



*Fighting Fires, Saving Lives and Promoting Safety.*

Phillip A. J. Charron  
Fire Chief

## MEMORANDUM

TO: Thomas A. Golden Jr., City Manager 

FROM: Phillip A. J. Charron, Chief of the Fire Department

DATE: February 1<sup>st</sup>, 2023

SUBJECT: **MOTION OF 12/07/22 by C. NUON - REQ. CITY MGR. HAVE APPROPRIATE DEPARTMENT UPDATE THE COUNCIL ON THE CITY EMERGENCY MANAGEMENT PLAN.**

The Comprehensive Emergency Management Plan (CEMP) is the master plan for dealing with the various emergencies that the city may experience. It identifies and facilitates all hazard preparedness for incidents and describes the local emergency management organization. This document formulates plans, provides guidance, assigns departmental roles in emergency situations, utilizes the National Incident Management System and defines lines of authority. The CEMP is activated during emergencies that require multi-jurisdictional coordination both within the community and beyond its borders. This could include regional, state and federal entities.

The City of Lowell CEMP is split up into annexes called Emergency Service Functions (ESFs) along the lines of the state emergency management structure. These provide information related to various aspects of emergency management. A clear set of goals is established in the plan as well as a Threat, Hazard and Vulnerability Analysis of potential emergency related issues. The establishment of an Emergency Operations Center (EOC), as well as shelters and other emergency related support locations are outlined within the CEMP. Use of the Incident Command System (ICS) and the roles and responsibilities of key personnel within the city are defined so as to facilitate incident support and mitigation.

The plan has not been extensively reviewed since 2019. Emergency Management personnel became heavily involved in COVID support in conjunction with the Health Department. This required the majority of their time which limited our ability to revise the CEMP in order to make it more current. In the spring of 2022, the full time members of the Office of Emergency Management left their positions. A new lieutenant has taken over in the emergency management office and we have posted for a full time civilian "Emergency Management Coordinator". These two positions will allow the city's Office of Emergency Management to refocus on emergency management related issues. It will also make it possible to review and update the CEMP so that it reflects, more appropriately, the organizational structure of the city. A full review of the CEMP will begin once the "Emergency Management Coordinator" position has been filled.