

CITY OF MORGAN HILL

CITY COUNCIL POLICIES AND PROCEDURES

CP 94-11

SUBJECT: RESPONSIBILITY OF CITY COUNCIL DURING LOCAL EMERGENCY

EFFECTIVE DATE: MAY 4, 1994

REVISION DATE: June 15, 1994, August 22, 2007, December 16, 2015

ORIGINATING DEPT: City Manager

The City Manager assumes the responsibility as the Director of Emergency Services during a local emergency. It is the Director of Emergency Services' duty to keep the City Council informed and to direct the preparation of all documents necessary regarding the emergency for presentation to the City Council.

The Director of Emergency Services oversees the Emergency Operations Center which supports the first responders in the field. The City Council does not have a role in the EOC.

When a local emergency occurs, members of the City Council are responsible as follows:

- 1) Inform the Director of Emergency Services how Council Members may be contacted in the event the City Council must hold a meeting to pass a proclamation of a local emergency.
- 2) Alleviate any potential panic caused by unverified stories or rumors by informing citizens that only statements issued by the City's Public Information Officer are to be considered accurate and factual.
 - a. Based on need, as determined by the Director of Emergency Services or the Public Information Officer, Council Members may be called upon to provide updates to the press or other briefings. If this is the case, the spokesperson for the Council shall be the Mayor, Mayor Pro Tem, or the other Council Members as available and in the order as set forth in the Mayoral Policy.
 - b. Serve as a liaison, in cooperation with the Public Information Officer, for any visiting officials such as the Governor.
- 4) Reassure the general public as to the continuity of local government.
- 5) Emphasize that the City responds to disasters using the Standardized Emergency Management System and that some day to day departmental services may be put aside to ensure employees are available to perform Disaster Service Worker functions.
- 6) Participate in recovery and reconstruction decisions which are critical to the community.

- 7) Partner to bring the community together to work toward a common goal during the recovery period.
- 8) Meet and review the local emergency situation every fourteen (14) days to determine whether to continue the Proclamation of a Local Emergency.
- 9) Declare the end of the emergency at the recommendation of the Director of Emergency Services.

APPROVED:

STEVE TATE, MAYOR