CASS COUNTY, NEBRASKA

LOCAL EMERGENCY OPERATIONS PLAN

Dated: 1 January 2008

Approved by County Resolution 2003-46
Dated: October 7, 2003

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)

The County will endeavor to make every reasonable effort to respond in the event of a Disaster emergency. However, County resources and systems may be overwhelmed. The responsibilities and tenets outlined in this Plan will be fulfilled only if the situation, information exchange, extent of actual agency capabilities, and resources are available at the time. There is no guarantee implied by this Plan that a perfect response to disaster and / or emergency incidents will be practical or possible.

Prepared by the

Cass 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)

CASS COUNTY EMERGENCY OPERATIONS PLAN

PREFACE

This Cass County Emergency Operations Plan establishes the policies, plans, guidelines and procedures that will allow all our emergency resources to function effectively, as a team, when disaster strikes. In content and in format, the Plan is consistent with the National Incident Management System (NIMS) and with the current nationwide concept embodied in the Integrated Emergency Management System (IEMS); in that, this Plan provides for performing specific functions across the full spectrum of hazards. Most 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.).

RESOLUTION 2003-46

WHEREAS, The Cass County Board of Commissioners of Cass County Nebraska, pursuant to Nebraska Statute, is vested with the authority of administering the affairs of Cass County, Nebraska; and

WHEREAS, it has been determined that a Cass County Local Emergency Operations plan has been developed in order to provide for a coordinated response to a disaster or emergency in Cass County, the Cities of Plattsmouth, Louisville and Weeping Water and Villages in Cass County; and

WHEREAS, the Cass County Board of Commissioners of Cass County, Nebraska deems it advisable and in the best interest of Cass County to approve said Local Emergency Operations Plan;

NOW THEREFORE BE IT HEREBY RESOLVED the Cass County Board of Commissioners of Cass County, Nebraska to approve said Local Emergency Operations Plan be, and hereby is, approved.

PASSED AND APPROVED THIS 7th **DAY OF** Oct. **, 2003.**

Cass County Board of Commissioners
Cass County, Nebraska

Robert W. Clavey

Paul C. McMaris

ATTEST:

Barbara E. Wohlers, Cass County Clerk

RESOLUTION No. 09-010

WHEREAS, the Cass County Local Emergency Operations Plan (the Plan) establishes the policies, plans, guidelines and procedures that allow all emergency resources to function effectively, as a team, when disaster strikes;

WHEREAS, the Plan is consistent with the current nationwide concept embodied in the Integrated Emergency Management System (IEMS) in that the Plan provides for performing specific functions across the full spectrum of hazards (a multi-hazards functional plan);

WHEREAS, certain disasters could overwhelm the resources and systems of Plattsmouth or any other jurisdiction;

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PLATTSMOUTH that in order to provide for a coordinated response to a disaster or emergency in Cass County, the Plattsmouth City Council deems it advisable and in the best interests of the community and Cass County to approve the updated 2008 Cass County Local Emergency Operations Plan.

PASSED AND APPROVED this 20th day of April 2009.

R. Paul Lambert, Mayor

CITY OF PLATTSMOUTH SEAL NEBRASKA

ATTEST:

Sandra J. Meyer, City Clerk

RESOLUTION 09-07

Council Member Bray Frew
offers the following
resolution and moves its adoption, seconded by Council member
Bob McCaulley:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in Cass County, the City of Weeping Water and other cities and villages in Cass County, the Weeping Water City Council deems it advisable and in the best interests of the community and the County to approve the attached Cass County Local Emergency Operations Plan.

PASSED AND APPROVED THIS 13th DAY OF April, 2009.

CITY OF WEEPING WATER
SEAL
CASS COUNTY, NEBRASKA

Mayor, City of Weeping Water

ATTEST:

City Clerk

RESOLUTION 09-08

Council Member Petrzilka
offers the following
resolution and moves its adoption, seconded by Council member
Jensen:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in Cass County, the City of Louisville and other cities and villages in Cass County, the Louisville City Council deems it advisable and in the best interests of the community and the County to approve the attached Cass County Local Emergency Operations Plan.

PASSED AND APPROVED THIS 8th DAY OF APRIL, 2009.

Mayor, City of Louisville

ATTEST:

City Clerk

SIGNATURE PAGE

We, the undersigned, have reviewed the Local Emergency Operations Plan (LEOP) for Cass 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.

Cass County Local Emergency Planning Committee (LEPC)	Date
Cass County Sheriff	Date
Plattsmouth Police Department	Date
Plattsmouth Fire Chief	4/21/09 Date
Plattsmouth EMS Captain	4/22/09 Date
Weeping Water Police Department	Date
Weeping Water Fire Chief	Date
Weeping Water EMS Captain	Date

SIGNATURE PAGE continued

Cass County Assessor	Date
Cass County Clerk	Date
Cass County Highway Superintendent	March 9 2009 Date
Sarpy/Cass DHW Public Health Director	Date
American Red Cross Heartland Chapter - Omaha	Date
Cass County Emergency Management Director	Date

SIGNATURE PAGE continued

Cass County Assessor	Date
Cass County Clerk	Date
Cass County Highway Superintendent	Date
Sarpy/Cass DHW Public Health Director	Date
John M. Young ES Director American Red Cross Heartland Chapter - Omaha	4/8/09 Date
Cass County Emergency Management Director	Date

SIGNATURE PAGE continued

Cass County Local Emergency Planning Committee (LEPC)	Date
Cass County Sheriff	Date
Plattsmouth Police Department	Date
Plattsmouth Fire Chief	Date
Plattsmouth EMS Captain	Date
Louisville Fire Chief	Date
Louisville EMS Captain	Date
Earnest West Fire Chief Weeping Water Fire Chief	4-20-09 Date
Weeping Water EMS Captain	Date

SIGNATURE PAGE continued

Cass County Assessor	Date
Cass County Clerk	Date
Cass County Highway Superintendent	Date
Rianne Kelly Sarpy/Cass DHW Public Health Director	3/16/09 Date
American Red Cross Heartland Chapter - Omaha	Date
Cass County Emergency Management Director	Date

SIGNATURE PAGE continued

Cass County Local Emergency Planning Committee (LEPC)	4-7-09 Date
Cass County Sheriff	Date
Plattsmouth Police Department	Date
Plattsmouth Fire Chief	Date
Plattsmouth EMS Captain	Date
Louisville Fire Chief	5/5/09 Date
Louisville EMS Captain	04/30/09 Date
Weeping Water Fire Chief	Date
Weeping Water EMS Captain	5/4/09 Date

SIGNATURE PAGE continued

Cass County Local Emergency Planning Committee (LEPC)	Date
Cass County Sheriff	May 14, 2009 Date
Plattsmouth Police Department	14 April 2009 Date
Plattsmouth Fire Chief	Date
Plattsmouth EMS Captain	Date
Louisville Fire Chief	Date
Louisville EMS Captain	Date
Weeping Water Fire Chief	Date
Weeping Water EMS Captain	Date

