



City of Germantown Emergency Management Plan Executive Summary November 28, 2011

The Germantown Emergency Management Plan identifies the responsibilities of the various departments and groups of the City of Germantown in the event of an emergency situation. The Plan specifies the authorities of the Mayor and Emergency Management Director to handle a major emergency situation. The Fire Chief serves as the City Emergency Management Director, and is responsible for the coordination of emergency management activities. The plan specifies how the City of Germantown coordinates with the Shelby County Office of Preparedness, the State Emergency Management Agency (TEMA), and the Federal Emergency Management Agency (FEMA), including emergency declarations.

This new plan is similar to the current plan, although it has been simplified and realigned to meet new procedures and federal and state guidelines. It does not significantly change our emergency operations. The Plan is based upon the Emergency Support Functions (ESF) format as used by FEMA and TEMA, which breaks down the various areas of responsibilities for handling an emergency. The following identifies which City departments have responsibility for these ESF's.

ESF	Function	Primary	Secondary
1	Transportation	Public Services	Police, Parks, Development
2	Communications	Police	Fire, IT
3	Infrastructure	Development	Public Service, Parks, Admin, Police, Fire
4	Fire Fighting	Fire	Public Services, Parks
5	Information and Planning	Development	Finance, Admin, Human Resources, Police, Fire
6	Human Services	Parks	Admin, Finance, GAC, GPAC, Police, Fire
7	Logistics	Finance	Admin, Human Resources, Public Services
8	Health and Medical	Fire	Police
9	Urban Search & Rescue	Fire	Public Services, Police
10	Hazmat	Fire	Memphis Fire, Shelby County Fire, Public Services, Police
11	Food	Parks	Public Services, SCOOP, MIFA, Memphis Food Bank
12	Energy	Public Services	MLG&W
13	Law Enforcement	Police	Parks
14	Donations	Parks	SCOOP, Public Services, VOAD, MIFA, United Way
15	Recovery	Administration	Finance, Development
16	Animals in Disaster	Animal Control	Parks, Public Services, SCOOP, DART

The full Plan specifies additional details regarding the requirements for each ESF. All departments within the City share responsibilities in the event of an emergency. This includes each department head serving as the department's Emergency Services Manager to the Emergency Operations Center (EOC).

The Plan discusses the 4 Phases of Emergency Management: 1) Mitigation, 2) Preparedness, 3) Response, and 4) Recovery.

In the event of an emergency, the Mayor, City Administrator, or Emergency Management Director may activate the EOC. Any Department Head may also request the activation of the City EOC as well as activate their department emergency management plan. The City has identified primary and secondary EOC locations, although these are not specified in the Plan for security purposes. When the EOC is activated, it will serve as the central point of coordination for response activities. Requests for assistance from outside the City, such as through the County, State or Federal government, will be coordinated through the EOC. Another important aspect of the Plan is the function of public information. A Joint Information Center should be formed to coordinate the release of information to the public from the City.