

# **POLICY GROUP**

## **PURPOSE**

The Direction and Control function is carried out by the Policy Group of the City of Muscatine Emergency Management Organization (EMO). The purpose of the Policy Group is to provide overall coordination of disaster-related activities. It is anticipated that the members of the Policy Group typically operate together out of the Emergency Operating Center (EOC).

The Policy Group is comprised of the City Administrator, the Public Information Officer (PIO), the Muscatine County Emergency Management Coordinator, the Liaison Officer, and the Mayor, who represents the City Council. EMO Staff members, as designated in the organizational chart, are appointed or approved by the City Administrator and are responsible for carrying out emergency operations and advising the Policy Group on matters pertaining to their areas of responsibilities.

## **CONCEPT OF OPERATIONS**

In the event of a disaster, it is anticipated that the traditional emergency services, such as the Police and Fire Departments, will be called to, and arrive shortly thereafter, at the scene of the emergency. The nature of the emergency will dictate who becomes the Incident Commander (see appendix \_\_\_\_). It will be the responsibility of the Incident Commander to determine the necessity of initiating the City Disaster Plan, based upon the magnitude of the incident and the capabilities of the emergency responders considered along with the advantages of mobilizing the Emergency Management Organization.

In the event the Disaster Plan is implemented, notification of E.M.O. members will occur according to the established protocol in Appendix \_\_\_\_\_. Part or all of the plan may be implemented, according to the judgment of the Incident Commander.

## **GENERAL ROLES AND RESPONSIBILITIES**

**City Administrator.** The City Administrator's direction and control responsibilities include general situation oversight, including dissemination of information between groups, the media, the City Council and the public.

**County Emergency Management Coordinator.** The County Emergency Management Coordinator's Direction and Control responsibilities include:

1. Disaster operations advisor to the Policy Group,
2. Manage the operation of the EOC,
3. Develop EOC operating procedures,
4. Direct record keeping and message flow activities in the EOC.

**Liaison Officer.** The Liaison Officer's Direction and Control responsibilities include briefing of state and federal officials on arrival at the EOC, to include establishment of operational and coordination procedures to be followed by State and Federal agencies in conjunction with the EOC staff.

**Public Information Officer.** Public Information Officer (PIO) directs the public information activities. The PIO is responsible for the collection, coordination, and dissemination of emergency public information material to the resident and transient population. Pertinent information will be cleared with the City Administrator before release to the media. Coordination efforts with State, Federal, and Private agencies shall include obtaining technical and topical information for release to public and media.

The PIO is appointed by the Mayor and/or City Administrator and is a member of the EOC staff and is also the spokesperson for the EOC. The PIO will coordinate all public information activities. The PIO will appoint a supporting staff, as needed, to assist in the public information functions and ensure the capability of 24-hour operations, when required.

The public information program requires a coordinated flow of information from all levels of government and private agencies through a central release point to ensure that only accurate information is presented to the media. This will be accomplished through:

- a. close coordination and exchange of information with all key staff and department heads,
- b. collecting, compiling, and verifying information at the EOC before authorizing releases,
- c. releasing information to members of the press at designated times and places during press briefings

An Inquiry Center may be established where citizens having questions can call to receive accurate and verified information. The telephone numbers would be reported by the media. Information regarding emergency shelters, feeding, and assistance programs will be part of the function of the Inquiry Center throughout the emergency/disaster period. Instructions to the public concerning protective actions will be released through the PIO from the City Administrator. The PIO will oversee and keep the Inquiry Center updated on disaster-related information for dissemination to the public in response to inquiries. The PIO will monitor the commercial broadcast media to ensure that the public is receiving accurate and timely information.

**Mayor/City Council.** The Mayor/City Council's Direction and Control responsibilities include:

1. The Mayor as advisor to the City Council on disaster operations,
2. Serve as City Council representative to City Administrator on policy matters,
3. Successor to the City Administrator as Policy Group leader.



