
USD Name & Number

Kansas Center - Safe & Prepared Schools
Membership Application

And Position Description for
District Emergency Management Coordinator

Purpose of Position: To establish a direct link and serve as the liaison between the local School District and the Kansas Center for Safe and Prepared Schools.

Desired qualifications of person filling position:

1. Possess thorough knowledge of the facilities, grounds, personnel, resources and community(ies) that make up the local school district
2. Possess the trust and confidence of local school administration and board of education
3. Possess a good working relationship with school district employees and others
4. Willingness to receive and provide training as needed or recommended
5. Has familiarity with local emergency responders and emergency management
6. Possess the ability to work effectively in emergency situations
7. Possess good communication skills and provides information to stakeholders
8. Ability to provide leadership in school safety and preparedness issues
9. Ability to delegate authority to others as needed
10. Ability to take general directions from school, local or state authorities
11. Effectively uses resources

Desired expectations for this position:

1. Endorsement and support by District Superintendent and/or Board of Education
2. Attends necessary meetings and training sessions as possible
3. Completes necessary forms and provides requested information
4. Keeps current contact information for local school district
5. Advocates for principles, practices and procedures of the all-hazard approach to school crisis management and school safety.

District Emergency Management Coordinator

Contact Phone #

Contact email

District Superintendent

Date

Dr Bob Hull
Director KC-SPS

Please return completed form to: Kansas Center for Safe and Prepared Schools
Kansas Division of Emergency Management – 2800 SW Topeka Blvd., Topeka, Kansas 66611-1287
Fax: 785-274-1426; Phone: 785-274-1428; email: robert.e.hull@us.army.mil or marlo.g.newell@us.army.mil