



James Davidsaver
Director
Lincoln Lancaster County Emergency Management
Primary Duties and Responsibilities

Introduction

The director of Lincoln-Lancaster County Emergency Management is responsible for: 1) overall coordination and facilitation of participating agencies and entities working to ensure public safety, protect critical infrastructure and maintain continuity of operations; 2) oversight of the county's emergency warning systems and emergency shelters; 3) management of training and public education and outreach programs; 4) coordination and management of local government and volunteer responses to all disasters and other emergencies. The director: 5) represents the county at the regional emergency management board of governance; 6) serves as liaison to state and federal agencies; and 7) is responsible for grant management of department programs.

Primary Duties and Responsibilities

To ensure the health, safety and welfare of Lancaster County residents, Emergency Management's primary duties and responsibilities are focused on its five mission areas of [prevention, protection, mitigation, response and recovery](#). The first three areas are pre-emergency/disaster targeting planning and preparedness. The last two areas are post-emergency/disaster emphasizing resilience and continuity of operations.

1. Overall coordination and facilitation of participating agencies and entities working to ensure public safety, protect critical infrastructure and maintain continuity of operations.
(All mission areas)
2. Oversight of the county's emergency warning systems and emergency shelters
(Prevention, Protection and Mitigation)
3. Management of training, public education and outreach programs
(Prevention, Protection and Mitigation)
4. Coordination and management of local government and volunteer responses to natural or manmade disasters and other emergencies
(Response and Recovery)
5. County representative on the regional emergency management board of governance
(All mission areas)
6. Liaison to state and federal agencies
(All mission areas)
7. Grants Management
(All mission areas)

1. Overall coordination and facilitation of participating agencies and entities working to ensure public safety, protect critical infrastructure and maintain continuity of operations.

The Emergency Management Director (EMD) is responsible for Lancaster County's Local Emergency Operations Plan (LEOP) and Resource Manual. These documents outline comprehensive plans to address any large scale disaster or emergency in the county. The EMD must ensure these documents are maintained with accurate, up-to-date information. Every four years, the LEOP and Resource Manual undergo a comprehensive review and update.

The EMD maintains a regular schedule of meetings with numerous community partners. A complete list of these meetings with corresponding list of partner departments/agencies/entities is included as **Attachment A**.

The EMD is responsible to host the Local Emergency Planning Committee (LEPC). By state law, this committee must meet annually review and address issues regarding hazardous materials in and around Lancaster County.

The EMD is charged with conducting a Threat and Hazard Identification and Risk Assessment (THIRA). The THIRA identifies the most likely disasters/large-scale emergencies to impact Lancaster County. The process involves the major stakeholders across several disciplines examining the thirty-one core capabilities of community resiliency, identifying strengths and gaps in service and developing an action plan to ensure preparedness in the future. The end product is a five-year THIRA plan.

When needed, the EMD is responsible for activating and operating the Emergency Operations Center (EOC). The Lincoln-Lancaster County EOC is organized under the Emergency Support Functions (ESFs) outlined by the Federal Emergency Management Agency (FEMA). The ESF format ensures the appropriate entities are represented to fully implement the National Incident Management System (NIMS) Incident Command Structure (ICS). In addition to the EOC, the EMD must also maintain the department's Mobile Operations Centers (MOCs) to ensure an effective and efficient field response to a local disaster/emergency.

To ensure continuity and consistency of public information related to a disaster or emergency, all official information dissemination, press releases and media briefings are the responsibility of the EMD.

2. Oversight of the county's emergency warning systems and emergency shelters

The EMD is responsible for management and operation of countywide outdoor warning siren network. The sirens and companion radio communication system are tested on a monthly basis to ensure proper function and operation.

Due to growth and development in Lancaster County, the EMD establishes and maintains a plan to expand the warning coverage area by adding sirens as funds allow. The EMD actively pursues funding opportunities including state hazard mitigation grants and other applicable funding sources.

