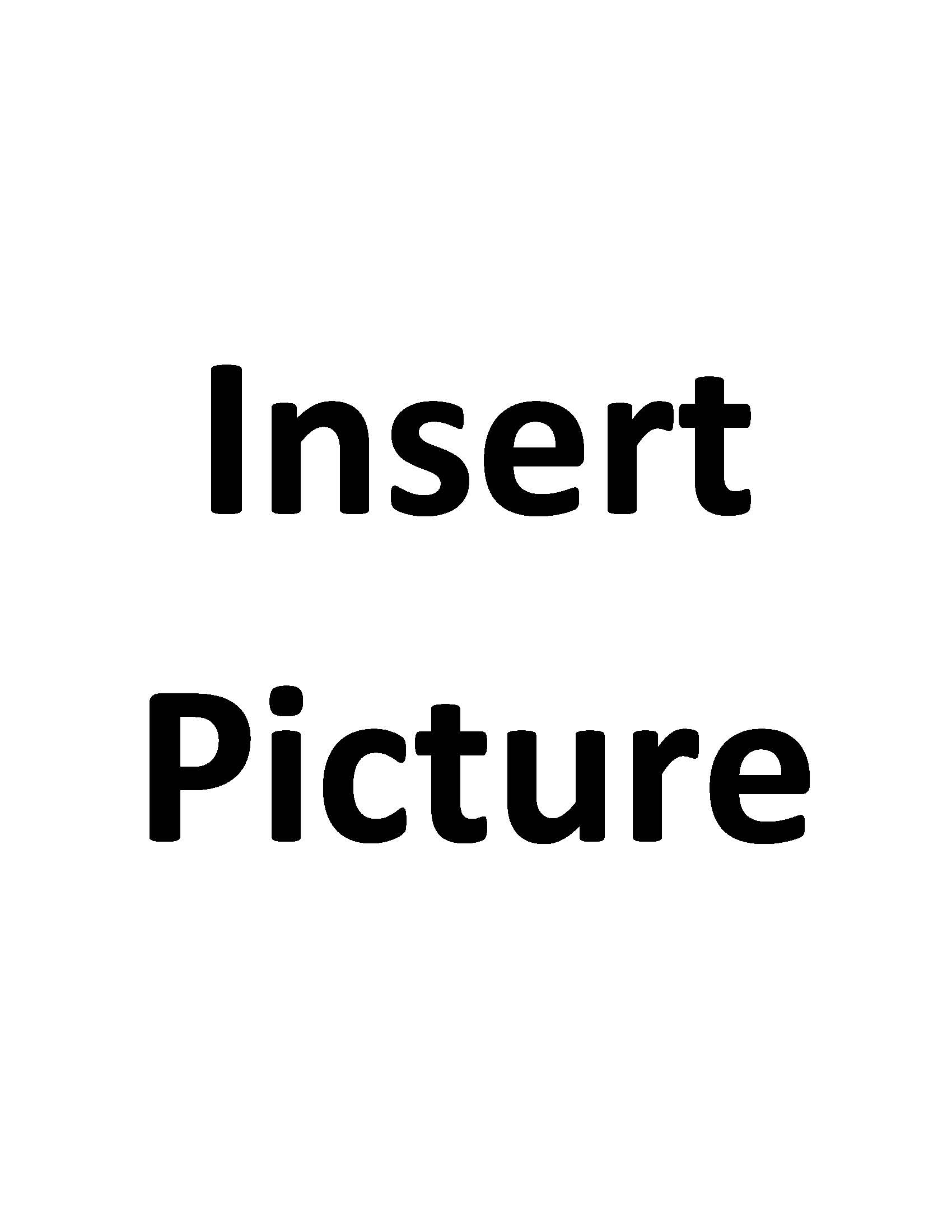


**City/County Name**

**Executive Playbook**



Page kept blank for formatting purposes



|  |  |
| --- | --- |
| Responsibilities   * Before a disaster * After a disaster | 1 |
| Conference Calls   * Regional Policy Call | 5 |
| Policy Issues   * Disaster Specific policy issues * Emergency legal authorities * Proclamation process | 15 |
| Reference Materials   * Key messages * Contact information * Relevant City/County Code and Ordinances | 23 |

**Table of Contents**



**Responsibilities**

 Before a disaster

 During a disaster



**What do to BEFORE a disaster**

**Plan**

 Have an up-to-date Continuity of Operations Plan

 Ensure you have contacted your City Attorney or Prosecuting Attorney for information on legal requirements

 Make sure you know Key Messages and have them vetted through the Joint Information Center for consistency

**Personal Preparation**

 Prepared a communications plan with your family and other loved ones.

 Create a personalized kit for yourself and family.

 Make sure you have at least 3 days of supplies at your work and in your car.

**Practice**

 Attend tabletop exercises and other trainings when able.

 Go over your key messages quarterly to ensure they are still

relevant.



