Elected Official Responsibilities

AFTER YOU ARE ELECTED OR APPOINTED YOU NO DOUBT WILL HAVE MANY RESPONSIBILITIES…

EMERGENCY MANAGEMENT IS ONE OF THEM!

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Why Emergency Management?

- Required by Federal Law.

- Disaster assistance requires it.

- **All emergencies are local.**

- Outside mutual aid assistance may be available but, you are responsible for costs, and **YOU** are still in charge

What Will You Do?
What Can You Do?

- Prepare
- Learn
- Communicate
- Train

(As far as we know, photo is public domain)

Are you confused?

EMERGENCY PREPAREDNESS PLAN

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City of Berkley, Michigan

What Will We Discuss Today?

- Preparation
- The Role of Elected Officials
- The Role of Municipal Officials
- National Incident Management System (NIMS)
- NIMS Responsibilities
- NIMS Training
- Pre-Incident Actions
- PIO – Media – Communications
- Mental Health

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Emergency Management Cycle

- **<u>Mitigation</u>** efforts are sustained actions that serve to reduce the occurrence of incidents or their impact.

- **<u>Preparedness</u>** - These activities are necessary to the extent that mitigation measures have not, or cannot, prevent emergencies or disasters.

- **<u>Response</u>** activities directly relate to an emergency or disaster. Generally, they are designed to provide emergency assistance to individuals.

- **<u>Recovery</u>** - Activities following or in conjunction with response that restore vital life-support systems to minimum operating standards and long-term activities that help return life to normal for individuals, businesses and infrastructure.

Preparation is Key

- The mayor, city council members, city manager and all stake holders must take part in preparing for any emergency.

- The response to any incident especially a large-scale   incident is determined in the days / months / years leading up to the event.

- Prepare for the unthinkable.

- "It's not if, but when, a mass shooting happens in your community."
  — Mayor Nan Whaley, Dayton OH

The Role of Elected Officials

Elected officials such as mayors, city commissioners, township supervisors and others, are responsible for ensuring the safety, health and welfare of the people within their communities.

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The Role of Elected Officials

It is a responsibility of elected officials to provide responders with appropriate policies, equipment, and training before an incident.

The Role of Municipal Officials – CEO
Chief Elected Official

1. Utilize and commit municipal personnel, facilities, equipment, and resources in support of the county emergency / disaster response operations, not to conflict with the municipalities' needs.

2. Assess needs of the city and request resources through the County Emergency Operations Center (EOC).

3. Declare and rescind a State of Emergency for the city.

4. Execute the County Emergency Operations Plan and the city Support Emergency Operations Pan.

5. Implement other measures as necessary to provide for the protection of life and property in the municipality.

The Role of Municipal Officials –
Finance Officer

1. Develop and maintain standard operating procedures for city emergency financial record keeping during emergency / disaster situations.

2. Assist the Assessor with documentation of disaster damage to city-owned facilities. Be familiar with the FEMA Equipment rate schedule.

3. Provide City budget information in support of the counties request for a State Declaration of Disaster.

4. Develop financial accounting procedures to assist departments agencies in recording and reporting their emergency expenses.

5. Assist in the establishment and management of post-disaster donated funds.

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The Role of Municipal Officials –
Code Enforcement

1. Develop and maintain standard operating procedures for City tax operations and records protection during disaster situations.

2. Coordinate damage assessment teams conducting field surveys and ensure teams are properly trained and equipped. Ensure that team composition is sufficiently diverse to assess all types of damage within the county.

3. Collect data, prepare damage assessment reports and forward reports to the Emergency Operations Center.

4. Provide property tax information assistance for applicants at Disaster Recovery Centers.

5. Assist other city agency representatives who are conducting recovery operations in prioritizing repairs and restorations of affected facilities.

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The Role of Municipal Officials – Public Works

1. Develop and maintain standard operating guidelines for Public Utilities / Works operations during emergency / disaster situations.

2. Direct and control activities regarding debris clearance operations. (Debris Management Plan)

3. Coordinate for the procurement of fuel for emergency vehicles during disaster situations.

4. Coordinate with county agencies for the restoration of public water systems and waste disposal systems.

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What is Required to be Eligible for State / Federal Assistance (Relief)

❑ County EOP / Local Support Plan / Hazard Mitigation Plan approved and activated

❑ County / Local EOC activated

❑ Overwhelmed (budget& resources)

❑ **Declare (State of Emergency); request assistance**

❑ Priorities: Life Safety, Incident Stabilization, Property and Environment conservation, Continuity of Operations

❑ Lifelines (food, water, shelter, electrical power, clothing)

❑ **NIMS compliant** (adoption, plans, training, exercises)

Public Assistance (PA) vs Individual & Family Assistance (IA

Quiz Number 1
What is NIMS?

