

EMA Coordinator, Duties and Responsibilities

General:

"Emergency Management" is not a separate function set apart from the normal responsibilities of government. On the contrary, Emergency Management operations occur whenever a local government responds to any massive emergency such as tornado, hurricane, flood, or other natural or man-made disaster.

The chief executive of local government (Mayor or Chairman of the Board of Commissioners) is by law in charge or in command during an emergency. The Emergency Management director serves, during an emergency, as the chief of staff for the chief executive. His normal daily role is to act on behalf of the chief executive to build local readiness by developing local emergency plans, in coordination with community businesses and industry.

Role of the Emergency Manager:

1. Develops an effective emergency program and serves as the key leader in planning, coordination of operations, community liaison to build the emergency program, and supporter of mitigation efforts.
2. Is responsible for coordinating all the components of the emergency management system in the jurisdiction. These components consist of fire and police, emergency medical service, public works, volunteers, and other groups contributing to the management of emergencies. The fire, police, and other emergency service agencies are independent. They have their own mandates; they have their own responsibilities to fulfill. In emergencies all of these groups work together for the common goal.
3. By definition, is the chief of staff during an emergency, reporting directly to the chief executive and by virtue of the authority of the chief executive, coordinates all the functions of government emergency response.
4. Maintains private sector interest in the emergency program. Emergency partners in the private sector range from businesses and industry to civic organizations and individuals.

Duties and Responsibilities:

Duties of the Emergency Management Director include but are limited to:

Supervises, coordinates, and maintains the daily operations of the local Emergency Management Agency (EMA).

Maintains the Emergency Operations Center (EOC) in a continuous state of readiness.

Maintains coordination with local and state governmental departments and agencies, utilities and industry during any type of emergency.

Prepares and revises the county Emergency Operations Plan (EOP).

Assists local government departments/agencies in the preparation of that departments SOPs in support of the EOP.

Reviews and makes recommendations to businesses, industry, hospital, and nursing homes on the preparation of their emergency plans to ensure they are workable within the framework of the local and state plans.

Develops and coordinates mutual aid agreements with other agencies and adjacent counties.

Prepares and manages the local EMA budget.

Prepares the required budget and staffing patterns paperwork for GEMA, which qualifies the local EMA for GEMA and FEMA funds.

Organizes and coordinates local training for public safety and volunteer first responders.

Supervises and monitors the actions of the Volunteer Search and Recovery Squad.

Prepares scenarios and procedures and coordinates training for local government officials, industry, utilities, and volunteers in conjunction with the exercising of emergency plans.

Ensures the EOC is staffed with knowledgeable qualified personnel and makes training and exercises available to these personnel.

Through newspaper articles, radio programs, television, speaking engagements, and seminars, makes the public aware of the emergency plans and procedures that are in place and the public's part in making these plans and procedures work.

Working with the Red Cross and DFACS, ensures that adequate facilities are available to shelter citizens should the need arise.

Coordinates with the school system officials for the development of tornado warnings and school shelter plans.

On a 24 hour basis, responds to hazardous material incidents, bomb threats, severe weather alerts, and other natural or man-made emergencies.

Manages the daily operations of the Local Emergency Planning Committee (LEPC) and answers citizen inquiries concerning hazardous materials.

Responds to water and land search and recovery efforts utilizing the EMA Volunteer Search and Recovery Squad.

Interprets and applies all federal and state directives that apply to emergency management and departments supporting EMA.

Answers inquiries from citizens concerning emergency plans and procedures.

Through coordination with the Chatham Co Health Department and the Board Of Education, Chatham Area Transit, ensures that all special needs citizens, registered with the Department of Health, are evacuated if the need arises. Also coordinates the transportation needs of the nursing homes located in Chatham county.

Utilizing computer models and various weather service products, stays abreast of current weather conditions and advises city/county administrators and/or department heads of any action that may be needed.