**What do to DURING a disaster**

**Keep Government Running**

 Formulate major policy issues

 Preserve the continuity of the Executive Branch of County government

 Coordinate emergency operations and provide liaison, as required

 Make emergency proclamations when needed

**Request Support**

 Request Mutual Aid and assistance from other counties or states when needed through the Emergency Operations Center.

**Information**

 Provide leadership and play a key role in communicating to the public disaster information and directions.

 Inform the public through the use of the Joint Information Center

**Regional Coordination**

 Interface with county, local, and regional chief executives.

 Hold policy calls with regional executives, to discuss regional issues.

Page kept blank for formatting purposes



**Conference Calls**

**How decisions are made**

 Regional Policy Call



**Regional Policy Call**

**Call information**

**Purpose:** To determine the need to adjust current or establish new County-wide policies and/or to enact emergency powers which limit or infringe upon civil liberties.

**When:** during activations requiring review of regional policy issues

**Requested by:** Jurisdictional Executive Officer

**Issued by:** The jurisdictions Regional Emergency Coordination/Operations Center

**Time:** as needed

**Chair :** County Executive (or designee)

**Attendees:** regional city and county executive officers, policies-makers, or their designee

**Request Process**

 The Mayor or Incident Manager will request a regional policy call by contacting their Regional Emergency Coordination/Operations Center.

 The Regional Emergency Coordination Center will set up a conference line and notify the necessary participants.

 The call will follow a set agenda (see next page) focused on the issue or issues at hand.

 There will be a policy briefing document to supplement the call. The briefing document will be filled in by the Incident Manager

 If there is an necessary follow-up it will be decided during the call and the Regional Emergency Coordination Center will make arrangements for follow-up.

**Regional Policy Call Agenda**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | 1. **Roll Call** | King County Executive | | 1. **Situation update and description of issue** | King County Office of Emergency Management | | 1. **Review of legal authorities** | King County Prosecuting Attorney | | 1. **Policy issues**    * **Policy issue #1**      + - Discussion        - Decision    * **Policy issue #2**      + - Discussion        - Decision | All | | 1. **Summary of decisions** | All | |  |
| **Contact Information**  **City Attorney/ Prosecuting Attorney**  Name  (xxx) xxx-xxxx  Email  **Regional Coordination Center contact:**  ESF 15 Coordinator  (xxx)xxx-xxxx  E-mail |  |
|  |  |

Page kept blank for formatting purposes

|  |  |
| --- | --- |
| 1  **Policy Issues** |  |

* Incident specific policy guide
* Proclamation
* Emergency legal authorities



**Incident specific policy guide**

**Disaster specific**

*The following describes policy issues that could arise during a certain disaster or emergency. These pages are intended to help guide you in which topics to pay close attention to since they may be impacted.*

**Hazard:** Landslide

**Potential Policy Issues:**

 Debris management

 Transportation

 Support of evacuated individuals/businesses

* Media messaging
* Public visibility of Mayor

**Hazard**: Dam Failure

**Potential Policy Issues:**

 Request to federal agencies

 Media messaging

 Public visibility of Mayor

 Debris management

 Transportation

 Support of evacuated individuals/businesses

**Hazard**: Flood

**Potential Policy Issues:**

 Request to federal agencies

 Media messaging

 Public visibility of Executive

 Debris management

 Transportation

 Support of evacuated individuals/businesses

 Housing

**Hazard:** Earthquake

**Potential Policy Issues**:

 Employee leave/human resources/ safety of County facilities

 Financial impacts

 Housing

 Public visibility of Executive

 Media messaging

 Permits

 Debris management

 Support for evacuated individuals/businesses

 VIP visits

 Transportation

**Hazard**: Severe Weather (winter storm, blizzard, extreme heat, drought, extreme cold, lighting)

**Potential Policy Issues:**

 Media messaging

 Human resources/employee leave

 Transportation

 Support for regional shelters

 Debris management

**Hazard:** Volcano

**Potential Policy Issues**:

 Employee leave/human resources/ safety of County facilities

 Financial impacts

 Housing

 Public visibility of Executive

 Media messaging

 Permits

 Debris management

 Support for evacuated individuals/businesses

 VIP visits

 Transportation



**Emergency Proclamation Process**

**Purpose:** The purpose of a proclamation is: to utilize one or more emergency powers or to request assistance from the state in the form of

tangible resources or possibly, reimbursement for emergency costs associated with the incident.

**When:** During an emergency where there are results that include:

  Death or injury

  Destruction of Property

  Extraordinary measures to protect the public peace, safety and welfare of the public.

**Issued by:** Mayor/ County Executive (or designee)

**Creation Process**

 Decision is made to proclaim a state of emergency. There must be a justification for emergency powers.

