## STATE AGENCY DIRECTOR ROLE IN EMERGENCY MANAGEMENT

Give input to Governor's emergency Ensure compliance with Admin Directive 15-01\* proclamation Participate in training and exercises Provide department damage and repair Maintain emergency and continuity plans estimates Assign staff emergency roles; notify all staff annually that all state workers are emergency Track emergency expenditures workers Activate/direct staff/resources to support the Procure/maintain emergency state EOC and department continuity operations Preparedness Response contracts/supplies/equipment Join the Governor's Policy Group, if requested Review agency duties in plans and statutes Identify and address worksite vulnerabilities Mitigation Recovery Restore all department operations (e.g. back-up power; retrofits) Submit documentation for FEMA public assistance Direct agency support of State Hazard Mitigation (if a major disaster has been declared) Plan updates and the State Hazard Mitigation Forum, as requested Designate department personnel to represent the department in statewide recovery efforts Promote hazard mitigation grant opportunities within the department and encourage/endorse Activate any department programs that support project proposals recovery efforts

\* https://dod.hawaii.gov/hiema/files/2017/08/AD-15-01-Emergency-Management-Preparedness-Requirements-for-Departments.pdf