

SECTION ONE

BASIC ACTIONS TO INCREASE LOCAL GOVERNMENT READINESS

This section outlines actions which local governments can take during periods of international crisis to increase the ability of key local government officials to exercise appropriate direction and control over Increased Readiness actions.

The actions outlined are thus of a general nature, relating mainly to briefings for key officials plus review of this guide, as well as review and updating of local government Increased Readiness plans. More detailed IR actions are outlined in following sections—for example, establishing or improving an Emergency Operating Center (EOC) facility, or manning the EOC—but such detailed actions would normally be based on decisions taken by the head of government and his key officials during the briefing sessions and periodic meetings suggested in this section.

Detailed IR plans and SOP's should be adapted to situations and needs. They should specify who does what, where, and when, and should include specific actions based on the numbered IR actions in this section. IR plans and SOP's should be part of the local CD emergency plan.

Should it appear that the briefings are attracting the attention of news media representatives or of the general public, consideration should be given to the issuance of an official public announcement. An example of such an announcement appears at the end of Section Two of this guide.

Basic Actions To Increase Local Government Readiness

1. *Brief Head of Government and Review IR Guidance*

CD director brief head of government (mayor, city manager, board of county commissioners, etc.) on situation and on Increased Readiness guidance (this guide) and local plans, and recommend actions to be taken. Review plans for movement of head of government to EOC if an increased level of readiness is indicated.

Check location of successors to office of head of government and brief them on the situation. Review plans for movement of one or more

successors to EOC or preselected locations of comparative safety if increased level of readiness is indicated.

(Other matters may be covered in this briefing—for example, EOC and direction and control readiness, as discussed in Sections Seven and Eight of this guide.)

2. *Brief Department Heads*

Head of government and CD director brief department heads on situation and on IR guidance and plans of the jurisdiction. Head of government should indicate actions to be taken by departments (e.g., review departmental IR plans, update plans as required, brief personnel, determine needs for additional supplies, etc.).

Head of government or CD director should provide for frequent meetings of department heads for the duration of the Increased Readiness period (e.g., meet each morning with head of government and/or CD director to review situation and actions already taken and to agree on further actions).

Review plans for movement to EOC of department heads and key staff, in accordance with local plans, if an increased level of readiness is indicated. Review EOC assignments of departments with emergency missions.

3. *Brief Key Government Agency Staffs and Review Plans*

Assemble key staff of all agencies to review IR plans and SOP's.

Update as required EOC personnel assignments, as well as succession lists to all key positions.

Provide for 24-hour liaison throughout the government, to include key officials and department heads, as well as liaison with appropriate military headquarters.

Key departments determine and submit needs for additional supplies, equipment, or personnel for emergency operations.

4. *Review and Update Procedures for Support of Local Government Forces*

Review, and as necessary update or develop, procedures for support of local government forces. These may include procedures for ex-

pedited procurement of essential supplies or equipment, and hiring of additional personnel.

Review legal authority for expedited procurement, and review availability of contingency or other funds for use in an IR period. As necessary, convene city council or other local legislative body to secure legal authority and/or authority to expend local funds to increase readiness.

Review requests for additional supplies, equipment, or personnel submitted by local departments; establish priorities for procurement; and issue instructions to local purchasing agency

5. Review Assignments of All Local Government Employees

All departments review plans for continuity of operations during IR, shelter, and post-shelter periods.

Ensure that all employees not having specific emergency assignments are briefed on plans for, and their role in, the continuation and restoration of local government.

Advise all employees to review shelter and survival plans.

