

Process for Appointing Local Emergency Management Coordinator (LEMC)

11/17/2015

- 1) Contact Tioga County Department of Emergency Services
 - a. 570-724-9110 or emergencyservices@tiogacountypa.us
- 2) Forward resignation letter of previous LEMC to Tioga County DES
- 3) Complete New LEMC Application Documents which include:
 - a. Welcome Letter
 - b. LEMC Appointment Request Form
 - c. Steps for Obtaining a Background Check for a LEMC
- 4) Submit all forms to Tioga County DES
- 5) They approve and submit to Pennsylvania Emergency Management Agency (PEMA)
- 6) They approve and submit to Governor's Office
- 7) Tioga County DES receives copies of PEMA and Governor's Office Appointment Letters
- 8) LEMC meets with County Emergency Management Coordinator (EMC) Benton Best (570-723-8106 or bbest@tiogacountypa.us) to receive Orientation Packet
- 9) LEMC attends Quarterly LEMC Meetings