

PART 2

2.1 EMERGENCY MANAGEMENT RESPONSE ORGANIZATIONS

Part 2 of this plan sets forth the purpose, activities, and responsibilities of the local emergency management organization and other organizations that support disaster response in New Bedford. The local emergency management organization comprises overall government services, including, but not necessarily limited to, public safety, public works, health and medical services, animal care and control, communications, volunteer organizations, school department, and planning and financial departments.

The emergency functions for these organizations will generally parallel their normal day-to-day functions, but extended and increased. To the extent possible, the same personnel and material resources will be employed.

Day-to-day functions that do not contribute directly to the emergency operation may be suspended or curtailed for the duration of the emergency.

The specific responsibilities and tasks of these emergency management organizations are outlined following Section 2.3

2.2 GENERAL RESPONSIBILITIES

Each official, department and/or agency with responsibilities under this plan share some common responsibilities. These include:

A. Mitigation

1. Develop and maintain internal emergency plans and operating procedures to carry out their assigned emergency/disaster tasks
2. Maintain inventory of resource and personal needed for there assigned tasks
3. Plan for the safety and protection of personnel, facilities equipment and critical records under department or organization control

B. Preparedness

1. Be acquainted with the contents of this plan.
2. Maintain an accurate and current roster of organization personnel and a system for alerting and mobilizing them. This includes a roster of key management personnel to ensure organization line of succession.
3. Maintain a current inventory of department resources and ensure their readiness for use. Identify potential sources of additional equipment and supplies.
4. Ensure that personnel and trained in the use of department resources and to carry out their emergency/disaster task assignments.
5. Maintain an ongoing relationship with the Emergency Management Director and participate in preparedness activities, exercises and drills.

C. Response

1. Make department resources available to support other emergency operations
2. Carry out emergency tasks and responsibilities in coordination with other response departments and agencies.
3. Protect records, facilities and equipment deemed essential for sustaining government functions and conducting emergency/disaster operations.
4. Assign and rotate key management personnel as organization representative to the Emergency Operations Center (EOC), when required.
5. Maintain records of personnel and equipment hours, supplies and contracts used for emergency/disaster response and recovery operations, as well as for other related financial transactions.
6. Maintain a plan to rotate response personnel and maintain a schedule for time off to prevent burnout.
7. Make available stress counseling to personnel assigned top perform tasks during response and recovery activities.

D. Recovery

1. Provide for the continuation of department response services and activities as long as needed.

2. Provide damage assessment of equipment, facilities, etc., under organization's control as well as any external infrastructure it may have under its jurisdiction.
3. Release personnel who are no longer needed for response activities.
4. Provide summaries of department services and activities and detailed reports of all resources (personnel, equipment and supplies) used/expended on response and recovery activities.
5. Maintain records of emergency/disaster-related financial transactions.

Additionally, many of these common tasks apply to other city government departments, offices and agencies not specifically tasked in this plan. These organizations will be expected to provide support, within their respective capabilities, in the event of emergency or disaster.

2.3 DUTIES AND RESPONSIBILITIES

The following duties and responsibilities apply to the officials, departments and/or agencies indicated.

- 2.4 Head of Government - Mayor
- 2.5 Emergency Management Director/Department
- 2.6 Public Information Officer
- 2.7 Police Department
- 2.8 Fire Department
- 2.9 Emergency Medical Services Department
- 2.10 Public Infrastructure Department
- 2.11 Public Facilities Department
- 2.12 Inspectional Services Department
- 2.13 Health Department
- 2.14 Community Services Department
- 2.15 Harbor Development Commission
- 2.16 School Department
- 2.17 Communications Division (Purchasing Department)
- 2.18 Cable Access Department
- 2.19 Animal Control Division (Police Department)
- 2.20 Regional Airport
- 2.21 Cemetery Department
- 2.22 City Solicitor/Solicitor's Office
- 2.23 Planning Department
- 2.24 Assessors Department
- 2.25 Financial Group (Chief Financial Officer, Treasurer, City Auditor & Purchasing Agent)
- 2.26 City Clerk
- 2.27 Evacuation Coordinator
- 2.28 Disaster Information Coordinator

- 2.29 - 2.39 reserved for future use

- 2.40 American Red Cross

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2.4 HEAD OF GOVERNMENT - MAYOR (Chief Executive Official)

The ultimate responsibility for all emergency management is vested in the Mayor as Chief Executive Official of New Bedford. He/she is responsible for all policy-level decisions, and during emergency operations will be available to handle non-routine problems. It is advised that the Mayor assemble key municipal officials to make major decisions regarding operations during an emergency/disaster.

