

State of Alabama)
City of Tuscaloosa)

EXECUTIVE ORDER OF THE MAYOR

To: Chief Alan Martin, Tuscaloosa Fire & Rescue Service
 Chief Ken Swindle, Tuscaloosa Police Department
 David Hartin, EMA Director
 All Department Heads
 Robin Edgeworth, Legal Affairs Administrator

Number: 2007 - 032

Date: April 3, 2007

Regarding: Emergency Operations Procedures; File No.: A07-0259

Authority:

By the authority vested in me by the applicable provisions of the laws of the State of Alabama, including but not limited to Ala. Code §11-44B-7 (1975), pursuant to which the Mayor of the City as the Chief Executive Officer has the general supervision and control of all other officers and the affairs of the City, except as otherwise provided by law, I, Walter Maddox, as Mayor do hereby order and direct as follows:

That a Committee be established which shall consist of all Department Heads and will be chaired by City of Tuscaloosa Fire and Rescue Service Chief Alan Martin, Police Chief Ken Swindle, and EMA Director David Hartin. Chief Martin is to serve as the facilitator and organizer of the meetings and Robin Edgeworth shall serve the Committee by providing notices of meetings and documenting action of the Committee.

That said Committee shall establish an emergency management and/or a disaster plan for the City of Tuscaloosa.

The Committee shall identify and define all activation levels of Emergency Management and of the EOC. These activation levels are to be determined by the Mayor in consultation with the Emergency Management Director and other persons. Each level of emergency activation will have a specific response by each department of the City. Examples of issues to be addressed by the Committee are as follows:

- A plan for critical employees in all departments to be called in depending upon level.
- A plan for the location of critical and non critical assets.
- A plan for picking up and transporting key City personnel to the EOC.

- A plan for the notification of City Council Members and placing them at a facility for updates in regard to the situation.
- A protocol for managing information briefing of the Mayor and how and in what manner the Mayor or others will handle the media.
- Identify critical functions and facilities of each respective department and contacts and procedures to deal with the same.
- Identify the order of response and by whom.
- Include evacuations and plans for transportation of evacuees.
- Include a plan of City staff volunteers into the EOC.
- Identify the different types of threats and evaluate the same, i.e., tornado, hurricane and railroad rail disaster.
- Thrash out specific issues such as gas reserves, filling of generators, etc.

The Committee is to assume that the Emergency Operations Center (“EOC”) will be activated at the Curry Multipurpose Facility.

All department heads are further directed to create an emergency management and/or disaster plan for their respective departments as coordinated by this Committee.

Implementation:

All Departments of the City and their respective employees to whom this Executive Order applies shall forthwith implement the same in accordance with its terms and requirements. Nothing contained in this Order shall relieve a person from any requirement to obtain a license or other authorization in compliance with applicable laws and regulations. This Order is not intended to conflict with, supersede or contradict any lawful ordinance or resolution duly enacted by the City Council. This Order does not create any right, benefit, or privilege, substantive or procedural, enforceable at law or in equity by a party against the City, its departments, agencies, entities, officers, employees, or agents, or any other person.

So Ordered from City Hall on the date first above written.



Walter Maddox
Mayor, City of Tuscaloosa