CLAY COUNTY, NEBRASKA

LOCAL EMERGENCY OPERATIONS PLAN

Dated November. 18, 2014

This Plan complies with Title VI

of the Civil Rights Acts of 1964 (P. L. 88-352)

in that it was developed and actions described

will be carried out without discrimination against anyone

due to color, race, national origin, religion, sex, age, or handicap.

This Plan meets the requirements of the

Superfund Amendment and Reauthorization Act of 1986 (SARA),

also known as the

Emergency Planning and Community Right-to-Know Act (EPCRA)

Prepared by the

CLAY County Emergency Management Agency

with the assistance of the

Nebraska Emergency Management Agency, Lincoln, Nebraska

RECORD OF CHANGES

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)

CLAY COUNTY EMERGENCY OPERATIONS PLAN

PREFACE

This CLAY County Emergency Operations Plan establishes the standardized policies, plans, guidelines and procedures that will allow all our emergency resources, governmental and non-governmental, to collectively manage and coordinate the preparation, prevention, response, recovery and mitigation functions effectively and in a consistent manner, as a team, when disaster strikes. In content and in format, the Local Emergency Operations Plan (LEOP) is consistent with the National Incident Management System (NIMS) and with the current nationwide concept embodied in the Integrated Emergency Management System (IEMS). This Plan provides for performing specific functions across the full spectrum of hazards. Most responsibilities, tasks and capabilities apply across a broad range of hazards. By treating them in this manner we show an integrated approach to disaster management. Unique aspects of certain hazards are addressed separately, where necessary. Therefore, this is truly a multi-hazard functional plan.

The Plan is organized in a manner that enhances this functional approach by incorporating the following components:

1. Basic Plan: serves as an overview of the County's approach to emergency management, assigns responsibilities, and defines broad policies, plans, and procedures.

2. Annexes: twelve functional Annexes that address the task areas deemed critical to emergency response and recovery.

3. Appendices: these sections support various Annexes and generally address unique hazard specific requirements or actions.

4. Tabs: where necessary, procedures or guidelines for carrying out specific tasks defined in Annexes or Appendices are contained in Tabs.

5. Attachments: Other supporting information is attached where needed (maps, lists, checklists, etc.).

County Basic Emergency Operations Plan
Executive Summary

Purpose: It is the responsibility of all elected/appointed officials to protect citizens' lives and public and private property from the effects of hazards and disasters. This Plan describes the roles and responsibilities of the elected and appointed officials, state and federal agencies in support of the County's efforts to prevent, prepare for, respond to, recover from and mitigate against hazards and disasters.

Authority: The primary legislation directing the elected officials' responsibilities and actions during an emergency or disaster and for establishing a local emergency management agency is: RRS Sections 81-829.36 to 81-829.75, Nebraska Emergency Management Act of 1996, as amended, Cum. Supp. 2002. County, tribal, city and village officials accept this LEOP plan by resolution; generally the County has the primary responsibilities of implementation.

Scope: Implementation of this all-hazards plan will reduce or prevent the loss of life, damage to property and aid in the community economic and infrastructure recovery. Officials within the County are aware of the possibilities of an emergency or disaster and of their responsibilities in the execution of this Plan and will fulfill those responsibilities as needed. All responding elected and appointed officials, departments, agencies and jurisdictions will follow the National Incident Management System (NIMS) protocols when conducting either individual or joint disaster response and recovery activities.

Concept of Operations: The responsibility for the safety and welfare of the communities rests with the respective governments. The chief elected officials of the local governments must individually, and where possible jointly, provide policy, leadership, strategic guidance for the emergency management agency, provide resources during emergency preparedness, response, recovery activities, give trained responders the authority to accomplish the incident objectives.

The Emergency Manager (EM) will establish and implement programs to enhance the communities' awareness of, and capabilities to prevent, protect, respond, recover and mitigate disasters. During a disaster the EM will act as an operations manager/advisor/resource to local governments. Local forces, supplemented by trained auxiliaries and personnel and resources available from neighboring jurisdictions or the State, will conduct emergency operations. First responders will provide the Incident Command to address life safety, stabilize the incident and conserve property.

This Plan, approved by the elected officials, has twelve primary functional areas of responsibility (see Annexes) that define the additional roles, responsibilities and tasks necessary to ensure public safety and welfare. This Plan is developed and tested by a rigorous training and exercise program.

RESOLUTION # 14-14

WHEREAS, the Board of ***Supervisors*** of Clay County, Nebraska, pursuant to Nebraska Statute, is vested with the authority of administering the affairs of Clay County, Nebraska; and

WHEREAS, it has been determined that a Clay County Local Emergency Operations Plan has been developed in order to provide for a coordinated response to a disaster or emergency in Clay County, the City of Edgar, Fairfield, Clay Center, Harvard, Sutton and Villages of Ong, Deweese, Glenvil, Saronville, and Trumbull in Clay County; and

WHEREAS, the Board of ***Supervisors*** of Clay County, deems it advisable and in the best interest of Clay County to approve said Local Emergency Operations Plan;

WHEREAS, the acceptance of this 2014 Local Emergency Operations Plan supersedes all previous approved Clay County Local Emergency Operations Plans;

NOW, THEREFORE, BE IT RESOLVED by the Board of ***Supervisors*** of Clay County, Nebraska, that the Clay County Local Emergency Operations Plan be, and hereby is, approved.

PASSED AND APPROVED THIS 18th DAY OF November, 2014.

Board of County ***Supervisors***
Clay County, Nebraska

ATTEST:

County Clerk

RESOLUTION

RESOLUTION NO. 2016-2

Council Member Nuss

Offers the following resolution and moves its adoption, seconded by Council Member Plettner.

RESOLVE: That in order to provide for coordinated response to a disaster or emergency in Clay County, the City of Sutton and other cities and villages in Clay County, the Sutton City Council deems it advisable and in the best interests of the community and the County to approve the attached Clay County Local Emergency Operations Plan. Acceptance of this 2014 Local Emergency Operations Plan supersedes all previous approved Clay County Local Emergency Operations Plans.

PASSED AND APPROVED THIS 27 DAY OF JUNE, 2016.

Todd Mau, Mayor
City of Sutton

ATTEST:

Sherrie Bartell, City Clerk

RESOLUTION NO. 2016-3

City of Sutton, Nebraska

A RESOLUTION OF THE CITY OF SUTTON ADOPTING THE

Little Blue and Lower Big Blue Natural Resources Districts Multi-Jurisdictional Hazard Mitigation Plan

WHEREAS the governing body of the City of Sutton recognizes the threat that natural hazards pose to people and property within the City of Sutton; and

WHEREAS the Little Blue and Lower Big Blue Natural Resources Districts have prepared a multi-hazard, multi-jurisdictional hazard mitigation plan, hereby known as the 2016 Little Blue and Lower Big Blue Natural Resources Districts Multi-Jurisdictional Hazard Mitigation Plan in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS the Little Blue and Lower Big Blue Natural Resources Districts Multi-Jurisdictional Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the City of Sutton from the impacts of future hazards and disasters; and

WHEREAS adoption by the governing body of the City of Sutton demonstrates their commitment to the mitigation of hazards and achieving the goals outlined in the 2016 Little Blue and Lower Big Blue Natural Resources Districts Multi-Jurisdictional Hazard Mitigation Plan.

NOW, THEREFORE, the governing body of the City of Sutton, does herewith adopt the 2016 Little Blue and Lower Blue Natural Resources Districts Multi-Jurisdictional Hazard Mitigation Plan Update in its entirety;

PASSED AND APPROVED this 27 day of June, 2016.

Todd Mau, Mayor

ATTEST:

Sherrie Bartell, City Clerk/Treas.

SEAL OF THE CITY OF SUTTON
CLAY COUNTY
NEBRASKA

R E S O L U T I O N

Board Member _____ offers the following resolution and moves its adoption, seconded by Board Member _____:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in *** County, the Village of _____ and other cities and villages in *** County, the _____ Village Board deems it advisable and in the best interests of the community and the County to approve the attached *** County Local Emergency Operations Plan. Acceptance of this 2016 Local Emergency Operations Plan supersedes all previous approved *** County Local Emergency Operations Plans.

PASSED AND APPROVED THIS ____ DAY OF _____, 2016.

_____

Board Chair, Village of _____

ATTEST:

_____

Village Clerk

SIGNATURE PAGE

We, the undersigned, have reviewed the Local Emergency Operations Plan (LEOP) for CLAY County. We accept the responsibilities pertaining to our organization as defined in the Plan and will respond as required in the event of an emergency, disaster, or plan implementation.

CLAY County Local Emergency Planning Committee (LEPC)	Date
CLAY County Sheriff	Date
CLAY CENTER Police Department	Date
CLAY CENTER Chief	Date
CLAY CENTER EMS Captain	Da
Edgar Police Department	Date
Edgar Fire Chief	Date
Edgar EMS Captain	Date
Harvard Police Department	Date

Harvard Fire Chief	Date
Harvard EMS Captain	Date
Sutton Police Department	Date
Sutton Fire Chief	Date
Sutton EMS Captain	Date
Fairfield Fire Chief	Date
Fairfield EMS Captain	Date
Trumbell Fire Chief	Date
Trumbell EMS Captain	Date
Glenvil Fire Chief	Date
Glenvil EMS Captain	Date

SIGNATURE PAGE continued

CLAY County Assessor	Date
CLAY County Clerk	Date
CLAY County Highway Superintendent	Date
South Heartland District Health Department	Date
American Red Cross Grand Island Chapter	Date
CLAY County Emergency Management Coordinator	Date
Clay Center Emergency Management Director	Date
Edgar Emergency Management Director	Date

_____ _____
Fairfield Date
Emergency Management Director

_____ _____
Harvard Date
Emergency Management Director

_____ _____
Sutton Date
Emergency Management Director

_____ _____
Glenvil Date
Emergency Management Director

_____ _____
Trumbell Date
Emergency Management Director

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GLOSSARY OF TERMS AND ACRONYMS

Access and functional needs Populations: Individuals having additional needs before, during and after an incident in functional areas including but not limited to: maintaining independence and self-care, communication, transportation, supervision and medical care. Such individuals may have physical or behavioral disabilities, live in institutionalized settings including jails, may be elderly, children, from diverse cultures, have limited English proficiency or non-English speaking or transportation disadvantaged.

All-Hazards: Describing an incident, natural or man-made, that warrants action to protect life, property, environment, public health or safety and minimize disruptions of government, social or economic activities.

APHIS - Animal and Plant Health Inspection Service: A part of U. S. Dept. of Agriculture responsible for protecting animal and plant resources from pests and diseases, promoting agricultural health, administering the Animal Welfare Act, wildlife damage management activities.

ART - Animal Response Team

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision making.

AVIC - Area Veterinarian in Charge: A U.S.D.A. veterinarian trained in animal disease control.

Bio-security: A system designed to protect a group of organisms (plants, animals, humans) from infectious agents (i.e. viruses, bacteria, fungi, or parasites) or hazardous chemicals.

BSE - Bovine Spongiform Encephalopathy: A slowly progressive, degenerative, fatal disease affecting the central nervous system of adult cattle; also known as “Mad Cow” disease.

Business Band Radio: Any commercial radio communications not otherwise specifically stated.

CAD - Contagious Animal Diseases: Diseases that spread from one animal to other animals.

CEC - Community Emergency Coordinator: The single point of contact under SARA Title III for the community who makes determinations necessary to implement the plan. This is generally the jurisdiction's Fire Chief.

CERCLA: Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (PL 96-510)

CHEMTREC - (1-800-424-9300) Chemical Transportation Emergency Center: Located in Washington, D.C., this facility, sponsored by the chemical industry, provides 24-hour assistance in dealing with chemical transportation emergencies.

Citizen Corps A volunteer organization trained in individual preparedness and to assist first response units in administrative or minor support functions.

Civil Defense Emergency: An emergency declared by the President of the United States or Congress pursuant to applicable federal law finding that an attack upon the United States has occurred or is anticipated and that national safety requires the invocation of the emergency authority provided for by federal law.

Continuity of Government (COG) Plan: Activities that address the continuance of constitutional governance to insure that constitutional, legislative and administrative responsibilities are maintained in any potential incident.

Continuity of Operations (COOP) Plan: Planning should be instituted at all levels of government, across the private sector and non-governmental organizations, as appropriate, to ensure the continued performance of core capabilities, essential functions, or critical agency/organizational operations during any potential incident.

County Emergency Board (CEB): A group comprised of representatives from three USDA agencies, Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), Cooperative Extension Service (CES). The Emergency Manager is usually also a member.

Decontamination: The reduction or removal of contaminating radioactive, biological or chemical material from a structure, area, object, or person.

Demobilization: The orderly, safe and efficient return of an incident resource, including equipment, supplies, individuals, to the original location and status.

DEQ: Nebraska Department of Environmental Quality, also NDEQ

DHS: Department of Homeland Security

DHHS: Department Health and Human Services,

DMP: Debris Management Plan

DOR: Nebraska Department of Roads, also NDOR

Disaster - (Reference 81-829.39[3]): Occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or man-made cause, including, but not limited to fire, flood, earthquake, wind, storm, chemical spill, or other water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, drought, infestation, explosion, riot, civil disturbance, or hostile military or para-military action.

DRC - Disaster Recovery Center: A location established in a disaster area which houses all federal, state, and local agencies that deal directly with the needs of the individual survivor. DRCs are established only after a Presidential Declaration. Tele-registration will be available.

EAS - Emergency Alert System: The Emergency Alert System is composed of AM, FM and TV broadcast stations and non-government industry entities operating on a voluntary, organized basis during emergencies at the national, state, or operational levels.

Emergency: Any unplanned event that interrupts the daily function of the jurisdiction and requires an emergency response.

Emergency Worker: A person or persons who are primarily responsible for carrying out emergency functions. Emergency functions include radiological monitoring, firefighting services, law enforcement, medical and health services, rescue activities, area security, communications, evacuation measures, social services, and other related functions assigned by competent authority to protect the health, safety, and property of the general populace. Reference: RRS 81-829.55

EMAC – Emergency Management Assistance Compact: An agreement between *all* states for mutual aid so that needed resources are obtained, transported and utilized during a disaster.

EMS: Emergency Medical Services

EMT - Emergency Medical Technician: An individual who has completed the required training and is licensed by the State of Nebraska to perform emergency basic life support functions.

Emergency Protective Actions: Measures taken prior to or after a release of hazardous materials to prevent or minimize exposures to persons in the threatened area. Examples of emergency protective actions as discussed in this plan are area access control, evacuation, in-house shelter, decontamination, and respiratory protection.

EOC - Emergency Operation Center: A facility from which local government officials exercise direction and control in an emergency or disaster.

EOC Staff: Members of the emergency management organization tasked to operate the Emergency Operation Center during disasters.

EPA: Environmental Protection Agency (Federal Agency)

EPI - Emergency Public Information: Information concerning individual actions that will be made available to affected residents, transients, and evacuees in an emergency to ensure their safety and well-being.

ESF – Emergency Support Functions: Various state agencies may be requested or mandated to participate in disaster related activities, responses or support.

Evacuation: The organized, phased and supervised withdrawal, dispersal or removal of people from dangerous or potentially dangerous areas, their reception and care in safe areas and eventual return when possible.

Executive Group: Consists of the Chief Executives (Mayor, County Board Chairman, etc.) of the affected jurisdictions and/or their deputies.

Exercise: An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties; and demonstrate operational capability.

FAD – Foreign Animal Disease: Any animal disease not naturally found in the United States. These diseases must be brought into the country by some vector, a diseased animal, food, soil, transportation. Examples of FADs include Foot-and-Mouth Disease, Newcastle Disease, Avian Influenza and African Swine Fever.

FADDs – Foreign Animal Disease Diagnosticians: Specially trained veterinarians and laboratory technicians specializing in identifying foreign animal diseases.

FCO - Federal Coordinating Officer: The person appointed by the Associate Director, Federal Emergency Management Agency, who operates under the Regional Director, FEMA, to coordinate federal assistance in a major disaster.

FDA: Food and Drug Administration

FEC - Facilities Emergency Coordinator: The single point of contact under SARA Title III for a facility that reports extremely hazardous substances. This person will coordinate all activities of the facility in the event of a spill or release.

Federal Agency Disaster Designation: Certain federal agencies have programs under their own authorities that allow them to provide assistance without a Presidential Declaration.

Federal Response Plan (FRP): The Federal plan developed under Public Law 93-288 (Stafford Act) in order to facilitate the delivery of all types of Federal Response Assistance to States to help them deal with the consequence of significant disasters. Any response provided will supplement state and local response efforts. Requests for Federal assistance will be made by the State after an assessment of state and local ability to respond to the specific disaster.

FEMA - Federal Emergency Management Agency: The federal agency charged with development of an Integrated Emergency Management System and with supporting Emergency Management and Disaster Assistance efforts at all levels of government.

First Responder: Local and nongovernmental agencies; police, fire and other emergency personnel responsible for the initial activities to protect and preserve life, property, evidence and the environment; including emergency management, public health, clinical care, public works and other skilled support personnel from federal, state, local tribal and non-governmental organizations.

FMD: Foot and Mouth disease

FSA: Farm Services Agency

Governor's Emergency Fund: A fund established by state law that may be expended, upon direction of the Governor, for any State of Emergency to supplement local efforts to maintain and/or promptly restore essential public facilities or services when threatened or damaged as a result of a natural disaster.

Governor's Proclamation - State of Emergency: The Governor has found that a disaster has occurred or that the occurrence or threat thereof is imminent within the state or any part thereof, and he has activated the disaster response and recovery aspects of state, local, and inter-jurisdictional plans for the purpose of aiding the affected individuals and local governments.

HAN - Health Alert Network: A statewide communications system used to alert all medical doctors, hospitals, veterinarians and animal clinics of a medical or animal disease emergency.

Hazard Analysis: The process of identifying the potential danger or harm that could affect the jurisdiction and determine the probable impact each of these hazards could have on people and property.

Hazard Area: A specified area directly affected by a disaster, or with high probability of being affected by specific hazards.

Hazard Mitigation: Measures which will eliminate or reduce the potential for damage to an area or facility from the effects of an emergency or disaster.

HazMat - Hazardous Materials: Substances which, if released in an uncontrolled manner (i.e., spilled), can be harmful to people, animals, property, and/or the environment.

HSEEP – Homeland Security Exercise Evaluation Program: The method used to measure the success of all local, state and national emergency/disaster training sessions and programs; to include standards, record keeping and is the basis for the LEOP and local SOP improvement process.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategies for managing an incident, the initial response activities, formalized steps to achieve recovery, staffing and other resources needed during one or more operational periods.

ICS/IMS - Incident Command System/Incident Management System: The combination of facilities, equipment, personnel, procedures, and communications necessary to manage resources at the scene of an incident. See NIMS.

ICU: Intensive Care Unit

Incident Status Report (ISR): The ISR is used by emergency managers to report an emergency management incident to NEMA. Initial field responders and public works

agencies us the ISR to collecting the initial damage assessment information on damage which has occurred to the infrastructure in the jurisdiction. Part of the ISR must also include estimating the amount and types of debris which will need to be handled.

In-Place Shelter: Protective shelter action directed in the event of a short-term or low-level radioactive or toxic material release where evacuation actions could not be rapid enough to protect the affected population from an approaching hazard. Taking in-place shelter means staying indoors, closing all windows and openings to the outside air, and turning off all air conditioners or fans vented to the outside.

Infected zone: The area around a specific location of a suspected or confirmed animal/wildlife disease; also known as the quarantine or control zone.

Ingestion Exposure Pathway EPZ (Nuclear Power Station Incidents): An Emergency Planning Zone which refers to exposure primarily from eating or drinking water or foods such as milk and fresh vegetables that have been contaminated with radiation. The duration of primary exposure could range from hours to months.

JFO, Joint Field Office: Federal and State agencies co-located in a facility during recovery.

JIC, Joint Information Center: Locally designated location for release of information to the general media for dissemination to the public.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political (elected officials) or geographical (state, county, village) or functional (law, fire, public health).

Key Personnel: Those officials of local government and other agencies and organizations who have primary functional responsibilities under this plan.

LEDRS: Nebraska Livestock Emergency Disease Response System

Local Emergency Operations Plan (LEOP): A county wide, all-hazards plan, required by Nebraska R. R. S. Section 81-829.31, 81-829.36 to 81-829.75, 1996, that establishes the policies, responsibilities, plans, guidelines and procedures for all elected and appointed officials, Emergency Managers, and First Responders to function effectively during an emergency or disaster.

Local Emergency Planning Committee (LEPC): A local committee appointed by the State Emergency Response Commission (SERC) responsible for emergency planning and community right to know under SARA Title III.

Logistics: Providing resources (equipment, supplies, services, personnel, money) to support an incident response and recovery.

MCI - Mass Casualty Incident: An incident, emergency, or disaster which generates sufficient casualties where:

A. The number of patients and the nature of their injuries make the normal level of stabilization and care unachievable, or

B. The number of Emergency Medical Technicians and ambulances that can be brought to the field within the time allowed is not enough, or

C. The stabilization capabilities of the hospital are insufficient to handle all the patients.

MIL - Nebraska Military Department: A state agency consisting of the Nebraska Emergency Management Agency, the Nebraska Air National Guard and the Nebraska Army National Guard.

MOU – Memoranda of Understanding: The MOU agreement NEMA has with Cities is based upon State Statute 81-829.52 that allows the Adjutant General, upon orders of the Governor, to establish "such number of state emergency response teams as may be necessary". The Statute allows for payment to the jurisdictions, workman's compensation and liability coverage for members of an established team.

MSDS: Material Safety Data Sheet

Mutual-Aid Agreements: Arrangements between organizations, either public or private, for reciprocal aid and assistance in case of emergency or disaster too great to be dealt with unassisted or when local resources are inadequate or exhausted.

NAWAS - National Warning System: A system of special telephone lines linking Nebraska with federal authorities in other states. A sub-network portion of the system, the State NAWAS Circuit, ties together state and local warning points as well as the National Weather Service, Nebraska State Patrol Stations, and nuclear power stations.

NCP - National Contingency Plan: Prepared by EPA to put into effect the response powers and responsibilities created by CERCLA.

NDA: Nebraska Department of Agriculture

NEMA – Nebraska Emergency Management Agency: A state agency mandated to administer the Emergency Management Act, R. R. S. Section 81-829.31, .36 to .75 and Homeland Security directives for the State.

NGPC: Nebraska Game and Parks Commission

NHIT: Nebraska Hazardous Incident Team

NIMS – National Incident Management System: A comprehensive, national approach to incident management, includes the Incident Command System, multi-agency Coordination

systems, and Public Information systems and must be adopted by all jurisdictions to be compliant for DHS grants and awards.

NRF: National Response Framework; a guide to how the Nation conducts all-hazards responses (Jan. 2008)

NRP: National Response Plan, a guide for governmental agencies or roles and responsibilities for disaster response and emphasizing the Emergency Support Functions, (2004, rev '06)

NRT: National Response Team. Consists of representatives of government agencies as the principal organization for implementing the NCP.

NSP: Nebraska State Patrol

Nuclear Incident: An event where nuclear materials with consequent radiation are uncontrollably released. Synonymous with the terms "radiation spill" and "nuclear accident".

OSC - On Scene Coordinator: Federal official who directs Federal response under NCP.

OSHA: Occupational Safety and Health Administration (Federal Agency).

Pathogen: An organism (bacteria, virus, fungus, parasite) that is capable of causing disease or death.

PDA: Preliminary Damage Assessment

Presidential Emergency Declaration: Under PL 93-288, as amended by PL 100-707 this is issued when the President has decided that a catastrophe, in any part of the United States, requires federal emergency assistance to supplement state and local efforts to save lives and protect property, public health, and safety, or to avert or lessen the threat of a natural disaster which because of the pressure of time or because of the unique capabilities of a federal agency, assistance can be more readily provided by the federal government.

Presidential Major Disaster Declaration: Is issued when in the determination of the President, a catastrophe causes damage of sufficient severity and magnitude to warrant federal assistance under PL 93-288, as amended by PL 100-707, or subsequent legislation, above and beyond emergency services provided by the federal government to supplement the efforts and available resources of states, local governments, and other relief organizations in alleviating the damage, loss, hardship, or suffering as a result of the catastrophe.

Protective Shelter: Any shelter with the capability to protect individuals, animals, or equipment from the effects of hazards such as tornadoes, blast, fire, initial radiation, and fallout.

Quarantine zone: Area where livestock, vehicle or human movement, in/out of, is prohibited.

Radiological Emergency: A radiological incident/accident that requires immediate action to save lives, to protect public health, to preserve property, or to reduce or avoid an increase in the threat resulting from the incident/accident.

Radiological Monitoring: The use of detection equipment to measure the presence or levels of radiation and concentration of radioactive contamination to include the planning and data collection necessary to the task.

Radiological Protection: The organized effort, through warning, detection, and preventive or remedial measures, to minimize the effect of nuclear radiation on people and resources.

REM - Radiation Equivalent in Man: A measure of the overall effectiveness of a radiation dose at causing a risk of cancer.

Restricted Zone: The area around a suspected or confirmed animal disease location where the movement of livestock or people is controlled or stopped. The size of the zone is dependent on weather, terrain, animal concentrations, etc.

Risk: A function of three variables: Threat, Vulnerability and Consequence.

RRT - Regional Response Team: representatives of Federal agencies and a representative from each state in the Federal Region. During a response to a major hazardous materials incident involving transportation or a fixed facility, the OSC may request that the RRT be convened to provide advice or recommendations.

Rumor Control: A location where information requests from the public can be handled. Special Disaster Information telephone numbers may be published.

SARA: Superfund Amendments and Reauthorization Act of 1986. Contains Title III provisions for Hazardous Materials Emergency Planning and Community Right-to-Know.

Secondary spread: The spread of a disease by carriers (vectors) such as people, other animals, vehicles or by contaminated materials such as soil, food, bedding, wastes, etc.

SEOC: State Emergency Operations Center, usually in Lincoln, at the NEMA facilities

SEOP: State Emergency Operations Plan

SERC - State Emergency Response Commission: A commission, appointed by the governor to oversee LEPCs.

SERT - State Emergency Response Teams: Specially trained Hazmat team, technician level. Three levels of response teams: Governor's appointment, Nebraska Hazardous Incident Team, Wildfire Team

SFM: State Fire Marshal

SOP: Standard Operating Procedures, a list of specific or detailed actions, methods or skills used to accomplish a specific task or job; also known as SOGs, Standard Operating Guides.

State Coordinating Officer (SCO): The person named by the Governor in the Federal-State Agreement to execute on behalf of the State all necessary documents for disaster assistance following the declaration of an emergency or major disaster, including certification of applications for public assistance.

State Radiation Team/Radiological Monitoring Team: Response team sent to a radiological incident/accident by the Nebraska Health and Human Services System. This team(s) may be augmented by emergency management radiological monitoring resources, including aerial monitoring. On scene, all radiation control activities are coordinated by the HHSS which also furnishes technical guidance and other services to local governments.

Superfund: The trust fund established under CERCLA to provide money the OSC can use during a cleanup.

Surveillance zone: In an animal disease situation this could initially include the entire state and those near to the infected area where livestock would be closely monitored. This zone would be adjusted based on the findings about the disease and its ability to spread.

Title III: The "Emergency Planning and Community Right-to-Know" portion of SARA. This is Specifies requirements for minimum plan content, for fixed facility owners to inform officials about extremely hazardous substances present at the facilities and for making information about extremely hazardous substances available to citizens.

Traffic Control (Entry-Exit) Points: Places along evacuation routes that are either manned by law enforcement personnel or volunteers, or marked with barricades to direct and control movement to and from the area being evacuated.

Triage: A system of assigning priorities of medical treatment to the injured and/or ill on the basis of urgency, chance of survival, etc.

UNS: University of Nebraska System

USDA: United States Department of Agriculture

Volunteer: For the purposes of NIMS, any person accepted to perform services by the lead agency to accept such services when the person performs services without promise, expectation or receipt of compensation for services performed. (16 USC 742f© and 29 CFR 553.101.

VOAD – Voluntary Organizations Active in Disasters, see the “Emergency Manager’s Handbook: 2008”.

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CLAY COUNTY
BASIC EMERGENCY OPERATIONS PLAN

I. PURPOSE

This Plan predetermines, to the extent possible, actions taken by responsible elements of the governments within CLAY County including its cities, villages, and cooperating private organizations to:

A. Detect and protect against, threats or incidents of terrorism, natural disasters, major emergencies, and incidents of national significance,

B. Prevent against avoidable disasters by reducing the vulnerability of CLAY County residents to any disasters that may strike,

C. Establish capabilities for protecting citizens from the effects of disasters,

D. Respond effectively to the actual occurrence of disasters,

E. Provide for the recovery in the aftermath of any emergency involving extensive damage or other detrimental effect on normal life within the community.

II. AUTHORITY

Authority for this Plan is contained in:

A. Public Law 81-920 (Federal Emergency Management Act of 1950) as amended;

B. Public Law 93-288 (Disaster Relief Act of 1974) as amended by PL 100-707;

C. Public Law 99-499 (Superfund Amendments and Reauthorization Act of 1986) as amended;

D. 44 CFR, Part 302, Emergency Management: State and Local Emergency Management Assistance (EMA), October 2011, as amended;

E. RRS Sections 81-829.36 to 81-829.75, Nebraska Emergency Management Act of 1996, as amended, Cum. Supp. 2002;

F. Nebraska Administrative Code, Chapter 7; Nebraska Emergency Management Agency Title 67, July 21, 2001;

G. Nebraska Revised Statutes 81-201 (Reissue 1996), 54-701 (reissue 1998 and Cum. Supp. 2002, and 54-1180 to 54-1182 (Reissue 1998 and Cum.

Supp. 2002), (Nebraska Department of Agriculture's general response procedures); 2-1072 to 2-10, 117, the Plant Protection and Pest Act; and 54-847 to 54-863, (Reissue 1998) the Commercial Feed Act; 81-2,257 to 81-2,261 (Reissue 1996 and Cum. Supp. 2002), the Nebraska Pure Food Act; S2-3901 to 2-3911 (Reissue 1997 and Cum. Supp. 2002), the Nebraska Pasteurized Milk Law; 2-3913 to 2-3946 (Reissue 1997 and Cum. Supp. 2002), Manufacturing Milk Act;

H. USC Title 21, section 134(a), (USDA response procedures for animal disease events);

I. USC Title 7, sections 7701-7772, (USDA Plant Protection Act);

J. 21 CFR, Parts 500-599 (Food, Drug, and Cosmetic Act);

K. Homeland Security Presidential Directive (HSPD-5) "Management of Domestic Incidents," 28 February, 2003;

L. Presidential Policy Directive (PPD-8) "National Preparedness" March 30, 2011;

M. State of Nebraska, Executive Order 05-02, State Adoption of the National Incident Management System (NIMS), March 4, 2005.

N. CLAY County Resolution, dated November 18, 2014, establishing the 2014 CLAY County Local Emergency Operations Plan (LEOP);

III. SITUATION

A. CLAY County, with a residential population of approximately 6,392 persons, (**2013** census) is vulnerable to many hazards that can disrupt the community, create damage and cause injury or death. The CLAY County Hazard Analysis and Clay County Emergency Management Coordinator***,*** has identified hazards which could affect the population or public and private property. The most severe of these hazards are Tornado, Severe Thunderst0rms, High Winds, Domestic Terrorism, and Ice Storms.

B. CLAY County and its incorporated jurisdictions have significant emergency response resources and capabilities. Five law enforcement agencies, seven fire departments, Five rescue squads and four medical clinics provide emergency services on a day-to-day basis. During and after a disaster, the use of these emergency resources and other governmental and private response and recovery capabilities will minimize the effects of the disaster.

IV. ASSUMPTIONS and PLANNING FACTORS

A. Outside assistance would be available in most disasters. However, it is essential for the County to be prepared to carry out disaster response and short-term recovery actions on an independent basis.

B. A major disaster may occur at any time, and at any place, in the county. In some cases, warnings and increased preparedness measures may be possible. Many disasters can and will occur with little or no warning.

C. Implementation of this Plan will reduce or prevent the loss of life and damage to property. Officials within the County are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this Plan and will fulfill those responsibilities as needed.

D. All responding elected and appointed officials, departments, agencies and jurisdictions will follow the National Incident Management System (NIMS) protocols when conducting either individual or joint disaster response and recovery activities. This includes but is not limited to establishing unified or area incident command systems, the use of staging areas as needed, implementing multi-agency coordination systems and resource management including the identification and listing of all department, agency and jurisdiction disaster response resources (equipment, trained personnel, supplies, facilities) using the NIMS resource identification process.

V. ORGANIZATION / RESPONSIBILITIES

A. Elected Officials Responsibilities

The responsibility for the safety and welfare of the residents of CLAY County and its communities rests with the respective governments. To fulfill this responsibility, the chief elected officials of the various local governments must individually, and where possible, jointly:

1. Provide overall policy, leadership and direction and strategic guidance, for the emergency management agency,

2. Provide resources during emergency preparedness, response and recovery activities.

3. Give the trained responders the authority to accomplish the incident objectives.

   Providing policy direction does not mean that these officials direct the incident objectives or tactics. Those responsibilities are given to the Incident Commander, see below. The elected/appointed officials will implement these and other plans to ensure emergency actions are taken in a timely manner to provide care and support for those citizens affected.

B. Local Government Structure

1. A seven member Board of Supervisors manages the governmental activities of the County. Their authority extends to all unincorporated areas of the county.

2. Clay Center, Edgar, Fairfield, Harvard and Sutton are second class city (population 760, 716, 554, 1,013, 1,502 respectively,) and uses the Mayor/Council form of government. The Council has a Council President and 3 to six Council Members. Sutton has a city administrator who handles daily operations

4. Deweese, Glenvil, Ong, Saronville and Trumbull (population 66, 310, 63, 47, 205), are villages under the direction of Village Boards with a Board Chairperson and 4 Board Members.

C. Emergency Management

Clay County Emergency Management Agency

The Clay County Emergency Management Coordinator, appointed jointly by the Clay County Board of Supervisors will act as a disaster operations advisor to the Board. In that capacity, and as directed by the County Board, the Emergency Management Coordinator will assist and support other cities and villages in the county in emergency response activities within those communities. Local forces, supplemented as necessary by trained auxiliaries and personnel and resources available from neighboring jurisdictions or the State, will conduct emergency operations. In general, the Emergency Management Coordinator:

a. Serves as the emergency preparedness and response advisor to the Clay County Board of Supervisors.

b. Directs and controls the Clay County Emergency Management Agency. In that capacity, supports disaster preparedness and response activities in all other jurisdictions in the county.

c. Develops plans, prepares guidance, and coordinates actions to accomplish an effective emergency operating capability, assesses the capabilities and readiness of local assets likely to be needed during an incident and identifies any shortfalls or gaps.

d. Ensures that there are unified objectives with regard to the communities' emergency response plans, preparation activities, public information, training and exercising activities.

e. Promulgates a program promoting a general public awareness of Emergency Management.

f. Implements procedures to obtain state/federal government programs of financial and resource assistance to include the local administration and fiscal responsibility for grants, equipment obtained through grants and the training for the equipment so obtained.

g. Establishes programs to protect lives, protect property, and sustain survivors in the event of disaster.

h. Involves private sector businesses and relief organizations in planning, training and exercising.

3. City and Village Emergency Management

Currently, Clay Center, Deweese, Edgar, Fairfield, Glenvil, Harvard, Sutton, and Trumbull have appointed Emergency Management Directors who serve and advise executives on emergency management matters. This function, in relation to their communities, will be the same as listed above for the Clay County Emergency Management Coordinator.

D. Incident Commander

1. The Incident Commander of an event or disaster is the first trained responder on scene. The initial response priorities are based on:

   a. Life Safety: determining the threats to both the responders and the public.

   b. Incident Stabilization: determining tactics to reduce the damage potential lessen the incident complexity and provide infrastructure protection,

   c. Property Conservation: assessing the real property threatened by the event, the potential environmental impact and the economic impact.

2. Incidents occur at differing levels of complexity, from simple ones requiring only one responder with a minimal level of input to catastrophic levels requiring federal or even international assistance. Yet all incidents remain under the control of the local Incident Commander. The Incident Commander will follow the principle and guidelines of the National Incident Management System. For all events, the Incident Commander is also responsible for the following in some manner or scale:

   a. Having clear authority and knowing agency policy,

   b. Ensuring incident safety,

   c. Establishing an Incident Command Post,

   d. Setting priorities, determining incident objectives and strategies to be followed,

   e. Establishing the Incident command system organization needed to manage the incident,

   f. Approving the Incident Action Plan,

   g. Coordinating command and General Staff activities,

   h. Approving resource requests and use of volunteers and auxiliary personnel,

i. Ordering demobilization as needed,

j. Ensuring after-action reports are completed, and

k. Authorizing information release to the public.

E. State Agencies

This Plan primarily addresses local authority in emergencies. There may be times when state agencies may be requested or required to be involved. References in this Plan to state agencies are not meant to be an exhaustive list of circumstances or situations with State involvement. State statutes mandate certain state agencies to respond or support local jurisdictions and those agencies are expected to perform their duties when necessary.

F. Responsibilities

Most departments within local government have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining emergency/disaster procedures. This Plan has twelve primary functional areas of responsibility (detailed in Annexes) that define the tasks necessary to ensure public safety and welfare. Additional functions, such as Mitigation, Continuity of Government, Reporting, and Administration and Logistics, which do not warrant a full Annex, are also addressed at the appropriate places in this Plan. Primary and supporting responsibility has been assigned as shown in the Functional Responsibility Chart, included in this section. (See Attachment 1). Specific activities are covered in the Annexes. Responsibilities for certain organizations that are not part of local government are also presented. In general, the functional areas cover:

1. Direction and Control (Annex A)

By statute, the conduct of all emergency operations and protective actions in the County is the responsibility of the County Board; and, in their respective political subdivisions, the responsibility of the Mayor and City Councils of Clay Center, Edgar, airfield, Harvard, and Sutton, and the Village Boards of Deweese, Glenvil, Ong, Saronville and Trumbull. These executives constitute the Emergency Executive Group. During an emergency, they will re-locate to the Emergency Operations Center (EOC) in their town designated location or the County EOC located at 205 N, Calvary, Clay Center, NE along with the Emergency Operations Staff. The Emergency Executive Group will use the expertise of the EOC staff to assist them in the Direction and Control functions. In general, executive direction and control responsibilities will be to:

a. Assign missions and tasks in support of and fulfilling the resource needs of the Incident Commander,

b. Establish short and long term priorities for recovery,

c. Anticipate and identifying future resource requirements,

d. Monitor the County environment,

e. Inform the public of conditions, warnings, and instructions,

f. Coordinate emergency operations in support of the Incident Commander,

g. Demobilize and replenish resources after the event,

h. Coordinate and resolve policy issues arising from the event,

i. Participate in the After Action Report process and make the subsequent modifications to policies, plans and procedures in agencies under their authority;

j. Partner with private, for-profit, non-profit, non-governmental, faith-based and other organizations as required and

k. Implement those appropriate portions of the jurisdiction's Continuity of Operations – Continuity of Government Plans. This ensures that the vital and essential functions of government services continue during and after a disaster, especially when government facilities and staff are affected by the disaster.

l. The Clay County Emergency Management Coordinator will also be a part of the Executive Group in an advisory and support role.

2 Communications and Warning (Annex B)

The primary responsibility for establishing, maintaining, augmenting, and providing backup for all channels of communications needed for emergency response and recovery rests with the respective emergency service organizations. The Communications and Warning Officer or Emergency Management Coordinator is responsible for coordinating EOC communications and maintaining this Annex of the LEOP; Warning could be received through the NAWAS Warning Point or NOAA Weather Alert radio. In the remainder of the county, warning of the public is a primary responsibility of the 911 Center and the Clay County Sheriff's Office.

3. Damage Assessment (Annex C)

The Clay County EMA Coordinator will serve as Damage Assessment Coordinator and will be responsible for ensuring that personnel and procedures are available to provide preliminary damage estimates and descriptions of the damage, including estimated costs, resulting from the disaster. This responsibility includes provisions for completing the process of requesting a local disaster proclamation through emergency management channels. The Damage Assessment Coordinator is a member of the EOC Staff. Debris management planning guidelines, staffing and responsibilities are provided in Annex C. Red Cross and the USDA, FSA may conduct damage assessments targeted to their mission and may be able to share such information with the EOC.

4. Emergency Public Information (Annex D)

The Public Information Officer (PIO) is responsible for keeping the public advised as to the emergency. The PIO has an important role of coordinating with the media in advising the public of proper actions to take. The establishment of rumor control procedures and Disaster Recovery Centers are also important functions as is the on-going requirement for emergency preparedness education efforts. All public information activity will be coordinated through the Emergency Operating Center where the Public Information Officer will function as a member of the EOC Staff.

5. Evacuation (Annex E)

The goal of this function is to relocate people to safe areas when emergencies or threats necessitate such action. The decision to evacuate is normally made by the Executive Group on the advice of the Emergency Management Director but due to the severity of the situation it may be made by the Incident Commander (fire or law enforcement). The Clay County Emergency Management Coordinator along with any other city and village Emergency Management Directors, is responsible for establishing clear and detailed procedures for carrying out evacuations. Evacuation and sheltering plans will include consideration for individuals with access and functional needs, service or companion animals and household animals.

6. Fire Services (Annex F)

All Fire District Chiefs are responsible for fire control and rescue activities in their respective fire districts. The Fire Chief of the affected jurisdiction serves as Fire Services Coordinator and as a member of the EOC staff. If more than one jurisdiction is affected, the Hastings Area Mutual Aid Association or the South Central Mutual Aid Association may provide a Fire Services Representative to the EOC. General

responsibilities are to limit loss of life and property from fires and other damage, provide leadership and training in fire prevention and suppression, respond to HazMat incidents, lead search and rescue, assist in mobile medical aid and ambulance transport, and provide light rescue of trapped or injured persons.

7. Health and Medical (Annex G)

   Emergency medical responsibilities and coordinating rescue operations include providing emergency medical care and treatment for the ill and injured, coordinating evacuation of health care patients, and managing medical resources, both personnel and equipment/supplies. This may be assigned to a Medical Coordinator. Public health responsibility has been assigned to a Public Health Coordinator. These responsibilities include the safeguarding of public health, minimizing the incidence of communicable disease, coordinating mental health care/crisis counseling, establishing environmental controls, and coordinating burial.

8. Law Enforcement (Annex H)

   The Clay County Sheriff, the Clay Center, Edgar, Harvard, and Sutton Police Departments of the incorporated communities, and the Nebraska State Patrol are responsible for law enforcement, traffic control and security functions within their respective jurisdictions. Their responsibilities include maintaining law and order through traffic and crowd control, preventing crimes against people and property, securing the scene of a HazMat incident, coordinating evacuation, managing search operations, and providing security.

9. Mass Care (Annex I)

   The jurisdiction is responsible for mass care until the Red Cross can assist the jurisdiction's efforts. The American Red Cross has the responsibility for coordinating short-term mass care of citizens in case of an evacuation or disaster. Responsibilities include providing temporary lodging, food, clothing, and other essentials to large numbers of evacuees displaced due to disasters or crisis.

10. Protective Shelter (Annex J)

    This function involves providing protective shelter from the direct effects of those hazards where exposure could cause injury or death and when evacuation is not a viable option. Examples range from tornadoes, hazardous materials spills, radioactive fallout from a nuclear attack to temperature extremes. The Emergency Management Director, with the assistance of City and Village Directors, will serve as Shelter Coordinator and be responsible for identifying appropriate shelters, establishing protective shelter procedures and coordinating shelter operations.

11. Public Works/Utilities (Annex K)

    The Public Works/Utilities functional area involves providing a flexible emergency response capability in the area of engineering, construction, and the repair and restoration of public facilities and services. Additional responsibilities include developing and directing debris clearance operations, post-disaster safety inspections, heavy rescue, and for providing traffic control equipment in support of an evacuation. Responsibility for the Public Works/Utilities area has been assigned to Clay County Highway Superintendent and/or the local public works personnel..

12. Resource Management (Annex L)

    The coordination and effective procurement, storage, distribution and utilization of personnel, equipment, supplies, facilities, and services during disaster response and recovery are important functions. Responsibility for this has been assigned to the Clay County Emergency Management Coordinator and the USDA County Emergency Board (CEB). Volunteer labor and donations of money and material must be coordinated, documented and integrated into the response and recovery efforts.

G. Under membership in the Hastings Area and South Central Mutual Aid Associations, Clay County has a mutual aid support responsibility to assist, as possible, the other member cities and villages of the association should they experience a major emergency or disaster.

H. The Memoranda of Understanding (MOU) agreement that NEMA has with the MOU cities based on State Statute 81-829.52 allows the Adjutant General, upon orders of the Governor, to establish, “such number of state emergency response teams as may be necessary”. The Statute allows for payment to the jurisdictions, workman’s compensation and liability coverage for members of an established team.

    1. Each of the MOU fire departments signed an agreement to act as a team in the event they are needed, in return for grant money to purchase equipment, to train and exercise disaster plans.

    2. Each department received a letter signed by the Adjutant General naming a team leader, who is responsible to keep records for any of their staff who are called under the statute.

    3. State emergency response teams are under the direction of the Adjutant General, and assigned duties through the State Emergency Operations Center (NEMA).

VI. CONCEPT of OPERATIONS

A. General

It is the responsibility of the elected county officials and officials of each local government to protect life and property from the effects of hazardous events. This Plan is based on the concept that emergency functions for various agencies/organizations involved in emergency management will generally parallel their normal functions. To the extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Those departments, personnel efforts will be redirected to accomplish the emergency tasks assigned. In keeping with the National Incident Management System (NIMS) and the concepts embodied in the Integrated Emergency Management System (IEMS), this Plan is concerned with all types of emergency situations.

B. Continuity of Government

1. Succession of Command (Ref: RRS 84-1101 to 84-1117 - Nebraska Emergency Succession Act):

a. The lines of succession for executive heads of government and Emergency Management officials in Clay County are defined in Annex A, Direction and Control.

b. The line of succession of each department head is according to the operating procedures established by each department or as defined in the appropriate Annex to this Plan.

c. In a civil defense emergency due to threat or occurrence of a nuclear attack, succession to elected and appointed city or county officials will be as provided in the Nebraska General Emergency Succession Act (RRS 84-1101 to 84-1117) by invoking the Act and appointing alternates.

2. Preservation of Records

The preservation of important records and taking measures to ensure continued operation and reconstitution of local government during and after catastrophic disasters or national security emergencies is the responsibility of the executives of each jurisdiction. Normally, the development and maintenance of procedures for ensuring continuity of government will be carried out for the County by the County Clerk, for Sutton by the City Administrator, and for other local jurisdictions by the respective city and village clerks. A system to maintain the most recent

revisions, additions, to safeguard essential records, and to recover them should the primary storage be damaged should be in place. Records to be preserved will include as a minimum:

a. Records protecting the rights and interests of the jurisdiction and its citizens (vital statistics, plats, deeds, mortgage, land and tax, papers of incorporation, school records etc.).

b. Records required by health, fire, law enforcement and public works to conduct emergency operations (utility maps, emergency plans and procedures, personnel lists, construction records, blueprints, etc.) and help assess damage to public infrastructure.

c. Records required to re-establish normal government functions and to protect the rights and interests of government (constitutions, charters, statutes, ordinances, court records, financial records, historical records, etc.).

3. Alternate Operating Locations

Those government departments having emergency response functions have, where necessary, identified alternate operating locations. Refer to Annex A for specific information.

4. Protection of Government Resources

Procedures and guidelines are established in this Plan and separately, to provide for the physical safety of government personnel, records, and equipment.

a. Personnel: All government buildings should have tornado protection, bomb and hostage threat, fire escape and evacuation plans which designate appropriate response actions, assembly areas, protective shelter locations including means of exiting, accountability systems and accommodations and provisions for handicapped persons.

b. Records: Essential county government records are stored in the Clerk's Office and backup stored in Lincoln, and the Treasurer keeps tapes. City of Clay Center are kept by Datacc, Edgar and Harvard backup is kept with the City Clerk, Fairfield is backup is on flash drive. Sutton is kept on a flash drive, stored in City Safe.

c. Equipment: No specific high probability hazard has been identified that could cause damage to equipment. Tornadoes could strike anywhere precluding specific equipment protection procedures. The communications capability of various emergency response departments have been duplicated in the EOC providing a backup capability.

C. Direction and Control Relationships

1. During disaster operations, the Executive Group of the affected jurisdiction will establish coordination, leadership, and managerial decisions for the community emergency response. ***The Chair of the Clay County Board and the Mayor/Chair of each respective jurisdiction will operate from their respective EOC providing overall leadership and coordination of the many emergency functions in support of the Incident Commander*.**

2. The Executive Group, including the Incident Commander and the Emergency Manager must maintain situational awareness of changes in the incident due to response or recovery activities. This requires continuous monitoring of all relevant sources of information, such as on-site visits, Incident Status Reports, communications from the Incident Commander, discussions with victims and reports from volunteers and their coordinators. The new data may indicate or identify new hazards or threats as a consequence of response actions or changes in the event.

3. Each office, agency or organization assigned primary or supporting responsibilities under this emergency plan must be prepared to assign a representative to the EOC staff. The EOC, working with field operations, thus becomes the central point for coordination of all disaster operations. The Clay County Emergency Management Coordinator is responsible for maintaining and managing the EOC as outlined in Annex A.

4. Primary communications will be through normal systems. Supporting emergency communications facilities will be coordinated from the EOC or the Clay County Communications Center or the Special Services Bus. Communications available to the Executive Group and the EOC Staff are outlined in Annex B.

D. Phases of Emergency Management

There are four phases of emergency management. The first of these, mitigation, is a continuing effort throughout the management process. The other three phases are action periods where emergency operations defined under this Plan are carried out. Each of the functional Annexes to this Plan defines specific actions essential to each of the three operational phases. These Annexes should be thoroughly reviewed and understood by all agencies, organizations, and emergency personnel prior to implementation of the Plan. The four emergency management phases are:

1. Mitigation

Mitigation activities are those that eliminate or reduce the probability of a disaster occurrence. Also included are long-term activities designed to

minimize the adverse effects of unavoidable hazards. These activities are ongoing throughout the emergency management process and can involve legislative and/or physical actions. Examples are flood plain management, construction of dikes or dams, development of building codes and ordinances requiring protective measures such as mobile home tie-downs. Most mitigation tasks or responsibilities are not considered appropriate for an Emergency Operations Plan and therefore are addressed only briefly in this Plan. Some mitigation activities will be addressed, if appropriate, in the various Annexes.

2. Preparedness Phase

This includes normal day-to-day readiness activities such as planning, training, and developing and testing emergency response capabilities. It would include increased readiness activities under an attack threat. Tornado, winter storm, and flood watch actions carried out when conditions are present for hazardous events to occur are also considered part of the preparedness phase. Limited staffing of the EOC may be required.

3. Response Phase

Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage and to speed recovery. Response activities include activation of the EOC, direction and control, warning, evacuation, rescue, and other similar operations. Severe weather warnings (tornado, flash flood, winter storm, etc.) would be included in the response phase. Damage assessment actions would be initiated.

4. Recovery Phase

Recovery is both a short-term and a long-term process. Short-term operations provide vital services to the community and provide for basic needs of the public. Damage assessment actions and emergency response services (medical, search and rescue, public utility restoration, sanitation, etc.) would continue. Long-term recovery focuses on restoring the community to its normal or to an improved state of affairs. Examples of long-term recovery actions are provision of temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

E. Demobilization

Demobilization is the orderly, safe and efficient return of an incident resource to its original location and status. It can begin at any point of an incident, but should begin as soon as possible to facilitate the accountability and replacement of resources. The demobilization plan includes provisions for

returning resources to their original location and state of readiness and notification of return to service status; the tracking of resources and possible reimbursement for their use; documentation of responder and volunteer safety, and accountability for compliance with mutual aid provisions, plans, documentation of damage costs, direct costs, volunteer contributions and mitigation plans.

F. Notification

Initial notification of an emergency or disaster event occurring within the County would normally come from a citizen's report to law enforcement or fire services in the affected area. A hazardous materials incident notification will come from a facility with Title III reporting requirements, or from the carrier~~,~~ in the event of a transportation incident. Notification of events occurring outside of the County could come from several sources:

1. National Weather Service (NWS)

   Weather phenomena threatening the County would normally be received from the Hastings, NE National Weather Service Station via the NAWAS distribution system followed by Weather Alert Radio.

2. Nebraska State Patrol (NSP)

   Notification of hazardous events occurring near or in the County could come from the Nebraska State Patrol via direct radio communications or telephone. See Annex B for communications details.

3. Nebraska Emergency Management Agency (NEMA)

   Back-up notification of all severe events and long-range forecasts of potential disaster situations, such as flood stage predictions could come from the Nebraska Emergency Management Agency in Lincoln. Telephone or e-mail are the normal means; although the NAWAS could also be used.

4. Adjacent Counties

   Notification of emergency or disaster events occurring in nearby or adjacent counties would normally be relayed by the affected county using direct radio communications.

G. Alerting of Key People

In accordance with local procedures, the communicator/dispatcher on duty will notify the appropriate city/village and county officials when there is a notification of a possible or actual emergency or disaster event. If the EOC is activated, officials will, as required by the situation, assemble at the EOC and

be prepared to evaluate information, effect coordination, and make emergency action decisions.

H. Plan Implementation

The Chief Elected Official of the affected jurisdiction, on the advice of emergency response personnel, will decide to implement all or part of this plan. A Presidential Declaration of a Civil Defense Emergency shall mean automatic implementation of this Plan. On implementation, local executives will assume such emergency powers as are authorized by local ordinances or contained in the Nebraska Emergency Management Statutes and delegated by the Governor. The Chair of the County Board of Supervisors and/or the Mayors/Chairs of the Village Boards of the affected communities will be responsible for the implementation, management and direction of this Plan. The Chief Elected Official will support the Incident Commander in the execution of tactical operations as prioritized by the Executive Board:

1. All county and city/village officials will immediately activate their portions of the Plan and discontinue all non-essential actions. If a portion of the Plan cannot be activated, the appropriate Chief Executive will be immediately notified so alternate arrangements can be made.

2. The County Emergency Management Coordinator will coordinate disaster operations support for emergency response services and make contact with the Nebraska Emergency Management Agency and other appropriate state and local organizations.

3. Depending on the situation, disaster declarations in accordance with RRS 81-829.50 will be made by the chief executives of Clay County and the affected communities. The effect of a local disaster declaration shall activate the response and recovery aspects of this Plan, any other interjurisdictional disaster plans and to authorize the furnishing of aid and assistance from these plans. A local disaster declaration is a prerequisite for obtaining a state disaster proclamation from the Governor authorizing state assistance and response support.

I. National Incident Management System (NIMS) and the Incident Command System (ISC).

1. The NIMS is an emergency or disaster event management, direction and control system that is standardized for use across the nation. April, 2004, the Governor of Nebraska signed a declaration stating that the NIMS and the Incident Command System will be used by responders and officials during an emergency or disaster response. This management system clarifies decision and strategy making roles, functional operations roles and uses a common language. This incident management system can be used by a single responder for a short duration event to multi-state

and governments response to a catastrophic, multi-state event. The Incident Command System allows the responder(s) to have:

a. a single set of objectives for a given time period,

b. tactical plans developed using a collective, strategic approach,

c. improved information flow and coordination between responders and decision makers,

d. a common understanding of joint priorities and restrictions,

e. assurance that no agency's legal authority is compromised or neglected, and

f. use of resources and the combined efforts of all agencies under a single plan.

2. There are five functions or activities common to all responses, whether handled by one or hundreds of responders:

a. Command: Based on the complexity, severity, expected duration and other factors of the event, objectives are determined, priorities are established, guidance on legal and liability implications of response activation are provided, public information is released.

b. Planning: An Incident Action Plan is developed to accomplish the objectives, incoming information is evaluated, the status of assigned resources, personnel, hardware, equipment, money is tracked.

c. Logistics: Resources and all other support to the responders, such as equipment, food, temporary shelter, medical care, etc. are provided to operation tasks.

d. Finances: Costs are monitored, cost analysis and financial guidance is provided, accounting, procurement of personnel, equipment, material, payroll, insurance, etc. is completed.

e. Operations: The tactical or organizational plans are developed, and the incident action plan is efficiently and effectively carried out using the resources provided.

3. NIMS training that details the above, is available from many sources, many of which are referenced on the NEMA website: www.nema.ne.gov.

J. Mutual Aid

When existing local resources are exceeded, mutual aid will be requested from neighboring communities having mutual aid agreements. On request, Clay County resources may be sent to assist other jurisdictions under existing mutual aid agreements.

K. Requests for State Support

State support may be requested under disaster conditions.

1. If it appears that required disaster response actions are, or will be, beyond the capability of the local government and available mutual aid, the chief executive will prepare a local disaster declaration and request assistance from the State; see Annex A, Attachment 4. This request shall be made through the County Emergency Management Director to the Nebraska Emergency Management Agency and will contain the following information:

   a. Type of disaster,

   b. Extent of damage or loss (include fiscal estimate),

   c. Actions taken by local government, including funds expended, and

   d. Type and extent of assistance required.

2. The Nebraska Emergency Management Agency will review the request, evaluate the overall disaster situation, and recommend action to the Governor. If the Governor finds the disaster so severe that response is beyond local resources, he/she will proclaim a disaster in accordance with RRS 81-829.40 and state assets will be employed to support local efforts. State support will be coordinated through the State EOC. This does not preclude direct requests for early assistance to first responder state agencies.

3. Under disaster conditions, support by state military forces may be requested through the Nebraska Emergency Management Agency. The CLay County Emergency Manager will coordinate such requests. National Guard or military assistance will complement and not be a substitute for local participation in emergency operations. The National Guard will remain at all times under military command but will support and assist local government. Requests will include the county's objectives, priorities, and other information necessary for the National Guard to determine how best to assist the county.

L. Protection of the Public

The primary responsibility of government is to ensure that all reasonable measures are taken to protect citizens in the event of a potential or actual disaster. This Plan outlines these actions necessary in Clay County. In addition to normal emergency services, there are four major areas for government action.

1. Warning and Emergency Public Information: Public warnings are issued through a combination of methods. These methods include sirens (outdoor warning), emergency vehicles, radio, television, and local cable television, all Hazard radios, CodeRed Notification calls, and house to house distribution. Advising the public of proper actions to take utilizes the media and is dependent on their full cooperation. Details of warning and information dissemination capabilities and procedures, including the Emergency Alert System (EAS), are in Annex B, Communications and Warning and in Annex D, Emergency Public Information.

2. Protective Shelter: Providing shelter from the direct effects of hazards in the County focuses on three major hazards, tornadoes, extreme temperatures and hazardous materials.

   a. Tornado Shelters: The tornado shelter policy advises citizens at home to protect themselves in the strongest part of their living facility. Most public facilities have been surveyed to identify the best protective locations. All schools, health care facilities, and major industries have tornado plans. See Annex J.

   b. Severe Temperature Shelters: Extremes in temperatures can be hazardous to medically fragile people. The local jurisdiction may provide for the safety and welfare of these individuals by opening warming or cooling shelter.

   c. Indoor Protection: For some hazardous materials incidents it is safer to keep citizens inside with doors and windows closed rather than evacuate. Frequently a chemical plume will quickly move past homes. Because air circulation systems can easily transport airborne toxic substances, instructions will be given to shut off all circulation systems for private homes and institutional facilities.

3. Evacuation: When time permits or when staying in the vicinity of a hazard effect poses a threat to the life and safety of the citizens affected, an evacuation may be ordered. Approximately 10 percent of the population reside~~s~~ in the 100-year flood plain boundary. Toxic clouds resulting from a fire or hazardous material spill could affect any area within the county. Evacuation decisions will be made by the Incident Commander or, if time permits, the Chief Elected Official, based on the recommendation of the Emergency Management Director. Evacuation

procedures are outlined in Annex E, and in Annex H. Reception and care of evacuees are detailed in Annex I.

M. Recovery Actions

Once the emergency or disaster is under control, search and rescue operations completed, and the immediate needs of the affected citizens have been met, the Executive Group will initiate all recovery actions necessary to return the affected area to normal. If disaster assistance is provided, the chief executive will coordinate with the State and/or Federal coordinating officers. Recovery responsibilities of each agency and organization are defined in the various Annexes. Primary recovery efforts will focus on the following areas:

1. Debris Removal (Annexes C and K)

Plans and procedures for debris removal are in Annexes C and K. Debris removal will be coordinated in the county by the Clay County Highway Superintendent and in the cities and villages by the public works departments. Snow and ice emergencies will be declared by the chief executive and enforced by the Clay County Sheriff and local law enforcement.

2. Habitability Inspections (Annex K)

After tornado strikes, high winds, floods or any other disaster that could cause structural damage, the appropriate local government will ensure that all affected structures, public and private, are safety inspected. Appointed local personnel will perform these inspections. Assistance may be requested from the State Fire Marshal's office or the Disaster Assistance Task Force of Nebraska (DATNE) team(s).

3. Repair and Restoration of Essential Utilities (Annex K)

The recovery of utilities to normal service will be coordinated in the county by the Clay County EM Coordinator, and in the cities and villages by the Incident Commander/Elected Official or Emergency Manager in cooperation with the various public and private utility companies.

4. Repair and Restoration of Public Facilities (Annex K)

Repair and reconstruction of public facilities, including bridges and culverts, are the responsibility of local government and will generally be funded from locally available contingency funds. If the Governor proclaims a state disaster, some costs may be reimbursable under the Governor's Emergency Fund on a matching basis. If a Presidential Disaster Declaration is obtained, matching federal assistance may be

available. Because of this, all public recovery actions will comply with pertinent state and federal laws and regulations.

5. Decontamination of HazMat Spill Site (Annex F)

It is the spiller's legal and financial responsibility to clean up and minimize the risk to the public and workers' health. The Federal EPA and the Nebraska Department of Environmental Quality is responsible for decisions regarding Hazardous Waste disposal. Federal law regulates on-site disposal, transportation, and off-site disposal.

6. Assistance to Individuals and Businesses (Annex G)

While their recovery from a disaster is primarily the responsibility of the affected citizens and businesses, every effort will be made to assist them, particularly those whose needs cannot be met through insurance or their own resources. The American Red Cross and the Nebraska Department of Health and Human Services will coordinate such relief efforts. Emphasis will be placed on assisting and supporting the aged, handicapped and infirm.

N. Mitigation

1. The County Board and the various City Councils and Village Boards should be aware of their responsibilities for maintaining an on-going program to eliminate hazards or minimize their effects.

2. Clay County and its communities in flood hazard areas have complied with all requirements and are participants in the Regular Federal Flood Plain Management Program. These jurisdictions qualify for Federal Flood Insurance and other forms of flood related disaster assistance. The remaining jurisdictions are not considered to be in a flood hazard area.

3. To ensure continuity of mitigation efforts, Clay County executives will hold post-disaster discussions (After Action Reports) to determine what mitigation actions would be appropriate.

VII. ADMINISTRATION and LOGISTICS

A. Procedures

Some administrative procedures may be suspended, relaxed, or made optional under threat of disaster. Such action should be carefully considered, and the consequences should be projected realistically. Procedures to achieve this goal are detailed in this Plan, and any necessary departures from business-as-usual methods are noted.

B. Documentation

All disaster related expenditures will be documented using generally accepted accounting procedures. The documentation will be used following a Governor's Proclamation or Presidential Disaster Declaration to qualify for reimbursement of eligible expenditures and to ensure compliance with applicable regulations.

C. Resources

Following initial lifesaving activities, the Chair of the County Board of Supervisors and the Chief Executives of the cities and villages will ensure that all necessary supplies and resources are procured for the various operating departments. After a Disaster Declaration has been issued, the Chief Executive may, without prior approval of the governing body, rent, lease, procure or contract for such resources or services as are essential for maintaining the safety and well being of the population and effecting the immediate restoration of vital services. Refer to Annex L for resource management procedures.

VIII. TRAINING and EXERCISING

A. Training

1. Specialized training requirements are defined in the functional Annexes. Each department, agency or organization with responsibilities under this Plan is responsible for ensuring that its personnel are adequately trained and capable of carrying out their required tasks.

2. The County Emergency Management Coordinator will assess training needs, ensure that formal emergency management training programs are made available to city and county executives and personnel, and, in general, coordinate the overall training program which includes interagency, interjurisdictional and regional programs.

3. Elected and appointed officials should participate in the training and exercise program to further develop and maintain the necessary policies and procedures for their jurisdictions and the roles and responsibilities of their staffs, emergency managers, responders, support agencies and the public as a whole.

4. The Emergency Manager will involve, to the extent possible, the private business sector and relief organizations in the planning, training and exercise program.

5. The training program will be consistent with the Homeland Security Exercise Plan requirements. All training supported by the Homeland

Security grant process must be DHS (Department of Homeland Security) approved.

B. Exercises

An ongoing program of exercises and drills of the elements of this Plan is essential to the maintenance of the County's emergency response capability and for ensuring the adequacy of this County Plan. It is the County Emergency Management Coordinator's responsibility for training an Exercise Design Team which will coordinate the overall exercise program. An exercise of the "Direction and Control" aspects of this Plan should be conducted annually. All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

IX. PLAN DEVELOPMENT and MAINTENANCE

A. Responsibility

This Plan is the principal source of documentation of the County's emergency management activities. Almost every agency of government has responsibility for developing and maintaining some part of this Plan. Overall, the County Emergency Management Coordinator will coordinate this process. The planning process is dynamic and always changing and as situations change, new hazards are identified, or capabilities improve, the Plan should also change. The Chief Executives will approve all major changes involving emergency management. The County Emergency Management Coordinator may approve routine changes such as corrections, clarifications, staffing rosters, maps, annotations, and reporting requirements.

1. It is the responsibility of the local Emergency Management Agency to conduct an After Action Review (AAR) for each EOC activation due to an incident or exercise. This AAR should include input from all agencies, including local governments and affected private sector organizations, in the event/exercise response and initial recovery efforts. The purpose of each AAR is to identify policies, procedures, strengths and capability gaps, and the communications and coordination between and among the involved agencies/organizations. Recommended and implemented changes of EMA policy/procedures, agencies' or officials' roles and responsibilities should be documented in an update to this Plan. DHS grant sponsored exercises must meet all Homeland Security Exercise and Evaluation Program reporting requirements and timelines. Likewise, all exercises using DHS planning funds must be recorded on the state's five-year planning calendar.

   Correcting or addressing the identified needs for additional training, changes in tactical procedures (revised SOPs), lack of specialized teams

or resources is the responsibility of the individual organizations/agencies. The EMA will be a local point of contact for obtaining information and/or coordination of such training, policy development, for information about obtaining additional resources (available grants or other funding sources) or assistance in developing improved incident management strategies.

2. Each agency, department or organization with responsibilities under this Plan will develop and maintain written procedures for carrying out their assigned tasks. Those local, jurisdictional standard operating procedures (SOPs) will be considered as supplements to this Plan.

B. Review

This Plan and all Annexes and procedures will be updated as the need for a change becomes apparent. Additionally, all portions of the Plan, including operating procedures will be thoroughly reviewed annually and appropriate changes made. Currently, every five (5) years from the date of acceptance of this plan by the County, the LEOP will be revised to reflect major changes as directed by the state or federal governments as required to maintain compliance. The County Emergency Management Coordinator will ensure that this review process is carried out on a timely basis.

C. Recertification

Provisions will be made for periodic recertification of this Plan by the governing bodies of Clay County and the cities and villages of Clay County. This would normally occur after any significant change in elected officials. The Emergency Management Director will ensure that this is accomplished.

D. Distribution

The Clay County Emergency Management Coordinator will ensure that this Plan and all formal changes are distributed on the local level in accordance with the Plan Distribution List. The Nebraska Emergency Management Agency will be responsible for distribution to other counties, organizations, state agencies, and the federal government. Plans and changes will be distributed with a control copy number and a distribution log will be maintained by the County Emergency Management Agency and by the Nebraska Emergency Management Agency to ensure that all individuals, agencies, and organizations have received current copies of the Plan.

X. REFERENCES

A. Nebraska State Emergency Operations Plan (SEOP), dated 2 February, 2009, Change 3 – February 2012;

B. Nebraska State Emergency Alert System Operational Plan, July 2012, as revised;

C. 2012 North American Emergency Response Guidebook;

D. Hazardous Materials Emergency Planning Guide, NRT-1, March 1987, updated 2001;

LIST of ATTACHMENTS

Attachments#	Item	Page
1	Functional Responsibility Charts	27

FUNCTIONAL RESPONSIBILITY CHART

EXECUTIVE GROUP

P = primary responsibility, **S** = secondary responsibility

ANNEXES → / FUNCTIONS → / POSITIONS or AGENCIES, Others ↓		A	B	C	D	E	F	G	H	I	J	K	L	
	Continuity of Government	Direction and Control	Communications and Warning	Damage Assessment	Emergency Public Information	Evacuation	Fire-Hazmat Services	Health and Medical	Law Enforcement	Mass Care	Protective Shelters	Public Works	Resource Management	Plan Update, Maintenance
Chair, County Board	S	P			S								S	
Mayors of cities	P	P			S								S	
City Council	S	S												
Chair, Village Board	P	P			S								S	
Village Board	S	S												

EMERGENCY MANAGEMENT ORGANIZATION

FUNCTIONAL RESPONSIBILITY CHART

P = primary responsibility, **S** = secondary responsibility

ANNEXES →		A	B	C	D	E	F	G	H	I	J	K	L	
FUNCTIONS → / POSITIONS or AGENCIES, Others ↓	Continuity of Government	Direction and Control	Communications and Warning	Damage Assessment	Emergency Public Information	Evacuation	Fire-Hazmat Services	Health and Medical	Law Enforcement	Mass Care	Protective Shelters	Public Works	Resource Management	Plan Update, Maintenance
Clay County Emergency Mgt. Coordinator	S	S	S	S	S	P	S	S	S	S	S	S	S	P
Community/Deputy Emergency Managers	S	S	S	S	S	P	S	S	S	S	S	S	S	P
Public Information Officer		S			P									S
Communications and Warning Officer		S	P	S	S									S
Radiological Officer		S		S			S	S						S
Medical Coordinator								P		S	S			S
Public Health Coordinator				S				P		S	S			S
Damage Assessment Coordinator				P								S	S	

FUNCTIONAL RESPONSIBILITY CHART

COUNTY OFFICIALS

P = primary responsibility, **S** = secondary responsibility

ANNEXES →		A	B	C	D	E	F	G	H	I	J	K	L	
FUNCTIONS → / POSITIONS or AGENCIES, Others ↓	Continuity of Government	Direction and Control	Communications and Warning	Damage Assessment	Emergency Public Information	Evacuation	Fire-Hazmat Services	Health and Medical	Law Enforcement	Mass Care	Protective Shelters	Public Works	Resource Management	Plan Update, Maintenance
Clay-County Sheriff			S	S		S			P					S
County Attorney - Coroner	S	S						S						
County Assessor	S			S									S	S
County Clerk	P												S	S
County Treasurer	S												S	
Superintendent of Schools						S		S		S	S			
County Highway Superintendent			S	S		S					S	P	S	S
Extension Educator				P	S								S	
County Emergency Board-CEB USDA – FSA				P						S			S	
Building Inspector				P								S		
County Engineer				S								P	S	

FUNCTIONAL RESPONSIBILITY CHART

CITY OFFICIALS

P = primary responsibility, **S** = secondary responsibility

ANNEXES →		A	B	C	D	E	F	G	H	I	J	K	L	
FUNCTIONS → / POSITIONS or AGENCIES, Others ↓	Continuity of Government	Direction and Control	Communications and Warning	Damage Assessment	Emergency Public Information	Evacuation	Fire-Hazmat Services	Health and Medical	Law Enforcement	Mass Care	Protective Shelters	Public Works	Resource Management	Plan Update, Maintenance
Police Chief			S	S		S			P					S
Fire Chief			S	S			P	S	S					S
City Attorney	S	S			S									
City Clerk	S													
Director of Public Works		S		S		S						P	S	S
Utilities Commissioner		S		S								P	S	S
City Engineering Dept.				S							S	S	S	
Parks and Recreation Director				S								S	S	
Street Commissioner				S		S						S	S	
City Physician								S		S				
Superintendent of Schools						S				S	S		S	

OTHER ORGANIZATIONS AGENCIES

FUNCTIONAL RESPONSIBILITY CHART

P = primary responsibility, **S** = secondary responsibility

ANNEXES →		A	B	C	D	E	F	G	H	I	J	K	L	
FUNCTIONS → / POSITIONS or AGENCIES, Others ↓	Continuity of Government	Direction and Control	Communications and Warning	Damage Assessment	Emergency Public Information	Evacuation	Fire-Hazmat Services	Health and Medical	Law Enforcement	Mass Care	Protective Shelters	Public Works	Resource Management	Plan Update, Maintenance
Central Plains Chapter, Red Cross				S				S		P				S
State Fire Marshall				S			P				S	S	S	
Nebraska State Patrol						S			P					
South Heartland, Clay County Public Health, & NE Health and Human Services System								P		S				S
Hastings Area and South Central Mutual Aid Association				S			P	S						
Central NE Amateur Radio Club			S	S						S	S			
Windstream Telephone Company			S	S								S		
Verizon, Viearo, US Cellular Communications Company			S	S								S		
Source Natural Gas				S								S		
South Central and Southern Power District				S								S		

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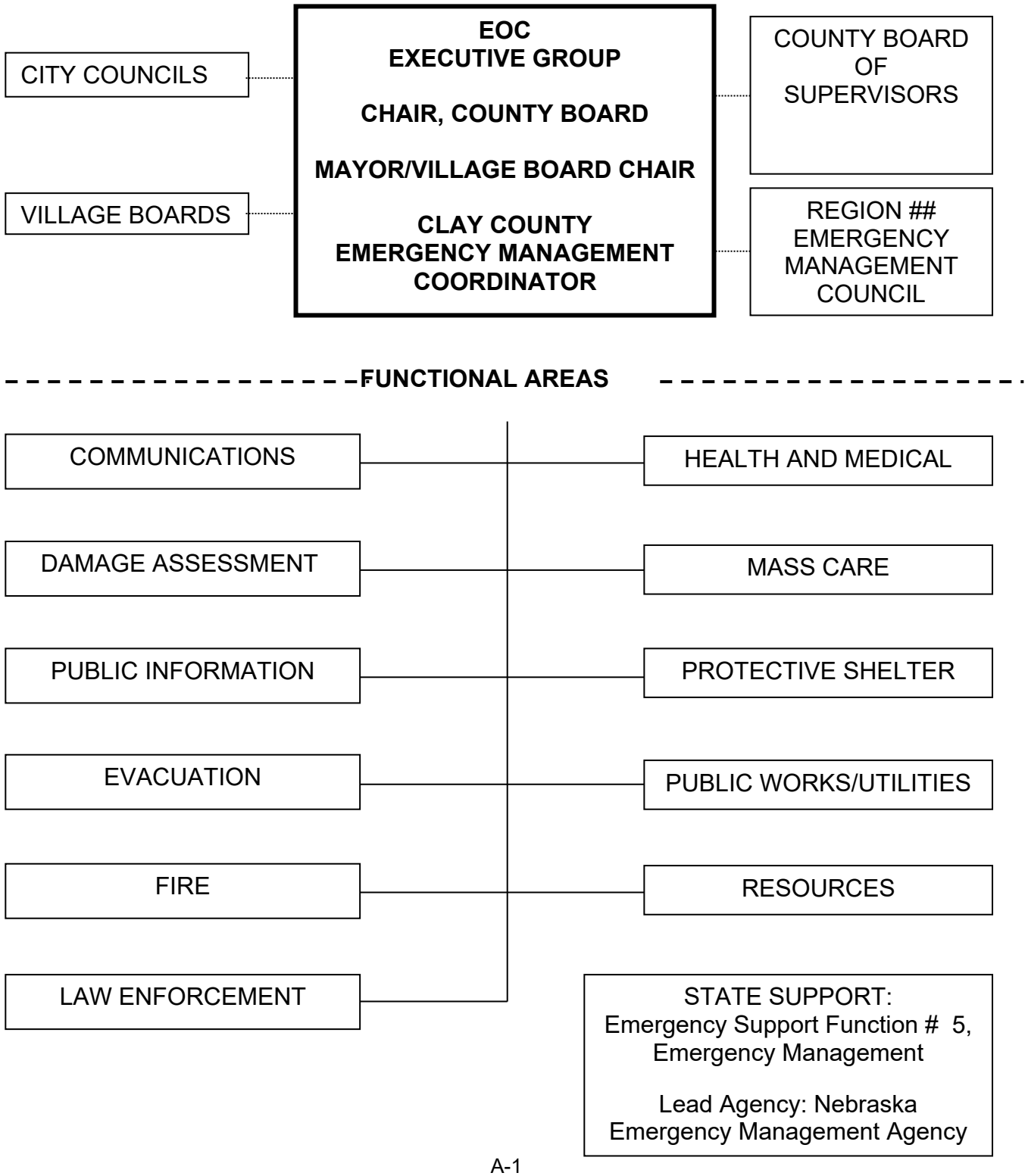
DIRECTION and CONTROL

ORGANIZATION CHART



DIRECTION AND CONTROL

I. PURPOSE

The purpose of this Annex is to provide procedures for centralized and coordinated management and support of emergency response activities in order to best protect the residents and property in ClayCounty.

II. SITUATION

A. The Clay County Emergency Operating Center (EOC) is located at 205 N Calvary, Clay Center, NE, or wherever conditions dictate

1. The EOC is not considered to be an adequate tornado shelter. Maximum staffing is 20 persons.

2. A generator with 5 days of fuel, supplies adequate auxiliary power.

3. The EOC receives the NAWAS (National Warning System) from the 911 Center located at the Sheriff Office. Drop and installed radio capability to communicate with law enforcement, fire/EMS departments, one telephone line, and Internet, are available.

4. The EOC is maintained in a fully operational mode. Access to the EOC can be controlled.

B. Alternate Emergency Operating Center

In the event the primary EOC is damaged or otherwise unavailable, a room in the Sheriff's office or a city/village town hall will be used as the alternate EOC. In the event both the EOC and alternate cannot be used, The Clay County Special Services Unit will serve as a field communications command post and will function as the alternate EOC until a facility has been readied for this function. The location selected will be determined at the time, dependent on the situation.

C. Emergency Operating Centers for other jurisdictions are the:

1. Fire halls in Clay Center, Edgar, Fairfield, Glenvil, Harvard, Sutton, and Trumbull.

2. Community Center in Clay Center, Edgar, Deweese, Harvard, Saronville, Sutton and Trumbull.

3. Fair Grounds and Schools in Harvard, Sutton, or Sandy Creek maybe used as alternative.

D. The Clay County Special Services Mobile Operation Center could support the above EOCs. Adams and Filmore County also have mobile COM units.

E. First Responders will use an Incident Command System which is in accordance with HSPD-5, the National Incident Management System. The nature or kind of disaster will determine which of the first responding emergency units will provide the initial Incident Commander. The Incident Command may be transferred to another agency as disaster priorities change. When the EOC is activated, field operations and the EOC must coordinate disaster operations for effective response and recovery.

III. ASSUMPTIONS and PLANNING FACTORS

A. The Emergency Operations Centers would be available and prepared for emergency operations in a minimal amount of time.

B. Local Chief Executives will normally function from their EOC or be on call during EOC operations.

IV. ORGANIZATION / RESPONSIBILITIES

A. The Emergency Operation Center Staff, comprised of the Chief Executives of government, key officials, and the Emergency Manager administer the Direction and Control function. The Executive Group is comprised of these Chief Executives within Clay County. They are:

1. County - Chairperson, Board of Supervisors

2. Cities - Mayors,

3. Villages - Chairpersons of Village Boards.

B. The Chief Executives of government are responsible for their respective village, city, or county emergency operations by providing leadership, direction and management decisions. Specifically, strategic guidance and resources during the preparedness phase and in an event provides the same in support of the Incident Commander during response and recovery efforts.

C. The Chairman of the Clay County Board of Supervisors is responsible for all county emergency operations outside of corporate city or village limits.

D. Staff, as designated in each functional Annex, are appointed or approved by the Chief Executives and become responsible for carrying out emergency operations and advising the Executive Group on matters pertaining to their areas of responsibilities. See Attachments 1 and 2.