In the event of an emergency/disaster situation, it is essential that government at all levels be maintained and that authorized persons maintain operations. It is the responsibility of the Chief Executive Official to ensure that an approved line of succession exists in case they are unable to perform their duties. It is ultimately incumbent upon the Chief Executive Official to ensure that vital records are maintained.

All required reports and records of emergency operations activities will be submitted to and received by the Chief Executive Official, as well as other appropriate authorities. A Continuity of Government (COG) Plan Annex will be developed to fully address these needs and to augment this plan.

2.4.1 RESPONSIBILITIES OF MAYOR

- A. Develop/approve all emergency management-related policies and make all final decisions concerning emergency management actions.
- B. Appoint Public Information Officer and alternates to serve in that capacity.
- C. Designate a Media Center location.
- D. Identify by title or position the individual responsible for serving as head of each emergency management function outlined in Part 3 of this Plan.
- E. Approve all emergency management plans.
- F. Is ultimately responsible for the maintenance of all jurisdictional records. (Refer to Resource Manual for vital records information).
- G. Order activation of the EOC, when necessary and at an appropriate level.
- H. Assume responsibility for overall response operations and handle all non-routine problems during an emergency/disaster.
- I. Assume responsibility for continuity of government and continuity of operations activities.
- J. Authorize activation of warning systems including Emergency Alert System.
- K. Declare Local State of Emergency, if necessary.
- L. Authorize issuance of evacuation instructions.
- M. Order opening of mass care shelter(s).
- N. Designate person to serve as Disaster Information Coordinator.
- O. Assume responsibility for developing/approving all disaster recovery policies.
- P. Authorize mitigation strategy for recovery.
- Q. When appropriate, terminate response and recovery operations and release personnel to routine duties.
- R. If there is a presidentially-declared disaster, designate an Applicant's Agent to apply for Public Assistance Program funds.

2.5 EMERGENCY MANAGEMENT DIRECTOR (Emergency Program Manager)

The Emergency Management Director (EMD) is appointed by the Mayor and has responsibility for coordinating the emergency management program including advising the Mayor on courses of action available for decision making. The EMD is responsible for the development and maintenance of New Bedford's Comprehensive Emergency Management Plan, and for providing copies to those responsible for its implementation. The EMD shall brief appropriate officials concerning their emergency management roles. The EMD will coordinate an annual review and revision of this plan with all involved officials and conduct an exercise of the plan at least once a year. Exercises provide practical, controlled, operations experience.

During emergency situations the demand for services escalates and decisions must be made to effectively utilize resources. Activation of the EOC may be necessary to coordinate response activities. The EMD is responsible for coordinating response actions including operations of the EOC.

The Emergency Management Director will assemble an Operations Group for carrying out emergency response and recovery activities in a coordinated manner. This group will consist of the EMD and assignees from tasked departments and organizations.

State assistance during the disaster/emergency may be requested through the Massachusetts Emergency Management Agency.

2.5.1 RESPONSIBILITIES OF THE EMERGENCY MANAGEMENT DIRECTOR

- A. Coordinate and carry out all emergency management activities and ensure the smooth running of the department and the EOC.
- B. Coordinate community disaster safety education efforts.
- C. Develop and maintain the local Comprehensive Emergency Management Plan.
- D. Designate facilities to be used as EOC and alternate EOC.
- E. Develop EOC procedures to assure activation on short notice and adequate staffing and communications capabilities including maintaining lists of resources and personnel to be notified when an emergency situation occurs.
- F. Train public officials and EOC personnel regarding EOC operations.
- E. Oversee the planning and development of basic warning/notification functions.
- F. Develop a shelter/mass care program in conjunction with the local American Red Cross Office.
- G. Ensure stocking and /or track availability of food, water, administrative supplies and other essential supplies and equipment for emergency operations.
- H. Consult with coordinators of all individual emergency management functions outlined in Part 3 to ensure readiness for the management of potential emergencies/disasters.
- I. When an emergency or disaster occurs activate EOC at appropriate level and notify all tasked organizations, inform them of the situation, and direct them to take the action appropriate for the situation (i.e. report to EOC, stand-by, etc.)
- J. Coordinate all EOC activities, emergency response activities of other agencies and the various emergency management functions and procedures (such as emergency public information, evacuation, shelter, damage assessment, etc.) detailed in Part 3.
- K. Interface with any on-scene Incident Commander(s).