SIGNATURE PAGE continued

Cass County Assessor	3/31/2009 Date
Cass County Clerk	3/31/2009 Date
Cass County Highway Superintendent	Date
Sarpy/Cass DHW Public Health Director	Date
American Red Cross Heartland Chapter - Omaha	Date
Cass County Emergency Management Director	3/31/09 Date

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Emergency Management	8	**1-8**	**23**
Emergency Management Director	4	1-4	10
Radiological Officer	1	5	1
Public Information Officer	1	6	1
Damage Assessment Officer	1	7	1
President, Local Emergency Planning Committee	1	8	10
County	**4**	**9-12**	**10**
Chair - Board of Commissioners	1	9	5
County Clerk	1	10	1
County Sheriff	1	11	3
Highway Superintendent	1	12	1
Plattsmouth	**6**	**13-18**	**6**
Mayor	1	13	1
City Administrator/City Clerk	1	14	1
Police Chief	1	15	1
Fire Chief	1	16	1
Public Works Director	1	17	1
Superintendent/Principal of Schools	1	18	1
Other Cities/Villages	**2**	**19-20**	**2**
Emergency Management Director or City Clerk	1	19	1
(For use by Officials such as Mayor/Board Chair, Police. Fire, etc.)	1	20	1
Organizations	**2**	**21-22**	**2**
American Red Cross, (Local Chapter or State Office)	1	21	1
Plattsmouth Office, Sarpy Cass Department of Health and Wellness	1	22	1

(Distribution List continued) Individual/Organization	Number of Hard Copies	Copy Number	Number of CD Copies
Nebraska Emergency Management Agency (For Distribution to State Agencies)	**4**	**23-26**	
NEMA	1	23	
Dept. of Environmental Quality	1	24	
Fire Marshal			PDF
USDA State Emergency Board	1	25	
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Nebraska State Patrol-Communications			PDF
Nebraska Forest Service			PDF
Nebraska Department of Health and Human Services, Division of Public Health			PDF

GLOSSARY OF TERMS AND ACRONYMS

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

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

Biosecurity: 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 know 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.

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.

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.

DEQ: Nebraska Department of Environmental Quality, also NDEQ

DHS: Department of Homeland Security

DHHS: Department Health and Human Services,

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. Teleregistration 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.

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 police, fire and other emergency personnel are responsible for the protection and preservation of 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 interjurisdictional 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 hazards 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.

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 Action Plan (IAP): Under NIMS, an oral or written plan stating the time period or schedule of planned events, the identification of the threat or disaster, strategy for managing an incident, initial response activities, formalized steps to achieve recovery, staffing and other resources needed.

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 Plants 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.

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

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.

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 plants.

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

NIMS – National Incident Management System: A comprehensive, national approach to incident management, includes the Incident Command System, multi-agency Coordination systems, Public Information systems and must be adopted by all jurisdictions to be compliant for DHS grants and awards.

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.

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

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

CASS COUNTY
BASIC EMERGENCY OPERATIONS PLAN

I. PURPOSE

This Plan predetermines, to the extent possible, actions taken by responsible elements of the governments within Cass 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 Cass 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), June 1985, 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. Homeland Security Presidential Directive (HSPD-8) “National Preparedness” December 17, 2003;

M. Cass County Resolution 2003-46, dated 7 October 2005, approving the 2003 Cass County Local Emergency Operations Plan (LEOP);

N. City of Plattsmouth Resolution participating in/with the Cass County Emergency Management Agency Organization, dated 3 June 1997;

O. City of Louisville Resolution 97-13 participating in/with the Cass County Emergency Management Agency Organization, dated 11 June 1997;

P. City of Weeping Water Resolution 97-10 participating in/with the Cass County Emergency Management Agency Organization, dated 14 July 1997

Q. Village of Alvo Resolution participating in/with the Cass County Emergency Management Agency Organization, dated 4 August 1997;

R. Village of Avoca Resolution 97-8(R) participating in/with the Cass County Emergency Management Agency Organization, dated 1 October 1997;

S. Village of Cedar Creek Resolution 28 participating in/with the Cass County Emergency Management Agency Organization, dated 2 September 1997;

T. Village of Eagle Resolution 97-20 participating in/with the Cass County Emergency Management Agency Organization, dated 7 October 1997;

U. Village of Elmwood Resolution 9802 participating in/with the Cass County Emergency Management Agency Organization, dated 4 March 1998;

V. Village of Greenwood Resolution 97-7 participating in/with the Cass County Emergency Management Agency Organization, dated 12 August 1997;

W. Village of Manley Resolution 90.6 participating in/with the Cass County Emergency Management Agency Organization, dated 6 August 1997;

X. Village of Murdock Resolution 97-0102 participating in/with the Cass County Emergency Management Agency Organization, dated 2 December 1997;

Y. Village of Murray Resolution 1997-1 participating in/with the Cass County Emergency Management Agency Organization, dated 3 June 1997;

Z. Village of Nehawka Resolution 9-3-97 participating in/with the Cass County Emergency Management Agency Organization, dated 3 September 1997;

AA. Village of South Bend Resolution 1 participating in/with the Cass County Emergency Management Agency Organization, dated 2 July 1997;

BB. Village of Union Resolution 8-5-97 participating in/with the Cass County Emergency Management Agency Organization, dated 5 August 1997

CC. 10 CFR, Parts 50 and 70, Appendix E, Nuclear Regulatory Commission as revised 3 November 1980.

III. SITUATION

A. Cass County, with a residential population of approximately 25,963 persons, (2006 estimated census) is vulnerable to many hazards, all of which have the potential to disrupt the community, create damage, and cause injury or death to its citizens. The Cass County Emergency Management Director has identified hazards which could have an effect on the population or public and private property. The most severe of these hazards are natural, technological and national security. The highest potential of occurrence include tornadoes, severe storms (winter and summer), floods, hazardous materials, utility and transportation accidents and national emergencies.

B. Cass County and its various incorporated jurisdictions have significant emergency response resources and capabilities. two law enforcement agencies, fourteen fire departments, eleven rescue squads / departments and the hospitals in Lincoln and Omaha provide emergency services on a day-to-day basis. During and after disaster, effective use of these emergency resources and other governmental and private response and recovery capabilities will minimize the effects of disaster on people and property.

IV. ASSUMPTIONS AND PLANNING FACTORS

A. Outside assistance would be available in most major disaster situations affecting Cass County. However, even though this Plan will define procedures for coordinating such assistance, it is essential for Cass 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 Cass 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 provide, leadership and direction, strategic guidance and resources during emergency preparedness, response and recovery activities. They will implement these and other plans to ensure emergency actions are taken in a timely manner and to provide care and support for those citizens affected.

B. Local Government Structure

1. A five member Board of Commissioners manages the governmental activities of Cass County. Their authority extends to all unincorporated areas of the county. The population of Cass County is 25,963 (2006 estimated census).

