

**Appendix G
Request for APPOINTMENT OF MUNICIPAL EMC**

INSTRUCTIONS

1. You must request a Criminal Records Check for all who are recommended for appointment by completing a Pennsylvania State Police Form SP 4-164, "Request for Criminal Record Check". You must then attach the results to this form. Form SP 4-164 is available on the internet at
2. <http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=458621&level=2&css=L2&mod e=2> or you may request a Criminal History Check Online utilizing the [PATCH System](#).
3. Complete Part I (please type or print legibly).
4. Submit original to the COUNTY Emergency Management Coordinator.
5. Retain a copy for your files.

PART I

Municipality Information:

Municipality: _____

Municipal Office Address:

_____ **PA** _____
City State Zip

Municipal Telephone Number:

(_____) _____

Municipal Fax Number:

(_____) _____

Previous Municipal Coordinator:

Appointment Date of Previous Coordinator:

Recommended Appointee Information:

Full Name:

Appointee's Home Address:

_____ **PA** _____
City State Zip

Appointee's Home Telephone Number:

(_____) _____

Appointee's Email Address:

Appointee's Date of Birth:

Appointee's Social Security Number:

The above recommendation is of record in the Minute Books of the Municipality and was made with due consideration of the qualifications of the above-recommended citizen and is subject to approval of the County, the Pennsylvania Emergency Management Agency, and the Governor of the Commonwealth of Pennsylvania.

Signature (Secretary/Manager)

Title

Print Name

Date

PART II (to be completed by County Emergency Management Coordinator)

Signature

County

Print Name

Date

Appendix H Training Requirements for Municipal EMC Certification

As per PEMA Directive 2017-02:

Associate Certification to be completed within 1 year of appointment	Professional Certification to be completed within 3 years of appointment
P-002: Duties and Responsibilities (Virtual)	AWR-401W: Threat and Hazard Identification and Risk Assessment and Stakeholder Preparedness Review (Virtual)
P-004: Initial Damage Reporting (Virtual)	AWR-923W: Radiological Emergency Management (Virtual)
P-012: Resource Request Process Training (Virtual)	IS-5: An Introduction to Hazardous Materials
IS-29: Public Information Officer Awareness	IS-26: Guide to Points of Distribution
G-191: ICS/EOC Interface (Classroom or Virtual)	IS-120: An Introduction to Exercises
IS-230: Fundamentals of Emergency Management	G-271: Hazardous Weather and Flooding Preparedness
G-235: Emergency Planning	G-290: Basic Public Information Officers Course or E/L-105: Public Information Basics
IS-1000: Public Assistance	G-393: Mitigation for Emergency Managers
IS-2000: National Preparedness Goal and System Overview	IS-922: Applications of GIS for Emergency Management
IS-2200: Basic Emergency Operations Center Functions	IS-1300: Introduction to Continuity of Operations
IS-2500: National Prevention Framework, an Introduction	K/E-2300: Intermediate Emergency Operations Center Functions
IS-2600: National Protection Framework, an Introduction	Service at the Associate Certification level for one year.
IS-2700: National Mitigation Framework, an Introduction	Attend two In-Service Training (IST) Sessions provided by PEMA or the County EMA
IS-2900: National Disaster Recovery Framework Overview	
IS-2901: Community Lifelines	
Attend two In-Service Training (IST) Sessions provided by PEMA or the County EMA	

All Certification levels require the written endorsement of the County Emergency Management Coordinator.