

INTERNAL DISASTER NOTIFICATION

DEFINITION:

An internal disaster is an extraordinary situation precipitated by events within the City, such as mechanical failure, power failure, explosion or severe weather that severely restricts the City's ability to function normally.

NOTIFICATION AND IMPLEMENTATION:

When an extraordinary situation occurs that results in the need for immediate action, the City Manager or designee will call an internal disaster.

The City Manager or designee should notify the Mayor/Council. When a decision is made to implement a disaster plan involving all resources and services of the City as a drill or under actual conditions, the City Manager or designee will make the appropriate announcement to Department Directors.

RESPONSE:

Each director/manager will stand by and prepare to implement their disaster instructions. These instructions should include the notification process, personnel duties, preparation of the area and use of the facility services.

NOTE:

Should the City's telephone system fail, communications will be established by use of two-way radios and volunteer messengers. Essential communication must be maintained between the following areas:

1. E.O.C. — Emergency Operations Center
Government Center Conference Room #2
2. Police and Fire Department
3. Scene of internal disaster