2. Plattsmouth is a first class city (population 6,887) and functions under the Mayor/Council system. The City Council has a Council President and eight Council Members. Day-to-day affairs of the city are under the direction of a City Administrator.

3. Louisville is a second class city (population 1,046) and functions under the Mayor/Council system. The City Council has a Council President and four Council Members. Day-to-day affairs of the city are under the direction of a City Supervisor.

4. Weeping Water is a second class city (population 1,103) and uses the Mayor/Council form of government. The Council has a Council President and four Council Members.

5. Alvo (population 142), Avoca (population 270), Cedar Creek (population 396), Eagle (population 1,105), Elmwood (population 668), Greenwood (population 544), Manley (population 191), Murdock (population 269) Murray (population 481), Nehawka (population 232), South Bend (population 86) and Union (population 260) are villages under the direction of Village Boards with a Board Chairperson and Board Members or Trustees.

C. Emergency Management

1. Cass County Emergency Management Agency: the Cass County Emergency Management Director, appointed by the Cass County Board of Commissioners, will act as a disaster operations advisor to the Board and to the various City Councils and village boards. In that capacity, and as directed by the County Commissioners, the Emergency Management Director will assist and support the cities and villages in the county in emergency response activities within those communities. Emergency operations will be conducted by local forces, supplemented as necessary by trained auxiliaries and manpower and resources available from neighboring jurisdictions or the State. In general, the Emergency Management Director:

   a. Serves as the emergency preparedness and response advisor to the Cass County Board of Commissioners and the cities and villages of Cass County.

   b. Directs and controls the Cass 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.

D. 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.

E. Responsibilities

Most departments within local government have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining procedures for meeting its emergency responsibilities. This Plan has twelve primary functional areas of responsibility (detailed in Annexes) that define the tasks that must be accomplished 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 Cass County is the responsibility of the County Commissioners; and, in their respective political subdivisions, the responsibility of the Mayor and City

Councils of Plattsmouth, Louisville and Weeping Water and the Village Boards of Alvo, Avoca, Cedar Creek, Eagle, Elmwood, Greenwood, Manley, Murdock, Murray, Nehawka, South Bend, and Union. These executives, as required, shall, along with the Cass County Emergency Management Director, constitute the Emergency Executive Group which will be located with the Emergency Operations Staff in the Emergency Operating Center in rural Weeping Water. 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. setting short and long term priorities for recovery,

c. anticipating and identifying future resource requirements,

d. monitoring the County environment,

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

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

g. demobilization of resources after the event,

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

i. Participating in the After Action Report process and making 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.

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 is responsible for coordinating EOC communications and maintaining this Annex of the LEOP; in lieu of a Communications Officer, then the Emergency Manager. Warning could be received through the Plattsmouth Warning Point. In the remainder of the county, warning of the public is a primary responsibility of the Cass County Sheriff.

3. Damage Assessment (Annex C)

The Cass County Assessor 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.

4. Emergency Public Information (Annex D)

The Public Information Officer 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 Cass County Emergency Management Director, 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 special needs and of service or companion 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 Cass County Public Safety 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 Cass County Sheriff, the Plattsmouth Police Chief, 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 citizens with 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 to hazardous materials spills to radioactive fallout from a nuclear attack. 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 the Cass County Highway Superintendent.

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 Cass County Extension Agent supported by the Cass County Emergency Management Director 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.

F. Under the Southeast Nebraska Emergency Management Mutual Aid Association and Inter-local Agreement, Cass County has a mutual aid support responsibility to assist, as possible, seventeen Southeast Nebraska Counties should they experience a major emergency or disaster.

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. Efforts that would normally be required of those functions 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 Cass 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 the taking of measures to ensure continued operation and reconstitution, if necessary, 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 Cass County by the County Clerk, for Plattsmouth, Louisville and Weeping Water by the City Administrator, and for other local jurisdictions by the respective village clerks. Records to be preserved will include as a minimum:

   a. Records required to protect the rights and interests of individuals (vital statistics, land and tax, papers of incorporation, etc.)

   b. Records required by health, fire, law enforcement and public works to conduct emergency operations (utility maps, emergency plans and procedures, personnel lists, etc.)

   c. Records required to reestablish normal government functions and to protect the rights and interests of government (constitutions, charters, statutes and ordinances, court records, financial 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 have been 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 and fire plans which designate appropriate actions and protective shelter locations including provisions for handicapped persons.

b. Records: Essential county government records are stored in secure storage at the Cass County Law Enforcement Center.

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 has been duplicated in the EOC providing a backup capability.

C. Direction and Control Relationships

1. During disaster operations, coordination and control of community emergency response will be exercised by the Executive Group of the political subdivision concerned. The Chair of the Cass County Board of Commissioners and the Mayors of Plattsmouth, Louisville and Weeping Water will operate from the EOC providing overall leadership and coordination of the many emergency functions in support of the Incident Commander. The chief executives of other communities will function from their local Emergency Operating Centers.

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 County Emergency Management Director 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 controlled from the EOC or the Plattsmouth Mobile Command Vehicle. 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 Omaha 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. The normal mode would be by telephone although NAWAS to the Plattsmouth Warning Point with subsequent notice to the County could 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 Commissioners and/or the Mayors/Chairs of the Village Boards of the affected communities will take charge of all operations directed by this Plan.

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 Director 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 Cass 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. Mutual Aid

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

J. 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,

   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 Cass 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.

K. 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 Cass 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. 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 two major hazards, tornadoes 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. 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 four 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.

L. 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 Cass County Roads, and in the cities and villages by the Streets/Public Works Departments. Snow and ice emergencies will be declared by the chief executive and enforced by the County Sheriff and local law enforcement. Snow removal will follow the existing procedures of the County Highway Department and city/village Public Works Departments.

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. County and city inspectors 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 Cass County Roads Superintendent, and in the cities and villages 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 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.

M. 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. Cass 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, Cass 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 is 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/Commissioners 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 Director 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 five-year Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be ODP (Office of Domestic Preparedness) 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 Director'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 Director 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 Director may approve routine changes such as corrections, clarifications, staffing rosters, maps, annotations, and reporting requirements.

B. Procedures

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.

C. 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 Director will ensure that this review process is carried out on a timely basis.

