

Name: _____

Date: _____

Emergency Town Meeting – Job Descriptions

Your town is in a coastal community. This meeting was called because there is a hurricane heading straight for your town.

1. Mayor: You make decisions for your town. (Background: You have been in office for two months. You are still getting to know everyone in town.)
2. City Emergency Manager: You are responsible for managing the town's response in emergency situations to make sure the public welfare is top priority.
3. City Public Information Officer or Public Relations Officer: You are responsible for giving information to the media and the public.
4. Public Works Officer: You are responsible for the maintenance of services such as water, sewer, roads, and parks.
5. Electric/Gas Company Officer: You are responsible for any broken gas lines and power outages.
6. Phone Company Representative: You are responsible for any downed phone lines and making sure communications are back online for the town.
7. Fire Chief: You are responsible for putting out any fires around town.
8. Police Captain: You are responsible for directing the police officers to maintain the public safety such as with directing traffic or providing security.
9. Hospital Representative: You are responsible for the safety of the patients and staff in the hospital.
10. Emergency Response Team Representative: You are responsible for providing emergency assistance to people who have been displaced from their home by providing food, water, and shelter.
11. Citizens Advisory Committee Chairperson: You are the voice of the citizens in your town. You voice their concerns and needs.
12. Building Inspector: You are responsible for inspecting all building and homes to make sure they are safe before they are open for the people.
13. Humane Society Representative: You are responsible for looking after the welfare for pets in your town. You will have to provide separate shelters for pets since they are not allow in human shelters.
14. National Weather Service Representative: You are responsible for providing the town with the most up-to-date information about the weather conditions.
15. Media/Reporter: You are responsible for telling the public what is going on in the town. You are reporting about the storm and the town's response to the storm.

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Reflection Questions

Please answer the questions on your own.

1. In this type of emergency situation, what should happen first?

2. What are you responsible for doing before, during, and after the hurricane?

3. Can each person do their job without the help of other jobs? Explain.

4. Is it more important that residents get back into their home quickly or that residents are safe? Why?

5. Whom do you help first: people who are injured, elderly people, people without homes, or animals without homes? How do you make this decision?

6. How can the community properly prepare for the hurricane before it hits?

7. What should the community do when they hear that a hurricane watch has been issued for the area? What should they do when they hear that a hurricane warning has been issued?

8. What should be the first step in the clean-up procedure? Why?

9. What should the community be concerned about when the hurricane has passed?

10. What can the community do to prepare for future hurricanes?