- L. Provide Local Government Situation Reports (LOGOSITREPS) to the Massachusetts Emergency Management Agency.
- M. Continue and phase out response operations, as needed.
- N. Initiate recovery activities including damage assessment, compilation of damage assessment data, and applying for federal and state disaster relief funds. (The Mayor may appoint a Disaster Information Coordinator take charge of coordinating the city's disaster relief application).
- O. De-activate EOC, when appropriate.

2.5.2 RESPONSIBILITIES OF EMERGENCY MANAGEMENT DEPARTMENT

- A. EOC communications and operations support
- B. Field communications support
- C. Assist with evacuation warning, if necessary
- D. Emergency lighting

2.6 PUBLIC INFORMATION OFFICER

The Public Information Officer (PIO) is a full-time employee of the Mayor's Office who oversees routine local government public information activities and coordinates emergency public information (EPI) activities outlined below and in the EPI section (Section 3.6) of this plan during emergency /disaster situations.

2.6.1 RESPONSIBILITIES OF THE EMERGENCY PUBLIC INFORMATION OFFICER

- A. Develop and maintain a mutually cooperative relationship with the local and area media
- B. Maintain plans for carrying out emergency public information activities during disaster/emergency periods.
- C. Prepare Emergency Public Information and instructions when possible for use in time of emergency/disaster.
- D. Ensure that Emergency Public Information will reach special population groups (e.g. school children or other institutionalized populations).
- E. Coordinate Emergency Public Information (EPI) activities. (Refer to Section 3.6)
- F. Broadcast emergency/disaster-related information instructions. Refer to *Resource Manual* for listing of EAS stations, commercial radio and television stations, newspapers and cable television.
- G. Coordinate rumor control activities.
- H. Provide news releases and conduct news conferences.
- I. Maintain a record of events.
- J. Continue to provide EPI and recovery instructions as long as necessary.
- K. Compile and develop post-disaster report including an assessment of effectiveness of EPI programs.

2.7 POLICE DEPARTMENT RESPONSIBILITIES

- A. Maintain plans for maintaining law and order, traffic and crowd control during emergencies and disasters.
- B. Maintain law enforcement mutual aid agreements.
- C. Provide law enforcement during disaster/emergency periods.
- D. Provide traffic control, crowd control, and restricted area control including patrolling evacuated areas. Refer to Flood and Hurricane Traffic Control Points and Evacuation Routes the *Maps and Tables* section.
- E. Provide security to critical facilities, including mass care shelters.
- F. Provide warning and notification support which may include the use of mobile warning units.
- G. Provide animal control services. Refer to Section 2.22 of this plan for Animal Control Division.
- H. Provide back-up communications for shelter operations and other communications support, as needed.
- I. Conduct and/or support search and rescue operations
- J. If necessary, designate “restricted” or “controlled” areas and institute pass requirements. Refer to Section 2.7.1 below for more information.
- K. Provide liaison and coordination with other law enforcement groups and mutual aid.
- L. Provide Emergency Operations Center (EOC) support.
- M. Coordinate with State Police to provide traffic control on state highways and for additional support to local operations.
- N. Perform Incident Command duties, as appropriate.
- O. Support other public safety activities.
- P. Continue response operations until no longer needed.

2.7.1 PASSES

Experience has shown there are instances where special passes are needed in disaster-impacted areas. Disaster relief and recovery efforts can be hampered if essential personnel and resources are denied access as well as when access control is under-enforced. Under extraordinary circumstances passes may be required after a disaster.

