

# Roles and Responsibilities for Elected and Appointed Officials in a Disaster



As an Elected or Appointed Official, what are my roles and responsibilities during an emergency or disaster?

What do you think?



# Protect and restore critical infrastructure!



Life safety, property protection, incident stabilization

# Every disaster starts locally



## Before a disaster

- Make planning for disasters a priority, promote preparedness in community  
(Preparedness Fairs, Public Safety Night Out, City Drill)
- Encourage residents and businesses to be prepared and self-sufficient for at least 72 hours
- Understand Spanish Fork's situation, vulnerabilities, risks and hazards, historical events
- Help create continuity of government plans (*maintain or restore government services quickly*)



## Before a disaster cont.

- Help identify and support mitigation projects
- Identify local, state and federal partners, mutual aid gaps/opportunities
- Become familiar with our Emergency Operations Center (EOC)
- Understand applicable legal authorities and responsibilities
  - Emergency/disaster declarations
  - Consider potential protective measures that may be required



## EOC Room Layout (Names)



1" = 5 Ft

### Legend

- EOC Chairs
- EOC Network Switches
- EOC Power Strips
- Main Plug
- Combo
- Network
- Power
- Cable
- Sound / Computer System
- Light Switch
- White Board
- Screen
- EOC Doors And Windows
- EOC Tables
- EOC Room

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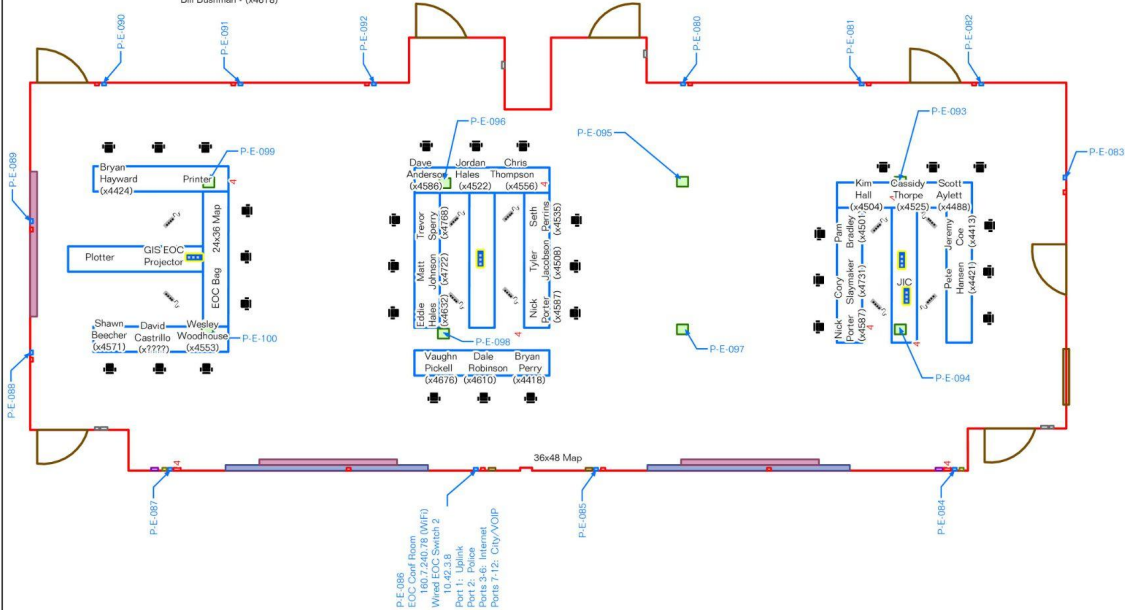


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### Report to EOC - May Be Reassigned

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## Before a disaster cont.

- Provide policy direction for prevention, protection, response, recovery and mitigation activities
- Identify a communications strategy (*ASL and foreign languages*), Consider minorities, elderly, those with access and functional needs
- Participate in emergency and disaster drills, training and exercises. Encourage community to do so.  
(*Great shakeout*)





## How will I know if I'm needed in an emergency?

- Communication between City Administration and Mayor/Council will take place  
(*GroupMe, phone, meeting place etc.*)

Driving factors that City Administration may request your presence:

- Full EOC activation
- Possible emergency/disaster declaration expected
- Large scale damage/loss of life
- Legal issues - protective measures need to be issued, large expenditures
- Major critical infrastructure disrupted



## When and Where should I report?

- You will be advised where and when
- EOC/PD conference room, or otherwise directed
- If you are requested, you will receive a situational status from the EOC, and may assist city staff in policy, legal, or other major decision making.



