
MEMORANDUM

TO: City Council Members
FROM: Quin Card, Research and Policy Analyst
SUBJECT: Council Members Duties in an Emergency (A), and the Emergency Radio System (B)
DATE: August 14, 2008
CC: Lyn Creswell, Ed Rutan

Following this briefing, Lyn Creswell and Susi Kontgis will be available to answer any questions regarding coordination of Council Member's and other City Official's duties, as well as the Emergency Radio System and radio operation.

A. In times of Emergency, the City Council is responsible for a portion of the emergency effort for the City. The following information briefly outlines the basic duties of the City Council during such a time.

There are three levels of emergency according to the Emergency Operations Manual. These levels are:

- Level 1: No Outside Assistance Necessary
- Level 2: Enhanced Response Required
- Level 3: Major Incident

A level 1 emergency is characterized as one which can be handled by one department with on-duty resources.

A level 2 emergency is characterized as one which requires coordination between two or more departments. Resources from multiple departments may be utilized, and requests from the incident commanders for resources or assistance will take precedence over daily duties. Incident commanders will keep the Mayor updated on the situation. The Emergency Operations Center (EOC) may be activated at the request of responding incident commanders, involved department chiefs or department heads, the Mayor, or the Salt Lake City Emergency Management Director.

A level 3 emergency is defined as a catastrophic incident that poses an immediate threat to persons, property or the environment, and requires resources from the entire City including government, private, and outside assistance. All of the actions taken during a level 3 emergency must be orchestrated by legal authority from the EOC. In a major incident, the EOC will be fully staffed, and supplies will be frozen and committed to the emergency as needed.

The basic duties of the City Council in the event of a level 3 emergency are as follows:

1. The Council Chair is expected to take part in the Policy Group which will convene at the Emergency Operations Center (EOC). The primary EOC location is the Public Safety Complex at 315 East 200 South. If the IMS building is found to be in disrepair, the secondary EOC location is Pioneer Precinct at 1040 West 700 South.
 - A. If the duly elected Mayor shall die, resign, terminate legal domicile within the corporate limits of the City as determined by a court of competent jurisdiction or be judicially removed from office, the office of Mayor shall become vacant. In this case, the Chair will take their place as acting Mayor, and the Council has 30 days to appoint a resident of the City with the proper qualifications to fill the vacancy. This procedure may be changed if the Council adopts the proposed new ordinance, in which case, the Mayor's would only be considered "unavailable" not "vacant", and the interim successor would act as Mayor.
 - B. In the event of the Mayor's disability, four (4) members of the Council may by proclamation, enact emergency powers.
2. The Policy Group is required to keep the City Council informed about the emergency and steps being taken to resolve it, in return, Council Members are to monitor situations within their districts and act as an ombudsperson for their respective district. When issues arise within a council district as observed by individual council members, they are to report it to the Policy Group, who will then decide on the appropriate steps to resolve the situation.
3. Throughout the emergency situation the Council is to meet formally as necessary to provide funding to handle the situation, or to pass ordinances necessary to enact provisions of this plan when necessary.

B. The Council's Emergency Preparedness Subcommittee had some questions regarding the Emergency Radio System, and received the following information from the Administration.

1. The range of radios is the Salt Lake City area, and the entire State of Utah with Channels from UCAN programmed into the radio. (We will be discussing this with UCAN as we negotiate our MOU)
2. The radios are compatible with the State's radio system
3. All Council radios can be programmed for the police channels, but per the City's emergency operations plan and call down list protocol, only the designated radios are programmed with that channel so as not to interfere with Police response activities. The Mayor and the City Council Chair, currently have the police channel programmed in to them. Since there is a new administration/legislative leadership as well as a new Director of Emergency Management coming on board, it may be appropriate to

reexamine the City's Emergency Operations Plan and the call down list protocol.