

## Calendar of Events

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May 5, 2025

### **EOC Scribe Training Workshop - May 5, 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 May 5, 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*

May 6, 2025  
- May 8, 2025

**FEMA Public Information Officer Awareness Training Certificate Course (L0105)**  
**Fire and Emergency Services Training Institute (FESTI)**  
**2025 Courtney Park Drive East**  
**Mississauga , On**

08:00 AM - 05:00 PM EST

*Hosted by the Ontario Association of Emergency Managers (OAEM) Continuing Professional Development and the Fire and Emergency Services Training Institute (FESTI)*

*Course Details: The FEMA Public Information Officer (PIO) Awareness Training Certificate Course plays a crucial role in disaster operations, significantly enhancing the ability to preserve lives and safeguard property. This course is specifically crafted to acquaint both novice and experienced emergency managers from different organizations with the fundamental responsibilities of a PIO. Its primary goal is to lay a solid groundwork of knowledge in the core competencies required for both full-time and part-time PIOs. It encompasses aspects such as verbal and written communication, handling media relations, and mastering essential tools and techniques essential for effective PIO work in various scenarios, including proactive advocacy, crisis management and emergency response.*

*Date: May 6-8, 2025 (3 Days - In Person)*

*Time: 8:00 a.m. to 5:00 p.m.*

*Note: Participants must complete all 3 days to be eligible for an official FEMA Certificate*

*Instructor:*

*Rob Keller, MSgt (Retired) US Army National Guard  
FEMA Crisis Communication Trainer (PIO/JIC)*

*Prerequisites:*

*Participants are strongly encouraged to complete the FREE pre-class preparation Independent Study web-based course FEMA Emergency Management Institute (EMI) Course IS-29.A: Public Information Officer Awareness (approx. 2 - 4 hours).  
FEMA - Emergency Management Institute (EMI) Course | IS-29.A: Public Information Officer Awareness*

*The Public Information Officer Awareness Course (IS0029) is designed to familiarize participants with the concepts underlying the PIO role. This course can provide a basic understanding of the PIO function for those new to the position. Additionally, it can provide those in executive level roles the necessary knowledge of PIO roles and responsibilities during an emergency.*

*Course Materials:*

*Participants will be sent an email with the electronic student manual plus details of pre-course steps, requirements, and location details prior to the course date.*

*Conference Fee:*

*OAEM Member Fee: \$675.00 / Non-OAEM Member Fee: \$875.00*

*Food and Beverage:*

*On-site food and beverage included*

*Parking:*

*On-site parking available*

*Point of Contact:*

Lynn McLarnon, OAEM Corporate Manager  
Office: (416) 436-0716  
administration@oaem.ca

*Important:*

*The FEMA Student Identification (SID) number is used as the unique individual identifier for all applicants requesting FEMA training. The FEMA SID number is used as the applicant's unique student identifier for the following areas: training records and continuing education credit through the International Association for Continuing Education and Training. <https://cdp.dhs.gov/femasid/register>*

*An invitational code will be provided to the participants prior to the course date. This code will be important to obtain the completion certificate from EMI. International students are required to register for a FEMA Student Identification (FEMA SID) Number to receive the FEMA L0105 completion certificate.*

September 11, 2025

**EOC Scribe Training Workshop - September 11, 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 September 11, 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)*

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*OAEM Continuing Professional Development (CPD) Program*

April 10, 2025

**EM Spotlight Series Webinar Event - A brief overview of The Canadian Severe Storms Laboratory  
ZOOM**

01:00 PM - 02:00 PM EST

OAEM Administration,  
administration@oaem.ca

*Learn about the Canadian Severe Storms Laboratory at Western University; a new research center will transform understanding of damaging winds, hail, and flash floods in Canada.*

*Join OAEM is welcoming Dr. David Sills, Director – Northern Tornadoes Project, Canadian Severe Storms Lab*

*Date: Thursday, April 10th*

*Time: 1:00 to 2:00 p.m.*

*Forum: ZOOM*

April 14, 2025

**EM Spotlight Series Webinar Event - Learn about the Municipality of Port Hope's Municipal F  
ZOOM**

01:00 PM - 02:00 PM EST

OAEM Administration,  
administration@oaem.ca

*Join OAEM's EM Spotlight webinar event and learn about the Municipality of Port Hope's Municipal Rail Safety Plan, Evacuation and Transportation Plan and continuity of operations protocols as part of the municipality's comprehensive Emergency Response Plan and key program elements.*

