

## ELECTED OFFICIAL RESPONSIBILITIES

City Contact: City Administrator

EOC Contact: EOC Manager

### Primary Responsibilities:

- Maintain contact with the Administrator or designee during an emergency
- Provide official recommendation and/or endorsement of emergency proclamation (Council) and issue emergency proclamation (Mayor)
- In coordination with the City Administrator or EOC Manager, interface with representatives of other jurisdictions regarding shared resources, assistance, and policy issues
- Provide elected leadership support as needed, for joint media conferences or other functions in the emergency response, and coordinate activities with the City Administrator
- In conjunction with the City's other elected leaders, make policy decisions as requested by the City Administrator and EOC Manager
- Provide for Mayor Pro-Tem as necessary
- Prior to emergency, establish and maintain an organization for emergency management (RCW 38.52)

### Roles and Responsibilities:

**Communication** – Facilitate communication via ESF-15 to the public in coordination with the EOC and other representatives of the City. Describe the nature of the events, status of response, what individuals should be doing, the anticipated next steps in response or transition to recovery. Set tactful but realistic expectations for the public. It is acceptable to include messages of compassion, concern, caution, and frankness.

**Policy Decisions** – Determine proper composition of Policy Group. Determine relationship to EOC including protocols and requirements for interaction between the Policy Group and EOC. Make policy decisions when appropriate. Address citywide or departmental policy concerns that come up during or after the event. Allow line staff and operations to do their work and carry-out their responsibilities without distraction or interference.

**Support Response Efforts** – Support resource acquisition across jurisdictions. Monitor financial impacts of response and recovery efforts.

## **Important Leadership Actions**

1. Prior to an emergency, model good emergency preparedness at home in order to be fully prepared and responsive to the City and community. When an emergency happens, first get your personal business in order and ensure the safety of your family.
2. When notified or you become aware of an emergency, contact the City Administrator (or Fire Chief if unavailable). If unable to reach the City Administrator, you may be able to reach the Tumwater EOC (if activated) to obtain a briefing on the overall incident.
3. Issue/ratify emergency proclamations.
4. Execute recovery actions early in the response effort.
5. Focus on policy-making and other leadership responsibilities, coordinating information gathering and communications with the City Administrator and EOC Manager.
6. Establish communication with the public early and often based on consistent and coordinated messages from the EOC Manager.
7. If the disaster significantly impacts the City's operations, coordinate with City Administrator and EOC Manager to determine if Policy Group activation is warranted in support of emergency response and recovery efforts.
8. If requested and as appropriate, provide support for public information interviews, release and broadcasts. Support joint media conferences in cooperation with all member agencies of a regional emergency response effort.
9. If requested, contact county, state and/or federal elected officials to support the petition for higher government response and disaster assistance.
10. Be prepared to provide direction and policy on topics such as: curfew, evacuation, condemnation of buildings, use of reserve fund, debris removal and storage.
11. Be prepared to provide direction and policy on requesting outside assistance and/or resources such as an Incident Management Team (IMT)