

## **Emergency Manager**

**SUMMARY:** The Emergency Manager will direct emergency preparedness activities, ensure procedures and policies are current, and make evacuation decisions during an emergency in the absence of the facility manager.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Reviews and analyzes existing emergency preparedness and evacuation plans; makes recommendations for modifications to improve safety, efficiency, and effectiveness the plans.
- Identifies various potential hazards and risks that may arise in the event of an emergency; develops plans to mitigate or manage those risks.
- Plans, coordinates, and facilitates safety and evacuation meetings and drills as required.
- Develops, distributes, and maintains emergency communication protocols and documentation, which may include emergency contact trees, emergency response hierarchy, and other records.
- Ensures that relevant policies and procedures are current and in compliance with applicable regulatory requirements.
- Drafts emergency preparedness plan(s) for facility, ensuring OSHA and EPA requirements, national and local fire protection codes, and industry requirements are addressed and implemented. When applicable, submits plans to appropriate regulatory agencies in a timely manner.
- Monitors and assesses work environment for situations requiring activation of emergency procedures.
- Directs emergency efforts, collaborating with facility manager regarding partial or complete evacuations and evacuating employees as needed or in the absence of facility manager.
- Reviews emergency preparedness plans with employees and supervisors; provides updates when employee responsibilities or assigned actions change.
- Regularly inspects evacuation paths, ensuring exits and exit access are clear and free of obstructions.
- Oversees the operational and financial aspects of emergency preparedness and disaster management.
- Performs other related duties as assigned.

Skill in:

- Current, thorough understanding of applicable safety rules and guidelines.
- Excellent verbal and written communication skills.
- Ability to remain calm under pressure.
- Strong leadership skills.
- Ability to anticipate hazards and problems and respond effectively.
- Excellent interpersonal skills.
- Proficient in Microsoft Office Suite or related software.

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### **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

- Primarily office environment
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Business, Emergency Management, or related field and at least two years of experience in an emergency management field, such as law enforcement, fire safety, or military service, preferred; or equivalent education and experience
- Certified Emergency Manager (CEM), Certified Business Continuity Professional (CBCP), or related certification preferred.