**HAZARD MITIGATION TASK ASSIGNMENTS**

1. **Director of Emergency Management, City Manager**

As in all emergency-related activities, the ultimate responsibility to the public for effective hazard mitigation rests with the elected officials. They must promulgate the codes, regulations, ordinances, and provide the funds required to implement and enforce an effective mitigation program.

1. **Coordinator of Emergency Management**

The Coordinator of Emergency Management has overall management responsibility of the hazard mitigation program and is responsible for administering an effective hazard mitigation program through the appropriate department or agency heads. The Coordinator of Emergency Management’s responsibilities include, but are not limited to, the following:

1. Hazards analysis.
2. Development, maintenance, and implementation of a Hazard Mitigation Plan.
3. Development, maintenance, and exercise of the Emergency Operations Plan.
4. Preparation, in coordination with the departments and agencies, mitigating codes, ordinances, and regulations for action by the City Council and the appropriate Departments.
5. Develop public information materials, which describe the risks, associated with each primary hazard, the appropriate self-help or first-aid actions, and other mitigation measures.
6. **Public Health Director**
   1. Enforce existing codes, ordinances, and regulations for the treatment of water and sewage and the handling and storage of food.
   2. Develop plans for the prevention or spread of disease during a disaster.
   3. Develop procedures for crisis monitoring of water sources and food supplies during a disaster.
7. **Community Development/Building Inspector/Safety Officials**
   1. Enforce existing building codes and zoning ordinances.
   2. Make recommendation for mitigation codes or ordinances, where applicable.
   3. Advise the public of private actions that could mitigate individual loss.
8. **Police and Sheriff’s Departments**
   1. Enforce hazardous materials transportation regulations.
   2. Develop, maintain, and exercise disaster response SOPs required by other appendices of this plan.
9. **Fire Department and Rescue Squad**
   1. Develop, maintain, and exercise disaster response standing operating procedures required by other appendices of this plan.
   2. Develop, maintain and exercise specific response plans for hazardous materials.
   3. Obtain training and special equipment that may be required for hazardous material sites located in the jurisdiction.
10. **Superintendents of Schools**
    1. Insure school administrators have a plan to cope with natural hazards to mitigate losses. Procedures should be developed for evacuation or seeking shelter within school buildings (areas).