*Welcome guest speaker Jason Williams, Director of Protective Services/Fire Chief Municipality of Port Hope*

April 29, 2025

**Critical Thinking and Asymmetrical Problem Solving Course**  
**Fire and Emergency Services Training Institute (FESTI) Mississauga**  
**2025 Courtney Park Drive East**  
**Mississauga , On L5T1J3**

08:00 AM - 06:00 PM EST

OAEM Administration,  
administration@oaem.ca

*CPD offering hosted by OAEM and the Fire and Emergency Services Training Institute (FESTI) Mississauga*

*About:*

*This highly specialized course brings together a common approach to critical thinking and decision making consistent with the Incident Management System – both at the EOC and Site Command levels to meet the needs of multi-service sectors such as emergency management and business continuity managers, airport officials, rail operators, First Responders, etc.*

*Course Overview:*

*Target audience: This course is designed for multi-service sector emergency management and business continuity professionals including operational staff, supervisors, mid-level managers, team leaders, and corporate leaders who are looking to enhance their critical thinking skills and improve their team's performance. It is also suitable for professionals in supervisory roles who wish to transition into leadership positions. This course is interactive and involves a significant amount of breakout group work using applied examples.*

*Duration: 1 day (10 hours):*

*8:00 a.m. to 6:00 p.m.*

*Location:*

*This course will be delivered on-site at FESTI, OAEM's new training headquarters located at 2025 Courtney Park Drive East in Mississauga, Ontario.*

*Course objectives:*

- 1. To understand the core principles of effective problem solving and how they apply in a team setting;*
- 2. To develop critical skills for problem solving both as an individual and in a team environment;*
- 3. To learn strategies for effectively dissecting problems and developing cost and operationally effective solutions;*
- 4. To enhance the ability to lead teams through difficult problems and challenges; and*
- 5. To explore tools and techniques for setting goals, monitoring progress, and evaluating solutions.*

*Expected outcomes:*

*By the end of the course, participants will:*

- 1. Have a deep understanding of how to ensure critical thinking when faced with any and all kinds of problems from operational to strategic;*
- 2. Be equipped with practical tools and techniques to quickly identify the actual core issues in a problem-based environment;*
- 3. Gain confidence in their ability to design approaches and solutions to conflicts and problems in their area of responsibility with defined techniques; and*
- 4. Be able to set clear objectives for their teams and effectively track and assess progress.*

*Catering:*

*Includes on-site deluxe catering: breakfast, lunch and afternoon break*

*Instructor (2)*

*Chris McBryan, BlackBay Inc.*

*To be determined*

*About Chris McBryan:*

*Over his distinguished 32-year career with Royal Canadian Mounted Police and CN Police, Inspector Chris McBryan, has worked as an investigator and supervisor in Covert Operations, the Major Crimes Unit, the National Security Unit, and several other postings pertaining to special forces assignments. McBryan has also been the commanding officer for units such as Special Operations, Guns and Gangs, Protective Services (including VIP, Close Protection, and Bomb Squad). In 2006, he was placed in charge of Canada's Border Technology Program, which is responsible for determining requirements, identifying technologies and implementing programs to cover over 8500 kilometers of undefended border. Prior to retirement, McBryan was placed in command of the R.C.M.P.'s Special Operations group in Ontario.*

*He has been critically involved in the development of National Science and Technology development programs and has engineered new approaches towards technology development and engineering within the RCMP including programs exceeding \$80,000,000 in budget. Chris has played a critical role in blending Canadian government, academic and industrial organizations to develop major security programs for the RCMP. Further, he has conducted numerous operational test and evaluation scenarios and vignettes aimed at advancing the RCMP's technical and enforcement capabilities. These programs have contributed to international collaborative programs with several international partners. McBryan has a very strong career with the RCMP collecting numerous accolades and commendations for his investigations and new approaches to law enforcement.*

*Combining his extensive experience and critical involvement in national security and global covert operations his specific expertise in problem solving, tactics and technology Mr. McBryan is now transitioning his talents for asymmetrical problem solving and training to BlackBay Inc. where he will leverage his knowledge and vast network of contacts to increase capabilities in both the private, public and corporate worlds.*