(NIMS) National Incident Management System

- The National Incident Management System (NIMS) was originally issued in 2004, as required by Homeland Security Presidential Directive (HSPD)- 5.

- It consists of concepts, principles, organizational processes, and terminology to enable an effective and collaborative incident management

- **All levels of government are required to adopt the NIMS in order to be eligible for preparedness funds issued by multiple federal agencies.**

Handout: Sample Local Government NIMS Resolution

How do Elected Officials Learn about NIMS?

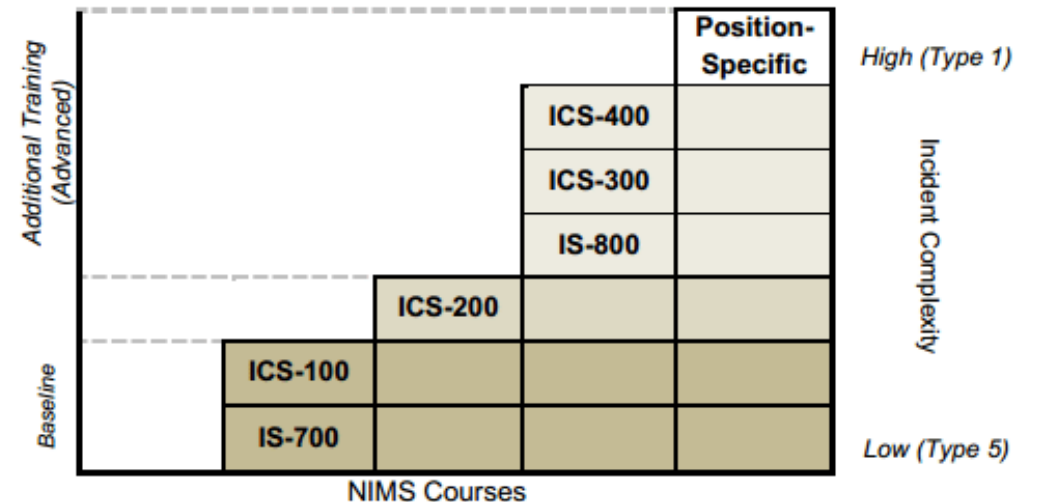**FEMA EMI Independent Study (on-line)**

IS-700.B

NIMS Intro

https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b

IS-908

Emergency Management for Senior / Public Officials

https://training.fema.gov/is/courseoverview.aspx?code=is-908

and this class.

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How do Elected Officials Learn about NIMS?

To take classes from FEMA you must have a FEMA Student Identification Number.

How do I obtain my FEMA SID number?

Step 1: To register, go to https://cdp.dhs.gov/femasid

Step 2: Click on the "Register for a FEMA SID" button on screen.

Step 3: Follow the instructions and provide the necessary information to create your account.

Step 4: You will receive an email with your SID number. You should save this number in a secure location.

If you have a Student Identification Number, but don't remember it use the following:

https://cdp.dhs.gov/femasid/RetrieveSID.aspx

All Michigan students should access courses through MI-Train

Click the link below to go to the MI-Train Site and set up an account at https://mi.train.org/

See Handout

MI-TRAIN

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Quiz Number 2

How many of your cities have adopted NIMS?
(National Incident Management System)

Is NIMS mandatory?

Local, state, tribal and territorial jurisdictions are required to adopt NIMS in order to receive federal Preparedness Grants.

