



## EMERGENCY PREPAREDNESS COORDINATOR

Job Code: 501EPC  
Bargaining Unit: 06  
Effective Date: 07/15/08

### Description of Work

#### General Statement of Duties

This position performs responsible professional work in developing and delivering emergency preparedness and response training for schools and other district facilities; coordinating hazards and threat assessments and serving as liaison with the city, county and state relating to emergency preparedness issues.

#### Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Develop and conduct emergency preparedness and response training. Conduct trainings for district personnel including All-Hazards, Incident Command, and Emergency Operation Center (EOC) training. Training will include various emergency response drills, table top, practical and full-scale emergency exercises to test the school district and individual school emergency plans and procedure capabilities.

Serve as the District's primary resource for emergency preparedness training. Provide assistance to District personnel with regard to emergency preparedness as needed.

Provide technical expertise and assist School Safety Teams with updating and implementing school emergency response procedures. Develop and conduct appropriate training to reflect the site specific emergency response procedures and ensure that staff roles and responsibilities are clearly defined.

Conduct all Hazard Site Reviews of all District school sites. All-Hazard assessments will include the areas of prevention/mitigation, preparedness, response, and recovery. Review All-Hazards assessment with School Administration to discuss strengths and weakness as highlighted in the assessment.

Act as the District's liaison to the City of Saint Paul Emergency Management Council and Emergency Operations Center. Attend City meetings as required.

Coordinate the District Emergency Operations Center (EOC): Coordinate the basic operation of SPPS EOC when activated during an emergency or for training. May act as Incident Commander during an emergency, including coordinating communications with District administration.

Assist schools with state mandated lock-down, fire, and tornado drills: Monitor individual school compliance.

## **EMERGENCY PREPAREDNESS COORDINATOR**

### **Responsibilities (continued)**

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Perform other related duties as assigned.

### **Knowledge, Skills and Abilities**

Knowledge of the National Incident Management System, the Incident Command System and Emergency Operations Center (EOC) operational protocols.

Knowledge of national, state and local emergency preparedness laws, rules, and regulations.

Knowledge of federal, state and local emergency management organizations.

Knowledge of the hazard identification and risk assessment processes.

Knowledge of current and emerging approaches to improve emergency preparedness capabilities and how to promote those concepts to others.

Skill in the operation of EOC equipment.

Ability to assist in managing the interface between on-scene command activities, the EOC, multi-agency coordination centers and area command structures.

Ability to coordinate a comprehensive emergency preparedness training program.

Ability to communicate effectively in writing, speaking and listening.

Ability to interact effectively with persons representing a wide variety of ethnic and cultural backgrounds.

Ability to be self motivated.

Ability to work as a member of a team and collaborate to accomplish work goals.

### **Minimum Qualifications**

Bachelors Degree in emergency management or a related field or equivalent experience as determined by Saint Paul Public Schools (SPPS) and four years of emergency management experience.

Must be a Certified Emergency Manager or must become certified within two years of the date of hire.