E. EOC supporting staff are personnel from those offices, both governmental, non-governmental and private, which do not have a primary operational responsibility but have the knowledge and professional expertise to assess a situation and provide advice and/or make recommendations to the Executive Group. The involvement of an office (or offices) will be dependent upon a number of variables, such as:

1. Geographical location of disaster,

2. Magnitude of disaster,

3. Type of advice/recommendation needed upon which to base executive decisions,

4. Capability of affected community to provide "expert" assessments and evaluations.

F. The Emergency Management Director's Direction and Control responsibilities during an emergency/disaster may include, but are not limited to:

1. Serving as the disaster operations advisor to the Executive Group,

2. Acting as the liaison to neighboring and higher levels of government, as required,

3. Planning, developing and implementing the EOC operating procedures,

4. Assisting in staffing the EOC by organizing, recruiting, and training an Emergency Management EOC Staff which would support all jurisdictions in areas not normally a function of day-to-day government,

5. Managing the operations of the EOC,

6. Coordinating the implementation of mitigation efforts.

G. <u>Lines of Succession:</u>

1. <u>County Board of Supervisors</u>

a. Chairperson,

b. Vice Chairperson,

c. Most senior member through members of the Board in order of their seniority on the Board.

2. City Government:

a. Mayor,

b. President of City Council,

c. Acting President of the Council, as designated by the City Council (in an emergency session, if necessary).

3. Village Government:

a. Chairperson of Village Board,

b. Most senior member through members of the Board in order of seniority on the Board.

4. EOC Staff: as defined in each Annex to this Plan:

5. Clay County Emergency Management:

a. Clay County Emergency Management Coordinator,

b. Deputy Emergency Management Director,

c. CCEM Designated City or Village Emergency Management Director,

d. Clay County Sheriff

V. CONCEPT of OPERATIONS

A. Activation of the Emergency Operating Center (EOC)

1. The Chairman of the County Board, the Mayor of City, the Board Chairman of Villages and the Clay County Emergency Management Coordinator has the authority to activate the Clay County Emergency Operating Center (EOC). First responders may request that the EOC be activated, as a situation warrants.

2. Activation is a consideration when there is a threat to the population that would require coordination between response agencies. All emergency support services will maintain a current notification roster to ensure a timely response.

3. The decision to activate the Emergency Operating Center will be based upon the severity, expected duration, need for multiple agency coordination and anticipated resources required for the emergency. The Emergency Manager will determine the level of staffing required and initiate the notification or recall procedures for the appropriate personnel, agencies, and organizations to respond.

4. The Clay County EMA Coordinator and/or the Sheriff may activate the Clay County 911 Center/EOC on a limited staffing basis during severe weather watches and warnings.

5. Immediate requests for assistance from agencies and organizations from the local Emergency Management will be channeled through the Clay County Dispatch Center.

6. The Incident Commander (IC) will establish a field command center. The IC will maintain close contact and coordination with the EOC.

7. The Emergency Management Coordinator (EM) will notify the Nebraska Emergency Management Agency, (1-877-297-2368), when there is an emergency or disaster that includes multi-agency response and is beyond the normal day-to-day response activities.

8. The EOC may operate on a 24-hour basis during the emergency; shifts will be determined in eight or 12-hour increments. A member of the Executive Group will be present or on call during EOC operating hours.

B. Incident Status Report (ISR)

1. The Incident Status Report (Attachment 3) is used to report as much information as is known at the time. The information in bold letters is of immediate importance. The Emergency Management Director will report more information as it becomes available and at least once a day for the remainder of the incident. The Incident Status Report is also used to measure the scope of damage caused during a disaster and will be the starting point from which all future state or federal damage assessments will be conducted.

2. The ISR is used as supporting documentation to justify a local disaster declaration.

C. EOC Operations

1. During disaster operations, the following may operate from the EOC; other officials may operate from their daily locations as defined in the functional Annexes:

a. Executive Group (at the EOC or on call),

b. EM Director and/or Clay County EMA Coordinator

c. Communications Officer,

d. Damage Assessment Coordinator,

e. Public Information Officer,

f. Medical Coordinator and/or Public Health Coordinator,

g. Mass Care Coordinator,

h. Resources Coordinator (may include Volunteer Coordinator),

i. Social Services Coordinator,

j. Radiological Officer (radiological emergency),

k. LEPC Chair or representative,

l. Veterinarian representative,

m. Rumor control.

n. Planning Section Chief

2. Record keeping procedures in the EOC need to include:

a. All radio communications at the EOC logged by the agency/organization receiving/transmitting the message.

b. A detailed activity log of EOC operations maintained by the Emergency Management Director using local government administrative support, to include the copies of the Site Incident Commander's Incident Action Plans, the Disaster Declarations, Incident Status Reports, lists of volunteer aid and financial records.

c. The Emergency Management Director or Communications Officer oversees all logs and the message/information flow system. In Type III incidents and above the Planning Section will be responsible.

3. Periodic briefings at the EOC to update all personnel will be held, as the situation dictates.

4. The EOC contains updated maps of Clay County and its cities and villages as well as status boards required for tracking significant events/actions.

5. EOC security is provided by the local law enforcement or Sheriff's Department.

D. EOC Coordination

1. Specific operations are detailed in the Annexes to this Plan. These disaster operations shall be performed in accordance with federal and state law and a Clay County resolutions which cover mutual aid, emergency expenditures, emergency worker's liability, Worker's Compensation, etc. The Executive Group will make necessary policy decisions in accordance with state and local laws.

2. To provide for the most efficient management of resources, coordination of emergency operations will be through the appropriate Staff.

3. Primary communications will be through normal systems. Additional communications capabilities are outlined in Annex B.

4. Incident Command in the field and officials at the EOC must maintain contact with each other to effectively coordinate disaster operations. Development of concurrent and supportive Incident Action Plans (IAPs) strengthens this coordination and management of resources.

5. Emergency workers without standard identification cards and volunteers will be issued an identification card by Clay County EMA. The use of Midwest Card Solutions rapid tag, and Mobile Express will be used when the incident warrants need tracking. Such identification will allow them access to areas necessary to perform their assigned tasks.

6. The EOC needs to be informed when staging areas are established.

E. Local Emergency Declaration

In situations where response and recovery are within the capabilities of the local government, the Chief Executive of the jurisdiction may declare an emergency and issue directives to activate local resources required to respond. (Example: A "Declaration of a Snow Emergency" could implement a parking ban on designated streets and activate the snow removal plan.)

1. The Chief Executive may sign a Disaster Declaration when it appears that the response and recovery efforts will exceed the normal local capabilities. See Attachment 4.

2. Within the limitations stated in RRS 81-829.50, any order or declaration declaring, continuing, or terminating a disaster will be given prompt and general publicity through the Public Information Officer (Annex D).

3. A Disaster Declaration on official letterhead will be filed promptly with the Clerk of the affected jurisdiction and with the Nebraska Emergency Management Agency. The Emergency Management Director will fax (402-471-7433) the local Declaration, then mail the hard copy original to the Nebraska Emergency Management Agency, 2433 NW 24th Street, Lincoln, NE 68524. See Sample Disaster Declaration, Attachment 4 to this Annex.

4. The effect of a local Disaster Declaration will be to:

   a. Activate response and recovery aspects of all applicable local and/or interjurisdictional Emergency Management plans, and to

   b. Authorize the furnishing of aid and assistance from these plans.

5. A local Disaster Declaration is not an automatic request for state assistance.

F. Request for Assistance

1. Clay County will first implement mutual aid agreements within the County and with neighboring communities.

2. If mutual aid resources are not sufficient, the Chief Executive or Incident Commander may request assistance from the state through Clay County Emergency Management.

   a. A local Disaster Declaration must precede a request for State assistance (Attachment 4).

   b. The County Board of Supervisors will make this request through the Clay County Emergency Management Coordinator to the Nebraska Emergency Management Agency.

   c. The Nebraska Emergency Management Agency will review the request, evaluate the overall disaster situation, and recommend action to the Governor.

3. Local response agencies may request technical assistance and resource support directly from state agencies, such as the Nebraska State Patrol, the Department of Roads, the State Fire Marshal, the Department of Environmental Quality, and the Nebraska Health and Human Services System. The Clay County Emergency Management Coordiantor will advise the Nebraska Emergency Management Agency of these requests.

VI. ADMINISTRATIVE and LOGISTICS

A. Fiscal

1. Clay County and its affected jurisdictions shall fund disaster related costs from local contingency funds to the fullest extent possible.

2. All disaster related expenditures must be documented using generally accepted accounting procedures. The State and Federal governments will conduct audits prior to providing reimbursements for eligible expenditures.

B. Call-Down Rosters and Review of Annex A

1. The Emergency Management Director will ensure that call-down rosters for EOC Staff and County/City/Village Officials (Attachments 1 and 2) are current.

2. The Clay County Emergency Management Coordinator will annually review and modify this Annex as needed. It is the responsibility of the local Emergency Management Agency to conduct an After Action Review (AAR) for each EOC activation due to an incident or exercise. This AAR should include input from all agencies, including local governments and affected private sector organizations, in the event/exercise response and initial recovery efforts. The purpose of each AAR is to identify policies, procedures, strengths and capability gaps, and the communications and coordination between and among the involved agencies/organizations. Recommended and implemented changes of EMA policy/procedures, agencies' or officials' roles and responsibilities should be documented in an update to this Plan. DHS grant sponsored exercises must meet all Homeland Security Exercise and Evaluation Program reporting requirements and timelines.

   Correcting or addressing the identified needs for additional training, changes in tactical procedures (revised SOPs), lack of specialized teams or resources is the responsibility of the individual organizations/agencies. The EMA will be a local point of contact for obtaining information and/or coordination of such training, policy development, for information about

obtaining additional resources (available grants or other funding sources) or assistance in developing improved incident management strategies.

VII. TRAINING and EXERCISING

Plans for training and exercises should include support from elected and appointed officials, non-governmental, support agencies and the private sector, as well as planning for interagency, interjurisdictional and regional participation.

A. Training

1. The training program will be consistent with the five-year Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

2. All personnel with responsibilities in this Plan should make every effort to attend training programs designed for city/village and county officials offered by the Nebraska Emergency Management Agency.

B. Exercising

1. All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

2. An exercise of Direction and Control aspects of this Plan involving both the Executive Group and EOC Staff should be held at least annually.

LIST of ATTACHMENTS

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LOCAL EMERGENCY MANAGEMENT

AND THE

NEBRASKA EMERGENCY MANAGEMENT AGENCY

THIS ATTACHMENT IS ON FILE WITH

LOCAL EMERGENCY MANAGEMENT

AND THE

NEBRASKA EMERGENCY MANAGEMENT AGENCY

Incident Status Report

Instructions: As soon as possible fill in as much information as you currently know. Other information can be gathered as it becomes available. Please fill all of the information areas, put unknown in areas where you have no information and none where there is no damage or impact. Fill out form online at: http://www.nema.ne.gov/incident-status-report.html

General Information
Incident:
Incident Description:
Incident Date:
Report Date/Time:
Jurisdiction:
Name:
Email Address of Reporting:
Callback Number:
Incident Commander:
EOC Activated? Yes___ No___
Disaster Declaration? Yes___ No___

Local Actions
Evacuation Ordered? Yes___ No___
Size of the Area:
Law Enforcement Deployed? Yes___ No___
Fire Fighters Deployed? Yes___ No___
Rescue Workers Deployed? Yes___ No___
Public Works Deployed Yes___ No___
Mutual Aid Departments on the scene:
Private Utilities:

Disaster Impacts
Number of...
Fatalities:
Injuries:
Missing Persons:
Number of Shelters Open:
Number of People Sheltered:
Anticipated Total Number of Persons:
Special Needs Citizens Identified and Cared For:
Yes___ No___
Comfort locations for Emergency Workers established Yes___ No___
Number of structures damaged:
Minor - Building is damaged and may be used under limited conditions with minor repairs.
Major - Building is damaged to the extent that it is no longer usable and may be returned to service only with extensive repairs.
Destroyed - Building is a total loss or damaged to the extent that it is no longer usable and is not economically feasible to repair.

Homes
Minor:
Major:
Destroyed:
% Insured:
Public Buildings
Minor:
Major:
Destroyed:
% Insured:

Business/Industry Buildings
Minor:
Major:
Destroyed:
% Insured:
Immediate Needs:

Status of Services:
Status of Electric Utility Service:
Status of Telephone Service:
Status of Schools:
Status of Government Offices:

Impact on Critical Facilities
Hospitals:
Water Treatment Plants:
WasteWater Plants:
Lift Stations:
Natural Gas:
Correctional Facilities:
Other Impacted Critical Facilities:
Extent of Damage to Streets:
Extent of Damage to Roads:
Extent of Damage to Bridges:
Anticipated Future Needs: (including personnel, equipment, mass care, etc.)

The NEMA duty officer will acknowledge receipt of Incident Status Reports with a return email that includes a copy of the submitted form.

SAMPLE LOCAL DISASTER DECLARATION

A Disaster Declaration must be issued prior to requesting state or federal assistance.

A Disaster Declaration for a city or village should be transmitted <u>through</u> the County Emergency Management Director.
The County Board should also declare a disaster using this same form.

The following is a sample of the language that should be retyped onto the jurisdiction's
official letterhead before submitting it to the State EOC.

****

Clay County *(or affected city/village)* has suffered from a _____ *(i.e., disastrous tornado strike)* that occurred on _____ (*include date(s) and time)* causing severe damage to public and private property, disruption of utility service, and endangerment of health and safety of the citizens of Clay County *(or city/village)* within the disaster area

Therefore, the Chair of the Clay County Board of *Commissioners/Supervisors (or the Mayor/Board Chair of _____)* has declared a state of emergency authorized under Nebraska State Statute R.R.S. 81-829.50 on behalf of Clay County *(or city/village),* and will execute for and on behalf of Clay County *(or city/village),* the expenditure of emergency funds from all available sources, the invoking of mutual aid agreements, and the applying to the State of Nebraska for assistance from the Governor's Emergency Fund and any other resources he/she deems necessary in the fulfillment of his/her duties.

_____
Chair, Clay County

Board of *Commissioners/Supervisors*
(or Mayor/Board Chair of affected jurisdiction
or by appointed authorized representative)

WITNESS my hand and the seal of my office this _____ day of _____, 20___.

_____
County (or City/Village) Clerk

_____
Date

CITY OF CLAY CENTER

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2014

CITY OF CLAY CENTER
EMERGENCY OPERATIONS PLAN

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CITY of CLAY CENTER
EMERGENCY OPERATIONS PLAN

I. PURPOSE

A. The responsibility for the welfare of the residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination and management of both the prevention preparations and the disaster operations and recovery. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster. (Nebraska Emergency Management Act, 1996, section 81-829.46).

B. The Emergency Preparedness Mission for the city of Clay Center is to ensure the coordination of city departments and personnel to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.

C. This plan identifies the primary disaster responsibilities of city departments and personnel employed by the city. This plan is intended to supplement the Clay Center County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

D. It is in the best interest of the city of Clay Center that the named key officials meet at least once a year and after each disaster to review the Plan with the Clay Center Emergency Manager and the Clay County EMA Coordinator to determine that the Plan is current and reflects the roles and responsibilities as defined by statues, resolutions and field operations.

II. PLANNING FACTORS

A. All-Hazards Approach

1. This Plan uses an "all-hazards" approach that provides general direction for responding to any type of disaster across a full spectrum of hazards.

B. Vulnerable Populations

1. There are populations at risk in Clay Center. These will require special considerations in warning, evacuation, and other areas of disaster response.

2. The community uses fix all hazard outdoor warnings sirens to warn the various access and functional needs populations. The use of all hazard radios, mobile broadcast devices, CodeRed, and radio and television broadcast will also be used as time allows.

C. Primary Responsibility For Disaster Response and Recovery

1. The responsibility for the welfare of the residents during a disaster rests with the Mayor and the City Council. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster.

2. In the absence of the Mayor, the established line of succession is:

a. President of the City Council

b. Senior member of the City Council

c. An official as appointed/elected by the City Council (special election as necessary)

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. When alerted of a disaster situation, Clay County 911 Center will begin notification of those on their emergency notification list.

2. The public may have already been warned by sirens or through the electronic media. If there are no automated warnings, dispatch (Communications Center) will sound the sirens as authorized.

B. Operations - Actual Disaster

1. The first priority after a disaster has struck is lifesaving activities and the subsequent preservation of property. First Responders will proceed to the scene of the disaster or staging area as soon as possible. Initial requests for Field Operations assistance will be channeled through the Communications Center.

2. After the initial response, the Emergency Operations Center (EOC) will likely be activated to provide a site for local officials and other designated

personnel to implement direction and provide coordination and support of Field Operations.

3. Other agencies and groups not defined as First Responders may be asked to provide additional disaster services as the city begins the process of recovery.

4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

5. All responding departments, agencies and jurisdictions will follow the National Incident Management System (NIMS) protocols when conducting either individual or joint disaster response and recovery activities. This includes but is not limited to establishing unified or area incident command systems, the use of staging areas as needed, implementing multi-agency coordination systems and resource management including the identification and listing of all department, agency and jurisdiction disaster response resources (equipment, trained personnel, supplies, facilities) using the NIMS resource identification process.

C. Operations - Departmental Responsibilities

The City has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass three areas:

1. Field Operations (Tactical and Operational)

   a. First Responders will provide the initial tactical response to a disaster.

   b. These First Responders will use the National Incident Management System by establishing Incident Command. A member of one of the First Responder emergency units will provide the initial Incident Commander. This will be determined by the nature of the disaster. Incident Command may be transferred to another agency as disaster priorities change.

   c. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this plan.

   d. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

2. Emergency Operations Center (EOC) (Strategic and Functional)

   The Emergency Operations Center will be activated to coordinate disaster response and recovery with the site Incident Commander.

   a. Staffing will be determined by the severity of the situation. The local community EOC should include the Mayor or their designee, the Emergency Manager, Fire Chief, the Police Chief, EMA Captain City Clerk, Public Works, and Clay County EMA Coordinator.

   b. The County EOC is located at Clay County EMA Office with backup center located at the Clay County Sheriff's Office. Both location provides communications capability, auxiliary power, and ample space with support equipment for disaster operations. Local EOC is located at the Clay Center Community Station or the Clay County Fairgrounds. Other alternatives sites are available if needed.

3. Additional Disaster Services (Support)

   Other agencies and groups may be asked for assistance after the initial response to the disaster. The Incident Command or the EOC Staff may request these services.

D. Field Operations: Incident Command and the EOC

1. Both the field responders and the EOC staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the city. The use of the NIMS will help standardize communications and enhance coordination between incidents, initial responders, mutual aid, CEO's and supporting organizations.

2. Communications Capabilities: When the Incident Commander establishes a command post and the EOC is activated, each will maintain communications with each other.

3. EOC Briefings: The Incident Commander, first responders, City Departments and agencies working the disaster may be required to send a representative to report activities, accomplishments, needed support and supplies and the next operational priority in their area. From this report, the Incident Action Plan (IAP) is developed for the next specified operational period.

4. Security of the Disaster Area:

   a. Security may be needed at all the highway points leading into Clay Center. The Nebraska State Patrol can help with security.

b. Local resources will be used first for roadblocks and barricades; then other village/county/state roads departments may be asked to help. The Incident Commander or Law Enforcement will contact the Communications Center to request additional resources from these agencies.

c. Identification cards for access to the disaster area will be issued in Clay Center and the County. ID cards are needed for local officials volunteers, the media, and residents when the disaster area has been secured. The Clay Center Emergency Management Coordinator (or other authorized position) will distribute identification cards from the EOC or at the disaster access points.

E. Operations - Administration

1. Under the direction of the Mayor or designated fiscal agent will purchase or rent needed supplies, materials, and equipment or hire temporary help for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's Office or fiscal. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures, including donated supplies, equipment, professional and volunteer services for the disaster will be submitted to and documented by the City Clerk or fiscal agent.

IV. INCIDENT COMMAND / FIELD OPERATIONS - FIRST RESPONDERS

A. Primary Field Operational Control for the Disaster

1. All City Departments will become familiar with an Incident Command System per HSPD-5, NIMS and must complete NIMS IS 100 and 700 course. This Incident Command System will be used to ensure one point of contact for field coordination.

2. The Incident Commander may select staging area(s) if needed. The Incident Commander will inform the EOC of the location(s) of the staging area(s).

B. Responsibilities List for Field Operations

1. In preparing this plan, city officials have assigned responsibilities for disaster response and recovery. These responsibilities address an "all-hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-inclusive; at the direction of either the Department Supervisor or the City Mayor; city personnel may be requested to perform other disaster duties.

2. The task assignments for each City Department are written in general terms and purposely do not tell supervisors how to do their jobs. Each Department should develop guidelines (SOPs) for their specific operations in a disaster situation.

C. Police Department - Police Chief (LEOP - Annex H)

1. Among the First Responders to the disaster scene.

2. Implements the appropriate National Incident Management System.

3. Assesses communications capability as a priority action.

4. Notifies other law enforcement agencies for assistance. About 10 persons could be available from the Edgar, Sutton and Harvard Police Department(s), County Sheriff's Office, Nebraska State Patrol, Game and Parks Commission.

5. If needed, in conjunction with the Fire Department, warns residents and businesses by public address systems, knocking on doors, or other means.

6. Conducts any evacuation as required; including coordination with Emergency Management to select the best evacuation routes to the selected shelter. See Annex E for evacuation planning and operations guidelines.

7. Implements established procedures for roadblock locations to isolate Clay Center if entry control is necessary.

8. Warns the public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected. See Annexes B and D for communications capabilities and strategies.

9. Coordinates with the EOC and Incident Command for transportation of access and functional needs evacuees.

10. Coordinates with the EOC and Incident Command in selecting assembly points and exercises surveillance over the assembly points being used for loading buses used for evacuation.

11. Assesses and determines the immediate needs for cleared routes to the hospital and coordinates with the EOC and Incident Command.

12. Coordinates traffic control and crowd control in and around the disaster area.

13. Coordinates with the Street Department for barricades, signs, and flags at control points as established by the Police Department. This will also be coordinated with the EOC and Incident Command.

14. Conducts search and rescue operations with Fire Department personnel.

15. Assesses the need for other City Departments to respond, contacts the needed Departments and reports this to the EOC.

16. May request opening the Local or County EOC for assistance in coordinating disaster response.

17. Relocates to an alternate site, if the Police Station is damaged.

18. May initially advise the EOC of area affected and gives general damage information.

19. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual to the EOC.

20. Sends a representative to the briefings at the EOC; informs the EOC/ Mayor/Incident Commander of any problems.

21. Secures the disaster area:

    a. To include critical public facilities and residences

    b. Checks volunteer ID cards

    c. Checks permanent ID cards of City personnel

    d. Controls EOC security from any interference with emergency operations

22. Prevents looting in disaster area.

23. Prevents re-entry into damaged or contaminated buildings.

24. Provides security at shelters, if needed.

25. Provides security for visiting dignitaries.

26. Notifies the EOC of possible flooding problems.

27. Picks up stray animals or implements other animal control measures using volunteers, veterinarians or animal control officers. See Annex H.

28. Shall work with Emergency Management and fire personnel to do Weather spotting and/or needed response to weather events.

29. Deputizes additional personnel, as required.

30. Continues with police responsibilities and services in unaffected areas.

31. Designates and maintains the lines of succession in the absence of the Police Chief.

D. Communications Center – 911 Center (LEOP - Annex B)

1. Maintains a current call-down roster of phones and pagers for key city personnel and others such as the hospital, care centers, schools, and businesses.

2. Provides warning through all hazard outdoor warning sirens; if the endangered area is isolated, telephones residents and/or businesses and initiates other warnings systems for identified special populations.

3. Monitors and disseminates further watches and/or warnings or advisories.

4. After the initial request for first response, makes the necessary notifications to include notifying the Emergency Management Director, and necessary responders.

5. Coordinates emergency radio traffic.

6. May request additional assistance through the EOC.

E. Fire Department - Fire Chief (LEOP - Annex F)

1. Among the First Responders to disaster scene.

2. Assumes the operational control for fire suppression and explosions.

3. If properly trained, serve as a hazardous materials responder; provides measures to minimize dangers from hazardous materials.

4. Provides radiological monitoring at radiological accidents, including the necessary coordination with Nebraska Health and Human Services System Regulation and Licensure and the Nebraska Emergency Management Agency.

5. Implements the Incident Command System per NIMS.

6. May request opening the Local or County EOC for assistance in coordinating and supporting disaster response.

7. Coordinates with Law Enforcement and Emergency Management in search and rescue operations.

8. Assists Law Enforcement in evacuation efforts.

9. Assists Law Enforcement in warning by public address system or door-to-door.

10. Assists Law Enforcement in crowd control/security of the disaster area.

11. Assesses need for other City Departments to respond and contacts the Department heads which reports this to the EOC.

12. Implements mutual aid agreements with other jurisdictions, as needed. The 911 Center may be able to help notify outside resources.

13. Coordinates the staging area with the EOC and Incident Command.

14. Provides back-up equipment for water pumping.

15. Assists in safety inspections to assure the integrity of a structure before permitting re-occupancy.

16. Sends a representative to briefings at the EOC; informs the EOC/ Mayor/Incident Commander of any problems.

17. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.

18. Continues fire suppression operations.

19. Establishes and maintains the lines of succession in the absence of the Fire Chief.

20. Is part of weather spotting or other weather related activities with Law Enforcement and Emergency Management.

21. Is the main source of work force resources in and emergency event.

F. Emergency Medical Services - Rescue Chief (LEOP - Annex G)

1. May be among the First Responders at the disaster scene.

2. Implements the Incident Command System per NIMS.

3. Conducts triage operations, if needed.

4. Operates emergency medical units to provide emergency treatment to injured personnel at the scene.

5. Transports injured to the hospital; checks with Police Department/EOC/911 Center for open routes to hospital.

6. Implements mutual aid agreements with other jurisdictions as necessary.

7. Sends a representative to briefings at the EOC and informs the EOC /Mayor/Incident Commander of any problems.

8. Continues emergency medical services for the remainder of the City.

9. Establishes and maintains the lines of succession.

10. Provide on scene EMS and other resources need in search and rescue.

11. May add additional manpower for weather related or traffic control.

G. Public Works/Utilities (LEOP - Annex K)

The Public Works/Utilities Department includes these departments: Street, City Electric, Water/Waste Water, Parks and Recreation. If a staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC and Incident Command.

1. Street Department

The call to respond to the disaster will probably come from dispatch at the 911 Communications Center. The department head will coordinate with the Mayor Incident Commander on disaster work assignments. Tasks may include but are not limited to:

a. Developing a response priority/plan to clear debris from the primary routes needed for First Responders; then clearing the arterials and collectors.

b. Assessing and reporting street damage to the EOC; systematically clearing the streets as prioritized at the EOC briefings with input from

the Mayor, Incident Commander, Police Department, and other affected City Departments.

c. Closing streets, if requested by Law Enforcement/Incident Commander, by transporting and erecting barricades, signs, and flags at control points established by Law Enforcement.

d. Posting traffic directional signs, as needed, particularly for evacuation.

e. Clearing debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.

f. Performing priority repairs to streets.

g. Clearing inlets and repairing storm sewers.

h. Providing emergency repair and maintenance of vehicles and equipment during disaster operations.

i. During flooding conditions, coordinating sandbagging operations for public buildings/entities.

j. Assisting the Mayor in meeting requirements for the disposal of disaster debris.

k. Establishing temporary debris collection or disposal sites, additional temporary tree burning areas, as needed and as approved by Dept. of Environmental Quality.

l. If not being utilized, furnishing heavy equipment and personnel to other City Departments.

m. Sending a representative to the briefings at the EOC; informing the EOC, Mayor and Incident Commander of accomplishments, needs and any problems.

n. Maintaining records of all overtime, operational expenses, repair costs, in-stock supplies used; supplies, equipment and labor procured during the response and recovery.

2. Water and Wastewater Department - Superintendent

a. Water Division

i. Can assess each house individually.

ii. Maintain water pressure and uncontaminated water supply.

iii. Where possible, ensures an adequate water supply to the fire hydrants in case of major fire.

iv. Is prepared to isolate the water system where there is a possibility of contamination from a hazardous materials spill.

v. Repairs the water tower and/or mains, as prioritized; isolates ruptured or damaged mains until repairs can be made.

vi. Coordinates water testing with the State Health and Human Services System.

vii. Provides potable emergency water supply.

a. Locates suitable containers; fills with uncontaminated, potable water.

b. Distributes water to locations as coordinated by the EOC; is aware of prioritized facilities needing water such as the hospital or care facilities.

viii. Safety inspects the water system.

b. Wastewater Division

i. Maintains the sanitary sewer operations.

ii. Is prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.

iii. Safety inspects the wastewater system if damaged from the disaster.

iv. Contracts for portable toilets and for their maintenance.

c. Both Water and Wastewater Divisions

i. If not being utilized, may be required to furnish equipment, such as vehicles, and personnel to other City Departments.

ii. Sends one person to EOC briefings to represent both Divisions; informs the EOC/Mayor/Mayor/Incident Commander of any problems.

3. Landfill Operation

The Mayor/Public Works will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function. The following may be some of the requirements for disaster operations:

a. Meet the demand for greater disposal operations by:

i. Requesting an extension of hours as needed for debris disposal.

ii. Requesting signs or guides in the landfill area to organize disposal efforts.

b. Obtain permission from DEQ for normally unauthorized items (to the extent possible) to go to the landfill; find alternatives for disposal of unauthorized items.

c. Maintain a "salvage depot" for recovered, unclaimed damaged property which is removed from public or private property.

d. In coordination with other affected City Departments, the EOC, and Incident Commander establishes temporary site(s) for debris disposal/storage, separation, storage, recycling.

e. Will establish an additional temporary tree-burning area, if the one "permitted" burn site in Clay Center is not adequate.

V. EMERGENCY OPERATIONS CENTER

A. Mayor/City Council (LEOP - Annex A)

Responsibilities of the Mayor and City Council during disaster operations may include, but are not limited to:

1. Making executive decisions; establish effective disaster response policy.

2. Exercising emergency powers; provide policy decisions.

3. Signing the Disaster Declaration.

4. Exercising the final authority on subjects such as:

    a. Curfews

    b. Price restrictions

    c. Standards for contractors, craftsmen

    d. Temporary waivers for land use

    e. Other related legal responsibilities

    f. Evacuation decisions

5. Approving emergency legislation for the city.

6. Activating the EOC; notifying the Emergency Manager

7. Emergency Public Information (LEOP - Annex D)

    a. The Mayor in conjunction with the Incident Commander and EOC will ensure that the public is given timely and accurate information through the Public Information Officer (PIO).

    b. The Mayor will designate a PIO at the time of the disaster if one is not appointed.

    c. The PIO will establish an Information Center to:

        i. Release emergency directions and information to radio, television and newspaper.

        ii. Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.

        iii. Maintains liaison with the EOC and the Incident Commander to stay abreast of current information.

        iv. Serves as the source through which the media will gain access to public officials, if required.

        v. Provides current and accurate information to the general public making inquiries.

B. Mayor

The Mayor is the administrative head of the city government who has final authority for all City Departments. The Mayor may delegate responsibility the Emergency Management Director to coordinate with the Emergency Management Coordinator in providing unified management of the direction and control functions for disaster response and recovery and for support of the Incident Command. The Mayor's responsibilities may include, but are not limited to:

1. Coordinating with the City Council members, the Emergency Management Director and the Incident Commander during disaster operations.

2. The Mayor will be alerted of a disaster situation by the dispatcher or Emergency Management Director.

3. Activating the EOC.

4. Reporting to the EOC to monitor the disaster incident through situation reports and data coming into the EOC; visiting the various areas of the disaster, as necessary.

5. In conjunction with the Emergency Management Director, determining EOC staffing.

6. Providing over-all coordination of all City Departments and purchasing for handling the disaster effort.

7. In conjunction with needs of Field Operations and Emergency Management:

    a. Recruiting any city personnel not involved in disaster response who could assist in emergency duties.

    b. Forming a clerical pool and provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, word processing, answering inquiries, telephoning, etc.

8. Maintaining current inventory and resource list of emergency equipment and supplies.

9. Coordinating citywide resources that may be used in disaster response/recovery.

10. Coordinating with the City Attorney on any legal emergency matters.

11. Responding to official inquiries.

12. If a number of public buildings and/or streets have been affected by the disaster, assisting in prioritizing the return to service.

13. Coordinating with the Building Inspector in recovery and rebuilding efforts.

14. Ensuring the Building Inspector has designated someone to photographically document damage should there be a later application for state or federal assistance.

15. Designating appropriate staff to photograph debris piles before disposal.

16. In conjunction with the Clerk, ensuring that the City Clerk or fiscal agent documents expenses for the disaster including the donation of supplies, equipment, services and volunteer labor.

17. Assisting the Emergency Management Director in determining the location(s) for the distribution of potable water and requesting the Water Department to provide potable water to the public; then through the Public Information Officer, notifying the public of the availability and location(s) of water.

18. Working with the Emergency Management Director in providing liaison with local contractors, businesses, and industries to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required in the disaster situation.

19. Advising disaster victims of temporary emergency housing.

20. Establishing a point of contact for cash donations from the community for disaster victims/efforts and establishing guidelines in distributing the money. Also maintain an accepted, standardized accounting system to track appropriate financial donations.

21. Maintaining a "salvage depot" for unclaimed items.

C. <u>Emergency Management Director</u>

The Clay Center Emergency Management Director or Clay County EMA Coordinator will act as a disaster operations advisor to the Mayor and City Council. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Mayor. Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the EOC readiness to include adequate communications systems, status/ICS boards, maps, office supplies/ equipment, printed logs/forms, alternate power or an alternate location.

2. Activating the EOC and assumes overall operational management and coordination for the support of emergency functions of the disaster response and recovery.

3. In conjunction with the Mayor determining who is needed on the EOC Staff.

4. Maintaining a current call-down list of EOC Staff with an established procedure for calling in the Staff.

5. Coordinating additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.

6. Tracking and recording disaster events electronically, or on a status board or flip chart; plotting areas of destruction on maps; staff from the City Clerk may be assigned this function.

7. Conducting EOC briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often briefings are needed.

8. Coordinating with the City Departments as well as local businesses, private groups, volunteers, and adjacent jurisdictions called for mutual aid and with Clay County government if the situation dictates.

9. Requesting the Public Information Officer to provide emergency information to the public concerning an evacuation.

10. Coordinating transportation that may be required for evacuation.

11. Advising in the selection of assembly points for transportation.

12. Coordinating shelter operations with the American Red Cross.

13. Recommending that the Mayor/Council declare an emergency; preparing the Disaster Declaration for the signature of the Mayor and the witness of the Clerk.

14. Coordinating with the City Attorney on any legal emergency matters.

15. Coordinating with the ARC/Social Services/Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.

16. Coordinating staging areas with Field Operations.

17. Disseminating Identification cards for:

    a. Emergency workers

    b. Volunteers

    c. Disaster area residents

    d. Appointed/elected officials

18. Coordinating with Public Works in determining potable water distribution locations; assuring that the public is notified concerning the availability and location of water.

19. Working with the Mayor in providing liaison with local contractors, businesses and industry to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required.

20. Making formal requests to the next higher levels of government for assistance if the disaster response is beyond the capability of the City.

21. Providing pre-event training opportunities for personnel who will respond to a disaster.

22. Reviewing and updating this Plan for the City of Clay Center, annually.

D. <u>City Attorney</u>

1. Reviews the Nebraska Emergency Management Act and provides emergency legal counsel to city officials on subjects such as:

    a. Curfews

    b. Price restrictions

    c. Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices

    d. Temporary waivers for land use

    e. Other related legal duties

2. Drafts emergency legislation for the city.

3. Provides assistance in negotiating contracts for emergency services.

E. Building Inspector (LEOP - Annex C)

1. May coordinate or assist the Debris Manager in damage assessment of:

   a. Public entities

   b. Homes

   c. Businesses

2. Compiles information to define the property appraisals/values and insurance coverage as well as damage sustained.

3. Works with the American Red Cross damage assessment team to assure all homes have been surveyed for damage.

4. In conjunction with the Mayor, assures someone is designated to photograph and record public and private damage should there be an application for state or federal assistance.

5. Compiles all damage assessment reports into a summary document for use by the EOC Staff.

6. Assures that safety inspections are conducted for public and private buildings and issues temporary occupancy permits for temporary housing.

7. Prepares demolition orders for all unsafe structures and provides assistance in the coordination of the demolition work.

8. Assures that rebuilding is in compliance with the City's master development plan.

9. Coordinates first with local contractors/lumber yards to restore damaged public facilities.

10. Coordinates with the Mayor in establishing a point of contact for insurance adjusters and the influx of builders and repairmen.

11. Contracts, with the approval of the Mayor, for needed structural engineering services.

12. Coordinates, as necessary, with s local electrician or a South Central Public Power representative on the safety inspections of the electric systems on damaged public buildings.

13. Ensures that all incoming contractors register through the Building Inspector's office.

F. City Clerk

1. Witnesses the Disaster Declaration.

2. Tracks and documents all expenses for the disaster operations from each City Department to include:

   a. Labor (regular and overtime, temporary help and volunteer time).

   b. Equipment usage, rentals, repairs due to the disaster.

   c. Materials (to include parts and supplies used from the City's inventory) and

   d. Accounts for the reception and disbursements of all appropriate financial aid, equipment, supplies, volunteer labor and donations.

3. Coordinates with the Purchasing Officer in assigning (at the time of the disaster) an account number for emergency expenditures.

4. Provides financial statistics and summaries for the cost of the disaster, when requested.

5. In conjunction with the Mayor, prepares the necessary documentation required for state and federal disaster assistance applications.

6. In initial disaster response, may assist at the Communications Center.

7. Provides staff for the EOC to track and record disaster events.

8. Work as or closely with the Volunteer Coordinator in Clay Center. Procedures are outlined in Attachment 3 to Annex L.

NOTE :(*It is suggested that in major events, another person be assigned the responsibility for volunteer coordination and work closely with the Clerk, as the Clerk has other specialized financial and other civil responsibilities during an event)*

G. Purchasing Officer

1. Makes emergency purchases, as required.

2. When the Mayor declares a disaster, implements the policy that delegates authority to department superintendents to purchase or lease emergency supplies and/or equipment.

3. Coordinates with the City Clerk in assigning department heads an account number for emergency expenditures.

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CITY OF EDGAR

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2014

CITY OF Edgar
EMERGENCY OPERATIONS PLAN

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CITY of Edgar
EMERGENCY OPERATIONS PLAN

I. PURPOSE

A. The responsibility for the welfare of the residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination and management of both the prevention preparations and the disaster operations and recovery. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster. (Nebraska Emergency Management Act, 1996, section 81-829.46).

B. The Emergency Preparedness Mission for the city of Edgar is to ensure the coordination of city departments and personnel to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.

C. This plan identifies the primary disaster responsibilities of city departments and personnel employed by the city. This plan is intended to supplement the Clay County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

D. It is in the best interest of the city of Edgar that the named key officials meet at least once a year and after each disaster to review the Plan with the Emergency Management Director and the Clay County EMA Coordinator to determine that the Plan is current and reflects the roles and responsibilities as defined by statues, resolutions and field operations.

II. PLANNING FACTORS

A. All-Hazards Approach

1. This Plan uses an "all-hazards" approach that provides general direction for responding to any type of disaster across a full spectrum of hazards.

B. Vulnerable Populations

1. There are populations at risk in Edgar. These will require special considerations in warning, evacuation, and other areas of disaster response.

2. The community uses outdoor all hazard warning sirens, weather radio , CodeRed notification system, radio and television to warn the various access and functional needs populations.

C. Primary Responsibility For Disaster Response and Recovery

1. The responsibility for the welfare of the residents during a disaster rests with the Mayor and the City Council. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster.

2. In the absence of the Mayor, the established line of succession is:

a. President of the City Council

b. Senior member of the City Council

c. An official as appointed/elected by the City Council (special election as necessary)

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. When alerted of a disaster situation, the Communications Center of the Clay County 911 Center will begin notification of those on their emergency notification list.

2. The public may have already been warned by sirens or through the electronic media. If there are no automated warnings, dispatch will sound the sirens as authorized.

B. Operations - Actual Disaster

1. The first priority after a disaster has struck is lifesaving activities and the subsequent preservation of property. First Responders will proceed to the scene of the disaster or staging area as soon as possible. Initial requests for Field Operations assistance will be channeled through the Communications Center.

2. After the initial response, the Emergency Operations Center (EOC) will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination and support of Field Operations.

3. Other agencies and groups not defined as First Responders may be asked to provide additional disaster services as the city begins the process of recovery.

4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

5. All responding departments, agencies and jurisdictions will follow the National Incident Management System (NIMS) protocols when conducting either individual or joint disaster response and recovery activities. This includes but is not limited to establishing unified or area incident command systems, the use of staging areas as needed, implementing multi-agency coordination systems and resource management including the identification and listing of all department, agency and jurisdiction disaster response resources (equipment, trained personnel, supplies, facilities) using the NIMS resource identification process.

C. Operations - Departmental Responsibilities

The City has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass three areas:

1. Field Operations (Tactical and Operational)

   a. First Responders will provide the initial tactical response to a disaster.

   b. These First Responders will use the National Incident Management System by establishing Incident Command. A member of one of the First Responder emergency units will provide the initial Incident Commander. This will be determined by the nature of the disaster. Incident Command may be transferred to another agency as disaster priorities change.

   c. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this plan.

d. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

2. Emergency Operations Center (EOC) (Strategic and Functional)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with the site Incident Commander.

a. Staffing will be determined by the severity of the situation. Staffing should include among others, the Mayor or President of the City Council, the Edgar Emergency Management Director, Clay County EMA Coordinator, the Fire Chief, Police Chief, and the Rescue Captain.

b. The EOC is located at Edgar Fire Hall. This location provides communications capability, auxiliary power, and ample space with support equipment for disaster operations. Alternative sites include the Edgar Legion, City Hall, Sugden Center, and Sandy Creek School.

3. Additional Disaster Services (Support)

Other agencies and groups may be asked for assistance after the initial response to the disaster. The Incident Command or the EOC Staff may request these services.

D. Field Operations: Incident Command and the EOC

1. Both the field responders and the EOC staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the city. The use of the NIMS will help standardize communications and enhance coordination between incidents, initial responders, mutual aid, CEO's and supporting organizations.

2. Communications Capabilities: When the Incident Commander establishes a command post and the EOC is activated, each will maintain communications with each other.

3. EOC Briefings: The Incident Commander, first responders, City Departments and agencies working the disaster may be required to send a representative to report activities, accomplishments, needed support and supplies and the next operational priority in their area. From this report, the Incident Action Plan (IAP) is developed for the next specified operational period.

4. Security of the Disaster Area:

   a. Security may be needed at all the highway points leading into Edgar. The Nebraska State Patrol can help with security.

   b. Local resources will be used first for roadblocks and barricades; then other village/county/state roads departments may be asked to help. The Incident Commander or Law Enforcement will contact the Communications Center to request additional resources from these agencies.

   c. Identification cards for access to the disaster area will be issued in Edgar and the County. ID cards are needed for local officials volunteers, the media, and residents when the disaster area has been secured. The Clay County EMA Coordinator (or other authorized position) will distribute identification cards from the EOC or at the disaster access points.

E. Operations - Administration

1. Under the direction of the Mayor, the City Clerk or designated fiscal agent will purchase or rent needed supplies, materials, and equipment or hire temporary help for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's or fiscal agent. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures, including donated supplies, equipment, professional and volunteer services for the disaster will be submitted to and documented by the City Clerk.

IV. INCIDENT COMMAND / FIELD OPERATIONS - FIRST RESPONDERS

A. Primary Field Operational Control for the Disaster

1. All City Departments will become familiar with an Incident Command System per HSPD-5, NIMS, a minimum of NIMS IS 100 and & 700 course needs to be taken. This Incident Command System will be used to ensure one point of contact for field coordination.

2. The Incident Commander may select staging area(s) if needed. The Incident Commander will inform the EOC of the location(s) of the staging area(s).

B. Responsibilities List for Field Operations

1. In preparing this plan, city officials have assigned responsibilities for disaster response and recovery. These responsibilities address an "all-

hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-inclusive; at the direction of either the Department Head or the Mayor, city personnel may be requested to perform other disaster duties.

2. The task assignments for each City Department are written in general terms and purposely do not tell supervisors how to do their jobs. Each Department should develop guidelines (SOPs) for their specific operations in a disaster situation.

C. Police Department - Police Chief (LEOP - Annex H)

1. Among the First Responders to the disaster scene.

2. Implements the appropriate National Incident Management System.

3. Assesses communications capability as a priority action.

4. Notifies other law enforcement agencies for assistance. About 10 persons could be available from the Harvard, Clay Center, and Sutton Police Department(s), County Sheriff's Office, Nebraska State Patrol, Game and Parks Commission.

5. If needed, in conjunction with the Fire Department, warns residents and businesses by public address systems, knocking on doors, or other means.

6. Conducts any evacuation as required; including coordination with Emergency Management to select the best evacuation routes to the selected shelter. See Annex E for evacuation planning and operations guidelines.

7. Implements established procedures for roadblock locations to isolate Edgar if entry control is necessary.

8. Warns the public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected. See Annexes B and D for communications capabilities and strategies.

9. Coordinates with the EOC and Incident Command for transportation of access and functional needs evacuees.

10. Coordinates with the EOC and Incident Command in selecting assembly points and exercises surveillance over the assembly points being used for loading buses used for evacuation.

11. Assesses and determines the immediate needs for cleared routes to the hospital and coordinates with the EOC and Incident Command.

12. Coordinates traffic control and crowd control in and around the disaster area.

13. Coordinates with the Street Department for barricades, signs, and flags at control points as established by the Police Department. Clay County Roads Department can be contacted for resources of barricades. This will also be coordinated with the EOC and Incident Command.

14. Conducts search and rescue operations with Fire Department personnel and Edgar EM Director and Clay County EMA Coordinator.

15. Assesses the need for other City Departments to respond, contacts the needed departments and reports this to the EOC.

16. May request opening the EOC for assistance in coordinating disaster response.

17. Relocates to an alternate site, if the Police Station is damaged.

18. May initially advise the EOC of area affected and gives general damage information.

19. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual to the EOC.

20. Sends a representative to the briefings at the EOC; informs the EOC /Mayor/Incident Commander of any problems.

21. Secures the disaster area:

    a. To include critical public facilities and residences

    b. Checks volunteer ID cards

    c. Checks permanent ID cards of City personnel

    d. Controls EOC security from any interference with emergency operations

22. Prevents looting in disaster area.

23. Prevents re-entry into damaged or contaminated buildings.

24. Provides security at shelters, if needed.

25. Provides security for visiting dignitaries.

26. Notifies the EOC of possible flooding problems.

27. Picks up stray animals or implements other animal control measures using volunteers, veterinarians or animal control officers. See Annex H.

28. Provides volunteer inmate labor.

29. Deputizes additional personnel, as required.

30. Continues with police responsibilities and services in unaffected areas.

31. Designates and maintains the lines of succession in the absence of the Police Chief.

32. Shall work with Edgar EM Director and fire personnel to do weather spotting and/or needed response to weather events.

D. Communications Center - Police Department (LEOP - Annex B)

1. Maintains a current call-down roster of phones and pagers for key city personnel and others such as the hospital, care centers, schools, and businesses.

2. Provides warning through sirens; if the endangered area is isolated, telephones residents and/or businesses and initiates other warnings systems for identified special populations.

3. Monitors and disseminates further watches and/or warnings or advisories.

4. After the initial request for first response, makes the necessary notifications to include notifying Mayor, and Emergency Management Director and necessary responders.

5. Coordinates emergency radio traffic.

6. May request additional assistance through the EOC.

E. Fire Department - Fire Chief (LEOP - Annex F)

1. Among the First Responders to disaster scene.

2. Assumes the operational control for fire suppression and explosions.

3. If properly trained, serve as a hazardous materials responder; provides measures to minimize dangers from hazardous materials.

4. Provides radiological monitoring at radiological accidents, including the necessary coordination with Nebraska Health and Human Services System Regulation and Licensure and the Nebraska Emergency Management Agency.

5. Implements the Incident Command System per NIMS.

6. May request opening the EOC for assistance in coordinating and supporting disaster response.

7. Coordinates with Law Enforcement in search and rescue operations.

8. Assists Law Enforcement in evacuation efforts.

9. Assists Law Enforcement in warning by public address system or door-to-door.

10. Assists Law Enforcement in crowd control/security of the disaster area.

11. Assesses need for other City Departments to respond and contacts the Department Head(s); reports this to the EOC.

12. Implements mutual aid agreements with other jurisdictions, as needed. The 911 Dispatch Center can assist with notifying other department of such request.

13. Coordinates the staging area with the EOC and Incident Command.

14. Provides back-up equipment for water pumping.

15. Assists in safety inspections to assure the integrity of a structure before permitting re-occupancy.

16. Sends a representative to briefings at the EOC; informs the EOC /Mayor/Incident Commander of any problems.

17. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.

18. Continues fire suppression operations.

19. Establishes and maintains the lines of succession in the absence of the Fire Chief.

20. Is part of weather spotting or other weather related activities with law enforcement and Edgar EM Director.

21. Is the main source of work force resources in an emergency event.

F. Emergency Medical Services - Rescue Chief (LEOP - Annex G)

1. May be among the First Responders at the disaster scene.

2. Implements the Incident Command System per NIMS.

3. Conducts triage operations, as needed. Fire personnel may be requested to assist.

4. Operates emergency medical units to provide emergency treatment to injured personnel at the scene.

5. Transports injured to the hospital; checks with Law Enforcement, EOC, or 911 Center for open routes to hospital.

6. Implements mutual aid agreements with other jurisdictions as necessary.

7. Sends a representative to briefings at the EOC and informs the EOC/City Administrator/Mayor/Incident Commander of any problems.

8. Continues emergency medical services for the remainder of the City.

9. Establishes and maintains the lines of succession.

10. May add additional manpower to search and rescue operations.

11. May add additional manpower to weather related events or traffic control operations.

G. Public Works/Utilities (LEOP - Annex K)

1. The Public Works/Utilities Department includes these departments: Street, City Electric, Water/Waste Water, Parks and Recreation. If a staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC and Incident Command.

2. Street Department - Head

The call to respond to the disaster will probably come from dispatch at the Clay County 911 Center. The Head will coordinate with the Mayor/ Incident Commander on disaster work assignments. Tasks may include but are not limited to:

a. Developing a response priority/plan to clear debris from the primary routes needed for First Responders; then clearing the arterials and collectors.

b. Assessing and reporting street damage to the EOC; systematically clearing the streets as prioritized at the EOC briefings with input from the Mayor/Incident Commander, Police Department, and other affected City Departments.

c. Closing streets, if requested by Law Enforcement/Incident Commander, by transporting and erecting barricades, signs, and flags at control points established by Law Enforcement.

d. Posting traffic directional signs, as needed, particularly for evacuation.

e. Clearing debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants or as directed bly the Mayor/Incident Commander/EOC.

f. Performing priority repairs to streets.

g. Clearing inlets and repairing storm sewers.

h. Providing emergency repair and maintenance of vehicles and equipment during disaster operations.

i. During flooding conditions, coordinating sandbagging operations for public buildings/entities.

j. Assisting the Mayor in meeting requirements for the disposal of disaster debris. Responsibilities for landfill operations.

k. Establishing temporary debris collection or disposal sites, additional temporary tree burning areas, as needed and as approved by Dept. of Environmental Quality.

l. If not being utilized, furnishing heavy equipment and personnel to other City Departments.

m. Sending a representative to the briefings at the EOC; informing the EOC, , Mayor and Incident Commander of accomplishments, needs and any problems.

n. Maintaining records of all overtime, operational expenses, repair costs, in-stock supplies used; supplies, equipment and labor procured during the response and recovery.

3. City Electric Department

   a. All department employees will report to their normal Street and/or Electric Shop for vehicles, mobile communications and assignments. If their work reporting stations are un-accessible, they will receive further information during the notification or recall process.

   b. The first qualified employee reporting may survey the sub-stations; survey overall damage to see if outside assistance will be required and will alert the Superintendent if mutual aid is needed. This will also be reported to the EOC.

4. Water and Wastewater Department - Superintendent

   a. Water Division

      i. Can assess each house individually.

      ii. Maintain water pressure and uncontaminated water supply.

      iii. Where possible, ensures an adequate water supply to the fire hydrants in case of major fire.

      iv. Is prepared to isolate the water system where there is a possibility of contamination from a hazardous materials spill.

      v. Repairs the water tower and/or mains, as prioritized; isolates ruptured or damaged mains until repairs can be made.

      vi. Coordinates water testing with the State Health and Human Services System.

      vii. Provides potable emergency water supply.

         a. Locates suitable containers; fills with uncontaminated, potable water.

         b. Distributes water to locations as coordinated by the EOC; is aware of prioritized facilities needing water such as the hospital or care facilities.

      viii. Safety inspects the water system.

   b. Wastewater Division

      i. Maintains the sanitary sewer operations.

ii. Is prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.

iii. Safety inspects the wastewater system if damaged from the disaster.

iv. Contracts for portable toilets and for their maintenance.

c. Both Water and Wastewater Divisions

i. If not being utilized, may be required to furnish equipment, such as vehicles, and personnel to other City Departments.

ii. Sends one person to EOC briefings to represent both Divisions; informs the EOC/ Mayor/Incident Commander of any problems.

5. Landfill Operation

Mayor will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function. The following may be some of the requirements for disaster operations:

a. Meet the demand for greater disposal operations by:

i. Requesting an extension of hours as needed for debris disposal.

ii. Requesting signs or guides in the landfill area to organize disposal efforts.

b. Obtain permission from DEQ for normally unauthorized items (to the extent possible) to go to the landfill; find alternatives for disposal of unauthorized items.

c. Maintain a "salvage depot" for recovered, unclaimed damaged property which is removed from public or private property.

d. In coordination with other affected City Departments, the EOC, and Incident Commander establishes temporary site(s) for debris disposal/storage, separation, storage, recycling.

e. Will establish an additional temporary tree-burning area, if the one "permitted" burn site in Edgar is not adequate.

V. EMERGENCY OPERATIONS CENTER

A. Mayor/City Council (LEOP - Annex A)

Responsibilities of the Mayor and City Council during disaster operations may include, but are not limited to:

1. Making executive decisions; establish effective disaster response policy.

2. Exercising emergency powers; provide policy decisions.

3. Signing the Disaster Declaration.

4. Exercising the final authority on subjects such as:

    a. Curfews

    b. Price restrictions

    c. Standards for contractors, craftsmen

    d. Temporary waivers for land use

    e. Other related legal responsibilities

    f. Evacuation decisions

5. Approving emergency legislation for the city.

6. Activating the EOC; notifying Emergency Management

7. Emergency Public Information (LEOP - Annex D)

    a. The Mayor will ensure that the public is given timely and accurate information through the Public Information Officer (PIO).

    b. The Mayor will designate a PIO at the time of the disaster if one is not appointed.

    c. The PIO will establish an Information Center to:

        i. Release emergency directions and information to radio, television and newspaper.

        ii. Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.

iii. Maintains liaison with the EOC and the Incident Commander to stay abreast of current information.

iv. Serves as the source through which the media will gain access to public officials, if required.

v. Provides current and accurate information to the general public making inquiries.

B. Mayor

The Mayor is the administrative head of the city government and has final authority for all City Departments. The Mayor and Council to coordinate with the Emergency Management Director in providing unified management of the direction and control functions for disaster response and recovery and for support of the Incident Command. The Mayor's responsibilities may include, but are not limited to:

1. Coordinating with the City Council members, the Emergency Management Director and the Incident Commander during disaster operations.

2. The Mayor will be alerted of a disaster situation by the dispatcher or Emergency Management Director or Incident Commander.

3. Activating the EOC.

4. Reporting to the EOC to monitor the disaster incident through situation reports and data coming into the EOC; visiting the various areas of the disaster, as necessary.

5. In conjunction with the Emergency Management Director, determining EOC staffing.

6. Providing over-all coordination of all City Departments and with the city clerk for purchasing resources for handling the disaster effort.

7. In conjunction with needs of Field Operations and Emergency Management:

   a. Recruiting any city personnel not involved in disaster response who could assist in emergency duties.

   b. Forming a clerical pool and provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, word processing, answering inquiries, telephoning, etc.

8. Maintaining current inventory and resource list of emergency equipment and supplies.

9. Coordinating citywide resources that may be used in disaster response/recovery.

10. Coordinating with the City Attorney on any legal emergency matters.

11. Responding to official inquiries.

12. If a number of public buildings and/or streets have been affected by the disaster, assisting in prioritizing the return to service.

13. Coordinating with Public Works in recovery and rebuilding efforts.

14. Ensuring Public Works has designated someone to photographically document damage should there be a later application for state or federal assistance.

15. Designating appropriate staff to photograph debris piles before disposal.

16. In conjunction with the Clerk, ensuring that the City Clerk documents expenses for the disaster including the donation of supplies, equipment, services and volunteer labor.

17. Assisting the Emergency Management Director in determining the location(s) for the distribution of potable water and requesting the Water Department to provide potable water to the public; then through the Public Information Officer, notifying the public of the availability and location(s) of water.

18. Working with the Emergency Management Director in providing liaison with local contractors, businesses, and industries to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required in the disaster situation.

19. Advising disaster victims of temporary emergency housing.

20. Establishing a point of contact for cash donations from the community for disaster victims/efforts and establishing guidelines in distributing the money. Also maintain an accepted, standardized accounting system to track appropriate financial donations.

21. Maintaining a "salvage depot" for unclaimed items.

C. Emergency Management Director

The Edgar Emergency Management Director will act as a disaster operations advisor to the Mayor and City Council. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Mayor and Clay County EMA Coordinator. Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the EOC readiness to include adequate communications systems, status/ICS boards, maps, office supplies/ equipment, printed logs/forms, alternate power or an alternate location.

2. Activating the EOC through the 911 Center; assumes overall operational management and coordination for the support of emergency functions of the disaster response and recovery.

3. In conjunction with the Mayor, determining who is needed on the EOC Staff.

4. Maintaining a current call-down list of EOC Staff with an established procedure for calling in the Staff.

5. Coordinating additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.

6. Tracking and recording disaster events electronically, or on a status board or flip chart; plotting areas of destruction on maps; the City Clerk may be assigned this function.

7. Conducting EOC briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often briefings are needed.

8. Coordinating with the City Departments as well as local businesses, private groups, volunteers, and adjacent jurisdictions called for mutual aid and with Clay County government if the situation dictates.

9. Requesting the Public Information Officer to provide emergency information to the public concerning an evacuation.

10. Coordinating transportation that may be required for evacuation.

11. Advising in the selection of assembly points for transportation.

12. Coordinating shelter operations with the American Red Cross.

13. Recommending that the Mayor/Council declare an emergency; preparing the Disaster Declaration for the signature of the Mayor and the witness of the Clerk.

14. Coordinating with the City Attorney on any legal emergency matters.

15. Coordinating with the ARC/Social Services/Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.

16. Coordinating staging areas with Field Operations.

17. Disseminating Identification cards for:

    a. Emergency workers

    b. Volunteers

    c. Disaster area residents

    d. Appointed/elected officials

18. Coordinating with Public Works in determining potable water distribution locations; assuring that the public is notified concerning the availability and location of water.

19. Working with the City Mayor in providing liaison with local contractors, businesses and industry to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required.

20. Making formal requests to the next higher levels of government for assistance if the disaster response is beyond the capability of the City.

21. Providing pre-event training opportunities for personnel who will respond to a disaster.

22. Reviewing and updating this Plan for the City of Edgar, annually.

D. <u>City Attorney</u>

1. Reviews the Nebraska Emergency Management Act and provides emergency legal counsel to city officials on subjects such as:

    a. Curfews

    b. Price restrictions

c. Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices

d. Temporary waivers for land use

e. Other related legal duties

2. Drafts emergency legislation for the city.

3. Provides assistance in negotiating contracts for emergency services.

E. Building Inspector (LEOP - Annex C)

1. May coordinate or assist the Debris Manager in damage assessment of:

a. Public entities

b. Homes

c. Businesses

2. Compiles information to define the property appraisals/values and insurance coverage as well as damage sustained.

3. Works with the American Red Cross damage assessment team to assure all homes have been surveyed for damage.

4. In conjunction with the Mayor, assures someone is designated to photograph and record public and private damage should there be an application for state or federal assistance.

5. Compiles all damage assessment reports into a summary document for use by the EOC Staff.

6. Assures that safety inspections are conducted for public and private buildings and issues temporary occupancy permits for temporary housing.

7. Prepares demolition orders for all unsafe structures and provides assistance in the coordination of the demolition work.

8. Assures that rebuilding is in compliance with the City's master development plan.

9. Coordinates first with local contractors/lumber yards to restore damaged public facilities.

10. Coordinates with the Mayor in establishing a point of contact for insurance adjusters and the influx of builders and repairmen.

11. Contracts, with the approval of the Mayor, for needed structural engineering services.

12. Coordinates, as necessary, with the local electrician or a South Central Public Power Representative on the safety inspections of the electric systems on damaged public buildings.

13. Ensures that all incoming contractors register through the Building Inspector's office.

F. City Clerk

1. Witnesses the Disaster Declaration.

2. Tracks and documents all expenses for the disaster operations from each City Department to include:

   a. Labor (regular and overtime, temporary help and volunteer time).

   b. Equipment usage, rentals, repairs due to the disaster.

   c. Materials (to include parts and supplies used from the City's inventory) and

   d. Accounts for the reception and disbursements of all appropriate financial aid, equipment, supplies, volunteer labor and donations.

3. Coordinates with department heads in assigning an account number for emergency expenditures.

4. Provides financial statistics and summaries for the cost of the disaster, when requested.

5. In conjunction with the City Mayor, prepares the necessary documentation required for state and federal disaster assistance applications.

6. In initial disaster response, may assist at the Communications Center.

7. Provides staff for the EOC to track and record disaster events.

8. Work as or closely with the Volunteer Coordinator in Edgar. Procedures are outlined in Attachment 3 to Annex L.

G. Department Heads

1. Makes emergency purchases, as required.

2. When the Mayor declares a disaster, implements the policy that delegates authority to department heads to purchase or lease emergency supplies and/or equipment.

3. Coordinates with the City Clerk in assigning department superintendents an account number for emergency expenditures.

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CITY OF FAIRFIELD

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2014

CITY OF FAIRFIELD
EMERGENCY OPERATIONS PLAN

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CITY of FAIRFIELD
EMERGENCY OPERATIONS PLAN

I. PURPOSE

A. The responsibility for the welfare of the residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination and management of both the prevention preparations and the disaster operations and recovery. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster. (Nebraska Emergency Management Act, 1996, section 81-829.46).

B. The Emergency Preparedness Mission for the city of FAIRFIELD is to ensure the coordination of city departments and personnel to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.

C. This plan identifies the primary disaster responsibilities of city departments and personnel employed by the city. This plan is intended to supplement the Clay County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

D. It is in the best interest of the city of FAIRFIELD that the named key officials meet at least once a year and after each disaster to review the Plan with the Fairfield EM Director and Clay County EMA Coordinator to determine that the Plan is current and reflects the roles and responsibilities as defined by statues, resolutions and field operations.

II. PLANNING FACTORS

A. All-Hazards Approach

1. This Plan uses an "all-hazards" approach that provides general direction for responding to any type of disaster across a full spectrum of hazards.

B. Vulnerable Populations

1. There are populations at risk in FAIRFIELD. These will require special considerations in warning, evacuation, and other areas of disaster response.

2. The community uses all hazard outdoor warning sirens, weather radios, television and radio stations, CodeRed notification system, and when time and safety permits face to face contact with citizens to warn the various access and functional needs populations.

C. Primary Responsibility For Disaster Response and Recovery

1. The responsibility for the welfare of the residents during a disaster rests with the Mayor and the City Council. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster.

2. In the absence of the Mayor, the established line of succession is:

a. President of the City Council

b. Senior member of the City Council

c. An official as appointed/elected by the City Council (special election as necessary)

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. When alerted of a disaster situation, the Clay County 911 Center will begin notification of those on their emergency notification list by radio page, CodeRed and limited phone calls.

2. The public may have already been warned by all hazard outdoor warning sirens or through the electronic media. If there are no automated warnings, dispatch will sound the sirens as authorized.

B. Operations - Actual Disaster

1. The first priority after a disaster has struck is lifesaving activities and the subsequent preservation of property. First Responders will proceed to the scene of the disaster or staging area as soon as possible. Initial requests for Field Operations assistance will be channeled through the Communications Center.

2. After the initial response, the Emergency Operations Center (EOC) will likely be activated to provide a site for local officials and other designated

personnel to implement direction and provide coordination and support of Field Operations.

3. Other agencies and groups not defined as First Responders may be asked to provide additional disaster services as the city begins the process of recovery.

4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

5. All responding departments, agencies and jurisdictions will follow the National Incident Management System (NIMS) protocols when conducting either individual or joint disaster response and recovery activities. This includes but is not limited to establishing unified or area incident command systems, the use of staging areas as needed, implementing multi-agency coordination systems and resource management including the identification and listing of all department, agency and jurisdiction disaster response resources (equipment, trained personnel, supplies, facilities) using the NIMS resource identification process.

C. Operations - Departmental Responsibilities

The City has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass three areas:

1. Field Operations (Tactical and Operational)

   a. First Responders will provide the initial tactical response to a disaster.

   b. These First Responders will use the National Incident Management System by establishing Incident Command. All responders must have taken NIMS IS 100 & 700 to be in compliance. A member of one of the First Responder emergency units will provide the initial Incident Commander. This will be determined by the nature of the disaster. Incident Command may be transferred to another agency as disaster priorities change.

   c. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this plan.

   d. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

2. Emergency Operations Center (EOC) (Strategic and Functional)

   The Emergency Operations Center will be activated to coordinate disaster response and recovery with the site Incident Commander.

   a. Staffing will be determined by the severity of the situation. Staffing should include the Mayor, Fairfield EM Director, Fire Chief, Public Works Director, EMS Captain, Representative of CCSO, City Clerk, and Clay County EMA Coordinator.

   b. The EOC is located at Fairfield Fire Hall. This location provides communications capability, auxiliary power, and ample space with support equipment for disaster operations. Alternative locations include local churches, and Sandy Creek School.

3. Additional Disaster Services (Support)

   Other agencies and groups may be asked for assistance after the initial response to the disaster. The Incident Command or the EOC Staff may request these services.

D. Field Operations: Incident Command and the EOC

1. Both the field responders and the EOC staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the city. The use of the NIMS will help standardize communications and enhance coordination between incidents, initial responders, mutual aid, CEO's and supporting organizations.

2. Communications Capabilities: When the Incident Commander establishes a command post and the EOC is activated, each will maintain communications with each other.

3. EOC Briefings: The Incident Commander, first responders, City Departments and agencies working the disaster may be required to send a representative to report activities, accomplishments, needed support and supplies and the next operational priority in their area. From this report, the Incident Action Plan (IAP) is developed for the next specified operational period.

4. Security of the Disaster Area:

   a. Security may be needed at all the highway points leading into FAIRFIELD. The Nebraska State Patrol can help with security.

b. Local resources will be used first for roadblocks and barricades; then other village/county/state roads departments may be asked to help. The Incident Commander or Law Enforcement will contact the Communications Center to request additional resources from these agencies.

c. Identification cards for access to the disaster area will be issued in FAIRFIELD and the County. ID cards are needed for local officials volunteers, the media, and residents when the disaster area has been secured. The Clay County EMA Coordinator or Fairfield EM Director will distribute identification cards from the EOC or at the disaster access points.

E. Operations - Administration

1. Under the direction of the Mayor, the City Clerk or designated fiscal officer will purchase or rent needed supplies, materials, and equipment or hire temporary help for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures, including donated supplies, equipment, professional and volunteer services for the disaster will be submitted to and documented by the City Clerk.

IV. INCIDENT COMMAND / FIELD OPERATIONS - FIRST RESPONDERS

A. Primary Field Operational Control for the Disaster

1. All City Departments will become familiar with an Incident Command System per HSPD-5, NIMS. This Incident Command System will be used to ensure one point of contact for field coordination. All first responder must complete NIMS IS 100 & 700 training.

2. The Incident Commander may select staging area(s) if needed. The Incident Commander will inform the EOC of the location(s) of the staging area(s).

B. Responsibilities List for Field Operations

1. In preparing this plan, city officials have assigned responsibilities for disaster response and recovery. These responsibilities address an "all-hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-inclusive; at the direction of either the Department Head or the Mayor: city personnel may be requested to perform other disaster duties.

2. The task assignments for each City Department are written in general terms and purposely do not tell supervisors how to do their jobs. Each Department should develop guidelines (SOPs) for their specific operations in a disaster situation.

C. Law Enforcement – Clay County Sheriff's Office (LEOP - Annex H)

1. Among the First Responders to the disaster scene.

2. Implements the appropriate National Incident Management System.

3. Assesses communications capability as a priority action.

4. Notifies other law enforcement agencies for assistance. About 8 to 12 persons could be available from the Clay Center, Harvard, or Sutton Police Department(s), Nebraska State Patrol, and Game and Parks Commission.

5. If needed, in conjunction with the Fire Department, warns residents and businesses by public address systems, knocking on doors, or other means.

6. Conducts any evacuation as required; including coordination with Emergency Management to select the best evacuation routes to the selected shelter. See Annex E for evacuation planning and operations guidelines.

7. Implements established procedures for roadblock locations to isolate FAIRFIELD if entry control is necessary.

8. Warns the public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected. See Annexes B and D for communications capabilities and strategies.

9. Coordinates with the EOC and Incident Command for transportation of access and functional needs evacuees.

10. Coordinates with the EOC and Incident Command in selecting assembly points and exercises surveillance over the assembly points being used for loading buses used for evacuation.

11. Assesses and determines the immediate needs for cleared routes to the hospital and coordinates with the EOC and Incident Command.

12. Coordinates traffic control and crowd control in and around the disaster area.

13. Coordinates with the Street Department for barricades, signs, and flags at control points as established by Law Enforcement. This will also be coordinated with the EOC and Incident Command.

14. Coordinates and Conducts search and rescue operations with Fire Department personnel and Emergency Management.

15. Assesses the need for other City Departments to respond, contacts the departments and reports this to the EOC.

16. May request opening the EOC for assistance in coordinating disaster response.

17. Relocates to an alternate site if one is needed.

18. May initially advise the EOC of area affected and gives general damage information.

19. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual to the EOC.

20. Sends a representative to the briefings at the EOC; informs the EOC/City Mayor/Incident Commander of any problems.

21. Secures the disaster area:

    a. To include critical public facilities and residences

    b. Checks volunteer ID cards

    c. Checks permanent ID cards of City personnel

    d. Controls EOC security from any interference with emergency operations

22. Prevents looting in disaster area.

23. Prevents re-entry into damaged or contaminated buildings.

24. Provides security at shelters, if needed.

25. Provides security for visiting dignitaries.

26. Notifies the EOC of possible flooding problems.

27. Picks up stray animals or implements other animal control measures using volunteers, veterinarians or animal control officers. See Annex H.

28 Deputizes additional personnel, as required.

29. Continues with police responsibilities and services in unaffected areas.

30. Shall work with Emergency Management and Fire personnel to do weather spotting and/or needed response to weather events.

D. Communications Center – 911 Center (LEOP - Annex B)

1. Maintains a current call-down roster of phones and pagers for key city personnel and others such as the hospital, care centers, schools, and businesses.

2. Provides warning through all hazard outdoor warning sirens; if the endangered area is isolated, CodeRed notification may be used to notify residents and/or businesses and initiates other warnings systems for identified special populations.

3. Monitors and disseminates further watches and/or warnings or advisories.

4. After the initial request for first response, makes the necessary notifications to include notifying the, Mayor, and Emergency Management Director and necessary responders.

5. Coordinates emergency radio traffic.

6. May request additional assistance through the EOC.

E. Fire Department - Fire Chief (LEOP - Annex F)

1. Among the First Responders to disaster scene.

2. Assumes the operational control for fire suppression and explosions.

3. If properly trained, serve as a hazardous materials responder; provides measures to minimize dangers from hazardous materials.

4. Provides radiological monitoring at radiological accidents, including the necessary coordination with Nebraska Health and Human Services System Regulation and Licensure and the Nebraska Emergency Management Agency.

5. Implements the Incident Command System per NIMS.

6. May request opening the EOC for assistance in coordinating and supporting disaster response.

7. Coordinates with Law Enforcement and Emergency Management in search and rescue operations.

8. Assists Law Enforcement in evacuation efforts.

9. Assists Law Enforcement in warning by public address system or door-to-door.

10. Assists Law Enforcement in crowd control/security of the disaster area.

11. Assesses need for other City Departments to respond and contacts the Department needed; reports this to the EOC.

12. Implements mutual aid agreements with other jurisdictions, as needed. The Clay County 911 can assist in notifying the mutual aid departments.

13. Coordinates the staging area with the EOC and Incident Command.

14. Provides back-up equipment for water pumping.

15. Assists in safety inspections to assure the integrity of a structure before permitting re-occupancy.

16. Sends a representative to briefings at the EOC; informs the EOC/City Administrator/Mayor/Incident Commander of any problems.

17. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.

18. Continues fire suppression operations.

19. Establishes and maintains the lines of succession in the absence of the Fire Chief.

20. Is part of weather spotting or other weather related activities with law enforcement and emergency management.

21. Is the main source of work force resources in an emergency event.

F. Emergency Medical Services - Rescue Chief (LEOP - Annex G)

1. May be among the First Responders at the disaster scene.

2. Implements the Incident Command System per NIMS.

3. Conducts triage operations, if needed.

4. Operates emergency medical units to provide emergency treatment to injured personnel at the scene.

5. Transports injured to the hospital; checks with Law Enforcement\EOC for open routes to hospital.

6. Implements mutual aid agreements with other jurisdictions as necessary. Dispatches to other departments can be made through the Clay County 911 Center.

7. Sends a representative to briefings at the EOC and informs the EOC /Mayor/Incident Commander of any problems.

8. Continues emergency medical services for the remainder of the City.

9. Establishes and maintains the lines of succession.

10. May add addition manpower to search and rescue operations.

11. May add additional manpower to weather related events or traffic control.

G. Public Works/Utilities (LEOP - Annex K)

1. The Public Works/Utilities Department includes these departments: Street, City Electric, Water/Waste Water, Parks and Recreation. If a staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC and Incident Command.

2. Street Department - Superintendent

The call to respond to the disaster will probably come from dispatch at the Clay County 911 Center. The Department Supervisors will coordinate with the Mayor/Incident Commander on disaster work assignments. Tasks may include but are not limited to:

a. Developing a response priority/plan to clear debris from the primary routes needed for First Responders; then clearing the arterials and collectors.

b. Assessing and reporting street damage to the EOC; systematically clearing the streets as prioritized at the EOC briefings with input from the Mayor/Incident Commander, Law Enforcemtn, and other affected City Departments.

c. Closing streets, if requested by Law Enforcement/Incident Commander, by transporting and erecting barricades, signs, and flags at control points established by Law Enforcement.

d. Posting traffic directional signs, as needed, particularly for evacuation.

e. Clearing debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants or as directed by the Incident Commander or EOC.

f. Performing priority repairs to streets.

g. Clearing inlets and repairing storm sewers.

h. Providing emergency repair and maintenance of vehicles and equipment during disaster operations.

i. During flooding conditions, coordinating sandbagging operations for public buildings/entities.

j. Assisting the Mayor in meeting requirements for the disposal of disaster debris. Responsibilities for landfill operations.

k. Establishing temporary debris collection or disposal sites, additional temporary tree burning areas, as needed and as approved by Dept. of Environmental Quality.

l. If not being utilized, furnishing heavy equipment and personnel to other City Departments.

m. Sending a representative to the briefings at the EOC; informing the EOC, Mayor and Incident Commander of accomplishments, needs and any problems.

n. Maintaining records of all overtime, operational expenses, repair costs, in-stock supplies used; supplies, equipment and labor procured during the response and recovery.

3. <u>Water and Wastewater Department - Supervisor</u>

a. <u>Water Division</u>

i. Can assess each house individually.

ii. Maintain water pressure and uncontaminated water supply.

iii. Where possible, ensures an adequate water supply to the fire hydrants in case of major fire.

iv. Is prepared to isolate the water system where there is a possibility of contamination from a hazardous materials spill.

v. Repairs the water tower and/or mains, as prioritized; isolates ruptured or damaged mains until repairs can be made.

vi. Coordinates water testing with the State Health and Human Services System.

vii. Provides potable emergency water supply.

a. Locates suitable containers; fills with uncontaminated, potable water.

b. Distributes water to locations as coordinated by the EOC; is aware of prioritized facilities needing water such as the hospital or care facilities.

viii. Safety inspects the water system.

b. Wastewater Division

i. Maintains the sanitary sewer operations.

ii. Is prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.

iii. Safety inspects the wastewater system if damaged from the disaster.

iv. Contracts for portable toilets and for their maintenance.

c. Both Water and Wastewater Divisions

i. If not being utilized, may be required to furnish equipment, such as vehicles, and personnel to other City Departments.

ii. Sends one person to EOC briefings to represent both Divisions; informs the EOC/City Administrator/Mayor/Incident Commander of any problems.

4. Landfill Operation

The Mayor and Public Works Supervisor will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function. The following may be some of the requirements for disaster operations:

a. Meet the demand for greater disposal operations by:

i. Requesting an extension of hours as needed for debris disposal.

ii. Requesting signs or guides in the landfill area to organize disposal efforts.

b. Obtain permission from DEQ for normally unauthorized items (to the extent possible) to go to the landfill; find alternatives for disposal of unauthorized items.

c. Maintain a "salvage depot" for recovered, unclaimed damaged property which is removed from public or private property.

d. In coordination with other affected City Departments, the EOC, and Incident Commander establishes temporary site(s) for debris disposal/storage, separation, storage, recycling.

e. Will establish an additional temporary tree-burning area, if the one "permitted" burn site in FAIRFIELD is not adequate.

V. EMERGENCY OPERATIONS CENTER

A. Mayor/City Council (LEOP - Annex A)

Responsibilities of the Mayor and City Council during disaster operations may include, but are not limited to:

1. Making executive decisions; establish effective disaster response policy.

2. Exercising emergency powers; provide policy decisions.

3. Signing the Disaster Declaration.

4. Exercising the final authority on subjects such as:

a. Curfews

b. Price restrictions

c. Standards for contractors, craftsmen

d. Temporary waivers for land use

e. Other related legal responsibilities

f. Evacuation decisions

5. Approving emergency legislation for the city.

6. Activating the EOC; notifying the Fairfield EM Director and Clay County EMA Coordinator.

7. Emergency Public Information (LEOP - Annex D)

   a. The Mayor will ensure that the public is given timely and accurate information through the Public Information Officer (PIO).

   b. The Mayor will designate a PIO at the time of the disaster if one is not appointed.

   c. The PIO will establish an Information Center to:

      i. Release emergency directions and information to radio, television and newspaper.

      ii. Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.

      iii. Maintains liaison with the EOC and the Incident Commander to stay abreast of current information.

      iv. Serves as the source through which the media will gain access to public officials, if required.

      v. Provides current and accurate information to the general public making inquiries.

B. MAYOR

The Mayor is the administrative head of the city government and has final authority for all City Departments. The Mayor may delegate responsibility to the Council and Emergency Management Director in providing unified management of the direction and control functions for disaster response and recovery and for support of the Incident Command. The Mayor's responsibilities may include, but are not limited to:

1. Coordinating with the City Council members, the Emergency Management Director and the Incident Commander during disaster operations.

2. The Mayor will be alerted of a disaster situation by the dispatcher or Emergency Management Director.

3. Activating the EOC.

4. Reporting to the EOC to monitor the disaster incident through situation reports and data coming into the EOC; visiting the various areas of the disaster, as necessary.

5. In conjunction with the Emergency Management Director, determining EOC staffing.

6. Providing over-all coordination of all City Departments and purchasing for handling the disaster effort.

7. In conjunction with needs of Field Operations and Emergency Management:

    a. Recruiting any city personnel not involved in disaster response who could assist in emergency duties.

    b. Forming a clerical pool and provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, word processing, answering inquiries, telephoning, etc.

8. Maintaining current inventory and resource list of emergency equipment and supplies.

9. Coordinating citywide resources that may be used in disaster response/recovery.

10. Coordinating with the City Attorney on any legal emergency matters.

11. Responding to official inquiries.

12. If a number of public buildings and/or streets have been affected by the disaster, assisting in prioritizing the return to service.

13. Coordinating with Public Works in recovery and rebuilding efforts.

14. Ensuring the Public Works has designated someone to photographically document damage should there be a later application for state or federal assistance.

15. Designating appropriate staff to photograph debris piles before disposal.

16. In conjunction with the Clerk, ensuring that the City Clerk or fiscal agent documents expenses for the disaster including the donation of supplies, equipment, services and volunteer labor.