NIMS is applicable to all incidents and all levels of stakeholders, including levels of government, private sector organizations, critical infrastructure owners and operators, nongovernmental organizations and all other organizations who assume a role in emergency management.
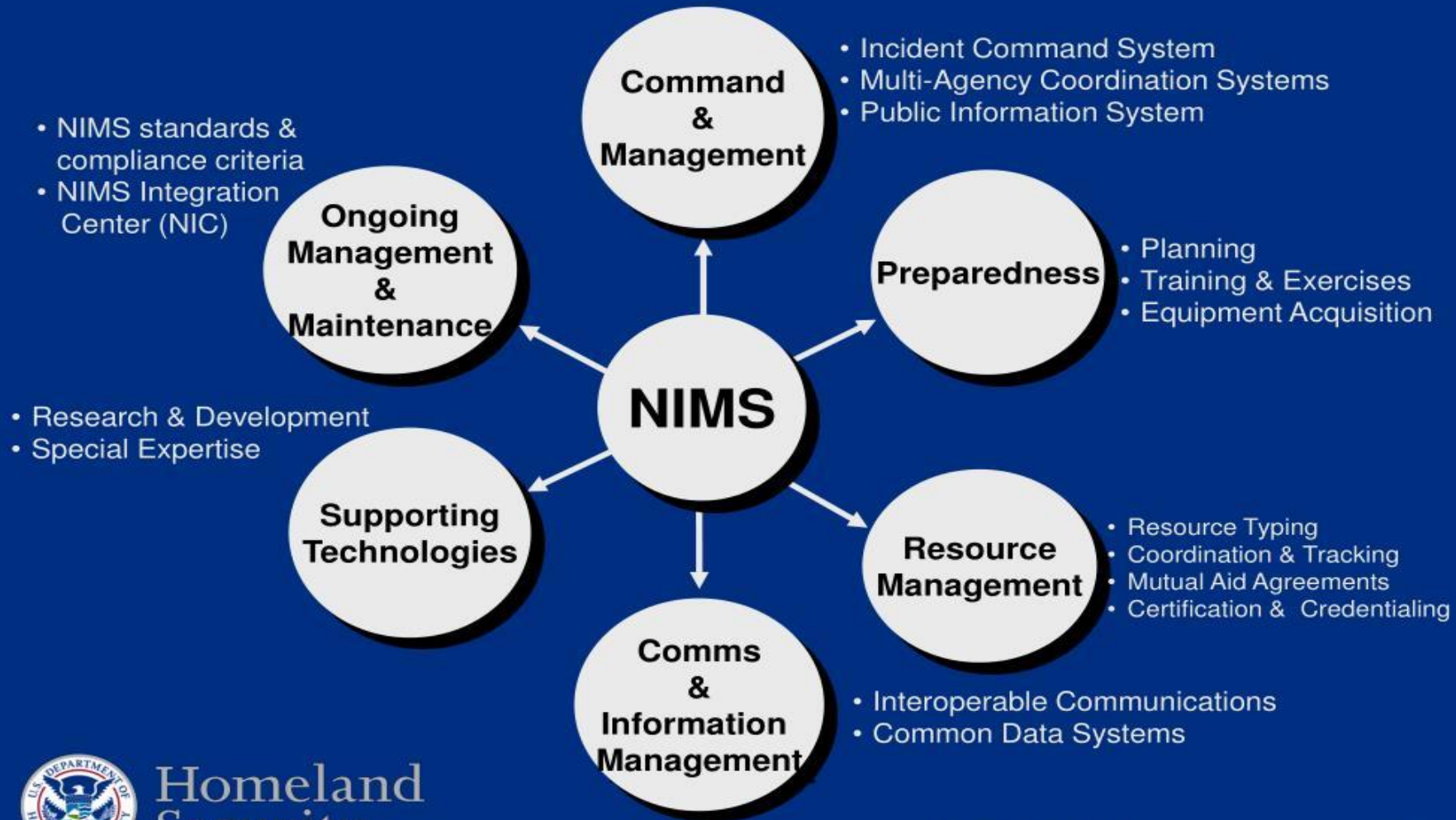
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Quiz Number 3

How many of your cities have an emergency manager or coordinator?

How many of you are emergency managers?

How many of you are Professional Emergency Managers (PEM)?

Hazards

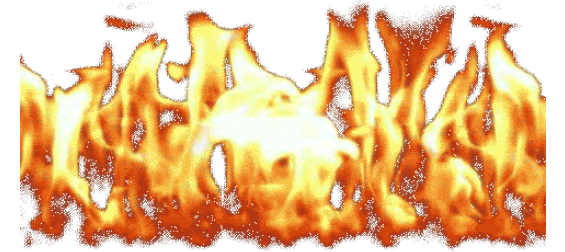- Tornado / High Winds
- Flooding
- Winter Storm (Snow, Ice)
- Extreme Heat
- HAZMAT (Fixed Site or Transportation)
- Gas & Oil Pipeline Emergency
- Fire
- Pandemic Flu

- Power Outage
- Airplane Crash
- Terrorism
- Active Shooter
- Cyber attack

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NIMS – National Incident Management System

To ensure every level of government and every response agency can efficiently communicate and operate together in an emergency or disaster,

