



CITY OF BEVERLY HILLS STAFF REPORT

Meeting Date: December 4, 2012
To: Honorable Mayor & City Council
From: Pamela Mottice-Muller, Director Office of Emergency Management
Subject: City Council Handbook for Emergencies and Disasters
Attachments: 1. City Council Handbook for Emergencies and Disasters

INTRODUCTION

To assist the City Council in understanding the Emergency Operation Plan (EOP), to meet federal requirements and to ensure clarity of roles, authorities, and responsibilities, the Office of Emergency Management created the *City Council Handbook for Emergencies and Disasters*. At the City Council meeting on December 4 staff will review information found in this handbook and provide information on current and future emergency management work plan items.

DISCUSSION

City Council Members have a significant role in the City of Beverly Hills emergency response and recovery organization. Council Members' actions ensure the continuation of government, influence the community, both residential and business, and directly impact the City's ability to protect lives, property, and the environment.

The City Council's primary role during a disaster is one of policymaker, communicator, liaison, and spokesperson to the community, outside government agencies, and non-governmental agencies. It is hoped that the *City Council Handbook for Emergencies and Disasters* will provide an important framework to the overall emergency organization, City Council roles, authorities and responsibilities during disasters and will assist in the disaster related decision-making process.

Additional information can be found in the City's Emergency Operations Plan. City Council members have updated copies of this document in their respective offices.

This Handbook will also be sent to those listed on the City Council's individual succession plan list. These individuals will be asked to watch the Study Session presentation.

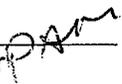
Meeting Date: December 4, 2012

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the City Council read and familiarize themselves with the handbook. Additional training can be arranged through the Office of Emergency Management.

Pamela Mottice-Muller 

Attachment 1

**City Council Handbook for
Emergencies and Disasters**

Provided Under Separate Cover