## **Federal Emergency Planning Documents**

This annex includes documents provided by the Centre for Emergency Preparedness and Response (CEPR), Health Canada. The documents provided at this time include:

- > Generic checklist of roles and responsibilities of the various groups in the emergency management structure during Public Health emergencies.
- > Departmental Emergency Response Structure: Pandemic Influenza

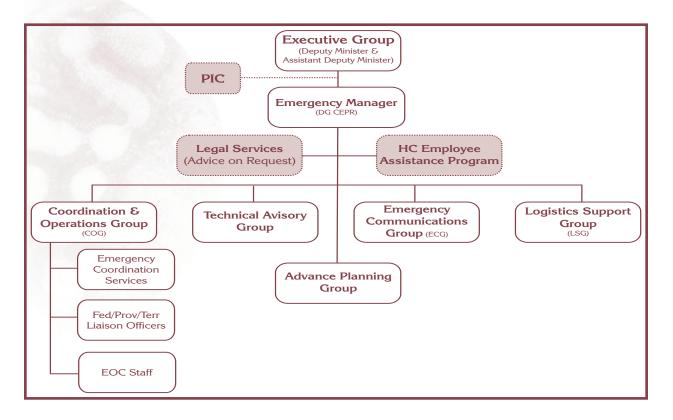
## Generic checklist of roles and responsibilities of the various groups in the emergency management structure during Public Health emergencies

Roles and Responsibilities	
Executive Group (EG)	<ul> <li>advises Minister (s)</li> <li>activates/deactivates the Emergency Response Plan</li> <li>provides direction to manage the response</li> <li>authorises and directs the commitment of Departmental resources and release of public communications</li> <li>provides overall guidance and oversight functions</li> </ul>
Emergency Manager (EM)	<ul> <li>advises the EG on activation and deactivation of the plan</li> <li>initiates operations and manages operational response</li> <li>advises EG on the conduct of response</li> <li>approves liaison to federal co-ordinating agency and external response partners</li> <li>reviews Public Communication Material</li> <li>approves SITREPS and reports</li> <li>advises EG regarding resource availability and recommends deployment of departmental resources</li> </ul>
Co-ordination and Operations Group (COG)	<ul> <li>respond to requests for assistance from response partners</li> <li>coordinates the advice and assistance for the emergency, including the activities of other groups in the EOC</li> <li>co-ordinates activities of liaison officers</li> <li>creates task teams to deal with response issues</li> <li>directs required HC and seconded staff</li> <li>advises and recommends to Emergency Manager (EM)</li> <li>makes routine decisions on behalf of EM, Maintains logs of all activities</li> <li>manages details of the operation</li> </ul>

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Roles and Responsibilities	
Technical Advisory Group (TAG)	<ul> <li>disease epidemiology, surveillance and medical response as required</li> <li>impacts on food, water supply, air quality &amp; health matters</li> <li>radiation and related matters</li> <li>environmental and clinical sampling</li> <li>social impact of the activation &amp; other relevant issues</li> </ul>
Emergency Communication Group (ECG)	<ul> <li>advise Emergency Manager on communication strategies &amp; media messages</li> <li>monitors and analysis, media reports and comments</li> <li>liaison with F/P/T communications coordinating groups</li> <li>develops communications plans</li> <li>prepares communications materials for review</li> </ul>
Logistics and Support Group (LSG)	<ul> <li>&gt; support to Emergency Manger, COG,TG and ECG</li> <li>&gt; co-ordinates provision of support to external partners</li> <li>&gt; provides security, logistics of supplies and equipment</li> </ul>
Advance Planning Group(APG)	Provides risk assessment and management concerning:  > medium and long term policy, planning, development and direction concerning the response  > considers the policy and socio-economic ramifications of the emergency  > assists in the transition from the Response to Recovery Phases of the emergency  > anticipates the next stage in an operation to overcome the inevitable time lag in the implementation of measures and the application of resources  Remarks  The need for this group was emphasized during SARS crisis. Its roles & responsibilities are yet to be discussed at DEPC and other levels.

## **Departmental Emergency Response Structure: Pandemic Influenza**



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