The Police Chief may institute pass requirements when and where needed. Information regarding these requirements will be issued from the EOC and the necessary passes will be distributed by the Police Department. Refer to the *Forms Section* for sample emergency passes.

The following vehicles and their occupants are typically allowed access to restricted/controlled areas with valid identification: marked city government vehicles, military and other government vehicles, marked utility company vehicles and relief agency vehicles (American Red Cross, etc.)

2.8 FIRE DEPARTMENT RESPONSIBILITIES

- A. Provide fire code enforcement and fire prevention services including inspection and public education.
- B. Maintain plans for providing needed fire department services during a disaster or emergency.
- C. Maintain mutual aid agreements.
- D. Provide fire response, control and suppression during disaster/emergency period
- E. Provide search and rescue operations
- F. Provide hazardous material incident response, control, and operations including biological/chemical decontamination in accordance with training and equipment capabilities.
- G. Provide radiological monitoring and decontamination support.
- H. Perform Incident Command duties, as appropriate
- I. Provide secondary emergency medical services
- J. Provide warning and notification support which may include mobile warning units.
- K. Provide fire watch duties in shelters, as needed.
- L. Provide EOC support
- M. Conduct and/or support damage assessment activities including fire inspection of damaged facilities.
- N. Continues to provide response activities until no longer needed.

2.9 EMERGENCY MEDICAL SERVICES DEPARTMENT RESPONSIBILITIES

- A. Maintain plans and procedures for providing pre-hospital emergency medical care and transportation during emergency/disaster periods.
- B. Maintain mutual aid agreements
- C. Provide patient triage, patient stabilization and emergency medical care.
- D. Provide patient transportation to medical facilities.
- E. Provide first aid/medical supplies for emergency/disaster use.
- F. Perform Incident Command duties, as appropriate.
- G. Establish and maintain field communications and coordination with other responding forces, and radio or telephone communications with hospital, as well as air transport units (Med Flight, etc.).
- H. Establish staging area for mutual aid resources.
- I. Initiate a patient/victim tracking system, when necessary.
- J. Assist Health and Medical Coordinator (Health Department Director) and/or hospital with establishment of temporary morgues.
- K. Provide EMS support in mass care shelters, as needed.
- L. Provide Emergency Operations Center (EOC) support
- M. Continue response activities until no longer needed.

2.10 PUBLIC INFRASTRUCTURE DEPARTMENT RESPONSILITIES

- A. Maintain city streets and highways, storm drains and waste water system,
- B. Maintain and repair water supply and distribution system, including regular testing of auxiliary power generators, hydrants, flow control gates and check valves, and wastewater and storm water system.
- C. Provide potable water and maintain flow of same through the distribution system; isolate and repair any areas where a rupture has occurred.
- D. Maintain adequate water pressure for fire suppression operations.
- E. Sample and test water and take appropriate action to prevent or correct contamination.
- F. Maintain and operate land-based hurricane barrier gates.
- G. Coordinate/Assist with debris and snow removal operations and disposal.
- H. Coordinate Resource Management function. Refer to Part 3, Section 3.9.
- I. Provide distribution and management of emergency/disaster equipment and related resources for emergency use through the EOC.
- J. Identify and staff resource distribution centers.
- K. Provide engineering services and advice.
- L. Provide needed equipment and manpower for response and recovery operations.
- M. Provide fuel storage and disbursement.
- N. Install and maintain temporary water supplies where needed.
- O. Assist Police Department traffic control operations with barricades, as needed.
- P. Provide Emergency Operations Center (EOC) support.
- Q. Perform Incident Command duties, as appropriate.
- R. Provide damage assessment of streets, water distribution system and facilities, wastewater and storm water system and other infrastructure under department control.
- S. Repair and restore above-mentioned systems and facilities in accordance with established priorities.