To ensure appropriate storm shelter locations are identified and utilized, the EMD offers safety plan reviews and walk-throughs of densely populated buildings (i.e. County-City building; Lancaster County and Lincoln Public School properties and area healthcare facilities). Special consideration is focused on locations that house vulnerable populations.

To house displaced persons in the wake of a disaster or emergency, the EMD coordinates placement and support services with the American Red Cross and Lincoln-Lancaster County Health Department.

3. Management of training, public education and outreach programs

The EMD organizes, manages and delivers presentations to a wide array of community groups on topics including an overview of Emergency Management, general preparedness and severe weather awareness.

The EMD is responsible for coordinating the agency's participation in annual community education and awareness events including Severe Weather Awareness Week, UNL's Severe Weather Symposium aka: 'Weatherfest', National Preparedness Month (September), Mutual Aid Rural Fire Departments' 'Open Houses', FEMA's 'Campus Ready', Lincoln Amateur Radio Club Field Day, Lancaster County Super Fair, Cornhusker State Games-State Games of America.

To promote emergency management education and overall preparedness, the EMD promotes and sponsors FEMA certified National Incident Management System (NIMS) classes for first responders, healthcare workers and critical infrastructure employees. These classes include the basic courses of NIMS 100, 200, 700 and 800 and the advanced courses of NIMS 300 and 400.

In the rapidly expanding area of social media, Emergency Management must take advantage of these communication platforms to ensure timely notification during emergency situations and share pertinent prevention, protection and mitigation information. The EMD oversees the use of social media as an outreach tool.

4. Coordination and management of local government and volunteer responses to natural or manmade disasters and other emergencies

The EMD is charged with the coordination and management of the overall response to a disaster or emergency including the activation and operation of the Emergency Operations Center (EOC). The EOC is organized in compliance with FEMA's Emergency Support Functions (ESFs). To ensure elected officials are apprised of all pertinent details for the crisis at hand and have ready access to the activities in the EOC, the EMD maintains an interactive conference room for them adjacent to the EOC.

The EMD must coordinate and manage all volunteer groups' participation during a disaster or emergency. Specific examples include use of amateur radio club members as certified storm spotters during severe weather and communication conduits during large scale phone/power outages.

To effectively and efficiently manage spontaneous volunteers in the wake of a disaster, the EMD must establish an Emergency Volunteer Center (EVC). The EMD partners with Volunteer Partners and Community Organizations Active in Disaster (COAD) to activate and operate the EVC for the duration of the disaster.

The EMD is responsible for safety of all responders and full documentation throughout the event. Proper credentialing of all participants, equipment and resources involved in the disaster response is required to accomplish these tasks.

To ensure readiness and a timely field response to a disaster or emergency, the EMD must maintain the complete inventory of Emergency Management assets. This inventory includes motor vehicles, mobile operations centers (MOCs), response/rehabilitation/triage/field support trailers, portable lights towers, large and small portable generators and technology hardware (laptop computers, Wi Fi hotspots and portable printers).

5. County representative on the regional emergency management board of governance

The EMD represents Lancaster County on the fourteen-county Southeast Nebraska Emergency Management Board of Governance (also known as the Southeast Region PET Group). The Lancaster County EMD is a member of the Executive Board and serves as the point-of-contact for the region with the Nebraska Emergency Management Agency (NEMA).

The EMD's responsibilities include workplan development, implementation, execution, closure and subsequent audits; and oversight of the grant management through the state's Grant Management System (GMS).

6. Liaison to state and federal agencies

As defined by the Emergency Management Act (Nebraska State Statute 81-829.36-45), the Lancaster County EMD is the liaison for state and federal agencies during the response to and recovery from a declared disaster or emergency. The point of contact at the state level is the Nebraska Emergency Management Agency (NEMA). The Federal Emergency Management Agency (FEMA) is the point of contact at the federal level. Outside a federally declared disaster, the EMD liaises with the Department of Homeland Security (DHS).

