

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 style="list-style-type: none"> › advises Minister (s) › activates/deactivates the Emergency Response Plan › provides direction to manage the response › authorises and directs the commitment of Departmental resources and release of public communications › provides overall guidance and oversight functions
Emergency Manager (EM)	<ul style="list-style-type: none"> › advises the EG on activation and deactivation of the plan › initiates operations and manages operational response › advises EG on the conduct of response › approves liaison to federal co-ordinating agency and external response partners › reviews Public Communication Material › approves SITREPS and reports › advises EG regarding resource availability and recommends deployment of departmental resources
Co-ordination and Operations Group (COG)	<ul style="list-style-type: none"> › respond to requests for assistance from response partners › coordinates the advice and assistance for the emergency, including the activities of other groups in the EOC › co-ordinates activities of liaison officers › creates task teams to deal with response issues › directs required HC and seconded staff › advises and recommends to Emergency Manager (EM) › makes routine decisions on behalf of EM, Maintains logs of all activities › manages details of the operation

Roles and Responsibilities	
Technical Advisory Group (TAG)	<ul style="list-style-type: none"> › disease epidemiology, surveillance and medical response as required › impacts on food, water supply, air quality & health matters › radiation and related matters › environmental and clinical sampling › social impact of the activation & other relevant issues
Emergency Communication Group (ECG)	<ul style="list-style-type: none"> › advise Emergency Manager on communication strategies & media messages › monitors and analysis, media reports and comments › liaison with F/P/T communications coordinating groups › develops communications plans › prepares communications materials for review
Logistics and Support Group (LSG)	<ul style="list-style-type: none"> › support to Emergency Manger, COG, TG and ECG › co-ordinates provision of support to external partners › provides security, logistics of supplies and equipment
Advance Planning Group (APG)	<p>Provides risk assessment and management concerning:</p> <ul style="list-style-type: none"> › 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 <p>Remarks</p> <p>The need for this group was emphasized during SARS crisis. Its roles & responsibilities are yet to be discussed at DEPC and other levels.</p>

Departmental Emergency Response Structure: Pandemic Influenza

