

TO: HONORABLE MAYOR AND BOARD OF DIRECTORS

FROM: BRUCE T. MOORE, CITY MANAGER

SUBJECT: CITY'S DISASTER PREPAREDNESS FOLLOW-UP

DATE: JANUARY 6, 2006

Following the September 27, 2005, presentation by Director Michael Keck regarding the status of the City of Little Rock's Disaster Preparedness, staff was to provide an update on the following issues:

Work to fine tune the City's Emergency and Evacuation Plan, providing an update to the Mayor and Board of Directors on a monthly basis: The City of Little Rock Emergency Management Staff is in the process of working with North Little Rock and Pulaski County Emergency Management Offices to develop a Comprehensive Countywide Evacuation Plan, which will be included as an Annex to the City's Emergency Operations Plan. Representatives from the cities of Little Rock and North Little Rock, Pulaski County, Arkansas Department of Emergency Management, Little Rock School District and Public Transportation have been part of the planning team as the plan progresses.

Several productive meetings have already taken place to begin forming an outline of the plan and determining what entities should be involved during the plan development. Subcommittees have been designed to address a complexity of issues that address the emergency/evacuation planning. The planning committee should have a rough draft of the plan completed and ready for an initial presentation by the end of January.

Work with the media and internally to disseminate the City's Emergency and Evacuation Plan to the general public: The City of Little Rock has continuing programs which use various channels of communication, including the mass media, to provide needed and desired information regarding local government activities and services to the general public.

In major emergency situations, there will be large numbers of media representatives seeking information regarding the situation and response actions. It is the policy of the City of Little Rock to cooperate fully with the media,

to provide complete and accurate information, and to create an atmosphere conducive to useful and constructive participation by the media developing procedures in cooperation with local news media to disseminate emergency information to the public.

The City of Little Rock Emergency Public Information Officer (PIO) will report to the Emergency Operations Center (EOC) to coordinate news release information on impact and recovery operations following a disaster/emergency. The PIO will establish a contact point for all news media, which shall be the only official point for dissemination of information. The PIO will have regularly scheduled briefings if the amount of press coverage warrants.

Following the occurrence of a disaster, the PIO will begin disseminating needed emergency information to the citizens of the City of Little Rock. The PIO will operate from the field command post and have scheduled press briefings, which will include any new information and rumor control.

Set a date to test the voice component of the City's Emergency Warning System to familiarize citizens on what to expect: Weather permitting, the voice component will be tested at the beginning of each month immediately following the siren tone test on Wednesday.

Development a network with the faith-based community to implement their operations into the City's Emergency Plan: The City Emergency Management Office has been in discussion with several faith-based groups to generate interest and support for developing a local faith-based/volunteer disaster planning program. The City has also requested that the Arkansas Department of Emergency Management provide the FEMA Faith Based and Community Oriented Organizations Disaster Planning Course in 2006 for the City of Little Rock. The purpose of the course is to provide an outlet for the City and Community/Faith-Based leaders to learn the proper ways to work together before and during a disaster.

The City Attorney's Office is to itemize the Board of Directors responsibilities during an actual crisis: City Manager Staff and Emergency Management Staff will continue working with the City Attorney's Office to craft Board responsibilities.

Development of a Plan of Action in the event the Board of Directors get separated during a crisis: In the event of a disaster, the Board of Directors will assemble in the Board Chambers at City Hall. Members of the Emergency Operations Team will communicate via satellite telephones and necessary steps will be taken to ensure the retrieval and safety of each member of the Board of Directors.

Determination of the number of Board Members needed to constitute a quorum to conduct City legislative business in the event of an emergency:

According to the City Attorney's Office, the number of Board Members needed to constitute a quorum to pass any legislative matters in the event of an emergency, is a majority, which is six (6). In addition, 2/3, or eight (8), would be needed to deal with most extraordinary matters.

Outline of the City Manager's responsibilities during and emergency to determine the chain of command:

In the event of an emergency or disaster, the City Manager is responsible for direction and control of all emergency operations. In addition, the City Manager is responsible for the following:

- Following the impact of a disaster and insuring the documentation of the cost of material, equipment and labor used to clear the debris and to repair public property.
- Requesting assistance through the Arkansas Department of Emergency Management (ADEM) when the requirements for coping with a disaster exceed the City's capability.
- Instituting relocation or sheltering the in-place population when directed by the Governor or President.
- Determining which government and commercial activities are to be curtailed to conserve power and resources during emergencies.
- Insuring that the residential population is kept information of the local, state, national and international situations.
- Establishing priorities and resolving conflicting demands for resources.

The lines of succession for direction and control within the City of Little Rock are as follows:

1. City Manager
2. Assistant City Manager
3. Fire Chief

Work with area schools to educate children on the City's Emergency Plan:

Staff is currently working to include Disaster Preparedness into the Fire Department's Public Outreach Program, which visits schools regularly.

Compile a list of contact information of service providers to contact during an emergency:

The City of Little Rock is subject to a number of hazards which could result in the disruption of utility services to the population, limit the movement of portions of the residential population or have a general deterring effect on the safety and welfare of the citizens. The continued operation of utility services throughout the City is essential for effective and efficient response and recovery actions to any disaster or emergency situation. Emergency Management Staff and all staff involved in the emergency engineering process have access to all essential personnel from the area electric, water, telephone and gas utility companies.

Determine the most effective means of communicating information to the Citizens of Little Rock in the event of a mass power failure: In the event of a mass power failure, the voice component of the City's Emergency Warning System will be utilized.

As a result of the recent tragedies experienced by individuals living in the Gulf Coast Region of the United States, it is imperative that the citizens of Little Rock have the utmost confidence in the City's response to any disaster, whether it natural or man-made. For this reason, the Mayor, City Board of Directors and staff will continue to seek innovative means of communicating emergency preparedness and education with the citizens of Little Rock.

If additional information is needed, please advise.