D. Recertification

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

E. Distribution

The County Emergency Management Director will ensure that this Plan and all formal changes are distributed on the local level in accordance with the Plan Distribution List on page xii. 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 Cass 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 24 August, 2005

B. Nebraska State Emergency Alert System Operational Plan, February 2001, as revised

C. 2004 North American Emergency Response Guidebook

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

E. Nebraska Radiological Emergencies Response Handbook, April 1989

F. Emergency Preparedness Plan for Beaver Lake Dam, dated April 1989

G. Emergency Action Plan for Multi-Purpose Structure 1989-1 - U.S. West Dam & Reservoir, dated December 1990

H. Emergency Action Plan for Mill Creek #7 Road Structure, dated October 1993

LIST OF ATTACHMENTS

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FUNCTIONAL RESPONSIBILITY CHART

EXECUTIVE GROUP

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**
Chair, County Board of Commissioners	S	P			S								S	
County Commissioners	S	S												
Mayors of cities	P	P			S								S	
City Council Membersl	S	S												
Chair, Village Board	P	P			S								S	
Village Board Members	S	S												

EMERGENCY MANAGEMENT ORGANIZATION

FUNCTIONAL RESPONSIBILITY CHART

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
Cass County Emergency Management Director	S	S	S	S	S	P	S	S	S	S	S	S	S	P
Community Emergency Management Deputy Directors	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 → / 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
Cass 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)				P						S			S	
Building Inspector				P								S		
County Engineer				S								P	S	

FUNCTIONAL RESPONSIBILITY CHART

CITY OFFICIALS

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
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
Heartland Chapter, Red Cross				S				S		P				S
State Fire Marshall				S			P				S	S	S	
Nebraska State Patrol						S			P					
Sarpy Cass Department of Health & Wellness								P		S				S
Tri County Mutual Aid Association				S			P	S						
Amateur Radio Club			S	S						S	S			
Alltel Telephone Company			S	S								S		
Lancaster County Mutual Aid							S					S		
Omaha Public Power District			S	S								S		
Nebraska Public Power District				S								S		
K-N Energy, Inc.				S								S		

OTHER ORGANIZATIONS AGENCIES

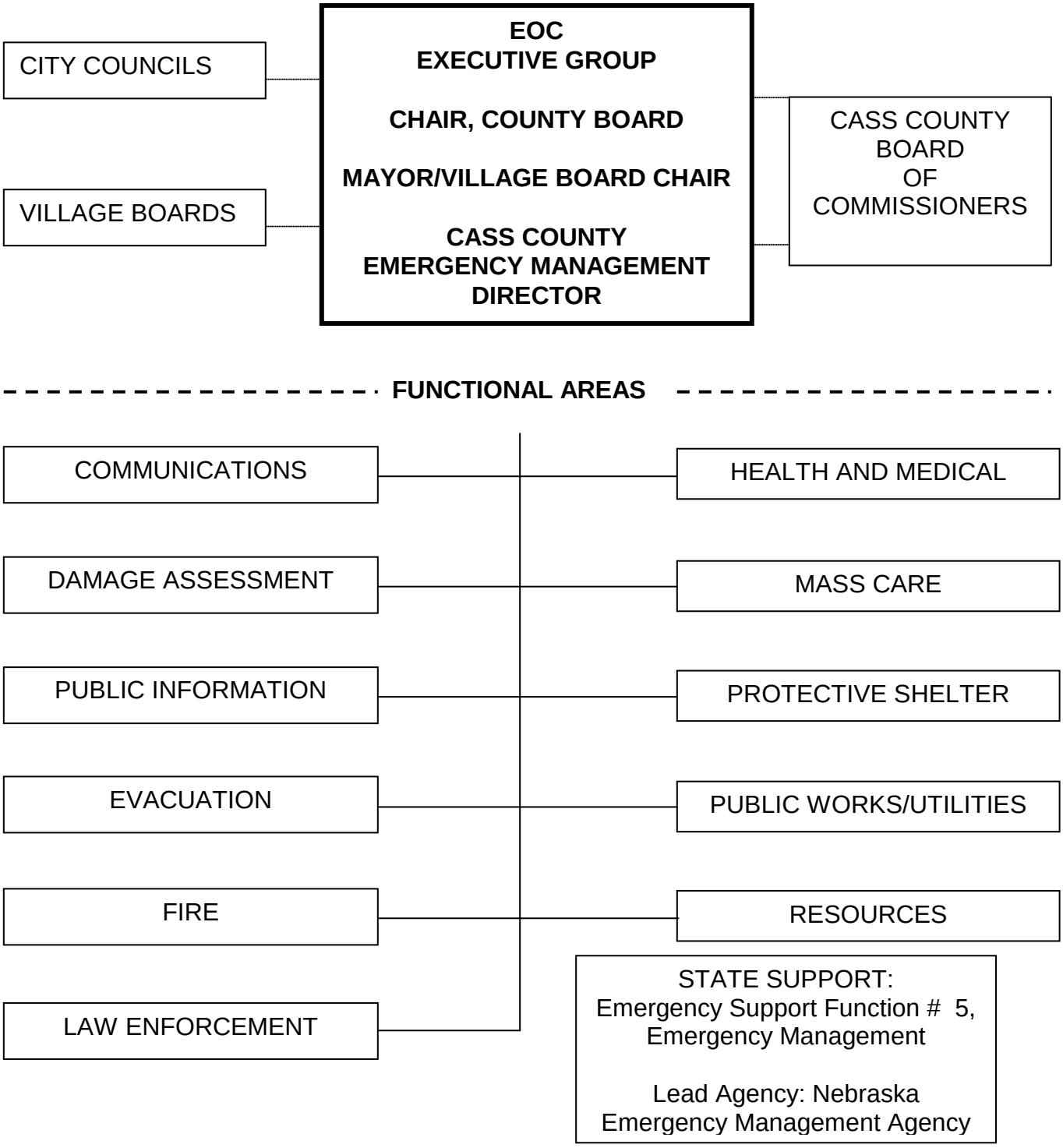
FUNCTIONAL RESPONSIBILITY CHART

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
Aquila				S								S		
Eastern Nebraska Agency on Aging										S				

DIRECTION AND CONTROL

ORGANIZATION CHART



DIRECTION AND CONTROL

I. PURPOSE

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

II. SITUATION

A. The Cass County Emergency Operating Center (EOC) is located in the Cass County Emergency Management Office at 8400 144th Street, Suite 200, Weeping Water, NE.

1. The EOC is considered to be an adequate tornado shelter and has approximately 1000 square feet. Maximum staffing for this facility would be 30 persons.

2. A 15.0 KW generator fueled by on site LPG supplies adequate auxiliary power.

3. The EOC is equipped with installed radio capability to communicate with law enforcement, fire/EMS departments, and amateur radio. The NAWAS (National Warning System) Drop is maintained at the Plattsmouth Combined Communications Center and communications with the EOC is maintained by both phone and radio. Three telephone lines are operational with additional standby capability.

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 pre-designated room in Cass County Law Enforcement Center will be used as the alternate EOC. In the event both the EOC and alternate cannot be used, a law enforcement or fire department vehicle 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:

1. Alvo – Fire Station, 221 Main Street

2. Avoca – Fire Station, 211 Polar Street

3. Cedar Creek – Fire Station, 200 East B Street

4. Eagle – Fire Station, 707 S. 1st Street

5. Elmwood – Fire Station, 601 S. 4th Street

6. Greenwood - Fire Station, 231 Broad Street

7. Louisville – Fire Station, 122 Main Street

8. Murdock – Fire Station, 321 Nebraska Street

9. Murray – Fire Station, 818 East Main

10. Nehawka – Fire Station, 111 South Main

11. Plattsmouth – Fire Station, 127 N. 5th Street

12. Union – Fire Station, 500 E. Main Street

13. Weeping Water – 313 W. Eldora Ave.

14. Beaver Lake – Club House

D. The above listed EOCs would be supported by the Plattsmouth Mobile Command Post, as necessary.

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 handed off 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 and key officials, and the Emergency Manager administer the Direction and Control function.