17. Assisting the Emergency Management Director in determining the location(s) for the distribution of potable water and requesting the Water Department to provide potable water to the public; then through the Public Information Officer, notifying the public of the availability and location(s) of water.

18. Working with the Emergency Management Director in providing liaison with local contractors, businesses, and industries to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required in the disaster situation.

19. Advising disaster victims of temporary emergency housing.

20. Establishing a point of contact for cash donations from the community for disaster victims/efforts and establishing guidelines in distributing the money. Also maintain an accepted, standardized accounting system to track appropriate financial donations.

21. Maintaining a "salvage depot" for unclaimed items.

C. Fairfield Emergency Management Director

The Fairfield Emergency Management Director will act as a disaster operations advisor to the Mayor and City Council. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Mayor . Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the EOC readiness to include adequate communications systems, status/ICS boards, maps, office supplies/ equipment, printed logs/forms, alternate power or an alternate location.

2. Activating the EOC through the 911 Center; assumes overall operational management and coordination for the support of emergency functions of the disaster response and recovery.

3. In conjunction with the City Administrator/Mayor, determining who is needed on the EOC Staff.

4. Maintaining a current call-down list of EOC Staff with an established procedure for calling in the Staff.

5. Coordinating additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.

6. Tracking and recording disaster events electronically, or on a status board or flip chart; plotting areas of destruction on maps; staff from the City Clerk/Treasurer's may be assigned this function.

7. Conducting EOC briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often briefings are needed.

8. Coordinating with the City Departments as well as local businesses, private groups, volunteers, and adjacent jurisdictions called for mutual aid and with Clay County government if the situation dictates.

9. Requesting the Public Information Officer to provide emergency information to the public concerning an evacuation.

10. Coordinating transportation that may be required for evacuation.

11. Advising in the selection of assembly points for transportation.

12. Coordinating shelter operations with the American Red Cross.

13. Recommending that the Mayor/Council declare an emergency; preparing the Disaster Declaration for the signature of the Mayor and the witness of the Clerk.

14. Coordinating with the City Attorney on any legal emergency matters.

15. Coordinating with the ARC/Social Services/Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.

16. Coordinating staging areas with Field Operations.

17. Disseminating Identification cards for:

    a. Emergency workers

    b. Volunteers

    c. Disaster area residents

    d. Appointed/elected officials

18. Coordinating with Public Works in determining potable water distribution locations; assuring that the public is notified concerning the availability and location of water.

19. Working with the Mayor in providing liaison with local contractors, businesses and industry to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required.

20. Making formal requests to the next higher levels of government for assistance if the disaster response is beyond the capability of the City.

21. Providing pre-event training opportunities for personnel who will respond to a disaster.

22. Reviewing and updating this Plan for the City of FAIRFIELD, annually.

D. City Attorney

1. Reviews the Nebraska Emergency Management Act and provides emergency legal counsel to city officials on subjects such as:

   a. Curfews

   b. Price restrictions

   c. Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices

   d. Temporary waivers for land use

   e. Other related legal duties

2. Drafts emergency legislation for the city.

3. Provides assistance in negotiating contracts for emergency services.

E. Building Inspector (LEOP - Annex C)

1. May coordinate or assist the Debris Manager in damage assessment of:

   a. Public entities

   b. Homes

   c. Businesses

2. Compiles information to define the property appraisals/values and insurance coverage as well as damage sustained.

3. Works with the American Red Cross damage assessment team to assure all homes have been surveyed for damage.

4. In conjunction with the Mayor, assures someone is designated to photograph and record public and private damage should there be an application for state or federal assistance.

5. Compiles all damage assessment reports into a summary document for use by the EOC Staff.

6. Assures that safety inspections are conducted for public and private buildings and issues temporary occupancy permits for temporary housing.

7. Prepares demolition orders for all unsafe structures and provides assistance in the coordination of the demolition work.

8. Assures that rebuilding is in compliance with the City's master development plan.

9. Coordinates first with local contractors/lumber yards to restore damaged public facilities.

10. Coordinates with the Mayor in establishing a point of contact for insurance adjusters and the influx of builders and repairmen.

11. Contracts, with the approval of the Mayor, for needed structural engineering services.

12. Coordinates, as necessary, with the local electrician or a South Central Public Power Representative on the the safety inspections of the electric systems on damaged public buildings.

13. Ensures that all incoming contractors register through the Building Inspector's office.

F. <u>City Clerk</u>

1. Witnesses the Disaster Declaration.

2. Tracks and documents all expenses for the disaster operations from each City Department to include:

   a. Labor (regular and overtime, temporary help and volunteer time).

   b. Equipment usage, rentals, repairs due to the disaster.

   c. Materials (to include parts and supplies used from the City's inventory) and

d. Accounts for the reception and disbursements of all appropriate financial aid, equipment, supplies, volunteer labor and donations.

3. Coordinates with the City Departments in assigning (at the time of the disaster) an account number for emergency expenditures.

4. Provides financial statistics and summaries for the cost of the disaster, when requested.

5. In conjunction with the Mayor, prepares the necessary documentation required for state and federal disaster assistance applications.

6. In initial disaster response, may assist at the Communications Center.

7. Provides staff for the EOC to track and record disaster events.

8. Work as or closely with the Volunteer Coordinator in FAIRFIELD. Procedures are outlined in Attachment 3 to Annex L.

G. Depatment Heads

1. Makes emergency purchases, as required.

2. When the Mayor declares a disaster, implements the policy that delegates authority to department superintendents to purchase or lease emergency supplies and/or equipment.

3. Coordinates with the City Clerk in assigning an account number for emergency expenditures.

CITY OF HARVARD

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2014

CITY OF Harvard
EMERGENCY OPERATIONS PLAN

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CITY of Harvard
EMERGENCY OPERATIONS PLAN

I. PURPOSE

A. The responsibility for the welfare of the residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination and management of both the prevention preparations and the disaster operations and recovery. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster. (Nebraska Emergency Management Act, 1996, section 81-829.46).

B. The Emergency Preparedness Mission for the city of Harvard is to ensure the coordination of city departments and personnel to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.

C. This plan identifies the primary disaster responsibilities of city departments and personnel employed by the city. This plan is intended to supplement the Clay County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

D. It is in the best interest of the city of Harvard that the named key officials meet at least once a year and after each disaster to review the Plan with the County Emergency Manager to determine that the Plan is current and reflects the roles and responsibilities as defined by statues, resolutions and field operations.

II. PLANNING FACTORS

A. All-Hazards Approach

1. This Plan uses an "all-hazards" approach that provides general direction for responding to any type of disaster across a full spectrum of hazards. Harvad is slusceptible to a number of hazards.

B. Vulnerable Populations

1. There are populations at risk in Harvard. These will require special considerations in warning, evacuation, and other areas of disaster response.

2. The community uses, all hazard outdoor warning sirens, all hazard weather radios, CodeRed notification, radio and television stations to warn the various access and functional needs populations.

C. Primary Responsibility For Disaster Response and Recovery

1. The responsibility for the welfare of the residents during a disaster rests with the Mayor and the City Council. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster.

2. In the absence of the Mayor, the established line of succession is:

a. President of the City Council

b. Senior member of the City Council

c. An official as appointed/elected by the City Council (special election as necessary)

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. When alerted of a disaster situation, the 911 Center of the Clay County Sheriff's Office will begin notification of those on their emergency notification list.

2. The public may have already been warned by sirens or through the electronic media. If there are no automated warnings, dispatch (Communications Center) will sound the sirens as authorized.

B. Operations - Actual Disaster

1. The first priority after a disaster has struck is lifesaving activities and the subsequent preservation of property. First Responders will proceed to the scene of the disaster or staging area as soon as possible. Initial requests for Field Operations assistance will be channeled through the Communications Center.

2. After the initial response, the Emergency Operations Center (EOC) will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination and support of Field Operations.

3. Other agencies and groups not defined as First Responders may be asked to provide additional disaster services as the city begins the process of recovery.

4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

5. All responding departments, agencies and jurisdictions will follow the National Incident Management System (NIMS) protocols when conducting either individual or joint disaster response and recovery activities. This includes but is not limited to establishing unified or area incident command systems, the use of staging areas as needed, implementing multi-agency coordination systems and resource management including the identification and listing of all department, agency and jurisdiction disaster response resources (equipment, trained personnel, supplies, facilities) using the NIMS resource identification process.

C. Operations - Departmental Responsibilities

The City has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass three areas:

1. Field Operations (Tactical and Operational)

   a. First Responders will provide the initial tactical response to a disaster.

   b. These First Responders will use the National Incident Management System by establishing Incident Command. A member of one of the First Responder emergency units will provide the initial Incident Commander. This will be determined by the nature of the disaster. Incident Command may be transferred to another agency as disaster priorities change.

   c. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this plan.

   d. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

2. Emergency Operations Center (EOC) (Strategic and Functional)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with the site Incident Commander.

a. Staffing will be determined by the severity of the situation. Staffing should include among others, the Mayor, Fairfield EM Director, Police Chief, Fire Chief, EMS Captain, City Clerk, Public Works, and Clay County EMA Coordinator.

b. The EOC is located at Harvard Community Center/Fire Hall. This Space provides ample space with support equipment for disaster operations. Generator power and back up communications would be need at this site as well as the alternatives. Alternative sites include Churches, Harvard Public Schools, City Hall, and Clay County EMA.

3. Additional Disaster Services (Support)

Other agencies and groups may be asked for assistance after the initial response to the disaster. The Incident Command or the EOC Staff may request these services.

D. Field Operations: Incident Command and the EOC

1. Both the field responders and the EOC staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the city. The use of the NIMS will help standardize communications and enhance coordination between incidents, initial responders, mutual aid, CEO's and supporting organizations.

2. Communications Capabilities: When the Incident Commander establishes a command post and the EOC is activated, each will maintain communications with each other.

3. EOC Briefings: The Incident Commander, first responders, City Departments and agencies working the disaster may be required to send a representative to report activities, accomplishments, needed support and supplies and the next operational priority in their area. From this report, the Incident Action Plan (IAP) is developed for the next specified operational period.

4. Security of the Disaster Area:

a. Security may be needed at all the highway points leading into Harvard. The Nebraska State Patrol can help with security.

b. Local resources will be used first for roadblocks and barricades; then other village/county/state roads departments may be asked to help. The Incident Commander or Law Enforcement will contact the

Communications Center to request additional resources from these agencies.

c. Identification cards for access to the disaster area will be issued in Harvard and the County. ID cards are needed for local officials volunteers, the media, and residents when the disaster area has been secured. The Clay EMA Coordinator and the Harvard EM Director (or other authorized position) will distribute identification cards from the EOC or at the disaster access points.

E. Operations - Administration

1. Under the direction of the Mayor, either the City Clerk or designated fiscal agent will purchase or rent needed supplies, materials, and equipment or hire temporary help for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures, including donated supplies, equipment, professional and volunteer services for the disaster will be submitted to and documented by the City Clerk.

IV. INCIDENT COMMAND / FIELD OPERATIONS - FIRST RESPONDERS

A. Primary Field Operational Control for the Disaster

1. All City Departments will become familiar with an Incident Command System per HSPD-5, NIMS. All department personnel shall complete NIMS IS 100 & 700 course to be in compliance. This Incident Command System will be used to ensure one point of contact for field coordination.

2. The Incident Commander may select staging area(s) if needed. The Incident Commander will inform the EOC of the location(s) of the staging area(s).

B. Responsibilities List for Field Operations

1. In preparing this plan, city officials have assigned responsibilities for disaster response and recovery. These responsibilities address an "all-hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-inclusive; at the direction of either the Department Supervisor or the Mayr; city personnel may be requested to perform other disaster duties.

2. The task assignments for each City Department are written in general terms and purposely do not tell supervisors how to do their jobs. Each Department should develop guidelines (SOPs) for their specific operations in a disaster situation.

C. Police Department - Police Chief (LEOP - Annex H)

1. Among the First Responders to the disaster scene.

2. Implements the appropriate National Incident Management System.

3. Assesses communications capability as a priority action.

4. Notifies off-duty Police Department personnel and, if required, other law enforcement agencies for assistance. About 10-12 persons could be available from the Clay Center, Edgar, and Sutton Police Department(s), County Sheriff's Office, Nebraska State Patrol, Game and Parks Commission.

5. If needed, in conjunction with the Fire Department, warns residents and businesses by public address systems, knocking on doors, or other means.

6. Conducts any evacuation as required; including coordination with Emergency Management to select the best evacuation routes to the selected shelter. See Annex E for evacuation planning and operations guidelines.

7. Implements established procedures for roadblock locations to isolate Harvard if entry control is necessary.

8. Warns the public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected. See Annexes B and D for communications capabilities and strategies.

9. Coordinates with the EOC and Incident Command for transportation of access and functional needs evacuees.

10. Coordinates with the EOC and Incident Command in selecting assembly points and exercises surveillance over the assembly points being used for loading buses used for evacuation.

11. Assesses and determines the immediate needs for cleared routes to the hospital and coordinates with the EOC and Incident Command.

12. Coordinates traffic control and crowd control in and around the disaster area.

13. Coordinates with the Street Department for barricades, signs, and flags at control points as established by the Police Department. This will also be coordinated with the EOC and Incident Command.

14. Coordnates and Conducts search and rescue operations with Fire Department personnel and the Harvard EM Director.

15. Assesses the need for other City Departments to respond, contacts Department Supervisors and reports this to the EOC.

16. May request opening the EOC for assistance in coordinating disaster response.

17. Relocates to an alternate site, at Fire Hall if the Police Station is damaged.

18. May initially advise the EOC of area affected and gives general damage information.

19. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual to the EOC.

20. Sends a representative to the briefings at the EOC; informs the EOC/City Administrator/Mayor/Incident Commander of any problems.

21. Secures the disaster area:

    a. To include critical public facilities and residences

    b. Checks volunteer ID cards

    c. Checks permanent ID cards of City personnel

    d. Controls EOC security from any interference with emergency operations

22. Prevents looting in disaster area.

23. Prevents re-entry into damaged or contaminated buildings.

24. Provides security at shelters, if needed.

25. Provides security for visiting dignitaries.

26. Notifies the EOC of possible flooding problems.

27. Picks up stray animals or implements other animal control measures using volunteers, veterinarians or animal control officers. See Annex H.

28. Provides volunteer inmate labor.

29. Deputizes additional personnel, as required.

30. Continues with police responsibilities and services in unaffected areas.

31. Designates and maintains the lines of succession in the absence of the Police Chief.

32. Shall work with emergency management and fire personnel to do weather spotting and/or other needed response to weather events.

D. Communications Center – CCSO 911 Center (LEOP - Annex B)

1. Maintains a current call-down roster of phones and pagers for key city personnel and others such as the, care centers, schools, and businesses.

2. Provides warning through sirens; if the endangered area is isolated, telephones residents and/or businesses and initiates other warnings systems for identified special populations.

3. Monitors and disseminates further watches and/or warnings or advisories to first responders.

4. After the initial request for first response, makes the necessary notifications to include notifying Emergency Management Director.

5. Coordinates emergency radio traffic.

6. May request additional assistance through the EOC.

E. Fire Department - Fire Chief (LEOP - Annex F)

1. Among the First Responders to disaster scene.

2. Assumes the operational control for fire suppression and explosions.

3. If properly trained, serve as a hazardous materials responder; provides measures to minimize dangers from hazardous materials.

4. Provides radiological monitoring at radiological accidents, including the necessary coordination with Nebraska Health and Human Services System Regulation and Licensure and the Nebraska Emergency Management Agency.

5. Implements the Incident Command System per NIMS.

6. May request opening the EOC for assistance in coordinating and supporting disaster response.

7. Coordinates with Law Enforcement in search and rescue operations along with Harvard EM Director.

8. Assists Law Enforcement in evacuation efforts.

9. Assists Law Enforcement in warning by public address system or door-to-door.

10. Assists Law Enforcement in crowd control/security of the disaster area.

11. Assesses need for other City Departments to respond and contacts the Department Superintendent(s); reports this to the EOC.

12. Implements mutual aid agreements with other jurisdictions, as needed. Notification of Departments for response can be made by 911 Center.

13. Coordinates the staging area with the EOC and Incident Command.

14. Provides back-up equipment for water pumping.

15. Assists in safety inspections to assure the integrity of a structure before permitting re-occupancy.

16. Sends a representative to briefings at the EOC; informs the EOC/City Administrator/Mayor/Incident Commander of any problems.

17. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.

18. Continues fire suppression operations.

19. Establishes and maintains the lines of succession in the absence of the Fire Chief.

20. Is part of weather spotting or other weather related activities with law enforcement and emergency management.

21. Is the main source of work force resources in an emergency event.

F. Emergency Medical Services - Rescue Captian (LEOP - Annex G)

1. May be among the First Responders at the disaster scene.

2. Implements the Incident Command System per NIMS.

3. Conducts triage operations, if needed.

4. Operates emergency medical units to provide emergency treatment to injured personnel at the scene.

5. Transports injured to the hospital; checks with Police Department\EOC for open routes to hospital.

6. Implements mutual aid agreements with other jurisdictions as necessary.

7. Sends a representative to briefings at the EOC and informs the EOC/ Mayor/Incident Commander of any problems.

8. Continues emergency medical services for the remainder of the City.

9. Establishes and maintains the lines of succession.

10. May add additional manpower to search and rescue operations.

11. May add additional manpower to weather related events or traffic control.

G. Public Works/Utilities (LEOP - Annex K)

1. The Public Works/Utilities Department includes these departments: Street, City Electric, Water/Waste Water, Parks and Recreation. If a staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC and Incident Command.

2. Street Department - Superintendent

The call to respond to the disaster will probably come from dispatch at the Clay County 911 Center. The Supervisor will coordinate with the Mayor /Incident Commander on disaster work assignments. Tasks may include but are not limited to:

a. Developing a response priority/plan to clear debris from the primary routes needed for First Responders; then clearing the arterials and collectors.

b. Assessing and reporting street damage to the EOC; systematically clearing the streets as prioritized at the EOC briefings with input from the Mayor/Incident Commander, Police Department, and other affected City Departments.

c. Closing streets, if requested by Law Enforcement/Incident Commander, by transporting and erecting barricades, signs, and flags at control points established by Law Enforcement.

d. Posting traffic directional signs, as needed, particularly for evacuation.

e. Clearing debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants or as directed by the Mayor, Incident Commander or EOC.

f. Performing priority repairs to streets.

g. Clearing inlets and repairing storm sewers.

h. Providing emergency repair and maintenance of vehicles and equipment during disaster operations.

i. During flooding conditions, coordinating sandbagging operations for public buildings/entities.

j. Assisting the Mayor in meeting requirements for the disposal of disaster debris. Responsibilities for landfill operations are listed under City Administrator.

k. Establishing temporary debris collection or disposal sites, additional temporary tree burning areas, as needed and as approved by Dept. of Environmental Quality.

l. If not being utilized, furnishing heavy equipment and personnel to other City Departments.

m. Sending a representative to the briefings at the EOC; informing the EOC, City Administrator, Mayor and Incident Commander of accomplishments, needs and any problems.

n. Maintaining records of all overtime, operational expenses, repair costs, in-stock supplies used; supplies, equipment and labor procured during the response and recovery.

3. <u>Water and Wastewater Department - Supervisor</u>

a. <u>Water Division</u>

i. Can assess each house individually.

ii. Maintain water pressure and uncontaminated water supply.

iii. Where possible, ensures an adequate water supply to the fire hydrants in case of major fire.

iv. Is prepared to isolate the water system where there is a possibility of contamination from a hazardous materials spill.

v. Repairs the water tower and/or mains, as prioritized; isolates ruptured or damaged mains until repairs can be made.

vi. Coordinates water testing with the State Health and Human Services System.

vii. Provides potable emergency water supply.

a. Locates suitable containers; fills with uncontaminated, potable water.

b. Distributes water to locations as coordinated by the EOC; is aware of prioritized facilities needing water such as the hospital or care facilities.

viii. Safety inspects the water system.

b. Wastewater Division

i. Maintains the sanitary sewer operations.

ii. Is prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.

iii. Safety inspects the wastewater system if damaged from the disaster.

iv. Contracts for portable toilets and for their maintenance.

c. Both Water and Wastewater Divisions

i. If not being utilized, may be required to furnish equipment, such as vehicles, and personnel to other City Departments.

ii. Sends one person to EOC briefings to represent both Divisions; informs the EOC/ Mayor/Incident Commander of any problems.

4. Landfill Operation

The Mayor will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function. The following may be some of the requirements for disaster operations:

a. Meet the demand for greater disposal operations by:

i. Requesting an extension of hours as needed for debris disposal.

ii. Requesting signs or guides in the landfill area to organize disposal efforts.

b. Obtain permission from DEQ for normally unauthorized items (to the extent possible) to go to the landfill; find alternatives for disposal of unauthorized items.

c. Maintain a "salvage depot" for recovered, unclaimed damaged property which is removed from public or private property.

d. In coordination with other affected City Departments, the EOC, and Incident Commander establishes temporary site(s) for debris disposal/storage, separation, storage, recycling.

e. Will establish an additional temporary tree-burning area, if the one "permitted" burn site in Harvard is not adequate.

V. EMERGENCY OPERATIONS CENTER

A. Mayor/City Council (LEOP - Annex A)

Responsibilities of the Mayor and City Council during disaster operations may include, but are not limited to:

1. Making executive decisions; establish effective disaster response policy.

2. Exercising emergency powers; provide policy decisions.

3. Signing the Disaster Declaration.

4. Exercising the final authority on subjects such as:

   a. Curfews

   b. Price restrictions

   c. Standards for contractors, craftsmen

   d. Temporary waivers for land use

   e. Other related legal responsibilities

   f. Evacuation decisions

5. Approving emergency legislation for the city.

6. Activating the EOC; notifying the Emergency Manager

7. Emergency Public Information (LEOP - Annex D)

   a. The Mayor will work with the EOC and Incident Commander ensure that the public is given timely and accurate information through the Public Information Officer (PIO).

   b. The Mayor will designate a PIO at the time of the disaster if one is not appointed.

   c. The PIO will establish an Information Center to:

      i. Release emergency directions and information to radio, television and newspaper.

      ii. Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.

      iii. Maintains liaison with the EOC and the Incident Commander to stay abreast of current information.

      iv. Serves as the source through which the media will gain access to public officials, if required.

      v. Provides current and accurate information to the general public making inquiries.

B. MAYOR

The City Administrator is the administrative head of the city government has final authority for all City Departments. The Mayor may be delegated responsibility by Council to coordinate with the Harvard Emergency Management Director in providing unified management of the direction and control functions for disaster response and recovery and for support of the Incident Command. The Mayor's responsibilities may include, but are not limited to:

1. Coordinating with the City Council members, the Emergency Management Director and the Incident Commander during disaster operations.

2. The Mayor will be alerted of a disaster situation by the dispatcher or Emergency Management Director.

3. Activating the EOC.

4. Reporting to the EOC to monitor the disaster incident through situation reports and data coming into the EOC; visiting the various areas of the disaster, as necessary.

5. In conjunction with the Emergency Management Director, determining EOC staffing.

6. Providing over-all coordination of all City Departments and purchasing for handling the disaster effort.

7. In conjunction with needs of Field Operations and Emergency Management:

    a. Recruiting any city personnel not involved in disaster response who could assist in emergency duties.

    b. Forming a clerical pool and provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, word processing, answering inquiries, telephoning, etc.

8. Maintaining current inventory and resource list of emergency equipment and supplies.

9. Coordinating citywide resources that may be used in disaster response/recovery.

10. Coordinating with the City Attorney on any legal emergency matters.

11. Responding to official inquiries.

12. If a number of public buildings and/or streets have been affected by the disaster, assisting in prioritizing the return to service.

13. Coordinating with the Public Works Supervisor in recovery and rebuilding efforts.

14. Ensuring the Public Works has designated someone to photographically document damage should there be a later application for state or federal assistance.

15. Designating appropriate staff to photograph debris piles before disposal.

16. In conjunction with the Clerk, ensuring that the City Clerk/Treasurer documents expenses for the disaster including the donation of supplies, equipment, services and volunteer labor.

17. Assisting the Emergency Management Director in determining the location(s) for the distribution of potable water and requesting the Water Department to provide potable water to the public; then through the Public Information Officer, notifying the public of the availability and location(s) of water.

18. Working with the Emergency Management Director in providing liaison with local contractors, businesses, and industries to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required in the disaster situation.

19. Advising disaster victims of temporary emergency housing.

20. Establishing a point of contact for cash donations from the community for disaster victims/efforts and establishing guidelines in distributing the money. Also maintain an accepted, standardized accounting system to track appropriate financial donations.

21. Maintaining a "salvage depot" for unclaimed items.

C. Emergency Management Director

The Harvard Emergency Management Director will act as a disaster operations advisor to the Mayor and City Council. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Mayor. Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the EOC readiness to include adequate communications systems, status/ICS boards, maps, office supplies/ equipment, printed logs/forms, alternate power or an alternate location.

2. Activating the EOC (normally called by the 911 Center); assumes overall operational management and coordination for the support of emergency functions of the disaster response and recovery.

3. In conjunction with the City Mayor, determining who is needed on the EOC Staff.

4. Maintaining a current call-down list of EOC Staff with an established procedure for calling in the Staff.

5. Coordinating additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.

6. Tracking and recording disaster events electronically, or on a status board or flip chart; plotting areas of destruction on maps; staff from the City Clerk/Treasurer's may be assigned this function.

7. Conducting EOC briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often briefings are needed.

8. Coordinating with the City Departments as well as local businesses, private groups, volunteers, and adjacent jurisdictions called for mutual aid and with Clay County EMA Coordinatoar if the situation dictates.

9. Requesting the Public Information Officer to provide emergency information to the public concerning an evacuation.

10. Coordinating transportation that may be required for evacuation.

11. Advising in the selection of assembly points for transportation.

12. Coordinating shelter operations with the American Red Cross.

13. Recommending that the Mayor/Council declare an emergency; preparing the Disaster Declaration for the signature of the Mayor and the witness of the Clerk.

14. Coordinating with the City Attorney on any legal emergency matters.

15. Coordinating with the ARC/Social Services/Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.

16. Coordinating staging areas with Field Operations.

17. Disseminating Identification cards for:

    a. Emergency workers

    b. Volunteers

    c. Disaster area residents

    d. Appointed/elected officials

18. Coordinating with Public Work in determining potable water distribution locations; assuring that the public is notified concerning the availability and location of water.

19. Working with the City Mayor in providing liaison with local contractors, businesses and industry to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required.

20. Making formal requests to the next higher levels of government for assistance if the disaster response is beyond the capability of the City.

21. Providing pre-event training opportunities for personnel who will respond to a disaster.

22. Reviewing and updating this Plan for the City of Harvard, annually.

D. City Attorney

1. Reviews the Nebraska Emergency Management Act and provides emergency legal counsel to city officials on subjects such as:

   a. Curfews

   b. Price restrictions

   c. Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices

   d. Temporary waivers for land use

   e. Other related legal duties

2. Drafts emergency legislation for the city.

3. Provides assistance in negotiating contracts for emergency services.

E. Building Inspector (LEOP - Annex C)

1. May coordinate or assist the Debris Manager in damage assessment of:

   a. Public entities

   b. Homes

   c. Businesses

2. Compiles information to define the property appraisals/values and insurance coverage as well as damage sustained.

3. Works with the American Red Cross damage assessment team to assure all homes have been surveyed for damage.

4. In conjunction with the City Administrator, assures someone is designated to photograph and record public and private damage should there be an application for state or federal assistance.

5. Compiles all damage assessment reports into a summary document for use by the EOC Staff.

6. Assures that safety inspections are conducted for public and private buildings and issues temporary occupancy permits for temporary housing.

7. Prepares demolition orders for all unsafe structures and provides assistance in the coordination of the demolition work.

8. Assures that rebuilding is in compliance with the City's master development plan.

9. Coordinates first with local contractors/lumber yards to restore damaged public facilities.

10. Coordinates with the City Mayor in establishing a point of contact for insurance adjusters and the influx of builders and repairmen.

11. Contracts, with the approval of the City Mayor, for needed structural engineering services.

12. Coordinates, as necessary, with the local electrician or a South Central Public Power Representative on the safety inspections of the electric systems on damaged public buildings.

13. Ensures that all incoming contractors register through the Building Inspector's office.

F. City Clerk

1. Witnesses the Disaster Declaration.

2. Tracks and documents all expenses for the disaster operations from each City Department to include:

   a. Labor (regular and overtime, temporary help and volunteer time).

   b. Equipment usage, rentals, repairs due to the disaster.

   c. Materials (to include parts and supplies used from the City's inventory) and

   d. Accounts for the reception and disbursements of all appropriate financial aid, equipment, supplies, volunteer labor and donations.

3. Coordinates with City Departments in assigning (at the time of the disaster) an account number for emergency expenditures.

4. Provides financial statistics and summaries for the cost of the disaster, when requested.

5. In conjunction with the Mayor and Harvard EM Director, prepares the necessary documentation required for state and federal disaster assistance applications.

6. In initial disaster response, may assist at the Communications Center.

7. Provides staff for the EOC to track and record disaster events.

8. Work as or closely with the Volunteer Coordinator in Harvard. Procedures are outlined in Attachment 3 to Annex L.

G. Department Heads

1. Makes emergency purchases, as required.

2. When the Mayor declares a disaster, implements the policy that delegates authority to department superintendents to purchase or lease emergency supplies and/or equipment.

3. Coordinates with the City Clerk in assigning department superintendents an account number for emergency expenditures.

CITY OF SUTTON

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2014

CITY OF Sutton
EMERGENCY OPERATIONS PLAN

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CITY of Sutton
EMERGENCY OPERATIONS PLAN

I. PURPOSE

A. The responsibility for the welfare of the residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination and management of both the prevention preparations and the disaster operations and recovery. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster. (Nebraska Emergency Management Act, 1996, section 81-829.46).

B. The Emergency Preparedness Mission for the city of Sutton is to ensure the coordination of city departments and personnel to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.

C. This plan identifies the primary disaster responsibilities of city departments and personnel employed by the city. This plan is intended to supplement the Clay County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

D. It is in the best interest of the city of Sutton that the named key officials meet at least once a year and after each disaster to review the Plan with the County Emergency Manager to determine that the Plan is current and reflects the roles and responsibilities as defined by statues, resolutions and field operations.

II. PLANNING FACTORS

A. All-Hazards Approach

1. This Plan uses an "all-hazards" approach that provides general direction for responding to any type of disaster across a full spectrum of hazards.

B. Vulnerable Populations

1. There are populations at risk in Sutton. These will require special considerations in warning, evacuation, and other areas of disaster response.

2. The community uses all hazard outdoor warning sirens, NOAA weather radio, and CodeRed notification for those who opt in and radio and television broadcast, to warn the various access and functional needs populations.

C. Primary Responsibility For Disaster Response and Recovery

1. The responsibility for the welfare of the residents during a disaster rests with the Mayor and the City Council. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster.

2. In the absence of the Mayor, the established line of succession is:

a. President of the City Council

b. Senior member of the City Council

c. An official as appointed/elected by the City Council (special election as necessary)

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. When alerted of a disaster situation, the Clay County 911 Center will begin notification of those on their emergency notification list. Weather warnings will be disseminated by pager or Codered notification.

2. The public may have already been warned by sirens or through the electronic media or by CodeRed. If there are no automated warnings, dispatch (Communications Center) will sound the sirens as authorized.

B. Operations - Actual Disaster

1. The first priority after a disaster has struck is lifesaving activities and the subsequent preservation of property. First Responders will proceed to the scene of the disaster or staging area as soon as possible. Initial requests for Field Operations assistance will be channeled through the 911 Center.

2. After the initial response, the Emergency Operations Center (EOC) will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination and support of Field Operations.

3. Other agencies and groups not defined as First Responders may be asked to provide additional disaster services as the city begins the process of recovery.

4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

5. All responding departments, agencies and jurisdictions will follow the National Incident Management System (NIMS) protocols when conducting either individual or joint disaster response and recovery activities. This includes but is not limited to establishing unified or area incident command systems, the use of staging areas as needed, implementing multi-agency coordination systems and resource management including the identification and listing of all department, agency and jurisdiction disaster response resources (equipment, trained personnel, supplies, facilities) using the NIMS resource identification process.

C. Operations - Departmental Responsibilities

The City has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass three areas:

1. Field Operations (Tactical and Operational)

   a. First Responders will provide the initial tactical response to a disaster.

   b. These First Responders will use the National Incident Management System by establishing Incident Command. All first responders must complete NIMS IS 100 & 700 to be in compliance. A member of one of the First Responder emergency units will provide the initial Incident Commander. This will be determined by the nature of the disaster. Incident Command may be transferred to another agency as disaster priorities change.

   c. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this plan.

d. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

2. Emergency Operations Center (EOC) (Strategic and Functional)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with the site Incident Commander.

a. Staffing will be determined by the severity of the situation.

b. The EOC is located at Sutton Fire Hall. This location provides communications capability, auxiliary power, and ample space with support equipment for disaster operations. Alternative sites include but not limited to, Sutton School, Senior Center, Sutton Police Station, City Hall, Nolte Center, and St. Mary's Church.

3. Additional Disaster Services (Support)

Other agencies and groups may be asked for assistance after the initial response to the disaster. The Incident Command or the EOC Staff may request these services.

D. Field Operations: Incident Command and the EOC

1. Both the field responders and the EOC staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the city. The use of the NIMS will help standardize communications and enhance coordination between incidents, initial responders, mutual aid, CEO's and supporting organizations.

2. Communications Capabilities: When the Incident Commander establishes a command post and the EOC is activated, each will maintain communications with each other.

3. EOC Briefings: The Incident Commander, first responders, City Departments and agencies working the disaster may be required to send a representative to report activities, accomplishments, needed support and supplies and the next operational priority in their area. From this report, the Incident Action Plan (IAP) is developed for the next specified operational period.

4. Security of the Disaster Area:

a. Security may be needed at all the highway points leading into Sutton. The Nebraska State Patrol can help with security.

b. Local resources will be used first for roadblocks and barricades; then other village/county/state roads departments may be asked to help. The Incident Commander or Law Enforcement will contact the Communications Center to request additional resources from these agencies.

c. Identification cards for access to the disaster area will be issued in Sutton and the County. ID cards are needed for local officials volunteers, the media, and residents when the disaster area has been secured. The Clay Emergency Management Coordinator or the Sutton EM Director (or other authorized position) will distribute identification cards from the EOC or at the disaster access points.

E. Operations - Administration

1. Under the direction of the Mayor/City Administrator, either the City Clerk or designated fiscal agent will purchase or rent needed supplies, materials, and equipment or hire temporary help for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures, including donated supplies, equipment, professional and volunteer services for the disaster will be submitted to and documented by the City Clerk.

IV. INCIDENT COMMAND / FIELD OPERATIONS - FIRST RESPONDERS

A. Primary Field Operational Control for the Disaster

1. All City Departments will become familiar with an Incident Command System per HSPD-5, NIMS. All department and first responders must be NIMS compliant. This Incident Command System will be used to ensure one point of contact for field coordination.

2. The Incident Commander may select staging area(s) if needed. The Incident Commander will inform the EOC of the location(s) of the staging area(s).

B. Responsibilities List for Field Operations

1. In preparing this plan, city officials have assigned responsibilities for disaster response and recovery. These responsibilities address an "all-hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-inclusive; at the direction of either the Department Supervisor or the City

Administrator; city personnel may be requested to perform other disaster duties.

2. The task assignments for each City Department are written in general terms and purposely do not tell supervisors how to do their jobs. Each Department should develop guidelines (SOPs) for their specific operations in a disaster situation.

C. Police Department - Police Chief (LEOP - Annex H)

1. Among the First Responders to the disaster scene.

2. Implements the appropriate National Incident Management System.

3. Assesses communications capability as a priority action.

4. Notifies off-duty Police Department personnel and, if required, other law enforcement agencies for assistance. About 10-12 persons could be available from the Clay Center, Edgar, and Harvard Police Department(s), County Sheriff's Office, Nebraska State Patrol, Game and Parks Commission.

5. If needed, in conjunction with the Fire Department, warns residents and businesses by public address systems, knocking on doors, or other means.

6. Conducts any evacuation as required; including coordination with Emergency Management to select the best evacuation routes to the selected shelter. See Annex E for evacuation planning and operations guidelines.

7. Implements established procedures for roadblock locations to isolate Sutton if entry control is necessary.

8. Warns the public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected. See Annexes B and D for communications capabilities and strategies.

9. Coordinates with the EOC and Incident Command for transportation of access and functional needs evacuees.

10. Coordinates with the EOC and Incident Command in selecting assembly points and exercises surveillance over the assembly points being used for loading buses used for evacuation.

11. Assesses and determines the immediate needs for cleared routes to the hospital and coordinates with the EOC and Incident Command.

12. Coordinates traffic control and crowd control in and around the disaster area.

13. Coordinates with the Street Department for barricades, signs, and flags at control points as established by the Police Department. This will also be coordinated with the EOC and Incident Command.

14. Conducts search and rescue operations with Fire Department personnel and emergency management.

15. Assesses the need for other City Departments to respond, contacts the Superintendents of Departments and reports this to the EOC.

16. May request opening the EOC for assistance in coordinating disaster response.

17. Relocates to city hall or fire hall if as an alternate site if the Police Station is damaged.

18. May initially advise the EOC of area affected and gives general damage information.

19. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual to the EOC.

20. Sends a representative to the briefings at the EOC; informs the EOC/City Administrator/Mayor/Incident Commander of any problems.

21. Secures the disaster area:

    a. To include critical public facilities and residences

    b. Checks volunteer ID cards

    c. Checks permanent ID cards of City personnel

    d. Controls EOC security from any interference with emergency operations

22. Prevents looting in disaster area.

23. Prevents re-entry into damaged or contaminated buildings.

24. Provides security at shelters, if needed.

25. Provides security for visiting dignitaries.

26. Notifies the EOC of possible flooding problems.

27. Picks up stray animals or implements other animal control measures using volunteers, veterinarians or animal control officers. See Annex H.

28. Provides volunteer inmate labor.

29. Deputizes additional personnel, as required.

30. Continues with police responsibilities and services in unaffected areas.

31. Designates and maintains the lines of succession in the absence of the Police Chief.

32. Shall work with emergency management and fire personnel to do weather spotting and/or needed response to weather events.

D. Communications Center - Police Department (LEOP - Annex B)

1. Maintains a current call-down roster of phones and cell phone numbers and pagers for key city personnel and others such as care centers, schools, water park, Nolte Center, golf course and businesses.

2. Provides warning through sirens set off by fire/emergency management/law enforcement. if the endangered area is isolated, CodeRed notification maybe used to notify telephones of residents and/or businesses and initiates other warnings systems for identified special populations.

3. Monitors and disseminates further watches and/or warnings or advisories.

4. After the initial request for first response, makes the necessary notifications to include notifying the City Administrator, Mayor, and Emergency Management Director.

5. Coordinates emergency radio traffic.

6. May request additional assistance through the EOC.

E. Fire Department - Fire Chief (LEOP - Annex F)

1. Among the First Responders to disaster scene.

2. Assumes the operational control for fire suppression and explosions.

3. If properly trained, serve as a hazardous materials responder; provides measures to minimize dangers from hazardous materials.

4. Provides radiological monitoring at radiological accidents, including the necessary coordination with Nebraska Health and Human Services System Regulation and Licensure and the Nebraska Emergency Management Agency.

5. Implements the Incident Command System per NIMS.

6. May request opening the EOC for assistance in coordinating and supporting disaster response.

7. Coordinates with Law Enforcement and emergency management in search and rescue operations.

8. Assists Law Enforcement in evacuation efforts.

9. Assists Law Enforcement in warning by public address system or door-to-door.

10. Assists Law Enforcement in crowd control/security of the disaster area.

11. Assesses need for other City Departments to respond and contacts the Department Superintendent(s); reports this to the EOC.

12. Implements mutual aid agreements with other jurisdictions, as needed.

13. Coordinates the staging area with the EOC and Incident Command.

14. Provides back-up equipment for water pumping.

15. Assists in safety inspections to assure the integrity of a structure before permitting re-occupancy.

16. Sends a representative to briefings at the EOC; informs the EOC/City Administrator/Mayor/Incident Commander of any problems.

17. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.

18. Continues fire suppression operations.

19. Establishes and maintains the lines of succession in the absence of the Fire Chief.

20. Is part of weather spotting or other related activities with law enforcement and emergency management, as fire department is main source of work force resources in an emergency event.

F. Emergency Medical Services - Rescue Captian (LEOP - Annex G)

1. May be among the First Responders at the disaster scene.

2. Implements the Incident Command System per NIMS.

3. Conducts triage operations or can assign rapid triage to fire personnel , if shortage of EMTs.

4. Operates emergency medical units to provide emergency treatment to injured personnel at the scene.

5. Transports injured to the hospital; checks with Police Department\EOC for open routes to hospital.

6. Implements mutual aid agreements with other jurisdictions as necessary, allowing hospital staff to stay at their facility to receive injured.

7. Sends a representative to briefings at the EOC and informs the EOC/City Administrator/Mayor/Incident Commander of any problems.

8. Continues emergency medical services for the remainder of the City.

9. Establishes and maintains the lines of succession.

G. Public Works/Utilities (LEOP - Annex K)

1. The Public Works/Utilities Department includes these departments: Street, City Electric, Water/Waste Water, Parks and Recreation. If a staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC and Incident Command.

2. Street Department - Supervisor

The call to respond to the disaster will probably come from dispatch at the Clay County 911 Center. The Supervisor will coordinate with the Mayor/City Administrator/Incident Commander on disaster work assignments. Tasks may include but are not limited to:

a. Developing a response priority/plan to clear debris from the primary routes needed for First Responders; then clearing the arterials and collectors.

b. Assessing and reporting street damage to the EOC; systematically clearing the streets as prioritized at the EOC briefings with input from the City Administrator/Mayor/Incident Commander, Police Department, and other affected City Departments.

c. Closing streets, if requested by Law Enforcement/Incident Commander, by transporting and erecting barricades, signs, and flags at control points established by Law Enforcement.

d. Posting traffic directional signs, as needed, particularly for evacuation.

e. Clearing debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.

f. Performing priority repairs to streets.

g. Clearing inlets and repairing storm sewers.

h. Providing emergency repair and maintenance of vehicles and equipment during disaster operations.

i. During flooding conditions, coordinating sandbagging operations for public buildings/entities.

j. Assisting the City Administrator/Mayor in meeting requirements for the disposal of disaster debris. Responsibilities for landfill operations are listed under City Administrator.

k. Establishing temporary debris collection or disposal sites, additional temporary tree burning areas, as needed and as approved by Dept. of Environmental Quality.

l. If not being utilized, furnishing heavy equipment and personnel to other City Departments.

m. Sending a representative to the briefings at the EOC; informing the EOC, City Administrator, Mayor and Incident Commander of accomplishments, needs and any problems.

n. Maintaining records of all overtime, operational expenses, repair costs, in-stock supplies used; supplies, equipment and labor procured during the response and recovery.

3. City Electric Department

a. All department employees will report to their normal Street and/or Electric Shop for vehicles, mobile communications and assignments. If their work reporting stations are un-accessible, they will receive further information during the notification or recall process.

b. The first qualified employee reporting may survey the sub-stations; survey overall damage to see if outside assistance will be required and will alert the Superintendent if mutual aid is needed. This will also be reported to the EOC.

c. Electrical Supervisor/director will direct and coordinate activities that:

i. De-energizes downed power lines.

ii. Restores service as prioritized.

iii. Coordinates with the City Administrator/Mayor and Incident Command and supplier in finding a temporary source of electricity should the city need it to restore utility service.

iv. Keeps the City Administrator/Mayor and Incident Command and supplier informed of the current situation and when service may be restored.

v. Sends representative to briefings at the EOC; inform the EOC/City Administrator/Mayor/Incident Commander of any problems.

vi. Safety inspects the electric systems on damaged public buildings; coordinates with the building inspector on these inspections.

vii. Provides emergency lighting where needed for disaster operations.

viii. Coordinates the use of emergency power generators with the EOC and Incident Command.

ix. Furnishes available heavy equipment and personnel to other City Departments.

4. Water and Wastewater Department - Superintendent

   a. Water Division

      i. Can assess each house individually.

      ii. Maintain water pressure and uncontaminated water supply.

      iii. Where possible, ensures an adequate water supply to the fire hydrants in case of major fire.

      iv. Is prepared to isolate the water system where there is a possibility of contamination from a hazardous materials spill.

      v. Repairs the water tower and/or mains, as prioritized; isolates ruptured or damaged mains until repairs can be made.

      vi. Coordinates water testing with the State Health and Human Services System.

      vii. Provides potable emergency water supply.

         a. Locates suitable containers; fills with uncontaminated, potable water.

         b. Distributes water to locations as coordinated by the EOC; is aware of prioritized facilities needing water such as the hospital or care facilities.

      viii. Safety inspects the water system.

   b. Wastewater Division

      i. Maintains the sanitary sewer operations.

      ii. Is prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.

      iii. Safety inspects the wastewater system if damaged from the disaster.

      iv. Contracts for portable toilets and for their maintenance.

   c. Both Water and Wastewater Divisions

      i. If not being utilized, may be required to furnish equipment, such as vehicles, and personnel to other City Departments.

ii. Sends one person to EOC briefings to represent both Divisions; informs the EOC/City Administrator/Mayor/Incident Commander of any problems.

5. Parks and Recreation Department - Director

a. Surveys damage to parks.

b. Reports to the City Administrator/Mayor for disaster work assignment.

c. If not being utilized, furnishes equipment/personnel to other City Departments; will primarily assist Street Department.

d. Will attend or be represented at EOC briefings; informs the EOC/City Administrator/Mayor of any problems in disaster clean-up/repair.

6. Landfill Operation

The City Administrator/Mayor will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function. The following may be some of the requirements for disaster operations:

a. Meet the demand for greater disposal operations by:

i. Requesting an extension of hours as needed for debris disposal.

ii. Requesting signs or guides in the landfill area to organize disposal efforts.

b. Obtain permission from DEQ for normally unauthorized items (to the extent possible) to go to the landfill; find alternatives for disposal of unauthorized items.

c. Maintain a "salvage depot" for recovered, unclaimed damaged property which is removed from public or private property.

d. In coordination with other affected City Departments, the EOC, and Incident Commander establishes temporary site(s) for debris disposal/storage, separation, storage, recycling.

e. Will establish an additional temporary tree-burning area, if the one "permitted" burn site in Sutton is not adequate.

V. EMERGENCY OPERATIONS CENTER

A. Mayor/City Council (LEOP - Annex A)

Responsibilities of the Mayor and City Council during disaster operations may include, but are not limited to:

1. Making executive decisions; establish effective disaster response policy.

2. Exercising emergency powers; provide policy decisions.

3. Signing the Disaster Declaration.

4. Exercising the final authority on subjects such as:

    a. Curfews

    b. Price restrictions

    c. Standards for contractors, craftsmen

    d. Temporary waivers for land use

    e. Other related legal responsibilities

    f. Evacuation decisions

5. Approving emergency legislation for the city.

6. Activating the EOC; notifying the Emergency Manager

7. Emergency Public Information (LEOP - Annex D)

    a. The Mayor will ensure that the public is given timely and accurate information through the Public Information Officer (PIO).

    b. The Mayor will designate a PIO at the time of the disaster if one is not appointed.

    c. The PIO will establish an Information Center to:

        i. Release emergency directions and information to radio, television and newspaper.

        ii. Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.

iii. Maintains liaison with the EOC and the Incident Commander to stay abreast of current information.

iv. Serves as the source through which the media will gain access to public officials, if required.

v. Provides current and accurate information to the general public making inquiries.

B. City Administrator

The City Administrator is the administrative head of the city government and works under the direction of the Mayor who has final authority for all City Departments. The City Administrator may be delegated responsibility by the Mayor and Council to coordinate with the Emergency Management Director in providing unified management of the direction and control functions for disaster response and recovery and for support of the Incident Command. The City Administrator's responsibilities may include, but are not limited to:

1. Coordinating with the Mayor/City Council members, the Emergency Management Director and the Incident Commander during disaster operations.

2. The City Administrator will be alerted of a disaster situation by the dispatcher or Sutton Emergency Management Director; normally, the City Administrator will, in turn, call the Mayor.
3. Activating the EOC.

4. Reporting to the EOC to monitor the disaster incident through situation reports and data coming into the EOC; visiting the various areas of the disaster, as necessary.

5. In conjunction with the Emergency Management Director, determining EOC staffing.

6. Providing over-all coordination of all City Departments and purchasing for handling the disaster effort.

7. In conjunction with needs of Field Operations and Emergency Management:

   a. Recruiting any city personnel not involved in disaster response who could assist in emergency duties.

   b. Forming a clerical pool and provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, word processing, answering inquiries, telephoning, etc.

8. Maintaining current inventory and resource list of emergency equipment and supplies.

9. Coordinating citywide resources that may be used in disaster response/recovery.

10. Coordinating with the City Attorney on any legal emergency matters.

11. Responding to official inquiries.

12. If a number of public buildings and/or streets have been affected by the disaster, assisting in prioritizing the return to service.

13. Coordinating with the Building Inspector in recovery and rebuilding efforts.

14. Ensuring the Building Inspector has designated someone to photographically document damage should there be a later application for state or federal assistance.

15. Designating appropriate staff to photograph debris piles before disposal.

16. In conjunction with the Clerk, ensuring that the City Clerk documents expenses for the disaster including the donation of supplies, equipment, services and volunteer labor.

17. Assisting the Emergency Management Director in determining the location(s) for the distribution of potable water and requesting the Water Department to provide potable water to the public; then through the Public Information Officer, notifying the public of the availability and location(s) of water.

18. Working with the Emergency Management Director in providing liaison with local contractors, businesses, and industries to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required in the disaster situation.

19. Advising disaster victims of temporary emergency housing.

20. Establishing a point of contact for cash donations from the community for disaster victims/efforts and establishing guidelines in distributing the money. Also maintain an accepted, standardized accounting system to track appropriate financial donations.

21. Maintaining a "salvage depot" for unclaimed items.

C. Emergency Management Director

The Sutton Emergency Management Director or Clay County EMA Coordinator will act as a disaster operations advisor to the Mayor and City Council. In performing the direction and control function for coordinating disaster operations, the Sutton Emergency Management Director will work closely with the City Administrator. Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the EOC readiness to include adequate communications systems, status/ICS boards, maps, office supplies/ equipment, printed logs/forms, alternate power or an alternate location.

2. Activating the EOC assumes overall operational management and coordination for the support of emergency functions of the disaster response and recovery.

3. In conjunction with the City Administrator/Mayor, determining who is needed on the EOC Staff.

4. Maintaining a current call-down list of EOC Staff with an established procedure for calling in the Staff.

5. Coordinating additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.

6. Tracking and recording disaster events electronically, or on a status board or flip chart; plotting areas of destruction on maps; staff from the City Clerk may be assigned this function.

7. Conducting EOC briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often briefings are needed.

8. Coordinating with the City Departments as well as local businesses, private groups, volunteers, and adjacent jurisdictions called for mutual aid and with Claly County government if the situation dictates.

9. Requesting the Public Information Officer to provide emergency information to the public concerning an evacuation.

10. Coordinating transportation that may be required for evacuation.

11. Advising in the selection of assembly points for transportation.

12. Coordinating shelter operations with the American Red Cross.

13. Recommending that the Mayor/Council declare an emergency; preparing the Disaster Declaration for the signature of the Mayor and the witness of the Clerk.

14. Coordinating with the City Attorney on any legal emergency matters.

15. Coordinating with the ARC/Social Services/Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.

16. Coordinating staging areas with Field Operations.

17. Disseminating Identification cards for:

    a. Emergency workers

    b. Volunteers

    c. Disaster area residents

    d. Appointed/elected officials

18. Coordinating with the City Administrator in determining potable water distribution locations; assuring that the public is notified concerning the availability and location of water.

19. Working with the City Administrator in providing liaison with local contractors, businesses and industry to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required.

20. Making formal requests to the next higher levels of government for assistance if the disaster response is beyond the capability of the City.

21. Providing pre-event training opportunities for personnel who will respond to a disaster.

22. Reviewing and updating this Plan for the City of Sutton, annually.

D. <u>City Attorney</u>

1. Reviews the Nebraska Emergency Management Act and provides emergency legal counsel to city officials on subjects such as:

    a. Curfews

    b. Price restrictions

c. Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices

d. Temporary waivers for land use

e. Other related legal duties

2. Drafts emergency legislation for the city.

3. Provides assistance in negotiating contracts for emergency services.

E. Building Inspector (LEOP - Annex C)

1. May coordinate or assist the Debris Manager in damage assessment of:

a. Public entities

b. Homes

c. Businesses

2. Compiles information to define the property appraisals/values and insurance coverage as well as damage sustained.

3. Works with the American Red Cross damage assessment team to assure all homes have been surveyed for damage.

4. In conjunction with the City Administrator, assures someone is designated to photograph and record public and private damage should there be an application for state or federal assistance.

5. Compiles all damage assessment reports into a summary document for use by the EOC Staff.

6. Assures that safety inspections are conducted for public and private buildings and issues temporary occupancy permits for temporary housing.

7. Prepares demolition orders for all unsafe structures and provides assistance in the coordination of the demolition work.

8. Assures that rebuilding is in compliance with the City's master development plan.

9. Coordinates first with local contractors/lumber yards to restore damaged public facilities.

10. Coordinates with the City Administrator in establishing a point of contact for insurance adjusters and the influx of builders and repairmen.

11. Contracts, with the approval of the City Administrator, for needed structural engineering services.

12. Coordinates, as necessary, with the City Electric Superintendent on the safety inspections of the electric systems on damaged public buildings.

13. Ensures that all incoming contractors register through the Building Inspector's office.

F. City Clerk

1. Witnesses the Disaster Declaration.

2. Tracks and documents all expenses for the disaster operations from each City Department to include:

   a. Labor (regular and overtime, temporary help and volunteer time).

   b. Equipment usage, rentals, repairs due to the disaster.

   c. Materials (to include parts and supplies used from the City's inventory) and

   d. Accounts for the reception and disbursements of all appropriate financial aid, equipment, supplies, volunteer labor and donations.

3. Coordinates with the Purchasing Officer in assigning (at the time of the disaster) an account number for emergency expenditures.

4. Provides financial statistics and summaries for the cost of the disaster, when requested.

5. In conjunction with the City Administrator, prepares the necessary documentation required for state and federal disaster assistance applications.

6. In initial disaster response, may assist at the Communications Center.

7. Provides staff for the EOC to track and record disaster events.

8. Work as or closely with the Volunteer Coordinator in Sutton. Procedures are outlined in Attachment 3 to Annex L.

G. Purchasing Officer

1. Makes emergency purchases, as required.

2. When the Mayor declares a disaster, implements the policy that delegates authority to department superintendents to purchase or lease emergency supplies and/or equipment.

3. Coordinates with the City Clerk in assigning departments an account number for emergency expenditures.

VILLAGE OF DEWEESE

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2014

VILLAGE of DEWEESE
EMERGENCY OPERATIONS PLAN

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VILLAGE of DEWEESE
EMERGENCY OPERATIONS PLAN

This plan is for the elected and appointed officials in the Village of DEWEESE as well as for the first responders and any support groups. This Plan identifies their roles and responsibilities in disaster response and recovery.

Each Annex in the Clay County Local Emergency Operations Plan (LEOP) details and supports this jurisdiction's Plan. For example: general procedures for disaster response to fires and hazardous materials are defined in Annex F. The additional information in this plan under Field Operations for the Fire Department gives further specific guidelines for the Village.

It is in the best interest of the Village of DEWEESE, that the named key officials meet at least once a year and after each disaster to review the Plan with the Fairfield Emergency Management Director and the Clay County EMA Coordinator to determine that the Plan is current and reflects the roles and responsibilities as defined by statutes, resolutions and field operations.

RESPONSIBILITY FOR DISASTER OPERATIONS

The responsibility for the welfare of the residents during a disaster rests with the Village Board Chairperson and the Village Board. The Village Board Chairperson will be responsible for both the coordination and management of prevention preparations and the coordination and management of disaster support operations and recovery. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster, RSS Nebraska Emergency Management Act 1996, Section 81-829.46).

OVERVIEW OF DISASTER OPERATIONS

Warnings: Whenever possible, the public will be alerted to threats or potential disasters. (Annexes B, D).

Field Operations: In a disaster, lifesaving activities and the preservation of property are the priorities of the elected officials and the first responders.

Emergency Operations Center (EOC): An EOC will likely be opened at the DEWEESE Community Room to provide officials a site for coordination and support of the disaster operations. Area and local support agencies will generally work from the EOC.

Incident Command: First Responders will use the National Incident Management System (NIMS) by establishing Incident Command. EOC staff, to include the chief elected officials, will also follow NIMS protocols.

I. WARNINGS (Annex B)

A. Severe Weather Spotting Program: The National Weather Service in Hastings will usually ask the Clay County 911 Communications Center to emergency management when severe weather is a possibility. The EM Director or Clay County EMA Coordinator will activate spotters as needed. The Clay County 911 Communications Center will page out the request to weather spotters. Spotters are primarily from Fire/EMS Departments and are equipped with radios. There **are** no designated spotting locations in and around Clay County. Spotters radio their reports to the Fairfield Fire Station or to the 911 Communications Center. The 911 Communications Center will advise the Emergency Management officials, as well as the National Weather Service, of conditions.

B. Citizens may also be alerted of danger by outdoor sirens or public address systems on emergency vehicles. Residents can also receive notice of warnings by opt-in of CodeRed notification system. If necessary, warnings may be given door-to-door if time allows.

C. Emergency information can be broadcast over radio station(s) and television station(s).

D. Warnings procedures and protocols have been developed and will be implemented for identified access and functional needs populations.

II. INCIDENT COMMAND and FIELD RESPONSE (Annex A)

A. The first emergency responder to arrive at the scene will become the initial Incident Commander and expand/transfer the incident Command as the situation warrants; following NIMS protocols.

B. Emergency communications and warnings for DEWEESE and the County are handled through the Clay County 911 Communications Center in the Sheriff's Office located in Clay Center. The 911 Communications Center will give emergency information via pagers, edispatch and radios to the first responder agencies, including Law Enforcement, the individual Fire Departments, EMS and the local Emergency Management personnel. Attachment 2, Annex B lists the frequencies used.

C. The Incident Command must let the EOC know what is needed for disaster operations.

D. The Incident Commander will request mutual aid through the 911 Communications Center.

III. LAW ENFORCEMENT (Annex H)

A. Law Enforcement personnel can communicate by radio with the 911 Communications Center, the Incident Command Post, the EOC and the Fire & Rescue Departments.

B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expands/transfers the Incident Command as the situation warrants.

C. Evacuation

1. People will be notified in the event that evacuation is necessary. The Village Board Chairperson can order an evacuation. The Incident Commander at the scene will, if time allows, consult with the Village Board Chairperson in situations requiring immediate evacuation. If the impacted area has a critical threat or is life-threatening to the population or environment, the Incident Commander may order an evacuation.

2. If residents need transportation during the evacuation, they may call the Clay County 911Communications Center who will relay the request to the Fairfield Emergency Manager Director, Clay County EMA Coordinator or the Emergency Operations Center. If the EOC has not yet been opened, the 911 Communications Center will call the Incident Commander. Transportation resources are listed in Annex L of the County LEOP. In the field, if the Incident Commander sees the need for transportation during evacuation, he will notify the EOC for coordination and support.

D. Law enforcement will work with other First Responders in search and rescue.

E. Security of the Disaster Area.

Security may be needed at all the highway points leading into DEWEESE. The Nebraska State Patrol Clay County Sheriff's Office, Clay Center, Harvard, Edgar, and Sutton Police can help with security.

1. Roadblocks and barricades: Local resources will be used first then other village/county/state roads departments may be asked to help. The Incident Commander or Law Enforcement will contact the Communications Center to request additional resources from these agencies.

2. Identification cards for access to the disaster area will be issued in DEWEESE. The County and local officials, volunteers, the media, and residents may need ID cards even when the disaster area has been secured. The Clay County Emergency Management Coordinator or

designee will distribute identification cards from the EOC or at the disaster access points.

IV. FIRE DEPARTMENT (Annex F)

A. Fire Department personnel can communicate by radio with the Communications Center, the Incident Command, the EOC, Law Enforcement and EMS as well as with each other.

B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expand/transfer the Incident Command as the situation warrants.

C. The Fire Department will coordinate with other First Responders in search and rescue.

D. Hazardous Materials Response (Annex F, Appendix 1).

1. The Incident Commander will notify the Communications Center if assistance is needed in responding to a hazardous materials incident. The 911 Center will call the Clay County EMA Coordinator and the local EM Director and the Clay County Hazmat Advisor (Jim Fitzgerald). The 911 Communications Center will call for a State Emergency Response Team (SERT) through the NE State Patrol (402) 471-4545 as advised by emergency management.

2. The Incident Commander will determine if the incident poses a threat to people and/or property and will determine if an evacuation is necessary.

3. Hazardous materials, including radiological, in Clay County are listed in Annex F, Appendix 1, Attachment 1.

V. EMERGENCY MEDICAL SERVICES (EMS) (Annex G)

A. EMS personnel can communicate by radio with the Communications Center, the Incident Command, the EOC, Law Enforcement, Fire Departments, and with each other.

B. The first emergency responder to arrive at the scene will become the Incident Commander and expand/transfer the Incident Command as the situation warrants; following NIMS protocols.

C. EMS will work with other First Responders in search and rescue.

D. One person may be dedicated to radio communications; another may be needed to set up triage.

E. After triage, victims can be transported to the nearest receiving hospital(s).

VI. PUBLIC WORKS/UTILITIES (Annex K, Annex C)

A. The Public Works/Utilities Supervisor will maintain communication and coordination with the Executive Board, the Incident Command and the EOC during the initial response activities through the final restoration of services.

B. Utilities will provide personnel for emergency repairs.

C. Village public works or volunteer crews will clear emergency routes for the initial disaster response and will begin debris removal. The Clay County Road Department may be contacted for additional help.

D. The Village Board Chairperson will authorize a tree dump as approved by DEQ. Arrangements can be made to separate, recycle, store and discard debris at a later time.

E. The primary list of heavy equipment and resources for disaster operations is in Annex L, Attachment 2.

VII. EMERGENCY OPERATIONS CENTER (EOC) (Annex A)

A. THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING AND SUPPORTING THE INCIDENT COMMAND DURING DISASTER RESPONSE AND RECOVERY OPERATIONS. Not only will the Incident Commander work with the EOC, but also regular briefings will be held for Command, General and EOC Staff. The Chief Elected Official in coordination with the Incident Commander, schedule these meetings.

B. Direction and coordination of the disaster response and recovery support operations will be administered from the EOC.

C. The Village Board Chairperson has the primary responsibility and authority, by law, for disaster operations coordination. The Village Board Chairperson line of succession is to the President of the Village Board.

D. The Emergency Operating Center (EOC) will be set up in the DEWEESE Community Room or alternative site being the Catholic Church. There is no auxiliary power at the EOC. A generator is available for use from the Fire Department.

E. The Fairfield Emergency Management Director will work under the Village Board Chairperson's direction in carrying out disaster coordination and support duties. Other staff that may be called upon to work in the EOC are the:

1. Communications dispatch
2. Public Information Officer,
3. Representatives from Law Enforcement, Fire, EMS, and Utilities,
4. Village Clerk,
5. Village Board Member(s), and
6. Representatives from support agencies as needed.

F. The Fairfield Emergency Management Director and/or the Village Board Chair can open the Emergency Operating Center. The Director will inform the Nebraska Emergency Management Agency (NEMA) in Lincoln and the Clay County EMA Coordinator that the EOC has been opened.

G. The Fairfield Emergency Management Director will call in personnel to work the disaster. The Emergency Management Director will coordinate and work with all responding agencies.

H. A telephone list of officials and personnel is found in Annex A, Attachments 1 and 2 of the county LEOP.

I. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of DEWEESE to respond (Annex A, Attachment 3). Additional assistance will be requested from surrounding towns, from the County and from mutual aid groups. The Fairfield Emergency Management Director or the Clay County EMA Coordinator will send a copy of the Disaster Declaration to NEMA as soon as practical.

VIII. COMMUNICATIONS at the EOC (Annex B)

Coordination between the EOC, the Incident Command Post and the first responders is essential. The communications capability at the EOC includes mobile and fixed radios, landline and wireless telephone, Internet, and messengers. Additional communications assistance may be available from the Nebraska Emergency Management Agency and/or the Nebraska State Patrol Mobile Command Post.

IX. EMERGENCY PUBLIC INFORMATION (Annex D)

A. The Village Board Chairperson, the Incident Commander, Public Information Officer or the Fairfield Emergency Management Director serving as an alternate, will release official public information. This Public Information Officer will work at the EOC, coordinating with the Village Board Chairperson, Emergency Management, and the Incident Commander.

B. The Chief Elected Official must approve the public information being released.

C. Official information or instructions to the public will be broadcast over radio station(s) and television station(s). Notification can also be sent out using CodeRed or All Hazard Weather Radios.

D. If needed, the Public Information Officer will conduct briefings with the media to update them on the latest disaster events.

E. A telephone line may be set up to receive calls from the public concerning the disaster. The Public Information Officer will be responsible for this "rumor control" line. The use of 211 should be considered for a recorded message of information to inform citizens of key information.

F. Emergency information could also be released through the Nebraska Emergency Alert System (EAS). Clay County is in Area 1 of the EAS network (Annex B).

X. SHELTERING (Annex I)

A. The local jurisdiction is responsible for initial sheltering and welfare of victims. The Fairfield Emergency Management Director will call the American Red Cross (ARC) when short term sheltering is needed. The Central Plains Chapter of the American Red Cross from Grand Island will open shelters under the direction of the Fairfield Emergency Management Director.

B. Emergency Management will alert the Field Incident Commander and the Public Information Officer which shelters have been opened and which streets are cleared to the shelters.

C. A list of shelters in DEWEESE is in Attachment 1 to Annex I.

XI. RESOURCES (Annex L)

A. The Chief Elected Official is responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.

B. The Clay County Road Department and/or the Clay County EMA Coordinator maintain (s) a list of heavy equipment, transportation resources, generators, and specialized teams or services that can be used in disaster operations. Resources available to the county are listed in Attachments 1, 2, Annex L.

C. The Village Chair may be appointed as the Volunteer Coordinator in DEWEESE. Procedures are outlined in Attachment 3 to Annex L. (*It is suggested that in major events, another person be assigned the responsibility for volunteer coordination and work closely with the Clerk, as the Clerk has other specialized financial and other civil responsibilities during an event)*

XII. DAMAGE ASSESSMENT (Annex C)

A. The Clay County Assessor or appointed damage assessment team will serve as the Damage Assessment Coordinator who will compile and report to the EOC all of the damage information gathered. The Incident Status Report (OMS-1) form can be found in the county LEOP in Annex A, Attachment 3.

B. Damage assessment starts as soon as lifesaving efforts are completed.

C. Damage Assessment for the following areas will be completed by:

1. Public Facilities: Public Works,

2. Residences: Insurance Adjusters, Insurance Agents, and

3. Businesses: Insurance Adjusters, Insurance Agents.

XIII. HEALTH and HUMAN SERVICES (Annex G)

The coordination of all public welfare and human needs after a disaster will be provided from such organizations as the Salvation Army, Catholic Social Services, Catholic Lady Auxiliary, Nebraska Area Agency on Aging, the Central Plains Chapter of the American Red Cross and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

Emergency Management along with South Heartland District Health Department, Clay County Health Department and the EMS Chief will be responsible for addressing public health issues, including counseling services.

XV. FINANCIAL ACCOUNTABILITY

The DEWEESE Village Clerk will be responsible for tracking all disaster expenses including overtime for paid personnel, supplies used, emergency purchases/rentals/contracts. Also an accounting system will track all donations of supplies, material, equipment, mutual aid support and volunteer labor for the duration of the event.

XVI. WHEN the DISASTER is BEYOND LOCAL CAPABILITIES

A. When local resources are not sufficient for the disaster response needs, the Chief Executive may request assistance from Clay County and from the Clay County Emergency Management Agency. If, in the determination of county officials, county resources and mutual aid are not adequate to cope with the situation, assistance may be requested from the Nebraska Emergency Management Agency by calling toll free 1-877-297-2368.

B. A telephone list for officials, first responders, and support groups is found in Annex A, Attachments 1 and 2.

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VILLAGE OF GLENVIL

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2014

VILLAGE of Glenvil
EMERGENCY OPERATIONS PLAN

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VILLAGE of Glenvil
EMERGENCY OPERATIONS PLAN

This plan is for the elected and appointed officials in the Village of Glenvil as well as for the first responders and any support groups. This Plan identifies their roles and responsibilities in disaster response and recovery.

Each Annex in the Clay County Local Emergency Operations Plan (LEOP) details and supports this jurisdiction's Plan. For example: general procedures for disaster response to fires and hazardous materials are defined in Annex F. The additional information in this plan under Field Operations for the Fire Department gives further specific guidelines for the Village.

It is in the best interest of the Village of Glenvil, that the named key officials meet at least once a year and after each disaster to review the Plan with the County Emergency Manager to determine that the Plan is current and reflects the roles and responsibilities as defined by statutes, resolutions and field operations.

RESPONSIBILITY FOR DISASTER OPERATIONS

The responsibility for the welfare of the residents during a disaster rests with the Village Board Chairperson and the Village Board. The Village Board Chairperson will be responsible for both the coordination and management of prevention preparations and the coordination and management of disaster support operations and recovery. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster, RSS Nebraska Emergency Management Act 1996, Section 81-829.46).

OVERVIEW OF DISASTER OPERATIONS

Warnings: Whenever possible, the public will be alerted to threats or potential disasters. (Annexes B, D).

Field Operations: In a disaster, lifesaving activities and the preservation of property are the priorities of the elected officials and the first responders.

Emergency Operations Center (EOC): An EOC will likely be opened at the Glenvil City Hall or Fire Hall to provide officials a site for coordination and support of the disaster operations. Area and local support agencies will generally work from the EOC.

Incident Command: First Responders will use the National Incident Management System (NIMS) by establishing Incident Command. EOC staff, to include the chief elected officials, will also follow NIMS protocols.

I. WARNINGS (Annex B)

A. Severe Weather Spotting Program: The National Weather Service in Hastings will notify the Clay County 911 Center to notify the Glenvil Emergency Manager or Clay County EMA Coordinator to activate spotters when severe weather is a possibility. The County 911 Center will page out the request to weather spotters. Spotters are primarily from Fire/EMS Departments and are equipped with radios. Glenvil EM Director is responsible for designating spotting locations in and around the Glenvil Fire District. Spotters radio their reports to the fire station or to the County 911 Center. The Clay County 911 Center will advise the Emergency Management officials, as well as the National Weather Service, of conditions.

B. Citizens may also be alerted of danger by outdoor sirens or public address systems on emergency vehicles. If necessary, warnings may be given door-to-door if time allows.

C. Emergency information can be broadcast over radio stations and television station.

D. Warnings procedures and protocols have been developed and will be implemented for identified access and functional needs populations.

II. INCIDENT COMMAND and FIELD RESPONSE (Annex A)

A. The first emergency responder to arrive at the scene will become the initial Incident Commander and expand/transfer the incident Command as the situation warrants; following NIMS protocols.

B. Emergency communications and warnings for Glenvil and the County are handled through the County 911 Center in the Sheriff's Office located in Clay Center. Clay 911 Center will give emergency information via pagers and radios to the first responder agencies, including Law Enforcement, the individual Fire Departments, EMS and the Glenvil Emergency Management and Clay County EMA personnel. Attachment 2, Annex B lists the frequencies used.

C. The Incident Command must let the EOC know what is needed for disaster operations.

D. The Incident Commander will request mutual aid through the Communications Center.

III. LAW ENFORCEMENT Clay County Sheriff's Office (Annex H)

A. Law Enforcement personnel can communicate by radio with the Communications Center, the Incident Command Post, the EOC and the Fire & Rescue Departments.

B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expands/transfers the Incident Command as the situation warrants.

C. Evacuation

1. People will be notified in the event that evacuation is necessary. The Village Board Chairperson can order an evacuation. The Incident Commander at the scene will, if time allows, consult with the Village Board Chairperson in situations requiring immediate evacuation. If the impacted area has a critical threat or is life-threatening to the population or environment, the Incident Commander may order an evacuation.

2. If residents need transportation during the evacuation, they may call the Communications Center who will relay the request to the Glenvil Emergency Manager or the Emergency Operations Center. If the EOC has not yet been opened, the Communications Center will call the Incident Commander. Transportation resources are listed in Annex L of the County LEOP. In the field, if the Incident Commander sees the need for transportation during evacuation, he will notify the EOC for coordination and support.

D. Law enforcement will work with other First Responders in search and rescue.

E. Security of the Disaster Area.

Security may be needed at all the highway points leading into Glenvil. The Nebraska State Patrol and *the Clay Center, Harvard, Edgar or Sutton Police Department* can help with security.

1. Roadblocks and barricades: Local resources will be used first then other village/county/state roads departments may be asked to help. The Incident Commander or Law Enforcement will contact the Communications Center to request additional resources from these agencies.

2. Identification cards for access to the disaster area will be issued in Glenvil. The County and local officials, volunteers, the media, and residents may need ID cards even when the disaster area has been secured. The Clay County Emergency Management Coordinator, Glenvil EM Director or designee will distribute identification cards from the EOC or at the disaster access points.

IV. FIRE DEPARTMENT (Annex F)

A. Fire Department personnel can communicate by radio with the Communications Center, the Incident Command, the EOC, Law Enforcement and EMS as well as with each other.

B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expand/transfer the Incident Command as the situation warrants.

C. The Fire Department will coordinate with Law Enforcement, Emergency Management and other First Responders in search and rescue.

D. Hazardous Materials Response (Annex F, Appendix 1).

1. The Incident Commander will notify the Communications Center if assistance is needed in responding to a hazardous materials incident. The 911 Center will call for emergency management and the hazards material leader in Glenvil to respond to the scene and assess the Hazard. The Clay County 911 Center will call for a State Emergency Response Team (SERT) through the NE State Patrol (402) 471-4545 if so instructed to do so by the hazard material leader or emergency management.

2. The Incident Commander will determine if the incident poses a threat to people and/or property and will determine if an evacuation is necessary.

3. Hazardous materials, including radiological, in Clay County are listed in Annex F, Appendix 1, Attachment 1.

V. EMERGENCY MEDICAL SERVICES (EMS) (Annex G)

A. EMS personnel can communicate by radio with the Communications Center, the Incident Command, the EOC, Law Enforcement, Fire Departments, and with each other.

B. The first emergency responder to arrive at the scene will become the Incident Commander and expand/transfer the Incident Command as the situation warrants; following NIMS protocols.

C. EMS will work with Fire Department, Law Enforcement, Emergency Management and other First Responders in search and rescue.

D. One person may be dedicated to radio communications; another may be needed to set up triage.

E. After triage, victims can be transported to the nearest receiving hospital(s).

VI. PUBLIC WORKS/UTILITIES (Annex K, Annex C)

A. The Public Works/Utilities Supervisor will maintain communication and coordination with the Executive Board, the Incident Command and the EOC during the initial response activities through the final restoration of services.

B. Utilities will provide personnel for emergency repairs.

C. Village street maintenance crews will clear emergency routes for the initial disaster response and will begin debris removal. The County Road Department may be contacted for additional help.

D. The Village Board Chairperson will authorize a tree dump as approved by DEQ. Arrangements can be made to separate, recycle, store and discard debris at a later time.

E. The primary list of heavy equipment and resources for disaster operations is in Annex L, Attachment 2.

VII. EMERGENCY OPERATIONS CENTER (EOC) (Annex A)

A. THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING AND SUPPORTING THE INCIDENT COMMAND DURING DISASTER RESPONSE AND RECOVERY OPERATIONS. Not only will the Incident Commander work with the EOC, but also regular briefings will be held for Command, General and EOC Staff. The Chief Elected Official in coordination with the Incident Commander, schedule these meetings.

B. Direction and coordination of the disaster response and recovery support operations will be administered from the EOC.

C. The Village Board Chairperson has the primary responsibility and authority, by law, for disaster operations coordination. The Village Board Chairperson line of succession is to the President of the Village Board.

D. The Emergency Operating Center (EOC) will be set up in the Glenvil Fire Hall, if not damaged and if available at the time of the disaster. There is no auxiliary power at the EOC. The Clay County Special Services Unit or the Clay County EMA Office, or the Clay County Fair Grounds are alternative EOC locations.

E. The Glenvil Emergency Management Director or Clay Center EMA Coordinator will work under the Village Board Chairperson's direction in

carrying out disaster coordination and support duties. Other staff that may be called upon to work in the EOC are the:

1. Communications dispatch ,
2. Public Information Officer,
3. Representatives from Law Enforcement, Fire, EMS, and Utilities,
4. Village Clerk,
5. Village Board Member(s), and
6. Representatives from support agencies as needed.

F. The Glenvil Emergency Management Director and/or the Village Board Chair or the Clay County EMA Coordinator can open the Emergency Operating Center. The Director will inform the Nebraska Emergency Management Agency (NEMA) in Lincoln that the EOC has been opened.

G. The Glenvil Emergency Management Director will call in personnel to work the disaster. The Emergency Management Director will coordinate and work with all responding agencies.

H. A telephone list of officials and personnel is found in Annex A, Attachments 1 and 2 of the county LEOP.

I. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of Glenvil to respond (Annex A, Attachment 3). Additional assistance will be requested from surrounding towns, from the County and from mutual aid groups. The $$$ Emergency Management Director will send a copy of the Disaster Declaration to NEMA as soon as practical.

VIII. COMMUNICATIONS at the EOC (Annex B)

Coordination between the EOC, the Incident Command Post and the first responders is essential. The communications capability at the EOC includes mobile and fixed radios, landline and wireless telephone, Internet, and messengers. Additional communications assistance may be available from the Clay County Special Services unit or the Nebraska Emergency Management Agency and/or the Nebraska State Patrol Mobile Command Post.

IX. EMERGENCY PUBLIC INFORMATION (Annex D)

A. The Village Board Chairperson, the Incident Commander, Public Information Officer or the Glenvil Emergency Management Director or Clay County EMA Coordinator serving as an alternate, will release official public information. This Public Information Officer will work at the EOC, coordinating with the Village Board Chairperson, Emergency Management, and the Incident Commander.

B. The Chief Elected Official must approve the public information being released.

C. Official information or instructions to the public will be broadcast over radio stations and television stations.

D. If needed, the Public Information Officer will conduct briefings with the media to update them on the latest disaster events.

E. A telephone line may be set up to receive calls from the public concerning the disaster. The Public Information Officer will be responsible for this "rumor control" line. The United Way 211 line may also be used to assist with recorded messages.

F. Emergency information could also be released through the Nebraska Emergency Alert System (EAS). Clay County is in Area 1 of the EAS network (Annex B).

X. SHELTERING (Annex I)

A. The local jurisdiction is responsible for initial sheltering and welfare of victims. The Glenvil Emergency Management Director or Clay County EMA Coordinator will call the American Red Cross (ARC) when short term sheltering is needed. The Central Plains Chapter of the American Red Cross from Grand Island will open shelters under the direction of the Glenvil Emergency Management Director or Clay County EMA Coordinator.

B. Emergency Management will alert the Field Incident Commander and the Public Information Officer which shelters have been opened and which streets are cleared to the shelters.

C. A list of shelters in Glenvil is in Attachment 1 to Annex I.

XI. RESOURCES (Annex L)

A. The Chief Elected Official is responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.

B. The County Road Department and/or the Clay County EMA Coordinator maintain (s) a list of heavy equipment, transportation resources, generators, and specialized teams or services that can be used in disaster operations. Resources available to the county are listed in Attachments 1, 2, Annex L.

C. The Village Chair may be appointed as the Volunteer Coordinator in Glenvil. Procedures are outlined in Attachment 3 to Annex L.

XII. DAMAGE ASSESSMENT (Annex C)

A. The Clay County Assessor or an appointed damage assessment coordinator will serve as the Damage Assessment Coordinator who will compile and report to the EOC all of the damage information gathered. The Incident Status Report (OMS-1) form can be found in the county LEOP in Annex A, Attachment 3.