## During a disaster

- Ask questions, gather assessment information, situation status. Is it getting better, worse, stabilized?
  - 1) What hazards are present?
  - 2) What area and how many people are impacted? What about people with disabilities, underserved populations, access and functional needs? What critical infrastructures are impacted?
  - 3) What is the status of the hospital, schools, businesses, assisted living facilities?
  - 4) What about our first responders?
  - 5) Number of casualties?



## During a disaster cont.

How does our response look currently?

- What public protection actions are in progress, and what needs to happen?
- Have notifications, alerts and warnings been completed? What about social media + debunking rumors? What is our communications plan?
- How can we help those with disabilities, access and functional needs and underserved populations?
- What resource shortfalls or gaps do we have? (*Personnel, equipment, commodities, services*). If so, who can we reach out to?



## Emergency Tasks

- Provide for well-being, safety and health to the members of the community
- Collaborate with city staff to develop guidance regarding priorities and strategies for dealing with incident response and recovery

*(emergency declarations, large-scale evacuations, access to emergency funding, waivers of ordinances and regulations, adjudication of scarce resources)*

- Initiate requests for outside resources or assistance, such as mutual aid - private, state or federal assistance
- Ensure continuity or rapid resumption of essential government services/legal responsibilities
- Confirm implementation of appropriate administrative procedures and financial safeguards



## Emergency Tasks Cont.

- May arrange issuance of emergency/disaster declaration:
  - Consult with EOC staff regarding strategic courses of action, while leaving tactical decision making to emergency response officials.
  - Consider potential legal issues and courses of action.
  - Determine when to issue protective measures (*curfew, shelter-in-place, evacuation, access control, quarantine, isolation, emergency orders*) Share situation information and actions and coordinate with neighboring senior officials, the Governor/ Lt. Gov. and other key partners.
  - Use emergency powers and authorities of government as appropriate.



## Emergency Tasks Cont.

- Suspend or waive rules, regulations and statutes as needed or allowed
- Monitor the situation to update or modify emergency orders or protective measures
- Review appropriate emergency response expenditure limits
- Continuity of Government and services
  - Support local government departments and personnel in obtaining resources necessary to continue essential services, as needed.
  - May be provided or supported by private sector organizations—and local government operations.



## In a disaster declaration, this information that should be gathered to inform the Governor, and for a potential Stafford Act Declaration

- Description of the situation and conditions
- Geographic boundaries of the incident
- Outline of the resources being used
- Initial damage assessment outlining the physical and financial impacts and losses
- Details of the emergency powers and authorities enacted





## Determine the need for and establish new policies to support response and recovery.

- Ensure the EOC has clear policy direction in support of response and recovery actions
- Monitor the progress of emergency actions from messages, reports and information received from the EOC.
- When safe to do so, visit impacted areas, shelters and other temporary facilities to identify issues and progress.
- Ensure that a continuous stream of timely and accurate information is being provided by the EOC, PIO and the Joint Information Center (JIC).
- Approve emergency public information news releases and other messages as appropriate.
- Serve as a community spokesperson as planned in coordination with EOC/JIC



## Delivering Effective Messages

You will be the face of the city. Deliver main talking points, help debunk rumors. PIO to assist.

Lead the interview. Present the main points; avoid speculative “what-if” questions.

Use simple sentences. During times of high stress, people are more likely to remember short, concise bits of information.

Speak naturally. Avoid using terminology unfamiliar to those working outside of emergency management or government.

Be honest and direct. Exaggerated facts and misleading information can threaten lives in disaster situations.

Be genuine, personable and conversational. Avoid using “no comment” and similar evasive phrases. Credibility is vital to effective disaster communication.



## After the disaster

After a disaster, members of the community expect their local government and their senior officials to maintain an active role in the delivery of recovery resources and services, and to provide innovative, efficient and inclusive leadership.

- Convene with key stakeholders to plan the recovery process, include residents for inclusivity
- Establish Multi-agency resource center (MARC), Family Assistance Center (FAC), Family Reunification Center (FRC) if necessary
- Establish a recovery process and team for regulatory, fiscal, infrastructure, community development and human services recovery functions
- Continue to assess unmet needs



## Recovery

- Optimize the benefits of state/federal programs along with private sector, volunteer and NGO contributions
- Identify opportunities during the rebuild phase, to build back stronger, to mitigate future disasters
- Ensure codes, regulations and finances are properly managed during recovery
- Communicate coordinated information to the public and media to generate confidence in the process, secure buy-in for recovery priorities and establish accountability. Include ASL, captioning and foreign language interpretation.
- Conduct public meetings to determine unmet needs and identify current or future actions related to the disaster.
- Support the community through the recovery. The process may take years to fully recover.





Whole  
Community  
Resilience  
Equals =  
A Whole  
Community  
Working  
Together