B. The Chief Executives of government are responsible for their respective village, city, or county emergency operations by providing leadership, direction, management decisions, including coordination of mutual aid and assuring the effective use of resources. Specifically, strategic guidance and resources during the preparedness phase; and in an event, provides the same in support of the Incident Commander during the response and recovery efforts. The Chairman of the Cass County Board of Commissioners is responsible for all county emergency operations outside of corporate city or village limits. The Executive Group is comprised of these Chief Executives within Cass County. They are:

1. County - Chairperson, Board of Commissioners,

2. Cities - Mayors,

3. Villages - Chairperson of Village Boards.

C. Staff, as designated in each functional Annex, is 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.

D. EOC supporting staff are those offices, both 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.

E. The Emergency Management Director's Direction and Control responsibilities 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. Developing 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.

F. Lines of Succession

1. County Board of Commissioners:

   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. Cass County Emergency Management:

a. Cass County Emergency Management Director,

b. Chief Deputy Emergency Management Director,

c. Second Deputy Emergency Management Director,

d. Third Deputy Emergency Management Director.

V. CONCEPT OF OPERATIONS

A. Activation of the Emergency Operating Center (EOC)

1. The Chairman of the County Board and the Cass County Emergency Management Director, Deputy Directors, or other designated representative, in the Director's absence, have the authority to activate the Cass County Emergency Operating Center (EOC). First responders may request that the EOC be activated, as a situation warrants.

2. Immediate requests for assistance from Emergency Management will be channeled through the Cass County Combined Communications Dispatch Center to the appropriate agency/organization.

3. The decision to activate the Emergency Operating Center will be based upon the severity of the emergency situation. The Emergency Management Director, or designated representative, will determine the level of staffing required, based upon the situation, and will alert appropriate personnel, agencies, and organizations.

   a. Increased operations activity and staffing will not normally be required when the emergency can be effectively handled by on-duty emergency response forces and there is no immediate threat to people or property.

   b. Activation and staffing should be a major consideration when there is a significant threat to the population that would require increased coordination between response agencies. All emergency support services will maintain a current notification roster to ensure a timely response.

   c. The Cass County Emergency Management Director may activate the EOC on a limited staffing basis during severe weather watches and warnings.

4. The Incident Commander may establish a field command post. The field command post will maintain close contact and coordination with the EOC.

5. The Emergency Management Director (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. 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.

6. 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. 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. Emergency Management Director and/or deputy directors(s),

   c. Operations Officer/Chief,

   d. Administrative Officer,

   e. Communications Officer,

   f. Damage Assessment Coordinator,

   g. Public Information Officer,

   h. Medical Coordinator and/or Public Health Coordinator,

   i. Mass Care Coordinator,

   J. Resources Coordinator (may include Volunteer Coordinator),

   k. Social Services Coordinator,

   L. Radiological Officer (radiological emergency),

   m. Exercise/Training Officer,

   n. Mortuary Services Coordinator,

o. LEPC Chair or representative,

p. Operations Assistants,

q. Communications Assistants,

r. Damage Assessment Assistants,

s. Radiological Assistants,

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,

c. The Emergency Management Director or Communications Officer overseeing all logs and the message/information flow system.

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

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

5. EOC security is provided by the Cass County Sheriff's Office.

C. 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 Cass 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.

5. Emergency workers without standard identification cards and volunteers will be issued an identification card by Emergency Management Director which will allow them access to areas necessary to perform their assigned tasks.

6. The EOC needs to be informed when staging areas are established in the field for the purpose of coordinating the use of outside support for disaster response.

D. 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.)

E. Local Disaster Declaration

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 (if possible) the local Declaration, then mail the hard copy original to the Nebraska Emergency Management Agency. 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. Cass 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 may request assistance from the state through Cass County Emergency Management.

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

   b. The County Board of Commissioners will make this request through the Cass County Emergency Management Director to the Nebraska Emergency Management Agency. See Attachment 5 for guidelines.

   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 Cass County Emergency Management Director will advise the Nebraska Emergency Management Agency of these requests.

VI. ADMINISTRATIVE AND LOGISTICS

A. Fiscal

1. Cass 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 Cass County 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 Emergency Management Director will review this Annex annually and modify this Annex as needed.

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 ODP (Office of Domestic Preparedness) 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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THIS ATTACHMENT IS ON FILE WITH

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

Incident: _____ Incident Date: _____ Report date/time _____

Jurisdiction: _____ Caller Name: _____

Call back number: _____ Incident Commander: _____

Instructions: As soon as possible fill in as much information as you currently know. The information in **bold** is of immediate importance. 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. Please fax or call the information into the State EOC as soon as *any* information is known, then fax or call in updates as new information becomes available or as it is requested by NEMA. Thank you. Fax 402-471-7433 or Call 877-297-2368

1. GENERAL INFORMATION:

1.1 General Location of Affected Area:

1.2 EOC Activated? Y N **1.3 Disaster Declaration? Y N**

2. LOCAL ACTIONS:

2.1 Evacuation Ordered? Y N Size of Area: _____

2.2 Resources Deployed:

2.2.1 Law Enforcement: Y N 2.2.2 Fire: Y N 2.2.3 Rescue: Y N 2.2.4 Public Works: Y N

2.2.5 Mutual Aid Departments on scene: _____

_____

_____

2.2.6 Private Utilities: _____

3. DISASTER IMPACTS:

3.1 Number of: Fatalities _____ Injuries _____ Missing Persons _____

3.2 Estimated number of families/individuals displaced: Actual _____ Anticipated _____

3.3 Number of Shelters Open: _____

3.4 Number of People Sheltered: _____

3.5 Anticipated Total Number of Persons: _____

3.6 Special Needs Citizens Identified and Cared For: Y N

3.7 Comfort locations for Emergency Workers established? Y N

3.8 Number of structures damaged:

3.8.1 Homes: Minor _____ Major _____ Destroyed _____ % Insured _____

3.8.2 Public Buildings: Minor _____ Major _____ Destroyed _____ % Insured _____

3.8.3 Business/Industry: Minor _____ Major _____ Destroyed _____ % Insured _____

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

3.9 Immediate Needs: (health & safety for individuals & property):

4. STATUS OF SERVICES:

4.1 Status of Electric Utility Service:

4.2 Status of Telephone Service:

4.3 Status of Schools:

4.4 Status of Government Offices:

4.5 Impacted Critical Facilities

4.5.1 Hospitals: _____

4.5.2 Water Treatment Plants: _____

4.5.3 Wastewater Plants: _____

4.5.6 Lift Stations: _____

4.5.7 Natural Gas: _____

4.5.8 Correctional: _____

4.5.9 Other: _____

5. TRANSPORTATION:

5.1 Streets: Extent of Damage

_____ _____
_____ _____
_____ _____
_____ _____

5.2 Roads:

_____ _____
_____ _____
_____ _____
_____ _____

5.3 Bridges:

_____ _____
_____ _____
_____ _____
_____ _____

5.4 Airport:

_____ _____
_____ _____
_____ _____
_____ _____

6. ANTICIPATED FUTURE NEEDS**:** (Including personnel, equipment, mass care etc)

_____ _____
_____ _____
_____ _____

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 through 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.

