

**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 <https://www.psp.pa.gov/Pages/Criminal-History-Background-Check.aspx> 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.

**PART I**

**Municipality Information:**

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

**Municipal Office Address:**

\_\_\_\_\_

\_\_\_\_\_

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

**Municipal Telephone Number:**  
( \_\_\_\_\_ ) \_\_\_\_\_

**Previous Municipal Coordinator and Appt. Date:**

\_\_\_\_\_

**Recommended Appointee Information:**

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

**Primary Telephone Number:**

\_\_\_\_\_

**Work Email Address:**

\_\_\_\_\_

**Date of Birth:**

\_\_\_\_\_

**Last 4 of SSN:** \_\_\_\_\_

**Appointment Date:** \_\_\_\_\_

**FEMA Student ID (SID):**

\_\_\_\_\_

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 resident and is subject to endorsement by the Pennsylvania Emergency Management Agency and appointment by the Governor of the Commonwealth of Pennsylvania.

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

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Date

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

This is not a county endorsement or recommendation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
County

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

\_\_\_\_\_  
Date

PENNSYLVANIA STATE POLICE  
**REQUEST FOR CRIMINAL RECORD CHECK**

**FOR CENTRAL REPOSITORY USE ONLY  
(LEAVE BLANK)**

**PART I: TO BE COMPLETED BY REQUESTER  
(INFORMATION WILL BE MAILED TO REQUESTER ONLY)**

DATE OF REQUEST

**\*\*\* TYPE OR PRINT LEGIBLY WITH INK \*\*\***

NOTE: IF THIS FORM IS NOT LEGIBLE OR NOT PROPERLY COMPLETED, IT WILL BE RETURNED UNPROCESSED TO THE REQUESTER. A RESPONSE MAY TAKE THREE WEEKS OR LONGER TO PROCESS.

WARNING: A PERSON COMMITS A MISDEMEANOR OF THE THIRD DEGREE IF HE/SHE MAKES A WRITTEN FALSE STATEMENT, WHICH HE/SHE DOES NOT BELIEVE TO BE TRUE.

REQUESTER NAME	
ADDRESS	
CITY	

CONTACT TELEPHONE NUMBER (INCLUDING AREA CODE)

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**REQUESTER IDENTIFICATION (ONLY CHECK ONE BLOCK)**

INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$10.00 PAYABLE TO: “ COMMONWEALTH OF PENNSYLVANIA.” THE FEE IS NONREFUNDABLE.

FEE EXEMPT NONCRIMINAL JUSTICE AGENCY

**\*\*\* DO NOT SEND CASH OR PERSONAL CHECK \*\*\***

NAME/SUBJECT OF RECORD CHECK (LAST)	(FIRST)	(MIDDLE)		
MAIDEN NAME AND/OR ALIASES	SOCIAL SECURITY NUMBER (SOC)	DATE OF BIRTH (DOB)	SEX	RACE

**REASON FOR REQUEST (CHECK ONE BLOCK)**

- EMPLOYMENT (IF APPLICABLE, CHECK ONE OF THE FOLLOWING)   
  ELDER CARE   
  CHILD CARE   
  SCHOOL DISTRICT  
 ADOPTION/FOSTER CARE  
 OTHER (SPECIFY)

**ONLY CHECK THIS BLOCK IF YOU WANT TO REVIEW YOUR ENTIRE CRIMINAL HISTORY**

INDIVIDUAL ACCESS AND REVIEW OR FIREARMS CHALLENGE—ENTIRE CRIMINAL HISTORY (AVAILABLE ONLY TO SUBJECT OF RECORD CHECK OR LEGAL REPRESENTATIVE WITH LEGAL AFFIDAVIT OF LEGAL REPRESENTATIVE ATTACHED)

<p><b>REQUESTER CHECKLIST</b></p> <p>DID YOU ENTER THE FULL NAME, DOB, AND SOC?</p> <p>DID YOU ENCLOSE THE \$10.00 FEE (CERTIFIED CHECK/MONEY ORDER)?</p> <p align="center"><b>*** DO NOT SEND CASH OR PERSONAL CHECK ***</b></p> <p>DID YOU ENTER YOUR COMPLETE ADDRESS INCLUDING ZIP CODE AND TELEPHONE NUMBER IN THE BLOCKS PROVIDED?</p>	<p><b>AFTER COMPLETION MAIL TO</b></p> <p align="center"> <b>PENNSYLVANIA STATE POLICE                  CENTRAL REPOSITORY – 164                  1800 ELMERTON AVENUE                  HARRISBURG, PA 17110-9758                  717-783-9973                  BUSINESS HOURS 8:15 am - 4:15 pm (Monday – Friday)</b> </p>
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**PART II: CENTRAL REPOSITORY RESPONSE ONLY** **\*\*\*DO NOT WRITE BELOW THIS LINE\*\*\***

