



## AGENDA ITEM SUMMARY

### Item # 2

**MEETING DATE:** October 5, 2021

**ITEM TITLE:** Updates to Town's Emergency Management Plan

**ITEM SUMMARY:**

Town staff, including the Town Manager, Deputy Town Manager, Police Chief, Fire Chief and Public Works Director, went through a process of reviewing the current Emergency Management Plan. The process was facilitated by Billy Winn with NEX Disaster Services.

Town Code Section Sec. 12-6. - Emergency management plan. (d) states that Amendments to these plans shall be submitted to the Town Manager. If approved, the Town Manager will then submit the amendments to the Town Council with his recommendation for their approval. Such amendments shall take effect from the date of approval.

These revisions are generally non-substantive and have little impact on the overall plan. One revision of note is that in the present plan the Mayor is the sole source of information to media and general public. While the Mayor is likely to be interviewed by the media in a major event and will share information, Town staff felt for consistency's sake the Incident Commander or his replacement in his absence should communicate the actualities of the incident. For larger events, the County activates a Joint Information Group (JIG) which the town is a part of. The Mayor as sole source leaves no opportunity for staff to communicate information to the JIG.

Additionally, a Logistics position is created and included in the Emergency Management Team Organization Chart. The chart no longer assigns permanent staff to role assignment. While staff will fill their usual roles in most circumstances, the organization chart contains positions to address the incident and staff should fill the role as necessary.

Other revisions are included to reflect current practice and terms.

Deletions are indicated with a ~~strike through~~, and additions are typed in red.

**STAFF RECOMMENDATION:** Staff recommends the Town Council approve the revisions as presented.

**REQUESTED ACTION:** A motion to approve the revisions as presented.

**ATTACHMENTS:** Draft updates to the Emergency Management Plan