## **POLICY GROUP PREPAREDNESS PHASE CHECKLIST**

### **CITY ADMINISTRATOR**

- \_\_\_\_\_ Reviews City of Muscatine Disaster Response Plan annually, recommends changes
- \_\_\_\_\_ Reviews and approves all governmental procedures supporting plans
- \_\_\_\_\_ Participates in annual disaster planning activities
- \_\_\_\_\_ Maintains familiarity with assigned roles in City Disaster Response Plan

### **PUBLIC INFORMATION OFFICER**

- \_\_\_\_\_ Reviews City of Muscatine Disaster Response Plan annually, recommend changes as necessary
- \_\_\_\_\_ Maintains updated list of area media sources, including print media, radio, and television stations
- \_\_\_\_\_ Participates in annual disaster planning activities
- \_\_\_\_\_ Maintains familiarity with assigned roles in City Disaster Response Plan



### **LIAISON OFFICER**

- \_\_\_\_\_ Reviews City of Muscatine Disaster Response Plan annually, recommends changes as necessary
- \_\_\_\_\_ Participates in annual disaster planning activities
- \_\_\_\_\_ Maintains familiarity with assigned roles in City Disaster Response Plan

### **COUNTY EMERGENCY MANAGEMENT COORDINATOR**

- \_\_\_\_\_ Reviews City of Muscatine Disaster Response Plan annually, recommends changes as necessary to maintain coordination with all relevant county-wide agencies/entities
  - \_\_\_\_\_ Maintains Muscatine County-wide mutual aid agreements
  - \_\_\_\_\_ Maintains Emergency Operations Center in appropriate state of readiness
  - \_\_\_\_\_ Coordinates and participates in annual disaster planning activities
  - \_\_\_\_\_ Maintains familiarity with assigned roles in City Disaster Response Plan
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**MAYOR/CITY COUNCIL**

- \_\_\_\_\_ Reviews City of Muscatine Disaster Response Plan annually, recommends changes as necessary
  - \_\_\_\_\_ Participates in annual disaster planning activities
  - \_\_\_\_\_ Enacts emergency policies, directives
  - \_\_\_\_\_ Maintains familiarity with assigned roles in City Disaster Response Plan
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## **POLICY GROUP EMERGENCY RESPONSE PHASE CHECKLIST**

### **CITY ADMINISTRATOR**

- Directs all governmental emergency response activities
- Periodically briefs key officials and EOC staff
- Authorizes release of emergency public information
- Enacts emergency policies and controls, as necessary

### **PUBLIC INFORMATION OFFICER**

- Issues emergency/disaster declarations, as approved by City Administrator/Mayor
- Schedules and conducts periodic media briefings
- Assists the City Administrator in accumulating, organizing and presenting pertinent disaster-related information, through liaison with emergency services, hospitals, etc.
- Appoints supporting staff, as necessary
- Establishes Inquiry Center, including telephone answering point, to respond to requests from the public for information. Assure adequate staffing for effective operation. Contact the Human Services Group for evacuee disposition information.
- Monitors commercial broadcasts for accuracy and content

### **LIAISON OFFICER**

- Coordinates communications between outside government agencies and the City Administrator
- Processes requests for state/federal disaster assistance
- Coordinates interagency affairs, between Policy Group, Disaster Analysis Group, & state/federal agencies

### **COUNTY EMERGENCY MANAGEMENT COORDINATOR**

- Alerts Policy Group members
- Activates the EOC

Notifies State EMD and other appropriate agencies

Prepares for 24-hour operational capability of EOC, if required

Maintains and supports EOC operations

Fulfills advisory role to Policy Group members

Coordinates with Liaison Officer and Disaster Analyst to assure that proper governmental reporting requirements are met

### **MAYOR/CITY COUNCIL**

Disaster declarations, through City Administrator & PIO

Emergency-related legislative intervention, as necessary

Requests state and federal assistance, as required

## **POLICY GROUP RECOVERY PHASE CHECKLIST**

### **CITY ADMINISTRATOR**

- Reviews and evaluates all disaster operations reports
- Participates in critique of emergency response activities

### **PUBLIC INFORMATION OFFICER**

- Issues periodic disaster information updates to media
- Participates in critique of emergency response activities
- Provides timely media briefings on disaster recovery progress
- Releases community services information to media

### **COUNTY EMERGENCY MANAGEMENT COORDINATOR**

- De-escalates EOC operations as appropriate
- Coordinates critique of emergency response activities
- Conducts hazard mitigation study
- Advises and assists functional areas in completing reports
- Finalizes damage assessments, coordinates with Liaison Officer and Disaster Analysis Group

### **LIAISON OFFICER**

- Processes requests for state/federal disaster assistance
- Coordinates interagency affairs, between Policy Group, Disaster Analysis Group, & state/federal agencies
- Participates in critique of emergency response activities

### **Mayor/City Council**

- Participates in critique of emergency response activities
- Enacts local ordinances in response to hazard mitigation study, as necessary