

TRAINING REQUIREMENTS FOR MUNICIPAL EMERGENCY COORDINATORS

Date: August 31, 2018

Effective: August 31, 2018

Applies to: Local Authorities in Manitoba

1. Background

The Local Authorities Emergency Planning and Preparedness Regulation (Regulation) sets out requirements for a municipal emergency coordinator (MEC) to have completed a number of training courses as a condition of being a MEC:

- 6(1) in the Regulation states that MECs starting in this role after December 20, 2016 must have successfully completed each course listed in the Schedule in the Regulation, or been approved by Manitoba Emergency Measures Organization (EMO) under section 7 of the Regulation as being eligible for appointment as a municipal emergency coordinator.
- 6(2) in the Regulation states that MECs that were in place before December 20, 2016 may remain in that position, even if the person has not successfully completed each course listed in the Schedule of the Regulation, provided that the person successfully completes each of those courses before three years after the day that section of the Regulation comes into force. The Regulation came into force on December 20, 2016, which means that these requirements must be met by December 20, 2019.
- 7(1) states that a person who has not successfully completed each course listed in the Schedule in the Regulation but who wishes to be approved as eligible for appointment as a municipal emergency coordinator, may apply to Manitoba EMO in a form and containing the information required by Manitoba EMO.
- 7(2) and (3) explain that Manitoba EMO may, if satisfied after assessing an applicant's knowledge, training and experience that the applicant is suitably qualified, approve the applicant as being eligible for appointment as a MEC. This approval may be subject to any conditions set out by Manitoba EMO.

Training Prerequisites and Training Delivery Methods

- The following are the list of required courses for MECs and the prerequisites that Manitoba EMO has set out for these courses.

Required Courses for MECs	Prerequisite Course
EM200 – Concepts in Emergency Management (classroom training; possibly online/blended learning training)	EM100 (online) ICS100 (online)
EOC200 – EOC Operations (classroom training; possibly online/blended learning training)	EM100 (online) ICS100 (online) EOC100 (online)
EM201 – Emergency Plans (classroom training; possibly online/blended learning training)	EM200 (classroom training; possibly online/blended learning training)

In response to feedback from municipalities, Manitoba EMO will be looking at developing its 200 level courses required by the Regulation for classroom delivery as well as in online or blended learning (online and classroom) formats. Online and blended learning formats provide participants with more flexibility as to when they complete courses and reduce time spent in classrooms.

Availability of Required Courses

The required courses for MECs are currently being developed and are not yet available. Manitoba EMO expects that courses will be available in Fall 2018/Winter 2019. Manitoba EMO will inform MECs and local authorities as each course becomes available for registration.

2. Supporting Policies and Procedures

A. Policies for Municipal Emergency Coordinators in place after December 20, 2016

MECs appointed after December 20, 2016 will either

- have completed each course listed in the Regulation at the time of appointment, or
- have to be approved by Manitoba EMO as being eligible for appointment. This is for MECs that have not completed all courses listed in the Regulation at the time of appointment.

As noted above, the required courses for MECs are not yet available. Because of this, all current MECs that were appointed after December 20, 2016 must be approved by Manitoba EMO as being eligible for appointment.

How should MECs let Manitoba EMO know whether they have completed the training requirements at the time of appointment?

A new MEC should let Manitoba EMO know whether he or she has completed the training requirements at the time of appointment.

All MECs appointed after August 31, 2018 should submit to Manitoba EMO a completed *Training Qualifications of MEC Form* within one month of being appointed.

Transition: MECs appointed between December 20, 2016 and August 2018 do not have to submit a completed *Training Qualifications of MEC Form* to Manitoba EMO.

The form also asks a MEC to provide contact information. It is important that Manitoba EMO has up-to-date contact information as the MEC will usually be the first person from the local authority that Manitoba EMO contacts in an emergency.

A.1. MEC has completed each course listed in the Regulation at the time of appointment

How will Manitoba EMO and MECs confirm that a MEC has completed the required courses?