All must be trained in NIMS.
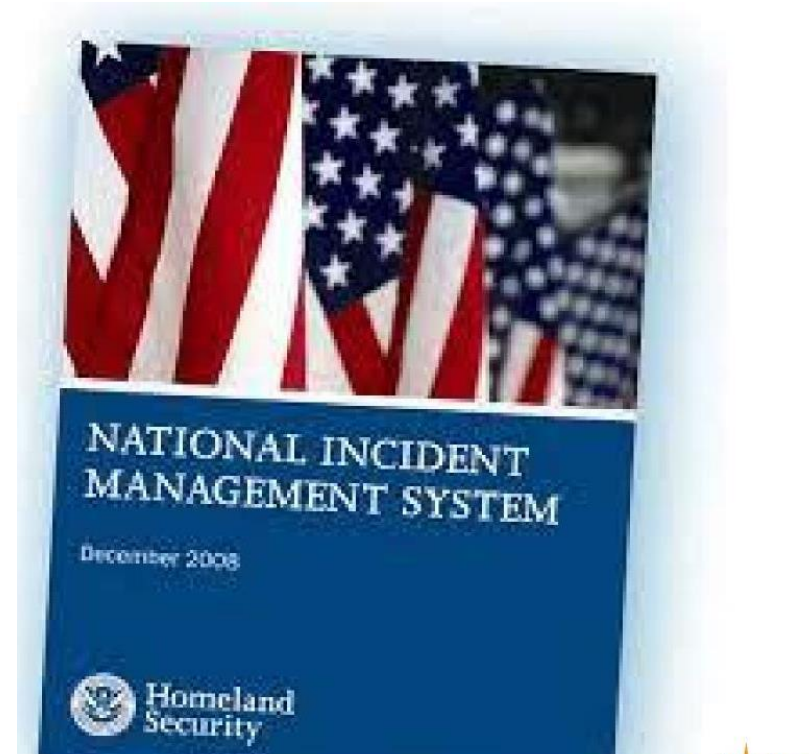
Incident Command System (ICS)

NIMS requires the utilization of the **Incident Command System (ICS)** this ensures an efficient response and helps to organize varying departments or other entities.
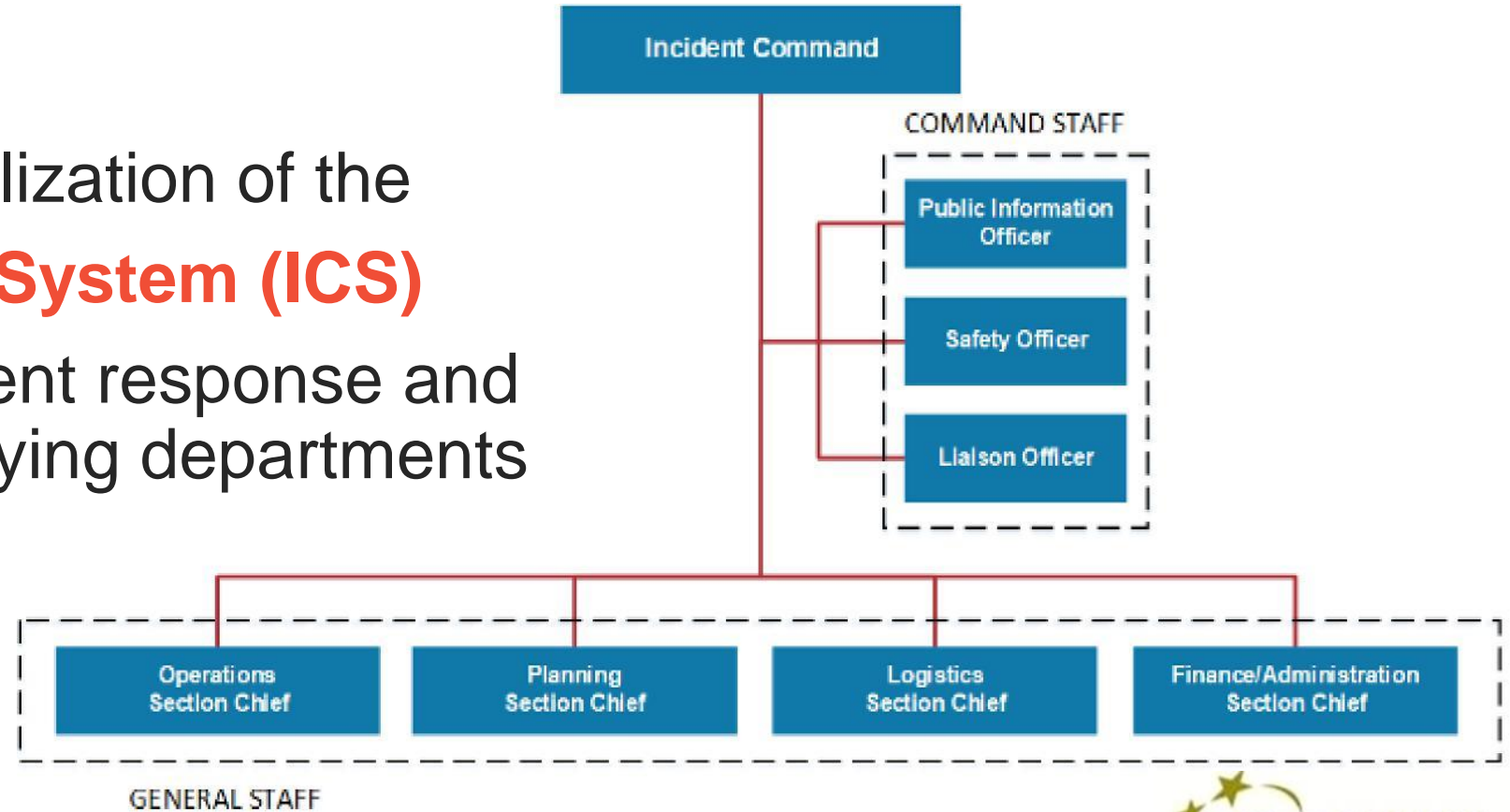
Exercise and Practice NIMS

Communities are strongly encouraged to use and exercise NIMS during planned city events, disaster exercises and actual city emergencies of all types and sizes.

