

Village of Rhinebeck Emergency Response Coordinator Job Description (ERC)

The Emergency Response Coordinator (ERC) is part of the committee that consists of the Village Police, Officer in Charge, Village Fire Department Chief and DPW for the Planning, Response, Recovery and Mitigation in coordination with the County and any external agencies for potential disasters that can occur within the Village and Town of Rhinebeck. When necessary, include our community, both businesses and residents, in preparedness and planning efforts.

A. This position reports directly to the Village of Rhinebeck Mayor

- a. The position is appointed volunteer position
- b. The position will take direction from the Mayor
- c. The position will have no authority to use funds unless directed by the Mayor.
- d. Make recommendations to the 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 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 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 will have access to a local municipal office space

C. Complete a risk assessment and determine priorities

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 affected areas
- iv. Coordination of response
- v. Recovery plans
- vi. Mitigation plans

c. The ERC is responsible for public education as needed

E. In the absence of the ERC an alternate will be identified