## Request for APPOINTMENT OF MUNICIPAL EMERGENCY MANAGEMENT COORDINATOR

## **INSTRUCTIONS**

- 1. You must request a Criminal Records Check for all who are recommended for appointment by completing a Pennsylvania State Police Form SP 4-164, "Request for Criminal Record Check". You must then attach the results to this form. Form SP 4-164 is available on the internet at <a href="http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=458621&level=2&css=L2&mode=2">http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=458621&level=2&css=L2&mode=2">http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=458621&level=2&css=L2&mode=2">http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=458621&level=2&css=L2&mode=2">http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=458621&level=2&css=L2&mode=2">http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=458621&level=2&css=L2&mode=2">http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=458621&level=2&css=L2&mode=2">http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=458621&level=2&css=L2&mode=2">http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=458621&level=2&css=L2&mode=2">http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=458621&level=2&css=L2&mode=2">http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=458621&level=2&css=L2&mode=2">http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=458621&level=2&css=L2&mode=2">http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=458621&level=2&css=L2&mode=2">http://www.portal.state.pa.us/portal/server.pt.pa.us/portal/server.pt.pa.us/portal/server.pt.pa.us/portal/server.pt.pa.us/portal/server.pt.pa.us/portal/server.pt.pa.us/portal/server.pt.pa.us/portal/server.pt.pa.us/portal/server.pt.pa.us/portal/server.pt.pa.us/portal/server.pt.pa.us/portal/server.pt.pa.us/portal/server.pt.pa.us/portal/server.pt.pa.us/portal/server.pt.pa.us/portal/server.pt.pt.p
- 2. Complete Part I (please type or print legibly).
- 3. Submit original to the COUNTY Emergency Management Coordinator.
- 4. Retain a copy for your files.

PART I Municipality Information:	Recommended Appointee Information:						
Municipality:	Full Name:						
Municipal Office Address:	Appointee's Home Address:						
City PA Zip	City State Zip						
Municipal Telephone Number:	Appointee's Home Telephone Number:						
Municipal Fax Number:	Appointee's Email Address:						
Previous Municipal Coordinator:	Appointee's Date of Birth:						
Appointment Date of Previous Coordinator:	Appointee's Social Security Number:						
	oks of the Municipality and was made with due consideration and is subject to approval of the County, the Pennsylvania e Commonwealth of Pennsylvania.						
Signature (Secretary/Manager)	Title						
Print Name	Date						
PART II (to be completed by County Emergence	cy Management Coordinator)						
Signature	County						
Print Name	Date						

PENNSYLVANIA STATE POLICE REQUEST FOR CRIMINAL RECORD CHECK							FOR CE	NTRAL REPOSI (LEAVE BL	TORY USE ONLY ANK)				
PART I: TO BE COMPLETED BY REQUESTER (INFORMATION WILL BE MAILED TO REQUESTER ONLY)								UEST					
*** TYPE OR PRINT LEGIBLY WITH INK ***  NOTE: IF THIS FORM IS NOT LEGIBLE OR NOT PROPERLY COMPLETED, IT WILL BE RETURNED UNPROCESSED TO THE REQUESTER. A RESPONSE MAY TAKE THREE WEEKS OR LONGER TO PROCESS.							HE						
WARNING: A PER STATE	RSON COMMITS EMENT, WHICH H						IF HE/SH	IE MA	KES A	WRITTEN FAL	SE		
REQUESTER NAME	TOTA COUNTY OFFICE OF EMETAGING MANAGEMENT												
ADDRESS 120 Davies Dr.													
CITY	CITY York STATE ZIP PA 17402												
_	CONT	ACT TEL	EPHONE N	IUMBER	(INCLU	DING A	AREA CO	DE)	1	1			
		-			-								
REQUESTER ID	ENTIFICATION	(ONLY C	HECK ONE	BLOCK	)				<u> </u>	l			
INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$10.00 PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA." THE FEE IS NONREFUNDABLE.													
FEE EXEMP	PT NONCRIMINAL	JUSTICE	AGENCY				*** [	OO N	NOT S	SEND CAS	SH OR PER	SONAL CHECK	***
NAME/SUBJECT OF RECORD CHECK (LAST) (FIRST)									(MIDDLE)				
MAIDEN NAME AND/OR ALIASES SOCIAL SECURITY NUMBER (SO						(SOC)	DATE OF BIRTH (DOB) SEX RA		RACE				
REASON FOR REQUEST (CHECK ONE BLOCK)  EMPLOYMENT (IF APPLICABLE, CHECK ONE OF THE FOLLOWING)  ADOPTION/FOSTER CARE  The control of the following of the care of the following of								SCHOOL DISTRICT					
ONLY CHECK THIS BLOCK IF YOU WANT TO REVIEW YOUR ENTIRE CRIMINAL HISTORY													
INDIVIDUAL ACCESS AND REVIEW OR FIREARMS CHALLENGE-ENTIRE CRIMINAL HISTORY (AVAILABLE ONLY TO SUBJECT OF RECORD CHECK OR LEGAL REPRESENTATIVE WITH LEGAL AFFIDAVIT OF LEGAL REPRESENTATIVE ATTACHED)													
REQUESTER CHECKLIST AFTER COMPLETION MAIL TO													
5.5 100 2.012.0							NIA STATE POLI EPOSITORY – 10						
DID YOU ENCLOSE THE \$10.00 FEE (CERTIFIED CHECK/MONEY ORDER)?						1800 ELMI	ERTON AVENUE						
DID YOU ENTER YOUR COMPLETE ADDRESS INCLUDING ZIP CODE AND							717	የG, PA 17110-97 <b>፥</b> '-783-9973 am - 4:15 pm (Mon					
TELEPHONE NUMBER IN THE BEOCKS PROVIDED?								TE BELOW TH	• •/				
INFORMATION DISSEMINATED					T	INQUII	RY DISSEMIN		SID NUMBER				
NO RECORD CRIMINAL RECORD ATTACHED													
						CERTI	FIED BY		I				
☐ NAME ☐ SOCIAL SECURITY NUMBER													
DATE OF BIRTH RACE													
SEX								(DIRECTOR, CENTRAL REPOSITORY)					
This response is based on a comparison of data provided by the requester in Part I against the information contained in the files of the Pennsylvania State Police Central Repository only, and does not preclude the existence of criminal records which might be contained in the repositories of other local, state, or federal criminal justice agencies.													

