

TASKS OF CRISIS HEADQUARTERS ON LOCAL LEVEL

Karol JANAS ^{1*}, Marian BUŠŠA ¹

¹ Department of Political Science of the Trenčín University of Alexander Dubček, Študentská 2, 911 50 Trenčín, Slovak Republic

*Corresponding author E-mail address: karol.janas@tnuni.sk

Received 29. 04. 2013; accepted 30. 06. 2013

Abstract

This article is dealing with the issue of local Crisis Management and its tools, tasks and functions. It is executed by the Crisis Headquarters of the city, which is a specialised institution designed to react to and solve Crisis Situations on local level. To reach this goal it adopts particular internal structure and sets tasks for each respective member. It also acts as an important element in the complex system of Crisis Management of the Slovak Republic. Therefore a study of the component of this system, that is closest to the citizens, has a high value for analysis and evaluation of the Crisis Management of the state.

Keywords: crisis management, crisis headquarters, solution, tasks

1 Introduction

Crisis Management on local level is an important element in Crisis Situation solving.¹ The task of Crisis Management on local level is to secure management in Crisis Situations outside the Time of War and State of War. It creates conditions for effective precautions to protect life, health and property, analyses possible risk of creation of crisis situation and proposes measures to solve it. During the Crisis Management it is imperative coordinate actions of all components, bodies and organisations involved in rescue and liquidation works on aftermath elimination.²

2 Crisis Management on local level – the Crisis Headquarters, its Statute and Composition

On local level (city, municipality) the Crisis Management is performed by the crisis headquarters.³ The Crisis Headquarters of the city is an executive body of Crisis Management on local level. Crisis headquarters are created to solve crisis situations outside the Time of War and State of War. Under the crisis situations outside the Time of War and State of War it is understood the time period during which the safety of the state, the city, citizens and their property is immediately threatened. To solve crisis situation an Extraordinary Situation, State of Emergency or State of Calamity can be declared. Crisis Management outside the Time of War consists of work of Crisis Management bodies, that are concentrating on analysing and evaluation of safety risks and menaces, planing and executing measures during crisis situation.⁴ The basic document of Crisis Headquarters is the Statute of Crisis Headquarters. It has a character of internal document and is usually developed on city or municipality level. The development is usually delegated on

1 This study is developed on model case of City of Považská Bystrica.

2 For more detailed reading on crisis management see: KÚTIK, J.: Organizácia a krízový manažment verejnej správy. - 1. vyd. - Trenčín : Trenčianska univerzita Alexandra Dubčeka v Trenčíne, Fakulta sociálno-ekonomických vzťahov, 2006. ISBN 80-8075-142-0; KÚTIK, J. - HRTÁNEK, L.: Úvod a teória krízového manažmentu a jeho právny vývoj. - 1. vyd. - Trenčín : Trenčianska univerzita Alexandra Dubčeka v Trenčíne - Fakulta sociálno-ekonomických vzťahov, 2006. - ISBN 80-8075-166-8.; JANAS, K. - BUŠŠA, M.: Crisis Management at Regional Level in the Slovak Republic Crisis Management at Regional Level in the Slovak Republic. In: Global Security and Challenge of the 21st Century. Skopje : MIT University, 2012. ISBN 978-608-4589-12-9.

3 Act No. 387/2002 Coll. on Administration of State in Crises Situation outside the Time of War and State of War as amended and Act No. 42/1994 Coll. on civil protection of population as amended.

4 Štatút krízového štábu Mesta Považská Bystrica, Považská bystrica, Mestský úrad, 2011.

the responsible department or an expert employee. It is approved and edited by signatory of the city or municipality, in this case the Mayor. Corresponding managers subjoin the position on the document.

Crisis Headquarters functions according to the Statute, which contains:

- a) composition, competence and tasks of Crisis Headquarters,
- b) circle of people , who participate on realised measures,
- c) character and subject of Crisis Headquarters sessions,
- d) Documentation, material, technical and financial backing of Crisis Headquarters (CHq) actions.

