

**LETTER OF EXPECTATIONS
&
STANDARDS OF CONDUCT AGREEMENT
For
EMERGENCY RESPONSE WORKERS ON OUT OF AREA ASSIGNMENT**

Our Commitment:

Provincial Emergency Program will:

- provide the necessary support to enable response workers to carry out their assigned duties;
- promote an environment of mutual respect and dignity;
- exercise due diligence in ensuring the safety and well-being of response workers participating in all pre-approved response activities;
- provide education and awareness on critical incident stress and stress in general as well as access to critical incident stress management interventions during your deployment including peer follow-up;
- provide operational debriefing following an out of area deployment.

Emergency Response Worker Commitment:

As representatives of PEP, deployed response workers are expected to adhere to the conditions of this agreement and perform their duties in accordance with the Standards of Conduct.

As a pre-requisite to being approved for deployment out of area you must agree to the following expectations.

Deployment Expectations:

1. To represent PEP and your community to the best of your ability, assuring the integrity of the program;
2. To take personal responsibility for exercising caution and moderation at all times, bearing in mind the inherent risks associated with disaster response work;
3. To show respect and support for community emergency management personnel and other support organizations or disaster responders involved in the response;
4. Exercise appropriate self care such as taking sufficient rest breaks, eating well, hydrating, getting exercise, and getting appropriate amounts of sleep;
5. To report to the community contact person identified at the time of deployment, accept duties as assigned, and take direction from the locally-designated supervisor;

6. To keep your Team Leader informed of your movements and not leave the community of assignment, or take local leave, without their knowledge;
7. To maintain appropriate care of the equipment and supplies entrusted to you, and return all borrowed equipment and supplies prior to departing from your assignment;
8. To be prepared to accept a transfer to another response assignment, should the circumstances require, subject to its compatibility with your qualifications;
9. To refrain from speaking with or writing to the media, making public presentations, publishing articles or research findings resulting from the response, without prior permission from PEP;
10. To act in conformity with instruction and directives from either the Team Leader, PEP staff, or other authority designated by PEP while on response;
11. To observe the laws and regulations of the community where you stay during the response (NOTE: response workers can expect no support from PEP if they willingly contravene such laws and regulations);
12. To pay due respect to all social and cultural groups represented in the community;
13. To refrain from making commitments on behalf of the local authority or the provincial government, either financially or in any other way, unless officially pre-authorized to do so;
14. Not to use or have a weapon in my possession at any time;
15. To dress in an appropriate manner and refrain from wearing emergency response identification when not on official duty;
16. To abstain from undertaking any public, professional or commercial activities, other than those connected with the assignment, without permission from PEP;
17. To avoid making references to political situations in official or private communications, including conversations, telephone calls, radio messages, cables or letters;
18. To refuse any financial or material gifts, or promises of such gifts or other advantages, other than small tokens of appreciation that may be offered.

