



Memorandum

Date: April 21, 2014

To: City Manager Glasscock, through Deputy City Manager Ross

From: Ron Timmons, Director of Emergency Management

Subject: **Council Roles During Emergency Operations Center (EOC) Activation**

Per your request, our department has evaluated regional best practices and policies established within our adopted plans, relative to mayor and council involvement during EOC activations. We provide the following information as a summary of relevant factors:

General

- Upon assuming elected office, complete the FEMA National Incident Management System (NIMS) self-study on-line courses:
 1. IS-100.b Introduction to Incident Command System
 2. IS-700.a National Incident Management System (NIMS), An Introduction

Submit certificates of completion to the Emergency Management Department for grant compliance files
- Approve as a council, periodic updates to the city's Comprehensive Emergency Management Plan, and other specialty plans enabling grant funding
- Approve program policy through annual budgets
- May choose to model positive emergency management behaviors:
 - Develop a family disaster and communications plan
 - Prepare a go-kit and stock supplies to support 72 hours of independent sustenance
 - Articulate the value of rapid community recovery, through coordination of post-disaster efforts

Upon Activation of the Emergency Operations Center

- The city manager, or designee, will contact mayor and council members to brief on current situation, honoring provisions of the Open Meetings Act
- The mayor or a single designee may be requested to report to the EOC policy room which affords a view of the operations room. The policy room is a private executive conference room situated to deliver briefings from senior city staff members and conduct policy discussions related to disaster response and recovery.

Operational Phase – Inside the EOC Policy Room

- The mayor or a single designee will receive situational briefings from the city manager, or designee, and senior city staff

- If the city manager and emergency management coordinator recommend issuance of a disaster declaration, the mayor will consult with the city attorney and may issue an order declaring a local state of disaster. The declaration is valid for seven days; if extended beyond seven days, the city council must renew the order within a posted meeting. Other declarations may be requested from county, state, and federal officials.
- The mayor may subsequently issue orders pertaining to:
 1. Suspension of procedural laws and rules to facilitate a timely response
 2. Use of all necessary government resources and private property
 3. Restriction of the movement of people and occupancy of property
 4. Implementation of price controls
- Work with the Public Information Officer (PIO) to articulate a consistent public message
- Mayor or representative provides visible representation of Plano city government to the public, joining local officials at periodic press briefings

Recovery Phase

- Receive briefings on recovery efforts, and financial impacts
- Coordinate with PIO and other officials to articulate a single, clear, consistent and optimistic vision of recovery for our city
- May choose to survey the impacted areas of the city with designated liaison