B. Damage assessment starts as soon as lifesaving efforts are completed.

C. Damage Assessment for the following areas will be completed by:

1. Public Facilities: Public Works,

2. Residences: Insurance Adjusters, Insurance Agents, and

3. Businesses: Insurance Adjusters, Insurance Agents.

XIII. HEALTH and HUMAN SERVICES (Annex G)

The coordination of all public welfare and human needs after a disaster will be provided from such organizations as the Salvation Army, Lutheran Ladies Auxiliary, Nebraska Area Agency on Aging, the Central Plains Chapter of the American Red Cross and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

Emergency Management, South Heartland District Health Department, Clay County Health Department along with the EMS Chief will be responsible for addressing public health issues, including counseling services.

XV. FINANCIAL ACCOUNTABILITY

The Glenvil Village Clerk will be responsible for tracking all disaster expenses including overtime for paid personnel, supplies used, emergency purchases/rentals/contracts. Also an accounting system will track all donations of supplies, material, equipment, mutual aid support and volunteer labor for the duration of the event.

XVI. WHEN the DISASTER is BEYOND LOCAL CAPABILITIES

A. When local resources are not sufficient for the disaster response needs, the Chief Executive may request assistance from Clay County EMA Coordinator and/or from the Glenvil Emergency Management Agency. If, in the determination of county officials, county resources and mutual aid are not adequate to cope with the situation, assistance may be requested from the Nebraska Emergency Management Agency by calling toll free 1-877-297-2368.

B. A telephone list for officials, first responders, and support groups is found in Annex A, Attachments 1 and 2.

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VILLAGE OF ONG

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2014

VILLAGE of Ong
EMERGENCY OPERATIONS PLAN

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VILLAGE of Ong
EMERGENCY OPERATIONS PLAN

This plan is for the elected and appointed officials in the Village of Ong as well as for the first responders and any support groups. This Plan identifies their roles and responsibilities in disaster response and recovery.

Each Annex in the Clay County Local Emergency Operations Plan (LEOP) details and supports this jurisdiction's Plan. For example: general procedures for disaster response to fires and hazardous materials are defined in Annex F. The additional information in this plan under Field Operations for the Fire Department gives further specific guidelines for the Village.

It is in the best interest of the Village of Ong, that the named key officials meet at least once a year and after each disaster to review the Plan with the County Emergency Manager to determine that the Plan is current and reflects the roles and responsibilities as defined by statutes, resolutions and field operations.

RESPONSIBILITY FOR DISASTER OPERATIONS

The responsibility for the welfare of the residents during a disaster rests with the Village Board Chairperson and the Village Board. The Village Board Chairperson will be responsible for both the coordination and management of prevention preparations and the coordination and management of disaster support operations and recovery. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster, RSS Nebraska Emergency Management Act 1996, Section 81-829.46).

OVERVIEW OF DISASTER OPERATIONS

Warnings: Whenever possible, the public will be alerted to threats or potential disasters. (Annexes B, D).

Field Operations: In a disaster, lifesaving activities and the preservation of property are the priorities of the elected officials and the first responders.

Emergency Operations Center (EOC): An EOC will likely be opened at the Ong Community Room or Edgar Fire Hall to provide officials a site for coordination and support of the disaster operations. Area and local support agencies will generally work from the EOC.

Incident Command: First Responders will use the National Incident Management System (NIMS) by establishing Incident Command. EOC staff, to include the chief elected officials, will also follow NIMS protocols.

I. WARNINGS (Annex B)

A. Severe Weather Spotting Program: The National Weather Service in Hastings will notify the Clay County 911 Center to notify Edgar EM Director or Clay County EMA Coordinator to activate spotters when severe weather is a possibility.

B. The County 911 Center will page out the request to weather spotters. Spotters are primarily from the Edgar Fire/EMS Departments and are equipped with radios. Edgar designated spotting locations in and around their fire district. Spotters radio their reports to the Edgar fire station or to the County 911 Center. The 911 Center will advise the Emergency Management officials, as well as the National Weather Service, of conditions.

C. Citizens may also be alerted of danger by outdoor sirens or public address systems on emergency vehicles or CodeRed notification. If necessary, warnings may be given door-to-door if time allows.

D. Emergency information can be broadcast over radio station(s) and television station(s).

E. Warnings procedures and protocols have been developed and will be implemented for identified access and functional needs populations.

II. INCIDENT COMMAND and FIELD RESPONSE (Annex A)

A. The first emergency responder to arrive at the scene will become the initial Incident Commander and expand/transfer the incident Command as the situation warrants; following NIMS protocols.

B. Emergency communications and warnings for Ong and the County are handled through the County 911 Center in the Sheriff's Office located in Clay County Sheriff's Office. The Clay 911 Center will give emergency information via pagers and radios to the first responder agencies, including Law Enforcement, the individual Fire Departments, EMS and the Edgar Emergency Management Director and the Clay County EMA Coordinator. Attachment 2, Annex B lists the frequencies used.

C. The Incident Command must let the EOC know what is needed for disaster operations.

D. The Incident Commander will request mutual aid through the Communications Center.

III. LAW ENFORCEMENT Clay County Sheriff's Office (Annex H)

A. Law Enforcement personnel can communicate by radio with the Communications Center, the Incident Command Post, the EOC and the Fire & Rescue Departments.

B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expands/transfers the Incident Command as the situation warrants.

C. Evacuation

1. People will be notified in the event that evacuation is necessary. The Village Board Chairperson can order an evacuation. The Incident Commander at the scene will, if time allows, consult with the Village Board Chairperson in situations requiring immediate evacuation. If the impacted area has a critical threat or is life-threatening to the population or environment, the Incident Commander may order an evacuation.

2. If residents need transportation during the evacuation, they may call the Clay County 911 Center who will relay the request to the Edgar Emergency Manager or the Emergency Operations Center. If the EOC has not yet been opened, the Communications Center will call the Incident Commander. Transportation resources are listed in Annex L of the County LEOP. In the field, if the Incident Commander sees the need for transportation during evacuation, he will notify the EOC for coordination and support.

D. Law enforcement will work with other First Responders in search and rescue.

E. Security of the Disaster Area.

Security may be needed at all the highway points leading into Ong. The Nebraska State Patrol Clay Center, Edgar, Harvard and Sutton Police Departments along with the Clay County Sheriff's Office can help with security.

1. Roadblocks and barricades: Local resources will be used first then other village/county/state roads departments may be asked to help. The Incident Commander or Law Enforcement will contact the Communications Center to request additional resources from these agencies.

2. Identification cards for access to the disaster area will be issued in Ong. The County and local officials, volunteers, the media, and residents may need ID cards even when the disaster area has been secured. The Clay County Emergency Management Coordinator or Edgar EM Director or

designee will distribute identification cards from the EOC or at the disaster access points.

IV. FIRE DEPARTMENT – EDGAR Fire & Rescue (Annex F)

A. Fire Department personnel can communicate by radio with the Clay County 911 Center, the Incident Command, the EOC, Law Enforcement and EMS as well as with each other.

B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expand/transfer the Incident Command as the situation warrants.

C. The Fire Department will coordinate with other First Responders, Law Enforcement and Emergency Management in search and rescue.

D. Hazardous Materials Response (Annex F, Appendix 1).

1. The Incident Commander will notify the 911 Center if assistance is needed in responding to a hazardous materials incident. The Communications Center will call for a State Emergency Response Team (SERT) through the NE State Patrol (402) 471-4545.

2. The Incident Commander will determine if the incident poses a threat to people and/or property and will determine if an evacuation is necessary.

3. Hazardous materials, including radiological, in Clay County are listed in Annex F, Appendix 1, Attachment 1.

V. EMERGENCY MEDICAL SERVICES (EMS) (Annex G)

A. EMS personnel can communicate by radio with the 911 Center, the Incident Command, the EOC, Law Enforcement, Fire Departments, and with each other.

B. The first emergency responder to arrive at the scene will become the Incident Commander and expand/transfer the Incident Command as the situation warrants; following NIMS protocols.

C. EMS will work with other First Responders, Law Enforcement, and Emergency Management in search and rescue.

D. One person may be dedicated to radio communications; another may be needed to set up triage.

E. After triage, victims can be transported to the nearest receiving hospital(s).

VI. PUBLIC WORKS/UTILITIES (Annex K, Annex C)

A. The Public Works/Utilities Supervisor will maintain communication and coordination with the Executive Board, the Incident Command and the EOC during the initial response activities through the final restoration of services.

B. Utilities will provide personnel for emergency repairs.

C. Village street maintenance crews will clear emergency routes for the initial disaster response and will begin debris removal. The County Road Department may be contacted for additional help.

D. The Village Board Chairperson will authorize a tree dump as approved by DEQ. Arrangements can be made to separate, recycle, store and discard debris at a later time.

E. The primary list of heavy equipment and resources for disaster operations is in Annex L, Attachment 2.

VII. EMERGENCY OPERATIONS CENTER (EOC) (Annex A)

A. THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING AND SUPPORTING THE INCIDENT COMMAND DURING DISASTER RESPONSE AND RECOVERY OPERATIONS. Not only will the Incident Commander work with the EOC, but also regular briefings will be held for Command, General and EOC Staff. The Chief Elected Official in coordination with the Incident Commander, schedule these meetings.

B. Direction and coordination of the disaster response and recovery support operations will be administered from the EOC.

C. The Village Board Chairperson has the primary responsibility and authority, by law, for disaster operations coordination. The Village Board Chairperson line of succession is to the President of the Village Board.

D. The Emergency Operating Center (EOC) will be set up in the Ong Community Room, if not damaged and if available at the time of the disaster. The alternative site is the Edgar Fire Hall/ There is auxiliary power at the alternative EOC. Additional Communication needs can be handled by the Clay County Special Services Communications Van.

E. The Edgar Emergency Management Director will work under the Village Board Chairperson's direction in carrying out disaster coordination and support duties. Other staff that may be called upon to work in the EOC are the:

1. Communications dispatch,
2. Public Information Officer,
3. Representatives from Law Enforcement, Fire, EMS, and Utilities,
4. Village Clerk,
5. Village Board Member(s), and
6. Representatives from support agencies as needed.

F. The Edgar Emergency Management Director and/or the Village Board Chair can open the Emergency Operating Center. The Director will inform the Nebraska Emergency Management Agency (NEMA) in Lincoln that the EOC has been opened.

G. The Edga Emergency Management Director and/or Clay County EMA Coordinator will call in personnel to work the disaster. The Emergency Management Director will coordinate and work with all responding agencies.

H. A telephone list of officials and personnel is found in Annex A, Attachments 1 and 2 of the county LEOP.

I. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of Ong to respond (Annex A, Attachment 3). Additional assistance will be requested from surrounding towns, from the County and from mutual aid groups. The Clay County EMA Coordinatorwill send a copy of the Disaster Declaration to NEMA as soon as practical.

VIII. COMMUNICATIONS at the EOC (Annex B)

Coordination between the EOC, the Incident Command Post and the first responders is essential. The communications capability at the EOC includes mobile and fixed radios, landline and wireless telephone, Internet, and messengers. Additional communications assistance may be available from the Clay County Emergency Management Special Services Unit, Nebraska Emergency Management Agency and/or the Nebraska State Patrol Mobile Command Post.

IX. EMERGENCY PUBLIC INFORMATION (Annex D)

A. The Village Board Chairperson, the Incident Commander, Public Information Officer or the Edgar Emergency Management Director serving as an alternate, will release official public information. This Public Information Officer will work at the EOC, coordinating with the Village Board Chairperson, Emergency Management, and the Incident Commander.

B. The Chief Elected Official must approve the public information being released.

C. Official information or instructions to the public will be broadcast over radio station(s) and television station(s).

D. If needed, the Public Information Officer will conduct briefings with the media to update them on the latest disaster events.

E. A telephone line may be set up to receive calls from the public concerning the disaster. The Public Information Officer will be responsible for this "rumor control" line.

F. Emergency information could also be released through the Nebraska Emergency Alert System (EAS). Clay County is in Area 1 of the EAS network (Annex B).

X. SHELTERING (Annex I)

A. The local jurisdiction is responsible for initial sheltering and welfare of victims. The Edgar Emergency Management Director will call the American Red Cross (ARC) when short term sheltering is needed. The Great Plains Chapter of the American Red Cross from Grand Island will open shelters under the direction of the Edgar Emergency Management Director.

B. Emergency Management will alert the Field Incident Commander and the Public Information Officer which shelters have been opened and which streets are cleared to the shelters.

C. A list of shelters in Ong is in Attachment 1 to Annex I.

XI. RESOURCES (Annex L)

A. The Chief Elected Official is responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.

B. The County Road Department (and/or Clay County EMA Coordinator) maintain (s) a list of heavy equipment, transportation resources, generators, and specialized teams or services that can be used in disaster operations. Resources available to the county are listed in Attachments 1, 2, Annex L.

C. The Village Chair may be appointed as the Volunteer Coordinator in Ong. Procedures are outlined in Attachment 3 to Annex L. (*It is suggested that in major events, another person be assigned the responsibility for volunteer coordination and work closely with the Clerk, as the Clerk has other specialized financial and other civil responsibilities during an event)*

XII. DAMAGE ASSESSMENT (Annex C)

A. The Clay County Assessor *or appointed official* will serve as the Damage Assessment Coordinator who will compile and report to the EOC all of the damage information gathered. The Incident Status Report (OMS-1) form can be found in the county LEOP in Annex A, Attachment 3.

B. Damage assessment starts as soon as lifesaving efforts are completed.

C. Damage Assessment for the following areas will be completed by:

1. Public Facilities: Public Works,

2. Residences: Insurance Adjusters, Insurance Agents, and

3. Businesses: Insurance Adjusters, Insurance Agents.

XIII. HEALTH and HUMAN SERVICES (Annex G)

The coordination of all public welfare and human needs after a disaster will be provided from such organizations as the Salvation Army, Midland Area Agency on Aging, and Nebraska Area Agency on Aging, the Great Plains Chapter of the American Red Cross and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

Edgar EM Director, South Heartland District Health Department, Clay County Public Health along with the EMS Chief will be responsible for addressing public health issues, including counseling services.

XV. FINANCIAL ACCOUNTABILITY

The Ong Village Clerk will be responsible for tracking all disaster expenses including overtime for paid personnel, supplies used, emergency purchases/rentals/contracts. Also an accounting system will track all donations of supplies, material, equipment, mutual aid support and volunteer labor for the duration of the event.

XVI. WHEN the DISASTER is BEYOND LOCAL CAPABILITIES

A. When local resources are not sufficient for the disaster response needs, the Chief Executive may request assistance from Clay County and from the Edgar and Clay Emergency Management Agencys. If, in the determination of county officials, county resources and mutual aid are not adequate to cope with the situation, assistance may be requested from the Nebraska Emergency Management Agency by calling toll free 1-877-297-2368.

C. A telephone list for officials, first responders, and support groups is found in Annex A, Attachments 1 and 2.

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VILLAGE OF SARONVILLE

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2014

VILLAGE of SARONVILLE
EMERGENCY OPERATIONS PLAN

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VILLAGE of Saronville
EMERGENCY OPERATIONS PLAN

This plan is for the elected and appointed officials in the Village of Saronville as well as for the first responders and any support groups. This Plan identifies their roles and responsibilities in disaster response and recovery.

Each Annex in the Clay County Local Emergency Operations Plan (LEOP) details and supports this jurisdiction's Plan. For example: general procedures for disaster response to fires and hazardous materials are defined in Annex F. The additional information in this plan under Field Operations for the Fire Department gives further specific guidelines for the Village.

It is in the best interest of the Village of Saronville, that the named key officials meet at least once a year and after each disaster to review the Plan with the County Emergency Manager to determine that the Plan is current and reflects the roles and responsibilities as defined by statutes, resolutions and field operations.

RESPONSIBILITY FOR DISASTER OPERATIONS

The responsibility for the welfare of the residents during a disaster rests with the Village Board Chairperson and the Village Board. The Village Board Chairperson will be responsible for both the coordination and management of prevention preparations and the coordination and management of disaster support operations and recovery. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster, RSS Nebraska Emergency Management Act 1996, Section 81-829.46).

OVERVIEW OF DISASTER OPERATIONS

Warnings: Whenever possible, the public will be alerted to threats or potential disasters. (Annexes B, D).

Field Operations: In a disaster, lifesaving activities and the preservation of property are the priorities of the elected officials and the first responders.

Emergency Operations Center (EOC): An EOC will likely be opened at the Saronville (facility) to provide officials a site for coordination and support of the disaster operations. Area and local support agencies will generally work from the EOC. The Suttonn Fire Hall or Suttonn City Office will serve as alternate EOC's.

Incident Command: First Responders will use the National Incident Management System (NIMS) by establishing Incident Command. EOC staff, to include the chief elected officials, will also follow NIMS protocols.

I. WARNINGS (Annex B)

A. Severe Weather Spotting Program: The National Weather Service in Hastings will notify the Clay County 911 Center who will notifiy emergency management of weather activity in the Suttonn Fire district and the possible need to activate spotters when severe weather is a possibility. The County 911 Center will page out the request to weather spotters. Spotters are primarily from the Suttonn Fire/EMS Department and are equipped with radios. Suttonn Spotter are responsible for designating spotting locations in and around Suttonn Fire District. Spotters radio their reports to the fire station or to the 911 Center. The 911 Center will advise the Emergency Management officials, as well as the National Weather Service, of conditions.

B. Citizens may also be alerted of danger by outdoor sirens or public address systems on emergency vehicles or by CodeRed notification slystem. If necessary, warnings may be given door-to-door if time allows.

C. Emergency information can be broadcast over radio stations and television stations.

D. Warnings procedures and protocols have been developed and will be implemented for identified access and functional needs populations.

II. INCIDENT COMMAND and FIELD RESPONSE (Annex A)

A. The first emergency responder to arrive at the scene will become the initial Incident Commander and expand/transfer the incident Command as the situation warrants; following NIMS protocols.

B. Emergency communications and warnings for Saronville and the County are handled through the County 911 Communications Center in the Sheriff's Office located in Clay Center with back-up provided by the Clay County EMA Special Services Unit. The 911 Center will give emergency information via pagers and radios to the first responder agencies, including Law Enforcement, the individual Fire Departments, EMS and the Suttonn Emergency Management personnel. Attachment 2, Annex B lists the frequencies used.

C. The Incident Command must let the EOC know what is needed for disaster operations.

D. The Incident Commander will request mutual aid through the Communications Center.

III. LAW ENFORCEMENT – Clay County Sheriff's Office (Annex H)

A. Law Enforcement personnel can communicate by radio with the Communications Center, the Incident Command Post, the EOC and the Fire & Rescue Departments.

B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expands/transfers the Incident Command as the situation warrants.

C. Evacuation

1. People will be notified in the event that evacuation is necessary. The Village Board Chairperson can order an evacuation. The Incident Commander at the scene will, if time allows, consult with the Village Board Chairperson in situations requiring immediate evacuation. If the impacted area has a critical threat or is life-threatening to the population or environment, the Incident Commander may order an evacuation.

2. If residents need transportation during the evacuation, they may call the 911 Center who will relay the request to the Clay County EMA Coordinator and or the Suttonn Emergency Manager or the Emergency Operations Center. If the EOC has not yet been opened, the Communications Center will call the Incident Commander. Transportation resources are listed in Annex L of the County LEOP. In the field, if the Incident Commander sees the need for transportation during evacuation, he will notify the EOC for coordination and support.

D. Law enforcement will work with other First Responders in search and rescue.

E. Security of the Disaster Area.

Security may be needed at all the highway points leading into Saronville. The Nebraska State Patrol and *Edgar, Harvard, Clay Center and Suttonn Police and the Clay County Sheriff's Office* can help with security.

1. Roadblocks and barricades: Local resources will be used first then other village/county/state roads departments may be asked to help. The Incident Commander or Law Enforcement will contact the Communications Center to request additional resources from these agencies.

2. Identification cards for access to the disaster area will be issued in Saronville. The County and local officials, volunteers, the media, and residents may need ID cards even when the disaster area has been secured. The Clay County Emergency Management Coordinator, Suttonn EM Director or designee will distribute identification cards from the EOC or at the disaster access points.

IV. FIRE DEPARTMENT (Annex F)

A. Fire Department personnel can communicate by radio with the Communications Center, the Incident Command, the EOC, Law Enforcement and EMS as well as with each other.

B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expand/transfer the Incident Command as the situation warrants.

C. The Fire Department will coordinate with Law Enforcement, Suttonn EM Director, Clay County EMA Coordinator and other First Responders in search and rescue.

D. Hazardous Materials Response (Annex F, Appendix 1).

1. The Incident Commander will notify the Communications Center if assistance is needed in responding to a hazardous materials incident. The Communications Center will call for a State Emergency Response Team (SERT) through the NE State Patrol (402) 471-4545.

2. The Incident Commander will determine if the incident poses a threat to people and/or property and will determine if an evacuation is necessary.

3. Hazardous materials, including radiological, in Clay County are listed in Annex F, Appendix 1, Attachment 1.

V. EMERGENCY MEDICAL SERVICES – Suttonn Rescue(EMS) (Annex G)

A. EMS personnel can communicate by radio with the Communications Center, the Incident Command, the EOC, Law Enforcement, Fire Departments, and with each other.

B. The first emergency responder to arrive at the scene will become the Incident Commander and expand/transfer the Incident Command as the situation warrants; following NIMS protocols.

C. EMS will work with Suttonn Fire, Law Enforcement, Emergency Management and other First Responders in search and rescue.

D. One person may be dedicated to radio communications; another may be needed to set up triage.

E. After triage, victims can be transported to the nearest receiving hospital(s).

VI. PUBLIC WORKS/UTILITIES (Annex K, Annex C)

A. The Public Works/Utilities Supervisor will maintain communication and coordination with the Executive Board, the Incident Command and the EOC during the initial response activities through the final restoration of services.

B. Utilities will provide personnel for emergency repairs.

C. Village street maintenance crews will clear emergency routes for the initial disaster response and will begin debris removal. The County Road Department may be contacted for additional help.

D. The Village Board Chairperson will authorize a tree dump as approved by DEQ. Arrangements can be made to separate, recycle, store and discard debris at a later time.

E. The primary list of heavy equipment and resources for disaster operations is in Annex L, Attachment 2.

VII. EMERGENCY OPERATIONS CENTER (EOC) (Annex A)

A. THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING AND SUPPORTING THE INCIDENT COMMAND DURING DISASTER RESPONSE AND RECOVERY OPERATIONS. Not only will the Incident Commander work with the EOC, but also regular briefings will be held for Command, General and EOC Staff. The Chief Elected Official in coordination with the Incident Commander, schedule these meetings.

B. Direction and coordination of the disaster response and recovery support operations will be administered from the EOC.

C. The Village Board Chairperson has the primary responsibility and authority, by law, for disaster operations coordination. The Village Board Chairperson line of succession is to the President of the Village Board.

D. The Emergency Operating Center (EOC) will be set up in the Saronville Community Room, if not damaged and if available at the time of the disaster. There **is no** auxiliary power at the EOC. A generator is available for use from the Fire Department

E. The Suttonn Emergency Management Director and/or Clay County EMA Coordinator will work under the Village Board Chairperson's direction in carrying out disaster coordination and support duties. Other staff that may be called upon to work in the EOC are the:

1. Communications dispatch,

2. Public Information Officer,

3. Representatives from Law Enforcement, Fire, EMS, and Utilities,

4. Village Clerk,

5. Village Board Member(s), and

6. Representatives from support agencies as needed.

F. The Sutton Emergency Management Director and/or the Village Board Chair can open the Emergency Operating Center. The Director will inform the Nebraska Emergency Management Agency (NEMA) in Lincoln that the EOC has been opened.

G. The Sutton Emergency Management Director will call in personnel to work the disaster. The Emergency Management Director will coordinate and work with all responding agencies.

H. A telephone list of officials and personnel is found in Annex A, Attachments 1 and 2 of the county LEOP.

I. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of Saronvile to respond (Annex A, Attachment 3). Additional assistance will be requested from surrounding towns, from the County and from mutual aid groups. The Sutton Emergency Management Director will send a copy of the Disaster Declaration to NEMA as soon as practical.

VIII. COMMUNICATIONS at the EOC (Annex B)

Coordination between the EOC, the Incident Command Post and the first responders is essential. The communications capability at the Sutton Fire and Clay County EOC includes mobile and fixed radios, landline and wireless telephone, Internet, and messengers. Additional communications assistance may be available Clay County Emergency Management, Nebraska Emergency Management Agency and/or the Nebraska State Patrol Mobile Command Post.

IX. EMERGENCY PUBLIC INFORMATION (Annex D)

A. The Village Board Chairperson, the Incident Commander, Public Information Officer or the Sutton Emergency Management Director serving as an alternate, will release official public information. This Public Information Officer will work at the EOC, coordinating with the Village Board Chairperson, Emergency Management, and the Incident Commander.

B. The Chief Elected Official must approve the public information being released.

C. Official information or instructions to the public will be broadcast over radio stations and television stations.

D. If needed, the Public Information Officer will conduct briefings with the media to update them on the latest disaster events.

E. A telephone line may be set up to receive calls from the public concerning the disaster. The Public Information Officer will be responsible for this "rumor control" line. The Unites Way 211 System may also be used to disseminate information.

F. Emergency information could also be released through the Nebraska Emergency Alert System (EAS). Clay County is in Area 1 of the EAS network (Annex B).

X. SHELTERING (Annex I)

A. The local jurisdiction is responsible for initial sheltering and welfare of victims. The Sutton Emergency Management Director will call the American Red Cross (ARC) when short term sheltering is needed. The Great Plains Chapter of the American Red Cross from Grand Island will open shelters under the direction of the Sutton Emergency Management Director or Clay County EMA Coordinator.

B. Emergency Management will alert the Field Incident Commander and the Public Information Officer which shelters have been opened and which streets are cleared to the shelters.

C. A list of shelters in Saronville is in Attachment 1 to Annex I.

XI. RESOURCES (Annex L)

A. The Chief Elected Official is responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.

B. The County Road Department (and/or the Clay County EMA Coordinator) maintain (s) a list of heavy equipment, transportation resources, generators, and specialized teams or services that can be used in disaster operations. Resources available to the county are listed in Attachments 1, 2, Annex L.

C. The Village Chair may be appointed as the Volunteer Coordinator in Saronville.

XII. DAMAGE ASSESSMENT (Annex C)

A. The Clay County Assessor *or their designee* will serve as the Damage Assessment Coordinator who will compile and report to the EOC all of the damage information gathered. The Incident Status Report (OMS-1) form can be found in the county LEOP in Annex A, Attachment 3.

B. Damage assessment starts as soon as lifesaving efforts are completed.

C. Damage Assessment for the following areas will be completed by:

1. Public Facilities: Public Works,

2. Residences: Insurance Adjusters, Insurance Agents, and

3. Businesses: Insurance Adjusters, Insurance Agents.

XIII. HEALTH and HUMAN SERVICES (Annex G)

The coordination of all public welfare and human needs after a disaster will be provided from such organizations as the Salvation Army, Nebraska Area Agency on Aging, the Central Plains Chapter of the American Red Cross, South Heartland District Health Department and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

Emergency Management, South Heartland District Health Department, and Clay County Public Health Department along with the EMS Chief will be responsible for addressing public health issues, including counseling services.

XV. FINANCIAL ACCOUNTABILITY

The Saronville Village Clerk will be responsible for tracking all disaster expenses including overtime for paid personnel, supplies used, emergency purchases/rentals/contracts. Also an accounting system will track all donations of supplies, material, equipment, mutual aid support and volunteer labor for the duration of the event.

XVI. WHEN the DISASTER is BEYOND LOCAL CAPABILITIES

A. When local resources are not sufficient for the disaster response needs, the Chief Executive may request assistance from Clay County and from the Sutton Emergency Management Agency and/or Clay County EMA Coordinator. If, in the determination of county officials, county resources and mutual aid are not adequate to cope with the situation, assistance may be requested from the Nebraska Emergency Management Agency by calling toll free 1-877-297-2368.

B. A telephone list for officials, first responders, and support groups is found in Annex A, Attachments 1 and 2.

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VILLAGE OF TRUMBULL

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2014

VILLAGE of TRUMBULL
EMERGENCY OPERATIONS PLAN

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VILLAGE of TRUMBULL
EMERGENCY OPERATIONS PLAN

This plan is for the elected and appointed officials in the Village of Trumbull as well as for the first responders and any support groups. This Plan identifies their roles and responsibilities in disaster response and recovery.

Each Annex in the Clay County Local Emergency Operations Plan (LEOP) details and supports this jurisdiction's Plan. For example: general procedures for disaster response to fires and hazardous materials are defined in Annex F. The additional information in this plan under Field Operations for the Fire Department gives further specific guidelines for the Village.

It is in the best interest of the Village of Trumbull, that the named key officials meet at least once a year and after each disaster to review the Plan with the County Emergency Manager to determine that the Plan is current and reflects the roles and responsibilities as defined by statutes, resolutions and field operations.

RESPONSIBILITY FOR DISASTER OPERATIONS

The responsibility for the welfare of the residents during a disaster rests with the Village Board Chairperson and the Village Board. The Village Board Chairperson will be responsible for both the coordination and management of prevention preparations and the coordination and management of disaster support operations and recovery. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster, RSS Nebraska Emergency Management Act 1996, Section 81-829.46).

OVERVIEW OF DISASTER OPERATIONS

Warnings: Whenever possible, the public will be alerted to threats or potential disasters. (Annexes B, D).

Field Operations: In a disaster, lifesaving activities and the preservation of property are the priorities of the elected officials and the first responders.

Emergency Operations Center (EOC): An EOC will likely be opened at the Trumbull City Hall to provide officials a site for coordination and support of the disaster operations. Area and local support agencies will generally work from the EOC. The Trumbull Fire Hall may be used as an alternative site.

Incident Command: First Responders will use the National Incident Management System (NIMS) by establishing Incident Command. EOC staff, to include the chief elected officials, will also follow NIMS protocols.

I. WARNINGS (Annex B)

A. Severe Weather Spotting Program: The National Weather Service in Hastings notify the Hastings 911 Center of weather warning and watches issued to the area and Trumbell Emergency Management Director will be contacted by page. The request to activate spotters will be made by the Trumbull EM Director or the Clay County EMA Coordinator through the Hastings 911 Center or by phone. Spotters are primarily from Trumbull Fire and Emergency Management Departments and are equipped with radios. Trumbull Emergency Management is responsible for assigning spotting locations in and around the Trumbull Fire District. Spotters radio their reports to the Clay County 911Center. The Communications Center will advise the Trumbull Emergency Management Director or the Clay County EMA Coordinator, as well as the National Weather Service, of conditions.

B. Citizens may also be alerted of danger by outdoor sirens or public address systems on emergency vehicles. If necessary, warnings may be given door-to-door if time allows.

C. Emergency information can be broadcast over radio stations and television stations.

D. Warnings procedures and protocols have been developed and will be implemented for identified access and functional needs populations.

II. INCIDENT COMMAND and FIELD RESPONSE (Annex A)

A. The first emergency responder to arrive at the scene will become the initial Incident Commander and expand/transfer the incident Command as the situation warrants; following NIMS protocols.

B. Emergency communications and warnings for Trumbull and the County are handled through the Hastings 911 Center in the Hastings Police Department. The Hastings 911 Center will give emergency information via pagers and radios to the first responder agencies, including Law Enforcement, the individual Fire Departments, EMS and the Trumbull Emergency Management personnel. Attachment 2, Annex B lists the frequencies used.

C. The Incident Command must let the EOC know what is needed for disaster operations.

D. The Incident Commander will request mutual aid through the Communications Center.

III. LAW ENFORCEMENT - /CLAY COUNTY SHERIFF'S OFFICE (Annex H)

A. Law Enforcement personnel can communicate by radio with the Hastings and Clay County 911 Center, the Incident Command Post, the EOC and the Fire & Rescue Departments.

B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expands/transfers the Incident Command as the situation warrants.

C. Evacuation

1. People will be notified in the event that evacuation is necessary. The Village Board Chairperson can order an evacuation. The Incident Commander at the scene will, if time allows, consult with the Village Board Chairperson in situations requiring immediate evacuation. If the impacted area has a critical threat or is life-threatening to the population or environment, the Incident Commander may order an evacuation.

2. If residents need transportation during the evacuation, they may call the Clay County 911 Center who will relay the request to the Trumbull EM Director, Clay County EMA Coordinator or the Emergency Operations Center. If the EOC has not yet been opened, the appropriate Communications Center will call the Incident Commander. Transportation resources are listed in Annex L of the County LEOP. In the field, if the Incident Commander sees the need for transportation during evacuation, he will notify the EOC for coordination and support.

D. Law enforcement will work with Fire Department, Emergency Management and other First Responders in search and rescue.

E. Security of the Disaster Area.

Security may be needed at all the highway points leading into Trumbull. The Nebraska State Patrol and *Edgar, Harvard, Sutton and Clay Center Police Department and Clay County Sheriff's Office* can help with security.

1. Roadblocks and barricades: Local resources will be used first then other village/county/state roads departments may be asked to help. The Incident Commander or Law Enforcement will contact the Communications Center to request additional resources from these agencies.

2. Identification cards for access to the disaster area will be issued in Trumbull. The County and local officials, volunteers, the media, and residents may need ID cards even when the disaster area has been secured. The Clay County EMA Coordinator or Trumbull EM Director or designee will distribute identification cards from the EOC or at the disaster access points.

IV. FIRE DEPARTMENT (Annex F)

A. Fire Department personnel can communicate by radio with the Communications Center, the Incident Command, the EOC, Law Enforcement and EMS as well as with each other.

B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expand/transfer the Incident Command as the situation warrants.

C. The Fire Department will coordinate with other First Responders in search and rescue.

D. Hazardous Materials Response (Annex F, Appendix 1).

1. The Incident Commander will notify the Communications Center if assistance is needed in responding to a hazardous materials incident. The Hastings 911 Center will call for a State Emergency Response Team (SERT) through the NE State Patrol (402) 471-4545 or contact Clay County 911 for the Clay County EMA Coordinator or Clay County Hazmat Advisor.

2. The Incident Commander will determine if the incident poses a threat to people and/or property and will determine if an evacuation is necessary.

3. Hazardous materials, including radiological, in Clay County are listed in Annex F, Appendix 1, Attachment 1.

V. EMERGENCY MEDICAL SERVICES Hastings Fire & Rescue (Annex G)

A. EMS personnel can communicate by radio with the Hastings 911 Center, the Incident Command, the EOC, Law Enforcement, Fire Departments, and with each other.

B. The first emergency responder to arrive at the scene will become the Incident Commander and expand/transfer the Incident Command as the situation warrants; following NIMS protocols.

C. EMS will work with Law Enforcement, Fire Department, Emergency Management and other First Responders in search and rescue.

D. One person may be dedicated to radio communications; another may be needed to set up triage.

E. Coordinate and Conduct Triage operation, including requesting EMA mutual aid units, ensuring all patients are assessed, treated, and transported from emergency scenes.

VI. PUBLIC WORKS/UTILITIES (Annex K, Annex C)

A. The Public Works/Utilities Supervisor will maintain communication and coordination with the Executive Board, the Incident Command and the EOC during the initial response activities through the final restoration of services.

B. Utilities will provide personnel for emergency repairs.

C. Village street maintenance crews will clear emergency routes for the initial disaster response and will begin debris removal. The County Road Department may be contacted for additional help.

D. The Village Board Chairperson will authorize a tree dump as approved by DEQ. Arrangements can be made to separate, recycle, store and discard debris at a later time.

E. The primary list of heavy equipment and resources for disaster operations is in Annex L, Attachment 2.

VII. EMERGENCY OPERATIONS CENTER (EOC) (Annex A)

A. THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING AND SUPPORTING THE INCIDENT COMMAND DURING DISASTER RESPONSE AND RECOVERY OPERATIONS. Not only will the Incident Commander work with the EOC, but also regular briefings will be held for Command, General and EOC Staff. The Chief Elected Official in coordination with the Incident Commander, schedule these meetings.

B. Direction and coordination of the disaster response and recovery support operations will be administered from the EOC.

C. The Village Board Chairperson has the primary responsibility and authority, by law, for disaster operations coordination. The Village Board Chairperson line of succession is to the President of the Village Board.

D. The Emergency Operating Center (EOC) will be set up in the Trumbull City Hall, if not damaged and if available at the time of the disaster. There is no auxiliary power at the EOC. A generator is not available for use from the Fire Department.

E. The Trumbull EM Director and/or Clay County EM Coordinator will work under the Village Board Chairperson's direction in carrying out disaster coordination and support duties. Other staff that may be called upon to work in the EOC are the:

1. Communications dispatch,

2. Public Information Officer,

3. Representatives from Law Enforcement, Fire, EMS, and Utilities,

4. Village Clerk,

5. Village Board Member(s), and

6. Representatives from support agencies as needed.

F. The Trumbull EM Director and/or the Village Board Chair can open the Emergency Operating Center. The Director will inform the Nebraska Emergency Management Agency (NEMA) in Lincoln that the EOC has been opened. The Clay Center EMA Coordinator can also open the EOC in the community or as a County EOC operation.

G. The Trumbull Emergency Management Director will call in personnel to work the disaster. The Emergency Management Director will coordinate and work with all responding agencies.

H. A telephone list of officials and personnel is found in Annex A, Attachments 1 and 2 of the county LEOP.

I. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of Trumbull to respond (Annex A, Attachment 3). Additional assistance will be requested from surrounding towns, from the County and from mutual aid groups. The Clay County Emergency Management Coordinator will send a copy of the Disaster Declaration to NEMA as soon as practical.

VIII. COMMUNICATIONS at the EOC (Annex B)

Coordination between the EOC, the Incident Command Post and the first responders is essential. The communications resources are none at the Trumbull EOC locations. The Clay Center Special Services Unit can provide radio

communication assistance, The communications capability at the County EOC includes mobile and fixed radios, landline and wireless telephone, Internet, and messengers. Additional communications assistance may be available from the Nebraska Emergency Management Agency and/or the Nebraska State Patrol Mobile Command Post.

IX. EMERGENCY PUBLIC INFORMATION (Annex D)

A. The Village Board Chairperson, the Incident Commander, Public Information Officer or the Trumbull EM Director serving as an alternate, will release official public information. This Public Information Officer will work at the EOC, coordinating with the Village Board Chairperson, Emergency Management, and the Incident Commander.

B. The Chief Elected Official must approve the public information being released.

C. Official information or instructions to the public will be broadcast over radio stations and television stations, as well as all-hazard radio, and limited use of CodeRed notification system.

D. If needed, the Public Information Officer will conduct briefings with the media to update them on the latest disaster events.

E. A telephone line may be set up to receive calls from the public concerning the disaster. The Public Information Officer will be responsible for this "rumor control" line.

F. Emergency information could also be released through the Nebraska Emergency Alert System (EAS). Clay County is in Area 1 of the EAS network (Annex B).

X. SHELTERING (Annex I)

A. The local jurisdiction is responsible for initial sheltering and welfare of victims. The Trumbull EM Director or Clay County EMA Coordinator will call the American Red Cross (ARC) when short term sheltering is needed. The Central Plains Chapter of the American Red Cross from Grand Island will open shelters under the direction of Emergency Management.

B. Emergency Management will alert the Field Incident Commander and the Public Information Officer which shelters have been opened and which streets are cleared to the shelters.

C. A list of shelters in Trumbull is in Attachment 1 to Annex I.

XI. RESOURCES (Annex L)

A. The Chief Elected Official is responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.

B. The County Road Department and/or Clay County EMA Coordinator maintain (s) a list of heavy equipment, transportation resources, generators, and specialized teams or services that can be used in disaster operations. Resources available to the county are listed in Attachments 1, 2, Annex L.

C. The Village Chair may be appointed as the Volunteer Coordinator in Trumbull. Procedures are outlined in Attachment 3 to Annex L.

XII. DAMAGE ASSESSMENT (Annex C)

A. The Clay County Assessor or appointed designee will serve as the Damage Assessment Coordinator who will compile and report to the EOC all of the damage information gathered. The Incident Status Report (OMS-1) form can be found in the county LEOP in Annex A, Attachment 3.

B. Damage assessment starts as soon as lifesaving efforts are completed.

C. Damage Assessment for the following areas will be completed by:

1. Public Facilities: Public Works,

2. Residences: Insurance Adjusters, Insurance Agents, and

3. Businesses: Insurance Adjusters, Insurance Agents.

XIII. HEALTH and HUMAN SERVICES (Annex G)

The coordination of all public welfare and human needs after a disaster will be provided from such organizations as the Salvation Army, Nebraska Area Agency on Aging, the Central Plains Chapter of the American Red Cross, and Catholic Social Services and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

Emergency Management, South Heartland District Health Department, Clay County Public Health along with the EMS Chief will be responsible for addressing public health issues, including counseling services.

XV. FINANCIAL ACCOUNTABILITY

The Trumbull Village Clerk will be responsible for tracking all disaster expenses including overtime for paid personnel, supplies used, emergency purchases/rentals/contracts. Also an accounting system will track all donations of supplies, material, equipment, mutual aid support and volunteer labor for the duration of the event.

XVI. WHEN the DISASTER is BEYOND LOCAL CAPABILITIES

A. When local resources are not sufficient for the disaster response needs, the Chief Executive may request assistance from Clay County and from the Clay County EMA Coordinator or the Trumbull EM Director. If, in the determination of county officials, county resources and mutual aid are not adequate to cope with the situation, assistance may be requested from the Nebraska Emergency Management Agency by calling toll free 1-877-297-2368.

B. A telephone list for officials, first responders, and support groups is found in Annex A, Attachments 1 and 2.

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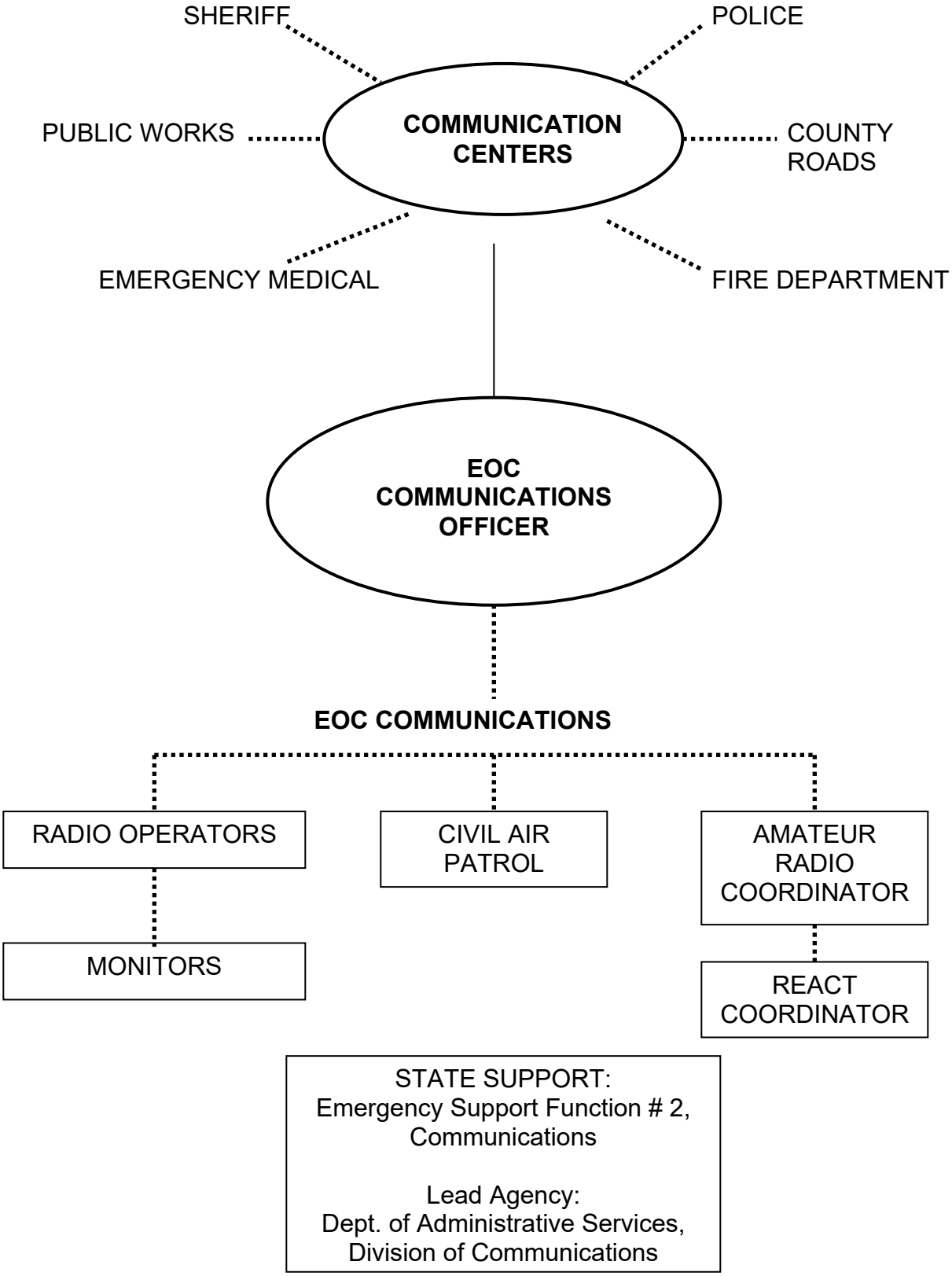
COMMUNICATIONS AND WARNING



COMMUNICATIONS AND WARNING

I. PURPOSE

This Annex provides information and guidance concerning available communications and warning systems within Clay County and the inter-operability with others beyond the county border. The communications and warning systems are discussed, and procedures for their use during emergency operations are outlined.

II. SITUATION

A countywide communications center is located in the Clay County Sheriff's Office located at 104 E Edgar, Clay Center, NE. The center is staffed by a Dispatcher/Jailer on a 24-hour basis. Sufficient communications and warning equipment is available to provide communications necessary for most emergency situations. In disasters, augmentation may be required.

A. Hazards vary in predictability and speed of onset; therefore, time available for warning may vary from ample to none.

B. The County has nursing home facilities *in Edgar, Harvard, and Sutton. Swimming pools are located in Clay Center, Edgar, Harvard, and Sutton. Schools are located at Sandy Creek, Clay Center, Harvard, Sutton and a private faith based school in Sutton. There are also two golf courses one in Clay Center and one in Sutton. These facilities* require specific warning that a hazard exists. At the current time we use CodeRed notification systems to provide weather warning to these facilities as well as All Hazard Outdoor Warning Sirens. Emergency response vehicles may be needed to help warn these facilities.

C. Agreements exist between the United States, Russia, and other countries to reduce the risk of nuclear war because of an accidental, unauthorized, or other unexplained incident involving a nuclear weapon. The National Warning System (NAWAS) would broadcast any warnings if such an unlikely incident threatened the United States.

III. ASSUMPTIONS and PLANNING FACTORS

A. Communications and warning are vital to the effective and efficient preparedness, response and recovery activities during emergency operations.

B. Some people that are directly threatened by a hazard may ignore, not hear, or not understand the warnings issued.

C. Volunteer radio groups such as REACT, Civil Air Patrol, and local/regional amateur radio clubs may respond to the County EOC upon notification of a disaster.

D. Cyber attacks on governmental communication systems, computers, and smart-phones", cellular phones, etc. are increasing Such attacks may disrupt operational and recovery operations and may have a negative impact on the community economic restoration.

E. The EOC staff, first response agencies and the Communications Centers have formalized and tested communications restoration and recovery plans to cover the loss of power, computer disruptions, loss of transmission towers, etc. Clay County has a Special Services van that has radio equipment, and repeater capabilities, as well as its own generator.

IV. ORGANIZATION/RESPONSIBILITIES

The communications and warning function is directed and coordinated by the Communications Center. Each emergency service may also have and maintain their internal system and is fully interoperable with the Communications Center.

A. Each agency's or emergency services Communications Officer is responsible for the supervision of all activities within their respective communications center.

B. Each agency will provide sufficient cyber security awareness and security training to the users of the communications and warning equipment as well as providing cyber protection to the equipment and systems.

C. Each entity will maintain a current roster of personnel for recall on short notice.

D. Emergency Management Communications assists jurisdictions by recruiting and coordinating amateur, REACT/CB, Civil Air Patrol, and Business Band radio operators and their equipment.

V. CONCEPT of OPERATIONS

A. Communications

1. The Emergency Operation Center (EOC)

a. The EOC is equipped with minimum communications equipment to transmit and receive pertinent information as long as the 9-1-1 tower is operational for use of repeaters. See Attachment 1 for communications capabilities.

b. In the event of commercial power failure, a permanent building generator will provide power for essential equipment in both the EOC and communications center.

c. There are 1 (one) installed and readily available telephone lines in the EOC. *A Wifi hub is available for laptops to be used in the EOC. The 9-1-1 Center includes a Paraclete system that also can be used to bridge frequencies.*

   i. Cellular phones will quickly fail due to system overload or loss of one or more cellular towers in or near the county. Prior arrangements with the cellular provider(s) may enable the use of selected cellular phones.

   ii. The Executive Group and/or the Communications Coordinator shall establish the priority of service restoration, both cellular and non-cellular.

2. Clay County Communications Center (911)

a. The County Communication Center is located in Clay Center and provides services to various public safety agencies, including the Clay Center, Sutton, Harvard and Edgar Police and the Clay County Sheriff. Radio frequencies used on a daily basis are listed in Attachment 1.

b. The Hastings, NE Communications Center is a warning point for Clay Center in the National Warning System (NAWAS). Warnings will be received via the NAWAS distribution system to include the National Weather Service's severe weather warnings. This warning is received over low band transmission or over the phone.

c. The County Communications Center has interoperable communication links with the surrounding counties of Adams, Buffalo, Dawson, Franklin, Gosper, Hall, Hamilton, Harlan, Kearney, Lincoln, Nuckolls, Phelps, and Webster.

3. ### Police Department Communications Center

a. The City of _____ Police Department is a warning point in the National Warning System (NAWAS). Warnings are received via the NAWAS distribution system to include the National Weather

Service's severe weather warnings. Radio frequencies used on a daily basis are listed in Attachment 1.

b. The Clay County Communication Center is equipped with auxiliary power to continue operations should a power outage occur.

5. Nebraska State Patrol

a. The Nebraska State Patrol Troop C headquarters is located in Grand Island and provides service to Clay County. They are part of the State Wide Radio System and can only be reached through trunked mutual aid frequencies. The frequencies used on a daily basis are listed in Attachment 1.

b. The NSP, cooperating with local, state and federal law enforcement agencies, will provide essential information to the county, city and village agencies that may be involved with a situation, on a 'need to know' basis from the State Fusion Center.

c. The Nebraska State Mobile Command Post can provide communications resources with an emphasis on law enforcement operations. By using programmable equipment it will be capable of transmitting and receiving within the following ranges:

i. VHF Low Band 29.7 to 50.0 MHz.

ii. VHF High Band 148.0 to 174.0 MHz.

iii. UHF 450.0 to 470.0 MHz.

iv. 800 MHz radios 700 to 800 MHz.

v. VHF High band, UHF band and the Motorola 800 radios are capable of narrow or wide band operations, analog or digital, conforming to P25 standards.

vi. EDACS 800 radios for operation on City of Lincoln/Lancaster County or RACOM networks in the Norfolk area.

6. Local and Area Hospitals

a. The Hospital in Hastings, Aurora, Henderson, York, Geneva, Hebron and Superior has sufficient dedicated electronic communications equipment for day-to-day medical surge activity. The equipment includes: two-way radios, cell phones,, wireless, Citizen Band, HAM, Health Alert Network, Telehealth Network and Med 4 mutual aid

frequency. Some hospitals are also equipped with Med 9 and 10 mutual aid frequencies..

b. The medical communications system includes plans for continuity of operations (COOP) in the event of power outages, disruption or lack of access to the facility (storm damaged) and after hours. The system designated the protocols and SOPs for Incident Management, EMS and other first response, coordination with the EOC, and region inter-connectivity during a disaster. The communications systems also includes a plan for implementing a Joint Information Center with the EOC, elected officials, field responders, support agencies and regional health care facilities.

7. Other Jurisdictions

Communication capabilities exist in other jurisdictions within the County and are listed in Attachment 1. Regional capabilities are also listed. Also refer to the South Central PET Region TICPP plan.

8. Amateur Radio

The Amateur Radio Association of Nebraska Club may provide additional communications during response and recovery operations. They will relocate with their equipment to the designated operating location.

9. Civil Air Patrol

During a disaster, members of the Tri-Cities Squadron (Grand Island) and the Nebraska Wing of the Civil Air Patrol can support the County disaster relief operations with VHF and UHF frequency radio, as well as assist with damage assessment, disaster welfare inquiries and aerial reconnaissance/damage assessment.

10. Communication Systems Maintenance, Testing and Protection

Local provisions are in place to provide professional maintenance, repair and periodic operational tests of all communications systems, including outdoor warning system and other electronic media and computer communications systems. Immediate corrective actions for any problems identified are completed.

B. Warning

1. The National Warning System (NAWAS) is a Federal system of high priority, dedicated communications.

   a. The Nebraska NAWAS System is that part of the National Warning System within the State.

   b. The Nebraska Emergency Management Agency Communications Officer is responsible for the operation of the Nebraska system. The telephone company performs maintenance.

   c. The State Warning Point is at the Nebraska State Patrol Dispatch at the Joint Forces Headquarters (JFHQ) in Lincoln, and the State Emergency Operating Center (NEMA) is designated as the Alternate State Warning Point.

   d. Although warning information can originate from several sources, all relevant warning information is passed via the NAWAS system to all warning points within the State. This system is outlined on Attachment 4, the Nebraska Emergency Management Warning Network.

2. Notification of Officials

   a. The Clay County 911 Dispatcher will alert city/county officials, the County Emergency Management Coordinator, Emergency Management Directors and others on the County EOC staff immediately after initiating public warning.

   b. Pagers are utilized to provide warning to various governmental and non-governmental agencies. Pagers are activated by the 911 Center. CodeRed and Edispatches is also used in the county to get notification out.

3. Warning the Public

   a. The 911 will provide warning to the public by activating all fixed sirens in the County, either simultaneously or individually.

   b. The authority to activate the sirens in each community or site rests with the individual Fire Chief, elected official, Emergency Management Director, or Clay County Emergency Management Coordinator. Sirens are intended for out-of-doors warning only.

   c. Public warnings may also be provided by loudspeakers or sirens on emergency vehicles or by immediate broadcast via all local radio

station(s), local television station primarily KHAS 5, and the all hazards indoor radio system by a call to the Hastings Weather Bureau and their alerting such outlets and the cable systems has ability for local programing. Notification of weather warnings can be received if a resident chooses to opt-in to the CodeRed notification system.

d. Warnings, disaster information and instructions are provided to identified access and functional needs populations by the above listed means or the functional needs notification list maintained by South Heartland District Health Department.

4. Tornado Watch

The County has an established tornado-spotting program with assistance from emergency managers, fire/rescue departments, law enforcement and trained rural spotters. Reports from the public, rural spotters and law enforcement personnel are made directly to their respective agency and the 911 Center. In the event phone lines to the 911 Center are busy, citizens are encouraged to call the Hastings Weather Center.

5. Flood Watch/Warning

a. Emergency Preparedness Plans for the Sutton Watershed/Dam have been developed by the Upper Blue Natural Resources District. These plans include Notification Lists whereby the County Sheriff will contact residents in the area and agencies involved should a hazardous situation occur (reference Annex E, Appendix 1 for operational procedures).

b. The National Weather Service (NWS) monitors conditions that may lead to flooding, i.e., ice dams, rainfall, and snow melt. NWS may also contact observers such as the Clay County EMA Coordinator to make local assessments of river or stream conditions or to report data from the non-automated river gauges. Based on the data received, the Valley Office of the NWS will issue warnings and watches as warranted.

c. The public is notified by public radio and television and all-hazards radio or by direct face to face conversation. CodeRed could also be used to notify residents in a specific area of flooding.

6. Hazardous Materials Incidents

   a. The owner of a facility is required to notify the State Department of Environmental Quality (DEQ) upon discovery of a release of a hazardous substance of reportable quantity (RQ) or greater, according to DEQ Regulation Title 126. A fixed facility that has a release of an extremely hazardous chemical above the 302(a) reportable quantity (RQ) of SARA Title III requires notification under section 102(a) of CERCLA. They shall notify, immediately after the release, the Community Emergency Coordinator (CEC) identified in Annex F, IV, B, of any area likely to be affected by the release and the State Emergency Response Commission of any state likely to be affected by the release. This notification will be by the most expedient means possible (see Annex F, Appendix 1, Attachment 2, "Hazardous Materials Incident Notification").

   b. A transportation incident of a substance subject to 302(a) requirements shall satisfy notification requirements by dialing 911 or, in the absence of a 911 system, calling the operator.

   c. The notification requirements under section 304(b) will be met by using the "Hazardous Materials Incident Report", Annex F, Appendix 1, Attachment 2. Report as much information that is known at the time of notification.

   d. The public is notified by all hazard outdoor warning, vehicle broadcast, face to face contact, public radio and television, all hazard radios, and CodeRed.

7. The Nebraska Emergency Alert System (EAS) provides disaster information and instruction to the public through radio, television and cable system(s). Local officials have the authority to request activation of the Nebraska EAS web/network by contacting their Local Station (LP-1 or LP as listed in the Nebraska Plan EAS) to provide information to the people in that operational area (Attachment 2).

8. Some local jurisdictions may provide multiple broadcasts of alert and warning messages for any hazard or emergency through the Integrated Public Alert and Warning System (IPAWS).

9. Warnings and emergency information can be broadcast by all hazard radios with the message initiated by emergency management personnel or the 911 Center. Warnings can also be broadcasted by CodeRed notification.

10. By law, the Nebraska Education Telecommunications (NET) provides text decoded emergency information that includes severe weather

warnings and reports from the National Weather Service. Many commercial television stations will also broadcast emergency public information text and audio alerts.

VI. ADMINISTRATION and LOGISTICS

A. Records

The Executive Group will ensure that adequate records of all local government agencies communications expenses; Law, Fire, EMS, Public Works, Roads, etc. are maintained.

B. Plan Maintenance

The Communications Officer(s) will be responsible for assisting the Emergency Management Director in the maintenance and improvement of this Annex. The Annex will be reviewed, updated, and modified as necessary, but not less than annually.

VII. TRAINING and EXERCISING

A. Training

1. Each agency or organization assigning personnel to the EOC for communications and warning purposes is responsible for ensuring that those individuals are adequately trained to use the equipment, are familiar with the procedures of the EOC, and understand the unique operating procedures.

2. The training program will be consistent with the five-year Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

B. Exercising

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

LIST OF ATTACHMENTS

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1	County Communication Capabilities	B-11
2	Nebraska EAS Operational Areas	B-12
3	National Weather Services Offices and Contacts	B-13
4	NAWAS Network (Directions and Map)	B-14
5	TICPs	B-17

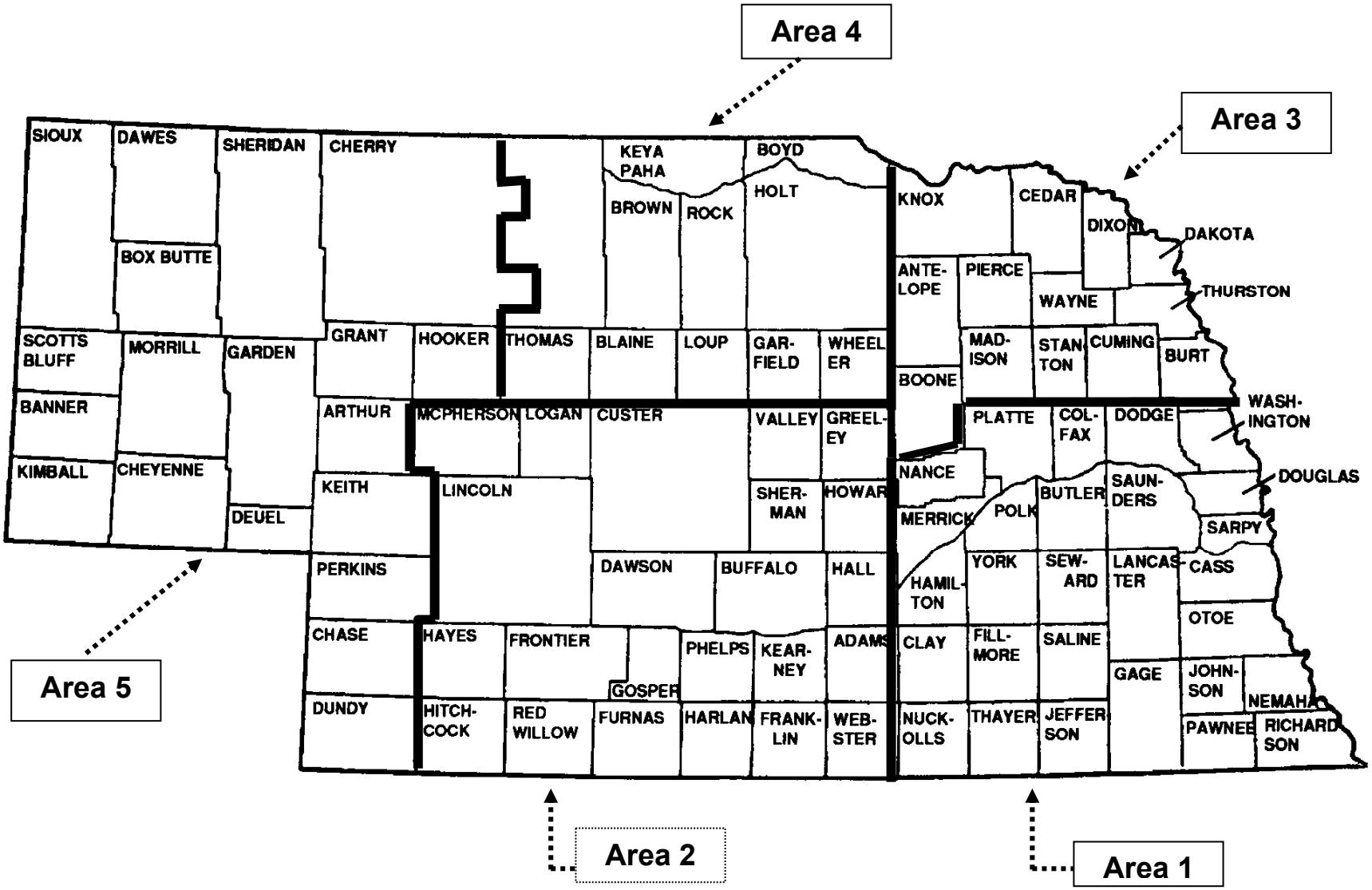
CLAY COUNTY COMMUNICATIONS CAPABILITIES

AGENCY/ADDRESS	FREQUENCY/ CAPABILITY	FUNCTION
EOC 205 N Calvary Clay Center, NE 68933	453.9750/458.9750 453.6625/458.6625 465.200/460.2500	EM Law Enforcement County Fire
PSAP Center 105 E EDGAR CLAY CENTER, NE 68933	453.6625/458.6625 453.9750/458.9750 465.1500/460.1500 465.2500/460.2500 458.7750/453.7750 458.4000/453.4000 155.835 453.5375	Law Enforcement EM LAW ENFORCEMENT COUNTY FIRE SUTTON FIRE ROADS PAGING PAGING

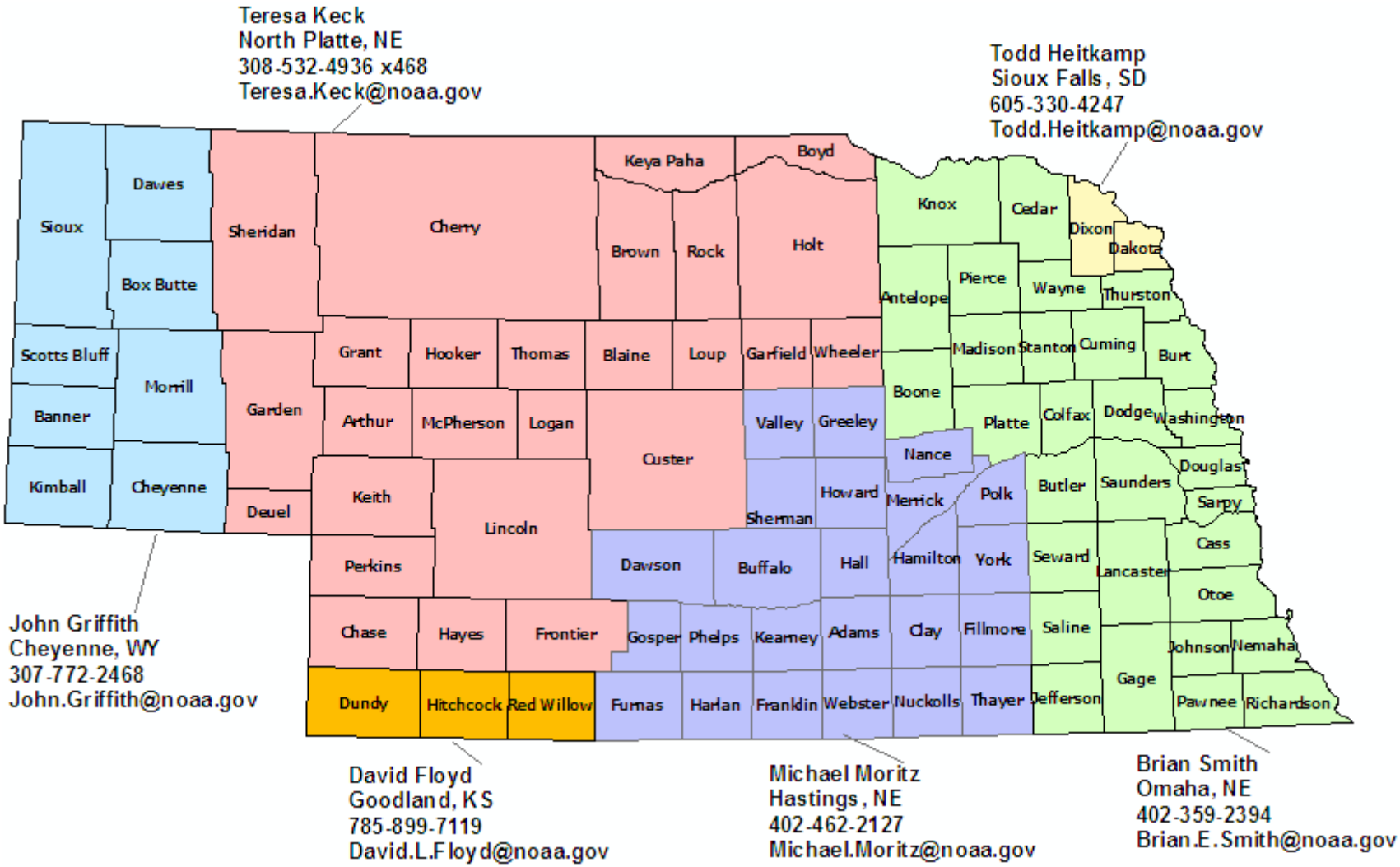
REGIONAL CAPABILITIES:

Clay County does have a Interoperable Paraclette System with one low band, three vhf, three uhf, and one 800 band radio available. We have it sync with other systems in the South Central PET Region and the frequencies can be found in the TCIP on file with the state and available on the NEMA Website.

Nebraska Emergency Alert System (EAS) Operational Areas



National Weather Service Areas and Primary Contacts



National Warning System
(NAWAS)
Emergency Management Warning Procedures

Tests:

The State Warning Point for NAWAS is at the Nebraska State Patrol Dispatch at the Joint Forces Headquarters (JFHQ) in Lincoln. Each Nebraska Warning Point is tested daily using a dedicated telephone line, (see map).

The Alternate State Warning Point is at the NEMA State Emergency Operating Center, Lincoln. A weekly roll call or Fan-out test, designated as: **"TEST, TEN-ONE-ZERO-ONE (10-1-0-1)"** is accomplished. The test message is relayed by radio from the Warning Points areas to the counties.

Each Warning Point will report to the Alternate State Warning Point either a:

Positive report from all counties in the area by an, **"ALL CONFIRMED"** message, or a
Negative report when fan out stations do not respond such as:

Grand Island:	**"Grand Island to Nebraska Alternate"**
Alternate State Warning Point:	"This is Nebraska Alternate, OVER"
Grand Island:	**"Negative copy, Howard and Merrick Counties, OVER"**
Alternate State Warning Point	"ROGER, Nebraska Alternate, OUT".

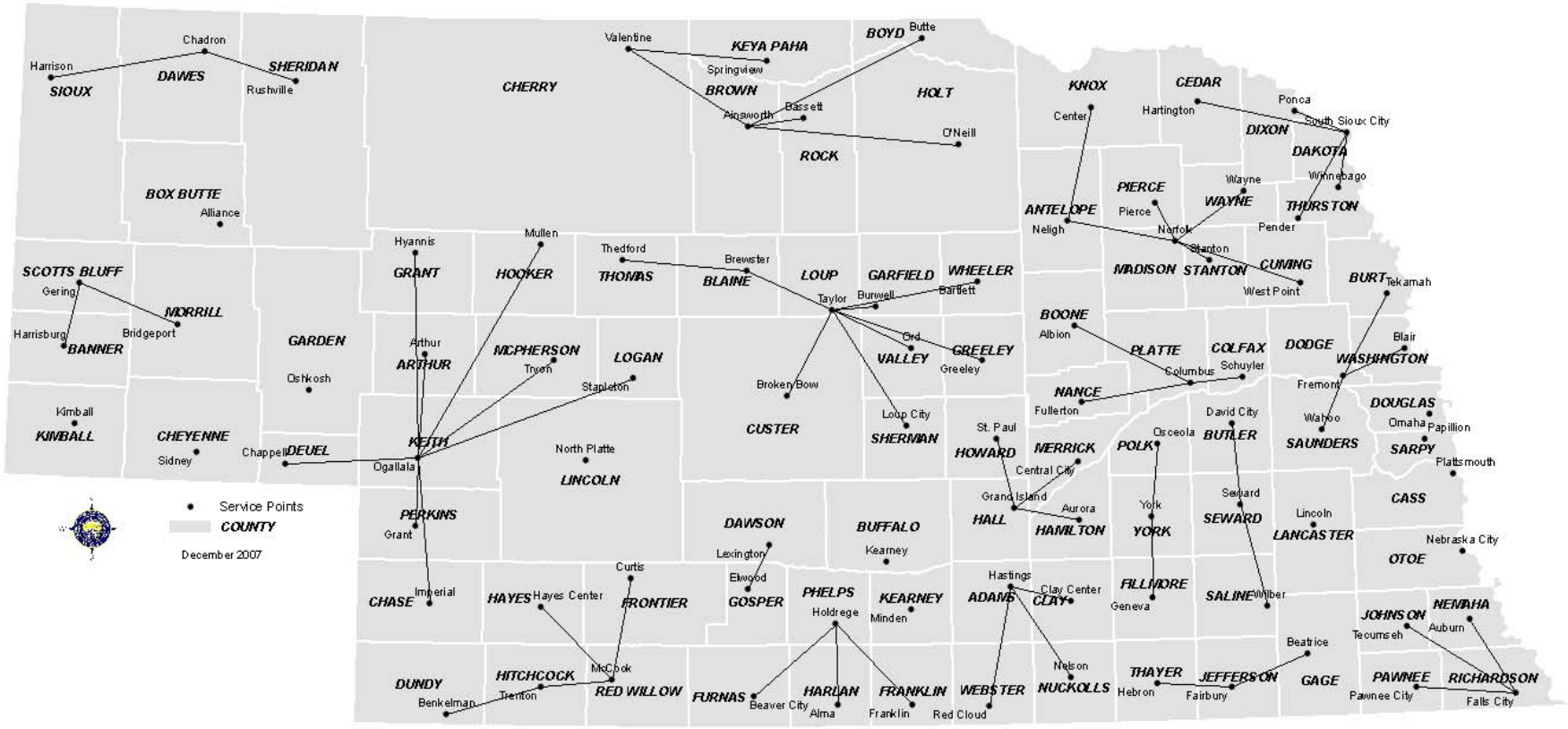
Warning:

State actions:
When a warning is received, the operator at the State Warning Point will clear the NAWAS network of all traffic, transmit the warning and then receive acknowledgement of the warning from each Warning Point. The Alternate State Warning Point provides a backup means of disseminating tactical warnings. The area Warning Points will immediately send any warnings to assigned locations using a secondary warning network, 39.9 MHz or telephone (see map on opposite side).

Locations:
Because 93 counties are involved, counties will acknowledge receiving the warning message to their respective Warning Points (NAWAS). Acknowledgement from the Warning Points will then be transmitted to the State Warning Point or to the Alternate.

Within the counties and municipalities, warnings are given as described in the Basic Plan section & Annexes A & D of the Local Emergency Operations Plan (LEOP). The goal is to provide warning in time for people to take adequate protective action.

NEBRASKA EMERGENCY MANAGEMENT WARNING NETWORK



December 2007 (Supersedes previous Warning Maps)

STATE WARNING POINT: Nebraska State Patrol Headquarters – Lincoln, Nebraska

ALTERNATE STATE WARNING POINT: State Emergency Operating Center (EOC) – Lincoln, Nebraska

NAWAS: (National Warning System) Special Telephone Lines, RADIO: 39.9 MHz

Service Points will relay the warning or test to its respective county service point(s)

Tactical Interoperability Communications Plan- TICP

I. The TICP is intended to document the interoperable communications resources that are available within the State or Region, who controls each resource, and what rules of use or operational procedures exist for the activation and deactivation of each resource. The TICP planning process was established during a Kickoff meeting held on November 7, 2007, in Lincoln, NE.

II. The TICP is divided into five major sections as outlined in the Department of Homeland Security (DHS) TICP template:

- Section 1 – State/Regional Information
- Section 2 -.Governance
- Section 3 – Interoperability Equipment, Policies and Procedures
- Section 4 – Regional Emergency Resource Staffing
- Section 5 – CASM

A. Section 1: State/Regional Information

Section 1 provides a high level overview of the State's or Regions demographics and lists the individual public safety agencies that are directly involved in the generation of the Plan.

B. Section 2: Governance

Section 2 provides a description of the governing body that will be responsible for the Plan's management and maintenance. This section also defines the participating agencies' responsibilities.

C. Section 3: Interoperability Equipment, Policies and Procedures

Section 3 is a summary of the interoperability equipment and radio system resources that will be made available to support interoperable communications in the State of Nebraska. The major items that are addressed include:

1. Radio Caches – Many agencies maintain a set of radios that can be distributed to other agencies with incompatible radio equipment that are responding to an incident. Given the diversity of the State, there are many different types of radio systems that employ various radio frequency bands and/or operate disparate system technologies. Maintaining a cache of radios is one strategy that addresses supply and demand for compatible interoperable radio communications traffic.

2. Shared Channels/Talkgroups – Shared channels are those radio frequencies that are made available for use by agencies participating in a mutual aid response. Shared talkgroups refer to the "virtual" channels available on trunked radio systems. These resources are classified in the TICP as follows:

   a. Local – channels/talkgroups set aside by an agency for joint interoperable communications.
   b. Regional – designated radio channels available across a multi agency or multi-county area.
   c. State – specific radio channels designated by the State of Nebraska for mutual

aid situations throughout the State.

d. National – specific common radio channels designated for use nationwide.
e. Federal – specific federal National Telecommunications and Information Administration (NTIA) radio channels for the State of Nebraska area made available for State and local government public safety use.

3. Gateways – The term "gateway" is a general classification of electronic hardware that allows the interconnection or "patching" of radio equipment that are operating on various radio frequency bands, same frequency bands, but on channels not normally available, and/or different system technologies. Gateways can be categorized in a number of ways including:

   a. Fixed – the device is static and situated at a specific location. There are two sub-classifications:
      i. Dedicated fixed gateway – specifically used to patch radio resources.
      ii. Console gateway – serves as main dispatch point, but can be used to patch radio resources for interoperability use.
   b. Mobile – the device is installed in a vehicle and can be moved to an incident scene.
   c. Transportable – the device can be carried and placed in operation in a wide range of situations.

4. Shared Systems – Shared systems are those that provide radio communications on a day-to-day basis to two or more independent agencies. By their very nature, interoperable communications can be easily activated since multiple agencies share the same radio system architecture. Shared channels and talkgroups are generally available to other agencies that do not use the system for their primary communications.

5. Mobile Communications Assets – Mobile communications assets include mobile command posts, mobile cellular sites, and trailer mounted antennas. Other mobile communications assets may be included as necessary.

D. <u>Section 4: Regional Emergency Resource Staffing</u>

Section 4 establishes a list of personnel who will respond to fill the Communications Unit positions. Identified personnel must train and exercise to a regional or State response level. Job descriptions and qualified personnel for each Communications Unit position are detailed in the plan.

E. <u>Section 5: CASM</u>

Section 5 the Communications Assets Survey and Mapping (CASM) section provides the ability for representatives of public safety agencies within a urban areas or State to collect, store, and visualize data about agencies, communication assets, and how agencies use those assets. The CASM tool is composed of two components: The Communications Assets Survey (CAS) and the Communications Assets Mapping (CAM) tool. Together these will allow the COML to visualize the assets and challenges in providing interoperable communications within a designated area.

III. The TICP includes a number of Appendices that contain additional information regarding each of the major subject areas such as:

A. Point of Contact Information
B. Shared systems
C. Inter-system Shared Channels
D. Gateways
E. Radio Caches
F. Mobile Communications Units
G. Policy Documents, Governing Documents and Agreements
H. Incident Command system Planning
I. Reference Materials
J. Glossary

IV. Existing TICPs

A. The eight (8) Planning Exercise and Training Regions, Lancaster County and the State of Nebraska, have existing TICPs.

B. The official TICP's reside at the Nebraska Emergency Management Agency and with the Chairperson of each respective region.

C. It is important to note that the TICP is a living document that will be updated, as needed. As agencies add or change radio equipment, personnel, types of systems, or policies and procedures, the Plan will require updates and changes.

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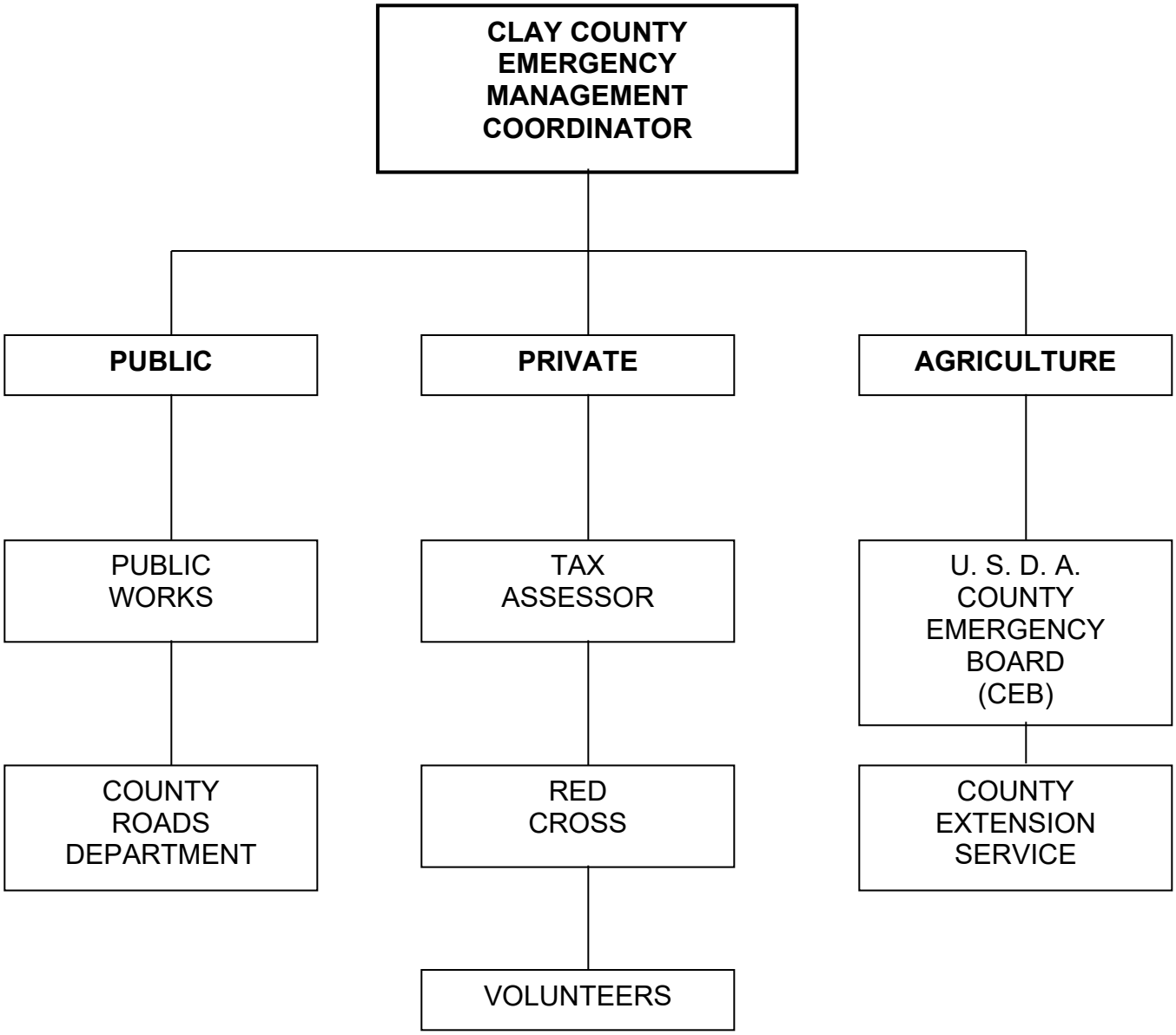
DAMAGE ASSESSMENT



STATE SUPPORT:
Emergency Support Function # 3,
Public Works

Lead Agencies:
Nebraska Emergency Management Agency
Dept. of Administrative Services,
State Building Division

DAMAGE ASSESSMENT

I. PURPOSE

This Annex describes damage assessment procedures necessary to gather data and evaluate information to determine the extent of damage and the impact on the community resulting from a disaster.