Manitoba EMO is working to determine a simple confirmation process. It may request that MECs complete a brief electronic form. It is also investigating whether it can use tools in its online learning management system for this process. Manitoba EMO will advise MECs once it has selected a process.

Once Manitoba EMO has confirmed that a MEC has completed the training requirements, it will send a letter to the local authority and MEC advising that the MEC has met the training requirements of the Regulation.

Summary

Within one month of being appointed, a MEC appointed after August 31, 2018 must submit to Manitoba EMO a completed *Training Qualifications of MEC Form*.

Once Manitoba EMO confirms that a MEC has met the training requirements, it will send a letter to the local authority and MEC confirming that the training requirements have been met.

A.2. MEC is seeking approval as being eligible for appointment

How will Manitoba EMO approve a MEC to be eligible to be appointed?

Manitoba EMO has determined that it will grant approval for MECs seeking eligibility for appointment by requiring that MECs have the knowledge, skills, or other outcomes equal to or exceeding those developed through the training courses listed in the Regulation.

This knowledge, skills, or other outcomes may be acquired or confirmed by completing the training courses or by applying for Recognition of Prior Learning. The process for Recognition of Prior Learning is discussed later in this document.

The training courses or Recognition of Prior Learning approval must be completed by the deadline set by Manitoba EMO.

What is the deadline for completing the training courses?

A MEC appointed between December 21, 2016 and December 20, 2018 must complete the training courses by December 20, 2019.

A MEC appointed after December 20, 2018 must complete the training courses within one year of appointment.

How will Manitoba EMO and MECs confirm that a MEC has completed the required training courses?

Manitoba EMO is working to determine a simple confirmation process. It may request that MECs complete a brief electronic form. It is also investigating whether it can use tools in its online learning management system for this process. Manitoba EMO will advise MECs once it has selected a process.

Once Manitoba EMO has confirmed that a MEC has completed the training requirements, it will send a letter to the local authority and MEC advising that the MEC has met the training requirements of the Regulation.

Can a local authority appoint a MEC if he or she has not completed the required courses at the time of appointment?

Yes, provided the MEC follows the process and timelines laid out by Manitoba EMO. This means that a local authority does not need to wait for the MEC to complete the courses before officially appointing him or her to the MEC role.

Summary

Within one month of being appointed, a MEC appointed after August 31, 2018 must submit to Manitoba EMO a completed *Training Qualifications of MEC Form*.

A MEC must complete all the required training courses or receive Recognition of Prior Learning for these courses by December 20, 2019 or within one year of appointment (whichever is later).

Once Manitoba EMO confirms that a MEC has met the training requirements, it will send a letter to the local authority and MEC confirming that the training requirements have been met.

B. Policies for Municipal Emergency Coordinators in place before December 20, 2016

What training courses are required for MECs in place before December 20, 2016?

A MEC is required to take all of the training courses set out in the Regulation, unless granted a course exemption through the Recognition of Prior Learning process.

By when must MECs complete the required training courses?

Training courses must be completed by December 20, 2019, as per the Regulation.

How will Manitoba EMO and MECs confirm that a MEC has completed the required training courses?

Manitoba EMO is working to determine a simple confirmation process. It may request that MECs complete a brief electronic form. It is also investigating whether it can use tools in its

online learning management system for this process. Manitoba EMO will advise MECs once it has selected a process.

Once Manitoba EMO has confirmed that a MEC has completed the training requirements, it will send a letter to the local authority and MEC advising that the MEC has met the training requirements of the Regulation.

Do MECs in place before December 20, 2016 have to take all prerequisite training courses?

This depends on whether the MEC has completed the Manitoba Emergency Management (MEM) course.

1. Manitoba EMO is granting a number of automatic course equivalencies to MECs in place before December 20, 2016, that have completed the MEM course. A MEC that receives an equivalency for a course is not required to take that course.
 - For these MECs, the MEM course (last offered in 2016) will be considered equivalent to having completed the following three courses: EM100, EOC100, and ESS100. (Note: ESS100 is a prerequisite for ESS200, which is an optional course for MECs. ESS200 will be developed in a future year.)
 - MECs granted these equivalencies will only need to take ICS100 before proceeding to the 200 level courses required by the Regulation.

