

Emergency Management Director (EMD) Job Description

The Emergency Management Director (EMD) is an appointed individual in each town or city who has direct responsibility for the organization, administration, and coordination of the local organization for emergency management, subject to the direction and control of the executive officer or legislative branch. Generally, the Emergency Management Director:

- manages the local emergency management organization, including the identification of the resources and organization that would be used to support incident command;
- facilitates Emergency Management meetings with municipal stakeholders to discuss current emergency management plans, organization, equipment, training, and exercises;
- manages the creation and maintenance of the Local Emergency Management Plan;
- manages the maintenance of the local Emergency Operations Center;
- coordinates citizen preparedness initiatives;
- coordinates volunteer recruitment;
- participates as a voting member in the [Regional Emergency Management Committee](#)
- participates in the creation of the Local Hazard Mitigation Plan;
- participates in the Emergency Manager Certification program offered by Vermont Emergency Management;
- if necessary, appoints an Emergency Management Coordinator or other support staff to assist in executing any of these responsibilities.

During an incident, the EMD will generally be coordinating information flow between the municipality and the state, coordinating resource acquisition on behalf of the Incident Commander, and maintaining a common operating picture for the incident occurring within the town.

After an incident, the EMD will generally be coordinating information flow between the municipality and the state, documenting incident damages, assisting the municipality in returning back to normal, and, if the incident is large enough, coordinating with the state and FEMA on a disaster declaration.