

Town of St. James

Emergency Management Work Group Responsibilities

Purpose: The Town of St. James Emergency Management Work Group is established to advise and coordinate with the Town Manager and Town Council on the planning for, mitigation of, response to, and recovery after incidents potentially affecting the Town of St. James and its residents.

Responsibility: The Town of St. James Emergency Management Work Group is responsible for working with the Town Manager who shall serve as Director of the group to provide the Town Council with planning documents, standard operating procedures, and any other documents pertaining to incidents that may occur in the Town of St. James as outlined and requested by the Town Council. Primary responsibilities include:

- Provide the Town Manager with information on incidents that may occur within, or in close proximity, to the Town of St. James and determine incident commanders who are responsible for specific incidents. The Town Manager or Deputy Director shall then advise the Town Council on pertinent issues.
- To assist the Town Manager with coordination and communications as necessary with Brunswick County Emergency Services personnel in order to provide pertinent and timely information to the Town Council and the residents of the town.
- Annually review and recommend updates to the Town of St. James Emergency Management Plan for adoption by the Town Council.
- Conduct early coordination with the St. James Fire Department, St. James Property Owners Association, Troon Golf and Club Management, and St. James Marina, to ensure all entities are addressing all of the requirements stated in the Town of St. James Emergency Operation Plan.
- Collect, coordinate, and disseminate approved pertinent and up to date information to residents via the Town's Emergency Notification System and to Brunswick County via WebEOC prior to, during, and after an incident.
- Conduct an annual Severe Storm Seminar to educate the Town of St. James residents to ensure individual awareness on how to prepare for an emergency.

- Staff the Town of St. James Emergency Operations Center with trained and qualified volunteers as required for the specific incident. Maintain the Emergency Operations Center in immediate state of readiness.
- Prepare budgets and maintain records and reports as required.
- Develop and disseminate educational information to residents, utilizing various communication formats, on emergency events/situations.
- In coordination and direction from the Town Manager, participate in debris removal contractor(s) selection process, and assist, if requested, in the monitoring of the debris removal contractor(s) collection and handling of material after the incident as required by FEMA guidelines for reimbursement of expenses.
- Conduct and document preliminary damage assessment when directed by the Town Manager for the Town of St. James in coordination with Brunswick County Emergency Services.

Composition: The Town of St. James Emergency Management Work Group will be composed of twenty (20) residents appointed by the Town Council.

Reporting: The Town of St. James Emergency Management Work Group shall report to the Town Manager.

Terms of Service: Emergency Management Work Group members will be appointed by Town Council for three years. The Town Council may reappoint Work Group members upon their voluntary request and consent to serve. The Emergency Management Deputy Director is appointed by the Town Council for a three-year term and may be reappointed. If the Deputy Director is not reappointed, and at the Council's request, the outgoing Deputy Director will provide assistance to the incoming Deputy Director to ensure continuity of service.

Adopted August 2, 2023 .