## Local Coordinators Contact Sheet

Township		
EOC Location		
EOC Phone/Fax		
1STContact Name	Title	
Address:		
Daytime Phone	Ext.	
Night Phone		
Mobile Phone	<del></del>	
Pager		
Fax		
E-Mail		
2NDContact Name	Title	
Daytime Phone		
Night Phone		
Mobile Phone		
Pager ————		
Fax		
E-Mail		
3RDContact Name	Title	4THContact
Daytime Phone		Daytime Phone
Night Phone		Night Phone
Mobil Phone		Mobil Phone
Pager		Pager
Fax		Fax
E-Mail		
Special Instruction:		

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## **Municipal Coordinator Duties**

In accordance with Title 35, a municipal coordinator is appointed by the Governor upon the recommendation of the executive officer or governing body of the municipality. The coordinator shall be professionally competent and capable of exerting leadership, planning, training and effecting coordination among operating agencies of government and controlling coordinated operations. Without a doubt, the most important responsibility of municipal officials, and the municipal coordinator, is to coordinate disaster response efforts during the first 24 to 72 hours after any emergency. The municipal coordinator has a major role to play in helping the community and residents achieve the proper level of preparedness, response, recovery and mitigation activities for whatever may affect the municipality. The municipal coordinator must create interest, motivate and involve the community in these activities and keep elected officials informed and involved with these preparations. Each coordinator should use the resources available at county and state level and within the community to assist with these responsibilities.

- Prepares and maintains an EOP for the municipality subject to the direction of the elected officials; reviews and updates as required. Develop and keep current emergency response checklists appropriate for the emergency needs and resources of the community
- 2. Maintains coordination with the county EMA, and provides prompt information in emergencies, as available.
- Coordinates with the county EMA, identifies hazards and vulnerabilities that may
  affect the municipality; recommends mitigation measures to reduce disaster effects;
  participates in the County Hazard Mitigation Team and assists in pre-disaster
  mitigation planning and grant submission efforts.
- Identifies resources within the municipality 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 certification of trained staff to work in the municipal emergency operations center (EOC) when activated.
- Mobilizes the municipal EOC and acts as the Command function within the Incident Command System (ICS) structure in the EOC during an emergency/disaster.
- 7. Compiles cost figures for the conduct of emergency operations.
- Attends training, workshops and seminars provided by municipal officials, county and
  other sources to maintain proficiency and currency in emergency management and
  emergency response planning and procedures.

- 9. Maintains current appropriate plans, procedures, guidance and laws issued by the county, PEMA and the Commonwealth within the EOC; has knowledge of the federal and state required plans for the jurisdiction and coordinates with all applicable agencies dealing with emergencies at dams, chemical and nuclear plants, schools, day cares, hospitals, prisons, nursing home facilities and special events.
- Manages and mobilizes the equipment and staff of the municipal emergency operations center (EOC) when appropriate and as directed by the municipal elected officials.
- Provides prompt and accurate information regarding municipal disaster emergencies to the appropriate municipal, county, and Commonwealth officials and the general public.
- 12. Participates in all tests, drills and exercises, including remedial drills and exercises that pertain to the municipality, as scheduled by the county or Commonwealth.
- 13. Participates in the integrated flood warning systems program as applicable for the municipality.
- 14. Develops mutual aid agreements, as applicable, with adjacent municipalities.
- 15. Encourages and ensures municipal officials declare disaster emergencies when needed and sends the signed disaster declaration to the county EMA.
- Conducts damage reporting/assessment and expeditiously, within 24-hours of a disaster, provides the information to the county emergency management coordinator or the county EOC if activated.
- Responds to the location of a disaster as requested by municipal officials or the county emergency management coordinator.
- Attains basic and advanced certification in accordance with PEMA Directive 2003-5 and Title 35.
- Ensures municipality is compliant with the six components of the National Incident Management System (NIMS).
- 20. Other duties as assigned by municipal elected officials