You will perform how you practice!

According to federal guidelines, jurisdiction must

- Adopt NIMS through executive order, proclamation, or legislation as the city's official incident response system. (Your county may do this for you, but you must still do the following;)

- Direct that managers and department heads train, exercise, and use the NIMS (elected officials should be part of these exercises).

- Ensure that NIMS is integrated into your emergency operations policies, plans, and procedures.

- Conduct NIMS training for responders, supervisors, and command-level officers.

- Conduct coordinating NIMS-oriented exercises that involve responders from multiple disciplines and jurisdictions.

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NIMS Implementation Objectives for Local, State, and Territorial Jurisdictions

Handout

NIMS Implementation Objectives for Local, State, Tribal, and Territorial Jurisdictions

|	NIMS Implementation Objectives	Example Indicators
General *Vision: Policies and processes are in place to support NIMS implementation*	1. Adopt the National Incident Management System (NIMS) throughout the jurisdiction or organization to prevent, protect against, mitigate, respond to, and recover from incidents.	A current and valid legal authority indicating that NIMS is the system of choice for the jurisdiction or organization.
	2. Designate and maintain a point of contact (POC) to serve as the principal coordinator for the implementation of NIMS.	Stakeholder notification including contact information for a current NIMS point of contact responsible for the overall coordination and development of NIMS-related activities and documents for the jurisdiction.
	3. Ensure that incident personnel receive pertinent NIMS training in alignment with the NIMS Training Program.	Official training guidance that specifies: • Which training courses incident personnel must take; • How long they have to complete the training after they join the jurisdiction or organization; and • Frequency of refresher training.
Resource Management *Vision: Consistent, interoperable identification, management, and sharing of incident resources*	4. Identify and inventory deployable incident resources consistent with national NIMS resource typing definitions and job titles/position qualifications, available through the Resource Typing Library Tool. (NIMS pages 6-7, http://www.fema.gov/resource-management-mutual-aid).	Up-to-date resource inventory (such as the Incident Resource Inventory System) that uses NIMS resource-typing definitions for all shareable or deployable resources.
	5. Adopt NIMS terminology for the qualification, certification, and credentialing of incident personnel. (NIMS page 8) *Developing or participating in a qualification, certification, and credentialing program that aligns with the National Qualification System (NQS) is recommended, but not required.*	Official guidance document specifying how incident personnel are qualified, certified, and credentialed consistent with NIMS terminology.
	6. Use the NIMS Resource Management Process during incidents (identify requirements, order and acquire, mobilize, track and report, demobilize, reimburse and restock). (NIMS page 12)	Current standard operating procedures align with the NIMS Resource Management Process. Exercise or real-world incident documentation indicating the appropriate use of NIMS Resource Management process and NIMS resource typing definitions.
	7. At the jurisdictional level, develop, maintain, and implement mutual aid agreements (to include agreements with the private sector and nongovernmental organizations).	Mutual aid agreements are up-to-date and in effect, covering neighboring jurisdictions, the private sector, and nongovernmental organizations.