II. SITUATION

Clay County is susceptible to disasters that could cause extensive damage to public and private property. In the event of a disaster, planned damage assessment procedures are essential for effective response and recovery operations.

III. ASSUMPTIONS

A. The prompt and accurate assessment of damage to public and private property following a disaster is of vital concern to local officials.

B. A rapid response has a direct bearing on disaster recovery.

C. For any emergency involving radiological materials, the Nebraska Health and Human Services has sole responsibility for making technical assessments. However, it is conceivable that the Department could request some assistance from local radiological staff during an emergency.

D. The State Department of Environmental Quality is responsible for decisions on the scope of clean up operations from a hazardous materials incident.

IV. ORGANIZATION/RESPONSIBILITIES

A. Incident Assessment

The County Emergency Manager will coordinate the gathering of damage assessment information necessary to complete the Incident Status Report, Annex A, Attachment 3, and for keeping the information updated during the course of the incident. Other responsibilities include, but are not limited to, the following:

1. Establishing a point of contact with officials of the affected jurisdictions and determine the approximate area affected.

2. Gathering information about the extent of damage, as quickly as it is available, from both public and private sources.

3. Providing updated information gathered from both public and private entities to the Executive Group and the Nebraska Emergency Management Agency using the Incident Status Report from Annex A, Attachment 3.

4. Coordinating with the Public Information Officer to keep the public informed of hazardous conditions.

B. Record Keeping

Each public and private agency will keep complete records of resources and personnel involved in the response to the emergency or disaster for use in determining the extent of impact of the incident on the jurisdiction.

C. Agricultural Damage Assessment

The Farm Service Agency (FSA) through the County Emergency Board will assess the agricultural and related rural damages with assistance, as needed, from other USDA agencies. All information will be forwarded to the USDA State Emergency Board and to the Clay County Emergency Management Coordinator.

D. Radiological/HazMat Damage Assessment - Industrial/Transportation Incident/Accident

1. In the event of a radiological incident, local damage assessment response will be limited to obtaining radiological readings to detect the actual hazard. The Health and Human Services will accomplish detailed hazard assessment to determine any possible threat to people and livestock, see Annex F, Appendix 1.

2. In case of a hazardous materials incident, local response will be limited to the level of training as defined by standards set by their employer in compliance with OSHA and EPA regulations. The County has Hazmat advisors, and a decon equip trailer to assist. Technician level assistance would be requested form Hastings Fire who is one of the States response teams.

E. Inspections

The jurisdictions fire/rescue/law and emergency management director, assisted by public works and road department personnel, will complete the initial safety and habitability inspections of both residences and businesses. The State Fire Marshal may be requested to help. Data obtained during

safety inspections will be included in damage assessment reports. Subsequent and more detailed inspections may be completed at a later date.

V. CONCEPT of OPERATIONS

A. Initial Assessment

The emergency manager will utilize the Incident Status Report (ISR) found in Annex A, Attachment 3 of this LEOP to determine the scope of the damage and forward the information to NEMA. Information from the ISR will be the starting point from which all future state or federal damage assessments will be conducted.

1. After rescue operations have been concluded, more detailed information should be gathered to complete additional Incident Status Report updates. This information will be gathered from the first responders, organizations and agencies involved and provided to the Executive Group and forward to NEMA.

2. Conduct the initial assessment of the facilities considered critical for emergency operations, the health, welfare and safety of the people. Early identification of damages will enable the Executive Group to set priorities and make efficient decisions concerning resources available.

3. Incident Status Report (ISR)

   a. Initial field responders and public works agencies have a responsibility for collecting the initial damage assessment information on damage which has occurred to the infrastructure in the jurisdiction. This includes damage to bridges, roads, and right of ways, culverts, and other lifeline systems which are the responsibility of the local government. Part of the ISR must also include estimating the amount and types of debris which will need to be handled. See Debris Management Planning, Annex C, Appendix 1.

   b. The Emergency Manager will coordinate the initial assessment of governmental owned facilities, to include estimating the amount of structural damage, damage to grounds, and type of debris.

   c. Individual citizen and business/industry damage information will be coordinated by the Emergency Manager and reported to NEMA using the Incident Status Report. Information from the American Red Cross and other VOAD organizations may include limited information on damages to homes and businesses, which could be used to determine a damage estimate to be included in the ISR.

   d. Information and figures generated from these assessments are estimates only and are used by NEMA to determine the need to

conduct a state (NEMA) PDA or request a joint NEMA/FEMA PDA. Later, more detailed information would indicate the number of homes, businesses public buildings, grounds and infrastructure involved. All information will be forwarded to NEMA through the local Emergency Manager.

4. Using the information from the completed Incident Status Reports, a local decision will be made to sign a disaster declaration. Only after the declaration has been signed, can the state determine whether a State or Federal Disaster is justified. If there is a possibility of a Federal declaration, a joint Federal/State team may complete a FEMA/State Preliminary Damage Assessment (PDA).

B. FEMA/State Joint Preliminary Damage Assessment (PDA)

1. In the event that damage estimates reach the threshold for state or federal assistance, NEMA and/or FEMA will send in a team to conduct a Joint Preliminary Damage Assessment (PDA). The local jurisdiction is responsible for providing staff to be a part of the Joint PDA Teams. The PDA is a quick visit to the disaster area, and is normally conducted in a 24-48 hour period.

   a. The Joint PDA teams will conduct assessment training and hold briefings with local officials on the assessment process.

   b. The Teams will provide all forms necessary to complete the assessment.

2. The PDA Teams will examine and document damages to the public infrastructure. Included are estimates of the amount and types of debris. Figures generated from the PDA are used as documentation from the State in their formal request for federal assistance.

VI. ADMINISTRATION and LOGISTICS

The Clay County Emergency Management Coordinator will review and update this annex annually.

VII. TRAINING and EXERCISING

A. Training

The training program will be consistent with the Homeland Security Exercise Plan provisions. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

B. Exercising

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

LIST OF ATTACHMENTS

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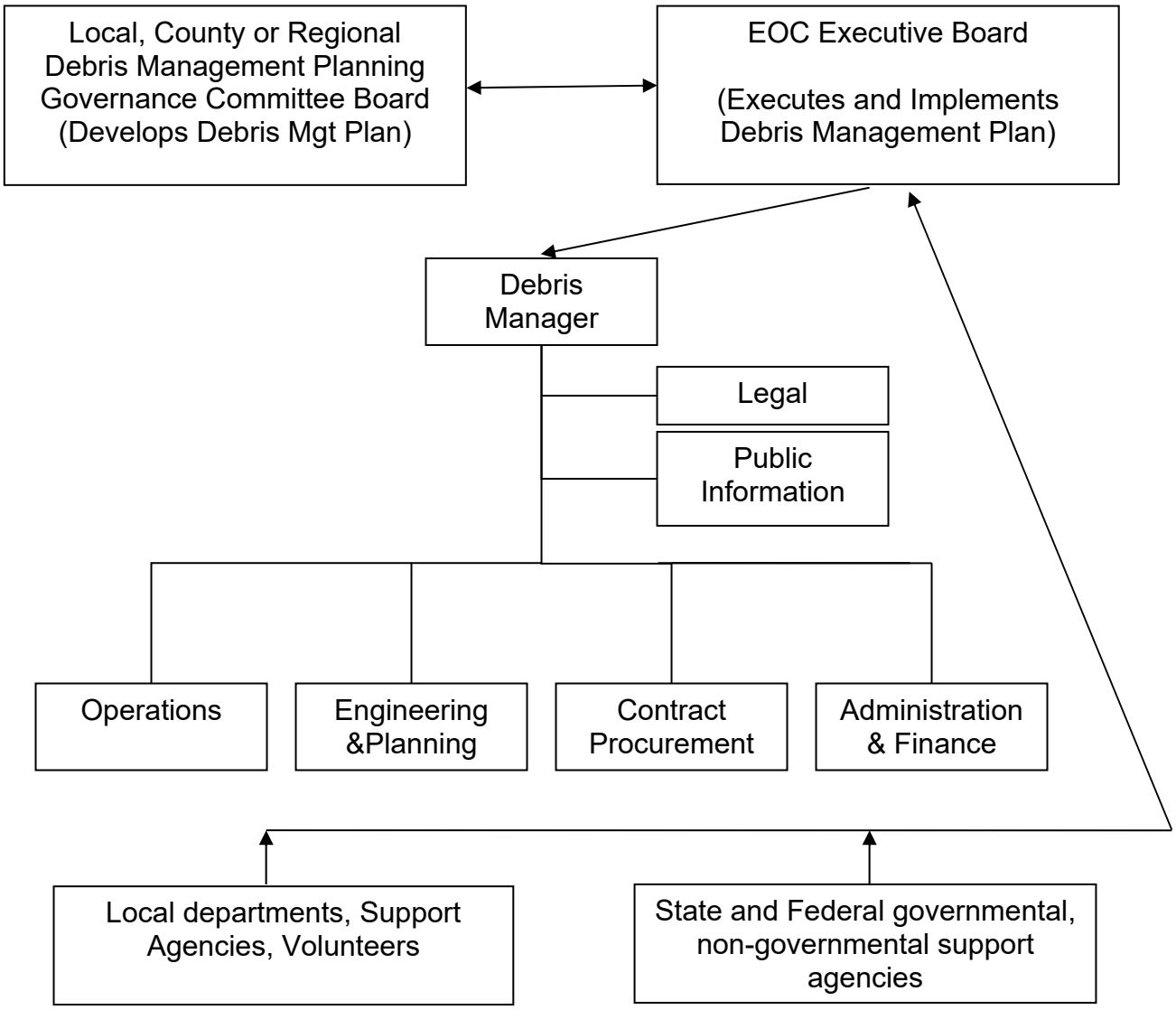
1	Debris Management Planning	C-7

DEBRIS MANAGEMENT PLANNING



DEBRIS MANAGEMENT PLANNING

I. PURPOSE

A. The purpose is to facilitate and coordinate the removal, collection, and disposal of debris. The overall goal is to use existing solid waste best practice strategies and methods to reduce, reuse, recycle, recover, and landfill where feasible.

B. The Debris Management Planning guidance will identify the organizational structures of the various disaster debris management roles, responsibilities and procedures conducted by the agencies and partners of Clay County and the Cities and Villages of Clay County.

C. This guidance will assist the local governments, county-wide or regional debris management teams/committees in creating a cohesive, compatible and unified plan to address debris management issues.

II. SITUATION

A. Both manmade and natural events could cause this plan to be activated. The most likely events are tornados, floods, windstorms, debris, land, rail air or river transportation incidents or accidents, hazardous materials incidents, structural collapse or fire, acts of terrorism or severe winter storms. See Attachment 1 for a matrix of common hazards and the types of debris generated.

B. Numerous policy decisions regarding debris management issues can be made in advance by elected officials. Once identified, specific issues and concerns can be addressed through city and county ordinances, such as:

1. Establishing a price gouging ordinance invoked during a declared emergency;

2. Issuing a disaster declaration in order to expedite the permitting process;

3. Allowing temporary changes to zoning codes to facilitate the location of temporary disposal/reduction site;

4. Emergency purchasing authority.

C. Clay County does not have a Region VII FEMA approved Debris Management Plan.

III. ASSUMPTIONS and PLANNING FACTORS

If an event produces disaster related debris, the FEMA approved Debris Management Plan (DMP) will be implemented. Until such a plan is approved, current local plans will be used. Consider the following in developing the DMP.

A. Roads, bridges and drainage structures will be damaged and alternate routing will be needed.

B. Buildings will be damaged and possibly not accessible.

C. Communications may be impaired.

D. A local disaster will be declared.

E. A state or federal disaster may be declared based on local information from the Incident Status Report.

F. Emergency powers may be enacted during a declared disaster for price gouging, temporary suspension of codes, temporary debris sites, etc.

G. If the damage is beyond jurisdictional boundaries cities and villages may not have the capability to deal with debris and could turn responsibility over to the County.

H. Debris may be contaminated and should be evaluated for possible hazardous waste. The surrounding environment may also be contaminated and need remediation.

I. Debris may include human victims and remains.

J. Debris may include displaced, injured or dead animals.

K. Salvageable materials and properties will be saved, recycled.

L. People will begin to recover and clean up their property as soon as possible; therefore, the need for prepared public information and instructions (separation, recycling, transfer sites, etc) is critical to the community's effective and safe recovery.

IV. RESPONSIBILITIES

A. The Local Public Works and County Highway agencies within the County are responsible for the development, monitoring, and implementation of either the county's or jurisdiction's Debris Management Plan. Other city/county agencies/organizations having needed resources will be assigned to support the debris management efforts. Implementation of the Plan must be done in

conjunction with other activities coordinated through the Emergency Operations Center (EOC).

B. Prior to an event, the Local Public Works and County Highway agencies are responsible for establishing mutual aid agreements with other government agencies and utility companies. They may provide technical data and specifications for writing contracts with private contractors. The normal approval process for emergency contracts may be suspended under the provisions of the Nebraska Emergency Management Act. All emergency contracts in force must be tracked using standard, accepted practices.

V. CONCEPT of OPERATIONS

The activities of Debris Management will follow NIMS and the Incident Command System as positions are created and demobilized as necessary. The Debris Management Staff positions, in general, are listed below.

A. Debris Management Staff Roles and Responsibilities:

1. Debris Manager

The County Roads Superintendent is the incident manager of all debris management activities, such as:

a. Working with EOC staff, elected and appointed leaders, establishes debris management priorities for both disaster response and recovery.

b. Providing regular updates to EOC staff, cooperating agencies, elected and appointed officials the status of debris management.

c. Representing the City or County in all meetings with government, private, and other agencies involved in debris management efforts.

d. Coordinating with other local, City, County, state, federal agencies as necessary.

e. Developing and implementing a system to rapidly mobilize and manage debris management resources, including employees, equipment, and materials.

f. Convening debris management meetings with appropriate personnel and agency representatives.

g. Appointing Debris Management Staff positions.

h. Providing information to the Public Information Officer.

i. Ensuring that records of all actions, operations, contracts and expenses are properly maintained and reported.

j. The Debris Manager may assign a liaison to the EOC in order to coordinate and respond to requests from the EOC staff, as well as communicate debris management needs to the EOC.

2. Administration

Administrative support staff will be utilized by the Debris Manager to provide financial, personnel, and documentation support. Documentation may include, but is not limited to:

a. Personnel policies.

b. Labor and equipment timesheets and summaries.

c. Safety procedures.

d. Contract procurement procedures.

e. Contracts.

f. Billing and invoices, including debris hauler load tickets.

g. Environmental permits.

h. Right of entry and hold harmless agreements for private property debris removal and demolition, when applicable.

i. Public information announcements.

j. Debris salvage value information.

k. The Administrative section should work with the Public Information Officer and the EOC to formulate a strategy to ensure that accurate information is provided to the public and media. This strategy should include methods of providing the following types of information:

i. Debris pick-up schedules.

ii. Disposal methods and ongoing actions to comply with Federal, State, and local environmental regulations.

iii. Disposal procedures for self-help and independent contractors.

iv. Restrictions and penalties for creating illegal dumps.

v. Curbside debris segregation instructions.

vi. Public drop-off locations for all debris types.

vii. Process for answering the public's questions concerning debris removal.

3. Contracting and Procurement:

The primary role of the Contracting and Procurement section is to have debris contracts in draft form ready for advertisement or have pre-qualified contractors in place prior to the event. Contracting and Procurement planning includes the following tasks:

a. Develop contract requirements.

b. Establish contractor qualifications.

c. Distribute instructions to bidders.

d. Advertise bids.

e. Establish a pre-disaster list of pre-qualified contractors.

f. Manage the contract scope of work.

g. Establish a post-disaster contracting close-out procedure if necessary.

4. Legal

The Legal staff leads the review process for all legal matters in the debris management planning process. In addition to advising the Debris Management Staff, the following issues should be performed addressed or coordinated through this office:

a. Review all contracts.

b. Review and/or establish a land acquisition process for temporary debris management sites.

c. Review all appropriate governmental insurance policies.

d. Ensure environmental and historic preservation compliance before, during, and after operations.

e. Ensure that site restoration and closure requirements are fulfilled.

f. Review and/or establish a building condemnation processes.

g. Review and/or establish a legal process for private property demolition and debris removal.

h. Review right-of-entry and hold harmless agreements.

5. Operations:

The Operations section is responsible for the supervision of government and contract resources and overall project implementation. The Operations section is responsible for implementing the tactical debris removal operation. Operation responsibilities may include:

a. Positioning equipment and resources for the response and recovery debris removal operations.

b. Developing staff schedules and strategies.

c. Providing communication, facilities, services, equipment, and materials to support the response and recovery activities.

d. Monitoring and directing force account and contract labor.

e. Distributing response and recovery resources.

f. Operating and managing the collection, debris management site, and disposal strategies.

g. Creating a demolition strategy for structures, if necessary.

h. Reporting progress for distribution to the debris management planning staff.

6. Engineering and Planning:

The Engineering & Planning section supports all other debris management sections in a technical role. This section provides debris quantity assumptions, economic analysis, and feasible solutions for the debris operations. The following are tasks that may be completed by the Engineering & Planning section:

a. Forecasting debris volume based on assumed disaster type.

b. Developing an estimating strategy for post-disaster debris quantities.

c. Strategizing and map debris haul routes.

d. Selecting debris management sites and designing the site layout.

e. Determining reduction and recycling means and methods.

f. Identifying and coordinating environmental issues.

g. Assessing available landfill space and determining if additional space is needed.

h. Developing the debris collection strategy.

i. Writing contract scopes of work, conditions, and specifications.

j. Coordinating with other local and State jurisdictions for road clearance and operations.

k. Establishing a process for building damage assessment and condemnation (including public and private properties).

l. Issue permits.

VI. EMERGENCY COMMUNICATIONS PLAN:

Under most emergencies/disasters, communications will be primarily by radio, land telephone lines, cellular telephones, or computer; however, the municipality recognizes that as a result of some disasters, various communications systems may be inoperable.

A. All members of the Debris Management Staff will strive to maintain access to a multiple communications systems. A communications plan (ICS Form 205) defines systems currently available and their designated uses.

B. Debris Management Staff and field operations will use an appropriate mix of radio, wireless phone and landline phones.

C. If land lines, radios, and wireless phones are inoperable, then Debris Management Staff and field personnel will use “runners” between the EOC and other operations centers and the field.

D. Communication resources are in the Annex B – Communications & Warning.

VII. HEALTH and SAFETY PLAN and PROCEDURES:

A. Protecting the community’s health and safety by removing debris presents a number of risks to the health and safety of responders, contractors, citizens and volunteers engaged in debris management operations. Therefore, the Debris Manager will oversee the development of a Health and Safety Strategy, using currently approved safety standards. Site safety is the responsibility of every responder, elected/appointed official. Dangerous or hazardous conditions and activities should be reported to the EOC immediately. DHHS personnel may provide technical assistance in the Health and Safety Plan.

B. Contracted labor will follow all establish safety procedures determined by the Debris Manager. The Debris Manager may assign personnel as Safety Officers to develop the Health and Safety Plan, as well as monitor operations for adherence to this plan.

VIII. DEBRIS COLLECTION PLAN:

The Debris Manager, in coordination of the EOC staff and under the policy direction of elected/appointed administration, will determine strategies and incident action plans for response and recovery operations. This debris management plan will be incorporated in the general Incident Action Plan adopted by the Incident Commander.

A. Priorities:

In general, debris management priorities will align with other emergency response priorities of life safety, property protection, the preservation of the environment and in suspected terrorism or crime scenes, the preservation of evidence for possible investigation. Priority for debris clearance will be determined upon the following criteria and circumstances:

1. Extrication of victims.
2. Ingress and egress for fire, EMS, law enforcement, and EOC staff, hospitals, jail, public shelters and other critical facilities.
3. Major traffic routes.
4. Major flood drainage ways.
5. Supply distribution points and mutual aid assembly areas.
6. Government facilities.
7. Public Safety communications towers.
8. American Red Cross shelters.
9. Secondary roads.
10. Access for utility restoration.
11. Neighborhood streets.
12. Removal of debris from private property when presenting a risk to public health and safety.

B. During all debris clearance operations, the Debris Manager will coordinate with public and private utilities and organizations to ensure the safe disposition of power lines, pipelines, railroads, airports and other infrastructure in or serving the jurisdiction.

IX. RESPONSE OPERATIONS

The Debris Manager's primary responsibility is to clear debris from at least one lane on all primary and secondary roads to expedite the movement of emergency service vehicles such as fire, police and medical responders. This includes roadways in the affected areas, as well as those affecting critical infrastructure such as fire stations, law enforcement offices, hospitals and medical facilities, City Hall, shelters, water and sewage plants, etc.

A. Assign crews (in-force or contract) to identified areas to begin road clearing.

B. From field assessments, will determine if in-house capabilities are sufficient for debris removal. If the quantity exceeds the capacities to clear, remove and dispose of the debris, then pre-positioned contracts with qualified contractors may be activated by notifying the Contract and Procurement Section (Clerk or Procurement Office).

C. Note that contractor clearing operations under a 'time and material' contract must be limited to no more than 70 hours to comply with current FEMA guidance.

D. When local capabilities are still exceeded, The EM will submit an updated Incident Status Report and request for help to NEMA.

X. DEBRIS COLLECTION and STORAGE SITES

Sites include established landfills, transfer stations, neighborhood collections points, recycling centers and temporary debris storage and reduction (TDSR) sites. Temporary site determinations will be made by the Debris Manager, assisted by representatives from (list only those actually used) Public Works, Engineering, the Utilities, the Health Department, and NDEQ.

A. The public, contractors and response agencies will be instructed on the current debris separation, sorting and hazardous materials designations and handling procedures prior to debris collection.

B. Local neighborhood collection sites with "dumpsters" may be the most effective means of collection, separation and transfer of debris.

C. Curbside pick-up and public drop-off sites are options

D. Pre-selection of appropriate sites can be identified by site selection teams from the local jurisdiction with technical assistance from the Nebraska Department of Environmental Quality, Waste Management Division (NDEQ).

E. The site selection size and area should comply with all applicable county, state, and federal rules and regulations, including Fish and Wildlife, Forestry and Fire Conservation, Historical Preservation, NDEQ permitting, and the Endangered Species Act. Temporary storage/reduction site size should be an appropriate sized acreage for the estimated amount of debris.

F. The sites used in this Plan may be temporary or permanent. Sites may be restricted to one type of material, or may be a multi-use site.

G. Special permits for temporary and burial sites are obtained from NDEQ. Burn permits may be issued from local or rural fire departments.

H. Site monitors will be used to insure that sites are appropriately used, environmental concerns are addressed, debris is sufficiently segregated and safety is maintained. Duties of site monitors are detailed in the "Public Assistance Debris Management Guide, FEMA-325, July 2007" manual.

I. The EOC will notify other government agencies and the public of the site locations, access, hours of operations and restrictions, etc.

J. As temporary sites are no longer needed, they will be closed and the land remediated to pre-disaster conditions, meeting all current local, state and federal rules and regulations.

XI. TYPES of CONTRACTS

If time permits, local ordinances and purchasing guidelines will be followed in advertising, awarding and implementing and monitoring contractual help for debris collection, removal, equipment, volume reduction, recycling, and disposal. The Nebraska Emergency Management Act allows jurisdictions to suspend normal procedures during the duration of declared disasters. The jurisdictions legal staff and engineering staff may advise on the usefulness and expediency and management of each type of contract. The previously referenced FEMA manual or NEMA can offer specifics for emergency contract development. The following types of contracts are most commonly used during disasters.

A. Time and material contracts

B. Unit Price for follow up

C. Cost plus fixed fee

D. Personal Services: trainers, inspectors, hotline operators

E. Land-Lease Agreement with landowners

XII. PUBLIC INFORMATION ACTIVITIES

The PIO's responsibilities are detailed in Annex D. The PIO will be responsible for working with the debris manager, coordinator or assigned personnel to educate the public on debris separation, household hazardous material lists and disposal methods, dead animal handling, recycling, general disposal methods, pick up schedules, site locations, and drop-off procedures, safety and information to expedite the clean-up process. Informational material and press releases will be issued through currently established media links. Flyers with instructions or guides may be created to be distributed from structure to structure, (household to household).

XIII. VOLUNTEER MANAGEMENT

A. A volunteer manager will be appointed to deal with volunteers, see Annex L, Attachment 3.

B. Additional volunteers may be used to go from house to house with the flier to educate the public on debris disposal, separation and recycling. The flier will include information about the:

1. Types of debris recycling and what they are.

2. Dates that a volunteer will be in the neighborhood to assist in questions about separation of debris.

3. Dates and times a pickup will occur in the neighborhood.

4. The hazards of burning debris, hazardous materials, toxic fumes, smoke, etc.

5. Debris drop-off points and procedures.

C. Volunteers may leave the fliers on the doors, but will be available for questions if the occasion arises.

D. Volunteer time and kinds of labor may be used to off-set local cost sharing during federally declared disasters. Accurate tracking systems of groups or individuals contributions of time, labor, cash or materials are essential for fiscal management. Groups should indicate a point of contact to the ECO.

XIV. STATE and FEDERAL AGENCIES

In the event of either a Presidential Emergency Declaration or Major Disaster declaration, debris management activities will be coordinated with state and federal agencies. In a large scale event, debris removal activities may be tasked to a federal agency. This could be the Department of Transportation, US Military, US Army Corps of Engineers, or other Debris Management specialists.

XV. ADMINISTRATION and LOGISTICS

A. The Emergency Management Director and Clay County EMA Coordinator should meet annually with the participating agencies such as city/county Public works, Parks & Recreation, jurisdictions' attorneys, Building departments, landfill authorities/owners and others having an identified role in debris management to review and revise this plan.

B. Changes and revisions to this plan shall be made after any event involving disaster debris management.

XVI. TRAINING SCHEDULE

The responsibility of developing a regular training schedule on debris management and particular aspects of this plan falls upon the directors of each applicable department. Departments are encouraged to use the annual review and revise period to introduce the plan to employees, providing updated training and directions. The county's five-year training calendar should include testing components of the plan within related exercises, drills and workshops.

LIST OF ATTACHMENTS

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TYPICAL HAZARDS AND DEBRIS GENERATED

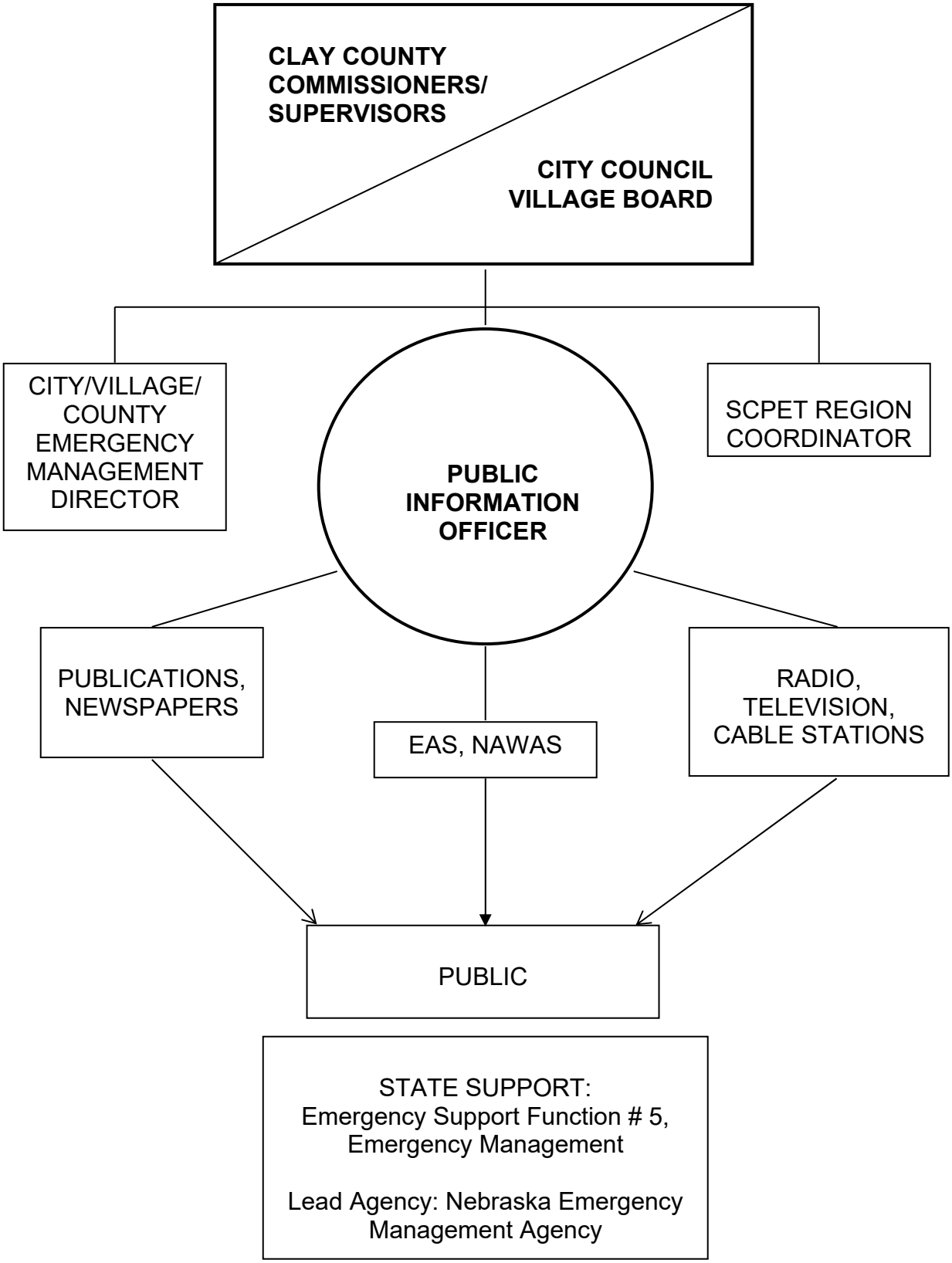
Forecasted Debris Locations

Debris will occur wherever a disaster occurs, though it is generally accepted that the presence of human development (homes, businesses, industry) increases not only the variety, but also quantity of debris. Such populated areas will feature growing amounts of construction debris, white metals and personal property. Industrial areas will feature much more hazardous waste, and therefore, more soil and land issues due to contamination.

Flood debris is most likely to occur in and adjacent to flood plain areas near bodies of water. Tornado and other storm debris are generally more wide-spread, and may include varying mixes of debris, dependent upon the development of homes and businesses in the affected areas.

Debris Forecast by Hazard		**Typical Debris Streams**								
		Green Debris	Construction & Demolition	Personal Property	Hazardous Waste	Household Hazardous Waste	White Metals	Soil, Mud, & Sand	Vehicles & Vessels	Putrescent
Local Hazards	Tornado	X	X	X	X	X	X		X	X
	Severe Thunderstorm	X				X				
	Flood	X	X	X	X	X	X	X	X	X
	Ice Storm	X				X				
	Fires	X	X	X	X	X	X		X	
	Hazardous Materials	X	X	X	X	X	X	X	X	X
	Industrial Incident		X		X	X	X	X	X	
	Aircraft Incident			X	X	X	X	X	X	X
	Acts of Terrorism	X	X	X	X	X	X	X	X	X

EMERGENCY PUBLIC INFORMATION



EMERGENCY PUBLIC INFORMATION

I. PURPOSE

This Annex establishes procedures for the rapid dissemination of emergency public information and outlines the media resources available. During an emergency/disaster, all levels of government are responsible for keeping the public informed of the situation. It is through a speedy and precise public information program that people are advised of hazards or threats and will be told of actions they need to take for their safety and survival.

II. SITUATION

A. Radio stations in Hastings, NE are the Local Primary Emergency Alert Station for Nebraska Operational Area one, which serves Clay County. This station broadcasts the Initial weather alerts and warnings and national emergency warnings.

B. Clay County officials will primarily use the all-hazardous radio and CodeRed notification to broadcast emergency instructions and information directed to people within the County.

C. There are 1 daily and 1 weekly newspapers in Clay County. Newspapers will be used for disseminating written instructions to the public.

III. ASSUMPTIONS and PLANNING FACTORS

A. There are groups of non-English speaking people in Clay County. Most household has members who can adequately read the newspaper and/or understand spoken English. For those citizens that can't, the go between for the special minority group will be contacted to disseminate the information,

B. There are provisions for disseminating emergency information to persons with access and functional needs. Special needs or functional needs citizens can register on the registry maintained by South Heartland District Health Department. Special needs citizens will also be checked on by local fire departments.

C. It is critical that the public have confidence that the local governments is in control of the situation. Awareness of an event, warnings and timely reports of actions mitigating the event, potential consequences, information, public orders/directions and information gains and builds this public confidence.

D. During and after a disaster, specific protective action information and advice to the public is essential to maximize survival and protect property. Most of the public would comply with official advice received by them.

E. Implementing the Joint Information System concept integrates incident information and public affairs into a cohesive organization providing consistent, coordinated, timely information.

F. The media's approach to reporting disasters has, at times, crossed the line to sensationalism. Timely and accurate information from a credible source builds public confidence, reduces panic, fear and adverse public responses.

G. Public broadcast outlets have a choice in which emergency messages they transmit.

IV. ORGANIZATION/RESPONSIBILITIES

A. The Public Information Officer (PIO) directs all county emergency public information activities and interfaces with the public and media and with other agencies with incident-related information. The PIO is responsible for the collection, coordination, development, dissemination and monitoring of emergency public information.

B. The Public Information Officer *has been appointed by*, and is the official spokesperson for the Clay County Supervisors and is a member of the Emergency Operations Center (EOC) Staff. The PIO will coordinate all public information activities with the Chief Executive, County Emergency Management Coordinator and Incident Command.

C. The PIO may appoint a supporting staff to assist in the public information functions and ensure the capability of extended operations. Supporting functions may include:

1. Rumor Control/Public Inquiry/Public Inquiry

2. Distribution of emergency information, including broadcast and printed materials, and monitoring the media releases for accuracy, and

3. Coordination of emergency public information supplies and equipment requirements as well as volunteer support staff.

D. The Public Information Officer at the Nebraska Emergency Management Agency, in a disaster situation, has the following responsibilities:

1. Coordinates with and supports the Governor's Office,

2. Coordinates with and supports the local government's PIOs,

3. Develops and releases information concerning the state's involvement and/or activities, and

4. Monitors the media for accuracy of information released.

E. The federal agency's PIO, when federal support is activated, will have the following responsibilities:

1. Coordinates with and supports the state and local governments PIO,

2. Releases information concerning the federal government's involvement and/or activities.

F. Volunteer and private organization PIOs should coordinate with the local Public Information Officer and release information concerning their own efforts.

V. CONCEPT of OPERATIONS

A. Coordination

1. The public information program requires a coordinated flow of information from all levels of government and private agencies through a central release point. This ensures that only accurate information is presented. This will be accomplished through:

a. Coordination and exchange of information among all staff, department heads, and the PIO.

b. Collecting, compiling, and verifying information before authorizing releases.

c. Protects and safeguards sensitive information.

d. Releasing information to the media at briefings by the Public Information Officer or an authorized representative.

e. Establishing Rumor Control/Public Inquiry where citizens with questions can receive accurate and verified information. Rumor Control/Public Inquiry must be coordinated with the Communications Officer to ensure adequate public service telephone capabilities. The media will publish/broadcast the Rumor Control/Public Inquiry telephone number. In addition to answering questions from the public, telephone operators will pass rumor trends on to the PIO and assistance requests to the EOC.

f. Establishes or activates a JIC for multi-agency coordination.

2. Information about emergency shelters, feeding, and assistance programs will be disseminated throughout the emergency/disaster period.

3. As a situation develops, uses all available media resources to increase public education, instructions, and information (Attachment 1).

4. Disaster information on radio/television and in the newspapers will be monitored to ensure the public is receiving accurate and timely information.

B. Information Dissemination

1. Joint Information Center (JIC)

a. The Joint Information Center (JIC) at the affected area or County EOC is the designated place where the cooperating agencies' PIOs will conduct news briefings and conferences.

b. Briefings and conferences will be held at regularly scheduled intervals which will be determined at the time of the disaster.

c. All supporting agencies will have access to and participate in the JIC.

2. Electronic Media

a. Information requiring immediate broadcast for a local area will be released to radio and television stations. A list of local radio/television /cable stations is included in Attachment 1. The Hastings National Weather Service will be contacted to broadcast a message over their Weather Radio System if meets their SOP. Routine information will be given to the media through the Joint Information Center briefings.

b. The Emergency Alert System (EAS) will be activated through radio station. Nebraska EAS Operational Area 1, in accordance with the Emergency Alert System.

c. Computers, social media and other electronic communications devices will have messages prepared appropriate to the medium and transmitted in a timely manner.

3. Printed Materials

Newspaper releases, flyers, brochures, etc. will be prepared and/or approved by the Executive Group and distributed at the direction of the Public Information Officer.

C. Support from State Agencies

1. The Nebraska Emergency Management Agency is responsible for the collection, correlation, and dissemination of disaster-related information to appropriate state agencies and the Governor's Office. The Nebraska Emergency Management Agency's Public Information Officer will during a State of Emergency, coordinate all state public affairs/information efforts with the Governor's Office.

2. The Nebraska Emergency Management Agency has established procedures for rapid dissemination of hazard warnings and disaster-related information to local government primarily through the National Warning System (NAWAS) and to the public through the Emergency Alert System (EAS).

3. The Nebraska Emergency Management Agency will coordinate the use of the state warning system to ensure that all commercial radio and television stations receive the emergency information.

4. The Nebraska Educational Telecommunications (NET) in conjunction with the Nebraska Commission for the Hearing Impaired, will, by law, provide text decoding to the hearing impaired for all programming to include area and statewide disaster warnings.

5. The Nebraska Emergency Management Agency's Public Information Officer will work closely with the local government and provide assistance, particularly in preparing and disseminating information to the public concerning disaster recovery centers.

6. State agencies will support local governments by providing reports of potential and existing widespread hazardous conditions.

7. The Nebraska State Patrol, in coordination with the Department of Roads, will provide road conditions to responding agencies, media, and the public.

8. Subsequent to a Presidential Declaration, the Public Information Officers of all state agencies involved in disaster recovery efforts will coordinate activities with the federal agencies involved through the lead PIO at the JIC.

D. Support from Federal Agencies

1. The National Weather Service has the primary responsibility for issuing weather-related disaster warnings to the public.

2. Under a Presidential Emergency or a major disaster declaration, the Federal Emergency Management Agency's (FEMA) Public Information Officer will coordinate and be responsible for release of public information concerning federal assistance.

E. Support from Volunteer Agencies and Organizations

Volunteer and private organizations will be evaluating the situation and making internal determinations of the level of assistance they can provide. Each organization, in coordination with state and local governments and the JIC, will be providing public information concerning their efforts.

F. Support from Media

Agreements have been made with local media organizations to ensure rapid dissemination of emergency public information.

VI. ADMINISTRATION and LOGISTICS

A. The County Public Information Officer should meet annually with local government officials, the Emergency Management Directors and Clay County EMA Coordinator, and media representatives to review this Annex and coordinate operating procedures.

B. The Clay County EMA Coordinator will revise this Annex based upon the recommendations of the PIO.

C. Every effort will be made to incorporate media involvement in exercises of the Basic Plan.

VII. TRAINING and EXERCISING

A. Training

The training program will be consistent with the Homeland Security Exercise Plan procedures. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

B. Exercising

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

LIST OF ATTACHMENTS

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MEDIA OUTLETS

RADIO

EAS PRIMARY STATION

KHAS-AM 1230/KICS AM 1530
PO BOX 726
HASTINGS, NE 68901

Phone: 402-562-5101
FAX: 402-461-3866

Contact: MIKE WILL

KLIQ FM 94.5
800 E J
HASTINGS, NE 68901

Phone: 402-463-9811
FAX: 402 461-3866

Contact: BRAD BEAHM

TELEVISION

KHAS NBC NEBRASKA
PO BOC 578

Phone: 402-463-1321
FAX: 402-463-6551

Contact: TIM JONES

NEWSPAPERS

Daily

HASTINGS TRIBUNE
PO BOX 788
HASTINGS, NE 68901

Phone: 402-462-2131
FAX: 402-462-2184
Contact DARREN FOWLER

Weekly

CLAY COUNTY NEWS
PO BOX 405
SUTTON, NE 68979

Phone: 402-773-5576
FAX: 402-773-5577
Contact: TORY DUNCAN

PRINTERS

PRINTING MD
214 N SAUNDERS AVE
SUTTON, NE 68979

Phone: 402-773-5582

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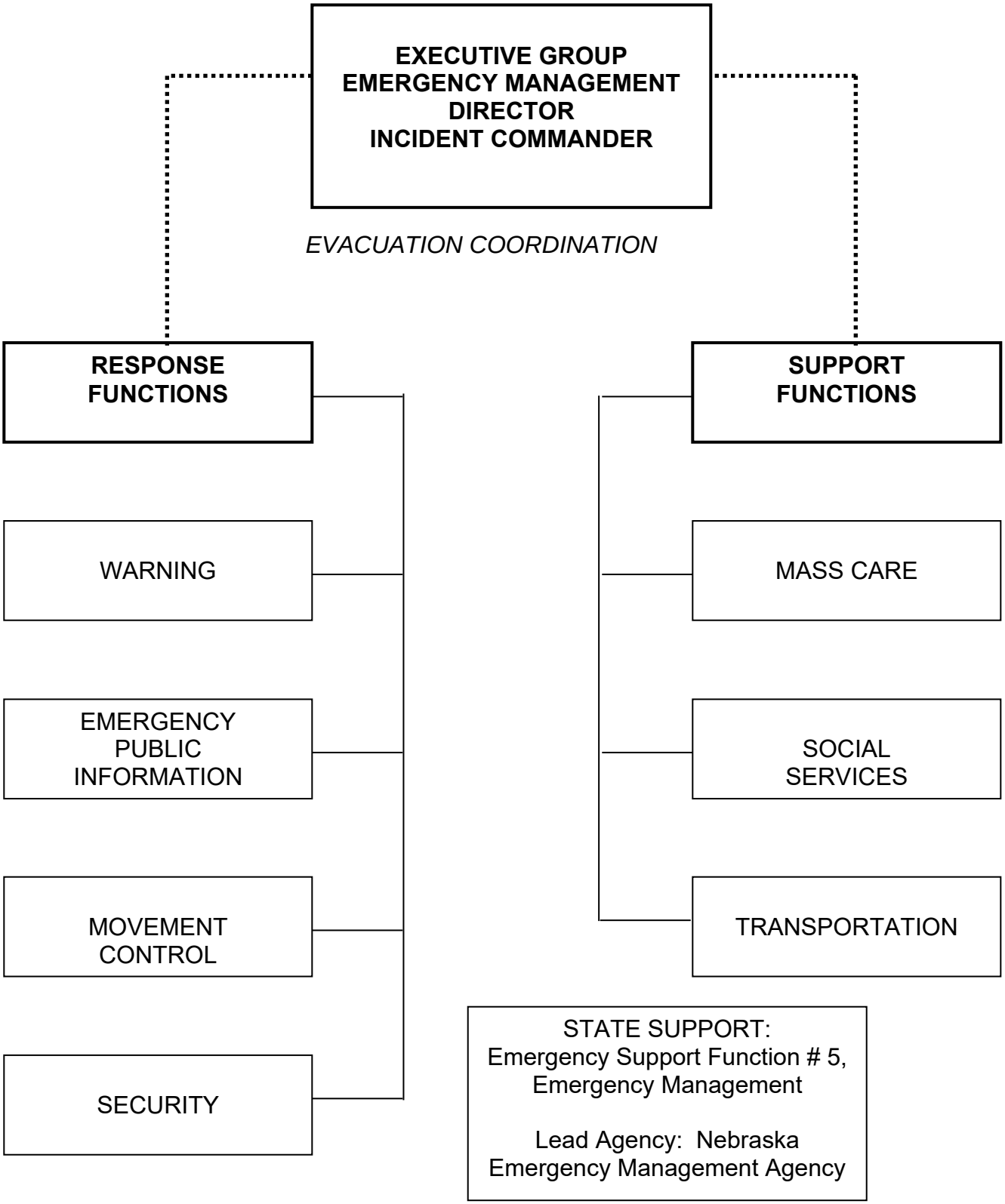
EVACUATION


EXECUTIVE GROUP
EMERGENCY MANAGEMENT DIRECTOR
INCIDENT COMMANDER
EVACUATION COORDINATION
RESPONSE FUNCTIONS
SUPPORT FUNCTIONS
WARNING
EMERGENCY PUBLIC INFORMATION
MOVEMENT CONTROL
SECURITY
MASS CARE
SOCIAL SERVICES
TRANSPORTATION
STATE SUPPORT:
Emergency Support Function # 5, Emergency Management
Lead Agency: Nebraska Emergency Management Agency

EVACUATION

I. PURPOSE

This Annex provides direction and planning guidance for the implementing a timely and orderly evacuation of all or any part of Clay County when that is the most effective means for protecting the population.

II. SITUATION

A. The most likely causes for evacuation are chemical releases and damage from severe weather events.

B. Some flooding along the Little Blue river and Sandy creek occurs almost annually. While much of this involves lowland agricultural flooding, damage to public property (bridges, highways, and county roads) is a primary concern. Maps showing the 100 year flood plain are located at NRD and in the Mitigation Plan. The County could also be affected by failure of the Dam located in Sutton. See Appendix 1 for flooding details.

C. Anhydrous ammonia and other hazardous materials are transported, used and stored in the county. A hazmat spill, release or accident could require an evacuation. Transportation accidents on Highway 6, 14, 41, or 74 and the Union Pacific and BNSF railroad, could affect evacuation movement.

D. There are places where large gatherings occur. Among these are the schools in the county with a student population over 400 and other facilities that could pose special evacuation problems are *the Clay County Fair, Old Trustee days, and individual city/village community celebrations.* There are nursing homes in Edgar, Harvard and Sutton Clay Center, Edgar, Fairfield, Harvard and Sutton all have low income housing. Clay County also has various licensed day care facilities. Each of these facilities and events should develop and exercise their specific evacuation plans and may coordinate with the EM for planning information or to participate in jurisdictional or regional joint exercises.

III. ASSUMPTIONS and PLANNING FACTORS

A. Each jurisdiction will develop a Primary Evacuation Plan specific to the community and their needs. This Plan addresses at least the listed assumptions and planning factors, yet keeps in mind that unique situations may cause departure from portions of the Primary Plan. This Primary Evacuation Plan will be the guide for local or incident evacuation decisions.

B. While some evacuations allow time for incident planning, the worse case assumption is that there will be little or no warning of the need to evacuate. The evacuation decision could occur day/night and in all weather conditions.

C. All evacuation decisions and resultant actions are event or incident driven.

D. Evacuation plans will give due consideration to closing of schools, and businesses in the risk areas or during pandemic events.

E. Evacuation plans will give due consideration to functional needs populations that require transportation and populations with companion or service animals.

F. Evacuation plans will give due consideration to the transportation and sheltering of household pets.

G. All safe and practical modes of transportation will be considered for evacuations. Most people will use their own vehicles to leave the evacuated area. Fuel shortages may occur and evacuation routes may be blocked with vehicle breakdowns.

H. Maximum traffic congestion should be expected.

I. . Plans to transport mobility impaired individuals to the safe areas should be in place and is essential in the Primary Evacuation Plan.

J. There would not normally be time to obtain personnel support from outside the county. Local government resources could be severely stressed with many responders and their families affected by the evacuation.

K. Evacuees will have little preparation time and may require maximum support in shelter/reception centers, particularly in the areas of food, bedding, clothes, and medical supplies. Many will be concerned about the care and welfare of pets and animals.

L. Reception centers and shelters, within the county and neighboring counties, need as much advance notice as possible. At the time of public announcement of the evacuation order, shelters may not be fully set up to handle the evacuees, especially for those with functional needs or those at risk. Medical shelters are for medically fragile people who require care provided in hospitals and nursing homes. People with disabilities can be integrated into a shelter setting appropriate to their needs which is typically mass care.

M. Voluntary evacuation could occur after the public has been advised of a potential problem or danger, even though the situation does not warrant an official evacuation. Under this situation:

1. Voluntary evacuation in excess of 50 percent of the residents of the affected area is a possibility if there is an extended danger period.

2. News reports of a hazard situation may cause voluntary evacuation.

3. If evacuation is directed for a small area, then voluntary evacuation of adjacent areas should be expected.

4. A large percentage of voluntary evacuees will leave because they have a place to go such as to relatives, friends, etc.

5. Those concerned about their pets, livestock, research and commercial or production animals should be advised to implement their individual family/business evacuation plan that addresses the care and welfare of their animals.

6. Following an event, fear and anxiety can be expected from individuals, first responders, care providers and the worried well; all of which will stress support agencies beyond those directly involved with the movement of people.

N. Animal owners have the primary responsibility for the survival and well being of their animals and are responsible for all costs associated with the care and well being of their animals.

1. Some evacuees, not having their own transportation, will still want to take and be sheltered with their pets.

2. Some animals will pose a threat to other animals and humans. Therefore animals being evacuated by public means should be appropriately restrained, muzzled or confined.

3. Household and service animals require the same general care as people; food, water, exercise, places for relief, security, etc.

O. Some people will refuse to evacuate.

P. State and federal highways will receive priority snow removal by the Department of Roads and are expected to be open at all times, but there will be times when weather conditions will close roads due to the safety of workers. County roads in the area are mainly graveled, and the road networks are sufficiently developed that alternate routes can be developed if temporary closures are experienced.

Q. The Emergency Manager Directors and the Clay County EMA Coordinator will share local plans with neighboring or regional jurisdictions so that roles and responsibilities are defined and traffic control, sheltering, public information and other essential functions are coordinated and monitored. The most recent version of a county's LEOP can be found on the NEMA website: www.nema.ne.gov.

R. An evacuation communications plan will be developed and implemented to maintain coordination between Incident Command, the EOC, responders, receiving sites and the evacuees and non-evacuating populations.

S. Plans to reconstitute or return citizens back to their homes, schools and businesses will be developed concurrently with the incident evacuation plan. This plan will consider staged or phased time periods for returns. Any health and general safety concerns and available emergency shelter should be addressed should the returning individuals find their homes uninhabitable, permanently or partially.

T. Re-entry plans will give due consideration to expected medical or health issues, the recovery of the dead, the recovery and disposal of animal remains.

U. Re-entry and restoration of the affected area may take weeks to months. Return plans should address this issue for returning evacuees.

IV. ORGANIZATION/RESPONSIBILITIES

The overall responsibility for issuing evacuation orders rests with the chief elected executives of the affected political subdivisions. When there is an immediate need to protect lives and provide for public safety, the Incident Commander can make the decision to evacuate. Key organizational requirements are:

A. Jurisdiction's Chief Elected Official (CEO)

1. When circumstances permit, the CEO will formally declare the evacuation order; maintain the management, direction and control, and support of the evacuation. The CEO may also issue a disaster declaration as in any "all-hazard" disaster.

2. Will implement appropriate sections of the jurisdictions' Continuity of Operations / Continuity of Government Plans.

B. Local Emergency Management Director:

1. Responsible for advising the Executive Group on the evacuation decision, for coordinating evacuation support activities, coordination with

the Incident Commander, providing for special transportation needs, sheltering issues, closing of hospitals, schools and businesses, and managing resources.

2. Will coordinate the development of the Evacuation Incident Action Plan with Incident Command and the other agencies involved in an evacuation.

3. Co-authors the evacuation communications plans with the Communications Officers and the Incident Commander.

4. Notifies the PIO and with the IC, determines the JIC activation level.

C. Law Enforcement Agencies:

1. Responsible for conducting actual evacuation efforts, for designating evacuation routes, providing traffic and movement control, monitoring traffic flow, and establishing security of the evacuated area.

2. If necessary, they will also assist in warning the public.

3. Coordinates with the EOC and IC on the development, implementation and demobilization of the evacuation plan.

D. Fire Departments:

1. Responsible for on-scene control and for advising executives on the evacuation decision for hazardous material and fire incidents.

2. Responsible for fire security and scene safety in evacuated areas and assistance in warning the public.

3. Coordinates with the EOC and IC on the development, implementation and demobilization of the evacuation plan.

E. Public Works Director / County Highway Superintendent

1. Responsible for maintenance of the evacuation routes and for providing traffic control devices.

2. May be assigned the responsibility for care and maintenance of portable toilet facilities, monitoring emergency fuel supplies and distribution, and dealing with disabled vehicles blocking the evacuation routes.

3. Coordinates with the EOC and IC on the development, implementation and demobilization of the evacuation plan.

F. Local government and/or non-governmental schools, voluntary animal care organizations:

1. These entities may provide advice to the public about the welfare needs of the animals, availability of space within their facilities, trained staff to assist in mass care shelters, and resources such as food, cages and medical supplies for evacuated animals.

2. These groups may provide insight and additional information on animal care during an evacuation for inclusion into the Primary Evacuation Plan and will cooperate with local law enforcement agencies and the EOC during an incident.

3. Individuals with pets and service animals are responsible for their animals care, maintenance and welfare at public shelters, if such shelters are available.

G. Public Information Officer:

1. Responsible for the dissemination of emergency information advising the public of what evacuation actions to take, availability of shelters and re-entry.

2. Responsible for rumor control and responding to requests for information from the media and messages to the non-evacuating population.

H. American Red Cross:

1. After the initial response, the ARC is responsible for coordinating mass care activities including registration, lodging, and feeding. The Salvation Army and other service organizations may provide support as defined in Annex I.

2. The Red Cross may provide animal friendly sheltering or information to registered evacuees of animal sheltering options.

I. Clay Center Office, Nebraska Department of Health and Human Services:

Will ensure that Social Service programs are continued and supported by other area programs, such as the Midland Area Agency on Aging, and may assist in crisis counseling and other activities for the handicapped, infirm and elderly. Social Services actions are defined in Annex G.

J. Game and Parks Commission:

1. Will assist evacuation efforts in state parks and recreation areas during major emergency/disaster operations.

2. Will support other law enforcement agencies as practical.

K. Affected Facilities (Hazardous Materials Incident):

The Facility Emergency Coordinator will advise local and State officials if the facility management recommends evacuation or in-place shelter.

V. CONCEPT of OPERATIONS

A. Direction and Control

1. The primary responsibility for evacuation activities rests with the local government. Public officials are expected to:

   a. Provide security and access control for the evacuated area,

   b. Provide temporary shelter and mass care support for the evacuees,

   c. Coordinate the return of people to their homes as safety permits,

   d. Manage recovery operations, and

   e. Return to normal operations.

2. The Emergency Operating Center may be activated because of the primary hazard event. Executive direction and control of the incident and any ensuing evacuation may be conducted from the EOC as outlined in Annex A. The Emergency Management Director or Clay County EMA Coordinator may coordinate all evacuation support activities.

3. Large-scale evacuations spanning multiple jurisdictions or regions require comprehensive response strategies. To facilitate resource support and coordination of the Incident Command Post(s) across local or regional boundaries, it is suggested that a Regional Unified Command structure or Multi-Agency Coordination Centers (MACC) be established.

4. Reception plans of the counties or cities agreeing, by established Mutual Aid Agreements or MOUs, to host evacuees and the designated shelters for large-scale or regional evacuations need to be implemented early in the response. Area hospitals will be alerted to the situation.

5. Implement appropriate portions of the jurisdiction's COOP-COG Plan to ensure that vital and essential functions of government services continue during and after a disaster, especially when government facilities and staff are affected.

B. Evacuation Order

1. The Chief Executive of the affected political subdivision will normally order an evacuation.

2. In situations where rapid evacuation is critical to the continued health and safety of the population, the Incident Commander or Clay County EMA Coordinator may order an evacuation.

3. During floods, evacuation orders will generally be initiated after evaluation and recommendation of Fire Chief, EM Director or Clay County EMA Coordinator. Dam failure/flooding considerations are in Appendix 1 of this Annex.

4. In a radiological incident/accident, the evacuation order will be based on the recommendation of the Nebraska Health and Human Services.

5. All evacuation orders will contain instructions for at-risk populations to take medications, supplies and special equipment with them or to notify Clay County Senior Services for transportation assistance.

6. All governmental agencies will account for their financial expenditures from the time of the threat or incident occurrence, during and after the evacuation and re-entry.

7. All potentially impacted jurisdictions supporting the response will be notified of evacuation decisions and given briefings as the response progresses.

C. Evacuation Decision Considerations

Evacuation may be only one of several protective action alternatives. Decision makers must exercise care to ensure that a directed evacuation will not place the affected population into a more dangerous situation than posed by the primary hazard. When ordering the evacuation, the following considerations should be addressed:

1. Weather conditions,

2. Evacuation routes, their capacities and susceptibilities to hazards,

3. The availability and readiness of shelters for evacuees,

4. Effective means of providing public information and direction, especially to those with physical, behavioral, cognitive and medical conditions.

5. Modes of transportation for evacuees and for those unable to provide their own,

6. The location in the evacuation area of functional needs individuals including nursing home or assisted living patients, day care centers, apartment complexes, schools, jails, businesses, other congregate areas. These may pose unique evacuation problems and the evacuation itself could be more life threatening than the initial hazard.

7. In the event of a hazardous material incident the choice needs to be made between evacuation and sheltering in-place. The decision should be based on the wind speed and direction and density of the plume and the chemical substance involved.

D. Evacuation Area Definition

The definition of the area to be evacuated will be determined by those officials recommending or ordering the evacuation based on the advice of appropriate advisory agencies. In the case of hazardous materials incident/accidents, fire chiefs should refer to the DOT Hazardous Materials Emergency Response Guide book, or follow the recommendation provided by CHEMTREC. In all cases, the hazard situation will be continually monitored in case changing circumstances, such as a wind shift, require redefinition of a potentially affected area. The PIO will ensure that the evacuation area is described to the public in understandable terms.

E. Public Notification

Persons to be evacuated should be given as much warning time as possible.

1. Pre-evacuation Warning: For slow moving events, pre-evacuation notice should be given to affected residents. Residents should be advised that they might have to move out with little or no additional notice. Those with concerns for their pets should be advised to implement their family evacuation plans. Consideration should be given to early evacuation of schools and large gatherings. Hospitals and nursing homes will be kept fully advised of the situation and be given earliest possible warning because of the extra time required to evacuate.

2. Evacuation Warning: All warning systems will be utilized to direct the affected population to evacuate. Wherever possible, the warning should be given on a direct basis as well as through the media. The use of vehicles moving through the affected area with sirens and public address is usually effective. Door-to-door notification should be considered, particularly in rural areas. Responders should sweep the evacuated area to ensure all persons have been advised. Persons refusing to follow evacuation instructions will be advised of possible consequences and then left alone until all who are willing to leave have been provided for. Time permitting, further efforts may be made to persuade them to evacuate. In accordance with the jurisdiction's Primary Evacuation Plan,

persons with animals refusing to evacuate may be advised that further attempts at evacuation will be made only when there is the capability to assist them without risking the lives and safety of the rescuers. See Attachment 1, Responsibilities of Household Animal Owners.

3. Emergency Public Information: The Public Information Officer will ensure that evacuation information is disseminated to the media in a timely manner. Instructions to the public such as traffic routes to be followed, location of temporary reception centers as well as situation updates will be issued as that information becomes available. Specific public information guidelines are contained in Annex D.

4. Both government and non-government shelter agencies and managers need to be notified and briefed early in the process: Shelters require lead time in preparation to receive evacuees. In large scale or regional events, the host counties, cities, villages beyond the affected jurisdiction(s) need notice as soon as possible in the response phase.

F. Movement

Law enforcement agencies will direct and control the vehicular and pedestrian traffic flow during the evacuation.

1. The jurisdiction's primary evacuation plans will be used to determine the specific evacuation routes at the time of the evacuation decision.

2. Evacuation procedures and instructions will be part of the warning and subsequent public information releases.

3. If at all possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles. Specific traffic control points will be determined at the time based on anticipated traffic volume and identifiable problem areas.

4. The Clay Center 911 Center or the Clay County EOC will coordinate the use of wrecker services needed to clear disabled vehicles.

5. Traffic control devices such as signs and barricades will be provided by the County Roads and State Roads Departments.

6. Fuel shortages that could be experienced by the evacuees will be addressed under the primary plan.

G. Transportation of functional needs populations

The local fire department EM Director, or Clay Co. EMA Coordinator will determine requirements for special transportation and coordinate with the EOC and social service support agencies, for the use of transportation

resources to support the evacuation, especially transportation for dependant populations.

1. Assembly (Staging) Area: If the potential evacuated population is of significant size, there could be many people without private transportation. Convenient centralized locations in the evacuation area, such as schools or churches, will be identified as assembly areas. These locations will be announced in evacuation instructions issued by the Public Information Officer. Residents will be instructed to go to the assembly areas for transportation. The transportation of persons with animals, other than service animals, will be a consideration in the Evacuation Action Plan.

2. Functional needs Transportation: There could be cases where elderly, infirm or handicapped persons in the evacuation area will not be able to get to the assembly point or would need special types of transport. The Clay County EMA Coordinator will make provisions for the use of government or volunteer vehicles to transport these individuals. The public will be instructed to notify the 911 Center, City Hall, or EOC of any special transportation problems.

3. Health Care Transportation: The evacuation of the nursing homes poses special transportation problems. The institutions' administrators will determine specific transportation needs and coordinate with Incident Commander as transportation assistance is needed. Ambulances from fire and rescue departments within the County may be the primary resource for medical transport. Hastings Fire and Rescue, and Midwest Medical Transport are secondary resources for me The health care provider should maintain a list patients using durable medical equipment and arrange for transportation for this specialized need.

4. Transportation Resources: School buses, handi-buses operated by the Midland Area Agency on Aging, and the various nursing homes might be available during emergencies. The local EM Director, Clay Co. EMA Coordinator maintain a listing of all such resources (Annex L).

H. Mass Care of Evacuees

While many evacuees will go to the homes of friends and relatives, there may be requirements for temporary mass lodging and feeding. The jurisdiction may have to provide temporary receptions centers until the Red Cross can establish short term shelters. Mass care of evacuees will be managed by the American Red Cross. Mass Care operations are covered in Annex I.

I. Health Care Facilities

Evacuations of health care facilities create special problems and may extend the time required to clear the affected area. Health care evacuation considerations are addressed in Annex G.

J. Schools

1. All schools have internal emergency evacuation plans.

2. Sandy Creek and Sutton Public Schools have radio-equipped buses with a total capacity of 500 passengers. Assuming more passenger capacity is needed, additional buses would be necessary or buses would need to make more than one trip. If buses are required to make more than one trip, they will take students and staff to a temporary staging area outside the hazard area and return for additional passengers.

3. Harvard Schools have buses and uses cellphones for communications. Under normal circumstances, some additional buses would be necessary to evacuate the school.

K. Access Control

1. Law enforcement agencies will establish a perimeter control to provide security and protection of property. An access pass system will be established.

2. Curfews may need to be established to limit risks to responders and victims who might wish to remain or re-enter the disaster area.

L. Re-entry

Reoccupation of an evacuated area requires the same considerations, coordination, and control of the items undertaken in the original evacuation and is addressed in the initial and all revised Evacuation Action Plans. The chief executives will make the re-entry decision and issue a Re-entry order after the threat has passed, the evacuated area has been inspected and found safe by fire, law, health, and utilities personnel. Some specific re-entry considerations are:

1. Ensure that the threat which caused evacuation is over.

2. Ensure that search, rescue and recovery missions are completed so that survivors and any human or animal remains have been attended to and recovered.

3. If needed, ensure that homes have been inspected to determine if they are safe to return to and unsafe structures are so marked to prevent entry.

4. Determine the number of persons in shelters who will have to be transported back to their homes.

5. If homes have been damaged, determine the long-term housing requirements.

6. Coordinate traffic control and movement back to the area.

7. Implement the portion of the Evacuation Plan that provides assistance to individuals with lost or missing family members.

8. Inform the public of proper re-entry actions, particularly cautions they should take with regard to re-activating utilities in addition to issuing instructions for proper clean-up and debris disposal.

9. Implement the portion of the Evacuation Plan that provides assistance to individuals requiring counseling, see Annex G, or financial or housing assistance.

M. State Support

Under disaster conditions, evacuation support and resources may be available from a number of state agencies. Assistance will generally be requested through the Nebraska Emergency Management Agency. Assistance includes manpower, transportation, supplies and technical advice. The following agencies may become involved in the emergency evacuation of an area.

1. Department of Roads: The Department of Roads will provide updated information on road conditions, load bearing capacities and usability to support evacuation or rerouting of traffic. They will also provide equipment and manpower to maintain or repair roads and bridges to usable condition in support of an evacuation. Personnel may assist in traffic control by erecting barricades, warning lights and signs, or providing manpower.

2. Health and Human Services: The Nebraska Health and Human Services will make recommendations to local authorities and the Nebraska Emergency Management Agency regarding health problems within an area which may dictate that evacuation of that area is necessary. Special consideration will be given to hospital and nursing home evacuation. If an evacuation is initiated, maintenance of the health standards in reception areas will be closely monitored. This agency is

responsible for the prevention of overcrowding, spread of disease, and the development of unsanitary conditions/practices.

3. State Fire Marshal: The State Fire Marshal may recommend that evacuation of an area be initiated because of an existing fire emergency. The State Fire Marshal may coordinate manpower from local fire departments for disaster assistance.

4. Nebraska State Patrol: The State Patrol will establish control points for traffic control, assist in maintaining order, issue passes to prevent unauthorized entry into areas, obtain medical help and direct emergency vehicles to the proper destination within the disaster area.

5. Nebraska National Guard: The National Guard will provide support to the civil authorities when authorized by the Governor. Any National Guard facility or area may be used as an assembly or dispersal area in support of evacuation procedures with the approval of the Nebraska National Guard on request by the Nebraska Emergency Management Agency.

6. Game and Parks Commission: The Game and Parks Commission field personnel may be able to provide information on local conditions or augment law enforcement personnel in traffic control. The Game and Parks Commission also has boats available to assist in evacuation during floods.

N. Non-Governmental Organizations

The Nebraska Humane Society and the local affiliates may provide advice to the public about the welfare and sheltering needs of the animals, trained staff to assist in mass care shelters, and resources such as food, cages and medical supplies for evacuated animals.

VI. ADMINISTRATIVE

A. After each evacuation of any scale, the incident involved officials, first responders, Emergency Management, other support agencies and jurisdictions, and possibly interested citizens will conduct a post-incident critique and write after-action reports (AAR) and evaluations. These documents will be the basis for review of and revision of policy.

B. The County Emergency Management Coordinator is responsible for the annual review and update of this Annex. The AARs and evaluations will provide guidance in this annual update.

VII. TRAINING and EXERCISING

A. Training

The training program will be consistent with the Homeland Security Exercise Plan process. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

B. Exercising

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

LIST OF ATTACHMENTS

ATTACHMENT #	ITEM	PAGE
1	Responsibilities of Household Animal Owners	E-17
Appendix 1	Flood\Dam Failure Evacuation	E-19

RESPONSIBILITIES of ANIMAL OWNERS 'PETS and SERVICE ANIMALS IN DISASTERS'

Family disaster planning should also include pets (household animals). If you must evacuate your home and you have the time and resources, plan to take your pets with you. Pets most likely cannot survive on their own and if they do, you may not be able to find them once you return. Include these steps in your planning:

A. Locate a safe place for the pets before disaster strikes. Friends or relatives outside the affected area may shelter your animals. If you have more than one pet, they may be more comfortable if kept together, but be prepared to shelter them separately.

B. Prepare a list of friends, boarding facilities and veterinarians who could shelter animals in an emergency; include 24 hour phone numbers.

C. Call hotels and motels in your immediate area and a reasonable distance from the home. Ask whether they accept pets, under what conditions, and whether they are restricted as to the size or number of animals.

D. Call local boarding kennels.

E. You may not be home when an evacuation order or disaster warning is given. Make arrangements with a trusted friend or relative to gather your pets and meet you at a pre-arranged location.

F. Assemble a portable Pet Disaster Supplies Kit and keep it in a sturdy container in an accessible place. Essential supplies will be needed, regardless of the time the family will be away.

1. Medication and medical records (stored in a waterproof container),

2. A first aid kit,

3. Current photos of the pet(s),

4. Food, water, medications, portable bowls, cat litter/pan, and can opener, feeding schedule, notes about medications or potential behavior problems,

5. Instructions on the pet(s)' feeding schedules, diet, and special circumstances (allergies, difficulty chewing/swallowing, mobility restrictions, diabetes, etc.) and

6. Sturdy leashes, harnesses, and/or carriers to transport pets.

G. Know what to do as a disaster approaches:

1. Owners are responsible for the care, feeding and control of their animals at all times, including any time spent in public or private shelters.

2. Call ahead to your pre-identified care facility to confirm emergency shelter arrangements for you and your pet.

3. Check that your pet disaster supplies are ready to take at short notice.

4. Eliminate search time for your pets by sheltering them in one central place (a barn, the house, the basement, storm cellar, etc.).

5. Make sure all dogs and cats are wearing collars that are securely fastened with up-to-date identifications. If available, attach the name, address, and phone number of the temporary shelter the family will be located or the information of the friend/relative where you'll be staying. Temporary tags may be purchased or adhesive tape attached to the pet's I.D. tag may be used for additional information.

6. Transport dogs, cats and birds in sturdy carriers, reptiles such as snakes and lizards in heavy cloth bags, "pocket pets" animals such as rabbits, hamsters, gerbils in cages that can contain litter or the bedding without spilling during transport or sheltering.

H. If you cannot move your animals, try to arrange to leave a minimum of three days food and water for each animal. Bring all animals indoors. Do not chain or restrict any animals outside. Separate dogs from cats as even "friendly" or "family pets" may show signs of stress and lash out or attack other animals in the house. Provide for sanitation as best possible.

I. Provide for search and rescue responders semi-permanent notices on the inside and outside of the house that there are animals in the house. List the kinds and numbers of animals, favorite hiding places, other essential information and how the responder can reach you concerning the care and welfare of your pets.

J. Follow all directions and procedures if you place the pet in a public animal care facility. You are still responsible for your animal(s).

K. Large animals and livestock require a higher level of response. Additional planning guidelines may be available through local veterinarians or animal associations and trade organizations. Plan to have an animal identification system, trained handlers, sufficient transportation and alternate sites to feed and house the animals if evacuation is necessary. Have sufficient feed, water, medications and handling equipment for several days should one choose to shelter-in-place. Consider having an alternate power supply for water pumps.

FLOOD/DAM FAILURE EVACUATION

I. PURPOSE

This Annex identifies actions required to evacuate the population and protect facilities threatened by flood or dam failure.

II. SITUATION

A. Big Blue and Little Blue River Basin

1. Northern Clay County lies within the Big Blue River Basin. Many floods have occurred during this century within this basin. The main streams have flooded a number of times and the tributaries flood frequently. Average annual flood damage ranks third among the State's river basins. Ninety three percent of the damage on this land occurs in rural areas.

   Southern portion of Clay County lies within the Little Blue River Basin. The flood problem occurs mainly in the upper flats and along the Little Blue River in the lower part of the basin. The most frequent damage occurs from ponded areas in the Upper Basin because of the poorly defined drainage networks. Tributaries concentrate run-off in the lower mainstream causing over-bank drainage.

   School Creek Dam, which runs through the City of Sutton, has been identified as historically causing flooding problems in Clay County. However, a flood control dam has been built in the City to prevent major flooding. This structure is considered to be a high hazardous dam that could pose a potential threat to some city residents should there be a failure.

2. Approximately 2 to 3 percent (x %) of the county's population resides within the 100-year flood plain as defined on the National Flood Insurance Maps, located in Planning and Zoning.

3. The most current flood maps from FEMA are available at:

   http://msc.fema.gov/webapp/wcs/stores/servlet/CategoryDisplay?catalogId=10001&storeId=10001&categoryId=12001&langId=-1&userType=G&type=1

B. Dams That Could Affect Clay County

1. Flood Control Dam Site #2-7-5w, School Creek Watershed

   Owner: City of Sutton

Emergency Preparedness Plan: (Date of most current edition)

C. Potential Effect of Dam Failure

Approximately 2 to 3 percent (%) of the population of Clay County could be affected by the failure of one or another of these dams.

III. RESPONSIBILITIES

A. The National Weather Service is responsible for notifying and advising local government when flooding is a threat.

B. The owner/operator of each dam, as listed in Section II B, is responsible for the safe operation and maintenance of dam structures. They are also responsible to notify or alert local jurisdictions promptly in the event of a threat situation.

C. Local government responsibilities are as defined elsewhere in this Plan for all hazards. In addition, the fire department/emergency management/county roads are responsible for monitoring high water conditions and for coordinating warning systems. Clay County EMA Coordinator is responsible for making recommendations on evacuation decisions to the elected officals. Other flooding responsibilities:

1. The local fire department and Emergency Management Directors along with volunteers will provide sandbagging activity, emergency dike/levee repair, construction of temporary dikes.

2. EM Directors and Clay Co. EMA Coordinator will monitor conditions of local dams, sandbag or effect temporary repairs, if necessary.

3. Clay County Roads Department will safety inspect bridges, wing walls and approaches to bridges after the water subsides.

D. The Clay Co. 911 Center is responsible for disseminating warnings concerning dam failures or emergencies to all affected local governments.

IV. CONCEPT of OPERATIONS

This section addresses unique aspects of an evacuation under threat of flood or dam failure.

A. Notification of Threat

1. General flooding of the rivers and creeks are monitored by the National Weather Service, the Nebraska Emergency Management Agency as well as other state agencies. Advisories will be issued by these agencies to the EM Directors and the Clay Co. EMA Coordinator. Local monitoring of river conditions will augment this information.

2. Flash flood watches and warnings will be issued by the National Weather Service, Hastings, NE.

3. Dam failure, potential or actual, or emergency release notification is the responsibility of the dam owners/operators. See Section II B and the appropriate Dam Emergency Plan.

B. Increased Readiness Measures

1. At a flood watch notice, the EM Directors and Clay Co. EMA Coordinator will ensure that flood monitoring procedures are implemented (see Annex B).

2. On receipt of a flood warning or notification of a potential or actual emergency, the Clay 911 Center will alert and advise all affected communities and key facilities.

3. Preparations will be carried out for the movement of people and critical equipment from the affected areas. The EM Directors and Clay Co. EMA Coordinator will notify all support agencies and organizations.

C. Special Notification Procedures - School Creek Dam

In the event of an emergency with the School Creek Dam, the Clay County Sheriff Department and Sutton Police Department will make direct contact with those residences located in potential inundation areas.

F. Evacuation Decisions

The decision to evacuate any potential flood or inundation area will be made by the executives of affected jurisdictions based on recommendations from EM Directors and/or Clay County EMA Coordinator. In the event of immediate danger, the Incident Commander may make the evacuation decisions.

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FIRE SERVICES

CLAY CENTER FIRE DEPARTMENT

EDGAR FIRE DEPARTMENT

FAIRFIELD FIRE DEPARTMENT

GLENVIL FIRE DEPARTMENT

HARVARD FIRE DEPARTMENT

SUTTON FIRE DEPARTMENT

TRUMBULL FIRE DEPARTMENT

HASTINGS AREA MUTUAL AID ASSOCIATION

SOUTH CENTRAL MUTUAL AID ASSOCIATION

STATE SUPPORT:
Emergency Support Functions
4, 5, 10,
Fire Suppression,
Emergency Management,
Environmental Quality

Lead Agencies:
State Fire Marshal
, Nebraska Emergency Management Agency,
Dept. of Environmental Quality

FIRE SERVICES
and
HAZARDOUS MATERIALS

I. PURPOSE

This Annex describes the direction, control, roles and responsibilities for a coordinated response for Fire Services during, or as a result of a natural or man-made disaster or a nuclear crisis.

II. SITUATION

A. The county is vulnerable to severe weather and structures failures that could destroy property and cause loss of life.

B. Trucks, trains and airplanes can carry hazardous materials within the county. There are a number of sites in the county that store hazardous materials and substances. Because of this, the potential for accidents and incidents involving hazardous materials and substances exists.

C. A risk analysis of fixed facilities and known transportation routes, where potential release situations with possible consequences beyond the boundaries of the facility or adjacent to the transportation route, was completed in conjunction with SARA Title III planning.

D. SARA Title III requires that facilities report the use and storage of all extremely hazardous materials and materials included under the Community-Right-to Know category in the facility and other emergency plans. The most current information is included this Annex.

E. The county is served by 7 Fire Departments, 6 of which operate Rescue Squads (Attachment 1). All Fire Departments are members of the Hastings Area Mutual Aid Association and five are members of the South Central Mutual Aid Association.

F. There are no private or company fire brigades located in the county.

III. ASSUMPTIONS and PLANNING FACTORS

A. Existing fire personnel and equipment will be able to handle most emergency situations through their own resources or mutual aid. The Incident Commander will determine scene safety in all incidents to assure proper PPE is worn by all personnel and the proper equipment is available for the particular incident.

Note: A hazmat response trailer is located in Glenvil and can be accessed by a call to the 911 Center for dispatching of it and operations level trained people from various county fire departments.

B. Clearing roads to permit passage of emergency vehicles is a high priority responsibility of Public Works/County Road/State Roads subsequent to any disaster (Annex K).

C. Law enforcement will handle on-scene traffic and crowd control to permit access to emergency personnel and equipment.

D. The Nebraska Department of Health And Human Services, Office of Radiological Health will advise the local Fire Departments on the radiological response activities of a radiological incident/accident involving the county.

IV. ORGANIZATION / RESPONSIBILITIES

A. The primary responsibilities of the Fire Services are the prevention and suppression of fires; providing rescue services; and responding to hazardous material incidents. It should be noted that fire departments in most communities are the largest organized workforce and may be called upon for any incident needing more bodies for a successful conclusion.

B. The Fire Chief of each district in the County is designated as the Community Emergency Coordinator (CEC) for hazardous materials incidents as defined in the Superfund Amendment. The Clay Co EMA Coordinator is can assist Fire Chief in carrying out the responsibilities of the CEC.

As CEC, the Fire Chief:

1. Receives notification from the facility or Clay County EMA Coordinator that an accidental release of an extremely hazardous substance has occurred.

2. Makes determination to implement those portions of the plan relating to hazardous material incident response, as necessary.

3. Provides notification to the Local Emergency Planning Committee and the public that the plan has been activated.

C. The Fire Chief of each jurisdiction or fire district is responsible for the coordination, planning, training, and development of the Fire Department's operational policy for their respective jurisdiction including:

1. Fire Fighting,

2. Coordination of Fire Services during a natural disaster, and

3. Acting in the role of the CEC, coordinating with other governmental response authorities and Facility Emergency Coordinators in the event of a hazardous material incident.

D. During emergency operations, the Fire Chief(s) of the affected jurisdiction(s), or a designated representative, will serve as a member of the EOC staff.

E. In a situation that affects more than one Fire Department in the county and an Emergency Operations Center is activated, each department will select a member to represent their district on the EOC Staff. This representative will:

1. Coordinate data regarding requirements (i.e., personnel, equipment, supplies, reporting requirements, etc.) of the Fire Departments.