 Through policy call

 Policy meeting

 Executive can act alone

 Notify Emergency Operations Center (EOC) of decision to proclaim an emergency, if not done so already. They will draft the proclamation using the following information:

 What specific emergency power are being invoked

 Justification for each power

 Conditions of proclamation

 The mayor will receive a DRAFT document sent through e-mail or a paper copy. This draft will have already been reviewed by County Administrative Officer, Budget officer, and legal counsel.

 The Prosecuting Attorney’s Office will provide the Executive with the FINAL copy to be signed.

 Once the final copy is signed, ESF 15 must be notified to begin work on related documents (press releases, talking points, etc.) and to notify other emergency management organizations.



**Emergency Proclamation Example**

Insert example of a proclamation in the format used in your jurisdiction.



**Emergency legal authorities**

**Purpose:** The following are powers granted under law and local code for use during exceptional incidents.

**Located in:** Location of emergency legal authorities

**Issued by:** Mayor/ County Executive (or designee)

**Powers Include:**

 Insert powers granted under local code and law.

Page kept blank for formatting purposes

****

I

**Reference Materials**

 Key messages

 Contact information

 Relevant City/ County Code and Ordinances



**Key Messages**

**Civil Unrest/ Riots**

 Law enforcement, fire, and emergency management agencies have joined forces in a coordinated response.

 For your safety, if you are in an area of unrest, stay indoors away from windows to avoid injury from possible flying debris.

 Report any fires, violence, or suspicious activity in your area by calling 9-1-1.

**Earthquakes**

 Enter city or county regional response plan is in effect. We are coordinating with police and emergency personnel to reach people in need as quickly as possible and restore essential services.

**Tips**

**Public Communication**

* What happened and where it happened
* What we know; don’t know
* What county government is doing about it and why
* When conditions may improve
* How people can stay safe, informed, and support response efforts

**Employee Communication**

* Communicate any known facts
* Provide clear policy directives:
* “If you are at work….”
* “If you are at home…”
* Share ways to say informed
* Direct them to website & hotline

 Expect strong aftershocks. When the ground shakes, “drop, cover and hold” under a sturdy table until shaking stops.

 Check for personal injuries, gas leaks and fires that may have started

**Severe Weather**

 Listen to weather forecasts regularly and heed any warnings.

 Check on neighbors, especially anyone who might need extra help.

 Register for list possible alert mechanisms

**Terrorism/Bomb Threats**

 Be aware of your surroundings and call 9-1-1 to report suspicious activity.

 Locate your nearest evacuation routes.

 Do not block sidewalks or other areas used by emergency officials.

**Tsunamis/Volcanic Eruptions**

 Listen to your radio, NOAA weather radio, or TV for updates on conditions and evacuation information.

 Evacuate if advised to do so by authorities.

 After a volcanic eruption, be prepared to stay indoors and avoid downwind areas if ashfall is predicted. Protect your lungs and eyes, and minimize travel – ash can be irritating and harmful to you and your vehicle.

**Flooding**

 Listen for news reports to learn whether the community’s water supply is safe to drink.

 Avoid contact with floodwater; it may be contaminated by chemicals or raw sewage.

 Stay away from downed power lines.



**Contact Information**

**City & County Contact links**

[**City officials**](http://www.mrsc.org/cityprofiles/searchcityofficials.aspx)

[**Association of Washington Cities**](http://www.awcnet.org/AboutUs/Membercities.aspx)

[**Association of Washington Counties**](http://wacounties.org/wsac/memberdirectory.htm)

|  |  |
| --- | --- |
| **EOC Contacts** | |
| Incident Manager | (xxx) xxx-xxxx |
| Public Information Officer | (xxx) xxx-xxxx |
| Emergency Management Director | (xxx) xxx-xxxx |
| **City Contacts (remove if county)** | |
| City Attorney | (xxx) xxx-xxxx |
| City Manager or City Clerk | (xxx) xxx-xxxx |
| **County Contacts** | |
| Incident Manager | (xxx) xxx-xxxx |
| Prosecuting Attorney | (xxx) xxx-xxxx |
| Joint Information Center | (xxx) xxx-xxxx |
| **State Contacts** |  |
| Washington State Governor’s office | (xxx) xxx-xxxx |
| Washington State Emergency  Management Division | (xxx) xxx-xxxx |

|  |  |
| --- | --- |
| **Relevant City/County Codes** | |
| Description | Location |
| Description | Location |
|  |  |
| **Relevant City/County Plans** | |
| Comprehensive Emergency Management Plan  *Discusses the role of emergency management in the County* | |
| Continuity of Operations Plan  *Explains how the County will continue operations during an emergency* | |
| Regional Hazard Mitigation Plan  *Outlines mitigation strategies and projects within the County* | |
| Regional Coordination Framework for Disasters and Planned Events  *Explains the way jurisdictions will coordinate during a disaster* | |



**City/County Codes & Plans**

Page kept blank for formatting purposes

This document is brought to you by The Regional Catastrophic Preparedness Grant Program and the King County Office of Emergency Management. This document should be reviewed for correctness once a year.