The EMD maintains the day-to-day working relationships with state and federal agencies through the schedule of regular meetings outlined in **Attachment A**.

7. Grant Management

The EMD is responsible for the overall management and facilitation of grants for Lancaster County Emergency Management and the Southeast Region PET Group.

The primary distribution of these grants is:

Local:	Emergency Management Performance Grant (EMPG)
Regional:	State Homeland Security Grant Program (SHSP)
Local & Regional:	Metropolitan Medical Response System (MMRS)
State:	Hazard Mitigation Grants



Attachment A
Lincoln-Lancaster County Emergency Management
Committees/Meetings List

Local Emergency Planning Committee (LEPC)

Frequency: Annually (required by state law)

Focus: Seek ways to help minimize the risk, prevent accidents and assist in the development of plans to deal with a hazardous material emergency through education and community outreach

Lancaster County Healthcare Coalition (LCHCC)

Frequency: Monthly

Focus: 'All hazards' education and information sharing to ensure best practices among first responders and healthcare providers

Southeast Nebraska Healthcare Coalition (SENHCC)

Frequency: Monthly

Focus: Education and information sharing to ensure best practices among regional medical facilities and health departments

Volunteer Fire Departments-Mutual Aid

Frequency: Monthly

Focus: Education and information sharing to ensure best practices among rural first responders for fire and emergency medical calls

Southeast Nebraska Emergency Management Region-Board of Governance (SENEMG)

Frequency: Monthly

Focus: Guidance, direction and financial management of Southeast Region emergency managers
Lancaster County is the fiscal agent and point of contact for the region.

Lincoln Public Schools Safety Committee

Frequency: Annually

Focus: Review and discussion of school safety and security policies and procedures to establish and maintain a safe learning environment

Emergency Management Volunteers

Frequency: Monthly

Focus: Education and information sharing with volunteers to ensure best practices for preparedness and response to disasters

Association of Threat Assessment Professionals-Great Plains Chapter (ATAP-GP)

Frequency: Quarterly

Focus: Multi-disciplinary education and information sharing to prevent targeted violence through early identification and intervention

Attachment A
Partner Agencies*

Lincoln-Lancaster County Health Department	Lancaster County Engineer
Lancaster County Sheriff's Office	Lincoln Police Department
Bennet Volunteer Fire Department	Lincoln Fire and Rescue
Firth Volunteer Fire Department	Greenwood Volunteer Fire Department
Hallam Volunteer Fire Department	Hickman Volunteer Fire Department
Malcolm Volunteer Fire Department	Palmyra Volunteer Fire Department
Pleasant Dale Volunteer Fire Department	Raymond Volunteer Fire Department
Southeast Volunteer Fire Department	Southwest Volunteer Fire Department
Valparaiso Volunteer Fire Department	Waverly Volunteer Fire Department
City of Lincoln Public Works	City of Lincoln Parks and Recreation
Nebraska Emergency Management Agency	Nebraska State Patrol
Nebraska Dept of Health & Human Services	Regional health departments
University of Nebraska-Lincoln Police	University of Nebraska-Lincoln Athletics
Nebraska Department of Roads	Nebraska National Guard
Nebraska Air National Guard	Lincoln Public Schools
Lincoln Airport Authority	Lincoln Airport Police
Lincoln Amateur Radio Club	American Red Cross
Salvation Army	Medical Reserve Corps
Bryan Healthcare System	CHI St. Elizabeth's Regional Medical Center
Other area hospitals and healthcare providers	Burlington Northern-Santa Fe Railroad
Lincoln Electric System	Nebraska Sports Council
Legal Aid of Nebraska	Civil Air Patrol
Lower Platte South Natural Resources District	JEO Consulting
Area faith-based groups	Community Organizations Active in Disasters (COAD)
Southeast Nebraska Emergency Management Group	

*This list is complete as possible but may not be all-inclusive.