

# EOP City Council Checklist

## Primary Responsibilities:

- Proclaim and/or ratify local emergency.
- Establish policies to support response and recovery efforts. This includes emergency ordinances and resolutions designed to provide short, mid and long-term assistance to first responders as well as establish a base for recovery planning.
- Provide the Director of Emergency Services/EOC Director clear policy direction from the City Council.
- Demonstrate leadership by visiting with victims and emergency workers.  
*Perhaps one of the most immediate functions of the local officials is to meet with and comfort citizens who have suffered losses in the disaster.*
- Meet with the community to discuss recovery issues (i.e. town hall meetings, forums, workshops, etc.).
- Participate in and provide guidance to the Recovery organization.

## Checklist Actions

### Start Up:

- Check in at your predesignated location.
- Make contact with City Council Liaison (position described at end of this checklist).
- Get initial briefing on situation status from EOC Director, City Council Liaison or Public Information Officer (PIO).

### Meetings/Briefings:

- Obtain briefings from EOC Director, City Council Liaison or PIO on overall situation on a regular on-going basis.
- Prior to any media interview or press conference, receive a detailed briefing on the current situation. Have the information provided to you in writing for reference during meetings with the media.
- Participate in the initial meeting with Preliminary Damage Assessment (PDA) teams from FEMA and State OES.

### Documentation:

- Complete appropriate forms, i.e., expense reports (if any), log of constituents spoken with, key issues discussed, etc. Turn completed forms in to City Council Liaison.

*Note: Complete and precise information is essential to meet requirements for reimbursement by State OES and FE*

**Policies:**

- Local Emergency Proclamation:
  - Issuance: Within 10 days of the occurrence of a disaster if assistance will be requested through the California Disaster Assistance Act (CDAA).
  - Ratification: If issued by official (City Manager) other than the City Council, must be ratified by City Council within 7 days.
  - Renewal:
    - Reviewed at regularly scheduled council meetings until terminated.
    - Reviewed every thirty days until terminated.
  - Termination: When conditions warranting proclamation have ended.
- Call emergency meetings of City Council to proclaim and/or ratify a local emergency and issue/approve emergency orders and resolutions as needed.
- Work with EOC Director to develop and implement emergency policies including but not limited to issues such as:
  - Price gouging
  - Resource conservation
  - Limiting gasoline sales
  - Employee welfare issues
  - Curfew
  - Fee waivers
  - Hours of operation for local businesses
  - Establishment of the Recovery organization

**Public Information:**

- Read all press releases.
- Refer all media requests and announcements to the PIO.
- At the request of the EOC Director or PIO, be ready to participate in the release of official statements and press conferences.
- Obtain most current copies of any information being provided to the community, such as list of locations for food & water distribution, shelters, organizations providing disaster relief, etc. Have those lists with you at all times for easy reference

**Ongoing:**

- If you don't know the answer to a particular question, use the City Council Liaison to get answers from the EOC.
- Upon request of the EOC Director or PIO, host and accompany VIPs on tours of the disaster area.
- Refer requests for VIP tours to the PIO for scheduling.
- Maintain contact with elected officials in neighboring jurisdictions to identify areas of common interest.
- Work with other elected leadership (Board of Supervisors, Assembly Districts, Senators, etc.) to ensure resources and financial assistance is provided in a timely and effective manner.
- Refer inquiries for emergency information to the appropriate staff or a telephone hotline, if established.
- Be supportive and encouraging to employees affected by the disaster.
- Participate on activities of the Disaster Council.
- Assist in developing positive and encouraging statements and messages for distribution to employees and the community.
- Make public appearances at events and centers established to support victims, such as:
  - Local Assistance Centers (LACs)
  - Food and water distribution sites
  - Evacuation and shelter sites
  - Memorial or tribute services

**Recovery:**

- Ensure the establishment of a Recovery organization early on in the disaster to immediately begin addressing short, mid and long-term activities for assisting and rebuilding the community.
- Recovery issues will cover a wide range of challenges including, but not limited to:
  - Distribution of goods including food, water, clothing, etc.

- Housing of those displaced from their residences
- Infrastructure repair (transportation (streets/roads/highways), utility restoration, etc.)
- Debris management
- Community development planning including possible rezoning, etc. of impacted areas
- Economic stabilization planning (business and industry)
- Financial assistance to individuals and businesses through state and federal resources
- Public assistance funding to the city from state and federal resources
- Reopening of educational resources

Note:

A City Council Liaison may be appointed by the EOC Director to serve as liaison and facilitate communications between City Council members and the EOC Director.

Other primary duties of the City Council Liaison are:

- Accompany the elected officials when they are out in the community
- Assist City Council members in maintaining a log of contacts and items for follow up
- Advise the EOC Director of any items for follow up by city staff.

**City Council members should refrain from direct involvement with City or joint City/County/State Emergency Operations Centers (EOC) activities. City Council members will be provided information updates through the City Council Liaison or EOC Director.**