

500.4 SUBJECT: EMERGENCY MANAGEMENT EXECUTIVE POLICY GROUP

:1 OBJECTIVE:

Provide an advisory committee composed of executive level and senior staff members for coordination and development of operational policy and guidance for the Emergency Management Program.

:2 AUTHORITY:

This procedure approved by City Council May 12, 2014, Item XX.

:3 DIRECTION:

Emergency Manager, as an exempt employee, serves at the pleasure of the Mayor and receives direction thru the Mayor, Chief Administrative Officer, Fire Chief and the Emergency Management Executive Policy Group.

:4 FUNCTIONS:

A. The Emergency Manager will coordinate, plan, or recommend convening the Emergency Management Executive Policy Group with the Fire Chief and/or Chief Administrative Officer.

B. The Executive Policy Group is comprised of the following individuals:

1. Mayor (or designee)
2. Chief Administrative Officer (or designee)
3. Deputy Chief Administrative Officer
4. Fire Chief (or designee)
5. Police Chief (or designee)
6. Public Works Director (or designee)
7. City Attorney (or designee)
8. Chief Financial Officer (or designee)
9. Chief of Staff (or designee)
10. Emergency Manager
11. Other Senior Staff as required

C. The Executive Policy Group will meet annually, by or before June 15, for an Executive Tabletop Exercise or to revise and provide input to the Emergency Management program.

D. During a state of emergency event, the Executive Policy group will convene to coordinate and direct overall preparedness, response, recovery, and mitigation actions of City personnel.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

Florida Statute Chapter 252, Emergency Management; Florida Statute Chapter 166, Municipalities; Florida Statute Chapter 22, Emergency Continuity of Government; City Code Chapter 43A State of Emergency.

:8 EFFECTIVE DATE:

This procedure effective May 12, 2014.