

## Village and Town of Rhinebeck

### Emergency Response Coordinator Job Description (ERC)

The Emergency Response Coordinator (ERC) is an important position involving responsibility for the Planning, Response, Recovery and Mitigation of potential disasters that can occur within the Village and Town of Rhinebeck. It is expected this position will grow into the following responsibilities and will work with the Village and Town on establishing the priorities and time commitments required.

- A. This position reports directly to the Village of Rhinebeck Mayor and The Town of Rhinebeck Supervisor
  - a. The position is appointed volunteer position approved by both municipalities
  - b. Expenses are funded equally by the Village and Town
  - c. Develop a budget to be submitted to both the town and village within the first six months of operation.
  - d. The position will take direction from the Mayor and Supervisor
  - e. The position will have no authority to use funds unless directed by the Mayor and Supervisor.
  - f. Make recommendations to the supervisor and mayor on plans and purchasing as it's related to emergency management activities.
  
- B. The role of the ERC is complex and requires immediate availability for the duration of the event
  - a. Only the Village Mayor and Town Supervisor can declare the emergency or terminate.
  - b. If the state declares a state of emergency that affects the Village and Town of Rhinebeck and issues emergency orders. The ERC will assist the Mayor and/or Supervisor with the declaration process, including guidance or recommendations on local emergency orders.
  - c. The ERC will provide essential communication to all levels of government and field positions as necessary
  - d. The position of ERC does not have a local municipal office, except in the times of an emergency where appropriate facilities will be established to best serve the coordination and response
  
- C. Review existing records for completed plans. Update as necessary to current conditions.
  - a. Review of Sheltering concepts
  - b. Review of Community medical facilities plan for response and recovery from major events.
  - c. Identification/list of existing plans
  
- D. The ERC is responsible for: (after the review/update of existing plans – in priority order)
  - a. Development of list of potential disaster events and the appropriate response
    - i. The list will start with the most prevalent event and then other events by priority
    - ii. ERC will engage the community leaders for the development of the list of potential events
  - b. Each event will have a plan developed to cover the response
    - i. Including support personnel and buildings

- ii. Responsibilities of support personnel
  - iii. Communication to effected areas
  - iv. Coordination of response
  - v. Recovery plans
  - vi. Mitigation plans
- c. In conjunction with the Mayor and Supervisor create and maintaining a committee made up of essential personnel and services within the Village and Town
  - i. The committee will also contain a cross section of the community and business leaders including an historian
- d. The ERC is responsible for public education as needed
- e. The ERC is responsible for training as required if skill does not exist within the immediate area
- E. In the absence of the ERC an alternate will be identified