

Duties and Responsibilities

The Emergency Management Coordinator works for and is responsible to the municipal elected officials; who set the direction, programs, and policies for emergency management in their community. The duties and responsibilities of municipal coordinators, on behalf of their elected officials are summarized as follows.

1. Prepare and maintain an Emergency Operations Plan (EOP).
2. Manage and mobilize equipment and staff of the municipal Emergency Operations Center (EOC) when appropriate.
3. Attend and successfully complete training scheduled by the county or PEMA as outlines in PEMA directive “Emergency Management Training and Education”.
4. Recommend mitigation measures to reduce disaster effects.
5. Survey, organize and coordinate all municipal available manpower, materials, supplies, equipment, facilities and services necessary for disaster emergency preparedness, response, recovery, and mitigation.
6. Coordinate with other municipal emergency services agencies and public and private entities in achieving your duties and responsibilities.
7. Provide prompt and accurate information regarding municipal disaster emergencies to the appropriate municipal, county, and commonwealth officials, agencies, and general public.
8. Participate in tests, drill, and exercises, including drills and exercises that pertain to your municipality, as scheduled by the county, state, or federal government.
9. Participate in the integrated flood warning systems program as applicable for your municipality.
10. Develop mutual aid agreements as applicable with adjacent municipalities for reciprocal emergency assistance.

Check Out: FEMA IS – 1 Emergency Manager: An Orientation to the Position
<https://training.fema.gov/is/courseoverview.aspx?code=IS-1.a>

Emergency Management Coordinator Selection Checklist

EDUCATION	YES	NO	COMMENTS/NOTES
High school or GED			
Bachelors degree			
Graduate degree			
SKILLS			
Read and understand state and federal laws			
Write plans			
Prepare budgets			
Deliver public presentations			
Deliver instructional presentations			
Operate computers			
Operate wireless and wired communications equipment			
Work effectively with VOADs or other non-governmental organizations			
Work effectively with public safety services/organizations			
EXPERIENCE			
Disaster relief			
Emergency management			
Public safety			
Emergency services			
Communications			
Management			
Supervision			
Public speaking			
Hazardous materials			
Writing – (plans, procedures, checklists, formal correspondence, and grants)			
Administration			
Understanding of county and local government structure			
Media relations			
Training and exercises			

Appointment Process

An appointment cannot be made until these forms are completed **AND** an official letter from the municipal council is submitted to the county. These documents will be forwarded onto PEMA and the Governor who issues the final EMC appointment approval. All approval letters will be posted on Knowledge Center under the individuals' profile.

Appointment Checklist:

- Request for Appointment
- Request for Criminal Record Check
- Municipal Coordinator Information Form
- Sample Municipal Council Appointment Letter



Township of Penn

100 No Where lane.

Penn, Pa 10101

610-555-1234

Month & Date, Year

Mr. Thomas Sullivan
Director of Public Safety
Montgomery County
50 Eagleville Road
Eagleville, Pa 19403

Subject: Appointment of Emergency Management Coordinator

Dear Mr. Sullivan,

At the regularly scheduled Township meeting on Tuesday November 12th, 2016, the council voted to appoint Mr. John Smith to the position of Emergency management Coordinator for the Township of Penn.

Should you have any questions or require any additional information, please do not hesitate to contact me.

Sincerely,

Township of Penn, Council President

Montgomery County

Municipal Emergency Management Coordinator



Orientation

A comprehensive guide for newly appointed municipal Emergency Management Coordinators.

Montgomery County
Department of Public Safety
50 Eagleville Road
Eagleville, Pa 19403
(610)631-6500
eocwatchdesk@montcopa.org

Contents & Checklist:

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- Request for Appointment
- Request for Criminal Record Check
- Municipal Coordinator Information Form
- Municipal Council Appointment Letter

3. Training and Certification

- PEMA Local Certification
- EMC Monthly Training
- Certification Checklists

3. Planning

- Basic Emergency Operations Plan
- Functional Checklists
- Resource and Notification Manual
- Radiology Planning
- Developing the Plan

4. Resources

- Knowledge Center
- ReadyNotify
- RSAN
- Special Needs Registry
- Initial Damage Reporting Field Guide
- 2010 Emergency Response Assets (Digital Copy)

5. Directives

6. Booklets, Pamphlets, Flyers

- Emergency Preparedness Guide – For the Residents of Montgomery County
- Ready PA – Pennsylvania Emergency Preparedness Guide
- Ready Notify PA – Find Out First

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Township of Penn, Council President

Training & Certification

PEMA Local Certification:

Local Basic Certification requires the completion of all course work specified on the PEMA Basic Local Certification checklist. To be considered for certification applicants must complete the associated checklist including dates and copies of certificates received. Appointed coordinators should complete basic certification **within 1 year** after appointment.

Local Advanced Certification should be completed **within 3** years of appointment.

Courses with the “IS” prefix are part of the FEMA Emergency Management Institute (EMI) Independent Study (IS) Program. FEMA EMI and IS program courses can be found at <http://training.fema.gov/IS/>

Courses with the “G” prefix are FEMA programs delivered at the state level. In Pennsylvania , the courses are taught by PEMA approved instructors. The courses are available through the state approved educational training agencies (ETA).

EMC Monthly Training:

On the third Wednesday of each month DPS hosts an EMC education/ training session. Presenters have included professionals in the field of hazard mitigation, emergency planning, transportation, and volunteer agencies. It is recommended that coordinators attend at least three monthly training sessions provided by the county during the year. The Montgomery County Training & Exercise calendar can be found at: <http://emstrainingcenter.org>. Additional PEMA training can be found at <https://pa.train.org>.