Members of the Incident Management Team

ICS Org Chart

- Incident Commander
- Section Chiefs
- Branch Chiefs
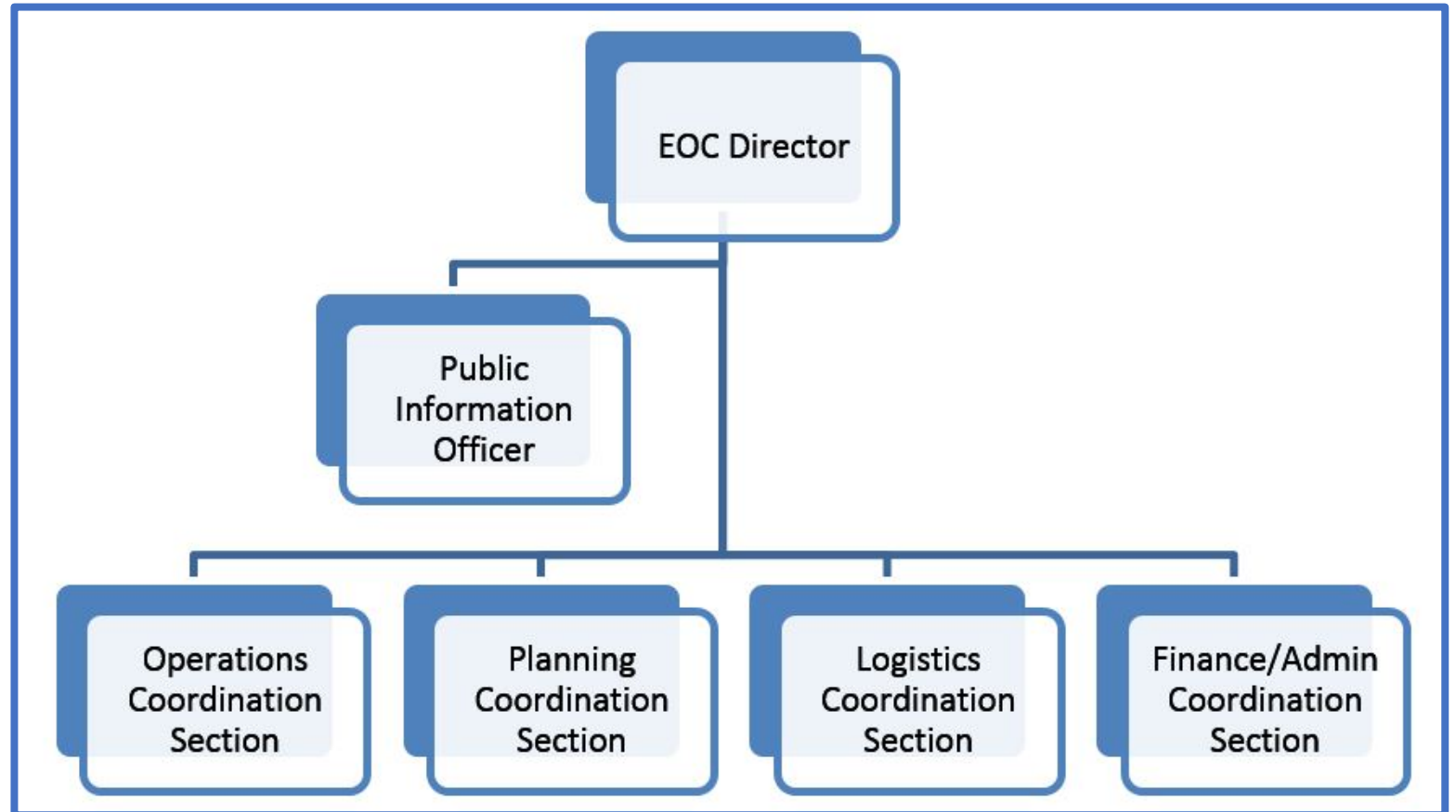- Functional Groups and Divisions

Incident Priorities

- Life Safety
- Incident / Scene Stabilization
- Property and Environmental Protection
- Continuity of Operations (COOP)

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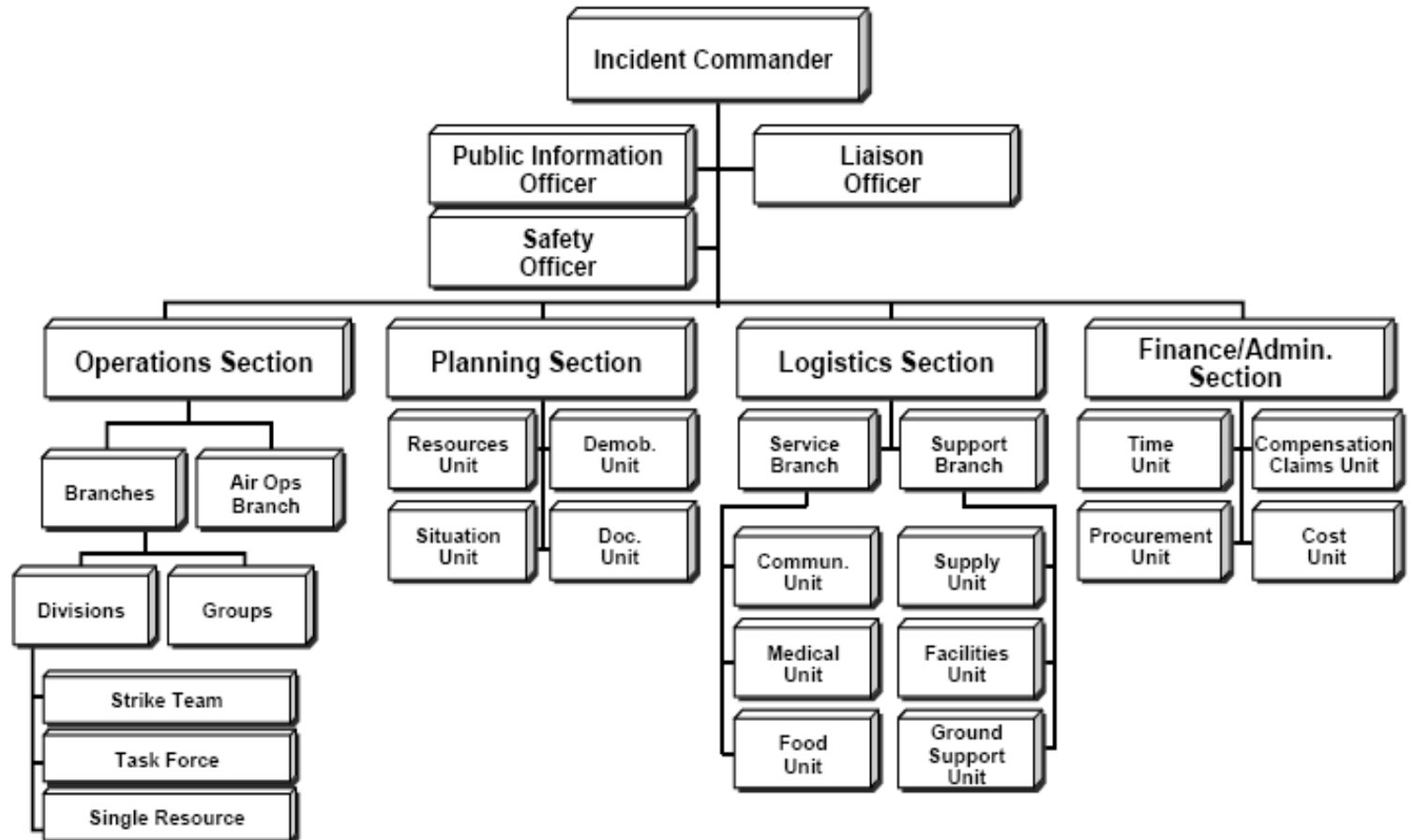
Members of the Emergency Management Team

