

SCHOOL EMERGENCY PLANNING TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for assisting the School Health and Safety Coordinator in the application of Federal, State and local emergency planning and safety regulations in local school districts. An incumbent in this position informs participating districts of regulatory changes and conducts workshops and training programs designed to assist the districts in maintaining compliance with emergency laws and regulations. Work is performed under the direct supervision of the School Health and Safety Coordinator.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assists the School Health and Safety Coordinator in helping participating school districts to
implement changes and programs related to emergency planning;

Documents compliance with emergency laws and regulations;

Conducts workshops, drills and other similar activities in order to keep participating school districts
current with changes in laws and regulations concerning multi-hazard approach to
emergencies and Homeland Security issues;

Performs building inspections on both a scheduled and emergency basis to assess the risks of
potential hazards;

Creates digital floor plans to identify rooms, utilities, exits, etc. to aid in emergency response
activities;

Assists participating school districts in collecting all pertinent information from manufacturers and
other agencies concerning resources needed and available for assistance during emergency
situations;

SCHOOL EMERGENCY PLANNING TECHNICIAN

Page Two

Provides and/or organizes training and information programs in conjunction with emergency response agencies for school employees, students, parents and community groups;

Establishes and maintains required records and reports, utilizing a personal computer software program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of statutory and regulatory requirements relating to emergency planning in the schools; good knowledge of multi-hazard approach to emergencies and Homeland Security issues; ability to read and interpret Federal, State and local laws, rules and regulations; ability to make inspections, analyze findings and determine corrective action; ability to communicate effectively, both orally and in writing; ability to maintain records and prepare reports; ability to maintain effective working relationships; ability to work independently; computer literacy; and initiative.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (A) One (1) year of experience in emergency planning in a private or municipal agency; or
- (B) Three (3) years of experience as a police officer, firefighter or emergency medical technician; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

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Jurisdictional Class:Competitive

Public Hearing:N/A

NYS Civil Service Commission Approval:N/A

Revised in classplan on 7/19/05

Revised and Replaced in Classplan: 3/8/2023