****

Cass 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 Cass County *(or city/village)* within the disaster area

Therefore, the Chair of the Cass County Board of *Commissioners (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 Cass County *(or city/village),* and will execute for and on behalf of Cass 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.

_____ WITNESS my hand and the seal of my office
Chair, Cass County this _____ day of _____, 20___.
Board of *Commissioners*
(or Mayor/Board Chair of affected jurisdiction
or by appointed authorized representative)

_____
County (or City/Village) Clerk

_____
Date

EMERGENCY/DISASTER CHECKLIST
FOR OBTAINING STATE/FEDERAL ASSISTANCE

1. Is the emergency/disaster response and/or recovery requirement beyond your jurisdiction's capabilities? YES NO

2. Have you requested mutual aid? YES NO

   If NO, mutual aid resources are listed in the Annexes appropriate to the functional area. (Example: For fire, refer to Fire Services - Annex F; medical - Annex G; law enforcement - Annex H)

3. Have you made an initial assessment of damages and resource requirements? YES NO

   If NO, Damage Assessment instructions are in Annex C.

4. Has a Local Disaster Declaration been made by the Chief Executive? YES NO

   If NO, see Sample Local Disaster Declaration on preceding page.

5. Do you need assistance in obtaining some resources? YES NO

6. Do you anticipate needing financial assistance from the State or Federal Government? YES NO

7. Are you maintaining financial records on the expenditures of local resources during the disaster? (See Annex L.) (Financial expenditures must be documented under Governor's Emergency Fund Procedures or to prove local share under a Presidential Disaster Declaration.) YES NO

8. Have you determined what assistance you need and how that assistance will be utilized? YES NO

   If NO, go to #9.

EMERGENCY/DISASTER CHECKLIST
FOR OBTAINING STATE/FEDERAL ASSISTANCE
(continued)

9. Do you need State or Federal assistance to complete the damage assessment process? YES NO

10. Have you notified the Nebraska Emergency Management Agency? YES NO

If NO, notify as follows:

Call 1-877-297-2368 (toll free)

- or -

Plattsmouth Sheriff's Office NAWAS Warning Point

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VILLAGE OF ALVO

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2008

VILLAGE OF ALVO
EMERGENCY OPERATIONS PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE VILLAGE OF ALVO

This plan is provided to the elected and appointed officials in the Village of Alvo as well as to the first responders and any support groups for their guidance in disaster response and recovery.

This plan is meant to support each Annex in the Cass County Local Emergency Operations Plan (LEOP). For example: general procedures for disaster response for fires and hazardous materials are defined in Annex F; the additional information in this plan under Field Operations for the Alvo Fire Department, gives further specific guidelines for the Village.

It is in the best interest of the Village of Alvo, that the named key officials meet once a year to review these guidelines to determine that they are current.

I. PURPOSE

A. The Emergency Preparedness Mission for the Village of Alvo is to ensure the coordination of village resources 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.

B. This Plan identifies the primary disaster responsibilities of Alvo village officials and employees. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This plan uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Alvo is susceptible to a number of hazards. Officials from the Village have identified 12 possibilities:

Flash Flood
HazMat (Transportation)
Ice Storm
Major Fire - Grassland
Major Hail Storm
Major Highway Accident
Major Water Contamination

Major Wind Storm
Major Winter Storm
Major/Prolonged Power Failure
Propane Explosion
Tornado
Water Failure/Storage

B. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of Alvo residents during a disaster rests with the Alvo Board Chair and the 4 Board Members. The Chair will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.

2. In the absence of the Alvo Board Chair, the "established" line of succession will be:

   a. Richard Koutecky

   b. David Morgan

   c. Ivan Boettner

III. BASIC DISASTER OPERATIONS

A. Severe Weather Spotting Program

The Omaha/Valley National Weather Service will usually ask the Cass County Combined Communications Center to activate spotters when severe weather is a possibility. The Cass County Combined Communications Center will page out the request to the Cass County Emergency Management Agency Duty Officer and weather spotters in each individual town. Spotters are primarily from Fire/EMS Departments and are equipped with radios. There are designated spotting locations in and around Cass County. Spotters radio their reports to their respective fire stations or to the Cass County Emergency Management EOC. The Cass County Emergency Management Agency will, in turn, advise the National Weather Service when conditions persist.

B. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".

2. The public may be warned by sirens; sirens may be sounded by either the:

   a. Cass County 911 Communications Center in Plattsmouth, or

   a. Fire Station in Alvo.

   b. Citizens may also be alerted of danger by public address systems on emergency vehicles. If necessary, warnings may be given door-to-door if time allows.

3. Emergency information may be broadcast through local radio and television stations.

   a. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Alvo officials in broadcasting or faxing information to the media. A detailed media listing of radio/television stations as well as newspapers is included in Attachment 1 to Annex D in the Cass County LEOP.

C. Operations - Actual Disaster Overview

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

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

3. Other agencies and groups as Additional Disaster Services may be called upon to provide additional disaster services as the Village begins the process of recovery from the disaster.

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.

D. Operations - Departmental Responsibilities

The Village of Alvo 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

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

   b. First Responders normally include: a) Law Enforcement - Cass County Sheriff's Department; b) Alvo Fire Department; c) Alvo Rescue Squad; d) Alvo Maintenance Department.

   c. These First Responders will use the Incident Command System as defined in the National Incident Management System (NIMS). One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.

   d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of these Suggested Operating Guidelines.

   e. When the Emergency Operations Center 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)

   THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING DISASTER OPERATIONS. Not only will the field Incident Commander work with the EOC, but also regular briefings will be held at the EOC for Field and EOC Staff. The Chief Elected Official will schedule these meetings

   The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

   a. The Emergency Management Director, the Fire Chief and the Chair or Village Board members, each have the authority to open the EOC for disaster operations. If any one of these is not available, their "line of succession" may assume authority in opening the EOC.

b. The EOC Staff will work out of the Town Hall in Alvo. This location provides communications capability and space for support equipment for disaster operations; however, there is no auxiliary power. The telephone number is 402-781-9201 with alternate number being 402-781-2110.

