

## Calendar of Events

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February 21, 2025

### **EOC Scribe Training Workshop - February 21, 2025**

09:00 AM - 04:00 PM EST

*OAEM Continuing Professional Development Program: Scribe Training for the Emergency Operations Centre: Decision Making and Documentation with Training Facilitator Monique Rollin.*

*This high demand workshop will provide participants with training on the importance of the EOC Scribe function and introduce methods and best practices to develop note keeping skills. The virtual workshop will take place on February 21, 2025 from 9:00 a.m. to 4:00 p.m. (with a one hour break from 12:00 noon to 1:00 p.m.) via ZOOM.*

#### *Description:*

*understand the need to record and maintain current records to assist in the effective command and control of an emergency*

*understand the roles and responsibilities of a Scribe as a member of the Command Staff within the EOC*

*recognize and record pertinent information using a standardized process (Scribe Log provided)*

*assist in the development of an Incident Action Plan (IAP)*

*learn what to expect during an investigation, inquiry, inquest or discovery and be able to complete efficient and standardized notes in a professional manner*

*organize EOC documentation and assist the Incident Commander during Operational Planning Cycle meetings*

*learn how to prepare an emergency preparedness and EOC Scribe Kit for deployment in an emergency*

*All workshop participants will receive an Emergency Management Scribe Manual.*

#### *Course Fee:*

*Workshop cost is \$145.00 for OAEM Members and \$195.00 for non-OAEM Members.*

#### *About Monique Rollin:*

*Training Facilitator Monique Rollin is a professional consultant and trainer, highly experienced senior police leader with over 31 years of service experience and demonstrated abilities to develop, train and lead diverse teams to high levels of success.*

*OAEM Continuing Professional Development (CPD) Program*

January 14, 2025

**EM Spotlight Series Webinar Event - Featuring Ontario Corp**

01:00 PM - 02:00 PM EST

OAEM Administration,  
administration@oaem.ca

*Join us! This session will provide an overview of Ontario Corps, a new volunteer emergency response team for Ontario natural disasters and emergencies. Learn about Ontario Corps, and their role in providing ground assistance, including emergency shelter, debris management and flood protection. The new Ontario Corps volunteer organization, a group of partners and people that the government can call to help communities hit hard by emergencies and natural disasters, would supplement communities' emergency response amid natural disasters and other crises.*

*Welcome guest speakers:*

*Bernie Derible, Deputy Minister and Commissioner Emergency Management Ontario  
Lisa Priest, Assistant Deputy Minister, Preparedness, Programs and Planning,  
Emergency Management, Treasury Board Secretariat  
Nina Diaz, Director, Emergency Management Programs and Partnerships Treasury  
Board Secretariat*

January 15, 2025

**EM Spotlight Series Webinar Event - Dufferin County Emergency Support Service (ESS) with Zoom**

01:00 PM - 02:00 PM EST

OAEM Administration,  
administration@oaem.ca

*Join OAEM's EM Spotlight Series webinar event for January 2025 featuring Dufferin County municipalities Emergency Support Service (ESS) trailers and volunteers - the first of their kind in Ontario at a regional level, and their deployment during local emergency and disaster situations.*

*Welcome guest speaker and OAEM member Steve Murphy, Manager – Preparedness, 911 & Corporate Projects Office of the Chief Administrative Officer County of Dufferin*