



**JAMES K. HAHN**  
MAYOR

## **EXECUTIVE DIRECTIVE NO. EP-1**

Subject: **EMERGENCY PREPAREDNESS, RESPONSE AND RECOVERY**

### **EMERGENCY RESPONSE**

Every General Manager or Bureau Director shall notify the Mayor, or the Mayor's Chief of Staff, or Deputy Mayor for Public Safety, and the General Manager, Emergency Preparedness Department (EPD), of any emergency which is likely to: (1) significantly impact regular department or bureau operations; or (2) have Citywide implications; or (3) attract significant media coverage.

### **CITY EMPLOYEE RESPONSIBILITIES**

In the event of an emergency during normal working hours City employees shall remain at work and may be assigned duties that can be performed safely to assist in the emergency response and recovery.

The Mayor has sole authority to order a general release of City employees. General Managers may release individual employees as instructed by the Mayor and/or in accordance with their department emergency plan.

Whenever an emergency occurs outside normal working hours, employees in public safety operations shall respond according to established departmental procedures. All other employees are directed to follow news media broadcasts and comply with instructions issued for City employees or respond in accordance with established departmental procedures.

Employees who leave their assignment without authorization when emergencies occur during working hours, or who fail to comply with instructions issued outside of normal working hours may be subject to discipline.

### **NOTIFICATION OF THE MAYOR REGARDING MUTUAL AID REQUESTS**

During an emergency, General Managers continue to be responsible for their departmental operations. Absent urgent circumstances or existing agreements to the

contrary, all requests for mutual aid shall first be approved by the Mayor, or the Mayor's Chief of Staff, or Deputy Mayor for Public Safety. If, in an emergency, a General Manager is unable to contact the Mayor, or the Mayor's Chief of Staff, or Deputy Mayor for Public Safety, the General Manager, Emergency Preparedness Department shall be contacted. If urgent circumstances dictate the immediate deployment of mutual aid resources, the Mayor, or the Mayor's Chief of Staff, or Deputy Mayor for Public Safety shall be notified as soon as possible.

Regardless of existing agreements or the source of the request, General Managers shall not respond to mutual-aid requests wherein the involved personnel and/or equipment cannot be reasonably recalled to provide emergency service within the City-limits within one-hour. If such a mutual-aid request is received, General Managers shall, prior to providing the assistance, obtain approval from the Mayor.

### **EMERGENCY PLANNING AND TRAINING**

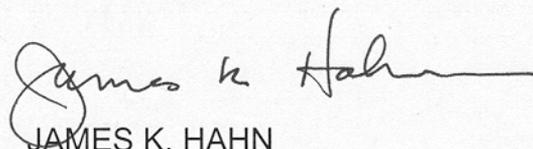
Every General Manager is hereby directed to prepare, implement and maintain a departmental emergency plan and training program. Every General Manager is responsible for ensuring that an appropriate number of trained department personnel are ready to fulfill their respective emergency missions, and if necessary, respond to the City's Emergency Operations Center. All departmental emergency plans and training programs shall be in conformance with guidelines approved by the Emergency Operations Board and available from the Emergency Preparedness Department.

Every General Manager shall ensure that their department's emergency plan is reviewed and, as necessary, updated annually. Each January, every General Manager shall submit a report covering plan changes, and training and exercise activities for the previous year to the General Manager, Emergency Preparedness Department.

The General Manager, Emergency Preparedness Department, shall evaluate all departmental annual reports and appropriately report, through the Emergency Operations Board, to the Mayor on the state of the City's emergency preparedness.

The Emergency Preparedness Department is available to assist all departments with their training programs, the preparation and/or updating of their emergency plans and the completion of their annual reports.

Executed this 3 day of December, 2002

  
JAMES K. HAHN  
Mayor