

## Disaster Management Symposium, Part II: An Interactive Roundtable on Incident Management for Elected Officials

# Discussion Questions

## Preparedness Phase

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- ▶ Social Vulnerability
  - ▶ What is your role in preparing vulnerable and low-income populations for a flooding event?
  - ▶ How do you know vulnerable and low-income population concerns are being addressed?
  
- ▶ Continuity of Government
  - ▶ What is your role in ensuring the jurisdiction's budget can pay for a disaster?
    - ▶ Declared/Non-declared disasters
  - ▶ Has your county identified essential governmental functions to continue during and after a disaster?
  
- ▶ Crisis Communications
  - ▶ What is your role in interfacing with the media (the public) in preparation for a flooding event?
  - ▶ What is your role in interfacing with your employees in preparation for a flooding event?
  - ▶ Does your county have pre-scripted messages for use during disasters?

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### Response Phase

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- ▶ Social Vulnerability
  - ▶ How do you know vulnerable and low-income population concerns are being addressed?
  - ▶ Are you prepared to address the special needs of opioid addicted shelterees?
  - ▶ Are you prepared to address the special needs of homeless shelterees?
  
- ▶ Continuity of Government
  - ▶ Do emergency procurement rules exist in your jurisdiction? What are the limitations?
  - ▶ Do you have emergency (contingency) contracts in place?
  - ▶ How will government functions will continue during and after a disaster?
  
- ▶ Crisis Communications
  - ▶ What is your role in interfacing with the media (the public) in response to a flooding event?
  - ▶ What is your role in interfacing with your employees in response to a flooding event?

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### Recovery Phase

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- ▶ Social Vulnerability
  - ▶ How do you address and prevent greater social vulnerability in your community?
  - ▶ What can you do to ensure the recovery is equitable?
- ▶ Continuity of Government
  - ▶ How do you continue to provide essential governmental services when:
    - ▶ Cash flow is impacted?
    - ▶ Government offices are damaged/destroyed?
    - ▶ Your own employees have lost their homes?
- ▶ Crisis Communications
  - ▶ What is your role in reassuring the media (the public) the government can provide services?
  - ▶ What is your role in reassuring your employees their jobs are secure and funded?

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# Where To Go for More Information

## Plans, Policies and Laws

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- ▶ Emergency Operations Plan
- ▶ Mitigation Plan
- ▶ Continuity of Government Plan
- ▶ Continuity of Operations Plans
- ▶ Incident Action Plan (incidents only)
- ▶ Local Procurement Policy
  - ▶ Compliance with 2 CFR 200
- ▶ Emergency Ordinance
  - ▶ Addresses emergency procurements
  - ▶ Addresses emergency powers of government

## People

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- ▶ County Emergency Management Director
- ▶ Finance Director
- ▶ Procurement Director
- ▶ General Counsel
- ▶ Public Information Officer
- ▶ Who else in your county would you turn to?

# Reference Guide

## Elected Official/Senior Executive Quick Reference Guide

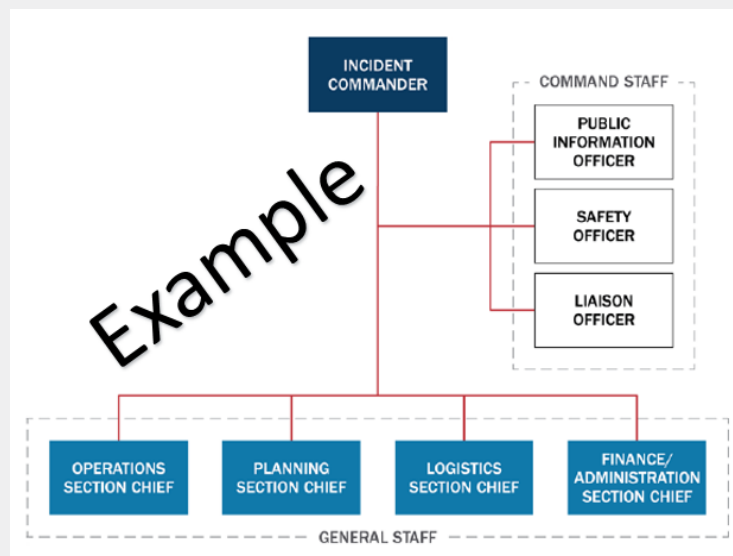
### Incident Management Overview

As a senior leader, your primary responsibility is to support the senior executive in establishing overall incident policy, providing guidance on incident priorities, and ensuring that your organization's resources are appropriately engaged in incident management. The overall incident management structure includes the following levels:

