**Todd County Emergency Management Director**

**Duties as of 01/01/2025**

**Pursuant to KRS 39B.030**

• Represent all departments of Todd County local government in matters of emergency response

• Serve as chief of the local Emergency Management agency to direct, control, supervise and manage the development of plans and operations

• Coordinate all county disaster and emergency responses

• Develop and maintain all local emergency operations plans

• Establish and maintain a local Disaster and Emergency Services organization

• Notify state and local officials of the occurrence or impending occurrence of any significant emergency situations

• Serve as the chief adviser and on scene representative of local government at any emergency scene

• As available respond and have full access to any emergency or declared disaster and to take appropriate actions as may be needed to ensure public safety

• Act and serve as on scene representative of Kentucky Division of Emergency Management

• Report to local officials and exercise full signatory authority for all actions deemed necessary as they pertain to local emergency management operations

• Direct and supervise all volunteer Emergency Management personnel

• Prepare and submit quarterly activity reports to Area 2 Manager

• Prepare and submit by March 1st fiscal year budget request to Judge Executive

• Submit by July 15th approved fiscal year budget to Area 2 Coordinator

• Perform all administrative, organizational, or operational tasks required by the provisions of this chapter, or administrative regulations, or program guidance

• Maintain membership in Kentucky Emergency Managers Association

**Pursuant to KRS 39B.040**

• Develop and maintain such mutual aid arrangements with other public and private organizations within the state as may be necessary to aid in case of a disaster or emergency.

**Pursuant to KRS 39B.050**

• Establish and maintain local Disaster and Emergency Services organization which shall include all local responders, response agencies, public boards, districts, and political subdivisions

• Have primary responsibility for the coordination of all disaster and emergency response of the local disaster and emergency services organization for an emergency, declared emergency, disaster, or catastrophe.

**Pursuant to KRS 39B.060**

• Develop and maintain the local Emergency Operations Plan and submit annually to the County Judge-Executive upon election or appointment of a new County Judge Executive.

**Pursuant to KRS 39C.050**

• Designate, plan, organize and oversee Todd County Emergency Operations Center as necessary

**Pursuant to KRS 39C.070**

• Prepare and submit monthly claims for reimbursement of budgeted expenses

**Pursuant to KRS 39D.010 thru 050**

• Prepare and submit comprehensive plans for the continuation of local government in the event of an emergency, declared emergency, or disaster

**Pursuant to KRS 39E.110**

• Serve as Chair and oversee activities of the Local Emergency Planning Committee

**Pursuant to KRS 39F.110**

• Coordinate actions of the Todd County Rescue Squad to meet county needs

• Review and submit grant funding request, documentation, and verification on behalf of the Todd County Rescue Squad.

• Review, approve and submit quarterly SAR activity, training, and membership reports to area manager.

**Pursuant to 106KAR1:200**

• Annually prepare and submit for approval a local emergency operations plan in the prescribed format.

**Pursuant to 106KAR1:210**

• Attend emergency management training conducted annually in each federal fiscal year at a Governor’s Emergency Management Workshop or KEMA conference.

• Document at least thirty-two (32) total hours of emergency management training in each federal fiscal year following appointment or reappointment.

**Pursuant to 106KAR1:220**

• Schedule, design, conduct and document 1 tabletop or functional exercise each year.

• Schedule, design, conduct and document 1 full scale exercise at least every 4 years.

**Assigned Locally:**

Coordinate county Fire Department Aid Program: Each budget cycle the Todd County Fiscal Court allocates funding and establishes requirements for the Fire Department Aid Program. The EM Director is tasked with coordinating and administering this program to ensure that all 11 agencies (Clifty, Allegre, Sharon Grove, Elkton, Allensville, Trenton, Guthrie, Fairview, and Honey Grove FDs along with Todd Co Rescue) meet the requirements and receive their allocation in a timely manner.

Serve as Extremely Hazardous Substance Planning Coordinator: In accordance with federal mandates pursuant to SARA Title 2 and Kentucky 106KAR and in coordination with the Chairperson of the Todd County Local Emergency Planning Committee the EM Director is tasked with maintaining a current list of Extremely Hazardous Substance which may be stored or utilized in the county.

Serve as Hazardous Materials Response Coordinator: The EM Director is tasked with preparing and maintaining a local response plan regarding incidents involving the spill or release of Hazardous Materials. The plan shall at a minimum outline the risk, evaluate the local capabilities, and provide information related to obtaining additional resources to provide a safe and adequate response to such a situation.

Serve as Floodplain Coordinator: The EM Director is assigned to serve as the county Floodplain Coordinator pursuant to the National Flood Insurance Program and the Kentucky Division of Water.

Serve as 911 address, mapping, and GIS Coordinator: The EM Director is assigned to serve as the 911 Address, mapping, and GIS Coordinator for Todd County. Duties include but are not limited to:

• Assigning new addresses as needed for all of Todd Co including the cities of Elkton, Guthrie, and Trenton.

• Coordinate with the GIS Department of the Pennyrile ADD district and the Kentucky Office of Technology to ensure address and road databases are up to date and accurate.

• In coordination the the Todd Co Dispatch Director maintain Master Street Address Guides (MSAG) and Emergency Service Notification (ESN) databases for E911 system.

Serve as Applicant Agent as defined by KYEM and FEMA: The EM Director is assigned to serve as the Applicant Agent for Todd County. The Applicant Agent is tasked to be the primary local contact in all matters pertaining to obtaining state or federal disaster assistance.

Serve as Local contact and coordinator for the National Weather Service: The EM Director is assigned as the local contact for the National Weather Service and is responsible for coordinating local emergency warnings and maintaining the counties Storm Ready status.

**Respond to or coordinate response to the following situations:**

• Transportation / Traffic Incidents or Accidents which:

◦ Involve school bus, charter bus or other large passenger capacity vehicle

◦ Involve any hazardous materials ◦ Involve any commercial / large trucks

◦ Involve a train, aircraft, helicopter, or other specialty vehicle

◦ Result in fuel, gas, or oil spill more than 25 gallons

• Fire Department responses which:

◦ Involve any commercial, industrial, fuel storage or chemical storage facility

◦ Involve any church, school, daycare, public building, or public utility

◦ Leaks, odors, spills, or other potential hazardous materials incidents

◦ Result in 1 or more injuries or fatalities

• Weather Issues:

◦ Any flood, severe thunderstorm or tornado watch which includes a portion of the county

◦ Any weather warning which includes a portion of the county

◦ Any weather-related injuries or fatalities

• Others:

◦ Search and rescue of missing or lost individuals

◦ Failure of any part of the 911 or communications system

◦ Medical outbreaks as reported by the Health Department

◦ Death or severe injury to any local public official

◦ Bomb threats or other potential threats to the public

◦ Potential terrorist or WMD incidents

◦ Evacuations of persons not otherwise covered

◦ Incidents requiring state or federal emergency management notification

◦ Any incident natural or man-made which results or could result in significant damage to property, injury, or fatality

◦ When requested by Fire, Rescue, EMS, Law Enforcement, or another public

official