1) The alternate location for the EOC will be the Cass County Emergency Management EOC at 8400 144th St., Weeping Water, NE.

2) If necessary, a mobile command vehicle may be used for coordinating disaster operations until an EOC can be readied; mobile command vehicles that could be used include:

a) The Plattsmouth Fire Department Mobile Command Vehicle (can be requested through Cass County 911 Communications Center or Cass County Emergency Management Agency).

b) The Cass County Emergency Management Mobile Command Post (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)

c. Staffing at the EOC will be determined by the severity of the situation. Representatives of different responding agencies may choose to be at the EOC for Briefings only. Staff can include, but is not limited to:

1) Village Board Chair (plus Board Members, as needed)

2) Cass County Emergency Management Director, Emergency Management Liaison or designated representative

3) Public Information Officer

4) Damage Assessment Coordinator

5) Resources/Volunteer Coordination

6) Red Cross Representative

7) Village Clerk, Village Attorney

8) Representative from each of the First Responders

9) Representative from any of the Additional Disaster Services listed in Section VI that are responding to the disaster

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff and can include areas such as public health coordination, counseling services, additional resources for heavy equipment. These Disaster Services are listed in Section VI of this PLAN.

E. Field Operations and the Emergency Operations Center Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Alvo. Coordination between the EOC and the Field is very important. 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.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:

a. Two-way radio

b. Cellular phone

c. Runners

d. 911 Communications Center - Cass County

1) The 911 Communications Center in Plattsmouth, NE can assist Alvo in emergency communications through the following functions:

a) Warning

b) Notifications to include notifying First Responders, the Emergency Management Director, Local Officials

c) Coordination of emergency radio traffic

2. EOC Briefings

Response and recovery efforts will be planned at daily EOC Briefings. Each department or agency working the disaster may be required to send a representative to report activities in their area.

F. Operations - Administration

Under the direction of the Alvo Board Chair, the Village Clerk will document all expenses of the disaster operations. All 1) labor, 2) equipment, and 3) material expenditures for the disaster will be submitted to and documented by the Clerk. This will include:

1. Purchase or rent of needed equipment, materials, supplies for disaster operations,

2. All agreements and contracts on a temporary basis being recorded at the Clerk's Office,

3. Contracts for permanent repairs and/or new construction of public facilities following established, routine procedures.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All village of Alvo personnel will become familiar with the National Incident Management System. This Incident Command System will be used to ensure one point of contact for field coordination.

2. If the disaster operation dictates, the Incident Commander may select staging area(s). The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing these Suggested Operating Guidelines, Alvo officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each area may not need to be applied to every disaster. However, the list is not all inclusive; at the direction of the Village Board, Village personnel may be requested to perform other disaster duties.

2. The task assignments for Village personnel are written in general terms and purposely do not tell supervisors how to do their jobs. Each department should develop guidelines for their specific operations in a disaster situation.

3. During disaster response and disaster operations, the following services *may* be provided by:

C. Law Enforcement - Cass County Sheriff's Department (LEOP - Annex H)

The Cass County Sheriff's Department may provide the following services, dependent upon the disaster:

1. Warning, by public address system or door-to-door notification,

2. Evacuation operations, including coordinating with Emergency Management for support in evacuation procedures,

   Evacuation can be ordered by:

   a. Incident Commander (on-scene, including the Fire Chief or Sheriff),

   b. Village Board,

   c. Emergency Management Director.

3. Traffic and crowd control,

4. Security and access control,

5. Sending a representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems.

D. Alvo Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene

2. Will assume primary operational control of fire suppression and explosions

3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials; as necessary, call Cass County Mutual Aid and Cass County Emergency Management Agency for assistance.

4. If properly trained, provide radiological monitoring at radiological accidents, including necessary coordination with NE Health Department (radiological area) and the Nebraska Emergency Management Agency

5. If not already in place shall implement the Incident Command System

6. May request the EOC be opened for assistance in coordinating disaster response

7. Coordinate with Law Enforcement in search and rescue operations

8. Assist Law Enforcement in evacuation efforts

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

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

11. Assess need for other Village resources to respond and contact Incident Command; report this to the EOC

12. Implement mutual aid agreements with other jurisdictions, as needed

13. Coordinate staging area with the EOC

14. Provide back-up equipment for water pumping

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

16. Send representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

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

18. Continue fire suppression operations for the remainder of the Village

19. Establish and maintain lines of succession

E. Emergency Medical Services - Chief Medical Officer (LEOP - Annex G)

Alvo has Emergency Medical Services (EMS) that will provide basic life support; Out of County Mutual Aid resources will provide advanced life support services.

1. May be among First Responders at disaster scene,

2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene,

3. If not already in place shall implement the Incident Command System,

4. Conduct triage operations, if needed,

5. Transport victims:

   a. Ground transport of injured will usually be to Lincoln or Omaha; check with Law Enforcement/EOC for open routes when responding,

b. Air ambulance service may be provided by Life Net (Omaha) or Star Care V (Lincoln),

c. Dead can be transported to funeral homes in Cass County.

6. Implement mutual aid agreements with other jurisdictions, as necessary,

7. Is focal point for damage assessment pertaining to injured and dead,

8. Send representative to Briefings at the EOC; inform the EOC/Board Chair of any problems,

9. Continue emergency medical services for the remainder of the Village,

10. Establish/maintain lines of succession.

F. Village Maintenance Department (LEOP - Annex K)

1. The Village Maintenance Department includes these functions:

a. Streets

b. Water/Waste Water

c. Parks and Recreation

2. The request to respond to a disaster may initially be recognized as a problem locally or a call may come from dispatch at the Cass County 911 Communications Center.

3. The Incident Commander may designate a staging area for First Responders that may include the Village Maintenance Department function and any mutual aid that has been requested. If a staging area is established, it will be coordinated with the EOC.

4. Areas or key facilities that are either essential for disaster operations *or* have "vulnerable populations" that would require first considerations for restoration of services are:

a. fire station

b. wells/pumps

c. village offices

d. electricity

e. water - tower

f. wastewater

5. Village Maintenance may be requested to attend EOC Briefings; inform the EOC/Board Chair of any problems

6. If not being utilized in disaster operations, Village Maintenance may be required to assist other First Responders

7. Streets - Disaster Responsibilities

a. First priority after a disaster is to clear debris from routes needed for First Responders

b. Close streets, if requested by Law Enforcement, to include transporting/erecting barricades, signs, and flags at control points established by Law Enforcement

c. Post traffic directional signs, if needed, particularly for evacuation

d. The Village Maintenance Department, after initial disaster response, may need to coordinate with the EOC and/or Village Board on priority work assignments for streets

e. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings

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

g. Perform priority repairs to streets

h. Address drainage concerns

i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations

j. If the disaster is extreme rainfall and flooding, notification of possible problems may come from the National Weather Service/911 Communications Center in Plattsmouth or from the Cass County Emergency Management Director in Weeping Water monitoring threatening conditions. Village Maintenance and the Emergency Management Director will coordinate any needed sandbagging efforts

8. Water/Waste Water - Disaster Responsibilities

Water

a. Can assess each house individually

b. Maintain water pressure and uncontaminated water supply

c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire

d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill

e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made

f. Coordinate water testing with the State Health and Human Services System

g. Provide potable emergency water supply

   1) Assistance is available, upon request, from Cass County Emergency Management, the Nebraska State Health Department.