All appointed coordinators should be mindful that Title 35, Section 7502 (e) states, “Failure to attend instruction described in this subsection or failure to attend a prescribed training conference for a period of two consecutive years shall be cause for replacement”.

Check Out:

PEMA Directive D2017-02 Emergency Management Certification and Training Requirements

Planning

Basic Emergency Operations Plan (EOP):

Section 7503 (1) of the Emergency Management Services Code (the Code) (35 Pa. C.S. Section 7101 et seq.) mandates that “each political subdivision” in the commonwealth “...prepare, maintain and keep current” an emergency operations plan “...for the prevention and minimization of injury and damages caused by a disaster” within the municipality.

PEMA encourages all municipalities to shift their attention and efforts away from the “plan” to a more comprehensive and meaningful “planning process” that includes not only an EOP but also a more dynamic set of checklists and a complete and accurate notification and resource manual. This will, in turn, better protect the health, safety and welfare of the municipality’s citizens.

PEMA interprets the Code to mean that the plan is current if it has been promulgated by a board of elected officials. Additionally, to be considered current, a plan and its major components must have been reviewed by a designated official (EMC) **within the past two years** (and that the review is appropriately documented) or when a majority of the municipality’s elected body changes.

Functional Checklists:

Checklists provide a list of tasks, protocol, job descriptions, contents, or other items to be considered during an emergency. They may also take the form of a rating scale.

Notification and Resource Manual (NARM):

A separate document that is intended to supplement the local EOP and checklists by providing contact information, and establishing a comprehensive list of emergency response personnel, equipment, supplies, and other resources. The NARM is periodically reviewed and updated by the local EMC. As a result, this document is subject to frequent content changes.

This section of the plan does not need to be shown to the general public, because it contains personnel information.

Check Out: FEMA IS 235 - Emergency Planning

DEVELOPING THE PLAN

The following planning process and guidance will help in developing the municipalities plan.

1. Identify (Unique) Hazards and Assess Risks: The County's Emergency Operations Plan and the Hazard Mitigation Plan identifies the overall hazards and the risks that are of a concern throughout the county. The municipality should identify unique hazards and concerns within their municipality associated with the plan being developed. This will assist in coordinating local response efforts. Review the profile of the municipality to help identify vulnerable areas and assets within the municipality, i.e., congregate locations of schools, critical infrastructure special needs individuals, etc.

2. Identify Resources and Actions: The municipality should identify what resources they have for responding to emergencies. This helps determine when there is a need for additional assistance, and the necessity to establish mutual aid with external sources. Putting a resource manual of known assets together is recommended. Based on the resources available, the municipality can determine what actions can be taken by each agency, and when supplemental assistance is needed. Double check that the actions identified are feasible, such as not violating local, state, federal laws, and other limitations.

3. Write the Plan: Keep the plan simple. Make the plan compatible with the County's plan suggesting using similar, not necessarily all, functions for coordination purposes. Review the finished plan and have it signed by the municipal board.

4. Implement the Plan: Train and exercise the agencies, external stakeholders, community members, etc, to test and help the plan work. Review it annually or in accordance with the county's review schedule. Update the plan when changes in the community will impact the municipalities capability to handle an event.

Check Out: Comprehensive Preparedness Guide (CPG) 101

Resources

Knowledge Center – Online resource that supports daily emergency management operations at all levels. Incident, resources, critical infrastructure, and document management – www.knowledgecenterpa.org

ReadyMontco – Public alerting system that facilitates information disseminations to businesses, hospitals, schools, and the community – <https://member.everbridge.net/index/453003085612338#/login>

MontcoSAFER – Is an alert system that delivers important emergency alerts, notification and updates on all registered devices. When an incident occurs authorized senders will instantly notify you using Everbridge with instructions on where to go, what to do, what not to do, who to contact, and other important information.

Damage Assessment Field Guide – A comprehensive guide for municipal coordinators, staff and public works employees to assist in performing and submitting damage assessment.

2016 Emergency Response Assets – Electronic document that displays available county resources.

Community Emergency Response Teams (CERT)

The CERT Program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help.

Voluntary Organizations Active in Disaster (VOAD)

VOAD is a national non-operational umbrella organization that gives each of its members the privilege of independently, but cooperatively, providing and implementing its resources when responding to disasters. VOAD is committed to the philosophy that the time to train, prepare, and become acquainted with each other is best achieved prior to the time of actual disaster response.

Services:

- Sheltering
- Housing
- Clothing
- Mass Feeding
- Storm damage, debris cleanup
- Counseling
- Warming/cooling stations
- Light search & rescue

- **First Aid Station**

Local resources should be used first. If there is still an unmet need, then turn to the American Red Cross. If the need still exists, they will coordinate activation of VOAD through OEM.

Social Media

Facebook:

Montgomery County Department of Public Safety

Montgomery County Health Department

American Red Cross Southeastern Pennsylvania Chapter

FEMA Federal Emergency Management Agency

Twitter:

@MCpublicsafety

@SalArmyPhilly

@RedCrossPhilly

@FEMA

To register for these resources or receive training contact:

The Department of Public Safety (610) 631-6500.

Directives

PEMA Directive D2007-1

Subject: Requirements for the Preparations, Review and Update of Municipal Emergency Operation Plans (EOP) and Accompanying Documents.

PEMA Directive 2011-02

Subject: Emergency Management Certification and Training Requirements

PEMA Directive 2000-1

Subject: Official Enrollment of Emergency Management Volunteers

PEMA Directive 2001-02

Subject: Preparation, Review and Maintenance of Sara Title III Off-site Response Plans

PEMA Directive 2003-02

Subject: Pennsylvania Emergency Incident Reporting System (PIERS)