EOC Org Chart

- EOC Director
- Section Chiefs

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NIMS Training

Individual Level of Incident Responsibility

NIMS Training Program training guidelines are based on an individual's level of incident responsibility rather than on agency, rank, or discipline. This is because of variations in position responsibilities across different organizations. An individual's level of incident responsibility includes both the position within the incident management structure and the incident's complexity.
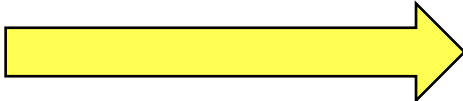
Regardless of Focus Area, all NIMS training falls into three basic categories, which share many of the same foundational courses:

- **All Responders**

- **Field Supervisors**

- **Command Staff**
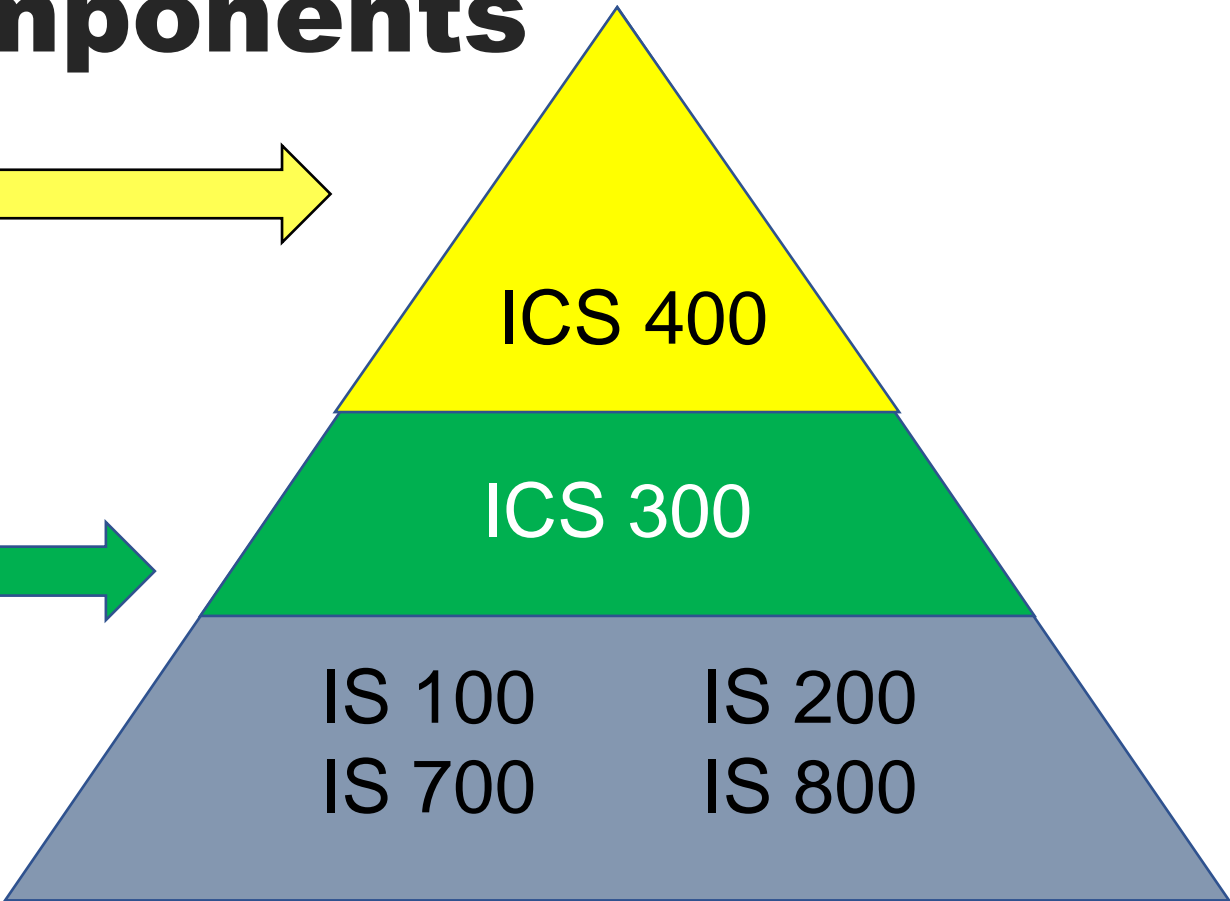
NIMS Training Components

