

**AMITY TOWNSHIP
BERKS COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2026- 12

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF AMITY TOWNSHIP,
BERKS COUNTY, PENNSYLVANIA, ADOPTING AN EMERGENCY MANAGEMENT
COORDINATOR POLICY AND ESTABLISHING THE POSITION, DUTIES,
RESPONSIBILITIES, AND OPERATIONAL FRAMEWORK OF THE MUNICIPAL
EMERGENCY MANAGEMENT COORDINATOR**

WHEREAS, the Board of Supervisors of Amity Township is responsible for protecting the health, safety, and welfare of Township residents; and

WHEREAS, the Pennsylvania Emergency Management Services Code, 35 Pa.C.S. §7101 et seq., requires municipalities to participate in emergency management activities and authorizes the appointment of municipal emergency management coordinators; and

WHEREAS, the Board of Supervisors recognizes the importance of maintaining a coordinated emergency management program to prepare for, respond to, mitigate, and recover from disasters and emergencies affecting the Township; and

WHEREAS, the Board of Supervisors desires to formally establish and adopt a policy governing the position, authority, duties, responsibilities, and operational framework of the Township Emergency Management Coordinator;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Amity Township, Berks County, Pennsylvania, as follows:

SECTION 1. ADOPTION OF POLICY

The Board of Supervisors hereby adopts the “Emergency Management Coordinator Policy,” identified as Policy Number EM-26-002, effective July 15, 2026, attached hereto and incorporated herein by reference as Exhibit “A.”

SECTION 2. ESTABLISHMENT OF POSITION

The position of Emergency Management Coordinator (EMC) is hereby established for Amity Township in accordance with the Pennsylvania Emergency Management Services Code and applicable guidance issued by the Pennsylvania Emergency Management Agency (PEMA).

SECTION 3. APPOINTMENT AND REMOVAL

The Emergency Management Coordinator shall be appointed by resolution of the Board of Supervisors and shall serve at the pleasure of the Board. The Board may remove the Emergency Management Coordinator by resolution at any time.

SECTION 4. DUTIES AND RESPONSIBILITIES

The Emergency Management Coordinator shall perform the duties and responsibilities set forth in the Emergency Management Coordinator Policy, including but not limited to emergency

planning, emergency operations coordination, training and exercises, mitigation and recovery activities, administrative responsibilities, and incident notification and coordination functions.

SECTION 5. AUTHORITY

The Emergency Management Coordinator shall exercise the authority granted under applicable law and the adopted policy. Nothing in this Resolution shall be construed to grant independent authority to declare a local disaster emergency unless specifically authorized by separate resolution, ordinance, or applicable law.

SECTION 6. DEPUTY EMERGENCY MANAGEMENT COORDINATORS

The Board of Supervisors may appoint one or more Deputy Emergency Management Coordinators to assist the Emergency Management Coordinator and to act in the Coordinator's absence as provided in the adopted policy.

SECTION 7. COMPENSATION

The position of Emergency Management Coordinator may be filled on either a volunteer or compensated basis, as determined by the Board of Supervisors. Compensation, if any, shall be established by separate resolution of the Board.

SECTION 8. SEVERABILITY

If any section, subsection, sentence, clause, or provision of this Resolution is determined to be invalid or unenforceable by a court of competent jurisdiction, such determination shall not affect the validity of the remaining portions of this Resolution.

SECTION 9. REPEALER

All resolutions or parts of resolutions inconsistent herewith are repealed to the extent of such inconsistency.

SECTION 10. EFFECTIVE DATE

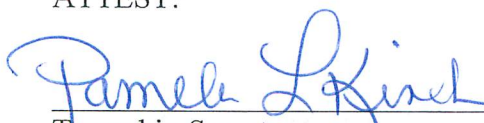
This Resolution shall take effect immediately upon adoption.

RESOLVED AND ADOPTED this 15th day of July, 2026, by the Board of Supervisors of Amity Township, Berks County, Pennsylvania.

**AMITY TOWNSHIP
BOARD OF SUPERVISORS**


Chairperson

ATTEST:


Township Secretary

Amity Township

Emergency Management Coordinator Policy

Policy Number: EM-26-002

Effective Date: July 15, 2026

Review Date: June 18, 2026

Approved By: Board of Supervisors

1. Purpose

The purpose of this policy is to establish the position, authority, responsibilities, and operational framework of the **Emergency Management Coordinator (EMC)** for Amity Township, Berks County, Pennsylvania, in accordance with the **Pennsylvania Emergency Management Services Code (35 Pa.C.S. §7101 et seq.)** and guidance from the Pennsylvania Emergency Management Agency (PEMA).