2.11 PUBLIC FACILITIES DEPARTMENT RESPONSIBILITIES

- A. Maintain public facilities, and parks and public places, as well as oversee street lighting and refuse disposal operations provided under private contract.
- B. Maintain a current inventory of city-owned buildings and structures. Maintain plans and procedures for conducting a post-disaster/emergency assessments of same.
- C. Maintain list of private-sector repair resources to augment department facility repair efforts, if needed.
- D. Ensure safety and security of city-owned buildings.
- E. Coordinate/Assist with debris and snow removal operations. Priority will be given to providing access to impacted areas by emergency response organizations.
- F. Provide needed equipment and manpower for response and recovery operations.
- G. Provide fuel storage and disbursement.
- H. Provide staging areas for response and recovery resources, if needed.
- I. Assist Police Department traffic control operations with barricades, as needed.
- J. Provide Emergency Operations Center (EOC) support.
- K. Perform Incident Command duties, as appropriate.
- L. Provide damage assessment of public facilities, parks and public places and street lighting.
- M. Coordinate emergency and permanent repairs of above-mentioned facilities in accordance with established priorities.

2.12 INSPECTIONAL SERVICES DEPARTMENT RESPONSIBILITIES

- A. Maintain a regular schedule of inspections to ensure public health and safety, and enforce applicable building, electrical, plumbing and sanitary codes and regulations.
- B. Plan for and prepare emergency procedures to process permits for post-disaster repairs, as required.
- C. Maintain liaison with NSTAR Electric and Gas
- D. Provide Emergency Operations Center (EOC) support
- E. Provide damage assessment of buildings and structures to determine structural integrity and code compliance.
- E. Determine if structures can be occupied after damage. Condemn and post those that are unsafe and order evacuation from unsafe structures if necessary.
- F. Issue permits for structure repairs and temporary occupancy.
- G. Order emergency demolitions, as needed.
- H. Conduct sanitary inspections (food and drink, waste water, housing, mass care shelters, etc.) and laboratory testing, in conjunction with Health Department.
- I. Inspect electrical and gas services prior to restoration/reconnection.
- J. Work with EOC to coordinate power restoration with NSTAR Electric according to established priorities.

2.13 HEALTH DEPARTMENT RESPONSIBILITIES

- A. Administer immunization programs.
- B. Provide programs to the public in disease prevention and health education.
- C. Maintain plans for administration of department responsibilities during disaster/emergency periods.
- D. Coordinate influenza pandemic planning with Massachusetts Department of Public Health, local government agencies, and community public and private health care provider network.
- E. Coordinate Health and Medical function. Refer to Part 3, Section 7.
- F. Provide for protection of food and water supply.
- G. Provide coordination, assistance, information and resources, as necessary, for local health and medical service during emergency operations.
- H. Monitor and evaluate health risks or hazards, as required, and take or recommend corrective actions.
- I. Detect and inspect sources of contamination dangerous to the general physical health and take appropriate corrective actions.
- J. Through the Public Information Officer, provide the public with guidance on general sanitation matters.
- K. Coordinate insect and rodent control activities
- L. Advise on sanitary measures, safe waste disposal, potability of water, and other public health issues.
- M. Establish preventive health services, including control of communicable diseases.
- N. Provide Emergency Operations Center (EOC) support.
- O. Perform Incident Command duties, as appropriate.

2.14 COMMUNITY SERVICES DEPARTMENT RESPONSIBILITIES

- A. Develop and maintain relationships with public and private human/social service agencies and organizations. Maintain a directory of such organizations and the services they provide.
- B. Identify sources of crisis intervention/debriefing for local government emergency response personnel, other disaster workers and the general public, and how they may be accessed.
- C. Identify personnel of non-tasked city departments and agencies to assist the Human Services Division carry out its response activities.
- D. Make department resources/facilities available to support other emergency operations.
- E. Coordinate the delivery of human and social services to disaster victims. Activate appropriate department and support personnel.
- F. Coordinate the provision of crisis intervention and emotional support for disaster workers and victims. Activate appropriate resources such as public safety critical incident stress debriefing teams and the locally-based Trauma Response Network.
- G. Provide needed support to American Red Cross mass care/shelter operations.
- H. Coordinate the provision of extended services with its other division (i.e. Council on Aging), other city departments and appropriate agencies in the community.
- I. Provide Emergency Operations Center (EOC) support.
- J. Assess continuing human and social service needs of disaster workers and victims.
- K. Work with Public Information Officer to inform the public of extended services availability.