Command Staff   **Senior leadership**

Chiefs, assistant chiefs
Directors, Superintendents , City Managers

Field Supervisors

Personnel managing day to day incidents

Company Officers
Sergeants, Corporals
Managers, Foreman

All Responders   **Everyone**

Firefighters, Engineer
Officers, Deputies
Medical Personnel, Public Works. Anyone involved in responding to an Incident

ICS 400

ICS 300

IS 100   IS 200
IS 700   IS 800

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Emergency Operations Center (EOC)

The EOC has a two-fold purpose:

1. To develop and maintain awareness of the emergency situation for decision makers. Ensure safety. Develop an Incident Action Plan (IAP). This is the basis for making critical decisions that could affect the lives of everyone in the city.

2. To coordinate support for emergency responders and other essential staff. This involves the supplying of the resources needed to sustain all operations including emergency responders and their rescue or recovery activities.

Role of Elected and Appointed Officials During an Emergency

During an incident, providing leadership is the most important role of these officials. Leadership is demonstrated by:

- Issuing an emergency declaration or proclamation. This can help position organizations to receive additional state and federal assistance.

- Understand the incident objectives, be visible, be calm, be responsible with information and set policy.

- Communicate to the public the nature of the event, status of community response, and what individuals should do, **make sure you coordinate** any public messaging through the Public Information Officer, so you have the most accurate and latest information.

- Echo messages prepared in the EOC and direct inquiries to the appropriate call center or social media accounts.

  Elected Officials should not set incident objectives or direct tactical operations.

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Observations

- Response to an incident should not be done in a haphazard manner, agencies and responders should not self-dispatch to an incident.

- All personnel responding (including elected officials) must be given clear direction on response routing, parking, check in, assignment, tasks, and communications channels were appropriate.

- Have a location for elected and appointed officials to gather, get information and receive instructions.

Examples of Pre-Incident Actions

- Drills (Include schools, hospitals, and large targets within your area). Make sure that all stake-holders participate.

- Ensure there is a plan in place to provide additional coverage to the community, through mutual aid or other means.

- Establish a Communications Plan. Work with Fire and Police Chiefs' associations to establish a communications plan and exercise the plan.

- Action plans for vulnerable targets in your jurisdiction.

- Evaluate and learn from past incidents. Train on lessons learned.

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PIO – Media – Communications Considerations

- Do not post, or comment unnecessarily.

- Provide facts and relevant updates only.

- Engage with residents, note their concerns and provide this information to incident command. Do not promise specific city action or resources, as staff may be unable to meet the expectations

- If you do not know the answer to a question do not guess. False information breeds rumors.

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Mental Wellness

Some steps to consider and plan for:

- A Critical Incident Stress Debriefing (CISD) by trained personnel.

- Ensure all responders and dispatchers are included. Do not leave anyone out.

- On duty members should be offered to be relieved of duty.

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Prospective

- Do not show up on a scene just to get face time.

- Remember the strain on resources dignitaries can place on resources.

- Elected officials need to be part of post incident decision making at the policy level.

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What do <u>YOU</u> have to do?

- Learn your responsibilities.
- Train yourself.
- Prepare - Provide Policy guidance, equipment and staff training.
- Communicate with your staff and residents.

Discussion / Questions?

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