<p><b>INFORMATION DISSEMINATED</b></p> <p><input type="checkbox"/> NO RECORD    <input type="checkbox"/> CRIMINAL RECORD ATTACHED</p> <p>THE INFORMATION DISSEMINATED BY THE CENTRAL REPOSITORY IS BASED ON THE FOLLOWING IDENTIFIERS THAT MATCH THOSE FURNISHED BY THE REQUESTER.</p> <p> <input type="checkbox"/> NAME    <input type="checkbox"/> SOCIAL SECURITY NUMBER  <input type="checkbox"/> DATE OF BIRTH    <input type="checkbox"/> RACE  <input type="checkbox"/> SEX    <input type="checkbox"/> MAIDEN/ALIAS NAME                 </p>	<p><b>INQUIRY DISSEMINATED BY</b></p> <p><b>SID NUMBER</b></p>
<p><b>CERTIFIED BY</b></p> <p align="right">(DIRECTOR, CENTRAL REPOSITORY)</p>	

This response is based on a comparison of data provided by the requester in Part I against the information contained in the files of the Pennsylvania State Police Central Repository only, and does not preclude the existence of criminal records which might be contained in the repositories of other local, state, or federal criminal justice agencies.

## Local Coordinators Contact Sheet

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

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

*Deputy Contact Name* \_\_\_\_\_ *Title* \_\_\_\_\_  
*Daytime Phone* \_\_\_\_\_  
*Night Phone* \_\_\_\_\_  
*Mobile Phone* \_\_\_\_\_  
*Pager* \_\_\_\_\_  
*Fax* \_\_\_\_\_  
*E-Mail* \_\_\_\_\_

*Deputy Contact Name* \_\_\_\_\_ *Title* \_\_\_\_\_  
*Daytime Phone* \_\_\_\_\_  
*Night Phone* \_\_\_\_\_  
*Mobil Phone* \_\_\_\_\_  
*Pager* \_\_\_\_\_  
*Fax* \_\_\_\_\_  
*E-Mail* \_\_\_\_\_

*Special Instruction:*

*Updated:*

# Lehigh Co Photo ID and Notification Collection Form

Please Print:	Version 1.0 (5/12/23)		
<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>	
<b>Address (Street Name &amp; Number)</b>		<b>Apt. #</b>	<b>Date of Birth</b>
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Last 4 digits of SSN</b>
<b>Employer Name</b>			
<b>Employer Address (Street Name &amp; Number)</b>			
<b>Employer City</b>		<b>Employer State</b>	<b>Employer Zip Code</b>
<b>Regional Affiliation</b> (Please Circle or Check all that apply)			
			Other: <input type="text"/>
			Other: <input type="text"/>
<b>Contact Information</b> (indicate order to attempt contact 1 thru 10)			
<b>Order</b>			
	Business Phone 1		
	Business Phone 2		
	Email Address 1		
	Email Address 2		
	Home Phone		
	Cell Phone 1		
	Cell Phone 2		
	Other Phone		
	Fax		
	SMS Device		
	Alpha Numeric Pager		
<b>Authorizing Signature</b>		<b>Date</b>	<b>Printed Name</b>



# COUNTY OF LEHIGH

## Emergency Services

**Tanya Hook**  
Director

**Joseph Light**  
Operations & Training Coordinator

## WebEOC Account Access Request

First Name

Last Name

Cell Phone

Department

Email

Title (ex. Chief)

Complete the form fields as provided to add a User Account and or edit an account. Submit one form per user account. Use an additional form, as necessary, to add/update more user accounts. Submit the form with the button provided at the bottom of the form or email a PDF copy to the Operations & Training Coordinator of Lehigh County EMA at [josephlight@lehighcounty.org](mailto:josephlight@lehighcounty.org).

Account access will be granted on the following conditions:

- Be a Chief Officer of the Department. Currently only Chief's, Battalion Chief's, Deputy Chief's and or Assistant Chief's will be given user accounts.
- Be a current Chief Officer listed on the Lehigh County Fire Chief's Association Roster
- Be a current EMS Chief / Deputy/Assistant Chief, or Director of Operations.
- Be a current Police Chief, Deputy/Assistant Chief
- Be in good standing with your department. (Suspensions / LOA will have their account revoked)

Account Removal

- The Chief of the Department is responsible for notifying Lehigh County EMA to request an account deletion.

Chief's Signature

Date

**Office of Emergency Management**

## **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 municipal coordinator reports directly to the executive 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.