- **Policy Group/Multiagency Coordination Group (MAC Group)**, which comprises your fellow elected officials and senior organizational leaders
- **Emergency Operations Center (EOC) director**, who oversees resource and planning support for on-scene personnel and ancillary activities such as sheltering and donations management
- **Department Emergency Operations Center (DOC) manager**, who coordinates closely with the EOC and manages and coordinates incident activities specific to a single functional area
- **Public Information Officer (PIO)**, who ensures that the public receives accurate, timely, and consistent information about the incident
- **Incident Commander (IC)**, who directs on-scene incident personnel responsible for saving lives, stabilizing the incident, and protecting property and the environment

### Incident Management and Coordination

*{Insert jurisdiction's incident command chart below}*



# Reference Guide

## Elected Official/Senior Executive Quick Reference Guide

### Overarching Priorities

- **Life Safety:** Ensure the safety and security of first responders, support personnel, and the general population.
- **Unity of Effort:** Coordinate and prioritize activities across all organizations involved in the response, to achieve common objectives.
- **Incident Stabilization:** Establish leadership to stabilize the incident and reduce future impacts.
- **Protect Property and Environment:** Protect infrastructure assets, systems, and networks, whether physical or virtual.
- **Recovery:** Reestablish services and help the community return to a new normal.

### Senior Executive Essential Responsibilities

- Ensure the continuity of government.
- Activate specific legal authorities (disaster declarations, evacuations, states of emergency, and other protective actions).
- Coordinate with the PIO/Joint Information Center (JIC) to keep the media and public informed.
- Request assistance through the EOC director.
- Resolve any resource allocation conflicts.
- Coordinate with other elected officials and senior executives, including state and Federal offices, legislative delegations, and other dignitaries, to implement protective actions and ensure constituents' safety and welfare.
- Request and authorize release and approval of funding.
- Participate in a MAC Group, if required.
- Initiate Continuity of Operations (COOP) plan or Continuity of Government (COG) plan as required.

- Coordinate with all ICs if multiple on-scene events occur.

### What to Expect

- EOC gathers and analyzes incident information.
- EOC director provides situational assessments during an incident.
- EOC director receives questions and concerns.

### Example Public Messaging

- We are aware that an incident has occurred (provide incident details, including time and location).
- At this time, (list agencies that are responding and give the response status). We are gathering additional information and will share it as it becomes available.
- At this time, we ask that the public (list requested actions, such as shelter in place or evacuate).
- Officials will release all those affected by the lockdown, including people in schools and daycare centers, once the area is safe.
- Public transit is currently (provide status).
- We will provide the public with up-to-date information via (list local media outlets, Facebook and Twitter accounts, and so on).

- Emergency Operations Center (EOC): (xxx) xxx-xxxx
- EOC Director: (xxx) xxx-xxxx
- Public Information Officer: (xxx) xxx-xxxx
- Joint Information Center: (xxx) xxx-xxxx

# Emergency Management for Senior Officials: Checklist

## Step 1: Understand the Emergency Management Mission

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**Does your jurisdiction's emergency management mission:**

- Promote coordination and integration?
- Include preparedness?
- Address all hazards?

**Do you integrate emergency management into daily decisions, not just during times of disaster?**

While protecting the population is a primary responsibility of government, it cannot be accomplished without building partnerships among disciplines and across all sectors, including the private sector and the media.

Preparedness is the actions taken to plan, organize, equip, train, and exercise to build and sustain the capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk.

## Step 2: Review Your Authorities

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**Do you know what your authorities are for:**

- Developing and promulgating emergency plans and standards for emergency management?
- Proclaiming a state of emergency?
- Requesting assistance from other jurisdictions and the State?
- Disseminating information and warnings?
- Designating highways as emergency management routes?
- Imposing restrictions during an emergency (e.g., controlling traffic, closing or restricting areas, or imposing curfew)?
- Ordering evacuation and restricting reentry?