2. Act as a liaison between Fire Departments and the local government and other agencies/organizations.

3. Report general activities and status of Fire Services at EOC briefings.

F. <u>Overall Fire Service Responsibilities are:</u>

1. <u>Fire Chief</u>

a. Lead his/her department's development of standard operating procedures, provide training, and use the Incident Command System per the NIMS and implement policies for the department. All first responders must complete NIMS IS 100 & 700 as a minimum to be in NIMS compliance.

b. Coordinate and direct volunteers assisting the Fire Department.

c. Maintain a current file of information submitted under Title III to include:

i. The current list of reporting facilities and the Facility Emergency Coordinators (FEC).

ii. Material Safety Data Sheets (MSDS), Inventory lists or Tier II reports.

d. Lead his/her department in the development of departmental tactical response plans for facilities where hazardous materials are produced, used, or stored.

e. Coordinate fire inspections for homes or commercial buildings during or after a disaster to determine if the facility is safe for occupancy.

f. Alerts all emergency response organizations, governmental, non-governmental and private support agencies of the dangers associated with technological hazards and fire during emergency operations.

2. On-Scene Incident Commander

a. Direct the level of response, request mutual aid or other assistance, and make decisions concerning the Fire Department's actions and policies during emergency operations.

b. Direct search and rescue operations on smaller incidents. On larger incidents Incident Commander will be part of Unified Command with Law Enforcement and Emergency Management.

c. Request the Medical Coordinator in the event of a Multiple Casualty Incident (MCI) if required (Annex G).

d. Authorize Fire Department personnel and equipment to respond to mutual aid requests.

G. Line of Succession

Each Fire Department's line of succession is as follows:

1. Fire Chief,

2. Assistant Fire Chief

3. Senior Fire Officer

V. CONCEPT of OPERATIONS

A. Mutual Aid

1. The Incident Commander will request mutual aid when the emergency extends beyond the capabilities of the local Fire Department.

2. When an emergency extends beyond the capabilities of mutual aid resources, the Incident Commander will:

   a. Notify the local Emergency Management Director, if one is appointed, or the County EMA Coordinator to coordinate additional support.

   b. Request assistance from the state and/or other agencies/organizations required at the scene. This is to be channeled through the Local EM Director or Clay County EMA Coordinator.

B. Hazardous Materials

Specific policies, responsibilities, and operational procedures for hazardous material response including radiological are contained in Appendix 1 to this Annex. The following general guidelines apply for hazardous material response:

1. The local Fire Department is responsible for the initial response, and, if possible, containment of hazardous material incidents within their level of training and certification. The Incident Commander will coordinate with law enforcement regarding:

   a. Defining the hazard area,

   b. Limiting access requirements,

   c. Providing advice on the hazards involved and making recommendations to local executives.

2. Direct advisory or technical support will be requested through the Communications Center.

   a. Accidents involving chemicals

      i. Chemtrec (1-800-424-9300),

      ii. NEMA Duty Officer,

      iii. Nebraska Department of Environmental Quality,

      iv. The nearest SERT Hazmat Response Team is Hastings. This team can be requested through NEMA by the Local EM Director or Clay County EMA Coordinator.

      v. State Fire Marshall's Office

b. Accidents involving radioactive materials

i. Immediate notification to the Nebraska Department of Health and Human Services is required. Once they have been notified, it is their responsibility to determine what radiation control actions are necessary to protect the public.

ii. Each Fire Chief will ensure that personnel are selected and trained in both radiological monitoring equipment operation and agency emergency response procedures before responding to a radiological incident.

iii. In addition, all major hazardous material incidents will be reported to the Clay County EM Coordinator for coordinating additional support and for notification of and reporting to the appropriate state agencies.

C. Searches

1. The Incident Commander of the jurisdiction will coordinate all searches involving:

a. Fires,

b. Personal injuries.

2. Law enforcement officials are responsible for searches involving:

a. Lost or missing persons working in unified command with fire department and emergency management,

b. Fugitives,

c. Bomb scares.

3. The State Department of Aeronautics is responsible for all searches involving missing or downed aircraft other than military.

4. When a search extends beyond the capabilities of the coordinating agency, the Clay County EMA Coordinator will be notified to coordinate additional requirements.

5. Additional resources (personnel, equipment, supplies) may be available through:

a. Mutual Aid,

b. Local, state, and/or federal agencies, and

c. Volunteer organizations.

D. Rescue

Rescue operations are usually performed by the Fire Department. Annex G has a detailed description of emergency medical operations. Each jurisdiction is responsible for providing rescue, emergency treatment, and transportation for the seriously ill or injured. This is accomplished through:

1. The local Fire Department's Rescue Unit. See Annex G, Attachment 2, for EMS resources.

2. Mutual aid agreements with adjacent Fire Department's Rescue Units when the local Fire Department does not operate a Rescue Unit or when the Rescue Unit is unavailable. Trumbull is an EMT non transport unit. Hastings Fire is simultaneously dispatched to provide transport of patient.

3. The Rescue Units of the individual Fire Departments have the capability to provide Basic Life Support only. Hastings Fire & Rescue and Hamilton County Ambulance Service will have to be called if Advance Life Support Service is required. In an MIC incident Midwest Transport can be called for both BLS and ALS transport.

E. Resources

1. The State Fire Marshal has certain fire response and investigative responsibilities as set forth in State Statutes. In addition, the Fire Marshal will support operations to the fullest extent possible and would normally be contacted as early as possible in major fire, explosion, or hazardous material incidents or accidents.

2. Agencies available to support Fire Services along with contact information are listed in the Hastings Area Mutual Aid Association Resource Directory, the South Central Mutual Aid Association Resource list and the Clay County Emergency Management Resource Lists.

F. Support to Other Agencies

The Fire Chief or other Fire Officers has the authority to utilize the Fire Department personnel and equipment to support other agencies or organizations during an emergency/disaster, dependent on the current situation and resources available. Areas of possible support include:

1. Law Enforcement: traffic and crowd control.

2. Health and Medical: first aid stations, public health (i.e., collecting water samples, etc.), and transportation to assist a medical facility during evacuation.

3. Radiological Protection: radiological monitoring and decontamination.

4. Public Works: debris clearance.

G. Extended Operations

1. All fire and rescue personnel in the county or jurisdiction may go on duty for an extended period of time. Mutual aid agreements outline the time frame and reimbursement rates that have been agreed to by the elected officials. All personnel on scene for a longer period of duty should be limited to no more than two hours before they have to rehab for 30 minutes before returning to the hot zone. An exception will be the individuals who are considered by the Executive Group to be key personnel in other areas.

2. Mutual aid information may be coordinated through the EOC.

3. The fire districts within the county will maintain their normal jurisdictional responsibilities.

VI. ADMINISTRATIVE and LOGISTICS

A. Administration

The individual Fire Departments will maintain their normal administrative records of personnel, equipment and material used but accurate list of personnel and equipment will be kept at the reporting point for the incident as outlined by NIMS. Accurate record keeping will identify specific needs to the Resources Coordinator (Annex L).

B. Reports

Each Fire Chief or their designee will prepare and submit reports required by Statutes of the State of Nebraska and as requested by other state agencies.

C. General

Some of the information contained in this Annex may also be found in the publication "Hastings Area Mutual Aid Association MOU" or “South Central Mutual Aid Association MOU” and supporting documents. Additional detailed information specifically pertaining to the Mutual Aid Association is contained in these publications and has not been duplicated in this Plan.

VII. TRAINING and EXERCISING

A. Training

1. In addition to the prescribed training required by Fire Departments for normal operations, fire personnel should be trained in:

   a. Radiological monitoring/decontamination - every two years,

   b. Hazardous materials response to the level determined by their employer in compliance with OSHA and EPA regulations. It is critical that responders never perform a function for which they are not adequately trained and equipped.

   c. Other training may include but is not limited to determining scene safety, crowd control, evacuation, traffic control, search and rescue, grain bin rescue, hazmat awareness or operations or whatever local departments deem is needed.

2. Intra-agency action will be taken to inform other emergency support agencies of the physical hazards associated with fire emergencies.

3. The training program will be consistent with the Homeland Security Exercise Plan procedures. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

B. Exercising

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

LIST OF ATTACHMENTS

Attachment #	Item	Page
1	Fire Resources	F-11
Appendix		
1	Hazardous Materials Response	F-13
Attachment		
1	Facilities and Vulnerable Areas in Clay County (List the cities or villages separately)	F-27 F- xx F- yy
2	Hazardous Material Incident Report Form	F-31
3	Hazardous Materials Incident Notification and Telephone Numbers	F-33

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CLAY COUNTY FIRE RESOURCES

FIRE DEPARTMENT	PHONE	AERIAL	PUMPER	TANKER	PUMPER/ TANKER	GRASS-WEED TRUCK	UTILITY TRUCK	RESCUE UNITS	KINDS/TYPES/ SPECIAL-TEAMS	KINDS/TYPES SPECIAL EQUIPMENT	RADIO-LOGICAL EQUIPMENT Yes / No
CLAY CENTER	762-3432	0	2	2	0	2	1	2		JAWS GRIAN TUBE	YES
EDGAR	224-3005	0	3	2	1	3	1	2		JAWS HEAVY RESCUE MASS CAUSUALITY GRAIN TUBE	YES
FAIRFIELD	756-2540	0	2	2		1	1	1		JAWS	YES
GLENVIL	771-2242	0	1	2		2	0	1		JAWS HAZMAT	YES
HARVARD	772-555	0	2	3	0	1	1	2		JAWS AIR FOAM	YES
SUTTON	773-4598	1	1	2	2	2	1	2		JAWS HAZMAT ROPE RESCUE HEAVY RESCUE	YES
TRUMBULL	743-2200	0	1	1	0	1	1	0		JAWS HEAVY RESCIE	YES
DEWEESE			1			1					NO

NOTE: ALL DEPARATMENTS EXCEPT DEWEESE HAVE CASCADE SYSTEMS. ALL BUT DEWEESE AND TRUMBELL HAVE GENERATORS.

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HAZARDOUS MATERIALS RESPONSE

I. PURPOSE

To identify actions required to minimize damage to human health, natural systems and property caused by the actual or potential spill or release of hazardous materials, including a radioactive material incident/accident.

II. SITUATION

A. Substances, which if released in an uncontrolled manner (i.e. spill), can be harmful to people, animals, property, and/or the environment. A hazardous material is any substance or combination of substances, which because of quantity, concentration, physical, chemical, or infectious characteristics may pose substantial immediate or potential hazards to humans or the environment.

B. Clay County is vulnerable to various hazardous materials. Agricultural and industrial chemicals, explosive and combustible materials are transported and stored in the county.

1. There are facilities within the county with the potential for a release beyond the boundaries of the facility.

   a. Some facilities store extremely hazardous material over the SARA Title III threshold levels. See Attachment 1 for the listing of facilities.

   b. Some facilities produce, use or store hazardous materials that are not required to be reported under Title III. See Attachment 1.

2. Hazardous materials, including radiological materials, transported on Highway 6, 14, 41, 74 or by Union Pacific or BNSF railroads, pipelines, or aircraft, could be involved in an accident causing a spill or the potential for a spill.

3. There are vulnerable areas and populations.

   a. Locations near facilities with hazardous materials may contribute to additional risk. See Attachment 1 for these locations.

   b. Special populations, such as schools, day care, or nursing homes, are subject to additional risk due to their proximity to facilities with hazardous substances (Attachment 1).

4. Some areas of Clay County because of sensitive environment, land use patterns or water supplies are particularly vulnerable (Attachment 1).

5. Response to a HazMat incident may be affected by the weather or time of day.

C. OSHA (CFR 1910.120) and EPA regulations define levels of training required for response to a hazardous materials incident. The employer must certify the level of training for each person who may respond to an incident. Responders will not perform any function they are not trained and equipped to execute.

1. Clay County has a mutual aid County Advisory Team. This team is composed of operational level trained responders and equipped up to level B entry stored at Glenvil in the county hazmat response trailer.

2. The nearest MOU Hazmat team is located in Hastings and reached by phone, radio, 911 Center or NEMA.

3. There are 10 State Emergency Response Teams (SERT), referred to as, MOU cities, located across the state. To request their assistance, one must contact NEMA at 402-471-7421 if the county or jurisdiction has no official mutual aid agreement with the team.

4. The Fire Departments have response vehicles equipped with some of the following special resources: self-contained breathing apparatus, bunker/turnout gear, binoculars, foam/agents, foam application equipment, sorbents, communications, radiological monitoring equipment, dry chemical extinguishers and crews are trained to handle some but not all hazardous materials incidents.

5. Facilities that use and store hazardous materials may have response equipment. See the individual facility list, Attachment 1.

D. There are many different ways an individual can be exposed to radioactive materials. In the county, highways and railroads are used for receiving and/or transporting these materials. Any peacetime radiological incident would probably be the result of a transportation accident.

E. There may be licensed users of radioactive materials within the county. Typically, this includes universities, industrial facilities, and doctors who are licensed and regulated by the Nebraska Radioactive Materials Program administered through the Nebraska Department of Health and Human Services' Office of Radiological Health. This includes the Roman L. Hruska Meat Animal Research Center.

III. ASSUMPTIONS and PLANNING FACTORS

A. The fire/rescue department or law enforcement agency responding to an accident scene will usually be the first to discover the presence of hazardous materials either spilling or with the potential to spill. These personnel usually have had some training in handling this type of incident.

B. It is imperative that the hazardous material involved in the incident be identified as early as possible for the safety not only of the general populace, but for the first responders as well. Knowledge of the agent involved will determine the specific response required.

C. This plan considers any incident/accident involving radioactive materials. The most likely scenario would be a transportation accident. It is unlikely that the shipping container would rupture due to impact; however, attendant with each vehicle accident is the possibility of fire or an explosion. These could either melt the protective lead containers or create a rupture allowing a release of the radioactive materials. In the early stages of this type incident/accident, local capabilities are usually limited because assistance from persons with special radiological knowledge and expertise may not be immediately available.

D. In the event of a radiological incident/accident, response personnel will notify the Nebraska State Patrol in Lincoln (402) 471-4545. The first responder calling the State Patrol should gather as much of the information as possible from the Hazardous Materials Reporting Form (Attachment 2) prior to placing the call.

IV. RESPONSIBILITIES

A. The Fire Department is responsible for:

1. Coordinating with the Facility Emergency Coordinator on response to hazardous substances in the facility.

2. The initial response and containment, if possible.

3. Coordinating and establishing a command post at the scene.

4. Assuring that first responders receive sufficient direction to be able to handle the situation properly.

5. Planning for possible in-place-shelter or evacuation of buildings or areas involved.

6. Coordinating with law enforcement in defining the hazard area.

7. Requesting through the EM Director or Clay County EMA Coordinator a Nebraska Hazards Incident Team (NHIT) through the Nebraska State Patrol, or an State Emergency Response Team (SERT) through NEMA and additional EMS/ALS units if local hazmat people cannot handle the situation.

8. Initiating notification of support agencies including hospitals, by the transport officer through the 911 center that may receive potentially contaminated patients.

9. Ensuring that a hazardous material training program is conducted for all department personnel.

B. Law Enforcement Agencies are responsible for:

1. Providing security for the hazard area.

2. Hazard area traffic and crowd control.

3. Directing and controlling any evacuations.

4. Providing awareness level hazmat training their personnel.

C. Clay County Emergency Management Agency is responsible for the:

1. Notification of support agencies including Jim Fitzgerald, Clay County Hazmat Advisor.

2. Coordination with charitable and volunteer organizations that may provide assistance.

3. Identify and Coordinate with state and federal agencies that may have a disaster response role. Request from NEMA State Emergency Response Teams as requested by local Incident Commander.

4. Coordination in notifying the public of evacuation areas or other health and protective measures.

5. Obtaining or coordination of appropriate training programs which will provide the skills and capabilities required for radiological operations within the various departments of government. Emergency response agencies such as law enforcement, fire, and rescue services are considered primary responders to a radiological incident.

6. Has Operations level training and can be of assistance to all fire departments.

D. Radiological Responders

1. Radiological Officer

   a. Clay County has an assigned and trained Radiological Officer (RO).

   b. The RO works with the Clay County Emergency Management Coordinator, the Nebraska Emergency Management Agency, and the Nebraska Health and Human Services to develop and maintain a radiological program in the jurisdiction. The RO is involved in recruiting and training Radiological Monitors, makes quarterly operational checks of assigned monitoring equipment and reviews response plans.

2. Radiological Monitor

   a. Clay County has assigned and trained Radiological Monitors (RM).

   b. Radiological Monitors are first responders with additional training in on-scene radiological monitoring. The RM also identifies radiological hazards, recommends protective actions, works with the local responders, continues monitoring and makes technical recommendations to the Incident Commander until all regulatory agencies declare the site safe.

   c. Local government agencies may be responsible for decontamination of their equipment and vehicles.

E. Local Emergency Planning Committee (LEPC)

1. The Local Emergency Planning Committee (LEPC) is locally organized with representatives from first responders, industrial, environmental, media, concerned citizens and others appointed by the State Emergency Response Commission. The LEPC is governed by Nebraska State 81-15,217(a) through (e) and 81-15,22 and the membership and activities are approved and regulated by the State Emergency Response Commission (SERC) which is administered by NEMA and the Dept of Environmental Quality.

2. The LEPC's responsibilities are specified in RSS 81-15,191 to 81-15,235. These responsibilities include but may not be limited to:

   a. Developing and exercising a plan to identify and coordinate the local response to an incident involving hazardous materials.

b. Providing information to citizens of the district on the hazardous substances stored and used in their neighborhoods

c. Provide help in identifying potential chemical hazards and risks to the community, public education, review and development of a community hazmat response plan (this Appendix), review and improvement to fixed facilities plans after an hazmat event in the county.

d. Much of this work is accomplished by:

   i. Completing an annual review and update of this Annex and Attachments.

   ii. Evaluating the need for resources necessary to develop, implement, and exercise the emergency plan and make recommendations with respect to additional resources that may be required and the means for providing such additional resources.

   iii. Designating THE County Board Room as the depository for the emergency plan.

   iv. Providing the emergency plan to the governing bodies having jurisdiction in the district for review prior to submitting the plan to the SERC.

   v. Respond to a request for information following Federal Public Law 44-499.

   vi. Annually publish a public notice in a local newspaper that the local emergency plan (this LEOP, Annex F, Appendix 1) and Tier II forms have been submitted and are available for public review.

e. The LEPC may have an agreement with the County Emergency Management Agency and South Heartland District Health Department to assist the EM in other disaster planning or outreach activities

f. Additional detailed information concerning the roles and responsibilities if a LEPC are available from the SERC Administrator at the NEMA.

F. State Agencies

1. The Nebraska Emergency Management Agency

   a. Coordinates state agency response and provides assistance and support as determined by the situation.

   b. Provides the SERC Administrative guidance for the LEPC.

2. The Nebraska Department of Environmental Quality (NDEQ)

   a. Provides technical assistance to the LEPC in its planning activities.

   b. Provides technical assistance for determining areas likely to be affected by a release.

   c. Provides technical assistance relevant to the containment and cleanup of hazardous materials incidents. They are also responsible for warning downstream water users, where applicable.

   d. Approves the cleanup plan and notifies the responsible person when satisfactory cleanup is achieved.

   e. Gives prior approval to all disposal actions.

   f. May require a report, following the cleanup, from the responsible person describing all aspects of the incident including cause of the release, monitoring requirements (long and short term), cleanup and disposal methods, and steps to prevent a similar occurrence. If the cleanup is to be long-term, the Department may require interim status reports.

   g. Is the main point of contact with the Regional Response Team (RRT), for requesting assistance, resources and coordination with Federal Agencies for response, cleanup and recovery actions.

3. The Nebraska Department of Health and Human Services (DHHS)

   a. The Department of Health and Human Services, under the authority of R.R.S. 71-3513, has responsibility to issue regulations and require actions needed to meet any radiological emergency. Once notified of an accident/incident involving radioactive materials, DHHS is responsible for health hazard assessment and controlling advising of all safety, containment, decontamination, and cleanup actions.

   b. DHHS notifies the public of the potential health effects of a HazMat incident.

4. The State Fire Marshal supports the local fire department's response in all working fires and hazardous materials incidents upon request.

5. The Nebraska Department of Agriculture can provide additional technical assistance for a suspected or actual pesticide release. LEDERS should be notified of all suspected Foreign Animal Disease.

G. Federal Government

1. U.S. Nuclear Regulatory Commission (USNRC)

   a. Coordinates the overall federal technical response to a radiological emergency.

   b. Provides technical advice to state or local agencies.

   c. Assesses the nature and extent of the radiological emergency and the potential consequences to the health and safety of the public.

2. Environmental Protection Agency (EPA)

   a. Emergency planning and response branch provides technical assistance in hazardous material spills under the National Contingency Plan.

   b. Establishes radiological protective action guides (PAGs) and recommends appropriate protective measures.

   c. During emergency operations provides personnel, equipment, and laboratory support to assist DOE in monitoring activities.

   d. Assumes the responsibility from the Department Of Energy for the intermediate and long-term monitoring function.

   e. Can provide resources through the Regional Response Team (RRT). The RRT can be activated through the NDEQ.

   f. Office of Water and Hazardous Materials provides assistance with pesticide incidents.

   g. Section 123 of SARA authorizes EPA to reimburse local governments, who qualify, for expenses incurred in carrying out temporary emergency measures in response to hazardous substance threats. Reimbursement is available only to local governments. To be eligible for these funds, EPA must be notified within 24 hours of the incident by calling the National Response Center at 1-800-424-8802. An application package may be obtained

by calling the Local Government Reimbursement Helpline, 1-800-431-9209.

3. Department of Energy (DOE) during federal support operations will provide the personnel, an on-scene technical director, and equipment for radiological monitoring and assessment activities.

4. Department of Transportation (DOT) under Public Law 93-633, Section 109 (d) (2), is required to provide information and advice in transportation emergencies involving hazardous materials. The DOT will also investigate transportation accidents and inspect for violations under their authority.

5. National Response Center (NRC) receives and relays notices of releases to the appropriate On-Scene Commander (OSC), disseminates OSC and RRT reports to the National Response Team (NRT), and provides facilities for the NRT to use in coordinating a national response action.

H. Industry

1. Owner or Operator

a. The owner is required to notify the State Department of Environmental Quality upon discovery of a release of certain hazardous materials.

b. The owner or operator will designate a Facility Emergency Coordinator who will participate in the planning process and who immediately upon notification of a release or spill will notify:

i. The 911 Center who notifies the Fire Chief and Clay County EMA Coordinator for the Local Emergency Planning Committee (LEPC),

ii. The State Emergency Response Commission (SERC) of any state likely to be affected by the release,

iii. The National Response Center (NRC), and

iv. Any other persons to whom the facility is to give notification.

c. The Facility Emergency Coordinator will make available to the Fire Chief and/or Clay County EMA Coordinator any information needed for implementing this emergency plan including advice on response, evacuation and in-place shelter options.

2. Shipper

   a. Under the regulations of the U.S. Department of Transportation (DOT) and the Nuclear Regulatory Commission, the shipper of hazardous materials is responsible for complying with all applicable regulations in packaging, labeling, marking, and otherwise preparing any goods for transport by carrier. The shipper must certify on the shipping papers that applicable regulatory requirements have been met.

   b. DOT regulations also require the shipper to inform the carrier of any special precautions that must be taken in the transport of the goods.

   c. If called in case of an accident, the shipper is also required to provide whatever details about the shipment that is necessary and helpful. The shipper may wish to offer assistance in confining and cleaning up any accident involving his shipment.

   d. The shipper must also provide a list of 24-hour telephone contacts of persons familiar with the technical details of the shipment.

3. Carrier:

   a. The carrier is responsible for handling, stowing, storing shipments, placarding vehicles, and carrying required paperwork in accordance with DOT regulations and exercising due care in transporting the shipment to the consignee.

   b. In the event of an accident, the carrier is responsible for initial actions to include notification of appropriate governments, the shipper, DOT, and possibly the Department of Energy (DOE).

   c. The carrier also has the basic responsibility for containing or confining any threat associated with the cargo in his possession, whether or not radioactive materials or other hazardous materials are involved.

   d. During recovery, the carrier also has the basic responsibility to see that the cleanup/decontamination is completed.

4. Licensees operating within the states generally fall into one or two categories.

   a. They either must comply with the Nebraska Radiation Control Act (RRS 71-3501 to 71-3519) or,

   b. They must be covered by an appropriate reciprocal procedure.

c. In the event of a radiological incident, licensees must respond as required by DHHS regulations. Licensees may assume the responsibilities of the shipper when radioactive materials under their control must be transported by a carrier.

V. CONCEPT OF OPERATIONS

Most operations would be conducted as defined elsewhere throughout this Plan. This Appendix addresses only those unique aspects of hazardous materials incidents.

A. Notification

1. When a hazardous materials incident is identified, the first responders will notify local authorities and executives of the incident.

   a. In the event of a fixed site incident, the facility will use the normal emergency notification system (911 Center) to notify the Fire Chief, and the Clay County EMA Coordinator. The Incident Commander shall decide to implement the plan.

   b. In the event of a transportation spill, the notification will be satisfied by dialing 911.

2. The owners/shippers of the materials should be notified to request information on the properties of the hazardous materials involved.

3. The appropriate State Agencies should be advised of the situation using the Hazardous Material Incident Report Form, Attachment 3, to ensure that all necessary information is gathered and reported and to request assistance if the situation is beyond local and/or mutual aid capabilities or the Clay County EMA Coordinator or Emergency Management Director contacting the appropriate division of NDEQ.

4. When radiological material is confirmed, the DHHS should be immediately notified via Nebraska State Patrol Communications.

5. The EM Director or Clay County EMA Coordinator will alert volunteer and charitable organizations that may provide assistance to evacuees.

B. Initial Response

1. The Incident Commander will identify the area to be isolated by a controlled perimeter, the area of population likely to be affected by such release, and report this information to the dispatch center to relay to other responding agencies.

2. Determine the nature of the material from the facility personnel, placards, labels, or shipping papers from the shipper/owner.

3. Identify, evaluate, and assess the problem and its potential. Consider that some effects of the incident may not be noticeable for some time.

4. Contact CHEMTREC (1-800-424-9300) for information to determine the most effective handling of the incident.

5. A Nebraska Hazard Incident Team (NHIT) may be requested through the Nebraska State Patrol to aid the responding units. NSP will dispatch the closest members of the team to the scene to provide guidance and technical assistance to the Incident Commander. A SERT group can be requested through the EM Director or Clay County EMA Coordinator.

C. Emergency Public Information

It is important to provide accurate information to the public so they know what to do immediately to protect them.

1. The Public Information Officer will coordinate the dissemination of information concerning the incident with the Chief Executive Officer, Clay County EMA Coordinator, EM Director and the Incident Commander as defined in Annex D.

2. Because information will be needed quickly, local radio and television are the best media to release data on health hazards, precautions for personal protection, and evacuation routes away from the hazard area. CodeRed notification and NOAA weather radios will also be used to notify the public. Radio and TV stations commonly used in Clay County are listed in Annex D, Attachment 1.

D. Evacuation / In-place-shelter

1. The Incident Commander will make the decision to shelter in-place or to evacuate based on the recommendations of CHEMTREC, the DOT Emergency Response Guidebook, the product manufacturer, and/or state or federal agency advisors.

2. Policy and procedures for evacuation are defined in Annex E. In-place sheltering procedures are in Annex J. Procedures for movement of

evacuees are in Annex H. Procedures for the reception and care of evacuees are in Annex I.

E. Containment and Cleanup

1. Determine what can be done, based on training and equipment available, to remove the threat, i.e., contain and/or counteract, decontaminate, or remove, etc. By law it is the spiller's responsibility to contain or confine any threat associated with the cargo in their possession.

2. The party responsible for spilling the product should, depending on the material involved, complete the cleanup and disposal as specified by publications and agencies. See above IV, 3, D.

3. The manufacturer is a source of advice and information for a chemical decontamination team.

4. The Regional Response Team (RRT), composed of representatives of Federal Agencies may be convened by the Federal On-Scene Coordinator to provide advice or recommendations during a response to a major hazardous materials incident.

F. Health and Safety

Federal law requires the presence of a Safety Officer on every hazardous materials site. The Incident Commander serves as Safety Officer at the scene until enough manpower arrives to assign a separate Safety Officer. The Safety Officer will:

1. Determine the types of respiratory or other personal protective equipment required for workers.

2. Have victims treated if an accurate diagnosis can be obtained. Some effects may not be noticeable for some time. Information should be obtained to identify all persons at the scene even if no immediate medical problems appear.

3. Get emergency medical information and other pertinent information from CHEMTREC (800-424-9300).

4. Notify local supporting hospitals of the hazardous substance's identity and the number of persons affected.

5. Have standby medical personnel ready to provide service to those working on the material. Follow standard procedures for baseline medical checkups for everybody who enters and leaves the ‘hot zone’ or has been exposed.

6. Every precaution should be taken to minimize exposure of emergency workers to radiation. Dosimeters are included in all monitoring sets issued to emergency response personnel. Once the presence of radioactive material is detected, the on-scene commander will ensure that personnel wear dosimeters and/or TLDs (if available). The Clay County Radiological officer will ensure that sufficient dosimeters/TLDs are charged and available at the scene and that records of exposure times and readings are initiated. Lifesaving rescue and emergency care will not be delayed in order to obtain precise measurements of radiation exposure levels or to distribute radiological equipment.

   a. Radiation exposure to emergency workers will be kept as low as reasonably achievable. Guidelines recommend maximum accumulation of not more than 1 REM in general emergency situation or 25 REM to save a life.

   b. Air breathing apparatus should be utilized if there is a gaseous or particulate release of radioactive material. If in doubt, the equipment should be used.

G. Security

The defined hazard area will be isolated and cordoned, permitting only lifesaving and response operations. Only those responders properly trained and equipped will be allowed entry.

H. Explosive Handling

Only trained specialists should attempt to remove or defuse an explosive device when found. Law Enforcement is the lead agency

1. Clay County Sheriff's Office, Local Police, Clay County EMA Coordinator Local Fire & Rescue, and the State Patrol Office will be notified immediately. Other agencies that might be notified depending on the circumstances are the State Fire Marshal and the Nebraska Emergency Management Agency.

2. If it is a military device, notify the nearest military installation.

3. If terrorist activity is suspected, use the procedures outlined in Appendix 1 to Annex H.

VI. TRAINING AND EXERCISE

A. Training

1. In addition to the training required for normal operations, fire, law enforcement and medical personnel should be trained to respond to a hazardous material incident to the level determined by their employer in accordance with OSHA (CFR-1910.120) and EPA regulations. All training supported by the Homeland Security process or grants must be DHS (Department of Homeland Security) approved.

2. Radiological Officers and all Radiological Monitors will receive initial radiological training. This training should specifically relate to their area of individual responsibility.

B. Exercise

An exercise involving response to a hazardous material incident should be conducted annually. The training program will be consistent with the Homeland Security Exercise Plan policies.

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FACILITIES and VULNERABLE AREAS in CLAY COUNTY

Note to the reader:

The Nebraska Revised State Statue 81-15.244 states,

"The owner or operator of any facility which is required to prepare or have available a material safety data sheet for a hazardous chemical meeting threshold quantity requirements under regulations promulgated under Title III shall prepare and submit annually on or before March 1 beginning in 1998 a tier II inventory form on data for the preceding calendar year to:

(a) The local emergency planning committee for the emergency planning district in which the facility is located;

(b) The Clay County EMA Coordinator as record keeper for the LEPC; and the Nebraska Department of Environmental Quality Emergency Response.

(c) The fire department with jurisdiction over the facility."

Generally, the LEPC provides the Clay County Emergency Management Agency this data for planning and response purposes. At the request of the Clay County Emergency Management Coordinator and under the auspices of and with the approval of the Clay Co. Local Emergency Planning Committee, (LEPC), the data normally reported here for use by citizens and first responders is retained by the LEPC. It is the responsibility of the LEPC to make this data available to citizens upon request, following the process and protocols as described within SARA Title III regulations.

The public and responders can also access information about chemicals stored in local facilities on-line at:

http://deq-iis.ne.gov/iis/jsps/tl3/facilityAccess/templates/tier2Welcome.jsp

or on the NDEQ web site: www.deq.state.ne.us, go to the search box , lower left, enter: "SARA Title III", click "Online NDEQ Tier II System". Follow the step by step instructions and menu boxes.

THIS ATTACHMENT IS ON FILE WITH

LOCAL EMERGENCY MANAGEMENT

AND THE

NEBRASKA EMERGENCY MANAGEMENT AGENCY

HAZARDOUS MATERIALS INCIDENT NOTIFICATION

INCIDENT OCCURS

I. Spill or release from a fixed facility

Responsibility of facility owner/operator to notify

1. Local response organizations by dialing 911 or appropriate number,

2. Nebraska Department of Environmental Quality (NDEQ)
   Monday through Friday 0800 – 1700, call (402) 471-2186,
   after-hours, weekends, and holidays, call the Nebraska State Patrol, (402) 471-4545,

3. National Response Center (NRC) hot line (800) 424-8802,

4. The Community Emergency Coordinator (CEC) designated by the Local Emergency Planning Committee (LEPC). The CEC is usually the District Fire Chief.

II. Transportation accident

By law, dial 911 or the operator.

III. Responsibility of local response organization, Incident Commander (IC):

A. Incident at Fixed facility

1. Operate under the Incident Management System (IMS),

2. Confirm the appropriate notifications have been made by responsible party, if not make notifications to NDEQ, NRC, and CEC.

B. Transportation accident

1. Operate under the Incident Management System (IMS),

2. Incident Commander should see that above notifications are made to NDEQ, NRC, and CEC.

EMERGENCY NOTIFICATION ROSTER

Groups	Phone
State Assistance	
State Emergency Response Commission	402-471-3241
Nebraska Dept. of Environmental Quality	402-471-2186
Nebraska Emergency Management Agency	402-471-7421
After Hours	877-297-2368
State Fire Marshal	402-471-2027
Nebraska State Patrol	402-471-4545
Nebraska Department of Health and Human Services	402-471-2541
Nebraska Game and Parks	402-471-5547
Nebraska Dept of Roads (local District)	
Department of Aeronautics (downed aircraft, non-military)	402-471-2371
National Guard, contact NEMA	402-471-7421
Other Emergency Assistance 24 HRS	
Emergency Planning, Community Right-to-know Act (EPCRA) Hotline	800-424-9346
Chemtrec	800-424-9300
National Response Center/ Spill reporting	800-424-8802
http://www.nrc.uscg.mil/nrchp.html	
U.S. National Response Team (chemical guides, biologicals)	
http://www.nrt.org	
Poison Control Center (PCC) [for pesticides]	800-955-9119
National Poison Control Center (directs to the nearest PCC)	800-222-1222
Union Pacific Railroad	800-877-0511
U. P. Response Management Communications Center	888-877-7267
Burlington Northern Santa Fe Railroad	817-234-6164
Nebraska Kansas Colorado Railroad	800-331-3115
Nebraska Central Railroad Company	402-562-6155 day, 402-564-8329 night
Natural Gas Pipeline	800-733-2400
Enterprise Products Operating L. P. gas	800-546-3482
Jayhawk Pipeline, L.L.C.	888-542-9575
Kaneb Pipeline Op Partnership, NuStar Energy L.P.	800-759-0033
Kinder Morgan Energy Partners	888-844-5658
Kinder Morgan Interstate Gas Transmission LLC	888-763-3690
Kinder Morgan, Trailblazer Pipeline	800-733-2490
Kinder Morgan Pipelines/ Platte Pipe Line Comp.	888-449-7539
National Co-op Refinery Assoc – NCRA	620-241-6611
SourceGas Distribution LLC	800-563-0012

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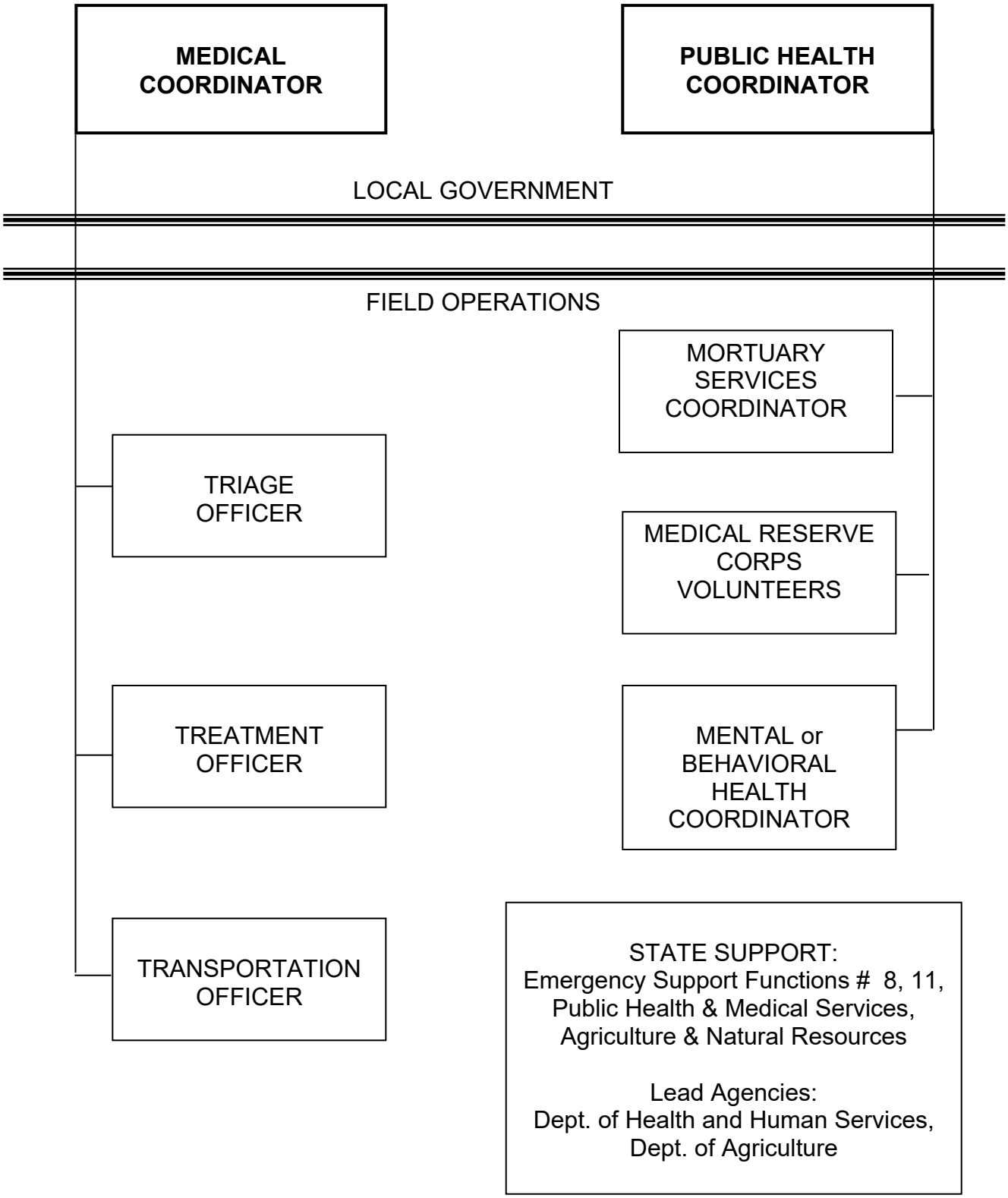
HEALTH AND HUMAN SERVICES



HEALTH AND HUMAN SERVICES

I. PURPOSE

A. Medical

This provides guidance for a coordinated response for medical care and treatment for the ill and injured during or from a disaster.

B. Public Health

This provides guidance for coordinated public health services and interventions during and following a disaster. Functions include early detection and surveillance; epidemiologic investigation; implementation of control measures to reduce, contain or prevent disease; communication of essential information to the healthcare community, public and media; distribution and delivery of prophylactic medication or vaccination, if needed; and environmental surety.

C. Behavioral Health

This annex describes the behavioral health resources available to reduce harmful stress levels of citizens and to respond to the behavioral health needs of survivors, emergency responders in the field, and functional needs individuals in time of disaster.

D. Medical Reserve Corps (MRC)

The MRC, a component of the Citizen Corps program, recruits and prepares health and medical professionals, as well as skilled non-medical individuals to volunteer in local communities. These volunteers are available to assist local medical, health care systems and health care facilities when needed during a disaster or public health emergency. Central Nebraska Medical Reserve Corps through Tri Cities Medical Response System serves Clay.

E. Social Services

This annex describes the role and responsibilities of local social services and agencies able to provide for the coordination and implementation of specialized support to disaster survivors, first responders and/or functional needs individuals.

II. SITUATION

A. The potential exists for a multiple casualty incident resulting from a naturally occurring, manmade, or terrorist event involving weapons of mass destruction which would stress emergency medical services. Public health hazards in the form of disease outbreak situations may also stress the existing medical system.

B. There is no hospitals in Clay County.

C. There are 2 nursing homes, 3 Assisted Living facilities, and 1 Home Health Care clinics in the county licensed by the Nebraska Health and Human Services, Department of Regulation and Licensure. Facility details are found in Attachment 1.

D. There are 6 Emergency Medical Services (EMS) transport ambulance and 1 EMT Non-Transport Department within the county (Attachment 2).

E. There are 5 clinics with medical staffs of RNs, LPNs, X-Ray technicians, and Lab Techs. Physician Assistants or Physicians are also at each facility.

F. The Clay Center Office of the Department of Health and Human Services, the Midland Area Agency on Aging and other private agencies have the capability to respond to the serious needs of the population should a major disaster occur.

III. ASSUMPTIONS and PLANNING FACTORS

A. Any incident that generates an emergency patient load that exceeds the normal day-to-day capabilities of local emergency medical resources or poses a public health threat to the residents may be considered a disaster.

B. Mutual Aid and outside resources will be available to assist the county in natural, technological and man-made emergencies/disasters and incidents involving threatened or deliberate terrorist use of weapons of mass destruction.

C. Any nursing home evacuating patients to facilities in other local or regional facilities will provide the medical records of patients, professional staff, and as many supplies and equipment as practical.

D. There are indirect and direct public health threats associated with specific types of emergencies and disasters. These might include non-outbreak situations (for example, contaminated drinking water, chemical exposures, and sewage discharges), disease outbreaks (for example *E. coli* 0157, anthrax, meningitis, West Nile Virus, plague, smallpox, and SARS),

sanitation problems, an overload of mortuary service capabilities and community mental health issues.

E. People not normally clients of the local Social Services agency may require some form of public assistance under disaster conditions.

F. Clay County Public Health and South Heartland District Health Department will work in partnership with the Clay Co. EMA Coordinator and the mass care shelter manager to plan for and assist them to accommodate people who have access and functional needs. Public Health will provide recommendations for communications methods, public information message development, special equipment and supplies that may be needed and locating local care providers to assist individuals whose needs cannot be met at the shelter.

IV. ORGANIZATION/RESPONSIBILITIES

A. Medical, Public Health, Mental or Behavioral Health, Medical Reserve Corps and Social Services operations are each described separately, but close coordination is required to fulfill the overall responsibility of safeguarding and minimizing the adverse health factors which may affect our citizens during and/or after an emergency or disaster. To provide a coordinated and effective response, the health and human services functions have been separated into two areas, local government support and field operations (see page G-1).

1. Local government support and coordination entails coordinating emergency services such as law enforcement, fire, rescue, and public works, and providing logistical support where required. Both the Medical Coordinator and the Public Health Coordinator represent their respective functions on the EOC Staff.

2. Field operations direction and control should follow the Standard Operating Procedures (SOPs) developed by the local health, mental or behavioral health, state social services and local area medical professionals/facilities.

B. Health and Medical Responsibilities

1. Emergency Medical Services:

a. Basic Life Support is the responsibility of Clay Center, Edgar, Fairfield, Glenvil, Harvard an Sutton Rescue Squads. Trumbull Fire Department are EMT not Transport and provide treatment on scene. They have a MOU with Hastings Fire to Transport Patients. Advanced Life Support Services (ALS) is the responsibility of Hasting

Fire & Rescue and Hamilton County Ambulance for 911 related calls. In the case of an MC Midwest Transport can provide additional BLS and ALS units .

i. The notification for emergency medical assistance comes from Clay County 911 dispatch via pager, radio, and edispatch on cell phones.

ii. Local Fire and Rescue Squads through the Incident Commander will initiate an Incident Command System and will coordinate field operations and transport of victims with primarily Mary Lanning, Henderson, Aurora, Filmore County, Thayer County, Webster County and Broadstone Hospitals.

iii. Incident Command and/or Transport Officer will notify respective Hospital as soon as possible if the patient being transported is potentially contaminated from a HazMat incident and provide information about the hazardous substance involved.

iv. The Ambulance/Rescue Chief will ensure that all personnel are trained to respond to a hazardous materials incident according to levels of response training set by their employer in compliance with OSHA and EPA regulations.

v. The following functions are needed:

a) Triage: Assessing patients and assigning priorities for medical treatment and transport.

b) Treatment: Providing care and treatment of patients while being held for transportation to medical facilities.

c) Transportation: Coordinating with respective Hospital for directing patient transport to receiving hospitals and/or medical facilities. This will be done by contacting hospitals directly, using communication staff in Clay County Special Services or through the 911 Center if staff is not over burden with other duties.

b. Air ambulance support would be requested through the 911 Center or onsite Clay Center Special Services Unit.

2. Medical Coordination

a. A member of the EOC staff will appoint a Medical Coordinator in the event a disaster extends beyond mutual aid capabilities. The Medical Coordinator will act as a liaison between the medical community and the local government.

b. When an incident occurs which requires medical field operations, the Medical Coordinator will support medical mutual aid requests and coordinate additional requirements.

c. The Medical Coordinator, with the support of the Logistics Chief/ Resource Manager/ Emergency Management Director or Clay County EMA Coordinator, will locate supplies and/or equipment to support medical operations in the event of an actual or anticipated shortage. Requests for professional medical volunteers from local health care facilities may be requested through Emergency Management.

3. Public Health Coordination

a. The Clay County Health Director or a South Heartland District Public Health Department designee will serve as the Public Health Coordinator and is responsible for coordinating activities required to safeguard public health and minimize the spread of disease. The Public Health Coordinator is the liaison between public health officials and the local government.

b. The Public Health Coordinator will coordinate with the Local EM Director, Clay Co. EMA Coordinator, EOC, and other agencies as applicable. This is critical in the care and sheltering of populations with functional needs.

c. The Public Health Coordinator will assess the need for crisis counseling for disaster survivors and disaster workers. If crisis counseling is deemed necessary, the Public Health Coordinator will request assistance from and coordinate with the local ministerial association and/or the Region 3 Behavioral Health Agency to provide the necessary services.

d. The Public Health Coordinator or designee is responsible for initial size-up, hazard evaluation and assessment related to existing or anticipated public health threats. The Public Health Coordinator or designee will determine the scope and level of the public health response and what assistance may or may not be needed. Depending upon the nature of the incident, the Health Department may take the lead or assume a support role. Specific capabilities, which correspond to the Target Capabilities List in Homeland Security Presidential Directive 8 include, but are not limited to, the following:

i. Environmental Health Water Safety: The Department would coordinate with DHHS about potential drinking water contamination. DHHS and/or South Heartland District Health Department and or Clay County Public Health Department would direct the certified public water operators within the county to provide bottle water, direct or recommend boil water orders, or perform additional sampling, depending upon the situation, to confirm contamination. For private wells, South Heartland District Public Health Department would contact the homeowner and make appropriate recommendations.

ii. Environmental Health Emergency Sanitary Sewage Disposal: The Department would recommend portable toilets for use by incident site clean-up crews, residents and the public as needed. The Department would also coordinate with the Central Plains Chapter of the American Red Cross, Salvation Army, and the County Emergency Management Agency to inform and advise the public of emergency individual sewage disposal procedures.

iii. Vector Control: The Department would survey and map affected area(s); provide mosquito trapping and testing of mosquitoes for West Nile Virus; identify problem areas so that preventive measures (i.e., larviciding) for vectors may be taken; recommend other prevention methods such as drainage of standing water and use of mosquito abatement techniques over potential breeding sites as needed. Rodent and insect control is expedited by public complaint. Exterior mouse and rat infestations are exterminated by the Department. Extermination of interior insect and rodent infestations are required of homeowners.

iv. Food Safety: The Department would coordinate with the Nebraska Department of Agriculture, United States Department of Agriculture (USDA) and Food and Drug Administration (FDA) to identify the extent of contamination, embargo and recall food as necessary, and request laboratory and investigation assistance as needed. Reports of human illness would be forwarded by the Department's Epidemiology Section to DHHS Epidemiologist. Contaminated food will be transported to the Hastings Sanitary Landfill for disposal.

v. Mass Prophylaxis: Based upon the results of epidemiologic investigation and in compliance with the Centers for Disease Control and Prevention (CDC) and DHHS recommendations, the Public Health District/Department would vaccinate or provide antibiotic prophylaxis. See Appendix 1.

vi. Isolation and Quarantine: The Public Health Coordinator or designee would determine measures necessary to prevent the introduction of communicable diseases into the county and to remove or quarantine any person or persons having such disease. The Public Health District/Department, in consultation with DHHS, the CDC, and other local health experts (as deemed necessary) will determine the specific community-wide containment strategy(s) to be implemented and the geographic area in which it will be implemented. The Public Health Coordinator or designee, in consultation with DHHS and County Attorney, shall produce the written order of isolation or quarantine.

vii. Epidemiological Investigation: The Clay County Public Health Department and the South Heartland District Health Department/ Epidemiology Section is responsible for the evaluation of suspected and confirmed communicable disease events and the identification of situations of public health importance that may require the implementation of aggressive disease containment measures that go beyond the routine measures employed on a daily basis. Confirmed or suspected communicable diseases of possible significant public health concern identified by Epidemiology staff will be immediately reported to and evaluated by the Epidemiology Section Supervisor for analysis. Based upon determination that the reported disease or event is unusual and/or poses a significant, immediate threat to the community, the Public Health Coordinator will consult with DHHS, and the CDC.

viii. Emergency Public Information: The Public Health District/Department would provide information, updates, guidelines and recommendations to the healthcare community including treatment recommendations and protocols and plans for prophylaxis if warranted. The Clay Co. Health, and South Heartland District Health departments would also relay appropriate information and recommendations to the public through responsible media and public relations activities. These Department would use the State Health Alert Network (HAN) to get out time critical information to HAN recipients (physicians and healthcare organizations) in Clay County or to areas surrounding the incident. The Department would coordinate and consult with the Clay County Emergency Management Agency to use public alerting systems if necessary.

ix. Re-entry: The District/Department may recommend when it is safe to reoccupy an area after evacuation caused by a hazardous material release or a communicable disease outbreak.

4. Mental (Behavioral) Health Coordinator:

   a. The Mental (Behavioral) Health Coordinator will work closely with the Social Services Coordinator and will coordinate behavioral health services for victims, family members, first responders, health and medical personnel as well as the general public. Within the general population are those identified as having access and functional needs, at-risk or having increased vulnerability to the effects of a crisis. These populations are:

      i. Individuals with disabilities, including developmental, physical and/or mental illness.

      ii. People with a history of substance (drug or alcohol) abuse.

      iii. Children under the age of 18.

      iv. Adults age 65 and over.

      v. Non-English speaking populations.

      vi. Individuals who are homeless.

      vii. Long term care and residential nursing facilities.

   b. Locations where the Mental (Behavioral) Health response/services may be available include:

      i. Sites where the survivors and families of victims will be such as, shelters, meal sites, disaster application centers, American Red Cross service centers, hospitals, survivor's homes, farms, morgues, etc.,

      ii. Mass care centers and immunization clinics,

      iii. Hotline sites,

      iv. Community outreach sites such as community centers, shopping malls, locations announced through the media, etc., and

      v. Sites where responders gather such as the incident site, staging and material storage areas.

c. Services will be coordinated with the American Red Cross, local ministerial associations or interchurch ministries, community volunteers, Critical Incident Stress Management personnel and others as appropriate.

d. An outreach program providing information and messages relating to services and health topics may be established. This public education information will be prepared in collaboration with, local service providers and coordinated with the various DHHS Public Information Officers.

e. The Region 3 Behavioral Health Coordinator will make recommendations and provide status reports to the Public Health Coordinator.

f. The local Ministerial Association, with possible referral to Region 3 Behavioral Mental Health, will conduct the initial crisis counseling.

g. Critical Incident Stress Management (CISM) Teams are available to provide stress management sessions for fire, ems, law enforcement, dispatchers, corrections and emergency management personnel following a disaster/emergency situation. Contact the Nebraska State Patrol Troop C area where the disaster/emergency situation is located to activate a CISM response.

5. The Medical Reserve Corps (MRC)

The MRC, a component of the Citizen Corps program, recruits and prepares health and medical professionals, as well as skilled non-medical individuals, to volunteer in local communities. These volunteers are available to assist local medical, health care systems and health care facilities when needed during a disaster or public health emergency.

a. The MRC intent is to supplement, not replace, local health care resources and to contribute to meeting public health issues. The MRC volunteers can provide medical surge capabilities during emergencies and disasters.

b. Clay County is served by the Central NE MRC service area. See Attachment 4.

c. MRC volunteers can be requested through TRIMRS by local heath care facilities for public health issues directly from the MRC service area. Responding volunteers would work for the requesting organization and be subject to the requesting organization's protection and liabilities.

d. MRC volunteers requested by the Clay Co. EM Coordinator during a disaster would be selected and deployed by DHHS and be provided the protection of a State Emergency Response Team.

e. Demobilization planning should begin prior to the arrival and placement of volunteers into field operations.

6. Social Services Coordinator

The Administrator of the Office of the Department of Health and Human Services will serve as the Social Services Coordinator. The Coordinator will advise local executives on matters pertaining to social services, ensure that activities are administered in an orderly, efficient manner, develop procedures for determining needs of disaster survivors, and process inquiries concerning disaster survivors. The existing Health and Human Services staff, augmented as necessary from other organizations, will serve as support staff. Health and Human Services will distribute USDA donated foods to local organizations and Red Cross to provide mass feeding for disaster survivors and, if implemented, will administer the Emergency Food Stamp Program. All agencies will participate to the extent of their mandated responsibilities.

7. Community Services

a. Various community services programs function as vital support on a routine basis and are an important resource in disaster response and recovery activities. Their ability to respond to community needs is based on the organized efforts of many volunteers. Services provided by the community include, but are not limited to:

i. Food for disaster survivors,

ii. Clothing,

iii. Temporary shelter.

b. Churches and church groups are vital community resources and function as support organizations to provide response and recovery assistance to disaster survivors. They may provide:

i. Food to disaster survivors,

ii. Clean-up and recovery equipment and labor assistance,

iii. Crisis counseling for disaster survivors/workers.

c. In addition to the local church groups, assistance in disaster recovery activities can be obtained from the Mennonite Disaster Service, the Adventists Community Services, and other non-profit, volunteer-based, disaster recovery organizations. Most of these organizations are affiliated with Voluntary Organizations Active in Disaster (VOAD). Contact with these groups can be made through the Nebraska Emergency Management Agency.

d. The Midland Area Agency on Aging assesses the needs of the elderly population in Clay County to include food, clothing, housing, and transportation. During disaster situations, emotional stress experienced by the elderly is greatly increased; therefore, referral recommendations to local mental health organizations for crisis counseling may be initiated by this group to aid recovery from the effects of the disaster.

e. The Clay County Handi-Bus Program assists by providing the handicapped and elderly with transportation services.

V. CONCEPT OF OPERATIONS

A. Mass Casualty/Fatality Incident

1. Local Fire/EMS Departments will establish a Incident Command Post that is responsible for patient care operations at the scene including personnel assignment.

2. Incident Commander will appoint a Triage Officer who will triage and assign priority categories based on urgency and chance of survival using the START triage system.

3. The Incident Commander will assign a Transport Officer will be in communication with Clay County 911 and the area Hospitals. Determination of receiving facility will be predicated on medical facility patient loads and nature of injuries, and levels of care needed and available. Patient transfer between receiving hospitals will be coordinated by the responding hospitals.

4. The incident command/lunified command will normally determine requirements for and request medical mutual aid. If necessary, the Medical Coordinator will support the mutual aid requests and coordinate additional resource requirements.

5. Shortages (or anticipated shortage) of medical supplies/equipment or personnel will be reported to the Medical Coordinator for procurement. The Edgar Recue Truck and Central NE Medical Reserve Corps have additional medical supplies to assist in MCI Incidents.

B. Mortuary Services (Mass Fatality Plan)

1. When mortuary capabilities are exceeded during a disaster, the County Attorney is responsible for coordinating the interment of the dead. Disposition of the deceased will be in accordance with Nebraska statutes and will respect religious, ethnic and cultural differences to the extent possible. Additionally the County Attorney may:

   a. Assign bodies to local funeral homes,

   b. Establish temporary morgue facilities,

   c. Coordinate emergency interment.

2. Emergency Morgue: If a request for an emergency morgue is made through the Sheriff's Office, then the County Attorney acting as coroner, will:

   a. Obtain the use of a suitable building that is easily accessible to the disaster area,

   b. Notify the EOC of the morgue location,

   c. Coordinate with all the area funeral homes for the recovery, transportation, preservation and identification of the bodies and body parts, respecting cultural and religious differences to the extent possible.

   d. If conditions warrant, request refrigerated trucks from local trucking companies to hold bodies pending transfer to funeral homes.

C. Evacuation of In-patient Medical Facilities

1. The hospital and nursing homes are responsible for developing internal procedures for:

   a. Assessing and preparing patients for evacuation,

   b. Assuring medical records are transported with patients,

   c. Identifying and transporting essential medications and supplies to include medical hard goods, dressings, food, day to day support items.

2. The Administrator or designated representative of the affected facility(s) will coordinate evacuation requirements, including transportation, with the EOC.

3. Receiving facilities will be in accordance with Hospital Emergency Plans.

D. Support to Medical Professionals

The hospital will work closely with the nursing homes in providing emergency transportation to and from critical medical facilities. Volunteers, such as 4-wheel drive vehicle owners/clubs, snowmobile owners/clubs, and amateur radio operators (depending on situation - i.e., winter storms) will be utilized to provide this transportation.

E. Public Health Threats

1. In an anticipated or actual public health threat, the Clay County or South Heartland District Public Health Coordinator Department will coordinate with the Clay Co. EM Coordinator to notify the Nebraska Emergency Management Agency to coordinate State assistance.

2. In the event of water shortages, Public Works should coordinate with the Local EM Director and Clay County Public Health to meet the critical potable water requirements.

3. The Nebraska Emergency Management Agency will contact state, federal, or other agencies, as appropriate, and request assistance for Clay County.

F. Social Services

The Social Services Coordinator will coordinate the efforts of various agencies to meet individual human needs. During actual or impending disaster situations requiring the lodging and feeding of a considerable number of people, procedures outlined in Annex I, Mass Care will be supported by Health and Human Services agencies.

1. Disaster Recovery Center (DRC): Upon a Presidential Disaster Declaration, a representative of Health and Human Services may participate in the Disaster Recovery Center. The DRCs will provide information to individuals on the various disaster assistance programs available as a result of the Presidential Disaster Declaration. The Center will also provide a bank of telephones for individuals to make direct application for assistance.

2. Functional Needs: Disaster survivors and functional needs groups may require assistance to meet their necessary expenses and serious needs (food, clothing, housing, medical and financial). The Clay County Office

of the Department of Health and Human Services, in coordination with community services, such as the Red Cross, and the Area Agency on Aging will identify any functional needs individuals and in the event of a disaster, ensure that their needs and levels of care are met.

3. Counseling: Mental health professionals, members of the local ministerial association and public school counselors may provide emergency counseling to disaster survivors. This counseling may occur at several locations and will be coordinated between Region 3 Behavioral Health and South Heartland District Health Department.

4. Evacuation: Health and Human Services, in coordination with the Area Agency on Aging and Handi-Bus Service will attempt to identify and assist any elderly, infirm or access and functional needs individuals who may be unable to evacuate on their own. The availability of this service will be emphasized in emergency public information releases and should be coordinated with the PIO.

VI. ADMINISTRATIVE and LOGISTICS

A. The Local EM Director or Clay Co. EMA Coordinator will update and/or revise this Annex based upon the correlation of information provided by the Medical, Public Health and Social Services Coordinators.

B. Exercising

1. Every effort will be made to incorporate local and where possible regional health care facilities involvement into the hospital and nursing home's annual exercise.

2. Emergency medical professionals and volunteers will participate in these exercises to the maximum extent possible.

3. All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

C. Training

1. In addition to the training required for normal operations, health and medical personnel should be trained to respond to a hazardous material incident to the level determined by their employer in accordance with OSHA and EPA regulations.

2. The training program will be consistent with the Homeland Security Exercise Plan procedures. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

LIST OF ATTACHMENT

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4	MRC Map & Contacts	G-23
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1	Mass Prophylaxis Plan	G-25
2	Agricultural Disease Response Plan	G-29
Attachment #		
1	Animal Disease Initial Response Plan	G-41
2	Potential Animal Holding Areas	G-47

HEALTH AND MEDICAL RESOURCES

http://dhhs.ne.gov/publichealth/Pages/crl_rosters.aspx

WITHIN CLAY COUNTY

LICENSED HOSPITALS	CAPACITY	PHONE NUMBER
NONE		

NURSING HOME

HARVARD REST HAVEN – HARVARD	37 Beds	402-772-7591
SUTTON COMMUNITY HOME – SUTTON	32 Beds	402-773-5557

ASSISTED LIVING
SAME AS ABOVE

ADULT DAY CENTERS
none

CLINICS

CLAY CENTER COMMUNITY CLINIC	402-762-3236
EDGAR MEDICAL CLINIC	402-224-3344
HARVARD COMMUNITY CLINIC	402-772-5330
SUTTON FAMILY PRATICE	402-773-2130
SUTTON MEDICAL CLINIC	402-773-5553

HOME HEALTH

CLAY COUNTY PUBLIC HEALTH DEPARTMENT	402-762-3571

MENTAL HEALTH
NONE WITHIN COUNTY

MORTUARIES FOR MULTI-CASUALTY INCIDENTS (MCI)

MCLAUGHLIN FUNERAL HOME-CLAY CENTER	402-762-3474
APFEL FUNERAL HOME HARVARD	402-772-2491
KEVIN PERRIEN SUTTON	402-773-4100
URBAUER-WILLIAMS - EDGAR	402-224-5315

OUTSIDE CLAY COUNTY

HOSPITALS

MARY LANNING HEALTHCARE HASTINGS	402-463-4521
HENDERSON HEALTHCARE SERVICES HENDERSON	402-723-4512
YORK GENERAL HOSPITAL	402-362-6671
FILMORE COUNTY HOSPITAL GENEVA	402-759-3167
MEMORIAL COUMMUNITY HEALTH AURORA	402-694-3171
BRODSTONE MEMORIAL SUPERIOR	402-879-3281

AMBULANCES

Ground Services By Mutual Aid Agreement

Bladen, Blue Hill Campbell Giltner Holstein Kenesaw
Lawrence Nelson Red Cloud Roseland Ruskin Shickley
Superior

Other:

Midwest Medical Transport	402-463-0085
Hastings Fire and Rescue	402-461-2350
Hamilton County	402-694-3855
Lifeteam	877-213-5433

Air Services (Include only those normally used or would used in an extreme case)

Lincoln: Star Care, 1 (800) 252-4262 - Helicopter & Fixed Wing
(Based at Bryan LGH Hospital)

Omaha: Life Net, 1 (888) 481-7040 - Helicopter and Fixed Wing

Kearney: Air Care, 1 (800) 474-7911) Helicopter, Fixed Wing, Long Distance
Ground Service (including out-of-state)

Hastings: Life Team, (877) 213-5433 or (316) 281-8700 – Helicopter
(Home Office is in Newton, KS)

Mc Cook: MedStar: 308-345-3450 (McCook Police Department/Public Safety Dispatch)

Scottsbluff: AirLink: 1 (800) 252-2215 (Regional West Medical Center)

CLAY COUNTY EMERGENCY MEDICAL RESOURCES

RESCUE UNIT NAME	PHONE NUMBER	# of FIRST RESPONSE UNITS	# of EMR	# of EMT-B	# of ADVANCED LIFE SUPPORT				
CLAY CENTER	911	2	0	15	0				
EDGAR	911	2	0	10	0				
FAIRFIELD	911	1	4	5	0				
GLENVIL	911	1	0	7	0				
HARVARD	911	2	0	8	0				
SUTTON	911	2	0	6	0				

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Nebraska Health / Medical Volunteer Registry (ESARVHP) Activation In Support of Local Disasters

I. If a disaster depletes or overwhelms available heath care personnel and mutual aid with the Medical Reserve Corps is exhausted, local emergency management can request additional professional medical and skilled non-medical volunteers from NEMA.

II. The request for help from NEMA should provide the following information:

A. The incident specific mission for which health and medical volunteers are needed,

B. The number and type of volunteers needed (skill sets),

C. The name and contact information for the person within incident command who will be coordinating the health and medical response locally,

D. Anticipated location and length of deployment,

E. Incident specific conditions relevant to deployment,

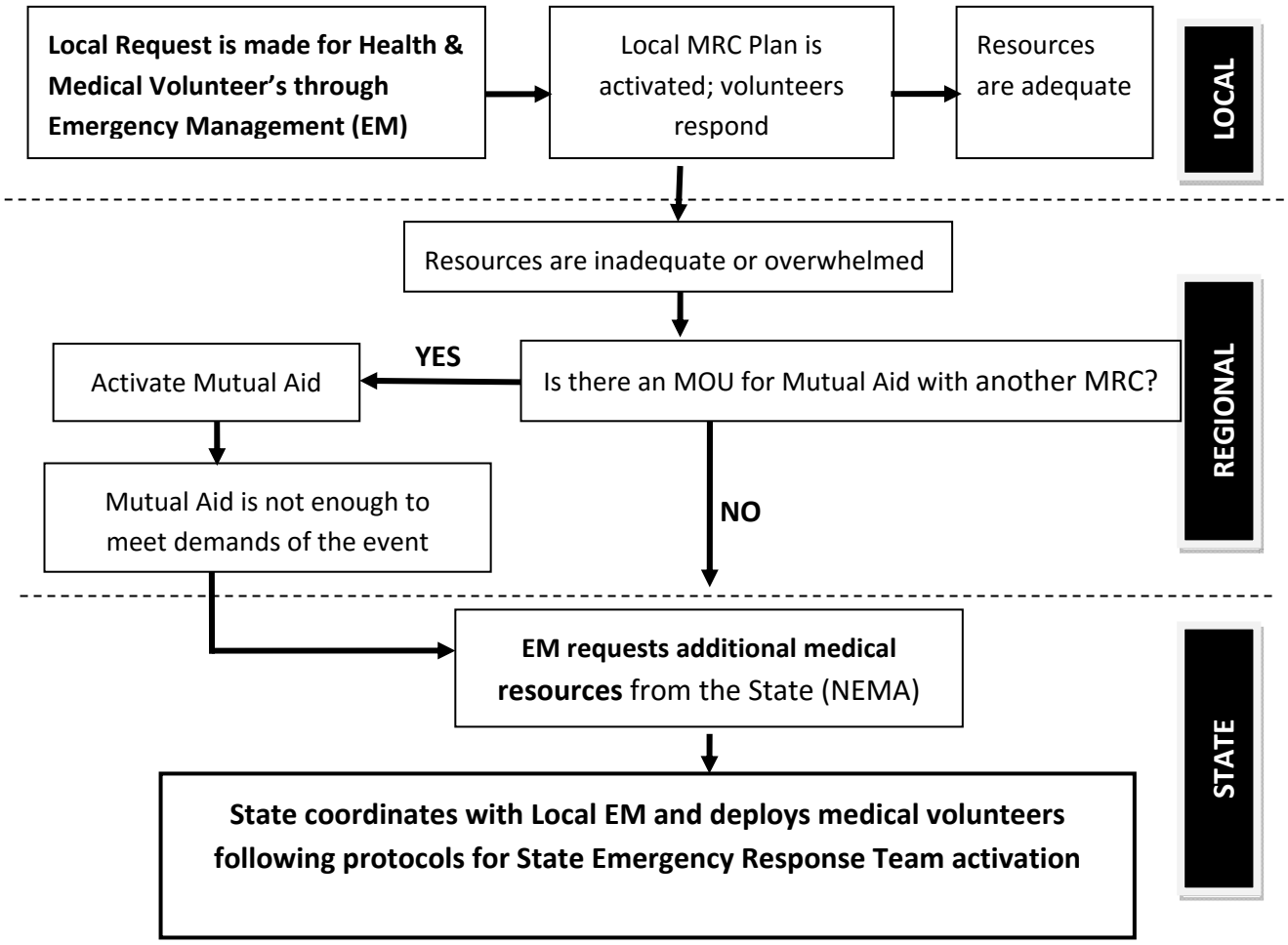
F. Medical equipment, supplies or personal protective equipment required by volunteers in support of their mission (if known and available).

III. NEMA will decide which available volunteers to deploy.

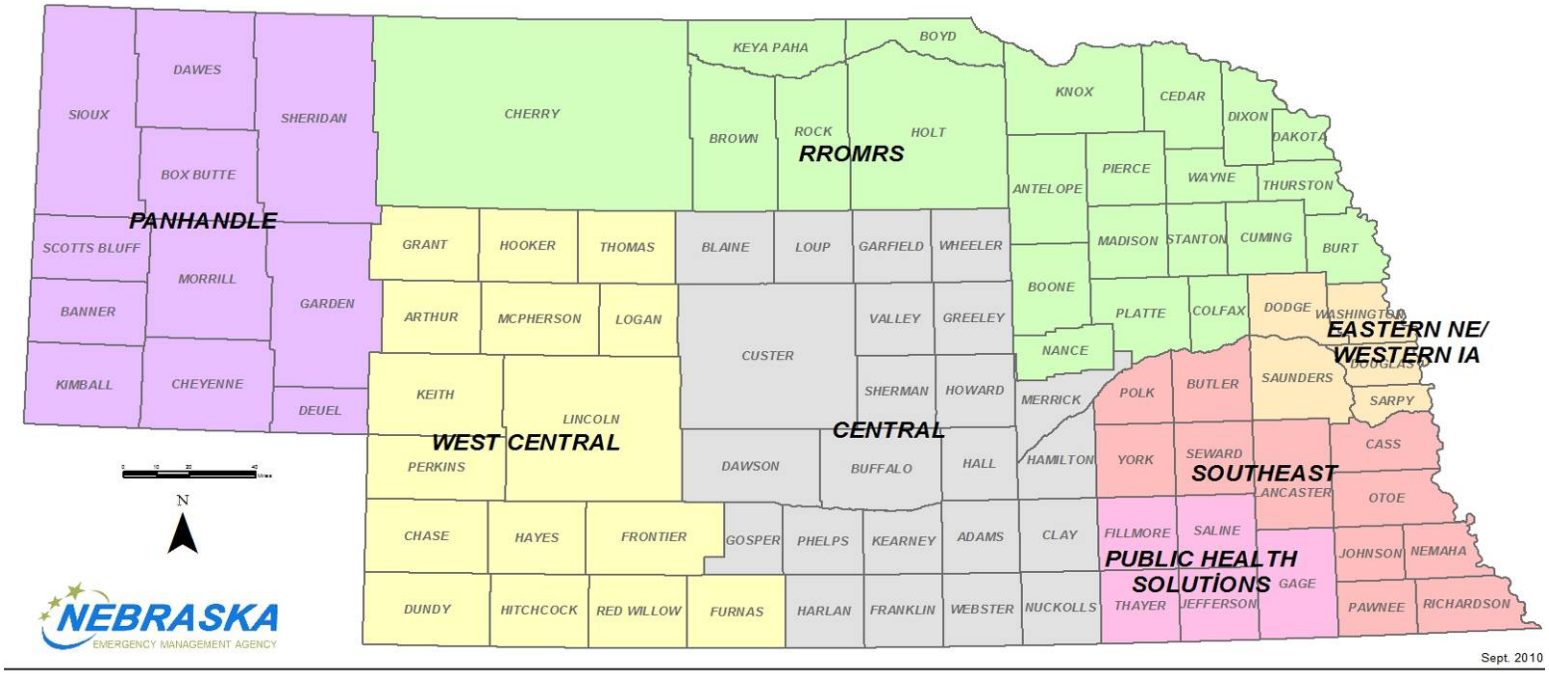
A. Priority is given to MRC volunteers and/or non-affiliated skilled non-medical individuals with disaster specific training and experience over non-affiliated and inexperienced personnel when skill sets are equal.

B. NEMA and the requesting local emergency management agency will coordinate logistics for the deployed volunteers.

Activation of Health and Medical Volunteers



Nebraska Medical Reserve Corps Regions



Panhandle Medical Reserve Corps
mleisy@pphd.org
308-262-2217

Rural Region One Medical Response System (RROMRS) Medical Reserve Corps
rromrs@conpoint.com
402-529-2233

Western Central Medical Reserve Corps
mulligans@gprmc.com
308-696-7990

Eastern Nebraska/Western Iowa Medical Reserve Corps
mrc@uwmidlands.org
402-522-7970

Central Nebraska Medical Reserve Corps
centralnebraskamrc@gmail.com
402-224-0108

Public Health Solutions Medical Reserve Corps
kplouzek@phsneb.org
402-826-3880

Southeast Medical Reserve Corps
rdavis@lincoln.ne.gov
402-441-8006

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MASS PROPHYLAXIS/VACCINATION PLAN

I. Purpose

This provides a rapid and coordinated response for the citizens and transients of Clay County for a mass administration of vaccines and prophylactic medications and supplies in the event of a bio-terrorism outbreak or other medical needs.

II. Situation

A. The Clay County Emergency Management Agency along with the Clay County Public Health South Heartland District Health Department (SHPHD), the Nebraska Department Health and Human Services (DHHS), the Centers for Disease Control and Prevention (CDC) and the Nebraska Emergency Management Agency (NEMA) have identified numerous hazards that would give cause to do a mass vaccination/prophylaxis clinic. Any outbreak would affect all or part of the citizens and transients of Clay County. The population range could vary depending on the type and time of outbreaks and certain geographic factors.

B. Transient population needing vaccination/prophylaxis would be citizens not counted in the county's vaccine, medications or supplies allotment.

C. On a local level, initial response will be by local authorities. The Public Health District may determine the need for incident prophylaxis such as tetanus during a flood or tornado. Response management will follow the National Incident Management System (NIMS).

D. The decision to mass vaccinate/prophylaxis would come from the President of the United States under the advisement of the CDC. The Governor of Nebraska would declare a state of emergency or could be decided locally based on need and resource availability.

III. Assumptions and Planning Factors

A. All the population in the county may be affected by any outbreak or could be an isolated incident.

B. Outbreak events may occur with little or no warning and may not be determined for days after an event has occurred in the United States.

C. No single agency at the local level possesses the expertise to respond to an event. All county agencies will work toward a common goal ensuring the well being of the citizens. UNMC Bio-Containment should be used as a resource.

IV. Concept of Operations

The CDC, DHHS and SHPHD, and Clay County Public Health will provide direction to Clay County in the event of an actual emergency. The county's general plan for mass vaccine/prophylaxis clinics and potential follow up clinics is as follows.

A. Clay County's Mass Vaccination/Prophylaxis Clinic will be located at:

1. Sandy Creek High School as the primary site.
   30671 Hwy 14
   Fairfield, NE 402-726-2151

2. Sutton School and Edgar Fire Hall as the secondary site.
   1107 N Saunders 105 5th Street
   Sutton, NE Edgar, NE

B. Clay County's Mass Vaccination Core Committee will provide a volunteer staff to fill all the positions needed to operate a clinic.

1. The core team includes but is not limited to: Site Coordinator, Medical Director, Nurse Manager, Supply Manager, Clinic Security, Volunteer Coordinator, Translator, Fire/EMS, Law Enforcement and the County Board of Supervisors.

2. The list of volunteers is on file and continually updated. Copies of this list are kept at Clay County and South Heartland District Health Departments. The list will include but is not limited to county and village first responders, medical staff, record keepers, security, and other needed key personnel.

C. Notification of a local event may come to the Local EM Director, Clay County EMA, Public Health or Law Enforcement. At that time, all clinic core team members will be contacted. Notification of public health events occurring outside Clay County, which could affect the county, could come from several sources including the CDC, NE DHHS, adjacent county health departments or other State Health Departments.

D. Notification of all volunteers

1. A calling bank, designated by team leaders in the plan, will be used to notify volunteers with back up provided by the County Emergency Management Staff.

2. The Local Emergency Operations Plan (LEOP) Annex B (Communications and Warnings) and the Clay County Mass Dispensing Plan will be utilized. This plans addresses how all emergency responders and officials are notified.

3. Upon notification, volunteers will report as soon as possible or at a set time to the clinic site. Parking for volunteers will be determined at activation time of the clinic.

4. All clinic positions and operations will be staffed before the clinic opens to the public.

E. Handling of vaccine/medications/supplies

1. Clay County EMA and Clay Co. Sheriff Office personnel will transfer the vaccine or medications from the sub-hub to Clay County.

2. The vaccine/medications/supplies will be signed off to a designated person at the clinic. If the vaccine/medications/supplies comes before the clinic is activated, it will be delivered to the Clay County Law Enforcement Center. The vaccine/medications/supplies will be signed for by the County Sheriff or the Respective City Police Chief and placed in a secure/locked area.

3. The vaccine/medications/supplies will be guarded at all times and will be under the direction of the pharmacist or supply team leader. Certain vaccines may require special precautions or can only be disbursed by a pharmacist.

4. All precautions will be taken when working with and around the vaccine, according to the guidelines provided.

F. Purchase and storage of supplies

1. In order to be prepared as possible for an emergency clinic, general supplies will be purchased ahead of time.

2. Supplies have been provided to the Clay County Health Department and will be stored at their office in Clay Center. This location makes rotation of stock convenient, and therefore make it less likely that supplies purchased in advance could deteriorate if not used by their expiration dates.

3. Additional Supplies are available through the South Heartland District Health Department.

4. If additional supplies are to be purchased in advance of a possible clinic, the supply manager will assemble a list of needed supplies and the estimated costs.

5. In case of any potential countywide clinic, the County Board of Supervisors will be asked for funding for supplies necessary to run a clinic. South Heartland District Health Department does have MOU with various vendors that could be used.

6. If county funding is not available, the core committee will seek other funding alternatives, including but not limited to solicitation of all emergency and health care services in the county, fund-raising events, donations, etc.

G. Transportation and parking for the public.

1. The following lots will be used and shuttle service will be provided to transport the public:

   a. Parking space is available at each designated site

   b. School buses will be used to transport persons without transportation. Clay Center Social Services can also transport patients with their vans. RYDE out of Kearney can also transport patients as they have units in Hastings.

   c. Vaccine or medication will be taken to nursing homes and persons unable to be moved.

   d. Others will be announced if needed.

H. County residents and transients will be notified as soon as possible of the mass vaccination plan and instructions for participation.

1. The local media outlets will be utilized.

2. Local emergency management procedures will be followed as outlined in Annex B, Communications and Warning.

3. The public will be directed to call 2-1-1 for more information and further instructions as SHDHD will place a recorded message at the 2-1-1 center with vaccination information. CodeRed notification will also be used to inform citizens where to go for vaccinations.

AGRICULTURE DISEASE EMERGENCY RESPONSE PLAN

I. PURPOSE

A. To provide coordinated measures and actions related to an agricultural emergency to detect, control and eliminate diseases, infestations, contamination and contagions to animals, plants and food as rapidly as possible within Clay County.

B. To generate appropriate measures at all response levels to eliminate the emergency and minimize its consequences in order to return Clay County to a contagion-free status.

II. SITUATION

A. The agriculture industry in Clay County is a major segment of the county's economy. Agriculture is a critical infrastructure of the State of Nebraska. A major outbreak of disease or infestation in animals or in plants, or a contamination of foods in the county will have a devastating economic effect not only on the local economy, but also on the state, region and nation as well. These events may occur by natural processes or as a result of a chemical or biological attack. Clay County is vulnerable to such events, maybe even at a higher level with the University of Nebraska and Federal Meat Animal Research Center. Clay County is approximately 572 square miles, with 80% of this area being farms, livestock, crops, pasture, and wetlands.

B. A major outbreak of disease, infestation or contamination in animals, plants or food could create both environmental and public health hazards to the human population including exposure to hazardous materials and contaminated water supplies, crops, livestock and food products. There could also be a significant mental health impact to the producers and their families, business partners, and the residents in and around the affected area.

C. Hazardous biological or chemical substances, when released in either a controlled or uncontrolled manner, can be harmful to people, animals, plants, property, the environment and/or the economy. A hazardous material is any substance or combination of substances which, because of quantity, concentration, or physical, chemical, or infectious characteristics, may pose substantial immediate or potential hazards to humans, plants, and animals or the environment.

