



Administrative Regulations

Office of the Mayor

Title: EMERGENCY PREPAREDNESS RESPONSIBILITIES OF CITY DEPARTMENTS

A.R. Number: 1.9 Effective Date: 05/01/2025 Page 1 of 5

Supersedes: N/A **A.R.:** N/A **DATED:** N/A

I. PURPOSE

Because of the existing possibility of the occurrence of a disaster or significant emergency, preparedness is a core responsibility of every City department: with protecting the people of the City of Richmond as a primary duty. The purpose of this policy is to ensure each city department and city government is prepared, ready to respond, and recover when a significant emergency or disaster occurs.

II. POLICY

Each Appointing Authority/Department Director shall include emergency preparedness planning, training, and exercises as basic responsibilities. Additionally, each City Department shall include emergency preparedness in its strategic planning and performance management process. All City Departments shall develop, annually review a Continuity of Operations Plan (COOP), and use all resources and capabilities to support citywide response and recovery efforts. All City Departments shall participate in the Emergency Management Liaison Program.

Furthermore, each Appointing Authority/Department Director shall ensure that all expenses and revenues incurred during a declared local emergency, or an Emergency Operations Center (EOC) activation, are properly tracked for the purpose of facilitating the accountability and transparency for expenditure and revenue activity related to an emergency declaration.

III. PROCEDURE

A. Emergency Management Liaisons (EML)

Each agency head shall include emergency preparedness planning, training, and exercise as basic responsibilities. Additionally, each City Department shall include emergency preparedness in its strategic planning and performance management process.

City Department's Emergency Management Liaison:

1. Each Department Director shall appoint an Emergency Management Liaison (EML) and at least two alternates. Under the guidance of the EML, each department shall develop and maintain plans that outline an Emergency Operations Center (EOC) team. This team will manage all actions to be taken during emergency situations, severe weather scenarios, and all related preparedness drills. Each department's primary and alternate EMLs shall have



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Office of the Mayor

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A.R. Number: 1.9 Effective Date: 05/01/2025 Page 2 of 5

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direct access to the head of the facility, or head of the agency during declared states of emergency.

2. EMLs shall be responsible for the following duties:

- a. Complete training as required by DECPR's Office of Emergency Management.
- b. Participate in the maintenance and comprehensive revision every fourth year of the citywide Emergency Operations Plan (EOP).
- c. Develop and maintain a written, department specific, Continuity of Operations Plan (COOP), to include identified alternate facilities.
- d. Coordinate the citywide Emergency Operations Plan (EOP) with the Department of Emergency Communications, Preparedness and Response.
- e. Conduct an annual continuity awareness briefing for agency/department leadership. The continuity awareness briefing must include, at a minimum, individual continuity plan duties, mission essential functions, and orders of succession.
- f. The maintenance of the respective department's current roster required to implement the City's Emergency Operations Plan or the department's COOP plan. Roster maintenance shall be reviewed quarterly.
- g. Participate in the annual test or exercise of the citywide EOP, COOP plan, that includes alert, notification, and activation.
- h. Participate in completion of an After-Action Report of plan test, exercise, or actual event, and monitor the correction of identified deficiencies. Identified deficiencies shall also be corrected in a reasonable time frame as resources allow.

B. Continuity of Operation Plans (COOP):

In the event of an emergency, occupancy of current work facilities may be limited. To continue to provide services with limited business interruption, all City Departments shall develop, maintain, and annually review a department specific Continuity of Operations Plan (COOP). Updates to these plans shall be made on an annual basis and be submitted for approval by the Coordinator of Emergency Management.



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Office of the Mayor

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A.R. Number: 1.9 Effective Date: 05/01/2025 Page **3** of **5**

Supersedes: N/A **A.R.:** N/A **DATED:** N/A

Appointing Authorities/Department Directors shall:

1. Acknowledge receiving, in writing, the request for the annual review of the department's COOP.
2. Provide input and revisions to the department COOP by the date agreed upon by the department and OEM.
3. Submit and be available for reviewing department COOP with the Coordinator of Emergency Management.

C. Tracking Expenses During Significant Emergencies/Disasters:

Upon a state or local emergency declaration or an activation of the EOC, the Department of Emergency Communications, Preparedness and Response (DECPR) will coordinate with the Department of Finance to ensure that an appropriate accounting structure is set up for agencies to use for direct expenditures related to the department's emergency response.

Either DECPR or the Department of Finance will communicate the appropriate accounting structure to all city agencies for use when making direct expenditures related to the department's emergency response.

Each department is responsible for determining if the direct expenditure relates to the department's emergency response.

1. Direct Expenses

- a. The expenditures to be tracked under the established accounting structure include direct costs associated with the department's emergency response. Direct expenses may include the purchase of additional goods or services required to respond to the declared emergency. Direct expenses do not include regular department operating costs or regular salary costs.
- b. However, certain salary, benefit and overtime salary costs directly associated with the department's emergency response should be tracked under the established accounting structure.

2. Expense Tracking



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A.R. Number: 1.9 Effective Date: 05/01/2025 Page 4 of 5

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- a. Each department will be required to create a record for each expenditure, such as copies of purchase quotes, purchase orders, invoices, and proof of payment. DECPR will use these records to seek reimbursement from the appropriate federal, state, or private entity.
 - b. These documents should be submitted to the emergency response system of record. This will be due upon the date given by DECPR's Office of Emergency Management.
3. Revenue Tracking
 - a. Revenues or reimbursements to declared emergencies received that are directly related to services or reimbursements for expenses occurred in direct response to the declared emergency will be recorded within the assigned accounting structure.
 4. City Coordination
 - a. DECPR will establish a point of contact during the declared emergency who will assist with the planning, coding, and tracking of expenses during the emergency.

IV. RESPONSIBILITY

Department of Human Resources (HR): Responsible for interpretation and maintenance of this policy.

Department Head(s): Responsible for developing COOP plans; designating EMLs; expense tracking; and planning, training, and performing emergency preparedness exercises.

V. DEFINITIONS

Continuity of Operations Plan – A plan designed to ensure the ability to maintain essential functions and services during a wide range of potential emergencies or disasters.

Emergency Operations Center – A centralized facility where officials and emergency response teams coordinate efforts, gather and analyze information, and manage resources during a crisis or disaster. It serves as the hub for decision-making, communications, and planning to ensure an effective response.

Emergency Management Liaison – A point of contact (POC) identified by the head of an agency/department to coordinate emergency preparedness, planning, training & exercises.



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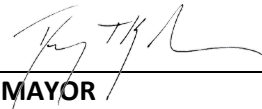
VI. REGULATION UPDATE

Modifications to this policy shall be the responsibility of the Department of Human Resources in collaboration with DECPR under the advisement of the Chief Administrative Officer.

Approval



CHIEF ADMINISTRATIVE OFFICER



MAYOR