2.15 HARBOR DEVELOPMENT COMMISSION RESPONSIBILITIES

- A. Maintain piers, docking facilities and other properties under Commission control.
- B. To ensure that fishing and other vessels tied-up at city-owned piers are secured properly during inclement weather.
- C. Provide warning and emergency information to Marina occupants.
- D. Provide Emergency Operations Center (EOC) support
- E. Maintain liaison with marine interests, the U. S. Coast Guard, U.S. Army Corps of Engineers Hurricane Barrier Project, Massachusetts Environmental Law Enforcement, and Steamship Authority.
- F. Coordinate marine support for emergency/disaster response and recovery operations.
- G. Make department resources/facilities available to support other emergency operations.
- H. Provide damage assessment of commission properties and facilities
- I. Coordinate emergency and permanent repairs of damaged facilities.

2.16 SCHOOL DEPARTMENT/NEW BEDFORD PUBLIC SCHOOLS RESPONSIBILITIES

- A. Develop and maintain multi-hazard emergency plans for the protection of students and staff during any disaster/emergency period.
- B. Coordinate with American Red Cross and Emergency Management Director arrangements to use schools, and/or school food stocks, for mass care shelter and feeding.
- C. Protect students in school by releasing them, or sheltering them, or evacuating and relocating them to safe areas during disaster/emergency.
- D. Provide school buildings for use as mass care shelters and emergency dispensing sites
- E. Provide buses for evacuation of students and public during disaster/emergency.
- F. Provide Emergency Operations Center (EOC) support.
- G. Coordinate safe re-entry of students into school after disaster/emergency period has passed.
- H. Assist with damage assessment of school facilities.

2.17 COMMUNICATIONS DIVISION RESPONSIBILITIES (Purchasing Department)

- A. Coordinate adequate telephone service for all city departments and provide two-way communications for those department which require it. Coordinate needed repairs and maintenance.
- B. Maintain liaisons with telecommunications providers, vendors and repair services.
- C. Maintain a current inventory of two-way communications equipment in use by the various local government departments.
- D. Provide Emergency Operations Center (EOC) support
- E. Coordinate Communications function with Emergency Management Director. Refer to Part 3, Section 3.3.
- F. Subject to availability of resources, provide communications equipment to non-equipped departments and personnel with emergency/disaster assignments.
- G. Work with EOC and Verizon on restoration of telephone service according to established priorities.
- H. Coordinate restoration and needed repairs to other telecommunications equipment.

2.18 CABLE ACCESS DEPARTMENT RESPONSIBILITIES

- A. Maintain cable access and institutional network systems to ensure operability and develop plans and procedures for extended department operations during emergency/disaster situations.
- B. Work with Emergency Management Director and Public Information Officer to develop and store pre-scripted emergency public information and instructions for instantaneous broadcast on access channels.
- C. Disseminate warning and emergency information and instructions via access channels on local cable television system.
- D. Work with local cable television provider to restore cable access capabilities that may be affected by disaster.
- E. Provide disaster recovery public information on an ongoing basis, as needed.

**2.19 ANIMAL CONTROL DIVISION RESPONSIBILITIES
(Police Department)**

- A. Coordinate with appropriate public and private sector agencies planning that provides for protection of animals, including sheltering, during an emergency / disaster situation.
- B. Form emergency response teams to address activities necessary for the care of animals in an emergency such as evacuation, sheltering, medical treatment, search & rescue, etc.
- C. Maintain working relationships with local veterinarians and humane shelters.
- D. Coordinate emergency/disaster animal issues with MEMA, ESF-17, Animal Protection.
- E. Coordinate animal services and assistance necessary during a disaster including protection and care of animal victims and disposal of dead animals.
- F. Rescue and capture escaped or stranded animals.
- G. Order testing and/or quarantining of infectious or contaminated animals.
- H. Arrange for temporary provision of food, water and shelter for animal victims.
- I. Coordinates return of domestic animals to owners after emergency has passed.