The Crisis Headquarters of the City is an analytical, planing, coordination and controlling body of the Mayor. It consists of chairman, vice-chairman and members. The chairman of Crisis Headquarters is the Mayor of the City. Vice-chairman and members of Crisis Headquarters are designated by decrees of the Mayor. The Mayor is designating members of the Civic Headquarters according to his own considering and needs of the Crisis Headquarters. Vice-chairmen of the Crisis Headquarters of the City are usually the Deputy Mayor and the Head of Municipal Office. Members of Crisis Headquarters are Chief of Municipal police, Heads of specialized units, an employee of section of Civil Protection, connections, telephonists and other persons. Crisis Headquarters creates its secretariat, members of which are also designated by the Mayor.

Crisis Headquarters consists of these parts:

- a) City Flood Commission
- b) City Anti-contagion Commission
- c) City Evacuation Commission
- d) Commission for Allocation Economy
- e) Shelter Commission.⁵

These commissions act parallelly with the Crisis Headquarters according to specific solution of the crisis situation in accordance with their Statute and executive plans.

3 Tasks of the Crisis Headquarters

The Crisis Headquarters of the City has jurisdiction for the entire city area, city districts and forests owned by the City. During preparation on Crisis Situation and on its solution, it follows? these tasks:

- a) analyses and evaluates the risks of creation of a Crisis Situation.
- b) prepares propositions and solutions to reduce the risk of creation of a Crisis Situations,
- c) proposes the measures to solve the Crisis Situation and prepares documentation for decision of the Mayor,
- d) proposes asking for assistance from the District Crisis Headquarters to the Mayor,
- e) executes measures to solve Crisis Situations,
- f) directs and monitors execution of tasks set up to solve the Crisis Situation,
- g) completes tasks set up by the Government, the Central Crisis Headquarters, Regional (District) Crisis Headquarters and Regional (District) Office during preparation on the solution of the Crisis Situation and during the solution,
- h) coordinates activity of the city during preparation on the Crisis Situations and during their solution,
- i) proposes request of the purpose/aimed financial reserve (účelová rezerva) to solve of the Crisis Situation and its consequences,
- j) directs and monitors civic emergency planning in the City.
- k) coordinates actions of entrepreneurs and corporations during civic emergency planning,
- l) organises specialized preparation of Crisis Headquarters of the City.
- m) during preparation to crisis situations and during their solution it completes tasks of Civic Protection according to specialised legal act.
- n) evaluates strategies of Crisis Situation solution, generalises acquired insights and experiences and uses them in its actions.⁶

4 Specific functions of Respective Members of the Crisis Headquarters

5 Štatút krízového štábu Mesta Považská Bystrica, Považská bystrica, Mestský úrad, 2011.

6 Štatút krízového štábu Mesta Považská Bystrica, Považská bystrica, Mestský úrad, 2011.

Significant position in Crisis Management on local level has the Mayor, who is at the same time in the position of Crisis Headquarters Chairman. He has following tasks:

- a) establishes the CHq, names its functionaries and members,
- b) directs the Crisis Headquarters
- c) calls the CHq meetings to order according to plan or to situation and sets the place, time, agenda and program of the meeting,
- d) chooses and summons persons to attend the Crisis Headquarters depending on situation development,
- e) authorises and makes decisions to solve the Crisis situation or a danger, that could cause one,
- f) fines for breaking obligations of entrepreneur or corporation during the Crisis Situation solving,
- g) delegates one of the vice-chairmen of the Crisis Headquarters as a deputy for the time of his absence.

Vice-chairman of the City CHq also has important responsibilities in Crisis Management. These are mainly to:

- a) represent the Crisis Headquarters Chairman during his absence based on adequate mandate,
- b) take part on CHq proceedings and presents specialized expert proposals to solve the Crisis situation,
- c) actively participates on fulfilment of tasks to solve the Crisis Situation set by Crisis Headquarters Chairman,
- d) cooperates with Crisis Headquarters Secretariate on analysis and evaluation of possible danger and subsequent creation of crisis situation,
- e) participates on specialized preparation of City Crisis Headquarters,
- f) takes part in control work of the Crisis Headquarters.

