on operational requirements. Weekend shifts are likely.

Training that will cover the essentials of working in the PEOC and role-specific duties will be provided in late winter/early spring in preparation for the flood and wildfire season.

If required, EMO will reimburse your municipality for the salary (both regular and overtime) of surge capacity members for both the training sessions and emergency activations.

I ask you to please engage with your Community Emergency Management Coordinator (CEMC) to discuss whether nominating a representative(s) from your municipality is feasible in the context of your own operational commitments.

Please direct questions to OPS.EM.Program@ontario.ca. To participate in upcoming PEOC training, nominees for the roster should be sent to OPS.EM.Program@ontario.ca by March 8, 2021.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Teepu Khawja', with a stylized flourish at the end.

Teepu Khawja
Chief, Emergency Management
Office of the Fire Marshal and Emergency Management
Ministry of the Solicitor General