

# 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 <http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=458621&level=2&css=L2&mode=2> or you may request a Criminal History Check Online utilizing the PATCH System.
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.

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## PART I

### Municipality Information:

Municipality: \_\_\_\_\_

### Municipal Office Address:

\_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ <sup>PA</sup> State \_\_\_\_\_ Zip \_\_\_\_\_

### Municipal Telephone Number:

( \_\_\_\_ ) \_\_\_\_\_

### Municipal Fax Number:

( \_\_\_\_ ) \_\_\_\_\_

### Previous Municipal Coordinator:

\_\_\_\_\_

### Appointment Date of Previous Coordinator:

\_\_\_\_\_

### Recommended Appointee Information:

Full Name: \_\_\_\_\_

### Appointee's Home Address:

\_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Appointee's Home Telephone Number:

( \_\_\_\_ ) \_\_\_\_\_

### Appointee's Email Address:

\_\_\_\_\_

### Appointee's Date of Birth:

\_\_\_\_\_

### Appointee's Social Security Number:

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

The above recommendation is of record in the Minute Books of the Municipality and was made with due consideration of the qualifications of the above-recommended citizen and is subject to approval of the County, the Pennsylvania Emergency Management Agency, and the Governor of the Commonwealth of Pennsylvania.

\_\_\_\_\_  
Signature (Secretary/Manager)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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## PART II *(to be completed by County Emergency Management Coordinator)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
County

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



## Local Coordinators Contact Sheet

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*Township* \_\_\_\_\_  
*EOC Location* \_\_\_\_\_  
*EOC Phone/Fax* \_\_\_\_\_

*1STContact Name* \_\_\_\_\_ *Title* \_\_\_\_\_  
*Address:* \_\_\_\_\_  
*Daytime Phone* \_\_\_\_\_ *Ext.* \_\_\_\_\_  
*Night Phone* \_\_\_\_\_  
*Mobile Phone* \_\_\_\_\_  
*Pager* \_\_\_\_\_  
*Fax* \_\_\_\_\_  
*E-Mail* \_\_\_\_\_

*2NDContact Name* \_\_\_\_\_ *Title* \_\_\_\_\_  
*Daytime Phone* \_\_\_\_\_  
*Night Phone* \_\_\_\_\_  
*Mobile Phone* \_\_\_\_\_  
*Pager* \_\_\_\_\_  
*Fax* \_\_\_\_\_  
*E-Mail* \_\_\_\_\_

<i>3RDContact Name</i> _____	<i>Title</i> _____	<i>4THContact</i> _____
<i>Daytime Phone</i> _____		<i>Daytime Phone</i> _____
<i>Night Phone</i> _____		<i>Night Phone</i> _____
<i>Mobil Phone</i> _____		<i>Mobil Phone</i> _____
<i>Pager</i> _____		<i>Pager</i> _____
<i>Fax</i> _____		<i>Fax</i> _____
<i>E-Mail</i> _____		

*Special Instruction:*

## **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.

1. 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.
3. 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.
4. 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.
6. 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.
8. 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.
10. Manages and mobilizes the equipment and staff of the municipal emergency operations center (EOC) when appropriate and as directed by the municipal elected officials.
11. 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.
16. 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.
17. Responds to the location of a disaster as requested by municipal officials or the county emergency management coordinator.
18. Attains basic and advanced certification in accordance with PEMA Directive 2003-5 and Title 35.
19. Ensures municipality is compliant with the six components of the National Incident Management System (NIMS).
20. Other duties as assigned by municipal elected officials