2. Authority

This policy is adopted under the authority granted to municipalities by:

- The Pennsylvania Emergency Management Services Code (35 Pa.C.S.)
- Applicable regulations of the Pennsylvania Emergency Management Agency (PEMA)
- The Second Class Township Code, where applicable
- Resolutions and ordinances of Amity Township

3. Establishment of Position

A. The position of **Emergency Management Coordinator (EMC)** is hereby established for Amity Township.

B. The EMC shall be appointed by the **Amity Township Board of Supervisors** by resolution.

C. The EMC serves at the pleasure of the Board of Supervisors and may be removed by resolution of the Board.

4. Qualifications

The Emergency Management Coordinator shall:

1. Be at least 21 years of age
2. Be a resident of Amity Township or reasonably available to respond to emergencies within the Township
3. Possess knowledge, training, or experience in emergency management, public safety, fire, EMS, law enforcement, public works, or related fields
4. Complete all required PEMA training and certification within timeframes established by PEMA
5. Maintain required continuing education to remain in good standing with PEMA

5. Duties and Responsibilities

The Emergency Management Coordinator shall have the following duties and responsibilities:

A. Emergency Planning

- Develop, maintain, and update the **Amity Township Emergency Operations Plan (EOP)** in compliance with PEMA requirements
- Coordinate emergency planning efforts with Township departments, emergency services organizations, Berks County Emergency Management, and neighboring municipalities

B. Emergency Operations

- Coordinate Township emergency management activities during disasters, emergencies, and incidents
- Serve as the Township's primary liaison with **Berks County Emergency Management Agency** and **PEMA** during emergencies
- Assist in the coordination of emergency response, resource requests, and situational reporting
- Respond to emergencies within the township that may require coordination amongst multiple emergency service organizations and/or outside resources.
- Apprise Township officials of the status of incidents in the community that may significantly impact emergency services and/or residents.
- Activate the municipal Emergency Operations Center (EOC) as necessary.

C. Training and Exercises

- Coordinate emergency management training and exercises for Township officials, staff, and emergency responders
- Promote emergency preparedness education for Township residents and businesses

D. Mitigation and Recovery

- Assist in identifying hazards and mitigation strategies to reduce risk to the Township

- Support disaster recovery efforts, including damage assessments and assistance documentation

E. Administrative Responsibilities

- Maintain required records, plans, and reports
- Ensure compliance with state and county emergency management requirements
- Provide periodic reports to the Board of Supervisors on emergency management activities

6. Authority During Emergencies

A. During a declared emergency or disaster, the EMC is authorized to:

- Activate the Emergency Operations Plan
- Coordinate emergency response activities under the direction of the Board of Supervisors or, when necessary, in accordance with state law
- Request assistance through Berks County Emergency Management

B. The EMC does **not** have independent authority to declare a local disaster emergency unless specifically authorized by resolution or ordinance.

7. Relationship with Township Officials and Agencies

A. The EMC shall work under the general direction of the **Board of Supervisors**.

B. The EMC shall coordinate closely with:

- Township Manager/Secretary
- Police, Fire, EMS, and Public Works
- Berks County Emergency Management Agency

C. This policy does not supersede the operational authority of emergency services organizations or Township officials.

8. Compensation

The Emergency Management Coordinator may serve either as a volunteer or as a paid position as determined by the Board of Supervisors. The position may be incorporated as ancillary duties of other paid positions within the township workforce.

Compensation, if any, shall be established by resolution of the Board of Supervisors.

9. Liability and Indemnification

The Emergency Management Coordinator shall be afforded the protections provided under the Pennsylvania Emergency Management Services Code, including immunity and indemnification, when acting in good faith within the scope of assigned duties.

10. Succession and Delegation

A. The Board of Supervisors may appoint **Deputy Emergency Management Coordinators** to assist and act in the absence of the EMC.

B. The EMC may recommend qualified individuals for consideration as Deputy EMC.

11. Notification of the Municipal Emergency Management Coordinator

A. Conditions Requiring Notification

The EMC shall be notified immediately upon identification of any of the following:

- Natural disasters (e.g., floods, severe storms, earthquakes)
- Technological or infrastructure failures (e.g., power, water, communications)
- Hazardous materials incidents
- Public health emergencies
- Large-scale fires or explosions
- Acts of violence, terrorism, or civil unrest
- Any incident likely to require multi-agency coordination or activation of the EOP

B. Responsibility

- Primary Responsibility: The first municipal official or agency aware of the incident.
- Secondary Responsibility: Department heads, dispatch centers, or on-duty supervisors if the primary notifier is unavailable.

C. Notification Procedure

1. Initial Assessment

- Confirm basic incident details: location, type, scope, time, and known or potential impacts.

2. Immediate Notification

- Contact the EMC as soon as practical using the primary contact method.

3. Notification Methods (in order of preference)

- Primary: Mobile phone (voice call)
- Secondary: Text message
- Tertiary: Email or emergency notification system (Everbridge)

4. Information to Provide

- Nature of the incident
- Exact or approximate location
- Time incident was discovered
- Agencies currently responding
- Known or anticipated impacts
- Actions taken or requested

5. Confirmation

- Ensure receipt of notification by the EMC.
- If no response within **10 minutes** (or locally defined timeframe), proceed to escalation.

D. Escalation

If the EMC cannot be reached:

1. Contact the Deputy or Alternate EMC.
2. Notify the Township Manager.
3. Continue escalation per the Emergency Operations Plan until contact is confirmed.

E. Documentation

- Record the date and time of notification.
- Document the method of contact and information provided.
- Maintain records in accordance with municipal record-keeping policies.

F. Follow-Up

- Provide updates to the EMC as new information becomes available.
- Comply with any directives issued by the EMC, including activation of the Emergency Operations Center (EOC).

G. Training and Review

- All relevant personnel shall be trained on this procedure annually.
- This procedure shall be reviewed and updated at least once per year or following any significant incident.

12. Review and Amendment

This policy shall be reviewed periodically by the Board of Supervisors and may be amended by resolution as necessary to ensure compliance with applicable laws and best practices.