



# Lancaster County Emergency Management Agency

## Internship Application Packet



## ABOUT LANCASTER COUNTY EMERGENCY MANAGEMENT AGENCY

Lancaster County Emergency Management Agency maintains emergency plans for facilities that use or produce hazardous materials, dam failures, nuclear facilities, and for other types of disasters both man-made and natural. The office also coordinates and directs actions that take place during large scale emergency situations. This coordination is performed at the Emergency Operations Center located within our facility. These activities are done in close cooperation with the County Commissioners, County Administrator, local Emergency Management Agencies (municipalities within the county), and emergency service organizations throughout the county.

### INTERNSHIP DETAILS

Title:

Emergency Management Specialist Intern

Reports to:

Lancaster County Emergency Management Coordinator

Pay:

Unpaid

Summary of Position:

This is an unpaid internship with Lancaster County Emergency Management Agency. The intern will assist the Lancaster County Coordinator and staff with assigned tasks and observe the process of creating and exercising county emergency plans, as well as learning the processes necessary to function in local/county government.

Essential Functions:

- Assist the County Coordinator with Assigned tasks.
- Contact agencies and pertinent businesses to ensure that the information held in county plans is accurate and up to date.
- Prepare briefs of new or updated documents, equipment, or correspondence for the County Coordinator.
- Attend, observe and participate in exercises, meetings, and conferences pertaining to emergency management.
- Promote public safety as an advocate for preparedness when representing Lancaster County Emergency Management.
- Develop an understanding of Hazard Mitigation in dealing with natural and man-made disaster.
- Assist the agency where needed as instructed by the County Coordinator.



Lancaster County Emergency Management Agency

Internship Program Application

Name: (First, M., Last)\_\_\_\_\_

Address:\_\_\_\_\_ City:\_\_\_\_\_ State:\_\_\_\_\_ Zip Code:\_\_\_\_\_

Home Phone:\_\_\_\_\_ Work Phone:\_\_\_\_\_ Cell Phone:\_\_\_\_\_

Email:\_\_\_\_\_

Undergraduate College/University:\_\_\_\_\_

Major:\_\_\_\_\_

GPA:\_\_\_\_\_

Graduate College/University:\_\_\_\_\_

Major:\_\_\_\_\_

GPA:\_\_\_\_\_

How did you hear about this internship?

\_\_\_\_\_

Submit application to:

Lancaster County Emergency Management Agency

P.O. Box 219

Manheim, PA 17545