**Has your jurisdiction met requirements that:**

- Officials are trained in emergency management?
- A local emergency operation plan is developed and maintained?
- A director of emergency management is appointed?
- The National Incident Management System (NIMS) is adopted?

A state of emergency is a governmental declaration that may suspend some normal functions of the executive, legislative, and judicial powers; alert citizens to change their normal behaviors; or order government agencies to implement emergency preparedness plans.

NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

# Emergency Management for Senior Officials: Checklist

## Step 3: Learn About Your Team

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- Do you know:**
  - How the emergency management organization is structured?
  - Emergency management roles and responsibilities?
  - Reporting authorities?
- Have you met with:**
  - The emergency management director?
  - Key department directors and staff?

In an ideal situation, the emergency manager answers directly to the jurisdiction's chief elected official. In this arrangement, the elected official has direct access to unfiltered information from the emergency manager.

## Step 4: Review Your Plans and Resources

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- Does your jurisdiction's emergency operations plan (EOP):**
  - Address all hazards?
  - Outline how all actions will be coordinated?
  - Include plans for protecting the whole community?
  - Detail who is responsible for carrying out specific actions?
  - Identify the personnel, equipment, facilities, supplies, and other resources available?
- Does your jurisdiction have other types of plans that support and supplement the EOP, such as a:**
  - Preparedness plan?
  - Continuity plan?
  - Recovery plan?
  - Mitigation plan
  - Prevention and protection plan?

An emergency operations plan is an ongoing plan for responding to a wide variety of potential hazards.

Continuity plans outline essential functions that must be performed during an incident that disrupts normal operations, and the methods by which these functions will be performed.



# Emergency Management for Senior Officials: Checklist

## Step 4: Review Your Plans and Resources (Continued)

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**Have you visited these emergency management facilities?**

- Communications/Dispatch Center:** The agency or interagency dispatch center, 911 call center, or emergency control or command dispatch center that handles emergency calls from the public and communication with emergency management personnel.
- Emergency Operations Center (EOC):** The physical location at which the coordination of information and resources to **support** incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction.

Before a crisis, you should be familiar with the physical layout and roles of the emergency resources and facilities.

**Does your jurisdiction have resource management procedures for:**

- Describing, inventorying, requesting, and tracking resources?
- Activating and dispatching resources?
- Managing volunteers and donations?
- Demobilizing or recalling resources?
- Financial tracking, reimbursement, and reporting?

Resources include personnel and major items of equipment, supplies, and facilities.

**Do mutual aid agreements:**

- Provide a mechanism to quickly obtain emergency assistance from other jurisdictions or organizations?
- Specify request, response, and administrative procedures?

Mutual aid agreements provide a mechanism to quickly obtain emergency assistance.

**Is training provided to:**

- All personnel and partners with roles in emergency management?

**Are exercises used to:**

- Test and evaluate plans, policies, and procedures?
- Identify resource gaps and shortfalls?
- Improve interagency coordination and communication?

# Emergency Management for Senior Officials: Checklist

## Step 5: Know How To Lead During a Crisis

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- Are you prepared to lead during a crisis by:**
  - Delegating authority to on-scene responders?
  - Instilling confidence in the public that the incident is being managed effectively?
  - Making policy decisions and securing needed resources?
  - Building partnerships and alliances?
- Do you know how to request additional resources from:**
  - The private sector and nongovernment organizations?
  - Other jurisdictions?
  - The State?
- Do you have public information procedures for:**
  - Disseminating accurate and timely information to the whole community?
  - Ensuring consistency – that everyone is speaking with one voice?

Your role is not to set command objectives or direct tactical operations. Rather, officials delegate this role to Incident Commanders and first responders who are qualified to manage the incident.

## Step 6: Promote Community Preparedness

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- Does your community preparedness program foster:**
  - Collaboration with community leaders from all sectors for effective planning and capacity building?
  - Integration of nongovernmental assets and resources into government plans, preparations, and disaster response?
  - Individual and family preparedness on how to prevent, protect, mitigate, prepare for, and respond to all threats and hazards?
  - Volunteer service for supporting community safety and critical surge capacity in response and recovery?

Individuals and households are at the core of our Nation's preparedness. A community's ability to respond to or recover from a disaster depends on the level of preparedness of every member.