The municipal coordinator should be very competent in:

- operating a computer and/or tablet
- Microsoft Office products
- internet
- email

Duties:

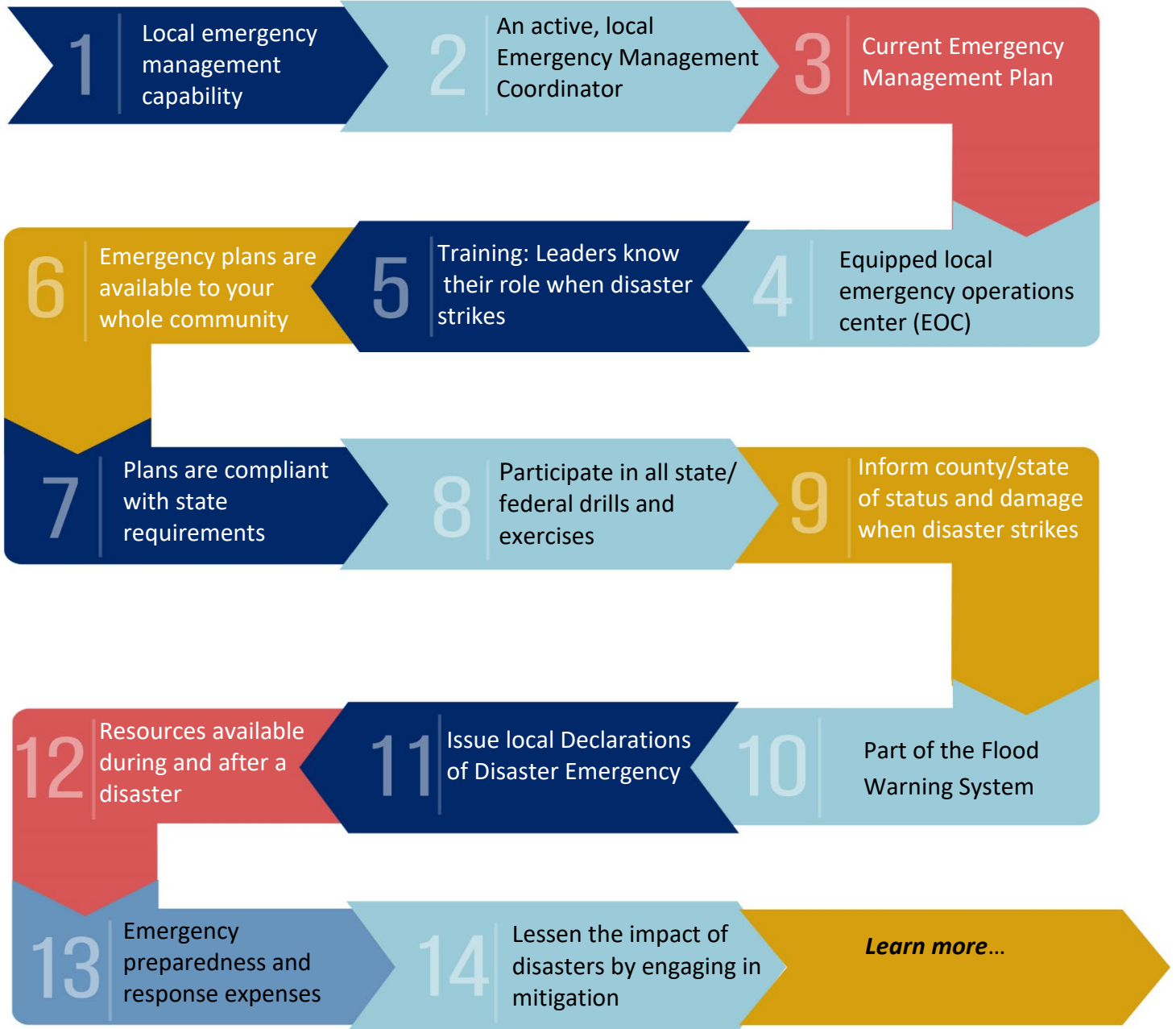
1. Prepares and maintains an EOP for the municipality subject to the direction of the elected officials; reviews and updates as required. Develop and keep current emergency response checklists appropriate for the emergency needs and resources of the community
2. Maintains coordination with the county 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 2017-02 and Title 35.
19. Ensures municipality is compliant with the components of the National Incident Management System (NIMS).
20. Other duties as assigned by municipal elected officials



## Emergency Preparedness: Your Community, Your Role

As a local elected official, you have an important role in your community’s path to resilience. You have certain responsibilities related to preparedness and emergency management in your community. Below are 14 steps that are your responsibility for ensuring, as identified in PA Code.