D. Response to contamination and/or disease may involve local, state, federal and other entities. No single local or state agency has the full authority and expertise to act unilaterally, nor does the county have the necessary resources to deal with a large-scale situation. In all animal cases, first responders need to work with their local vets, who can bring in trained vets in the State that are part of Livestock Emergency Disease Response System (LEDRS)

E. Limited response resources in some geographical sections of the county may increase response time and there is the potential of radio and telephone communication difficulties.

III. ASSUMPTIONS and PLANNING FACTORS

A. The identification of animal disease, plant disease or infestation, or food, milk or dairy product contamination within the United States (US) could affect the State of Nebraska, including Clay County. This could result in the creation and enforcement of movement controls of people, vehicles, livestock, poultry, plants, food, milk and dairy products, and other property.

B. Positive detection of disease, infestation, or contamination elsewhere will prompt state officials to employ additional precautions to prevent or mitigate a local occurrence.

C. Due to the nature of agricultural emergencies, such as a Contagious Animal Disease (CAD) or Foreign Animal Disease (FAD), and existing laws, entities other than the county may declare a disaster, subsequently affecting the county. The Livestock Emergency Disease Response System (LEDRS) will be contacted in all suspected cases after investigation by local veterinarians. In such incidents, the county also will submit a Disaster Declaration as described in Annex A, Attachment 4, of the Clay County local emergency operation plan (LEOP).

D. If a threat of disease, infestation, or contamination is received as a mechanism of terrorism and is confirmed as being a terrorist event, the “Terrorism” Appendix of Annex H, Law Enforcement, of this LEOP will be used in conjunction with this Appendix.

E. Numerous local, state and federal agencies will play a role in mitigating an agricultural event. Remediation and recovery activities have the potential to involve massive amounts of resources.

F. Large quantities of crops, rangeland, domestic livestock, wildlife, and food may be destroyed or controlled to prevent the spread of disease, infestation, or contamination after it has been confirmed within the county.

G. Vector-borne diseases can spread quickly; therefore, a rapid response and control over a potentially wide area is needed.

H. Suspected or confirmed cases may require immediate quarantine of the area of origination and may require special operational procedures.

I. Eradication of the causative agent will require proper sanitary and disposal procedures for animal carcasses, plant material and/or food, milk, or dairy products, as determined by the Nebraska Department of Agriculture (NDA) or Nebraska Department of Environmental Quality (NDEQ). Suspected infected locations, transport vehicles and on-site personnel may require cleaning and disinfection. Local biosecurity guidelines need to be established and implemented.

J. Environmental protection regulations or procedures may need to be temporarily suspended to allow the timely and efficient disposal of food, plant material or euthanized livestock and wildlife.

K. NDA is the coordinating state agency for a response to a livestock, plant, food, milk, and dairy product emergency, as discussed in Appendix 1, Appendix 2, Appendix 3 and/or Appendix 4 of Emergency Support Function (ESF) #11, of the State Emergency Operations Plan (SEOP). If an animal disease event occurs, NDA will determine the level of response and activities necessary to respond to a suspected or confirmed FAD.

L. It is recognized that under some agriculture scenarios, the need for resources, trained personnel and specialized equipment and supplies will be tremendous.

M. Before, during and following the Governor's emergency proclamation, an NDA representative will serve as the designated Emergency Support Function Coordinator (ESFC).

N. If the situation is determined to be an act of terrorism, LEOP Annex H, Appendix 1, "Terrorism," will be referenced for response to the incident. The Federal Bureau of Investigation (FBI) is the lead agency responsible for crisis management and is responsible for coordinating federal law enforcement response and action during a terrorist/weapons of mass destruction (WMD) incident, and throughout the post-incident investigation.

O. The level of response to an event depends on the extent and severity of the event. The introduction of a major food contamination or highly contagious disease may initiate a response from multiple sectors in multiple jurisdictions for a prolonged period of time.

P. Federal agencies may provide support during emergency events. The United States Department of Agriculture (USDA) has the power, in certain circumstances, to declare an emergency. In these cases, USDA representatives will work with the NDA as described in ESF #11.

Animal Disease Incident Severity Levels

There are five incident severity levels relating to NDA's actions relative to animal health and maintaining the livestock and poultry industries within the state. The first two incident Levels, 1 and 2, are disease management levels and are generally handled internally by NDA. Incident Levels 3, 4 and 5 represent FAD emergency response levels. Under Levels 3, 4 or 5, it is likely that county response will be requested from NDA and that this Annex to the LEOP will be activated. In addition, these levels will require support from other state agencies, federal agencies, counties, humane organizations and other relevant and appropriate entities.

LEVEL 1: Normal operating conditions. This level entails the daily routine activity of NDA enforcing statutory rules and regulations.

LEVEL 2: A disease that is not common to Nebraska either threatens to enter the state or has been identified in the state. A Level 2 disease is not considered a high-consequence animal disease. Level 2 diseases include, but are not limited to, Tuberculosis, Brucellosis, Pseudorabies and Low Pathogenic Avian Influenza.

Levels 1 and 2 can be handled internally by NDA staff. It is unlikely that the SEOC's activation level will be changed due to a Level 1 or 2 livestock/poultry disease incident.

LEVEL 3: A FAD is confirmed in North America but not in a bordering state, and there is no perceivable threat to Nebraska.

LEVEL 4: A FAD is confirmed in a border state or when the incident in a non-border state has a real or perceived threat to Nebraska agriculture.

LEVEL 5: A FAD is suspected or confirmed within Nebraska.

Specific details and actions are listed in the ESF #11, Appendix 1, of the SEOP.

IV. CONCEPT of OPERATIONS

In a FAD incident, Clay County will be responding as a support entity for ESF-11 activities. Because of this, the county's concept of operations for a foreign animal disease response will focus on activation and notification, and response support.

A. Activation and Notification

1. Upon a request for assistance, the ESFC, in cooperation with Nebraska Emergency Management Agency (NEMA), will determine which participating departments/agencies/associations are needed and will take steps to activate them or place them on alert.

2. In an animal disease event in North America, but not in Nebraska, when an approved diagnostic laboratory confirms a positive test for either a "FAD LEVEL 3 and/or 4," the USDA Animal and Plant Health Inspection Service (APHIS), Veterinary Services (VS) will notify NDA, which will notify NEMA. ESF #11 may be activated. With this activation, NEMA may notify the Clay County Emergency Manager. The emergency manager will activate the county Agricultural Disease Emergency Response Plan. The emergency manager will begin preparations to support the response, which could include:

   a. Notifying appropriate elected officials;

   b. Requesting a local disaster declaration;

   c. Activating local temporary animal housing and care locations;

   d. Assisting in traffic control;

   e. Assisting in quarantine enforcement;

   f. Locating and mapping susceptible species locations;

   g. Assisting with cleaning and disinfection;

   h. Identifying local sites and options for carcass disposal;

   i. Acting as a local liaison with the NDA incident command and NEMA; and

   j. Managing logistics issues for the local response.

      a) In an animal disease event in Nebraska (LEVEL 5), when an approved diagnostic laboratory makes a presumptive positive identification of a FAD, NDA will be notified. NDA will subsequently notify NEMA. ESF #11 may be activated. With this activation, NEMA will notify the Clay County EMA Coordinator. The emergency manager will activate the county Agricultural Disease Emergency Response Plan. The emergency manager will begin preparations to support the response, as described above.

b) In an animal disease event in Nebraska (LEVEL 5), when a foreign animal disease diagnostician (FADD) makes a diagnosis of a medium or high suspicion of a FAD, NDA will notify NEMA. Either NDA or NEMA will notify the Clay County EMA Coordinator of the diagnosis. In this situation, county support may be required to assist the FADD, who may remain on-site until a diagnosis is made. Prior to a diagnosis, county support will be requested by the FADD or by the NDA. At this point in a response, all communications and information must be carefully controlled. Public dissemination of incident-specific information at this point is likely to cause significant negative economic impact on the livestock or poultry industry, as well as reducing the public's confidence in the nation's food supply. The county may be asked to provide the following support at this time:

i) Notifying appropriate local elected officials, Clay Co. Health Department, South Heartland District Health Dept. and MARC.

ii) Assisting in traffic control;

iii) Assisting in quarantine enforcement; and

iv) Locating and mapping susceptible species locations.

B. Response Support

1. In some animal disease incidents, the Governor's declaration may include closing or restricting movement across the borders of the state and/or suspending livestock transport within the state. This action may be taken by the Governors of border states. This action may create the need for off-loading and holding pen locations for livestock in transit. See "Potential Animal Holding Areas," Appendix 2, Attachment 2. Clay County should develop contingency plans for the proper care of animals in transit. This includes unloading, feeding, and watering of livestock. The NDA Monograph, *Temporary Housing and Care of Livestock and Poultry,* provides operational guidance for this planning as well as the set-up and operation of these areas. Identifying and photographing unloaded animals will be necessary. Biosecurity techniques such as waste management, secure confinement of individual loads, and the inspection of certificates of shipment (health certificates) will be needed. A health inspection of livestock will be performed by designated officials before reloading. Only qualified responders will be assisting as animal handlers. A notification process also needs to be established so that the State Veterinarian, the shipping company, and the livestock owners know of the location of the animals being held.

2. Additional local plans or Standard Operating Procedures are needed for the cleaning, disinfection, and storage of the trucks and personnel involved with the event. NDA has developed the following set of five County Emergency Response Monographs, 2013: *Traffic Control, Catastrophic Mortality and Associated Material Disposal, Temporary Housing and Care for Livestock and Poultry, Cleaning and Disinfection*, and *Continuity of Services*. These monographs provide operational guidance for issues that an affected county may face.

3. The entire process or chain of events needs documentation which should include the confirmation of ownership of animals, copies of bills of lading, direct expenses incurred during the temporary housing of animals, and the final distribution of the animals.

4. The Livestock Emergency Disease Response System (LEDRS) veterinary corps will supply trained first responders in case of an animal emergency, as well as limited initial veterinary supplies. LEDRS trailers, with limited amounts of equipment and supplies, also may be available. A list of equipment and supplies available in the LEDRS trailers is found in ESF #11 of the SEOP. Meat Animal Research Center could also be a source of information and a resource for assistance.

V. ORGANIZATIONAL ROLES and RESPONSIBILITIES

Details of the roles and responsibilities of the various agencies and organizations are found in the SEOP. The following describes in general the roles and scope of activities. Due to the nature of a specific event, this list may not be all-inclusive or describe all activities or operations.

A. STATE AGENCIES

1. Nebraska Department of Agriculture

The NDA is the coordinating agency for all agriculture-related responses in the State of Nebraska as designated in the State Emergency Operations Plan, ESF #11, dated July 28, 2003, and in subsequent updates, dated 2004, 2005, 2009 and 2014. NDA, along with the NEMA, will conduct operations using National Incident Management System (NIMS) protocols for multi-agency coordination.

As the coordinating agency, some of NDA's responsibilities relative to local jurisdictions include:

a. Working with local jurisdictions to support planning and mitigation related to agriculture response;

b. Coordinating with individual producers and agricultural trade associations on mitigation, planning, response and recovery related to an agriculture emergency;

c. Assisting local jurisdictions and producers with recovery-related issues;

d. Developing and maintaining operational monographs to assist the state and local jurisdiction with agriculture response;

e. Coordinating with USDA;

f. Activating and deploying support personnel from the LEDRS;

g. Directing all livestock-or poultry-related response;

h. Providing coordination on public information release with local jurisdictions; and

i. Providing technical expertise related to agriculture emergencies and response.

2. Office of the Governor

a. Issues State of Emergency Proclamations;

b. Requests Presidential Declarations; and

c. Affects the powers as granted in the Nebraska Emergency Management Act.

3. Nebraska Emergency Management Agency

a. Activates and operates the State Emergency Operations Center;

b. Provides liaison to the affected jurisdictions;

c. Prepares situation reports for the Governor;

d. Responds to assistance requests from county emergency management;

e. Coordinates the state's response with local jurisdictions;

f. Coordinates with the Federal Emergency Management Agency (FEMA) and the National Response Framework;

g. Assists in the dissemination of disaster-related public information;

h. Assists local responders, especially in remote areas, with communications; and

i. Coordinates the provision of Personal Protective Equipment (PPE), other equipment, chemicals and supplies to facilitate the movement, destruction, disposal, cleaning and disinfecting of equipment, and decontamination of individuals.

4. Nebraska Department of Environmental Quality

a. Provides technical assistance regarding environmental issues, regulations and requirements during the disaster planning;

b. Specifies containment practices and procedures for carcass disposal, including on-site disposal, decontamination, cleaning, disinfecting stations, and waste disposal and/or treatment sites; and

c. Provides information on permitted livestock feeding operations.

5. Nebraska Department of Natural Resources (NDNR)

a. Provides technical assistance during planning; and

b. Provides mapping information, especially on topography, water tables, and food and agriculture assets.

6. Nebraska Department of Roads (NDOR)

a. Identifies the sustainability of roads and bridges for law enforcement for traffic control issues;

b. Provides guidance in re-routing traffic in and around the affected area;

c. Assists with the transportation of soil, carcasses or debris; and

d. Helps identify additional sources of contractors and specialized equipment.

7. Nebraska Games and Parks Commission (NGPC)

a. Provides containment and/or quarantine assistance, including vector control, and monitoring and management of wildlife, to prevent the spread of animal disease to or through non-domesticated animals;

b. Provides disposal sites and excavation equipment, and aids in the transport of carcasses, soil and debris; and

c. Assists law enforcement agencies with traffic control, general security and law enforcement.

8. Nebraska Department of Health and Human Services (DHHS)

a. Provides an assessment of the public health needs;

b. Provides the technical assistance, leadership and coordination to address the medical and behavioral health care needs of the public;

c. Provides assistance and epidemiology services in dealing with zoonotic (transmitted from animals to humans) diseases; and

d. Supports local jurisdictions, per the LEOP, in other areas to include the testing of potable water, behavioral health and other public health concerns.

9. Nebraska Military Department (MIL)

Supports other agencies in containment/quarantine activities, traffic control, general security, transportation or other designated functions. A request for military support is outlined in each county's LEOP, Basic Plan, VI, J, 3.

10. Nebraska State Fire Marshal (NSFM)

Provides NIMS compliant Incident Management training to local responders, officials and animal care providers. The training also can address specialized topics such as cleaning and disinfection.

11. Nebraska State Patrol (NSP)

a. Coordinates with local law enforcement agencies in establishing or assisting with personnel, responders and site security and safety;

b. Coordinates with local law enforcement on travel into or out of movement control and quarantine zones;

c. Assists with traffic control;

d. Provides additional communications support with a mobile communications vehicle; and

e. Assists in the coordination of transportation of suspected diseased tissue samples to an appropriate diagnostic laboratory.

12. University of Nebraska System (UNS)

The UNS, through its various departments, campuses and affiliations, such as the University of Nebraska-Lincoln (UNL) Extension, provides:

a. Information regarding animal diseases, biosecurity, and plant/animal health practices;

b. Technical assistance in the incident planning process; and

c. Surveillance assistance in the prevention, response and recovery stages.

Various departments, such as the UNL School of Veterinary Medicine and Biomedical Sciences, may assist in animal disease diagnosis and provide laboratory services for analysis or pathology of animal samples. The UNL Veterinary Diagnostic Center (UNL/VDC) is a member of the National Animal Health Laboratory Network (NAHLN) and provides diagnostic support for animal disease diagnosis. The UNL Plant Pathology Department Plant and Pest Diagnostic Clinic and the Department of Entomology are members of the National Plant Diagnostic Network and provide diagnostic services to the State Plant Regulatory Official, for events involving plants or crops. The University of Nebraska Medical Center (UNMC) Nebraska Public Health Laboratory (NPHL) provides testing services on human specimens, when requested, during an event involving food, milk or dairy products.

B. FEDERAL AGENCIES

1. Lead Federal Agency (LFA)

The Lead Federal Agency, generally the USDA, or the FBI in a terrorist incident, may implement the National Response Framework which provides a mechanism for the organization, coordination and mobilization of federal resources to support state and local activities.

2. United States Department of Agriculture

a. The USDA, through its various national, state and local agencies' offices, will provide technical assistance during the planning phase and technical resources during the prevention, response and recovery stages of an incident. USDA will provide laboratory assistance in the identification of livestock and poultry FADs, and plant pests and/or diseases. Upon confirmation of a disease or pest, the USDA Secretary can issue an Emergency Declaration which will initiate an immediate response by other federal agencies and affected jurisdictions. The USDA Farm Service Agency may

administer the indemnification process to include the cost of animals and approved costs associated with an incident. Appraisal of animals to be euthanized, as well as other incident-related damages, may be done by USDA.

b. NDA and USDA-APHIS-VS will work collaboratively to determine and issue animal-related quarantines. The USDA will consult with state and local authorities regarding eradication activities. These include but are not limited to treatment or elimination and disposal of exposed or infected animals, cleaning and disinfection, transportation issues, records, public information coordination and required training for those involved in the eradication process.

c. NDA, in conjunction with USDA-APHIS Plant Protection and Quarantine (PPQ), will determine actions to be taken in the event of an emergency involving plants or crops.

3. United States Food and Drug Administration (FDA)

The FDA, through its various divisions, will provide technical assistance during the planning stage and technical and laboratory support during the prevention, response and recovery phases of a food or dairy incident.

4. Federal Bureau of Investigation

In the event that the emergency is the possible or confirmed result of terrorist activities, the FBI will be the lead agency related to the criminal investigation. The LEOP, Annex H, Appendix 1, Terrorism, details the role of the FBI, and its relationships with the affected jurisdictions.

5. Department of Defense (DOD)

The DOD has units trained and organized to respond to weapons of mass destruction/terrorists attacks. In such an event, the DOD may direct special operations in support of civil authorities in combating terrorism.

C. LOCAL/COUNTY AGENCIES

1. Local officials, elected and appointed, will be actively involved and local resources will be used in a response, following the guidelines and framework provided in this LEOP. Any or all local agencies may be involved and will, in general, assume their normal roles as defined in this Plan.

Counties are expected to provide the following support:

a. Provide assistance in identifying and locating livestock and poultry throughout the county;

b. Identify, operate and manage locations to temporarily house and care for livestock or poultry held in the county during a movement control situation;

c. Assist with cleaning and disinfection;

d. Provide traffic control support; and

e. Assist with local logistics.

The following agencies or entities may provide additional support during an agricultural emergency. The county role in a FAD or plant disease/pest incident will be a supporting role. The state, through NDA and in coordination with USDA, will provide incident command and will serve as liaison with other state and federal agencies to coordinate support.

2. Clay County Supervisors

a. Maintain direction and control of governmental activities;

b. Declare a county emergency through the normal process described in the LEOP; and

c. Provide local resources within their capability.

3. Clay County Clerk and Treasurer

a. Coordinates the documentation of all disaster related expenses such as personnel time, overtime, equipment usage, in-kind or stocked materials, etc.; and

b. Follows accepted accounting procedures. Each county or local agency will document its own disaster related expenses and make the data available as requested.

4. Clay County Sheriff's Office

a. Receives an early alert of an agricultural emergency from the Clay County EMA Coordinator when the situation warrants;

b. At the time of a FAD event, the Sheriff will become a member of the Clay County Unified Command structure for the event and assume the command position for local law enforcement functions;

c. Provides the initial incident security to personnel and the quarantine zone;

d. Provides communications support;

e. Coordinates local law enforcement response with support from the Nebraska State Patrol; and

f. Assumes other roles and responsibilities during a disaster which are outlined in other parts of this LEOP.

5. Clay County Emergency Management

a. Receives an early alert of an agricultural emergency, such as a suspected FAD, from NEMA or NDA should the conditions warrant;

b. Activates the county Emergency Operations Center to support state or local response;

c. Coordinates logistics and requests for additional support; and

d. Communicates with the chief elected officials and NEMA, advising them of local conditions and activities.

6. Clay County Roads Department

a. Assists with traffic control in and around any quarantine or movement control areas;

b. Supports law enforcement agencies in identifying the sustainability of roads and bridges necessary for re-routing traffic from the quarantine or movement control areas; and

c. Provides excavation and transportation equipment and operators to move soil, carcasses or debris as directed.

Their activities will be coordinated through the County EOC.

7. Clay County Fire Service/EMS

a. Provides assistance with cleaning and disinfection, hazardous material and fire protection as required by NDA and/or USDA; and

b. Provides EMS services as needed.

Mutual aid requests will follow normal processes as described in Annex F of the LEOP.

8. Clay County Public Health Department and South Heartland District Health Department:

   a. Supports the Nebraska Department of Health and Human Services and Voluntary Organizations Active in Disaster (VOAD) in providing overall leadership, coordination, assessment and technical assistance for public health needs in the event of a disaster or emergency;

   b. Provides assistance and epidemiology services in dealing with zoonotic (transmitted from animals to humans) diseases; and

   c. Performs other functions as described in Annex G of the LEOP.

D. OTHER AGENCIES and ORGANIZATIONS

1. Livestock Concentration Points

   Livestock concentration points include all livestock operations, auction markets, slaughter operations and private and commercial feedlots. These operations, in sizes from one animal to thousands, should develop livestock biosecurity plans which will be implemented during an emergency.

2. Volunteer Organizations Active in Disaster

   Various volunteer agencies coordinate the provision of food and temporary shelter on site, especially when an area is quarantined. See NEMA's Emergency Manager's Handbook for a list of participating agencies.

3. Associations (Trade, Professional, Marketing)

   Industry and professional associations, from international to local affiliates, are invaluable resources, providing membership lists, lists of resources such as equipment, stock holding locations, trained stock handling personnel, information about security and other technology that may impact planning, response, recovery and mitigation.

VI. ADMINISTRATION and LOGISTICS

A. ADMINISTRATION

A record of the costs and expenses incurred in the direct support of an emergency or disaster situation will be maintained by each jurisdiction and agency in the event reimbursement of claims is made available by state and federal agencies.

B. EXERCISES

All agencies with responsibilities outlined in this Appendix will provide annual training in regard to livestock and poultry emergencies. An orientation and/or tabletop exercise should be conducted annually to ensure adequate response to a threatened or actual outbreak of disease in a non-human population. The objectives for these exercises should be based on the policies and procedures identified in this Plan.

C. PLAN MAINTENANCE

The Clay County EMA Coordinator, with the assistance of a member of the LEDRS Veterinarian Corps, shall annually review this Plan and update the information based on input from the Plan's participating agencies.

LIST of ATTACHMENTS

Attachment#	Item	Page
1	Animal Disease Initial Response Plan/Chart	G - 45
2	Potential Animal Holding Areas	G - 53

FOREIGN ANIMAL DISEASE (FAD) INITIAL RESPONSE PLAN

This is a summary of the planned activities from the Emergency Support Function (ESF) #11 Annex of the State Emergency Operations Plan. This portion reflects only those activities at FAD Incident Severity Level 5: "A FAD is suspected or confirmed in Nebraska".

A FAD causing a Level 5 severity level is a highly contagious and/or economically significant foreign animal disease posing a serious threat to Nebraska's livestock or poultry industries, as determined by the State Veterinarian.

Many of the activities listed will happen simultaneously, although they are listed here sequentially.

An Agricultural Emergency Response to a FAD begins when a FAD is suspected.

A commercial producer or processor will most often notify a local veterinarian when unusual conditions or signs are recognized in a herd/flock. The local veterinarian will make an initial assessment. If a non-FAD condition is identified, normal animal health care practices are initiated. In some cases a National Animal Health Laboratory Network Laboratory (NAHLN), such as the University of Nebraska-Lincoln's (UNL) Veterinary Diagnostic Center (VDC) may receive samples that suggest the presence of a FAD.

If signs in the herd, flock or sample lead to the suspicion of a FAD, the following steps will be initiated:

I. STATUS INVESTIGATION

A. Either a NAHLN Laboratory analyzes an unusual or suspicious sample; or a local veterinarian, animal health technician or extension specialist, has been called to examine the animals in the flock or herd; and through the initial examination one of these professionals identifies a Nebraska Reportable Condition or otherwise suspects a FAD and will do the following:

   1. Contact the State Veterinarian at the Nebraska Department of Agriculture (NDA) 402-471-2351 or the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Veterinary Services (VS), Area Veterinarian in Charge (AVIC) 402-434-2300. In some cases the initial call will be to the closest NDA field veterinarian or animal health technician.

   2. NDA will advise the professional at the farm, or the producer directly on immediate herd health actions.

B. The State veterinarian and the AVIC will decide if the circumstances warrant the deployment of a Foreign Animal Disease Diagnostician (FADD) to site where the sample was taken or where the suspect animals were examined.

C. The FADD, if deployed:

1. Will travel to the site and conduct an investigation. The investigation will include preliminary epidemiological data gathering, examination of the suspect animals, taking samples, and submitting samples for laboratory confirmation according to protocol for the suspected disease.

2. Will report activities and situation to the State Veterinarian and the AVIC.

3. Will become the initial Site Incident Commander.

4. May implement local quarantine if necessary.

5. May request voluntary travel restrictions of individuals in incident area.

6. May request support from local emergency management (e.g., locating nearby animals, quarantine enforcement support, and cleaning, and disinfection support if necessary.

D. NDA, if the FADD identifies a “high suspicion” of a FAD:

1. Notifies the Nebraska Emergency Management Agency (NEMA), and NEMA:

   a. May assist in transporting samples to diagnostic laboratory.

   b. May activate the State Emergency Operations Center (SEOC) and implement ESF #11.

   c. Notifies the local Emergency Manager in the affected jurisdiction.

   d. Notifies the Nebraska State Patrol, which:

      i. May assist in transportation of samples to diagnostic laboratory.

      ii. May assist with local quarantine support.

2. Notifies Governor’s Office.

3. Coordinates incident site security, access control points and decontamination if local resources are unable to provide from local or mutual aid resources.

4. Notifies the Livestock Emergency Disease Response System (LEDRS) Veterinary Corps.

5. Activates NDA Command Center.

E. USDA:

1. Performs diagnostic testing and disease confirmation.

2. Informs FADD, State Veterinarian and AVIC of test results.

II. DIAGNOSTIC RESULTS

A. If results are negative for a FAD

1. FADD informs local producer, processor and veterinarian routine and ordinary veterinary procedures implemented.

2. NDA notifies the Governor's Office and NEMA, who in turn notifies the local Emergency Manager.

3. Incident response is curtailed.

4. Local agency maintains activity log and tracks expenses.

B. If results indicate a presumptive positive or confirmed positive for a highly contagious or economically significant FAD, the following events will occur:

1. For a confirmed positive USDA will:

a. Notify the FADD, NDA, State Veterinarian and AVIC.

b. Notify all State Veterinarians and all federal AVICs.

c. Activate the National Animal Health Emergency Management System.

d. Declare an "Emergency" or "Extraordinary Emergency"; if necessary and evaluates the need for Presidential Declaration.

e. Provide technical advice, supplies and personnel to support NDA.

2. For a presumptive positive, most likely identified by a NAHLN laboratory (i.e., UNL/VDC), the laboratory will:

a. Notify NDA and the State Veterinarian.

b. Submit the sample to the appropriate USDA Foreign Animal Disease Diagnostic Laboratory (FADDL) for confirmatory analysis.

3. In either of the above cases, presumptive or confirmed FAD in Nebraska:

NDA will:

a. Notify the Governor's Office and NEMA.

b. Send a representative to the SEOC to serve as the Emergency Support Function (ESF) #11 Coordinator.

c. Establish quarantine zones.

d. Issue "Stop (Animal) Movement Orders" (an embargo or import order to restrict animal transport either intra or interstate).

e. Activate LEDRS.

f. Confer with State Veterinarians in surrounding states.

NEMA will:

a. Activate the SEOC and ESF-11, if not already activated.

b. Establish an appropriate Incident Command structure.

c. Notify additional agencies for support.

d. Advise the Governor's Office for the need for a State Emergency Proclamation, and to request a Presidential Declaration.

e. Coordinates with local emergency manager, gathers information for analysis by NDA.

f. Coordinate with other local, state, federal agencies.

g. Establish a Joint Information Center (JIC), if not already activated.

The Governor will:

a. Notify governors of surrounding states.

b. Issue disaster proclamations.

c. Consider the need for issuing a "Stop (People) Movement Order" (an embargo or import order).

d. Monitor and assign state resources for import/export restrictions.

I. LOCAL JURISDICTIONS

A. County with “High Suspicion” FAD – Local Emergency Manager

1. Is notified by NEMA.

2. May open the emergency operations center (EOC).

3. Reviews and readies to implement FAD section of the local emergency operations plan (LEOP) and Agricultural Monographs from NDA.

4. Notifies local resources, such as local law enforcement.

5. Establishes site security.

6. Establishes access control points.

7. May establish cleaning, disinfecting and decontamination stations for vehicles and personnel; is advised by NDA and the Nebraska Department of Environmental Quality (NDEQ).

8. Prepares to support the identification and location of susceptible species throughout the county.

9. May notify the Chief Local Elected Officials and request a County Declaration.

10. Maintains activity log and tracks expenses.

B. County with “Confirmed FAD” – Local Emergency Manager

1. Activates EOC, reviews and implements LEOP and the appropriate Agricultural Monographs from NDA.

2. Activate county temporary animal housing locations.

3. Prepares to support the identification and location of susceptible species throughout the county.

4. Notifies Chief Elected Officials and asks for County Declaration.

5. Informs producers/processors through local network of University Extension agents.

6. Coordinates with Voluntary Organizations Active In Disasters (VOAD) in support of mass care.

7. May request mutual aid from other counties.

8. Maintains activity log and tracks expenses.

9. Facilitates Law Enforcement and Fire Service to assist in quarantine, traffic control, cleaning and disinfection, and restricting access in/out of the area.

10. Confers with Nebraska State Patrol.

C. All Counties affected by a “Stop Movement Order” – (an embargo or import order) will:

1. Activate the county LEOP and appropriate NDA monographs.

2. May activate EOC.

3. Maintains activity log and tracks expenses.

4. Informs producers/processors through local network of University Extension agents.

5. Activate the county temporary animal holding areas.

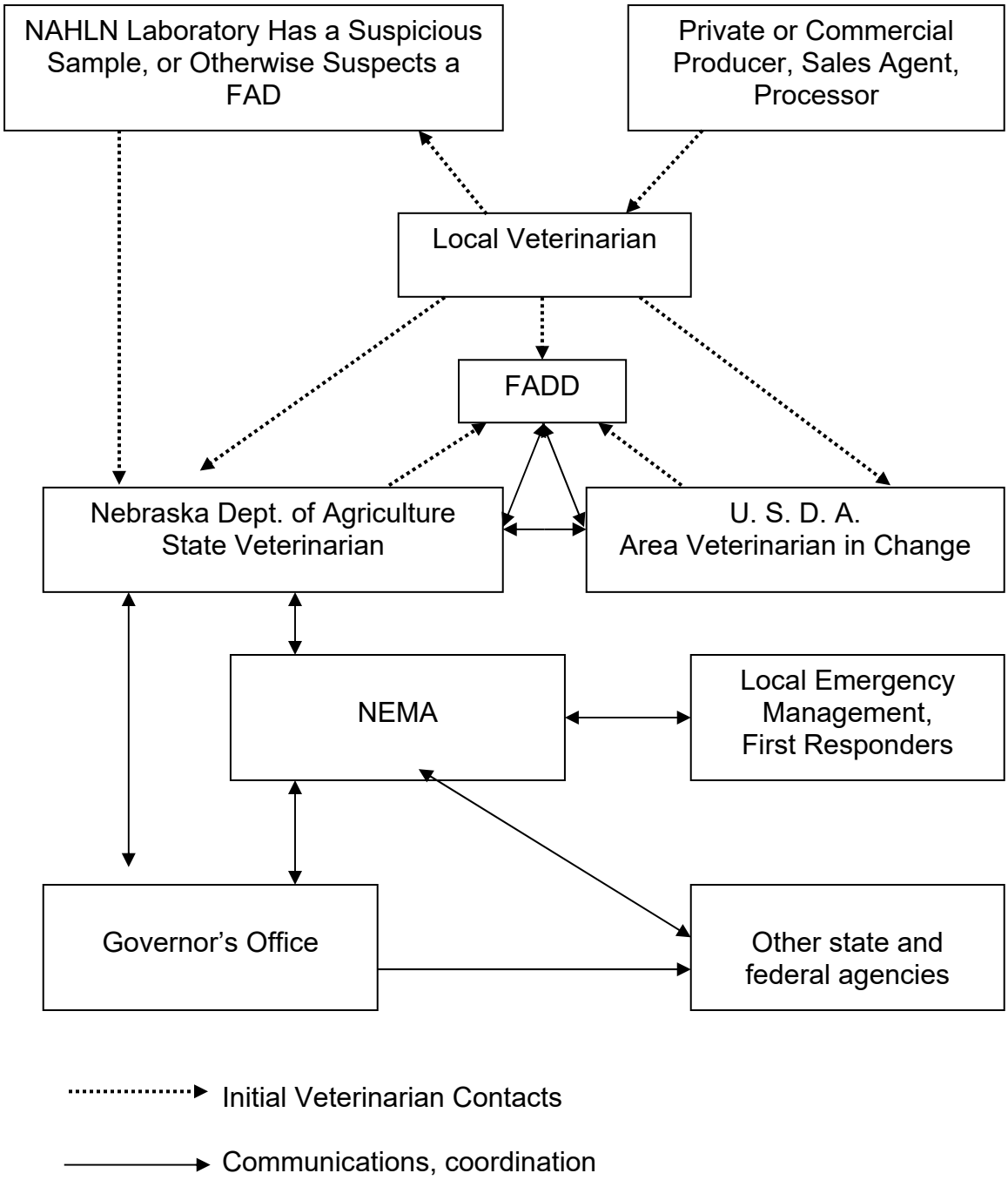
6. Coordinate with local law enforcement regarding where animals are being held in the county.

7. Confers with Nebraska State Patrol.

8. Confirms with NEMA that “Stop (Animal) Order” is in effect.

AGRICULTURAL DISEASE INITIAL RESPONSE PLAN

Initial Phase: Suspected or Confirmed Contagious Animal Disease



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CLAY COUNTY

MASS FATALITY

PLAN

PURPOSE

A. General

1. The purpose of this section is to assign responsibility for the activities involved in a catastrophic disaster which may exceed the local resources for handling fatalities. The plan provides a structure for coordination and communication among multiple emergency medical agencies and other organizations providing prehospital emergency care in boundaries of the County. The plan seeks to maximize existing resources of emergency medical agencies and hospitals.

2. There are three major operational areas in a mass fatalities incident response:

- **Search and Recovery**
- **Morgue Operation**
- **Family Assistance**

3. Search and Recovery (S&R) simply stated, search and recovery normally involves locating and removing at least: bodies, body parts, and personal effects. A good S&R team will document everything found at the disaster site, as it may help in the investigation and in the morgue operations. A good policy is to treat every site as a crime scene, until the Clay County Attorney/medical examiner/ coroner says differently. As a rule of thumb search teams systematically search and mark where bodies, body parts, and personal effects are located with either pin flags, stakes, paint, etc. A team member will assign a number to that particular finding. They log each finding on a grid chart, photograph it and move on until the search is completed.

4. Recovery starts after the search of an area is complete. Bodies and body parts must be treated with dignity and respect at all times. Each finding should be tagged with the number assigned by the search team. Bodies and body parts should be placed into a body bag or acceptable substitute. A tag with the same number as the finding inside the bag will be placed on the outside of bag. The body bag should be removed from the scene and taken to a location designated by the Clay County Attorney/medical examiner/ coroner. Personal effects found on the body should not be removed from the victims at the scene. If weathering may be a problem, the personal effects can be wrapped in plastic and affixed to the body or body part. Victim identification is a function the morgue operations, not the search and recovery team.

5. **Morgue Operations:** Depending on the size and nature of the incident, the Clay County Attorney/medical examiner/coroner will determine where to establish an incident morgue site. The site may be in the existing morgue for that geographical area or it may be a temporary incident morgue site in another location such as a vacant building or fair ground building. School gymnasiums should not be used, particularly when school is in session. The Clay County Attorney/medical examiner/coroner should lay out the morgue operation site considering the physical condition of the victims, the number of victims, and the number of personnel needed to perform such morgue functions as administration, logistics, refrigeration, and operations. The operational areas can include areas for receiving, photography, X-ray, personal effects, anthropology,

dental, fingerprinting, pathology, storage, and shipping. In some cases an area for embalming may be desirable.

6. The main purposes for the morgue are to determine the cause of death and identify victims. The use of highly skilled professionals for each of the morgue operational areas is important. Post mortem records will be completed for every body and body part as they are processed through each of the operational stations. Post mortem records include personal effects, photography, radiographs, anthropology, fingerprints, and dental and pathology reports. The post mortem records will be compared to the ante mortem (pre-death) records obtained from the victim's family and other sources such as fingerprint repositories and hospitals. Personal effects, such as driver licenses found on the victim or statements of recognition, should not be used as positive identification, but rather tentative identification. Positive identification is a responsibility of the medical examiner/coroner. After identification is established, the medical examiner can release the body and/or body parts based on the desires of the "next of kin".

7. **Family Assistance Center (FAC)** The family assistance center is one of the most sensitive operations in a mass fatalities event. Its purposes are:

• To provide relatives of victims with information and access to services they may need in the days following the incident

• To protect families from the media and curiosity seekers

• To allow investigators and the medical examiner/coroner access to families so they can obtain information more easily

8. An FAC should be established quickly, in an area such as a community center, school, or church. The area selected should be secured, in order to give privacy to the families. Regular briefing by the Clay County Attorney/medical examiner/coroner or his/her representative will help keep the families informed as need or time dictates. Meeting with the families on an individual basis early on makes it possible to start the process of collecting ante mortem records for use in the morgue operations. The FAC has become so important that federal law recommends one to be established whenever a major aviation disaster occurs. Staffing for the FAC is important. Grief counselors - metal health professional/clergy/Red Cross trained mental health first aid workers/school counselors should be available. Funeral service personnel are good at working with grieving families. Translators may be necessary when working with families from foreign countries.

9. There are many volunteer organizations and community businesses able to assist the medical examiner/coroner during a mass fatality incident response.

B. Responsibilities

1. Clay County Attorney--The Clay County Attorney is responsible for establishing the cause and manner of death for the purposes of identifying the deceased and issuing death certificates. State/local statutes specifically define his/her role but he/she may choose to appoint a medical examiner/coroner to handle his/her responsibilities. The Clay County Attorney or his appointed medical examiner/coroner will provide oversight and coordination of resources to accomplish the recovery and identification of the deceased. 8 Initial considerations include:

a). Preparing Temporary morgue/autopsy facilities. Staffing & Equipping facilities such as vacant building or fair ground building, etc. During a mass fatality incident, it may be necessary to identify a centrally located Incident Morgue. An Incident Morgue is the location where victims are identified, cause of death is determined, property is identified and secured, and disposition decisions are made. Local funeral homes and other private funeral services may be able to provide temporary holding facilities until the victims can be transferred to the Incident Morgue. Refrigerated trucks may be required to serve as cold storage facilities at the Incident Morgue location.

2. Victim Identification--Identifying the deceased. The Clay County Attorney or his/her appointed medical examiner/coroner will establish the identity of the deceased using the following methods:

a) **Presumptive**.
1) Direct visual or photographic identification of the deceased if visually recognizable.
2) Personal effects (e.g., wallets, jewelry, etc.), circumstances, physical characteristics, tattoos, and anthropologic data.
b) Confirmatory.
c) Fingerprints (including hand, toe, and footprints if indicated).
d) Odontology.
e) Radiology.
f) DNA analysis.
g) Forensic anthropology.

3. Establishing security and credentialing system. Set up a security perimeter (using cones, ropes, tape, etc.). B. Establish staffed entry/egress points.
a) Restrict access (e.g., to the media, bystanders, and nonessential personnel) into and out of the scene and secured areas through the security perimeter.
b) Issue site-specific identification badges (for the FAC, temporary morgue, etc.) if possible.
c) Maintain and update access logs/databases.
d) Brief/debrief personnel when entering or leaving the staging areas.
e) Remove unauthorized personnel from the scene.

4. Establish staging areas:
a) Parking area (for emergency response vehicles).
b) Media staging area (for releasing information to the public about the incident).
1) A death scene should always be treated as a crime scene. The scene should be maintained and minimally disturbed during the removal of survivors. No property, body parts, or other items will be removed unless they can be positively identified and/or are critical to the full recovery of a survivor in which case they may be

transported to the hospital with the victim. Once all survivors have been removed, the incident scene will be secured and access restricted to facilitate further investigation and removal of decedents.

2) A two-zone perimeter should be established with the inner perimeter designated to include all areas in which victims, evidence or property may be found. Entry into the inner perimeter must be strictly controlled and documented and should be limited to those personnel authorized by the Clay County Attorney. Entry into the inner perimeter should be by specific identification only and should be documented on an individual level. An outer perimeter should be immediately established at the maximum distance from the incident that can be secured. The outer perimeter can always be moved in, but it's very difficult to move it back if it is established too close. No one other than assigned emergency workers should be allowed within the outer perimeter.

5. Contamination—Defining and determining procedures for handling chemically or radiologically contaminated bodies and limiting further contamination. The transportation of remains from the scene to the morgue. Because of the possibility of contact with body fluids, all mass fatality scenes will be treated as biohazard sites. The Incident Commander must take all precautions for infectious disease control. This must include the requirement for proper personal protection equipment for all personnel working within the inner perimeter and establishment of a system for decontamination of workers, equipment and supplies.

6. Forensics-Determining the need for a forensic pathologist to provide technical expertise depending on the nature of the incident. : In a mass fatality incident, the forensic anthropologist assists in the recovery, sorting, analysis, and identification of remains. Specifically, with regards to the identification of human remains, the forensic anthropologist will:

a) Provide information concerning the biological characteristics (e.g., age, sex, race, and stature) of the deceased.

b) Assist the medical examiner/coroner in determining the circumstances surrounding the death of the individual.

c) The forensic anthropologist will assist with the recovery, analysis, and identification of the remains.

7. Notification-- The medical examiner/coroner is responsible for the medico-legal investigation of the incident. A mass fatality incident does not diminish this responsibility. The office of the medical examiner/coroner will be in charge of the documentation, examination, identification, disposition, and certification of all remains as well as morgue operations. Additional assistance from other organizations and agencies is subject to the discretion and approval of the medical examiner/coroner.

a) Confirming the identity of the deceased is critical to the death investigation.

8. Proper identification is necessary to notify the legal next-of-kin, resolve estate issues and criminal/civil litigation, and issue death certificates.

9. Resource Management--The magnitude of a mass fatality incident may exceed the local capabilities and resources. If this happens, the County Coroner should immediately begin contacting the County Emergency Manager for federal, state, and local agencies support. These agencies will assist with recovery and identification operations and provide administrative support. Depending on the nature of the incident, agencies (e.g., the National Transportation Safety Board and the Federal Bureau of Investigation) will respond immediately to the scene of the incident.

. Federal/national resources.
Federal Emergency Management Agency (FEMA).
Urban Search and Rescue (USAR) Teams.
National Transportation Safety Board (NTSB).
Disaster Mortuary Operational Response Team (DMORT)

DMORT is a federally funded team of forensic and mortuary personnel experienced in disaster victim identification. DMORT provides a mobile morgue, victim identification and tracking software, and specific personnel to augment local resources. DMORT is part of the National Disaster Medical System, a division of the U. S. Department of Health and Human Services.

- The DMORT portable morgue requires a building for morgue operations. This guide lists potential disaster morgue sites capable of housing the DMORT.

- The federal government pays for travel, lodging, food, salary, and other expenses of DMORT personnel, except in the case of an activation under the Public Health Act.

- The DMORT team supports the local medico-legal authority by providing expertise, personnel, supplies, and equipment. The responsibility for assigning the cause and manner of death, signing of death certificates, and death notification remain with the local authority. All records created by DMORT will be left with the local authority. DMORT will provide identification reports and a computer program documenting the information collected during their response.

- The DMORT Family Assistance Center team provides assistance in the organization and operation of the Family Assistance Center.

- If a DMORT team member is activated from your agency to work at a disaster, that employee should present a copy of their travel orders to you as proof of activation.

DMORT can be activated by four methods:

C. Federal Disaster Declaration**.**
The Federal Response Plan dictates how federal agencies respond following a disaster. A request for DMORT assistance must be made by a local official through the state Emergency Management Agency, who will then contact the regional office of the Federal Emergency Management Agency (FEMA). Based on the severity of the disaster, FEMA can ask for a presidential disaster declaration, allowing the DMORT team to be activated. This process can take 24-48 hours.

D. Aviation Disaster Family Assistance Act.
Under this federal act, the National Transportation Safety Board (NTSB) can ask for the assistance of DMORT. The act covers most passenger aircraft accidents in the United States and U.S. territories. The NTSB coordinates with the local medico-legal authority to assess local resources and capabilities, and can activate DMORT upon the request of the local authority.

E. U.S. Public Health Act
Under the U.S. Public Health Act, the U.S. Public Health Service can provide support to a state or locality that cannot provide the necessary response. Under this act, the state or locality must pay for the services of DMORT, including salary, expenses, and other costs.

F. Memorandum of Understanding with Federal Agency
The DMORT may be requested by a federal agency to provide disaster victim identification. Under this mechanism, the requesting agency must pay for the cost of the DMORT deployment. As an example, following the crash of United Airlines Flight 93 in Pennsylvania on September 11, 2001, DMORT was activated under an MOU with the FBI.

Other DMORT issues: Normally, DMORT requires 24-48 hours to become fully operational.

State/local resources (Clay County Attorney).

Nebraska State Patrol Crime laboratories.
Nebraska Emergency Management Agency/Clay County Emergency Management offices.
Greenlief Training Site-National Guard and/or Nebraska National Guard
Nebraska Departments of Roads.

Other.

Private resources.
Non-profit organizations.
State funeral directors' associations.
State dental associations and identification teams.
Transportation companies.
Private disaster response companies. Private forensic laboratories.

Educational institutions.
University of Nebraska at Lincoln
University of Nebraska at Kearney

G. Reporting - The Clay County Attorney will report pertinent information to the EOC. This will include information such as number of casualties, facility damage observations and other pertinent data.

H. Mortuary Services

1. Establishing morgue operations during a mass fatality incident may require expanded operations. The Clay County Attorney is usually responsible for coordinating logistical requirements to support sustained operations in an orderly environment. Consider the following functional areas in order to sustain the morgue operations from intake to release/disposition:

   Coordination of Local, state and federal agencies may be requested to support local mass fatality operations.

   Outside Assistance--Outside agencies are expected to utilize the incident command system and to acknowledge and work within the local incident command structure in place.

I. Support

1. The Clay County Attorney may call on several area facilities, departments, agencies and individuals for support. These may include dentists, law enforcement agencies, military, National Guard Units and other volunteer organizations. The request for additional resources will go through the Incident Commander or Clay County Emergency Manager and EOC if it is activated.

J. Critical Resources

1. Each agency participating in a mass fatality response will provide the Incident Command Team with an accurate detail description of capabilities and resources available to support such an incident.

Evaluation and Corrective Action

1. Agency assigned responsibility for activities in a mass fatality incident are responsible for the identifications of shortfalls and capabilities, and the evaluation of abilities related to a response to a mass fatality incident. When feasible, strategies may be developed to overcome shortfalls and to enhance capabilities.

2. The County Emergency Manager is responsible for assessing overall capabilities and shortfalls of a mass fatality response in the County. When feasible, strategies may be recommended to overcome shortfalls and to enhance capabilities.

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Clay County Pandemic Plan

II. Community Preparedness Leadership and Networking

A: Local Pandemic Preparedness Coordinating Committee and Basic ideas that went into the plan.

Clay County, under the guidance of South Heartland District Health Department, chose to use its Local Emergency Planning Committee as the core guiding body for pandemic preparedness. This group is well diverse in its membership, and has a stated purpose of emergency planning. For the initial planning meeting, Clay County Health Department, local clinic personnel, school officials, elected officials and interested community people were invited. The initial plan was used for discussions and resulted in a decision that in Clay County we should start from the bottom-up (each local city/village) to do our planning since we did not have a hospital and hospital staff in the county to lead our efforts. It was decided that Bob Rose, Edgar Emergency Manager and Janis Johnson, Director of Clay County Health Department would be Co - Chairs of the Committee, as they had been the leaders in writing the initial plan and in the response to H1N1 Pandemic in 2010. Ideas from
the pandemic training specialist training sessions held in connection with the original plan on defining pandemic flu, the possible resulting problems and information on the Avian Flu as it now exists l\plus lessons learned in the 2010 H1N1 Pandemic were used as guidance for the updating of the plan.. The services necessary and personnel available at each town were then included in the county preparedness plan.

B. Essential Services

As outlined in the initial plan and carried over for this one, the county level positions of emergency management, law enforcement, dispatch, county health department, some county roads personnel, medical clinics staff, and minister/counselors were defined as essential. Minority involvement and also limited elected official services were added to the possible essential services needs. The bottom-up approach led us to start with fire, rescue, law enforcement and emergency management from each community. Each town was to pick others critical to the maintaining of services necessary in their town. This group could include, but is not limited to: public works, utilities, groceries, postal employees, gas station operators, bankers and delivery. Edgar, Harvard, and Sutton also designated limit essential staff for nursing homes in their city, as well as minority assistance in Harvard. Seasonal workers, elected officials, people with essential services from other counties could be added as situation and time of year dictate.

GROUP I: Beginning numbers for Clay County show a population of 6,542 in the 2010 Census. If Clay County was to receive 20% of its population getting vaccine or anti-viral medication that would be 1308 doses. 300 doses or 4.6% of the population are defined as providing essential services as indicated by the following number of essential service providers, identified as Group I:

>LAW ENFORCEMENT: Sheriff's Department - 7; Edgar PD - 1; Harvard PD - 2; Sutton PD - 2
>DISPATCH: Dispatchers - 6
>HEALTH DEPARTMENT: Clay County - 3
>EMERGENCY MANAGEMENT: Clay County - 1
>CLINICS: Clay Center -3; Edgar -3; Harvard - 3; Sutton ML - 3; Sutton H - 3
>FIRE/EMS/EM: Clay Center - 15; Edgar - 15; Fairfield - 15; Glenvil - 15; Harvard - 15; Sutton - 15; Trumbull - 4
>ESSENTIAL FOR COMMUNITY: Clay Center 10; Edgar 10; Fairfield - 10; Glenvil - 10; Harvard - 10; Sutton - 10; Trumbull - 8; Deweese - 2; Inland - 2; Ong - 2; Saronville -2
>NURSING HOMES: Edgar Staff - 12; Harvard Staff - 12; Sutton Staff - 12
>MINORITY: Harvard - 5
>SPECIALITY: Licensed Nurses not employed - 8; Vets - 4; Minister/counselors - 10;
>MASS FATALITY: Edgar Funeral Home - 3; Sutton Funeral Home - 3
>NEEDED FOR SPECIALS TIME OF YEAR: Whomever is identified - 27

GROUP II: Of the remaining 1008 doses, we are designating Group II: 600 for families of the above identified providers with each providers being able to have two (2) additional doses set aside for family members.

GROUP III: The remaining 408 doses would be set aside for Group III: people who are ill with the disease or to the identified target group of people by SHDHD/CDC.

C. Mutual Aid and Memorandums of Understanding

South Heartland District Health Department, which has Memorandums of Understandings (MOUs) with various entities, including hospitals, printing companies, transportation services, trucking services, communications services, schools, adjacent health departments and Tri-Cities Medical Response System will be called upon and utilized as needed. We look for SHDHD to help us, through their local, state, and federal contacts to establish a system where postal employees can hand over medicine to our essential personnel for individual delivery to needy people. Food, fuel, and other defined requirements for individual and community survival will come from other government level providers.

We anticipate SHDHD will supply our local responders and businesses of supplies available for pre-stockpiling. Clay County Health Department has stocked a limited amount of supplies, N95 Masks have been stocked at Edgar Fire Department and mass response capability equipment is carried on Edgar Rescue Truck and the possible priority use will be determined by the Committee at a meeting held to determine action to be taken on an individual event basis. We have built an everyday communications system between emergency management, fire, rescue, law enforcement and the health department and we believe this will serve us well in an emergency as well. The health department as lines of communication established between themselves and schools, clinics, and some businesses. This should also serve us well in time of emergency.

Licensed nurses not regularly employed have been identified.
Fair Board has given permission to use new building on Fair Grounds during emergency.
Clay County Health Department has MOU for use of isolate build at MARC.
Mass causality equipment has been acquired and is in place for use.
Other documents for other emergency will be utilized as needed.

D. Demographics

SHDHD has age breakdowns for Clay County for NHHSS use in allotting numbers of vaccines and/or anti-virals. Clay County has similar numbers for each zip code in the county.
Schools have plans sent to them by SHDHD.
Nursing homes are included previously.
The special non-English speaking population has been singled-out for training identified best for them. Leaders of this group and/or agencies dealing with the group have been identified, and will be counted on during emergencies.
Lawlessness caused in part or in full by the conditions dictated by the emergency are a concern we have and with low numbers of law enforcement officers in Clay County, still remains as an unsolvable problem at this time, but hopefully the SRT will provide some leadership in solving this problem..

E. Behavioral Health

Clay County has identified minister/counselors for other times of emergencies and also during mass vaccination clinics. These professionals will be used in a similar manner during this emergency and they have been identified as essential. The new Red Cross mental-first aid trained people in Clay County will be included as need and ability dictate.

F. Response Activation

The Director of South Heartland District Health Department will advise as to the level of activity that is needed. County Board Chair, City Mayors and Village

Board Chairs can declare a local State of Emergency if it hasn't been done at a higher level. This process will open the door for the response needed locally.

G. Response Communications & Risk Communications

SHDHD will use it's PIO to send out detailed health related information in both English and Spanish. A Joint Information Organization/Area Command approach will be used at the local level.

H. Legal Authorities

Legal authority during emergencies has been defined in the Clay County LEOP and additional items that need expanding on, such as Isolation, Quarantine, and Social Distancing will be added as they are adopted by the Clay County Board of Supervisors as advised by SHDHD. Unified Command has been defined in the Clay County LEOP and the combined services of public health, law enforcement and emergency management will work together with the Co - Chairs and the Pandemic Committee and Essential Services Personnel in implementing local and/or state statutes.
Social distancing will be used by schools and limiting mobility of the population during this emergency and is the basis for identifying services needed and that will be supplied during this emergency..

I. Volunteers

Our major response group is volunteers and other anticipated volunteers are listed in other parts of this plan.

J. Mass Fatality Response

A Protocol which sets the County Attorney or his designee as responsible for this section has been written.

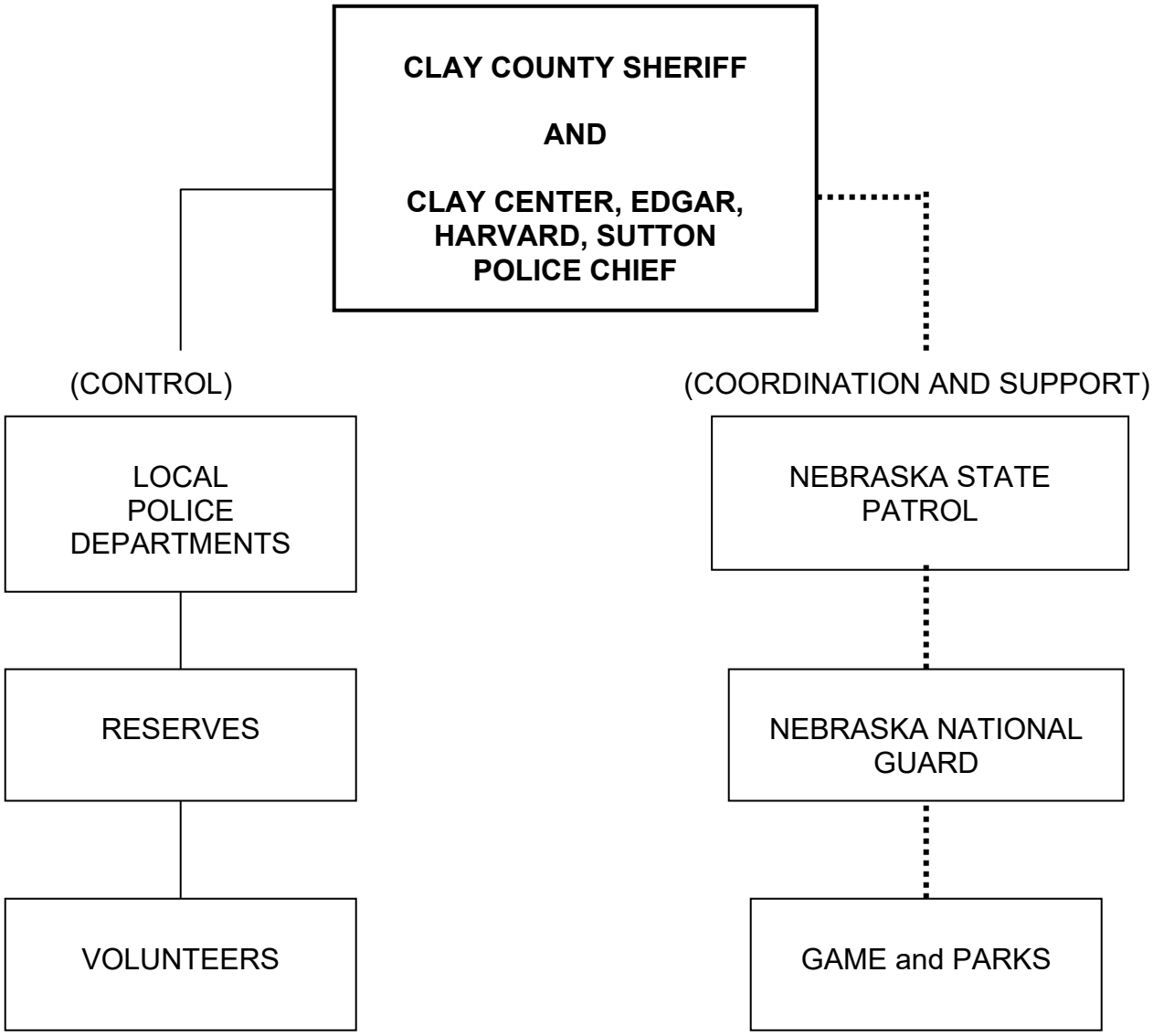
K. Continuity of Operations

This is addressed in our LEOP and has been identified and we hope to strengthen it by ongoing planning. Government, utilities, essential services, and economic necessity and potential problems have been identified for target continuation.

III. Response Activities for Each Pandemic Phase

Clay County will follow the "Draft" Guidelines of SHDHD in this matter as best we can as adopted by the Planning Committee at their initial meeting at the on-set of an event. Time of emergency conditions and available quantities of products will dictate the level to be followed.

LAW ENFORCEMENT



STATE SUPPORT:
Emergency Support Functions:
#5: Emergency Management,
#13: Public Safety & Security
#15: Military Support

Lead Agencies:
Nebraska Emergency Management Agency,
Nebraska State Patrol,
Nebraska National Guard

LAW ENFORCEMENT

I. PURPOSE

This Annex assigns responsibilities and provides coordination guidelines between the law enforcement agencies operating during disasters to ensure the safety of all citizens in Clay County, to maintain law and order, protect public and private property, and provide protection for essential industries, supplies, and facilities.

II. SITUATION

During disasters, law enforcement agencies will need to expand their normal operations to provide increased control, protection, and security. Mutual aid, state and federal law enforcement agencies may be available to support local law enforcement. There are 5 law enforcement agencies in the county (Attachment 1).

During threats or incidents of terrorism, the roles and responsibilities of the law enforcement agencies are detailed in the Terrorism Appendix 1 of this annex.

III. ASSUMPTIONS and PLANNING FACTORS

Local law enforcement activities will increase significantly during disaster operations. Additional law enforcement resources and services may be available through existing law enforcement agency mutual aid agreements. If local capabilities are overwhelmed, outside support may be obtained from state and federal law enforcement agencies. Areas that may require support are:

A. Traffic and crowd control,

B. Evacuation,

C. Search and rescue operations,

D. Security,

E. Acts of terrorism or other federal crimes,

F. Civil disobedience,

IV. ORGANIZATION / RESPONSIBILITIES

The Clay County Sheriff and Clay Center, Edgar, Harvard, and Sutton Police Departments are responsible for law enforcement within their respective jurisdictions. Troopers from the Nebraska State Patrol are available to support local law enforcement requirements. Nebraska National Guard units are available to provide support subsequent to a Governor's Disaster Proclamation. Jurisdictional law enforcement responsibilities are:

A. Clay Center, Edgar, Harvard, and Sutton Police Departments

1. Maintain law enforcement in their jurisdictions.
2. Participate in evacuation procedures and special contingency planning.
3. Maintain records of disaster related costs.
4. Establishes mutual aid agreements with adjacent jurisdictions.

B. County Sheriff

1. Directs the County Sheriff's Office.
2. Coordinates search operations with fire/rescue and emergency management in Unified Command.
3. Establishes mutual aid agreements with adjacent jurisdictions.
4. Coordinates evacuation procedures and special contingency planning with local law enforcement.
5. Maintains records of disaster related costs.

C. Nebraska State Patrol

1. Performs law enforcement activities within the county in accordance with responsibilities assigned by State Statutes.
2. Participates in evacuation procedures and special contingency planning.
3. Maintains records of disaster related costs.
4. Coordinates Nebraska State Patrol operations with the county. The State Patrol may set up its Mobile Command Post, if needed.

D. Game and Parks provides law enforcement in state parks and recreation areas and may assist county law enforcement agencies.

E. Other Support:

1. Reserve/Auxiliary Training: both the County Sheriff and the Sutton Police have reserve law enforcement personnel who are qualified and will be used.

2. Volunteers: if utilized, will assist law enforcement personnel as directed.

3. Nebraska National Guard: Under disaster emergency conditions proclaimed by the Governor, the National Guard assistance may be requested through the Nebraska Emergency Management Agency. Mission support provided to law enforcement includes:

   a. Security of disaster area.

   b. Search and rescue operations.

   c. Assist law enforcement resources during evacuation activities.

   d. Providing transportation and communications resources.

   e. Traffic management, including roadblocks.

   f. Providing aerial reconnaissance of disaster areas.

   g. Assisting with crowd control and riots.

   h. Providing support during acts of terrorism.

V. CONCEPT of OPERATIONS

A. General

Emergency law enforcement operations will be an expansion of normal operations and responsibilities. Each law enforcement agency is responsible for providing law enforcement for its jurisdiction. Upon request, they may assist in similar functions outside their jurisdictional area.

B. Coordination

1. In an event involving a number of individual law enforcement agencies, it will be the responsibility of each agency chief to ensure that effective coordination and cooperation between agencies is accomplished.

2. If the Emergency Operations Center (EOC) is activated, the affected jurisdiction's law enforcement chief will have the responsibility of advising and making recommendations to the Executive Group.

C. Warning

Law enforcement personnel may support warning procedures by using emergency vehicles with sirens and public address systems to ensure notification of all residents in an affected area.

D. Traffic and Crowd Control

Law enforcement agencies have the major responsibility of providing traffic and crowd control to ensure a safe and orderly evacuation of the disaster area.

1. Law enforcement units will be located at traffic control points on streets and roads designated as evacuation routes.

2. Where possible, evacuation routes will be confined to all-weather roads to provide easy accessibility and minimize the possible effects of inclement weather on evacuation operations.

3. Emergency routes will be designated as necessary. The law enforcement chief or the Executive Group will issue directives banning parking on emergency routes.

4. The law enforcement PIO, in coordination with the EM and PIO, will release evacuation information and instructions on a scheduled and timely basis.

5. Spontaneous evacuation from the hazard area can be anticipated prior to an order for evacuation.

E. Security and Access Control

Individual jurisdictions will maintain regular security protection. Law enforcement personnel will establish and enforce policies and procedures for movement in restricted disaster areas.

1. Security

a. Security will be provided by the law enforcement agency having primary jurisdiction.

b. A security guard may be posted to prohibit unauthorized personnel from entering the EOC.

c. The Chief Executive may declare a curfew.

d. Law enforcement personnel will provide security for emergency response forces during disaster operations and establish a secure cordon around the disaster site(s).

2. Access Control

a. Members of the EOC Staff will coordinate emergency worker identification requirements with law enforcement officials.

b. Access Control Points will be used to manage access to the disaster area.

c. Other than immediate response emergency personnel, entry into a disaster area will be controlled by a pass system.

d. If a segment of the population is evacuated, control points will be established on routes providing access to the evacuated area. Operational responsibility will be coordinated among the various law enforcement agencies.

3. Passes and Identification

a. Clay County Emergency Management personnel will provide local government emergency response identification cards/passes. Possession of this card permits full-time entry into restricted disaster areas.

b. The Emergency Management Director or Clay County EMA Coordinator will determine the need and issue volunteers identification cards/passes.

c. City employees are issued permanent identification cards by the Clay Co. EMA Coordinator with the authority of elected officals. Possession of this card will permit access to restricted areas within the city.

d. Local government personnel not issued permanent identification cards will be issued the cards on a temporary, as-needed basis by the appropriate Emergency Management Director or Clay Co. EMA Coordinator.

e. Media personnel within the county are provided with identification cards by their individual agencies. Except for unusual circumstances, these identification cards will be recognized for entry into restricted areas.

F. Search Coordination

Law enforcement officials are responsible for the coordination of search efforts involving:

1. Lost or missing persons,

2. Fugitives,

3. Bomb threats.

G. Extended Disaster Operations

1. All law enforcement personnel in the county may go on full time status with 12-hour shifts to maintain a 24-hour capability. An exception will be individuals who are considered by the Executive Group to be key personnel in other areas.

2. Mutual aid information may be coordinated through the EOC by the law enforcement chiefs.

H. Damage Assessment

Law enforcement agencies will support damage assessment by providing an initial definition of the disaster area. They will maintain security of all the damaged areas and the essential facilities. This may include cordoning the disaster site.

I. Radioactive Materials Incident/Accident

Each law enforcement chief should select personnel to be trained in both radiological monitoring equipment operation and agency emergency response procedures.

J. Hazardous Materials Incident

In the event of a hazardous materials incident, the Sheriff, each Police Chief, and the Troop Commander, Nebraska State Patrol will ensure that personnel are selected and trained to respond in accordance with the standards set by their agency in compliance with OSHA and EPA regulations.

K. Prisoners

1. On a day-to-day basis, the jail population of the county is transported to and confined in Clay Center, Nebraska. The facility has the capability to house 12 prisoners. If a need arose to temporarily control a group of riotous or rowdy persons exceeding the capacity of the jail facility, the

County Sheriff would be responsible for selecting a temporary control area.

2. The protection or evacuation of the prisoner population is the responsibility of the jurisdiction. If prisoners need to be re-located, they will be moved to the closest Jail Facility in the region.. The Facilities in Hastings, Grand Island, Red Cloud, and Lincoln will be used if additional space is needed.

3. Transportation requirements will be coordinated through the Clay County Sheriff's Department.

L. Animal Control/Pet Disaster Planning

1. Policies for animal control will be determined by the Sheriff's Office and local Police Departments working with an area Humane Society or a local veterinary clinic or local animal care volunteers. The evacuation, sheltering, care of sick and injured and the final disposition of loose domestic and kenneled animals will be the responsibility of these organizations when the owners cannot be contacted. Contact the NE Department of Agriculture and/or the NE Department of Environmental Quality for specific processes of disposing of large numbers or large animals, such herds of cattle. Contact NE Game and Parks for advice on the handling or disposal of displaced or injured wild animals.

2. During sheltering situations, Red Cross disaster shelters do not accept pets because of the state's health and safety regulations. Service animals, such as guide dogs or trained companion animals that assist people with disabilities, are the only animals allowed in Red Cross shelters. See Annex E, Attachment 1 for animal owners' responsibilities.

VI. ADMINISTRATION and LOGISTICS

A. Plan Maintenance

The Emergency Management Director and Clay Co. EMA Coordinator, in coordination with law enforcement, is responsible for annual review and update of this Annex.

VII. TRAINING and EXERCISING

A. Training

The training program will be consistent with the Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

B. Exercising

1. All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

2. Law enforcement personnel will participate in exercises designed to examine the feasibility of this County Local Emergency Operating Plan.

LIST OF ATTACHMENTS

Attachment #	Item	Page
1	Law Enforcement Resources	H-11
Appendix		
1	Terrorism	H-13

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CLAY COUNTY LAW ENFORCEMENT RESOURCES

RESOURCES	SHERIFF DEPT	NEBRASKA STATE PATROL	CLAY CENTER POLICE DEPT.	HARVARD POLICE DEPT.	SUTTON POLICE DEPT.	EDGAR POLICE DEPT.	Clay County EMA	GAME & PARKS
Sheriff	1							
Deputies	6							
Police Chief			1	1	1	1		
Assistant Chief								
Officers				1	1			
Troopers		5						
Reserves	1				1			
SPECIAL TEAMS				Negotiations	Negotiations			
RADIOLOGICAL EQUIPMENT	1		1	2	2	1		
Total	8	5	1	2	3	1		
Vehicles with radios	7	5	1	2	2	1		
Clay County Special Services Command Vehicle							1	

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TERRORISM

I. PURPOSE

A. Introduction:

1. In February 2003, the White House issued Homeland Security Presidential Directive 5 (HSPD-5), "Management of Domestic Incidents," to enhance the ability to manage domestic incidents by establishing a single, comprehensive national incident management system.

2. In December 2003, the White House issued Homeland Security Presidential Directive 8 (HSPD-8), "National Preparedness," to strengthen prevention to, preparedness for, and response and recovery to threats or actual domestic terrorist attacks, major disasters and other emergencies by requiring a national domestic all-hazards preparedness goal and outlining other actions to assist preparedness.

3. Terrorism, as defined by the Federal Bureau of Investigation is the unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives. An act of terrorism incorporates all four of these elements.

B. Purpose of This Appendix:

1. To provide guidelines for assessing threats and reducing a community's vulnerability to terrorism.

2. To assist in developing a comprehensive and integrated plan for local governments to work in cooperation with state and federal agencies in responding to and managing the "crisis" of terrorism, including the use of nuclear, biological, chemical, and other weapons of mass destruction (WMD).

3. To provide guidance in coordinating "consequence" recovery activities in the community after a terrorist incident.

II. SITUATION

A. Scope of This Appendix:

1. This Appendix applies to all threats or acts of terrorism within the county and to the departments/agencies that may be required to respond to a threat or act of terrorism.

2. This Appendix builds upon concepts already addressed in this Local Emergency Operations Plan (LEOP) to respond to and recover from a broad spectrum of hazards, but it will also address unique actions necessary to respond to a terrorist act.

   a. On the local level, initial response will be by local authorities, using an Incident Management System in accordance with HSPD-5.

   b. When the incident is identified as a terrorist act or there is a credible threat, the State may request Federal assistance in accordance with HSPD-8.

B. Conditions:

1. Concern or an actual threat of terrorism may prompt precautionary measures. A credible threat scenario will initiate a threat assessment led by the Federal Bureau of Investigation.

2. Significant threat or act of terrorism will cause a response as described in this Appendix.

III. ASSUMPTIONS and PLANNING FACTORS

A. All communities are vulnerable to acts of terrorism from local, national or international sources.

B. Terrorist events may occur in a single area or simultaneous in multiple geographic areas and may result in immediate mass casualties such as an explosion or delayed casualties as in bio chemical incidents.

C. Terrorist events may occur with little or no warning and involve one or more tactics to include WMD, bombing, hostage taking, etc.

D. The fact that an emergency was a result of a terrorist act may not be determined until days, weeks, or months after the event has occurred.

E. The local and county Emergency Management organization is based on a broad, functionally oriented, multi-hazard approach to disasters that can be quickly and effectively integrated with all levels of government. The Clay County EMA Coordinator has been designated by the Board of Supervisor and the Lt. Governor as the lead agency for Homeland Security which includes preparing for terroristic events.

F. No single agency at the local, state, federal, or private level possesses the expertise to act unilaterally in response to threats/acts of terrorism, particularly if weapons of mass destruction are involved.

G. Terrorism against a large population may overwhelm local and state government almost immediately; major events involving WMD may overwhelm federal capabilities as well.

H. If protective capabilities are not available, responders cannot be required to put their own lives at risk in order to enter a perimeter contaminated with nuclear, biological, or chemical (NBC) material. The perimeter may be closed until the effects of the NBC materials have degraded to safe levels.

IV. CONCEPT of OPERATIONS

A. Hazardous Analysis:

Emergency Management, in coordination with law enforcement and other appropriate agencies, should conduct a Hazards Analysis to identify facilities/individuals, essential services, and activities that might be at risk from terrorism.

B. Initial Response To Terrorism:

1. When the incident is suspected to be or is identified as a result of a terrorist act, the following agencies will be notified:

   a. Federal Bureau of Investigation,

   b. Nebraska State Patrol, and the

   c. Nebraska Emergency Management Agency.

2. All responding and cooperating agencies will use the NIMS.

3. The local Emergency Management organization will provide the framework for local resource coordination and deployment to support the Incident Command. The EM will also be responsible for coordinating recovery efforts from a terrorist incident.

C. Site Assessment:

1. The site assessment of the threat and risks will determine protective actions for the responders and the public.

2. Personal protective equipment recommendations are based on risk.

3. The IC will determine if evacuation or in-place sheltering is needed.

4. The area must be immediately evacuated when a secondary device is suspected or discovered.

5. Security and access control measures in and around the disaster site will be implemented immediately by first responders to ensure public and responder safety as well as facilitate response and recovery initiatives.

6. Local law enforcement will immediately begin working with all responders to maximize the preservation of the crime scene.

D. Beyond Local Capability:

Response to a terrorist event will involve multiple jurisdictions and levels of government. As state and federal resources arrive, response and recovery operations will be structured to include federal, state and local representation per NIMS.

E. Command Structure:

The Unified Command (UC) will incorporate multi-levels of response similar to the Incident Management System already functioning at the local level. To effectively address the situation, members of UC are jointly responsible for the development of objectives, priorities, and operational strategy (Incident Action Plan).

F. Unified Command:

1. All agencies responding to the emergency in the field report to one Unified Command Post and follow one Incident Action Plan (IAP).

2. Factors determining agencies responding will be:

   a. The terrorist tactics employed,

   b. The challenges presented by the scope and nature of the incident,

   c. The target group involved,

   d. The response and recovery capabilities of the affected community.

3. The Operations Section Chief, designated by the Unified Commander, will be responsible for the implementation of the Incident Action Plan. The Operations Section Chief qualifications include a variety of factors such as:

   a. An understanding/experience of NIMS procedures in multi-agency responses,

   b. Existing statutory authority,

c. Which agency has the most involvement for that operational period,

d. The amount of resources involved, and

e. Mutual knowledge of the individual's qualifications.

4. As the terrorism event unfolds, Emergency Management and the Nebraska Emergency Management Agency will each conduct operations at their respective Emergency Operations Centers with coordination between local and state agencies maintained as in any other disaster.

5. The FBI may request local representation at the Joint Operations Center.

G. Joint Field Office:

The FBI Field Office responsible for the incident site can modify its Command Post to function as a Joint Operations Center (JOC). The JOC may be integrated into the Joint Field Office established by federal agencies during large-scale incidents. Selected local, state, and federal Consequence Management agencies may be requested to serve in the four areas at the JOC:

1. Command Group (multi-agency),

2. Operations Group (from NRP Nov. 2004),

3. Operations Support Group (media – public information functions),

4. Consequence Management Group (liaisons).

H. Technical Support

1. After notification to federal authorities of a suspected, threatened, or actual terrorist incident, both the FBI and FEMA can request federal agencies to support operations. These agencies/teams will provide specialists with technical expertise to deal with a full range of terrorist tactics to include nuclear, biological, and chemical incidents.

a. The FBI may deploy a Domestic Emergency Support Team (DEST) to provide expert advice/assistance to the on-scene commander in the event of a major terrorism event.

b. DHS/FEMA from the Regional Response Coordination Center can activate an Emergency Response Team – Advance Element to the scene, and/or request response of federal agencies that have been assigned duties under the functions of the National Response Plan.

2. Local and state specialized teams (i.e., hazardous materials, crime narcotics, gang, hostage, etc.) who have skills and equipment to support these operations will assist federal teams, as directed.

I. Preserving the Crime Scene:

1. Because of the nature of terrorist acts involving a variety of tactics, law enforcement personnel will work with other responders to:

   a. Preserve the crime scene while developing strategies to protect response personnel,

   b. Carry out life-saving actions,

   c. Implement necessary protective actions,

   d. Define and contain the hazard.

2. First responders become potential witnesses, investigators, and sources of intelligence in support of the crime scene investigation. Training should emphasize that all incidents are a potential crime scene that may provide evidence in determining the cause of the event and in identifying the responsible parties. First responders should review and modify their response procedures to preserve the crime scene without compromising functional responsibilities, standards of service or safety.

J. Accessibility Policies:

1. Once the life-saving activities and the investigation of the crime scene are completed and the area is considered safe, the area will be made accessible to damage assessment teams, restoration teams, property owners, insurance adjusters, media, etc. However, access to the area may still be limited depending on the extent of damage sustained, general conditions of the area and who has requested access.

2. The appropriate local, state, and federal officials will develop the site accessibility and re-entry policies. Policies will define:

   a. Who has access to the damaged areas,

   b. Any time restrictions regarding access,

   c. Whether escorts are necessary, and

   d. What protective equipment is required to enter the area.

3. Identification and accountability systems are developed for emergency workers, media, property owners, insurance adjusters, etc. utilizing a system of passes, colored badges, name tags, arm bands, etc. Security personnel are responsible for enforcing these policies and procedures. Clay County uses the Salamander ID System.

4. On site potential hazards or risks are identified and cordoned with the appropriate isolation and warning devices.

V. RESPONSIBILITIES

A. Procedures that are unique in responding to a terrorist act include:

1. Law Enforcement, lead by the FBI, is responsible for the definition of the perimeter, control of access to the area, investigation of the crime and the collection of physical evidence.

2. Fire Service is responsible for fire suppression, search and rescue and hazardous materials response to the level of their training and equipment. See Annex F.

3. Emergency Medical is responsible for triage, treatment and transport of victims. See Annex G.

4. Public Works is responsible for debris removal, utilities, and to aid in traffic management. See Annex K.

5. Emergency Management is responsible for coordinating public information, damage assessment, sheltering, volunteer coordination, human services, and resource management.

B. Events of national scale will involve the additional agencies or offices and may request support or intelligence from local responders:

1. The U.S. Attorney General has the lead responsibility for criminal investigations of terrorist acts or threats by individuals or groups, as well as for coordinating activities of the other law enforcement agencies to detect, prevent, pre-empt and disrupt terrorist attacks against the United States. This includes actions based on specific intelligence or law enforcement information.

2. The Secretary of Defense may authorize Defense Support of Civil Authorities for domestic incidents as directed by the President or when consistent with military readiness operations and appropriate under the circumstances of law. Command of such military forces will remain with the Secretary of Defense.

3. The Secretary of State coordinates international preparedness, response and recovery activities relating to domestic incidents and the protection of U. S. citizens and U.S. interests overseas.

4. The Director of National Intelligence serves as the President's principal intelligence advisor and oversees and directs the implementation of the National Intelligence program.

5. Various Federal departments or agencies may play primary, coordinating and/or support roles based on their authorities and resources and the nature of the threat or incident.

VI. ADMINISTRATION and LOGISTICS

A. Records:

All agencies will maintain records of their expenses incurred in response and recovery activities to a terrorism event.

B. Training:

Emergency Management training for response and recovery to terrorism is available to jurisdictions by contacting the Training Office at the Nebraska Emergency Management Agency in Lincoln.

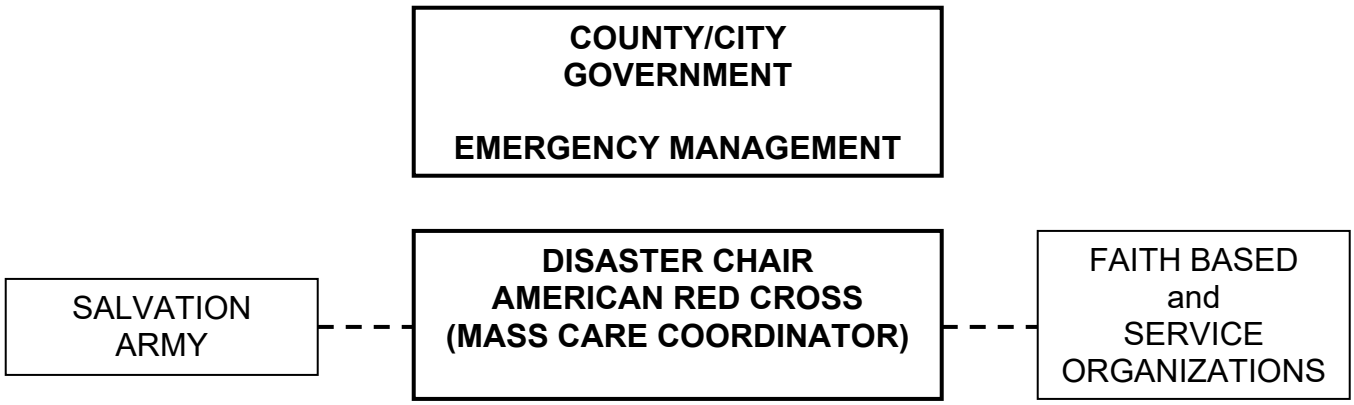
C. Exercising:

After the planning and training elements on counter-terrorism are complete, an exercise addressing potential threats in the community should be conducted. These training and exercise activities are listed in the County's five-year calendar.