Members of the City Crisis Headquarters:

- a) participate on proceedings of Crisis Headquarters taking place according to plan or because of a Crisis Situation,
- b) prepare and present their specialized proposals to solve the Crisis Situation,
- c) fulfil tasks set by CHq Chairman to solve the Crisis Situation,
- d) participate on preparation of documentation needed for processing of CHq documentation,
- e) according to requirements of Crisis Headquarters Secretariate they present documentation for analysis and evaluation during possible danger or Crisis Situation,
- f) according to decision of the Crisis Headquarters Chairman they participate on the control work and specialized preparation.

5 The Crisis Headquarters Secretariate

The Crisis Headquarters Secretariate of the City has a distinctive position. It consists most usually of the Secretariate of Mayor. In case of need, it can be broadened by other City Hall employees, according to proposal and by decision of the CHq Chairman. Secretariate facilitates the workplace of the CHq with following divisions:

- a) room for proceedings
- b) operational centre for situation evaluation and preparation,
- c) room and technical means for connection,
- d) rooms required for rest and feeding.

Supply of Crisis Headquarters workplace with needed information and communication technologies, tools and office supplies is a task of Crisis Headquarters Secretariate. It ensures processing and preparation of basic and auxiliary documentation, specialized plans, analysis of possible danger and its consequences and preparation of forms. It ensures calling the members of Crisis Headquarters based on decision of Chairman or on the instructions of Regional (District) CHq. Activates the Crisis Headquarters workplace in case of Crisis Situation or the danger of its creation. Summarises, analyses and evaluates the news about start, development and dynamics of Crisis Situation. According to need, it creates an expedition group equipped with a vehicle and specialised tools to gather more information. It ensures preparation and processing of proposals to solve the Crisis Situation for the Mayor. It ensures passing of decisions, instructions and orders to subjects involved in Crisis Situation resolving. It puts out studies and reports to its superior and subordinate bodies, according to established information system. It creates overviews of development of Crisis Situation consequences elimination, deployment of forces and resources, requests

and granting of help. It processes and files records from Crisis Headquarters proceedings.⁷ Tasks of City Crisis Headquarters Secretariate are supplied by:

- a) group for seeking and evaluation of information and for preparation of Crisis Situation solving proposals. Information is realized by City Police and the Section for Evidence of Inhabitants.
- b) group for civic emergency planning and ensuring of work conditions for Crisis Headquarters. Tasks are realized by Section of accounting financing and analysis.
- c) Group for Ensuring of technical work conditions, understanding and warning, receiving and sanding of massages, evidence and documentation keeping. Tasks of group are realized by Section of Operation and Informatics.
- d) Expeditionary group of City Hall. Realized by City Police, City Police member on duty, employee of Section of Civic Protection.

6 Rules of the Crisis Headquarters proceedings

The Crisis Headquarters deliberates on regular and irregular proceedings. Proceedings. is called to order by the Crisis Headquarters Chairman, in his absence the designated vice-chairman. The chairman or the designated Vice-chairman sets the agenda and leads the proceedings. Proceedings take place, depending on the situation, in the room designated by the Crisis Headquarters Chairman, if necessary it can be the Backup War Workplace. Regular proceedings of the City Crisis Headquarters is taking place at least once a year and it is called to order by the Mayor, or by designated person.

Irregular proceedings of Crisis Headquarters is also taking place in case of Crisis Situation, in case of danger of it, or based on decision of Central Crisis Management, Regional (District) Crisis Headquarters. Irregular proceedings is called to order by the City Police according to connection plan. Based on the perceived need to solve the situation, the Chairman can summon other persons in order to submit reports, prepare documentation and specialized proposals to solve the Crisis Situation. Substitution of a missing member is decided by the Chairman, or his designated Vice-chairman. The Head of Municipal Office also has the function of CHq Speaker.⁸ Based on the decision of Chairman, other persons from public administration, self-government, businessmen or specialists can be summoned to join the proceedings. To the proceedings of the CHq, in order to solve Crisis Situations, the Head of Municipal Office usually summons a representative of State Police, Chief of the Territorial Military Administration, chief of waterworks and sewer system, a representative of haulage contractors, a representative of Slovak Telecommunications, Inc. Bratislava, a representative of Administration of waterways, a representative of powerhouses and transformer substation, Head of Environmental Section of the respective Circuit Office, a representative of regional Office of Public Healthcare, a representative of Regional Veterinary and Food Administration, statutory bodies of self-governing and other bodies, a representative of Railroads of SR and a representative of SPP to solve a Crisis Situation. These additional persons are summoned according to need and only on request of the CHq.⁹ Additional Persons are obligated to attend the proceedings and submit required documents, propose specialized solutions of Crisis Situation and meet the demands and decisions of CHq to solve the Crisis Situation.¹⁰ Failure to meet the responsibilities is fined according to the law.¹¹