## **14 Municipal Emergency Management Requirements under Pennsylvania Title 35, Chapter 75**

*If you are a county commissioner, borough council member, township supervisor or city mayor, you have certain responsibilities related to preparedness and emergency management in your community. Below is a list of responsibilities as identified in PA Code.*

### **1. Ensure a local emergency management capability by having an established local emergency management organization**

Subsection 7501 requires each political subdivision in Pennsylvania to establish an emergency management organization. The organization consists of those who, for example, staff the emergency operations center, participate in damage assessments and assist with alert and notification.

### **2. Know your Emergency Management Coordinator**

Subsection 7502 requires that each municipality maintain an active emergency management coordinator. The coordinator is responsible for the planning, administration and organization of the local emergency management organization subject to approval of the elected officials or executive officer of the governing body. The municipality recommends the individual and the Governor appoints the emergency management coordinator.

### **3. Maintain and keep current a Disaster Emergency Management Plan**

Under Section 7503, each political subdivision of the commonwealth shall prepare, maintain and keep current an Emergency Operations Plan or EOP which outlines roles, responsibilities, procedures and available resources during an emergency. This EOP is meant to minimize injury or damage caused by a disaster, provide prompt and effective response and recovery when disaster strikes. This plan should be properly promulgated upon approval of the elected officials of the municipality through official resolution at a normally slated meeting.

### **4. Establish, equip, and staff an Emergency Operations Center (EOC)**

Section 7503 requires that each municipality maintain an effective Emergency Operations Center (EOC) and includes warning and communications systems that would support emergency operations. The EOC is to include other essential facilities and equipment required for agencies assigned various emergency functions.

## **5. Provide emergency management training programs**

Training ensures everyone knows their role when disasters strike. Training individuals and organizations to ensure prompt, efficient and effective disaster emergency services is required in each municipality. This responsibility is often delegated to the emergency management coordinator, but it ultimately rests with the elected officials under Section 7503.

## **6. Make emergency plans available to your whole community**

Section 7503, subsection 8, requires each municipality make available for public inspection at its emergency operations center all emergency management plans, rules and orders of the Governor and the Pennsylvania Emergency Management Agency (PEMA), as required by PA Right-to-Know legislation. Sections of plans that contain private contact information of staff members and other resources are excluded.

## **7. Ensure plans are compliant with state requirements**

Execute and Enforce Rules and Orders. As provided by authorities granted by Section 7503, Subsection 6, each municipality is responsible for all such rules and orders as issued by the PEMA and shall adopt and promulgate these.

## **8. Participate in all state and federal tests, drills and exercises**

To remain prepared, municipalities are required to participate in all test drills and exercises, including remedial drills as scheduled by the PEMA or the federal government. This includes nuclear power plant exercises and drills, as well as PEMA announced exercises.

## **9. Inform county and state of status and damage when disaster strikes**

Provide disaster information and instructions to the public and state and county emergency management officials. Section 7503 requires each political subdivision to provide prompt and accurate information regarding local disaster emergencies to appropriate Commonwealth and local officials and agencies and to the public. Examples include warnings and alerts to public and special populations as well as emergency incident and damage assessment reports (municipality to county & county to commonwealth).

## **10. Participate in the Flood Warning System**

Municipalities are required to participate in the Integrated Flood Warning Systems (IFLOWS) program under section 7313 (6). The goals of the IFLOWS Program are to substantially reduce the annual loss of life from flash floods, reduce property damage, and reduce disruption of commerce and human activities.

## **11. Issue Declarations of Disaster Emergencies**

Subsection 7501 further requires municipal officials to make a declaration of disaster emergencies, as warranted. Each municipal official should be familiar with the declaration process. This includes who has the authorities to issue it, how long it will remain in effect (generally 7 days unless extended), and the implications of a disaster declaration on contracting, temporary suspension of formal requirements and employment of personnel processes.

## **12. Organize, Prepare and Coordinate Local Resources**

A municipality must provide for all locally available personnel, materials, supplies, equipment, facilities and services necessary for disaster emergency readiness, response and recovery to be well organized, prepared and coordinated during a disaster event. Again, this responsibility is often delegated to the emergency management coordinator, but it ultimately rests with the elected officials under Section 7503.

## **13. Expenses**

Municipal emergency management coordinators shall be reimbursed for actual expenses incurred in the performance of their duties and attendance at scheduled meetings as per Section 7502, subsection G. Payments of other expenses and appropriations by political subdivisions are directed under Sections 7511, 7512, 7513, 7514 and 7515 of Title 35.

## **14. Actively Participate in Mitigation Efforts**

Section 7503, subsection 5 stipulates that municipalities will adopt and implement precautionary measures to mitigate the anticipated effects of disaster. This includes proper planning measures such as the development of a hazard mitigation plan or participation in a county plan, planning that may preclude construction in floodways, maintaining evacuation routes, and designating emergency services to provide relief from disaster.

***For additional guidance, please consult your municipal solicitor or emergency management coordinator who can address any specific questions you may have.***