2.20 REGIONAL AIRPORT RESPONSIBILITIES

- A. Maintain an inventory of aeronautics resources and services available from fixed-base operators.
- B. Maintain an emergency plan for air crashes and other incidents occurring at the airport.
- C. Maintain and secure runways, other infrastructure, facilities, and equipment under airport control.
- D. Provide warnings and emergency information to fixed-base operators.
- E. Provide Emergency Operations Center (EOC) support
- F. Maintain liaison with local aviation interests, the Massachusetts Aeronautics Commission and Federal Aviation Administration.
- G. Coordinate any needed aviation support for emergency/disaster response and recovery operations.
- H. Conduct debris removal operations on airport property to ensure expedient restoration of airport services.
- I. Make department resources available to support other emergency operations.
- J. Provide damage assessment of airport properties and facilities
- K. Coordinate emergency and permanent repairs of damaged facilities.

2.21 CEMETERY DEPARTMENT RESPONSIBILITIES

- A. Assist with debris and snow removal operations and disposal.
- B. Provide staging areas for response and recovery resources, if needed.
- C. Provide Emergency Operations Center (EOC) support.
- D. Provide damage assessment of department properties and facilities.

2.22 CITY SOLICITOR RESPONSIBILITIES

- A. Provide legal counsel and advice to Mayor and tasked departments and agencies.
- B. Prepare local declaration of emergency, curfew orders, related emergency orders and resolutions, as needed, to provide for protection of life and property and general public safety.
- C. Advise Mayor on emergency power that may be exercised to effectively respond to the disaster or emergency and interpret emergency laws and regulations.
- D. Interpret emergency laws and regulations.
- E. Draft and/or review legal documents for any contracted disaster recovery work.
- F. Provide Emergency Operations Center (EOC) support.

2.23 PLANNING DEPARTMENT RESPONSIBILITIES

- A. Coordinate local government planning efforts with emergency management planning
- B. Provide emergency planning support using community data and other technical resources.
- C. Provide support to Disaster Information Coordinator with disaster reporting and damage assessment efforts.
- D. Provide assistance and guidance with post-disaster recovery and restoration efforts.
- E. Provide Emergency Operations Center (EOC) support, as needed.

2.24 ASSESSING DEPARTMENT RESPONSIBILITIES

- A. Maintain city property assessment records.
- B. Provide Emergency Operations Center support, as needed.
- C. Provide support to Disaster Information Coordinator with disaster reporting and damage assessment efforts.

2.25 FINANCIAL GROUP RESPONSIBILITIES

(Chief Financial Officer, Treasurer, City Auditor, Purchasing Agent)

- A. Maintain local government financial records and provide for the protection of same.
- B. Provide Emergency Operations Center (EOC) support, as needed.
- C. Be prepared to implement emergency purchasing and contracting procedures for supplies, materials, equipment and services in support of disaster operations.
- D. Maintain overall records of financial transactions during emergency/disaster periods. Each department is tasked with maintaining their own disaster-related financial records as well
- E. Provide guidance and direction on local government department emergency expenditures in excess of appropriation.
- F. Provide assistance and support to Disaster Information Coordinator with disaster reporting and damage assessment efforts, as well as with application for federal disaster assistance and documenting local government emergency work activities and costs.
- G. Provide briefings to Mayor on status of financial transactions.
- H. Regulate and coordinate disbursement of disaster assistance funds.

2.26 CITY CLERK RESPONSIBILITIES

- A. Coordinate overall local government preservation of public records efforts.
- B. Provide Emergency Operations Center (EOC) support, as needed.

2.27 EVACUATION COORDINATOR RESPONSIBILITIES

The Evacuation Coordinator is an appointee of the Mayor or Emergency Management Director whose primary responsibility is to coordinate evacuation activities including supplemental transportation resources.

- A. Be knowledgeable of local transportation resources, both public and private, which could be utilized for emergency evacuation transportation. (Refer to *Resource Manual*)
- B. Alert appropriate transportation resources when evacuation of at-risk population is possible.
- C. Contact special needs populations in at-risk areas to determine specific evacuation transportation shortfalls where local government assistance may be needed.
- D. When an evacuation area and time is defined, activate appropriate resources for secondary evacuation transportation and establish pick-up locations for evacuees in need of transportation to mass care shelter(s).
- E. Coordinate any needed evacuation assistance to special needs populations to shelters or alternate special care facilities.
- F. Coordinate with Public Information Officer the availability of evacuation transportation for evacuees.
- G. Coordinate transportation resources for return of evacuees from Mass Care shelters when it is safe for them to return.

