



Memorandum

To: Mayor and City Councilmembers
From: Wanda Brown, Deputy City Clerk
Date: August 26, 2025
Subject: Recommendation for Approval – Shelter-in-Place Policy for Storm Events

Purpose:

To establish a clear, actionable policy for sheltering individuals during severe storm events in municipal buildings.

Key Elements of the Policy:

1. Designated safe areas in each facility
2. Clear communication protocols
3. Procedures for securing buildings
4. Coordination with emergency services

Why It Matters:

1. Enhances public and staff safety
2. Aligns with FEMA and NWS best practices
3. Strengthens our emergency preparedness

Recommendation:

Approve the Shelter-in-Place Policy to ensure a timely, organized response during storm-related emergencies.