

Hanover Township, Lehigh County

Emergency Management Coordinator

General Description:

The Emergency Management Coordinator is an employee of Hanover Township, appointed by the Township Council, and reports to the Township Manager. The Township Council sets the direction, programs and policies for emergency management in Hanover Township.. The Emergency Management Coordinator oversees the planning, training, and preparation during non-disaster times, and acts as the coordinator in the Emergency Operations Center (EOC) during times of disasters. The Emergency Management Coordinator leads the coordinated, concentrated Township response effort that results in a successful community response to an emergency.

Appointment:

Following the initial appointment of the Township Emergency Management Coordinator by the Township Council, a recommendation must be submitted to the Lehigh County Emergency Management Coordinator who forwards it through PEMA to the Governor for the formal appointment to the position. Thereafter, the Emergency Management Coordinator is re-appointed by the Township Council on an annual basis.

Duties and Responsibilities:

The duties and responsibilities of the Emergency Management Coordinator are:

1. Prepares and maintains an Emergency Operations Plan (EOP) for the Township subject to the direction of the Township Council and Township Manager; reviews and updates it as required. Develops and keeps current emergency response checklists that are appropriate for the emergency needs and resources of the Township.
2. Maintains coordination with the Lehigh County Emergency Management Services agency (EMA), and provides prompt information in emergencies, as available.
3. Coordinates with the county EMA, identifies hazards and vulnerabilities that may affect the Township; recommends mitigation measures to reduce disaster effects; participates in the County Hazard Mitigation efforts and assists in pre-disaster mitigation planning and grant submission efforts.
4. Identifies resources within the Township that can be used to respond to a major emergency or disaster situation and requests needed resources from the county EMA.
5. Develops, maintains and ensures the certification of trained staff who are designated to work in the Township emergency operations center (EOC) when activated.

6. Mobilizes the Township EOC and acts as the Command function within the Incident Command System (ICS) structure in the EOC during emergencies/disasters.
7. Compiles cost figures for the conduct of emergency operations.
8. Attends training, workshops and seminars provided by the Township, Lehigh County, and other sources to maintain proficiency and currency in emergency management and emergency response planning and procedures.
9. Has current appropriate plans, procedures, guidance and laws issued by the Lehigh County, PEMA and the Commonwealth available within the Township EOC. Has knowledge of the federal and state required plans for the Township and coordinates with all applicable agencies dealing with emergencies at schools, nursing and hospice care facilities, day care facilities, landfills, and at special events.
10. Manages and mobilizes the equipment and staff of the Township emergency operations center (EOC) when appropriate and as directed by the Township Council and Township Manager.
11. Provides prompt and accurate information regarding municipal disaster emergencies to the appropriate Township, Lehigh County, Commonwealth officials, and to the general public.
12. Participate in all tests, drills and exercises, including remedial drills and exercises that pertain to the Township, as scheduled by Lehigh County or the Commonwealth.
13. Develops mutual aid agreements, as applicable, with adjacent municipalities.
14. Encourages and ensures that Township officials and/or the Township Manager declares disaster emergencies when needed and submits the signed disaster declaration to the Lehigh County EMA.
15. Conducts damage reporting/assessment expeditiously (i.e. within 24-hours of a disaster) and provides the information to the Lehigh County EMA or the Lehigh County EOC, if activated.
16. Responds to the location of a disaster as requested by Township officials, Township Manager or the Lehigh County Emergency Management Coordinator.
17. Ensures that the Township is compliant with the six components of the National Incident Management System (NIMS).
18. Provides an annual written report on Emergency Management activities.
19. Other duties as assigned by Township elected officials and Township Manager.

Critical Skills:

1. Read and understand state and federal laws
2. Ability to write plans
3. Ability to prepare budgets
4. Ability to make public and instructional presentations
5. Ability to operate computers
6. Ability to operate wireless and wired communications equipment

7. Ability to work effectively with volunteer groups involved in disasters such as the Red Cross
8. Ability to work effectively with public safety services and organizations

Required Certification and Training

1. Attain Basic Emergency Management Certification per PEMA Directive 2011-02 and Title 35 within one (1) year of appointment as Township Emergency Management Coordinator.
2. Attain Advanced Emergency Management Certification per PEMA Directive 2011-02 and Title 35 within three (3) years of appointment as Township Emergency Management Coordinator.
3. Completion of the Professional Level of Certification is recommended but not required.
4. Attend training as required by the Lehigh County Emergency Management Services agency.

Desired Experience:

1. Experience in disaster relief
2. Experience in emergency management
3. Experience in public safety and emergency services
4. Experience in communications
5. Experience in management, supervision and administration
6. Experience with hazardous materials
7. Experience with oral and written communications
8. Experience with media relations
9. Experience with training and exercises
10. Understanding of County and Township structure

Compensation

The Emergency Management Coordinator position receives an annual stipend as set by the Township Council.