2.28 DISASTER INFORMATION COORDINATOR RESPONSIBILITIES

The Disaster Information Coordinator (DIC) is responsible for directing the Damage Assessment and Disaster Reporting function outlined in Section 3.5 of this Plan. The Emergency Management Director (EMD) will serve in this capacity to oversee mitigation and preparedness efforts. During emergencies or disasters, the Mayor may appoint another local government official to assume these duties through the recovery stage.

- A. Develop procedures to carry out the damage assessment and disaster reporting function outlined in Section 3.5 of this Plan.
- B. Identify city departments/agencies and their personnel who will assist in the damage assessment and disaster reporting process
- C. Develop a training program for damage assessment operations and implement.
- D. Maintain pre-disaster maps, photos, videos and other documents for damage assessment purposes.
- E. In the event of an emergency or disaster, gather information for an Initial Disaster Report including the number of casualties, homeless persons, mass care requirements, local damage and assistance requirements. Distribute reports to appropriate officials.
- F. Coordinate damage assessment activities including dispatch of Damage Assessment Teams and compilation of data.
- G. Maintain liaison with damage assessment coordinator at local American Red Cross Office.
- H. Provide periodic Local Government Situation Reports to the Massachusetts Emergency Management Agency (MEMA)
- I. Prepare and submit Preliminary Damage Assessment to MEMA, when requested, to support a possible presidential disaster declaration request by the Governor.
- J. Work with Public Information Officer and other local officials to keep the public informed of unsafe structures, roads, bridges, etc.
- K. Coordinate the documentation of emergency work performed by response organizations.
- L. Coordinate local government representation and assistance to state and federal personnel conducting Joint Damage Assessments. Provide any needed support documentation.
- M. If there is a disaster declaration and the Public Assistance Program is activated, serve as city's Authorized Applicant Agent and attend disaster assistance applicant briefing(s).
- N. Prepare a summary report when damage assessment activities are complete.
- O. Continue to coordinate documentation of disaster-related work and expenditures.
- P. Manage the city's Public Assistance Program disaster assistance claim through close-out.

2.29 – 2.39

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Reserved for Future Use

2.40 AMERICAN RED CROSS (ARC) RESPONSIBILITIES

- A. Conduct community disaster education programs.
- B. Maintain a disaster plan for Red Cross service delivery area.
- C. Identify facilities in the city which may be required for service delivery to people impacted by disasters, including mass care shelter facilities. Local government will assist, as needed, with the selection and surveying of facilities to serve as shelters.
- D. Work with government, other voluntary agencies, private agencies, and the business community to identify resources for coordinated disaster response.
- E. Recruit and train volunteers to assist with ARC relief activities.
- F. Coordinate emergency care responsibilities with local government departments and other appropriate agencies or voluntary groups.
- G. Open and operate facilities to provide emergency shelter to people impacted by a disaster.
- H. Provide emergency mass feeding on a fixed and mobile basis.
- I. Provide disaster health services, including mental health, at ARC service delivery locations. If requested, and if resources are available, assist local government health interventions.
- J. Coordinate relief activities with the state lead ARC chapter, other agencies, businesses, labor and local government.
- J. Subject to available of personnel, designate a liaison to serve in the EOC.
- K. After an initial, routine moratorium, handle inquiries from concerned family members through the ARC Disaster Welfare Inquiry system.
- L. Through the national ARC organization, provide blood and blood products.
- M. Transition from emergency mass care shelters to resumption of normal living patterns or longer-term care by government agencies. Work with government to aid in the transition to temporary housing/return to normal living conditions.
- N. Provide individual and family assistance to meet immediate emergency needs. As needed, open ARC Service Center(s) to provide this assistance. Coordinate assistance with government to avoid duplication.
- O. Assess relevant long-term services needed by people and communities impacted by a disaster event. Coordinate ARC activities designated to assist in the recovery process.
- P. Disseminate public information describing available ARC services and provide information and referrals to government and other agencies' disaster relief programs.
- Q. Assist in meeting the emergency needs of clients whose needs are not met through government programs. Participate in any unmet needs committees.