D. Annex Maintenance:

The Clay County EMA Coordinator is responsible for the maintenance and improvement of this Appendix. The Appendix will be reviewed and updated as necessary but not less than annually.

MASS CARE



EMERGENCY MANAGEMENT ORGANIZATION
Functional Operations

EMERGENCY MANAGEMENT AGENCY

- TRANSPORTATION
- PET SHELTER VOLUNTEERS
- COUNTY SUPPORT TO SHELTERING ORGANIZATIONS
- VOLUNTEERS & DONATIONS
- SECURITY

NON GOVERNMENT ORGANIZATION(S)
RED CROSS
(Primary Mass Care Coordinator)

- REGISTRATION & SCREENING
- LODGING
- FEEDING
- FAMILY
- REUNIFICATION
- RESOURCES
- FIRST AID

STATE SUPPORT:
Emergency Support Function: # 6
Mass Care

Lead Agency:
Nebraska Emergency Management Agency

MASS CARE

I. PURPOSE

This Annex establishes management plans, procedures, policies and guidelines for providing temporary lodging, feeding, coordination of bulk distribution of emergency relief items and the general welfare of people forced to leave their homes. These plans also address the care, sheltering and essential needs of household animals. Mass care involves many components; this Annex will emphasize the temporary housing/sheltering of victims.

II. SITUATION

A. Within Clay County hazards have been identified that could cause an evacuation of some portion of the county, see Annex E. Although the county has a resident population of approximately 6,392, there is no conceivable hazard that would require mass care of the full population. The most likely situations would be from a few families displaced to as many as 1,000 people displaced by a hazardous material release or incident.

B. Tourists or travelers and other overnight occupants from the nearly 35 motel/hotel beds in facilities located along Highway 6 in Sutton and HWY 14 in Clay Center may also need to move to shelters.

C. The Local EM Director, Clay Co. EM Coordinator and/or the Red Cross has identified buildings suitable to lodge or feed evacuees. See Attachment 1.

D. Facilities appropriate for sheltering household animals and agencies capable of providing assistance have been identified.

E. Individuals, families, unaccompanied children and those with access and functional needs that do not relocate may require temporary support of food, water, cleaning supplies and other relief materials, physical, behavioral and financial support during the response and recover phases.

III. ASSUMPTIONS and PLANNING FACTORS

A. The local jurisdiction may have to provide initial sheltering until the Red Cross can mobilize and begin temporary shelter operations. Long term sheltering is not addressed in this Annex.

B. Sheltering information will be released to the public and responders as soon as the Executive Boards or Emergency Management determines the need, and available resources and shelter support systems can be implemented.

C. Persons or organizations controlling potential shelters will cooperate and make the facilities available per existing agreements or MOUs.

D. The Central Plains Chapter of the American Red Cross (ARC) will manage and coordinate mass care operations. Clay County and local government will support all mass care activities, particularly as the requirements become greater and the Red Cross nears its limit in resources. Clay Co. Public Health and South Heartland District Health Department will provide recommendations for communication methods, public information message development, special equipment and supplies that may be needed and locating local care providers to assist individuals whose needs cannot be met at the shelter.

E. The selection and preparation of shelters will be based on the number and kinds of populations needing protection, the shelter's proximity to transportation systems and distance from the incident site.

F. Family reunification and disaster relief program information will be available at each kind of shelter opened.

G. Other professional and volunteer organizations, which normally respond to disaster situations, will do so.

H. Assistance from outside the county through mutual aid agreements and from state and federal level emergency oriented agencies may be available.

I. Facilities and staffing planned for mass care use will be available at the time of need. Lodging facility capacities are based on 40 - 60 square feet per space.

J. Experience has shown that under localized emergency conditions, a high percentage (50 percent or more) of evacuees will seek shelter with friends or relatives rather than go to established shelters.

K. Essential public and private services will be continued during a mass care situation. Normal activities in some schools and churches may have to be curtailed or discontinued.

L. If the threat of an evacuation is due to a visible hazard or has been discussed in the media, some spontaneous evacuation will occur prior to an implementing order. Therefore, mass care operations may start early in any disaster period.

M. Planning assistance for shelters, especially for access and functional needs individuals is available at: www.ada.gov/pcatoolkit/chap7shelterchk.htm.

N. Household animal shelters may be co-located with mass care shelters or they may be separate congregate facilities.

O. Household animal shelters will generally accept domesticated animals such as dogs, cats, birds, rabbits, rodents, turtles.

P. If established, household animal shelters will provide the basic needs for approved animals of food, water, sanitation, security, basic medical care, environmental protection and reunification with the owners.

IV. ORGANIZATION/RESPONSIBILITIES

The ultimate responsibility for the care of evacuees in the county rests with local governments. In most emergencies, some level of government support will be required. The appropriate City/Village Emergency Management Director with the support of the County Emergency Management Coordinator will act for their jurisdictions in coordinating mass care activities until the Red Cross can respond.

A. Emergency Management

1. The Emergency Management Director/County EM Coordinator or selected staff will be responsible for identifying appropriate lodging and feeding facilities, coordinating utilization of transportation resources, supporting evacuee registration and overseeing lodging and feeding operations.

2. The local jurisdiction may have to provide temporary shelter until the Red Cross can mobilize and begin operations.

3. The EOC will monitor shelters to maintain manageable distribution of victims, support staff and supplies.

4. The Public Information Officer of support organizations will assemble, prepare and disseminate sheltering, family reunification, points of distribution of emergency supplies and disaster relief program information as appropriate. In a large disaster, this will be coordinated through the functions of a Joint Information Center (JIC).

B. Central Plains American Red Cross (ARC):

The Central Plains Chapter of the American Red Cross will carry out the temporary Mass Care coordination function. The nature and scope of the emergency will determine specific actions but the Red Cross will be responsible for carrying out its mandated responsibilities as indicated in the Act of Congress, January 5, 1905, as amended, 36 U.S.C. The Red Cross will not assume responsibility for government functions but will support state and local government and will provide assistance to individuals and families

as indicated and within current Red Cross disaster relief policies. Red Cross will coordinate registration of evacuees, shelter, feeding and other support as the situation may indicate. The Red Cross will be responsible for only those costs committed by its authorized representative.

C. Supporting Organizations:

1. The Salvation Army and other disaster relief organizations may support mass care operations as provided for in their plans and procedures.

2. The USDA County Emergency Board (CEB) maintains a listing of food, feed, and seed facilities located within the county which may be of assistance for mass care operations.

3. The Clay County Health Department, South Heartland District Health Department, and local fire departments will work in partnership with Emergency Management and the mass care shelter manager to plan for and assist them to accommodate people who have access and functional needs. List of functional needs individuals may be found at the Clay County Health Department and South Heartland District Health Department.

4. Local or regional humane societies or other volunteer, animal support organizations will establish and maintain the household animal sheltering system.

V. CONCEPT of OPERATIONS

A. American Red Cross Functions:

The Central Plains Chapter of the American Red Cross will manage lodging and mass feeding operations. They will work with the Emergency Management Director and or Clay County EMA Coordinator to ensure effective coordination of resources. Red Cross activities will be in accordance with the current ARC disaster guidelines and procedures.

1. Temporary Sheltering: When shelter facilities are opened by the Red Cross, it will be the responsibility of the Red Cross to maintain all functions and staffing according to Red Cross policy. Some functions will be to:

   a. Provide shelter managers,

   b. Select shelter sites in coordination with the Emergency Management and have a signed shelter agreement between ARC and the facility management,

c. Provide food service,

d. Provide disaster health service through Red Cross staff in cooperation with the Emergency Medical Services and the Clay County Health Coordinators. Services may include first aid, replacement of medication, immunizations, mental health services, etc.

e. Maintain records,

f. Staff Lodging,

g. Maintain Red Cross shelter identity,

h. Maintain order,

i. Provide evacuee locator and welfare inquiry services (Disaster Welfare Inquiry Operations), especially for lost, missing or displaced children. Additional help from other local social services or volunteer agencies may be available.

j. Establish first aid stations in reception and care facilities, as necessary.

k. Shelter managers will maintain communications with the EOC and brief the EOC at scheduled times about the numbers housed, fed, status of supplies, condition of facility and other concerns affecting those being sheltered.

l. Shelter managers and agencies will coordinate with the EOC during the development of plans for and the initiation of shelter closings.

m. During the registration of evacuees at a shelter, those with access and functional needs will be identified, protecting the individual's privacy, and with a coordinated effort between the Red Cross and Public Health agencies, appropriate sheltering and care will be identified.

2. Feeding: As needed, meals and snacks will be provided to evacuees and workers through both mobile units and fixed feeding sites. Red Cross will be responsible for meal planning, coordination of mobile feeding, identifying feeding sites and resources for the procurement of food and related supplies. Some specific functions will be to:

a. Select feeding sites in coordination with the Emergency Management Director and/or Clay Co. EMA Coordinator,

b. Request health inspections through the Public Health Coordinator,

c. Procure food and supplies,

d. Maintain records and reports,

e. Provide and maintain mobile feeding units.

3. Registration: The Red Cross will register evacuees, and as applicable, will share the numbers with appropriate government agencies concerning evacuees housed in Red Cross shelters.

B. Salvation Army Functions:

The Salvation Army at Hastings may provide the following support during mass care operations.

1. Registration and identification of victims, missing persons services, locating individuals and answering inquiries from concerned relatives and families outside the disaster area.

2. Temporary shelter in the Hastings Salvation Army located at 400 S. Burlington, with a capacity of 50 persons.

3. Mass feeding will also be handled at the same location for 50 to 100 people.

4. Mobile feeding, hot meals or snacks, for disaster victims and emergency workers at the disaster scene.

C. Lodging/Feeding Facilities:

1. Facility List: Attachment 1 is the list of available lodging/feeding facilities.

2. Selection: The designation of specific lodging and feeding facilities will depend on the actual situation and the location of the hazard area. Selected facilities will be located far enough from the hazard area so that there is no possibility of the threat extending to the mass care facility. The best possible facilities will be selected from the list in Attachment 1 or from lists maintained by the Red Cross.

3. Agreements: The Red Cross has agreements to use facilities in the county. The Emergency Management Director and/or Clay Co. EMA Coordinator will obtain permission from owners to use other facilities as required.

4. Access and functional needs: Selection and operations of temporary lodging facilities for institutionalized or access and functional needs groups (nursing homes, hospitals, etc.) will be coordinated with those organizations to ensure the facilities are adequate.

D. Implementation:

Provisions of this plan concerning mass care will be implemented as soon as a need for temporary sheltering or feeding is noted. While a coordinated government/Red Cross decision is desirable, the Red Cross may independently activate their operations.

1. Preparedness Phase: Communications will be established with all agencies. Essential personnel, including volunteers, will be alerted and required material resources (cots, blankets, food, etc.) located and prepositioned, if necessary.

2. Response Phase: In the event of a major disaster, actions for the reception of evacuees, including the opening the Registration Center and selected lodging/feeding facilities, will begin.

3. De-activation stage: Communications and messages will change to reflect the closing or consolidation of shelters. Facilities will be restored to pre-event conditions, supplies and material will be returned to storage or disposed of according to law or agency SOPs. All signage will be removed. All expenses will be documented and records made available to the EOC.

E. Registration of Evacuees:

1. Evacuees will register at the designated lodging facilities in accordance with Red Cross procedures. If it is necessary for shelters to be opened before the Red Cross is available to begin registration, local officials may make copies of the registration form, Attachment 2, to begin the process. During the registration process, individuals, with medical or other incapacitating conditions that may require more services than the Red Cross can provide, will be identified so that the appropriate placement and care can be provided to the individual.

2. Registration of evacuees' household animals helps to protect both the sheltering agency and the animal owners. A suggestion animal registration form is provided in Attachment 3.

F. Welfare Inquiries:

The Red Cross may establish a Disaster Welfare Inquiry Operation to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. Incoming and outgoing traffic will generally be handled by the Amateur Radio Club of Nebraska and the Civil Air Patrol. Local fire/rescue departments and other volunteer groups in Clay County will conduct welfare search missions. Welfare inquiry listings, along with registration listings, will be coordinated with the EOC and law enforcement agencies for comparison with missing persons lists.

G. Emergency Public Information:

The American Red Cross and the Emergency Management Director will coordinate with the Public Information Officer to ensure that the public is kept informed about location of mass care facilities, places of contact for missing relatives, and continued emergency services.

H. Resource Support:

The County Emergency Management Coordinator will determine transportation and other resource needs and coordinate utilization of resources. The Emergency Management Directors and the Clay Co. EMA Coordinator maintains a resource directory.

I. Humane Society or volunteer animal support organizations:

Animal care and welfare will be provided within the capabilities of the jurisdiction. It is expected that owners will provide as much care and maintenance of their property as possible. Those volunteer organizations providing this service and facilities for owners unable to care for their pets or for animals with unknown ownership, will provide information to owners who register their pets for care, will provide adequate housing, basic medical care, food, water, exercise, will maintain facility sanitation, and manage animal-owner reunification, dispose of wastes, carcasses and demobilize the facility when no longer needed.

VI. ADMINISTRATION and LOGISTICS

A. The County and the Red Cross will maintain records of all expenses incurred by their mass care activities. The Executive Group will ensure that adequate records of local government expenses are maintained.

B. The Red Cross offers training in Shelter Operation Workshop and Disaster Welfare Inquiry Operations and will provide these trained persons for disaster operations when requested by the County Emergency Management Coordinator.

C. Animal care providers will maintain records of all expenses, volunteer time, cash, food and other support material donations.

VII. TRAINING and EXERCISING

A. Training:

The training program will be consistent with the Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

B. Exercising:

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

LIST OF ATTACHMENTS

Attachment	Title	Page
1	Listing of Mass Care Facilities	I-11
2	Evacuee Registration Form	I-13
3	Pet Registry at Public Shelter	I-14

MASS CARE FACILITIES

City

Facility	Address	Point Of Contact	Phone Number	Lodging Capability (numbers)	Feeding Capability (numbers)	Usage Agreement Date	ADA Accessible
Clay Center Fire Hall	219 W Fairfield	Tom Roemmich	402/469-2591	100	100	2009	YES
CLAY COUNTLY FAIRGROUNDS	FAIRGROUNDS	EXTENSION OFFICE	402/762-3644	400	400	2007	YES
EDGAR FIRE HALL	105 5TH ST	D. BECK	402/224-1471	300	300	2009	YES
EDGAR CITY HALL	601 5TH ST	CITY CLERK	402/224-5145	200	200		YES
FAIRFIELD AUDITORIUM	302 D STREET	CITY CLERK	402/726-2478	200	200	2009	YES
FAIRFIELD FIRE HALL	502 N D	DENNIS FIKE	402/469-9704	250	250	2009	YES
HARVARD FIRE HALL/COMMUNITY ROOM	128 N HARVARD	CITY CLERK	402/772-7101	150	150	2009	YES
SUTTON SENIOR CENTER	206 S SAUNDERS	CITY CLERK	402/402/773-4225	200	200	2009	YES
SUTTON FIRE HALL	107 E FORREST	JOHN SCHURMAN	402/773-4598	75	75	2009	YES

Village

Facility	Address	Point Of Contact	Phone Number	Lodging Capability (numbers)	Feeding Capability (numbers)	Usage Agreement Date	ADA Accessible
DEWEESE COMMUNITY CENTER	512 Lena St	BRENDA HANSEN	402/262-2203	50	50	2009	YES
GLENVIL FIRE HALL	415 WINTERS	JIM FITZGERALD	402/469-7365	100	100	2009	NO
GLENVIL LEGION CLUB	409 WINTERS		402/771-2163	100	100	2009	YES
ONG COMMUNITY ROOM				40	40		NO
SARONVILLE COMMUNITY CENTER	201 N MAIN	THEA ROEMMICH	402/773-5486	35	35	2009	YES
TRUMBELL COMMUNITY CENTER	102 MILES	CITY CLERK		150	150		YES

Evacuee Registration Form	
Shelter Location:	
Family Name (Last Name):	Total Family Members Registered: Sheltered:
Address: City, State Zip:	Home Phone: Cell Phone:

Information About Individual Family Members

Last Name, First Name	Age	Gender (M/F)	Arrival Date	Departure Date	Relocation address & phone

Are there members of your family requiring medical attention? ☐No ☐Yes
Who?

Special dietary needs:

Special accommodations required:

Who we should notify in a emergency (family, doctor):

Name:

Phone:

Do you have pets in an emergency shelter? ☐No ☐Yes
Where?

Notes:

Registration Taken by:

PET REGISTRY AT PUBLIC SHELTER

CONTROL NUMBER_____

Type of Pet:

- ❑ Dog Breed: _____
- ❑ Cat Breed: _____
- ❑ Other _____

Special Needs:

- ❑ Medication
- ❑ Food Type
- ❑ Other _____

Name of Owner: _____

Address: _____

Home Phone Number: _____

Person Registering Pet: _____

Date/Time Pet placed in Shelter: _____/_____

Person Removing Pet from Shelter: _____

Date/Time Pet returned to Owner: _____/_____

Shelter Location:

_____

Shelter Phone Number:

_____

Cage ID. _____

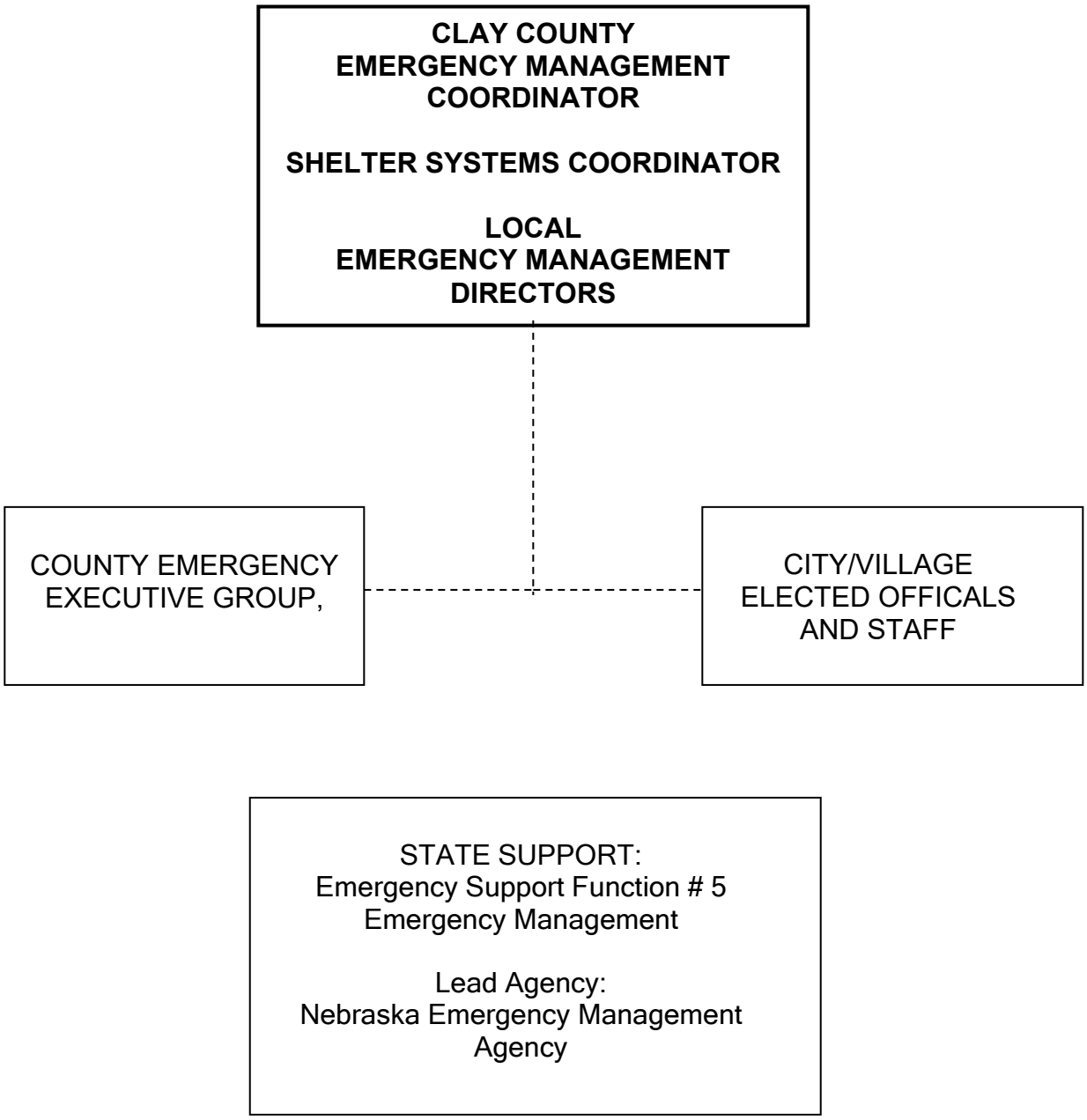
Shelter Contact/Intake Person:

_____

NOTES:

Place Photo of Owner and Pet Here

PROTECTIVE SHELTER



PROTECTIVE SHELTER

I. PURPOSE

The purpose of this Annex is to outline procedures necessary for the protective sheltering of citizens and transients if severe weather, nuclear crisis, or other hazardous events threaten or occur.

II. SITUATION

A. Tornadoes, winter storms and prolonged heat waves are the usual natural events impacting the county.

B. No buildings in Clay County have been identified as tornado, warming/cooling shelters (Attachment 1). Business, Schools, Churches, and City Halls, maybe shelter locations during open business hours. It is the responsibility of each citizen to prepare and determine their location for safe shelter during severe conditions. We cannot guarantee that every location will be open at time of needed sheltering, and we can take the liability risk to publicly list a location and then the location not be open. It is the responsibility of every citizen to be self-sufficient and seek the shelter they have determined at the appropriate time. There are no known federally approved public buildings identified as public shelters.

C. Industrial and transportation accidents may release hazardous materials into the water or air. Such incidents may require localized sheltering or evacuation.

III. ASSUMPTIONS and PLANNING FACTORS

A. The assumption is that there will be sufficient warning and time for people to find shelter. The fact is that each individual has a responsibility to stay informed and respond accordingly. Emergency Management will do its best to provide warning, but events will occur without the ability to provide sufficient warning.

B. Myth: Buildings identified as protective shelters will be available at the time of need. Fact: Most safe shelters are only open during day hours

C. Other public buildings, although not identified as shelters, may be open and offer protection to the public.

D. Buildings identified as shelters should be ADA compliant so individuals need to check out facilities ahead of time to know.

E. Severe weather protective actions may be short term, spontaneous, and consist primarily of a relatively small sector of the county residents seeking immediate shelter.

F. During severe weather, segments of the populations will require transportation to the shelters. These individuals need to plan ahead and find relatives or friends who can provide them transportation. The County has no agencies in the county that can provide emergency transportation.

G. Citizens in areas of hazardous materials releases will follow either evacuation or shelter-in-place directives.

IV. ORGANIZATION / RESPONSIBILITIES

A. Organizations

Protective sheltering programs in the communities may be carried out by the Local Emergency Management Director, assisted by the County Emergency Management Coordinator and/or Red Cross and other support agencies.

B. Responsibilities

The responsibilities of those identified agencies and organizations providing or managing protective shelters, include, but are not limited to:

1. Inspecting and selecting potential shelter sites, assuring that the facilities can support access and functional needs individuals, including non-English speaking persons.

2. Maintaining the current listing and usage agreements for shelter facilities.

3. Maintaining current listings of shelter resources needed (i.e., supplies, equipment, material, staff).

4. Developing, maintaining and exercising management policies, procedures specific to the individual facilities.

V. CONCEPT of OPERATIONS

A. Tornado Policy/Procedures

This policy is to provide timely notification of a tornado watch or warning.

1. When the National Weather Service issues a tornado WATCH that includes any portion of the county, that information will be transmitted to

the public by both radio and television. During a tornado WATCH condition, people can continue their normal activities. First Responders will be notified by pager of the Watch area and timeframe.

2. If a tornado is indicated by radar or actually sighted, then a tornado WARNING will be issued. People in the threatened area should Immediately seek shelter and remain there until the WARNING period has expired. For those individuals who have opted-in to CodeRed, a notification call will be made automatically to CodeRed to those numbers in the area identified by the NWS.

3. Prior to and during the event, The County EMA Coordinator, in coordination with the Public Information Officer and Local EM Director, will ensure that the public is made aware of the basic policies/actions they should use for protection.

4. Special Populations:

   a. Schools: When schools are in session, students, teachers, staff and visitors should respond as directed by an existing school disaster/tornado plan. Generally, teachers will gather the students in the most solid area of the school structure such as rest rooms or interior corridors without exterior openings. Large span rooms such as auditoriums, gymnasiums, or corridors that have exterior openings and rooms with windows should not be used. If the school structure does not have protective capability and if time permits, all should move to the nearest structure that would provide protection.

   b. Nursing homes: Staff, patients, residents and visitors should follow the facilities protection plan. In general, such plans include moving ambulatory patients to areas of the building providing the best protection such as the basement or small span, interior rooms on the main floor, then using the best methods available to protect patients who cannot be moved.

   c. Recreation Areas: Visitors to Spring Ranch should respond to a tornado warning in accordance with the current safety plan and seek immediate shelter as determined by the individual prior to the warning.

B. Extreme Temperatures

During winter storms, prolonged excessive heat, or power outages, residents may be advised that warming or cooling shelters are available. These shelters usually operate for the short term. These shelters will in most occasions be set up at the City/Village Fire Departments or Community Halls. Those needing transportation should contact the EOC Transportation Officer to arrange expedient transportation. Victims using warming or cooling

shelters may require specialized medical care or behavioral management; shelter managers should arrange for local medical support and mental health/behavioral modification assistance in conjunction with the Red Cross and South Heartland District Health Department.

C. Hazardous Materials Incident

1. The responsibilities for hazardous materials incidents is detailed in Annex F. In general, during incidents with immediate life safety issues, the Incident Commander may order an evacuation or to shelter in place. In situations affording more time, the Incident Commander will recommend that the chief elected official will issue such orders.

2. Evacuations will follow the appropriate sections of the jurisdiction's primary evacuation plan.

3. In the event of a HazMat spill or accident, it is sometimes safer to keep affected citizens inside with doors and windows closed. Instructions should be given to:

   a. Move inside,

   b. Close all doors, windows, dampers, fans, shut off all ventilation, heating and air conditioner systems,

   c. Move to a small room and seal the door and windows with plastic and tape, and

   d. Tune your radio to the EAS station.

VI. ADMINISTRATION and LOGISTICS

A. Administration

1. Public Tornado/Severe Weather Shelters:

The County EMA Coordinator will maintain a current listing of identified shelters. The listing will be periodically reviewed to assure the continued availability and usability of each facility planned for use and in the event of change in owner, continued formal agreement for use of the facility. Where possible, tornado shelters are clearly marked. There are no public identified shelters at this time. Public should seek public buildings or school buildings during day time operations.

2. Other Facilities:

The Local EM Director and or Clay Co. EMA Coordinator may assist school officials, administrators of nursing homes, and directors/owners of other facilities or businesses in determining the safest area within their facility or of the nearest protective facility. Emergency Management may also aid in the development of a disaster plan for their facility.

B. Logistics

Records of supplies, materials, and equipment used will be maintained to assist the Logistics Chief in making a determination of resources remaining and to support requests for outside assistance (Annex L).

C. Public Education

The Emergency Management Director and or Clay Co. EMA Coordinator will work directly with the Public Information Officer to provide to the public:

1. Periodic spot announcements on pertinent aspects of the protective shelter program.

2. Useful and current information should a protective shelter situation arise.

VII. TRAINING and EXERCISING

A. Training

The training program will be consistent with the Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

B. Exercising

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

LIST OF ATTACHMENTS

Attachment #	Item	Page
1	Tornado and Extreme Temperature Shelters	J-8

PROTECTIVE SHELTERS

TORNADO SHELTERS:

City/Village

Name of Facility	Address/Location	Contact/Owner & Phone#

Public tornado shelters are not established in Clay County. It should be the responsibility of all building owners who conduct private/public business in County to identify locations within their facilities as designated shelter areas.

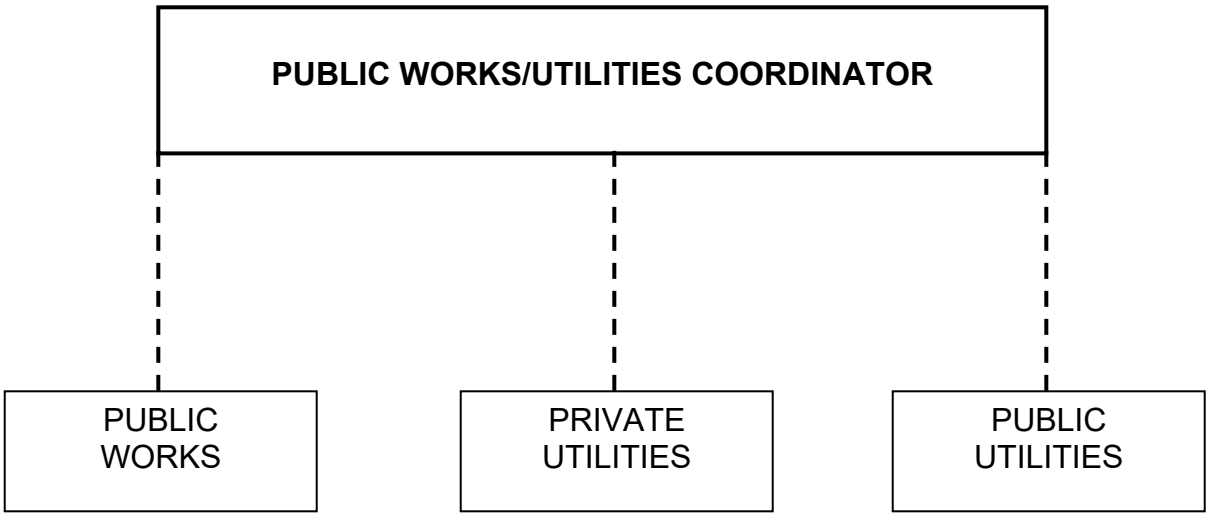
The employees of all facilities (public, private, governmental, schools, care facilities, etc.) should be briefed on the internal emergency sheltering procedures. Signs should be posted to direct persons to the shelter areas within the facility.

The county or municipal Public Safety Office or the Clay County Emergency Management may provide assistance to establish individual building emergency plans and identify the safest areas for shelter.

EXTREME TEMPERATURE (Warming / Cooling) SHELTERS

Locations of Warming/Cooling Shelters will be announced through local media and the CodeRed notification systems to landlines identified and those cellphone owners who have opted into the system. Red Cross must determine theses shelters and inspect before they can be opened to the public. Also with changes in the system, these shelters must meet ADA requirements.

PUBLIC WORKS / UTILITIES



STREETS AND ROADS
DEBRIS CLEARANCE

NATURAL GAS
TELEPHONE
TV CABLE SYSTEM

ELECTRICITY
WATER
SEWER
NATURAL GAS

STATE SUPPORT:
Emergency Support Functions # 3, 14
Public Works,
Long-term Community Recovery & Mitigation

Lead Agency:
Nebraska Emergency Management Agency

PUBLIC WORKS/UTILITIES

I. PURPOSE

The purpose of this Annex is to provide plans and procedures for:

A. The continuation or restoration of those public services essential for basic human needs.

B. Debris removal (see Annex C, Appendix 1) and public access restoration.

II. SITUATION

Clay County and its communities are subject to natural and man-made hazards resulting in the disruption of public works/utility services, limiting the movement of people and equipment, or having a deteriorating effect on the safety and welfare of the people.

III. ASSUMPTION and PLANNING FACTORS

A. The continued operation of public works and utility services is essential for effective and efficient response and recovery actions.

B. The primary responsibilities of the county and urban public works departments are the restoration and maintenance of essential public services.

C. Private utility companies will cooperate with government services. The list of utility service providers is found in Annex A, Attachments 1 and 2.

D. The County Road Department and each town's street department will restore and maintain roads/streets to facilitate traffic movement.

E. Assistance from outside the county will be available through mutual aid and other existing agreements.

IV. ORGANIZATION/RESPONSIBILITIES

A. The Local Public Works/Utilities Superintendent or the Clay County Highway Superintendent will serve as Public Works Coordinator for their area of responsibility. This Coordinator will be a member of the EOC staff for the purpose of collecting information and ensuring coordination among the Executive Group, various department heads, and government/private utilities.

B. Each of the individual departments within the Public Works/Utilities function will be responsible for emergency/disaster operations within their normal operational areas. Specific disaster procedures will be outlined in departmental Standard Operating Procedures (SOPs).

C. Each department will coordinate and manage their mutual aid support.

D. Private utilities are responsible for restoration of their services. The list of utility service providers is found in Annex A, Attachments 1 and 2.

V. CONCEPT of OPERATIONS

Generally, department heads will continue to operate from their normal locations, but their primary actions during disaster operations will be to assess damage, then prioritize and restore interrupted services. The Public Works/Utilities Coordinator may work with each affected department head in coordinating recovery from the disaster.

A. Specific actions of the Public Works/Utilities Coordinator may include, but are not limited to:

1. Coordinating with the head of affected organizations, both public and private.

2. Assisting departments in determining staging areas for incoming assistance and coordinating mutual aid support.

3. Gathering information on damage in the public works/utilities area:

a. Assessing general damage in the public works/utilities area by obtaining damage reports from affected departments; present summary to the Executive Group at EOC briefings.

b. Ensuring departments are documenting actual damage with photographs that can later be used for disaster assistance requests. Pictures of debris piles should also be taken before disposal of the debris; dimensions need to be included with the photos.

c. Alerting departments to track disaster operation expenses. Examples of fiscal expenditures that should be recorded, fully detailed, and maintained are:

i. Personnel costs, including:

a) Department employee overtime,

b) Additional help hired for disaster-related work.

` `

c) Emergency response work, such as use of a vehicle, barricade erection, sand bagging to protect lift stations, etc.

ii. Equipment:

a) Hours of actual use of department equipment in disaster operations,

b) Rental or lease equipment.

iii. Materials and supplies, from stock *or* purchased, that are used in direct support of emergency operations and recovery actions.

iv. Ad hoc contracts entered into for emergency operations and recovery actions.

v. Expenses incurred with the removal, transport, storage and disposal of debris.

4. Working with department heads and the EOC in prioritizing the restoration of services for each affected community. Annex A, Attachment 1 and 2 lists the providers of public works and utilities services for each community in the county.

5. Coordinating with those doing the damage assessments to ensure that all affected structures, public and private, are inspected for safety and habitability.

6. Attending EOC briefings.

7. Coordinating with other public works/utility departments, not directly involved in disaster operations, to obtain their support in the restoration/recovery activities.

8. Coordinating with law enforcement and fire officials to protect suspected crime scenes.

B. Restoration of Services:

The Public Works/Utilities Coordinator will ensure that the following are completed as applicable to the disaster recovery:

1. Public Works:

a. Roads and Street Departments

i. Assess the damage to streets and roads.

ii. May assist in establishing detour routings; provide barricades for traffic control.

iii. Provides priority service/repair to roads and streets designated as primary evacuation routes or to those needed for emergency vehicle traffic for initial disaster response.

iv. Make emergency repairs, then permanent repairs on roads/streets, bridges, other structures.

v. If weather conditions dictate, start the early implementation of the existing snow removal plans. The Plans for snow removal will include expanding snow removal activities to facilitate the movement of vehicles supporting emergency operations.

vi. Assist law enforcement and fire officials in protecting suspected crime scenes.

b. Debris Clearance and Trash Removal

i. Clear fallen debris from streets and roads.

ii. Remove debris from public and private property (as established by jurisdiction's policy) and transport to selected sites for disposal.

iii. Separate debris into hazardous materials, special and common waste piles. See Annex D for classification of debris. Initiate a recycling program for white goods, electronics and other material. The Department of Environmental Quality can advise on separation, recycle and disposal methods.

2. Utilities:

The Public Works/Utilities Coordinator ensures the timely restoration of interrupted community power, natural gas, water/sewer, and telephone service. This may include, but is not limited to, the following:

a. Ensures that utility repairs are made, as prioritized, to key facilities necessary for disaster operations.

b. Provides emergency power. Existing emergency power systems will be checked and refueled as needed during any disaster. Action will be taken to ensure that emergency power is available for the key facilities if electricity cannot be restored to all of the community.

c. Provides adequate supplies of potable water and identifies sources of additional supplies, if needed. South Heartland District Health Department stores hundreds of empty water jugs to assist with distribution of potable water.

VI. ADMINISTRATION, LOGISTICS

A. Administration:

A record of costs and expenses incurred in direct support of an emergency or disaster situation will be maintained to support subsequent reimbursement claims to State and Federal government.

B. Plan Maintenance:

1. The Public Works/Utilities Coordinator will be responsible for annually reviewing this Annex; this review may include input from each public works/utility department head. Revisions to this Annex will be submitted to the County EMA Coordinator for inclusion in LEOP updates/revisions Annex, A, Attachments 1 and 2.

2. Public Works/Utilities Department supervisors will also be responsible for preparing and maintaining Standard Operating Guidelines (SOGs) for disaster operations within their respective department.

VII. TRAINING and EXERCISING

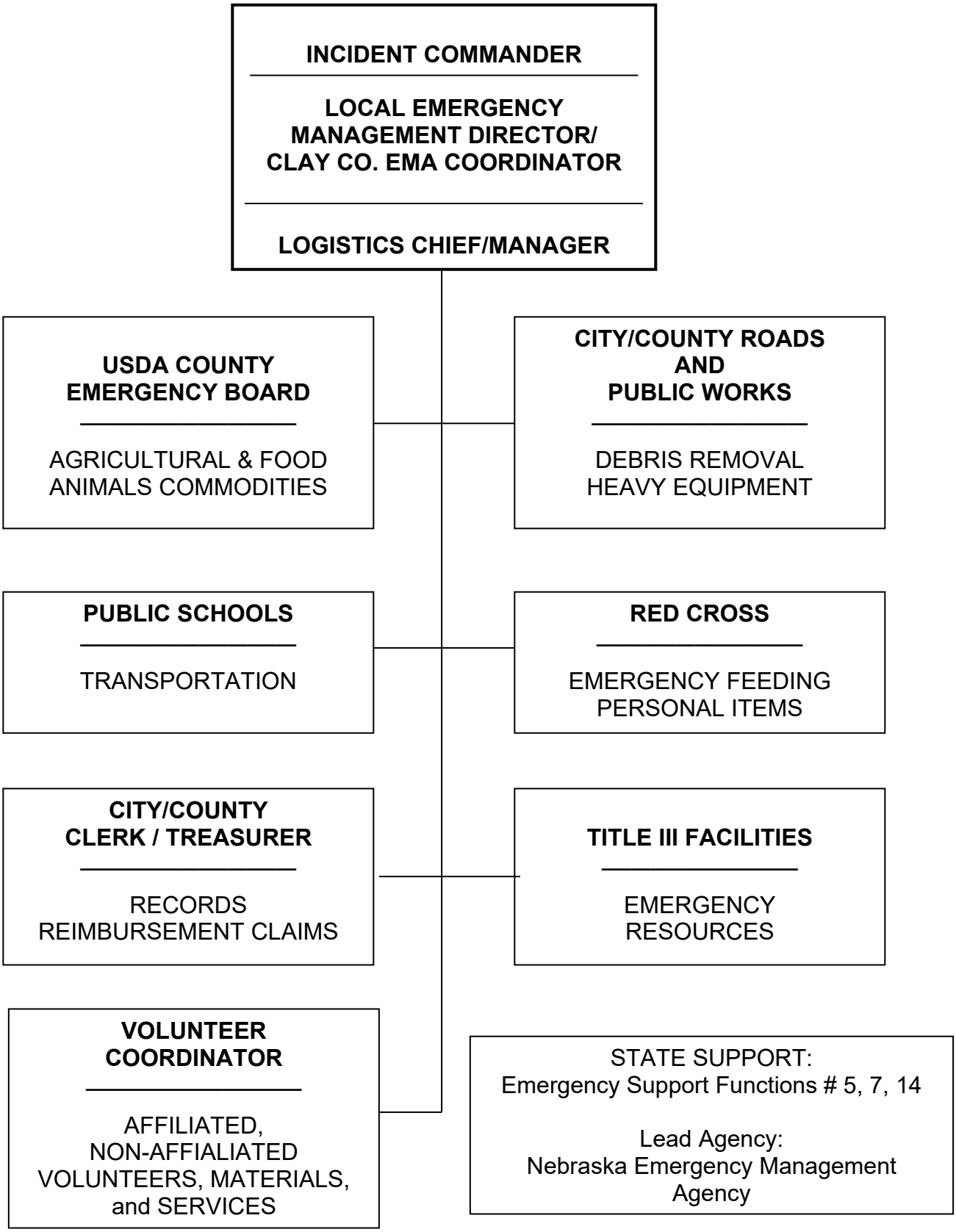
A. Training:

The training program will be consistent with the Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

B. Exercising:

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

RESOURCE MANAGEMENT



RESOURCE MANAGEMENT

I. PURPOSE

This Annex provides guidelines for the procurement, storage, control, allocation and financial recording and accountability and of labor, materials, equipment; and contracted services; for the coordination of a volunteer labor force; and the donation of goods, services and money which are required to provide incident managers with timely and appropriate resources in the event of a disaster within Clay County.

II. SITUATION

A. The Clay County Hazard Analysis, the Clay County Emergency Management Agency, and Clay County LEPC has identified a number of hazards which could occur and cause extensive damage to both public and private property requiring a coordinated management of response and recovery resources within the County.

B. Clay County, its communities, agencies, and businesses have sufficient resources to support activities associated with most emergency or disaster operations. The Clay County EMA Coordinator and Clay County 9-1-1 Center maintains the point of contacts and resources lists.

C. Resource Management starts with the Incident Commander; and the initial need for additional resources is at the IC's request. If the incident expands to where Multi-Agency coordination is needed, the EOC will be activated in support of the Incident Commander. At that time, resource management, procurement, distribution and tracking, replacement and restoration will transition from the IC and the dispatcher to the Logistics Chief/Manager or Administrative section within the EOC.

D. During an event, Multi-Agency Coordination resource management coordination activities generally take place within the EOC. When multi-agency coordination entities are established, the Executive Board may also prioritize and coordinate resource allocation and distribution of resources.

E. The Nebraska Emergency Management Act, section 81-829.31, sections 81-829.36 to 81-829.75, July 1996, describes such emergency powers of governments to supersede existing procurement procedures or expedite resource coordination, procurement and management.

III. ASSUMPTIONS and PLANNING FACTORS

A. Resources are defined as: personnel, teams, equipment, supplies and facilities that are available or potentially available for assignment, deployment or allocation in support of incident management and emergency response and recovery activities.

B. The affected jurisdiction must effectively complete these primary tasks:

1. Establish systems for describing, inventorying, requesting and tracking resources,

2. Activate those systems prior to, during and after an incident,

3. Dispatch resources prior to, during and after an incident,

4. Demobilize, recall, dispose, restore or replace resources during or after incidents.

C. Local resources will be activated and used at the onset of the incident. Should these resources become unavailable or exhausted; the local jurisdiction will request additional resources according to their local, county or regional plan which may include Mutual Aid Agreements or Memoranda of Understanding (MOU) concerning shared or available resources.

D. The impacted jurisdiction may have to provide its own sustainability for 48 hours or more before additional help can arrive.

E. If the need arises, local government will assume control of and ensure appropriate and equitable distribution and use of existing resources. Rationing will be implemented, if necessary.

F. County, cities, and villages will support requests for resources per MOUs or as they have the ability to respond to the requesting jurisdiction.

G. Para-professional and volunteer agencies will provide resource support, equipment and personnel, within their capabilities.

H. Each facility that reports under Title III requirements has an emergency response plan that lists their available emergency resources. This list may also be available at local fire departments and in Annex F, Appendix 1, Attachment 1.

I. Assistance will be available from other counties through mutual aid agreements. Pre-incident agreements among all parties providing or requesting resources are necessary to enable effective and efficient resource management. Pre-incident agreements may be established with

governmental, non-governmental, private and non-profit entities to provide response and recovery support. Elected Officials may choose to also activate the South Central All Hazards Support Teams as agreed to through a MOU with the South Central PET Region.

J. Citizens within Clay County and neighboring areas will volunteer to support the recovery efforts following a disaster. Coordination of these volunteers will be assigned to a Volunteer Coordinator who will work with the Logistics Chief / Manager and Incident Manager.

K. Following a local declaration of emergency, support may be available through state emergency resources such as those available through the State Administrative Services, www.das.state.ne.us/material/, to supplement local deficiencies, meet critical requirements, and replace expended emergency resources.

L. Spontaneous and un-solicited donations of food, water, personnel, equipment and supplies may interfere with priority response and recovery activities.

M. Some local resources will not be available for use. Cataclysmic disruption of government services (pandemic influenza) or physical destruction of infrastructure a city or village will require outside resources and assistance.

IV. ORGANIZATION and RESPONSIBILITIES

A. First Response and other local support agencies will:

1. Provide to the Local Emergency Manager Director and the Clay Co. EMA Coordinator, prior to an incident and periodically as requested for planning purposes, lists of resources available for deployment during an incident. (See various Annexes in this Plan).

2. Certify that responding personnel meet professional standards of training, experience and performance required for the incident.

3. Manage and maintain specialized equipment (such as decontamination systems) and inventories with special shelf life (medications, respirator filters, PPE, batteries and the like) in a state of readiness.

B. Incident Commander and command staff

The Incident Commander will follow both the NIMS and the local plans of operations that include the procedure for requesting resources and the development of staging areas as needed for efficient field deployment.

C. Emergency Manager

The Emergency Manager's responsibilities are defined in other parts of the Plan, especially in the Basic Plan, City/Village Plan, and Annex A. Additional specific responsibilities required prior to, during and after a disaster may include:

1. Development, coordination and distribution of specific response plans, Memorandums of Agreement documents, and available resource lists prior to potential events.

2. During an event, may serve as the Incident Manager in the EOC and maintain communication with the IC, the Executive Board and supporting organizations. The may also serve as Liaison Officer which will serve the Incident Commander or Elected Officials in communication with state and federal representatives and serve as a general advisor to the particular disaster.

3. Advise and assist the Logistics Chief / Manager and Volunteer Coordinator as needed.

D. EOC Executive Board, elected and appointed officials

The Executive Board will support the incident according to the Nebraska Emergency Management Act and this Plan as described in the LEOP Basic Plan and Annexes. Responsibilities include establishing response and recovery priorities, providing resources to the Incident Commander, providing information to the public and financial decisions.

E. The EOC/MACC Logistics Function (NIMS) - Logistics Chief / Manager

1. When the incident expands beyond normal day-to-day mutual aid support or the Incident Commander requests additional resources from the EOC, and the Emergency Manager Director and/or Clay County EMA Coordinator determines that additional personnel are required, the Logistics Chief / Manager will be notified or activated. This could include requesting assistance for the South Central or Northeast Nebraska All Hazard Response Team.

2. The Local EM Director or Clay Co EMA Coordinator is in charge of logistics until the appointment of a Logistics Chief / Manager and is responsible for the overall logistics and resource management activities within the county and is a member of the Emergency Operating Center (EOC) Staff.

3. Prior to an incident, in cooperation and coordination with the Emergency Manager and others as needed, the Logistics Chief / Manager will have:

   a. Obtained, reviewed, maintained and distributed to first response agencies the county and local resource lists. These lists are contained in various Annexes of the LEOP: A, F, G, H, I, K and L.

   b. Developed a plan to keep un-needed, unsolicited contractors, vendors and volunteers away from the disaster scene, EOC and municipal offices. This plan should include the coordination system with law enforcement and information being released by the PIO. In a disaster of the magnitude that this type of security is needed, no one should be allowed into any site without proper badging as covered in other annexes.

   c. Developed a demobilization plan for return, storage or disposal of surplus equipment or supplies.

   d. Developed a plan for the rehabilitation, replenishment, disposal and return of equipment and supplies and the rehabilitation, replenishment of personnel.

   e. Developed plans and agreements to have non-expendable resources fully functional and ready for mobilization. The organization with invoicing responsibility for the incident, or as defined in pre-incident agreements, replaces broken or lost items.

   f. In the case of human resources, pre-incident plans should include:

      i. Processes to supply crews with food, sanitation, medical support, rest and recuperation time and facilities for the same,

      ii. Notification and mobilization guidelines,

      iii. Process as to monitor the occupational health and mental health issues and their impact on responders. See Annex G, reference Critical Incident Stress Management, and support by non-profits such as the Red Cross and Salvation Army.

      iv. Expendable resources are re-stocked at the point at which the resources were issued. The incident management organization bears the cost of expendable resources, as authorized by jurisdictional procedures or in preplanned financial agreements concluded by the preparedness organizations.

g. Developed a process or learned how the jurisdiction's financial management system will operate during a disaster so that documentation can be kept, bills paid, emergency contracts issued, and reimbursements can be requested.

h. Understand and will perform resource management tasks either at the Incident Commander's request or in accordance with jurisdictional planning requirements.

i. At the direction of the Executive Group, assume direct control of resources identified as critical items, to assure most efficient utilization.

j. Implement and modify the pre-incident resource management operations plans above to accommodate the incident.

k. Advise the Executive Group on current status and recommend actions to be taken (i.e., implementing emergency ordinances required for price controls, procuring equipment, rationing, etc.).

l. Initiate and control actions needed to comply with the desires and decisions of the Executive Group. The NIMS protocols under the Logistics, Administration and Finance organization will be the model for operations.

m. Coordinate the actions of the various agencies, offices, groups, and individuals involved with the procurement, temporary storage, distribution, utilization and control of local resources.

n. During the event, maintain an inventory of available resources and recommend to the Executive Group the most efficient use of existing/remaining resources.

4. Because of the potential magnitude and complexity of the resource program, the Logistics Chief / Manager may select a supporting staff.

5. In the event that there is no pre-designated Logistics Chief / Manager, one will be appointed by the Executive Board or the Chief Executive Officer of the jurisdiction will assume the responsibilities above.

F. <u>The Volunteer Coordinator</u>

1. A Volunteer Coordinator may be named to work with the Logistics Chief / Manager and the Emergency Manager. The Volunteer Coordinator will coordinate the work requirements from the disaster with the volunteer assets which include people and donations. Additional Guidelines are in Attachment 3 of this Annex.

2. Additional responsibilities may include but be limited to the following:

   a. Implement pre-incident agreements or develop agreements with area VOAD/COAD organizations to assist in the coordination of donations and volunteers.

   b. Consider using trained, credentialed and previously identified Community Emergency Response Teams, CERTs, Central Nebraska Medical Reserve Corp, South Central All Hazard Response Team, Northeast NE All Hazard Response Team or 2-1-1 volunteers to assist with donations and volunteers.

   c. Coordinate with the PIO and the EM to develop and implement media releases that provide direction to those wishing to donate or volunteer.

3. Develop, prior to the incident, volunteer registration/information forms to receive, catalog skills, track on-the job training and safety briefing including the volunteers medications or physical limitations, deployment location and duration, assigned supervisor and after work assessment. See Attachment 4.

4. Volunteer mobilization plans should include considerations for:

   a. Security of the scene and the check-in center,

   b. Traffic control, parking and security of volunteers' property,

   c. Utilities, sanitation, first aid, protected rest facilities for volunteers,

   d. Sanitation, janitorial and garbage service for the feeding centers, mass shelters, household animal shelters,

   e. Staffing of trained mass care shelter or household animal shelters support personnel, and

   f. Means or system to prevent conflicting volunteer job assignments or assignments to tasks completed.

G. <u>Jurisdiction's Clerk's / Treasurer's Office</u>

The Clerk/Treasurers responsibilities are stated in the Basic Plan. These offices will assist the Logistics Chief / Manager and the Emergency Manager in developing and implementing a system of records for evaluating status of resources and supplies, emergency procurement and contract letting, and

completing reports and procedures to verify and obtain reimbursement claims from local, state, and federal governments.

H. The County Roads Superintendent, City/Village Streets and Public Works

These Departments will assist in the management and requisition of heavy equipment (trucks, earth moving equipment, etc.), dirt or sand, barricades, and in the coordination of debris removal. The Logistics Chief / Manager and Emergency Manager will ensure that resource listings are prepared and maintained.

I. The USDA County Emergency Board (CEB)

The CEB maintains an inventory of agricultural products and food animal resources and will act in an advisory capacity regarding availability, use and protection of these resources. This board can assist the Logistics Chief / Manager in the management and requisition of needed materials and supplies.

J. Other support agencies/Departmental Heads of local government

These various support organizations in cooperation and coordination with the Emergency Manager, provide lists of resources that could be deployed during a disaster.

The various supervisors or department heads of local government agencies and private organizations will be responsible for managing the resources of their individual agencies/organizations when supporting overall disaster resource needs.

K. The Clay Co. EMA Coordinator or Local EM Director will coordinate the requisition and management of needed public transportation resources (buses, handi-vans, etc.).

L. The Facility Emergency Coordinator (FEC) of each Title III facility (hazmat reporting facility) will coordinate the requisition and management of the facility- owned emergency resources.

M. The American Red Cross will assume the lead role in providing for displaced persons. The Red Cross will procure the necessary food and personal care items needed.

V. CONCEPT of OPERATIONS

A. The EOC Logistics Manager will implement the jurisdiction's response management plan as directed by either the Incident Commander or the EOC operating as a Multi-Agency Coordination Center (MACC), depending on the Logistics Manager's assignment and the scope of disaster.

B. Efficient and effective resource management requires the full support from governmental, non-governmental, not-for profit and private sectors. Local resources used during the operational period of the disaster could include:

1. Food products from local food retail and wholesale sources.

2. Manual labor materials and hardware items from local hardware stores and lumberyards.

3. Transportation needs will primarily be obtained from the Harvard, Sutton, or Sandy Creek Schools, or from Clay Co. Senior Services or one the nursing homes in Clay County. The transportation resource listing is maintained by the Clay Co. EMA Coordinator. see Attachment 1.

C. The first priority for transportation is to support the evacuation of school children and citizens without private vehicles, including nursing home patients. Some specific transportation considerations are:

1. Specialized transportation includes alternate vehicles for use as ambulances or handi-buses.

2. Public transportation includes buses to support an evacuation.

3. Tractor-trailers (semi's), vans, pickups, other trucks and farm equipment can be used to move supplies and materials.

D. All vehicles designated as essential to emergency operations will be serviced by local government during the operational period. Disaster related costs must be documented.

E. Labor requirements will be obtained through local government and private agency's utilization of their own personal resources, volunteer agencies, fraternal and social organizations, and job service sources. Normal work assignments may be re-assigned for the duration of the declared emergency.

F. Heavy equipment resources will initially come from government agencies such as the Clay County Roads Department. Additional assistance may be requested from the State Department of Roads. Also, heavy equipment could be contracted from construction firms and private contractors. See Attachment 2 for a listing of heavy equipment resources.

G. Unless otherwise determined, equipment provided by the various agencies and private organizations will be maintained and parked in the "yards", but preferable in the designated staging areas.

H. All volunteers will register with a Volunteer Coordinator. Procedures for managing a volunteer work force are discussed in Attachment 3.

I. Volunteers assigned to work on public facilities and grounds must be registered, have their work assignments tracked and in some incidents they must be screened to:

1. Assure the safety and security of the volunteers,

2. Assure the safety and security of the victims and property,

3. Assign the best qualified volunteers to appropriate tasks in a timely manner,

4. Reduce the risk of liability to the jurisdiction,

5. To document the hours of donated labor that may be used to off-set the non-Federal share of Category A (Debris management) and Category B (Emergency Protection) programs costs. See Annex C, Attachment 1, Debris Management.

J. All responding organizations and agencies will develop, maintain and provide upon request, records of appropriate materiel, equipment, professional services and financial donations. All resources used such as equipment, expendables, non-expendables, human resources including volunteers will be tracked and accounted for through the response and recovery phases.

VI. ADMINISTRATION and LOGISTICS

A. The County or City/Village Clerks/Treasurers will maintain official records and accounting of materials and supplies used and funds expended in support of emergency operations for possible reimbursements by local, state, or federal governments. All department heads will maintain appropriate records regarding specific contracts, contractual agreements, employee overtime, and equipment operating costs and make these available upon request.

B. The Emergency Manager, Logistics Manager and other appropriate local officials, will review this Annex annually and modify as needed to reflect local operational capabilities and plans.

VII. TRAINING and EXERCISING

A. Training:

The training program will be consistent with the Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

B. Exercising:

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

LIST OF ATTACHMENTS

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1	Citizen Corps	L-25
2	Job Aids: Volunteer Registration, Work Assignment Forms	L-27

TRANSPORTATION RESOURCES

AVAILABLE VEHICLES

Organization and Contact Name	Phone	Number of Buses Capacity (*with lift)	Number of Vans Capacity (*with lift)
HARVARD SCHOOLS:	402-762-3591	59 PASS AND 54 PASS	2 15 PASS
HARV. REST HAVEN	402-772-2171		2 10 PASS
			1 6 PASS
SANDY CREEK	402-726-2151	10 48 PASS	6 12 PASS
SUTTON SCHOOL	402-773-4423	5 59 PASS	2 15 PASS
			3 12 PASS
SENIOR SERVICES	4022-762-3226		2 12 PASS 1 CAR
RYDE PUBLIC TRANSPORTATION:	402-463-5681		3*-15 PASS

County Totals

TOTAL BUSES: 17

TOTAL VANS 21

TOTAL OTHER: 1

TOTAL CAPACITY 1250

NOTE: EM/Planner, consider all easily obtainable commercial, governmental and private sources of transportation; including specialized vehicles adapted to your location and weather conditions.

RESOURCES: HEAVY EQUIPMENT/SPECIAL TEAMS / SERVICES

Resources indicated with a **#** have been identified as contractors qualified to complete debris management tasks through past contracts and performance. This list does not restrict the use of other contractors or resources not listed herein.

Company/Contact	Address	Phone	Kinds and numbers of equipment, NIM Types	
City of Harvard **Dave Meyer**	410 N Clay	402-772-5741	1 Motor Grader 1 1.5 Wheel Loader 1 Tractor w/forks 3 6 yd Dump Trucks	4 4 4 4
City of Sutton	106 S Butler	402-773-4702	1 60' Bucket Truck 1 3.5 wheel Loader 2 10 yd Dump Trucks 1 Motor Grader 1 Skid Loader 1 Backhoe	4 4 4 4 4 4
Village of Trumbell **John Uden**	726 Hubbard St	402-460-8984	1 Tractor w/Blade	5
Warner Construction **Dan Hansen**	*Deweese*	*402-469-5320*	*Loaders/Blades/Dump Trucks*	*3*
Van Kirk Brothers **Jim Van Kirk**	1206 W Ash	402-773-5251	Loaders/Dozers/Dump Trucks	3
City of Edgar **Dick Kenley**	508 3rd St	402-224-5145	1 Motor Grader 1 3.5 yd Wheel Loader 1 5 yd Dump Truck 1 3 yd Dump Truck 1 Tractor w/Blade	4 4 4 4 4
City of Fairfield	401 N D	402-726-2478	1 3.5 lyd Wheel Loader 1 Motor Grader 1 5 yd Dump Truck 1 Bobcat Loader	4 4 4 5

Village of Glenvil	201 Winters Ave	402-771-2283	1 3.5 yd Wheel Loader 1 Motor Grader 1 Tractor with Loader/Blade 1 Tractor	4 4 5
City of Clay Center **Rick Tessman**	123 S Edgar	402-762-3589	1 Motor Grader 1 2.5 yd Wheel Loader 1 10 yd Dump Truck 1 Bobcat 1 8 yd Dump Truck	4 4 4 5 5
Clay County Roads **Tom Roemmich Jr.**	401 S Clay	402-762-3532	10 Motor Graders 1 Excavator 4 10 yd Dump Trucks 1 3 yd Wheel Loader 1 Backhoe 12 Snow Plows	3 3 3 4 4 4

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VOLUNTEER COORDINATION DURING DISASTER RESPONSE and RECOVERY

I. PURPOSE

This appendix provides guidance and direction for the effective, safe and efficient use of volunteers during a disaster. The primary role of the Volunteer Coordinator is the coordination of disaster work requirements with the available volunteer assets.

II. SITUATION

A. Individuals, local, regional and beyond, will want to volunteer their time and services for many reasons and purposes.

B. Volunteers represent a valuable resource to fill gaps and provide additional help during the response and recovery of a community.

C. Volunteer contributions have a monitory value which can be used to offset cost sharing during a Presidential Declaration.

D. The *** County volunteer management plan includes but is not limited to the notification, screening, ”just in time” training, deployment, work assignment, safety, tracking of the individuals and accomplishments, dismissal and demobilization of volunteers.

E. Volunteers are managed during an incident by a pre-appointed and trained volunteer coordinator.

F If there is no Volunteer Coordinator, the Logistics Chief / Manager will manage the volunteer program.

G. The Volunteer Coordinator will work with the Logistics Chief / Manager, the EOC Executive Board, Emergency Manager and as needed the Incident Commander.

H. Dependent upon the situation, the Volunteer Coordinator may need an additional people to carry out the responsibilities of this function. This group, a part of the Logistics or Administration section (NIMS), will constitute the Volunteer Registration Center (VRC).

III. ASSUMPTION AND PLANNING FACTORS

A. Not all volunteer are suited for disaster response and recovery work.

B. Volunteers and donated goods and services must be managed and accounted for as any other resource.

C. The Volunteer Coordinator is assigned and trained in volunteer management.

D. A Volunteer Management Plan has been developed to address policy and processes used and to eliminate potential problems that could occur during activation.

E. The Volunteer Coordinator has knowledge of the Federal Volunteer Protection Act, 1997, the Nebraska Emergency Management Act, 1996 RRS, and any local ordinances regarding the use, management, liability of and for volunteers.

F. The Incident Commander, in coordination with the Resource Chief and Emergency Manager will initiate the Volunteer Registration Center activation.

IV. THE VOLUNTEER COMPLEX

There are four types of volunteers that are useful resources during an event. Each requires a management strategy to provide the effective use, reduce jurisdiction liabilities, track accomplishments, for incident management planning and as an offset to local cost sharing, and to provide for and protect the individual volunteers.

The types of volunteers include:

A. **Professional**: These individuals have identified levels of skills, training, certification or licenses; generally belong to an affiliated organization. These are generally nationally, state, regionally or locally recognized organizations.

B. **Affiliated**: These individuals are identified with a recognized group or organization in which there is generally a command and control structure; individuals may be professional or certified or specialty trained such as Medical Reserve Corps members, Civil Air Patrol or members of National Volunteer Organizations Active in Disasters, Community Organizations Active in Disasters, local Humane Societies.. Or the members may not be trained or certified, but respond under an affiliated organization such as a local/regional bank, local social/service organization such as the Elks, Boy Scouts or local/regional faith based community organizations.

C. **Unskilled**: These individuals are untrained in response and possess no specific skills. These individuals may be either affiliated or unaffiliated and if the latter, they are usually spontaneous.

D. **Spontaneous:** These individuals arrive on scene without being requested by the authorities/incident command. Some will have professional certifications, others will “just want to help” yet others may be there for illegal purposes. Some individuals may not be suited to assist. However, most will have some

skills that could be useful during some action period. Many will also be unaffiliated.

V. CONCEPT OF OPERATIONS

A. Local Emergency Management

The jurisdiction will activate the volunteer management plan at the beginning of the event to provide for life safety and control of spontaneous volunteers.

1. Procedures and responsibilities of volunteer coordination:

   a. The Logistics Chief / Manager will receive the requests for assistance from the I C, affected individuals or agencies. The EOC Executive Board will determine the process for assistance request prioritization.

   b. The Volunteer Coordinator will maintain records and accounting of numbers, kinds and accomplishments of the volunteers so the Planning section and the Incident Commander are aware of these resources prior to the next Incident Action Plan creation.

   c. Volunteers, including VOAD, COAD, MRC, CAP, Citizen Corps members, will register at the Volunteer Registration Center or other location designated by the Volunteer Coordinator. Registration information will be given to the EOC and distributed to the public through by the PIO.

   d. The Volunteer Coordinator will work with the Public Information Officer to coordinate public announcements about the volunteer registration locations as well as other necessary information regarding this effort.

   e. The PIO will prepare media releases asking for volunteers and/or providing information about the volunteer process. It is advisable to have prepared messages containing information about:

      i. How and where to register for volunteer work,

      ii. Jurisdictional guidance about those under 18 years old and their access to the site; whether parent/guardian must sign registration,

      iii. The need to have valid identification, and certification for medical and other specialized services.

      iv. The duration and types of volunteer work needed,

v. The types of skills, equipment and number of volunteers needed,

vi. Limitations for volunteers such as medical conditions that may limit activities, allergies, Tetanus shot information (i.e.) date of last tetanus shot and/or location where to receive tetanus shot,

vii. Appropriate clothing and protective clothing such as steel-toed shoes, waterproof boots, full length pants or jeans, full shirts preferably long sleeved, jacket, rain gear, gloves, hat or hard hat, protective eyewear, sunscreen, insect repellant;

viii. Appropriate tools to bring such as shovels, brooms, buckets, mops or hand tools and chain saws and their responsibility to use and track them appropriately,

ix. Parking areas and Staging areas for transportation to and from the work site(s), and

x. Information about water, snacks, lunches and smoking.

f. Registration of volunteers should include:

i. A registration card (pre-printed, if possible, see example) with:

a) Name,
b) Individual or organization represented,
c) Equipment assets available, special training or skills,
d) Name/phone number for notification if there is an emergency,
e) A reference for verification (screening) purposes for specialty or sensitive tasks, and,
f) Skills appropriate for the volunteer tasks.

ii. Groups or organizations donating time, labor, materials and wish to remain anonymous must have a designated point of contact (POC). The POC is responsible for reporting the numbers of volunteers, kinds of work accomplished, donations, etc. to the EOC or Volunteer Coordinator. The POC is also responsible for the safety and actions of the organization.

iii. Long-term volunteers such as in the EOC, communications support, volunteer coordinators, and mass care coordinators should have a written job description, the nature of the assignment, the expectations, prohibitions and consequences.

iv. Being assigned work appropriate to capability and possible equipment assets of the volunteer.

v. Giving the volunteer a pass/identification card to the disaster area. It is recommended these cards be reissued daily.

vi. Prior to deployment to the disaster area, volunteers should be given a safety briefing.

g. The safety briefing should include statements or a handout indicating:

i. The jurisdiction's appreciation for their concern and a warning that their enthusiasm may lead to unsafe decisions,

ii. The worksite communications structure: who their immediate supervisor is, when they are to start/stop work, where, what their assignment are, how long the work period is, and how to reach someone for help, extra supplies, field condition safety issues, etc.

iii. The kinds of hazards they may find at the work site and the need to listen to the crew leader and follow their guidance concerning the work site,

iv. The use of appropriate clothing for the season and community and the personal protection equipment such as boots, gloves, hats, long pants, sunscreen, insect repellant,

v. That if they provide their own tools, they are responsible for them,

vi. That water may be available in the work area, but encourage them to bring a personal water container; and to stay hydrated,

vii. Where the portable toilets are located and personal hygiene needs,

viii. That flood waters and storm debris should be considered as contaminated and containing bacteria; therefore, wash hands, face before eating, drinking;

ix. They must seek immediate medical treatment for all injuries, insect bites,

x. That stray pets or wild animals may be encountered and they should inform the crew leader and avoid the animal,

xi. How to retrieve and safely store personal items found such as pictures, clothing, electronics, other household items,

xii. That looting is a crime,

xiii. That storm debris contains many heavy, sharp items; use heavy gloves; get help lifting or ask the crew leader to call for heavy equipment,

xiv. That disasters often dislodge hazardous materials and volunteers are to follow the instructions of trained Hazmat responders,

xv. Information about the possibility of encountering victims, in shock, injured or deceased, and injured or dead animals. They are to follow the instructions given at the work site, and

xvi. Information about disaster stress, anxiety: that they will be unable to undo the effects of the disaster; that each is helping - one step at a time to assist the victims; that if they recover one picture, lost toy, care for one disoriented victim, then they have helped ease the suffering and allowed that person to begin recovery.

h. The Volunteer Coordinator will maintain a communications system with the Crew Leaders and receive periodic updates on the volunteers, work accomplished, injuries, additional resources needed.

i. The Volunteer Coordinator/Crew Leaders must ensure that volunteers return to the registration desk or official exit point after completing their work assignment and notify the Coordinator that the work has been completed or additional resources are needed. If volunteers wish to continue working, they will receive a new assignment.

j. The Volunteer Coordinator will update the Logistics Manager frequently on:

   i. Personnel and equipment being volunteered
   ii. Work being accomplished in the disaster area, and
   iii. Additional resources needed or unusual circumstances that are of concern.

k. The Volunteer Coordinator will complete a summary of all volunteer time, material, services and equipment provided during the event. This summary will be forwarded to the Logistics Manager, the EOC and possibly the jurisdiction's Clerk's office.

l. Sample volunteer registration and job assignment forms are available in Attachment 4 and in the Emergency Manager's Handbook.

VI. ADMINISTRATION AND LOGISTICS

This Appendix will be reviewed and upgrades at least annually and after every event using volunteers.

VII TRAINING AND EXERCISING

Training is available through FEMA, NEMA and other agencies. The local volunteer coordination plan is incorporated into the county's PET program.

List of Attachments

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2	Job Aids	L-27

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Citizen Corps – Volunteer Resources

The Nebraska Citizen Corps program, http://www.citizencorps.gov, provides training and information to citizens regarding disaster preparedness and, response, promoting the goal of being self-sufficient for 72 hours. It also provides volunteer opportunities for preparedness education and outreach. Citizen Corps has five partner programs: Medical Reserve Corps (MRC), Community Emergency Response Team (CERT), Volunteers in Police Services (VIPS), Fire Corps, and Neighborhood Watch. Not all counties in Nebraska have Citizen Corps Councils, nor all of these programs

A. Medical Reserve Corps (MRC)

The MRC provides volunteers in disasters or public health events. These volunteers can provide medical and health care, administrative, organizational, and logistical support. There are seven MRC regions in Nebraska, see map, Annex G, Attachment 4. The Regional MRC coordinators can notify volunteers when needed for deployment.

B. Community Emergency Response Team (CERT)

CERT trains volunteers in disaster preparedness, light search and rescue, damage assessment, disaster first aid, triage, fire suppression, and basic disaster psychology. CERT volunteers can assist first responders or be used to support community events.

C. Volunteers in Police Services (VIPS)

VIPS provides support and resources for agencies that wish to use the skills of citizen volunteers. The goal is to enhance the capacity of state and local law enforcement to utilize volunteers.

D. Fire Corps

The Fire Corps provides support and resources for fire departments interested in using volunteers to help fill administrative and service roles. Firefighters are then free to focus on their specialized duties. The goal is to aid in fire prevention, response, and education through the volunteers working with the fire department.

E. Neighborhood Watch

The Neighborhood Watch program encourages citizens to be vigilant and proactive about community safety. Issues such as, "eyes-and-ears" training and target-hardening techniques form the core of the program. As groups have grown, the citizens' roles have become more multifaceted and tailored to local needs. USAonWatch, the face of the National Neighborhood Watch Program, empowers citizens to become active in homeland security efforts and to provide information, training, technical support and resources to local law enforcement agencies and citizens.

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JOB AIDS: VOLUNTEER COORDINATION

REGISTRATION FORMS, JOB REQUEST FORMS AND JOB ASSIGNMENTS

The following have been provided by Nebraska Emergency Managers and others in an effort to assist the Volunteer Coordination team during disaster response. The local Emergency Manager may use any of these as is or modify them to fit their situation.

Note that each serves a slightly different purpose.

EMERGENCY MANAGEMENT VOLUNTEER WORKER REGISTER

COUNTY _____ **LOCATION** _____

DATE START _____ **DATE FINISHED** _____

TIME START _____ **TIME FINISHED** _____

My signature below indicates the acceptance of my temporary appointment as a volunteer Emergency Management worker in the _____Emergency Management Agency. It is understood that unless I agree to permanent appointment as an Emergency Management volunteer; my temporary appointment will terminate at the conclusion of this disaster, emergency, test or exercise.

SIGNATURE	ADDRESS	PHONE NUMBER

VOLUNTEER REGISTRATION INFORMATION

This form is used for all volunteers: full-time, occasional or specific disasters.

PLEASE PRINT CLEARLY, COMPLETE AS BEST YOU CAN, RETURN THIS TO A COORDINATOR AT THE REGISTRATION CENTER/TABLE OR FAX TO _____

I am willing to volunteer: for this disaster ____, or work in this county ____,
a neighboring county ____, anywhere in NE ____, anywhere in US____

Mr. __ Mrs. __ Ms. __ Name (first) _____(last)_____ DOB__/__/__

Home Address_____ E-Mail address _____

Day Phone _____ Evening phone _____ Today's date __/___/__

Emergency contact _____ Relationship _____ Emergency phone_____

Occupation _____ Employer _____

Business address _____ City _____ ST _____ ZIP _____

Medical conditions that may limit activity _____ Allergic to _____

If under 18, a parent or guardian must sign here as approval to work:_____

I am a year-round Nebraska resident: yes __ no ___; if not, which months available? _____

I am currently affiliated with the _____ disaster agency and have been trained in the following special skills: _____

Skills; Please check all that apply that you are willing to use.

Medical
__Doctor/Nurse/EMT
__First Aid
__Mental health counsel
__Veterinarian
__Veterinarian Tech

Communications
__CB or HAM operator
__Hotline/rumor control
__Public relations
__Media: print, electronic
__Web page design/maint.
__Public speaking
Languages:
__Spanish
__Vietnamese
__Ukrainian
__Bosnian
__Russian
__Chinese
__Arabic
__Other _____

Office Support
__Clerical-filing, copying
__Data entry
__Phone center
__Word processing
__Messenger
__Auditing/accounting
__Other _____

Service
__Food; prep, serve, clean
__Elder/disabled care
__Child care
__Shelter management
__Spiritual counseling
__Social work
__Citizen Corps
__Search and rescue
__Traffic control
__Crime watch
__Animal rescue/care
__Waste Disposal

Structural
__Damage assessment
__Metal construction
__Wood construction
__Masonry construct
__Plumbing
__Electrical
__Roofing

Transportation
(use A = available for use)
(use O= qualified operator)
__Car
__Van / station wagon
__Truck, capacity_____
__4WD/ATV
__Boat, capacity_____
__CDL- Class _____
__Maintenance/repair

Labor
__Loading / shipping
__Sort/Inventory/packing
__Clean-up debris
__Supervisory experience

Equipment
(use A = available for use)
(use O= qualified operator
__Backhoe
__Chainsaw
__Generator
__Skid loader
__Front-end loader
__Other _____

VOLUNTEER REGISTRATION INFORMATION

- Side 2 –

(Emergency Manager NOTE: This statements below are suggestions only. The following has not been reviewed by any legal representative for the state of Nebraska, nor shall it be construed to alter any law, executive order, rule, regulation, or local jurisdiction's resolution concerning liability for volunteers assisting in disaster work. EMs are advised to have their county attorney review and provide guidance on the following statement.)

The Volunteer Protection Act of 1997 provides legal immunity for registered volunteers working in disaster-related functions, who are working within the scope of their assigned responsibilities, are acting in good faith and are not guilty of gross negligence.

I, for myself and my heirs, executors, administrators and assigns, hereby release, indemnify and hold harmless the Coordination Agency, Local Governments, State of Nebraska, disaster response and recovery supporting non-profit, non-government Agencies, the organizers, sponsors and supervisors of all disaster preparedness, response and recovery activities from all liability for any and all risk of damage or bodily injury or death that may occur to me (including any injury caused by negligence), in connection with any volunteer disaster effort in which I choose to participate.

I likewise hold harmless from liability any person transporting me to or from any disaster relief activity.

In addition, disaster relief officials have permission to utilize any photographs, digital images, or videos taken of me foe publicity or training purposes.

I will abide by all safety instructions and information provided to me during disaster relief efforts.

I expressly agree that this release, waiver and indemnity agreement is intended to be as broad and inclusive as permitted by the State of Nebraska, and that if any portion thereof is held invalid, it is agreed that the balance shall notwithstanding, continue in full force.

I have no know physical or mental conditions, except as indicated on the reverse side of this form, that would impair my capability to participate fully, as intended or expected of me.

I have carefully read this release and indemnification and understand the contents thereof and sign this release as my own free act.

Signature _____ Date _____

Parent/Guardian, if under 18 _____ Date_____

Please return this signed form to the registration desk or Volunteer Coordinator

COUNTY NAME/LOGO

REQUEST FOR VOLUNTEER HELP REQUEST #____

COMPLETE ONE REQUEST FOR EACH PROPERTY OWNER'S/AGENCY'S REQUEST FOR HELP

Date of request _____ Coordinator _____

Individual ☐ Agency ☐ Contact person _____Phone(s) _____

Location of work site _____

Directions to site: _____

Type of work: _____

Special physical or hazardous conditions: _____

Special skills / equipment needed: _____

Estimated number needed: _____ Duration of job: (days/hours)_____

When work can begin: _____

CONTACT WITH REQUESTOR:

Date	Comments	Coordinator

VOLUNTEERS REFERRED

NAME	DATE	NAME	DATE

(USE ADDITIONAL PAGES AS NEEDED)

TASK COMPLETED ON ___/____/___ CANNOT FILL REQUEST _____

COORDINATOR: WHEN THE WORK HAS BEEN COMPLETED,RETURN THIS RECORD TO THE APPROPRIATE SECTION (Logistics or Administrative) AT THE EOC.

VOLUNTEER WORK SITE SIGN-IN / SIGN-OUT / ACCOMPLISHMENTS

Site _____ Crew Leader _____ Date _____

PLEASE READ BEFORE SIGNING: **I have registered and received safety instructions for working at this site and agree to follow the safety procedures and directions of the crew leader.**

Name (print)	Tools: personal/supplied	Start time	End time	Total time	Type of work

Date: _____
(mm/dd/yy)

Volunteer Sign-In Sheet

_____
Coordinator or Crew leader

****(starred)blanks must be filled out completely or the time is not eligible for credit.**

**Name: (PRINT)	**Location of work today	**Type of work done	**Start time	**End time	**Total hours	Notes

Volunteer Sign-in / Sign out and Assignment Sheet

Disaster _____ Coordinator _____ Date _____ Crew Leader _____ Page _____

NAME (PRINT)	Address	Phone	Assignment	Time In	Time Out
Equipment: Personal/supplied			Notes:		
NAME (PRINT)	Address	Phone	Assignment	Time In	Time Out
Equipment: Personal/supplied			Notes:		
NAME (PRINT)	Address	Phone	Assignment	Time In	Time Out
Equipment: Personal/supplied			Notes:		
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Equipment: Personal/supplied			Notes:		
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Equipment: Personal/supplied			Notes:		
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Equipment: Personal/supplied			Notes:		
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Equipment: Personal/supplied			Notes:		
NAME (PRINT)	Address	Phone	Assignment	Time In	Time Out
Equipment: Personal/supplied			Notes:		
NAME (PRINT)	Address	Phone	Assignment	Time In	Time Out
Equipment: Personal/supplied			Notes:		

Volunteer Sign-In / Sign-out and Assignment Sheet

_____ County Disaster _____ Coordinator _____ Date _____ Page ____

NAME (PRINT)	Address	Phone	Work assigned	Crew leader	Time in	Time out	Total
Equipment brought/supplied				Notes			
NAME (PRINT)	Address	Phone	Work assigned	Crew leader	Time in	Time out	Total
Equipment brought/supplied				Notes			
NAME (PRINT)	Address	Phone	Work assigned	Crew leader	Time in	Time out	Total
Equipment brought/supplied				Notes			
NAME (PRINT)	Address	Phone	Work assigned	Crew leader	Time in	Time out	Total
Equipment brought/supplied				Notes			
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