



MUNICIPAL ELECTED OFFICIALS COURSE

Alberta's provincial legislation places the responsibility for responding to and managing the effects of major emergencies and disasters on local authorities. Municipal Elected Officials (MEO) course participants will be introduced to emergency management principles, partner organizations, the roles and responsibilities of various stakeholders including elected officials, and the legislation that guides and directs local authorities in their emergency management activities. Effective crisis communications is essential to emergency response so it is also discussed in this course.

COURSE OUTCOMES

By the end of the course, students receiving a credit will have demonstrated their ability to:

- OUTCOME 1 Differentiate between emergencies and disasters and the priorities of emergency management.
- OUTCOME 2 Describe the emergency management cycle.
- OUTCOME 3 Explain the emergency management framework within Alberta.
- OUTCOME 4 Describe the Municipal Elected Official (MEO) authority in relation to governing legislation.
- OUTCOME 5 Summarize the roles and responsibilities of key emergency management players.
- OUTCOME 6 Explain the tasks and procedures of the MEO before, during and after an emergency as they relate to the emergency management cycle.
- OUTCOME 7 Differentiate between emergency public information and crisis communication including the importance of public warning systems.
- OUTCOME 8 Discuss the elected official as a 'spokesperson' of the disaster and the use of various communication technologies.
- OUTCOME 9 Define the components of an Emergency Management Program.

EVALUATION

- Self assessment,
- Attendance of the full course required to receive certificate.

TRAINING METHOD

- Self Directed online delivery
- Interactive video with classroom discussion
- Facilitated PowerPoint with classroom discussion

TARGET AUDIENCE

- Community elected officials
- Chief Administrative Officers
- Municipal Directors of Emergency Management

COURSE PREREQUISITE

Required:

- None

Recommended:

- Basic Emergency Management <http://www.aema.alberta.ca/bem>

Participants may find reviewing their community's emergency plan helpful.

COURSE LENGTH AND LOADING

Self Directed Online Delivery: 2-3 hours, individual

Interactive Video Delivery: 4-5 hours, 12 participants ideal

Facilitated PowerPoint: 6-7 hours, 12 participants ideal