**Emergency Management**

The City of Orem has an Emergency Manager who is responsible for preparing the city to deal with a variety of emergency situations. If an emergency were to occur in the city, supervisors have a responsibility to make sure that their employees know the correct response. Here are some resources the city has prepared to address emergencies. If you have questions regarding Emergency Management, contact the city’s Emergency Manager, 801-229-7146.

The overall response to an emergency situation will be dependent on the situation. However, every response will require supervisors to:

* Have a plan that includes the following.
	+ A known department primary and back up meeting place, for once you have evacuated.
	+ A department communication plan to account for all employees.
		- Both during work hours, and
		- After work hours.
* Report to the Incident Commander the status of your department.
	+ Who is accounted for?
	+ How many missing?
	+ Situational awareness.
* Report to the EOC if activated.
	+ Refer to the City of Orem EOC plan.
* Refer to the City of Orem Emergency Preparedness Guide. This guide will be a step-by-step process on:
	+ An all-hazards approach to emergency situations.
	+ How to stay informed.
	+ How to build a kit.
	+ How to shelter-in-place, and
	+ How to respond to certain situations (fire, winter storm, earthquake, pandemic, active shooter, power outage, etc.).
* Re-enter the building if given the all-clear.
* Provide periodic training on these emergency situations to help their employees prepare for an emergency.
	+ Emergency manager willing to help plan these trainings and exercises.

**Emergency Manager Message:** Each supervisor should understand what to do in the case of an emergency that requires an evacuation of the building. In each department, certain employees should be designated to make sure their assigned area is clear and assigned personnel are accounted for. Supervisors should make sure that these employee(s), under their supervision, are trained and understand their duties in an emergency situation.

**In an emergency situation it takes every one of us!**