MECs that have taken the MEM course are still encouraged to take EM100, EOC100, and ESS100 to refresh their knowledge and to be aware of training resources for their emergency management teams.

2. MECs in place before December 20, 2016 that have not taken the MEM course are required to take the prerequisite training courses.

Does Manitoba EMO recognize other previous learning and experience?

Yes. Manitoba EMO may grant exemptions for other previous learning. Please see the section about Recognition of Prior Learning on page 7.

Summary

A MEC must complete all the training requirements in the Regulation (except where granted course exemptions).

Once Manitoba EMO confirms that a MEC has met the training requirements, it will send a letter to the local authority and MEC confirming that the training requirements have been met.

C. General Q & A

What is the Recognition of Prior Learning process?

Manitoba EMO will be implementing a process for MECs to apply for recognition of prior learning based on previously completed training from accredited training institutions or provincial/territorial emergency management organizations. Where Manitoba EMO assesses prior learning to be sufficiently similar to course outcomes, it may grant a course exemption. A MEC that receives an exemption for a course is not required to take that course.

To apply for recognition of prior learning, the MEC will submit information to Manitoba EMO that demonstrates how the previously completed emergency management training meets the outcomes of the course for which the MEC is seeking an exemption. Examples of information might include course outlines and completion certificates from other training.

Manitoba EMO will provide suggestions of what types of training and supporting documents might demonstrate prior learning.

Manitoba EMO will review the submission and advise the MEC in writing that

- It considers the MEC to have met the course outcomes,
OR
- That it requires the MEC to take additional training to meet the course outcomes,
OR
- That it requires additional information to assess the MEC's knowledge and training

Application for recognition of prior learning will be made available for each course shortly after the course is released.

Is there a special status for MECs that are in the process of completing the training requirements?

No. Manitoba EMO will track the training completion status of MECs internally but will not require that a MEC use an external title (such as 'Acting MEC') that indicates that the MEC has not yet completed the training requirements in the Regulation.

What happens if a MEC does not complete the requirements from Manitoba EMO?

The process set out by Manitoba EMO includes completing the courses laid out in the Regulation and filling out forms. In setting out this process and timelines, Manitoba EMO has sought to balance the need for MECs to be trained for their roles as quickly as possible with a timeline that is long enough to allow flexibility in when these courses are completed. Manitoba EMO anticipates that all MECs will complete the requirements by the deadlines.

In the unusual case that a MEC does not complete the requirements within the required timelines, Manitoba EMO will advise the local authority in writing that its MEC is no longer eligible to be the MEC under the Regulation. Remedial options may be available.

Manitoba EMO recommends that MECs concerned about their ability to meet the deadlines contact their Manitoba EMO Emergency Management Advisor in advance of the deadlines to discuss their concerns.

Summary of Course Requirements and Dates

Date Appointed	Completed Courses Required in Regulation before Appointed	Actions Upon Being Appointed	Recognition of Prior Learning Available	Automatic Course Equivalencies	Prerequisite Courses for Courses Required in Regulation	Courses Required in Regulation	Deadline to Complete Courses Required in Regulation	Actions Upon Completing Courses
After Dec. 20, 2016	Yes	For all new MECs after August 31, 2018, complete <i>Training Qualification of Municipal Emergency Coordinator Form</i> within one month of appointment	N/A	N/A	N/A	N/A	N/A	To be determined
	No		Yes	No automatic equivalencies	EM100 EOC100 ICS100	EM200 EM201 EOC200	December 20, 2019 or one year after date appointed – whichever is later	To be determined
Before Dec. 20, 2016	N/A	N/A	Yes	If completed Manitoba Emergency Management (MEM) course: EM100 EOC100 ESS100	ICS 100	EM200 EM201 EOC200	December 20, 2019	To be determined
				If did not complete MEM course: No automatic equivalencies				