

**EMERGENCY OPERATIONS CENTER
RESPITE PLAN**

The E.O.C respite plan is a schedule that outlines period of work and rest for staff and members of the Emergency Operations Centre while under operation.

The Ritchot emergency Plan consists of 4 Wards commonly referred to by their community names of *Ste. Agathe, Ile Des Chenes, Howden and St. Adolphe*. As a result the respite plan for EOC staff would consist of a minimum of four volunteers to be trained for each position within the EOC. This would allow 24-hour coverage for several days with 1 volunteer being off every fourth day.

Staffing of the E.O.C. personnel is presently under a selection process and once completed a list of trained personnel to be added to the plan.

DAILY SCHEDULE:

The E.O.C daily schedule is comprised of three (3) eight (8) hour shifts per staff position. Therefore three (3) persons would be required to fulfill one staffing position for a 24-hour period

WEEKLY SCHEDULE.

If the event lasts longer than Twenty-Four (24) hours, then the weekly schedule would be enacted. The staff position number assigned to a person will remain with that person in order that they may follow the weekly schedule. The schedule lasts four (4) days and then is repeated for the fifth (5).

EXAMPLE OF WEEKLY SHIFT EXAMPLE

<u>Shift</u>	<u>day #1</u>	<u>day #2</u>	<u>day #3</u>	<u>day #4</u>
<u>8:00am to 4:00pm</u>	person 1	person 1	person 1	person 2
<u>4:00pm to 12:00pm</u>	person 2	person 2	person 3	person 3
<u>12:00pm to 8:00am</u>	person 3	person 4	person 4	person 4
Day off	Person 4	Person 3	person 2	Person 1

