

**LANCASTER COUNTY  
EMERGENCY MANAGEMENT DEPUTY DIRECTOR**

**\*\*\* Revised Draft \*\*\* (02-10-23)**

**NATURE OF WORK**

This position is responsible for administrative, technical and complex public contact work assisting the Director of Emergency Management in planning, implementing, facilitating and coordinating ~~various~~ all phases of the Emergency Management department as ~~may be~~ needed by the City and County, according to federal and state legislation and regulations. This is an unclassified position.

Work involves the responsibility for assisting in planning, implementing, facilitating and coordinating ~~various~~ all phases of Emergency Management for the City and County according to federal and state legislation and regulations. Work ~~also~~ includes establishing and coordinating procedures with other governmental agencies, ~~business firms~~ community stakeholders and volunteer workers ~~plus as well as~~ organizing citizen groups and technical advisory committees for assistance in disaster preparedness and emergency management planning and operations. An employee in this class works under the general direction of the Emergency Management Director with work reviewed in the form of conferences, reports and adherence to federal and state guidelines. Supervision may be exercised over subordinate staff.

**EXAMPLES OF WORK PERFORMED**

Assists in the research, analysis and planning phases of a disaster preparedness and emergency management program; reviews operating procedures and coordinates these procedures with other governmental agencies, ~~businesses~~ community stakeholders and volunteer groups; plans and directs ~~civil~~ preparedness drills and exercises; organizes citizen groups and technical advisory committees for assistance in disaster preparedness and emergency management planning and operations.

Promotes and facilitates adherence to and compliance with National Incident Management System (NIMS) and Incident Command System (ICS) in Lancaster County.

~~Assists in the recruitment, training and supervision of radiological detection teams; provides technical advice on handling radioactive materials;~~ Facilitates and supervises the transportation of survival equipment, foodstuffs and other necessary resources to and from shelters and impacted areas.

Under emergency conditions, assists in the coordination of City, County, State, Federal and private resources as may be available and needed to manage the situation.

Prepares and delivers public outreach and education materials and presentations ~~speeches and media releases~~; addresses civic, business and other interested organizations on matters ~~relating~~ related to ~~civil~~ domestic preparedness and emergency management services.

~~Prepares and disseminates civil preparedness pamphlets, bulletins and lesson plans;~~ Plans and facilitates exercises with community stakeholders. ~~R~~ecruits, trains and assigns volunteer workers under the direction of the Emergency Management Director.

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Performs the functions of the Emergency Management Director in the absence of the Director.

Performs other related work as required.

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MANAGEMENT DEPUTY DIRECTOR

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### **DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the principles and procedures of Emergency Management planning and operations according to federal and state regulations.

Knowledge of electronic communication systems, community health and safety services and related emergency service resources.

Knowledge of mass communication techniques.

Ability to plan, organize, implement and supervise complex research projects and operational policies.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain effective working relationships with the general public, other governmental agencies and co-workers.

~~Skill in the use of radiological detection instruments.~~

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from an accredited four-year college or university with major course work in emergency management, public safety, business administration, education or related field plus progressively responsible experience working in the various phases of an Emergency Management program as prescribed by federal and state legislation and regulations.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited four year college or university with major course work in emergency management, public safety, business administration, education or related field plus some experience in an administrative capacity involving program planning and implementation; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: \_\_\_\_\_  
Department Head

\_\_\_\_\_  
Personnel Director

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**EXAMPLES OF WORK PERFORMED**

Assists in the research, analysis and planning phases of a disaster preparedness and emergency management program, reviews operating procedures and coordinates these procedures with other governmental agencies, community stakeholders and volunteer groups; plans and directs preparedness drills and exercises; organizes citizen groups and technical advisory committees for assistance in disaster preparedness and emergency management planning and operations.

Promotes and facilitates adherence to and compliance with National Incident Management System (NIMS) and Incident Command System (ICS) requirements in Lancaster County.

Facilitates and supervises the transportation of survival equipment, foodstuffs and other necessary resources to and from shelters and impacted areas.

Under emergency conditions, assists in the coordination of City, County, State, Federal and private resources as may be available and needed to manage the situation.

Prepares and delivers public outreach and education materials and presentations; addresses civic, business and other interested organizations on matters related to domestic preparedness and emergency management services.

Plans and facilitates exercises with community stakeholders. Recruits, trains and assigns volunteer workers under the direction of the Emergency Management Director.

Performs the functions of the Emergency Management Director in the absence of the Director.

Performs other related work as required.

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Department Head

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Personnel Director

02/23

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# *Severe Weather Awareness Week*

**March 27<sup>th</sup> to March 31<sup>st</sup>, 2023**





# 2023 Statewide Tornado Drill



- **Wednesday, March 29<sup>th</sup> at 10am**
- The National Weather Service will issue a TEST Tornado **WARNING**
- Lincoln-Lancaster County Emergency Management will activate the outdoor warning sirens.
- All Lancaster County residents are encouraged to participate.





# Tornado Drill Documentation



- Practice your Severe Weather Shelter plan
- Complete the on-line participation form on Emergency Management's website
- If you are NOT available to participate on March 29<sup>th</sup>, complete the sheltering drill on your own and submit the participation form.
  - The on-line form is available year-round.





# Lincoln-Lancaster County Emergency Management

## Annual Statewide Tornado Drill

### Participation Numbers

	2022	2021	2019	2018	2017	2016
<b>Govt Agencies</b>						
Agencies	23	35	43	46	28	41
Participants	1165	1336	5266	9179	2858	1470
<b>School System</b>						
Schools	42	58	60	16	58	0
Participants	61116	75746	38025	6465	37036	0
<b>Healthcare Facilities</b>						
Facilities	31	32	33	25	6	0
Participants	8264	7705	2823	6514	3823	0
<b>Private Businesses</b>						
Businesses	3	1	8	3	0	0
Participants	506	272	853	331	0	0
<b>Total Entities</b>	99	126	144	90	92	41
<b>Total Participants</b>	71051	85059	46967	22489	43717	1470



2020 SWTD was cancelled due to COVID-19



# Storm Spotter Lecture & Certification Testing



- National Weather Service Severe Weather Lecture
- Storm Spotter Certification Testing
- **Saturday, April 1<sup>st</sup> 1:00 pm**
- Lincoln Amateur Radio Club (LARC) Clubhouse
  - 4420 NW 41<sup>st</sup> in Lincoln's Air Park