GENERAL CATEGORIES OF INCREASED READINESS ACTIONS AND POSSIBLE PUBLIC IMPACT						
D—FINAL READINESS ACTIONS INVOLVING THE PUBLIC (Likely to result in substantial public concern)		6 Local Authorities Urge the Public to Make Final Crisis Preparations Short of Taking Shelter			6. Activate Ad Hoc Hosting Plans as Required	7. Activate Ad Hoc Relocation Plans (ONLY UPON NOTIFICATION BY NATIONAL AUTHORITIES)
C—MOBILIZATION OF LOCAL GOVERNMENT AND VOLUNTEER FORCES, SPECIFIC ADVICE TO THE PUBLIC, ETC. (The public would be aware of such actions, which could result in moderate to substantial public concern)		5 Commence Dissemination of CSP-Type Information to the Public			5 Develop Organizations Needed to Execute Ad Hoc Plans	6. Develop Organizations Needed to Execute Ad Hoc Plans
B—LOCAL GOVERNMENT FORCES AND CITIZEN VOLUNTEERS ALERTED FOR POSSIBLE EMERGENCY DUTY, ACCELERATED TRAINING COMMENCED, ETC (The public is likely to be aware of such actions, which could result in moderate public concern)	5. Review Assignments of All Local Government Employees	4. Commence Moderate Step-up in Local CD Public Information Activities 3 Meet with Management and Staff of Local News Media to Review Emergency Public Information Plans and Procedures		3 Announce Courses and Commence Training	4 Refine and Extend Ad Hoc Planning	5. Refine and Extend Ad Hoc Planning
A—INTERNAL LOCAL GOVERNMENT ACTIONS SUCH AS REVIEW OF PLANS AND EQUIPMENT STATUS, INCREASING READINESS OF EQUIPMENT, ETC. (These actions are unlikely to result in more than minimum public concern, even if they are reported by the news media)	4. Review and Update Procedures for Support of Local Government Forces 3 Brief Key Government Agency Staffs and Review Plans 2. Brief Department Heads 1. Brief Head of Government and Review this IR Guide	2. Prepare for Increased CD Public Information Activity (Brief Key Personnel, etc) 1. Review and Update Plans, and Check Availability of Emergency Public Information Materials	2 Commence Daily Inquiries to Determine Public Response 1. Review or Develop Plans for Securing Information on Public Response	2. Alert Instructors for Accelerated Training 1. Review and Update Accelerated Training Plan	3. Start Development of Ad Hoc Hosting Plans 2. Brief Local Government Officials and Other Leaders and Assign Responsibilities 1 Brief Head of Government	4 Start Development of Ad Hoc Relocation Plans 3. Brief Government Officials and Other Leaders, and Assign Responsibilities 2 Brief Head of Government 1 Obtain Information
INCREASED READINESS ACTIONS DESCRIBED IN CPG 1-7 SECTIONS	BASIC ACTIONS TO INCREASE LOCAL GOVERNMENT READINESS	INCREASED READINESS ACTIONS FOR EMERGENCY PUBLIC INFORMATION	ACTIONS TO SECURE INFORMATION ON SIGNIFICANT PUBLIC ACTIONS	ACCELERATED CIVIL DEFENSE TRAINING	ACTIONS BY HOST AREA GOVERNMENTS TO PREPARE FOR ARRIVAL OF EVACUEES	ACTIONS BY RISK AREA GOVERNMENTS TO PREPARE FOR CRISIS RELOCATION
CPG 1-7 REFERENCE:	SECTION 1	SECTION 2	SECTION 3	SECTION 4	SECTION 5	SECTION 6
RESPONSIBILITY ASSIGNED TO						

Figure 1.—CHECKLIST OF LOCAL INCREASED READINESS ACTIONS

					5. Commence Shelter Upgrading, or Construction of Expedient Shelter	8. Commence Shelter Upgrading, or Expedient Shelter Construction
	7. Activate Shelter Complex Headquarters 6. Mobilize Full EOC Staff	6. Activate Communications Personnel and Emergency Systems	8. Fully Mobilize Local Warning System 7. Initiate Public Tests (Other Than Sirens)	7. Activate Radiological Defense System		7. Mobilize Emergency Public Works Engineering Personnel and Equipment
3. Begin Improvement or Development of EOC	5. Staff EOC 24-hours at Minimum Operational Level 4. Staff EOC 24-hours at Stand-by Level 3. Alert EOC Staff	5. Commence Accelerated Training of Communications Personnel, as Required 4. Alert Communications Personnel	6. Develop Neighborhood Radio Watch Organizations If Required 5. Check Readiness of Warning Facilities and Equipment 4. Review Warning Plans with Cooperating Agencies	6. Alert Radiological Defense Personnel 5. Correct Deficiencies in Equipment & Facility Readiness 4. Check Readiness of Radiological Defense Equipment and Facilities 3. Assemble Radiological Defense Personnel for Briefing and Commence Refresher or Accelerated Training as Necessary	4. Commence Accelerated Shelter Stocking 3. Commence Accelerated Shelter Marking	6. Commence Accelerated Training, as Necessary 5. Alert Public Works Engineering Personnel
2. Brief Head of Government on EOC Status and Plans for Improvement or Development 1. Review Status of EOC Facility(ies)	2. Plan for Shelter Complex Headquarters if Required 1. Review and Update Plans and SOP's for EOC	3. Commence Extension of Communications Facilities, as Required 2. Test Existing Communications 1. Review and Update Communications Plans	3. Commence Inaudible ("Growl") Siren Testing 2. Brief Warning Personnel 1. Review and Update Warning Plans	2. Review Radiological Defense Personnel Assignments and Alerting Procedures 1. Review and Update Plans for Radiological Defense Operations	2. Review Plans for Physical Improvement of Existing Buildings and/or for Construction of Expedient Group Shelter 1. Review and Update Plans for Accelerated Marking and Stocking of Public Shelter	4. Correct Deficiencies in Equipment & Facility Readiness 3. Check Readiness of Emergency Public Works Engineering Equipment and Facilities 2. Review Personnel Assignments 1. Review and Update Public Works Engineering Plans
ACTIONS TO IMPROVE LOC OR TO DEVELOP AN EOC FACILITY, AS REQUIRED	ACTIONS TO INCREASE DIRECTION AND CONTROL READINESS	ACTIONS TO INCREASE COMMUNICATIONS READINESS	ACTIONS TO INCREASE WARNING READINESS	ACTIONS TO INCREASE RADIOLOGICAL DEFENSE READINESS	ACTIONS TO INCREASE INVENTORY OF PUBLIC SHELTER	ACTIONS TO INCREASE PUBLIC WORKS ENGINEERING READINESS
SECTION 7	SECTION 8	SECTION 9	SECTION 10	SECTION 11	SECTION 12	SECTION 13