Background documentation for the CHq proceedings are prepared by members or invited persons either on the basis of the program or on the basis of CHq Chairman decision. The conclusions of proceedings are accepted in form of protocols, the fulfillment is ensured by members and evaluated by the Chairman. Protocols from the proceedings are processed by designated Vice-chairman and stored as a part of documentation of CHq at the Secretariate of the Mayor.¹²

Documentation of the City Crisis Headquarters is stored at the Secretariate of the Mayor. It composes of:

⁷ Act No. 42/1994 Coll. on civil protection of population as amended.

⁸ Štatút krízového štábu Mesta Považská Bystrica, Považská bystrica, Mestský úrad, 2011.

⁹ Act No. 387/2002 Coll. on Administration of State in Crises Situation outside the Time of War and State of War

¹⁰ Act No. 42/1994 Coll. on civil protection of population as amended, § 15, § 16, § 19, § 20, § 21, § 22, § 23, § 25.

¹¹ Act No. 387/2002 Coll. on Administration of State in Crises Situation outside the Time of War and State of War as amended and Act No. 42/1994 Coll. on civil protection of population as amended.

¹² Štatút krízového štábu Mesta Považská Bystrica, Považská bystrica, Mestský úrad, 2011.

1. Basic documentation of the District CHq contains:
 - a) Statute of Crisis Headquarters of Považská Bystrica
 - b) List and naming decrees of members of CHq,
 - c) Plan of contacting and summoning the members and the invited,
 - d) Summary and analysis of District Považská Bystrica,
 - e) Plan of work and Crisis Headquarters proceedings protocols,
 - f) Methodology of Crisis Situation solving activities,
 - g) Reports, notices, decisions and orders required for activities during Crisis Situation solving.
 2. Auxiliary documentation of District CHq:
 - a) Laws, regulations, directions and orders,
 - b) Methodological instruments and instructions for solving of Crisis Situations, charts and overviews.¹³
- In time of exceptional or emergency state, tasks of City CHq are executed by Security Council of the City.¹⁴ Composition of the Security Council of the City and the Crisis Headquarters are identical.

7 Conclusion

On local level the Crisis Management is executed by the Crisis Headquarters of the City, an analytical, planing, coordinating and controlling body of the Mayor. This institution has a specific structure and specialised tasks, determined by its Statute. Dominant role in the Crisis Headquarters activities belongs to the Mayor, who is the Chairman of the CHq, calls the meetings to order, names its members and sets its agenda. Beside the regular members, specialists and representatives of wide range of public service providers are summoned to the meetings depending on the character of the Crisis Situation. If they are summoned, their presence is compulsory as is the duty to present the Crisis Headquarters with specialised documents required for solving of the Crisis Situation. The Chairman can fine entrepreneurs and corporations for breaking their obligations during the Crisis Situation solving. Of course, if the situation requires it, the City Headquarters completes tasks set up by the Government, the Central Crisis Headquarters, the Regional (District) Crisis Headquarters or the Regional (District) Office.

References

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- [4] Štatút krízového štábu Mesta Považská Bystrica, Považská bystrica, Mestský úrad, 2011.
- [5] No. 387/2002 Coll. on Administration of State in Crises Situation outside the Time of War and State of War
- [6] Act No. 42/1994 Coll. on civil protection of population as amended,
- [7] Constitutional Act No. 227/2002 (Coll.) on the security of the state in time of war, warfare, exceptional or emergency state.

*Review: Lidija Georgieva
Marcel Lincényi*

¹³ Štatút krízového štábu Mesta Považská Bystrica, Považská bystrica, Mestský úrad, 2011.

¹⁴ Constitutional Act No. 227/2002 (Coll.) on the security of the state in time of war, warfare, exceptional or emergency state.