   2) Operations can include:

      a) Locate suitable containers (bulk milk trucks may be available); fill with uncontaminated water

      b) Distribute to points as coordinated by the EOC

h. Safety inspect water system

Waste Water

a. Maintain sanitary sewer operations

b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the water system

c. Safety inspect waste water system if damaged from the disaster

d. Contract for porta-johns and for their maintenance; assistance is available, upon request, from Cass County Emergency Management Agency.

9. Although not considered as first response, the following responsibilities have been included in the Village Maintenance function:

   a. Parks and Recreation

      1) Survey damage to parks

      2) Determine priority of clean-up and repair with the Village Board at EOC Briefings

   b. Debris Removal

      1) The Village Maintenance Department will primarily be responsible for ensuring timely removal of disaster debris

      2) Debris removal operations will be coordinated between Village Maintenance and the EOC/Emergency Management Director. On a daily basis, the Village of Alvo contracts with local refuse haulers.

      3) Disaster responsibilities in debris removal include, but are not limited to:

         a) In coordination with the Emergency Operations Center, establish temporary site for collection of debris

         b) Will coordinate with the EOC in determining and establishing a tree burning area, if needed

         c) Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property

         d) Determine if debris will be removed by Village employees for residential areas per Village policy

         e) If it appears that the disaster may qualify for state or federal assistance, ensure that debris piles are photographed for documentation before disposal

         f) Contact the railroad to move debris, if applicable

G. Other Utilities

   1. Electricity

      a. Omaha Public Power District provides electricity to Alvo. The Cass County Emergency Management Liaison will automatically report any

outages in the Village; telephone numbers to report outages are in Attachment A

b. Determine extent of power failure throughout the Village

c. Determine (situation dependent) the priority for restoring electricity to areas or key facilities; see list in F4 at the beginning of this section under Village Maintenance Department

d. The Emergency Management Director may be requested to coordinate shelter to those residents in areas without electricity

e. Provide emergency lighting where needed for disaster operations

f. Coordinate use of emergency power generators with Emergency Management Director/EOC

g. Omaha Public Power District will safety inspect electric systems on public and/or private buildings damaged from the disaster

h. If necessary, may request a representative from OPPD at EOC Briefings

2. Telephone Service

a. Windstream Communications provides phone service to Alvo; Disruption in service may be reported to the telephone numbers listed in Attachment A

b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

V. EMERGENCY OPERATIONS CENTER (EOC)

Responsibilities List For The Emergency Operations Center

A. Alvo Board Chair and Board Members (LEOP - Annex A)

Responsibilities of the Chair and the Board Members during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster

2. Exercise emergency powers; provide policy decisions

3. Sign Disaster Declaration

4. Exercise final authority on subjects such as:

   - Curfews
   - Price restrictions
   - Standards for contractors, craftsmen
   - Temporary waivers for land use
   - Other related legal responsibilities
   - Evacuation decision

5. Approve emergency legislation for the Village

6. Chair or Board Member (as well as Fire Chief, Emergency Management Director) may activate the EOC

B. Board Chair of Alvo

The Alvo Board Chair will coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. In the absence of the Chair, an appointed Board Member will perform the Chair's disaster operations duties.

The responsibilities of the Alvo Board Chair may include, but are not limited to:

1. Coordinate with the Village Board Members and the Emergency Management Director during disaster operations

2. The Board Chair may be alerted of a disaster situation by either the local Emergency Management Director or the 911 Communications Center

3. May activate the EOC

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

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

6. Emergency Public Information (LEOP - Annex D)

   a. The Board Chair will ensure that the public is given timely and accurate information through a designated Public Information Officer (PIO). The function of the PIO can be accomplished by either the:

1) Village Board Chair

2) Village Board Member

3) Fire Chief/Rescue Captain

4) Village Maintenance/Water Superintendent

b. When requested, Cass County Emergency Management Agency can assist in emergency public information activities

c. Emergency public information responsibilities include:

1) An “Information Center” to release emergency directions and information to the news media. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Alvo officials. A complete listing of radio, television, and newspapers that can be used by PIOs is contained in Annex D, Attachment 1 in the Cass County LEOP

2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as needed, at the Emergency Operating Center or at a location as dictated by the disaster

d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information

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

f. Provide current and accurate information to the general public making inquiries

1) Publicize telephone number 402-781-9201 or 402-781-2110, where official disaster information can be obtained by the public; the Village Clerk will coordinate these calls

Pre-disaster: educate/alert public to use 402-781-9201 or 402-781-2110 for non-emergency calls after a disaster event

2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person taking calls; allow this person to attend EOC Briefings

7. Provide over-all coordination of Village resources and purchasing for handling the disaster effort

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

   a. Recruit any Village resources not involved in disaster response who could assist in emergency duties

   b. Provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.

   c. Ensure safety of Village and emergency workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims)

9. Maintain current inventory and resource list of emergency equipment and supplies

10. Coordinate Village resources that may be used in disaster response/recovery

11. Coordinate with Village Attorney on any legal emergency matters

12. Respond to official inquiries

13. In conjunction with Village Maintenance, ensure coordination with representatives from each utility:

    Electricity: Omaha Public Power District

    b. Telephone: Windstream Communications

    c. Coordination activity may include:

       1) Survey and report general damage to appropriate utility

       2) Determine priority of response/restoration, if needed

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

15. Ensure the Cass County Building Inspector, or the emergency inspection team, assisting in Damage Assessment, has designated someone to document damage through photographs should there later be an application for state or federal assistance

16. Ensure in conjunction with the Village Maintenance Department that debris removal is conducted; ensure debris piles are photographed or video-taped

before disposal if it is likely there will be application for state or federal assistance

17. In conjunction with the Clerk, ensure that all expenses for the disaster are documented by the Village Clerk

18. Assist the Emergency Management Director in determining location for distribution of potable water and request Village Maintenance/Health Department provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water

19. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

20. Coordinate with the Cass County Building Inspector or emergency inspection team in recovery and rebuilding efforts

21. Advise disaster victims of temporary emergency housing

22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money

23. Ensure the Maintenance Department establishes a "salvage depot" for unclaimed items

C. Cass County Emergency Management Director

The Cass County Emergency Management Director or his designated representative will act as a disaster operations advisor to the Village Chair and Board. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Village Chair and Board.

Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the readiness of the Emergency Operations Center to include adequate communications, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location, as needed

2. May activate the EOC; assume overall coordination of emergency operations for disaster response/recovery

3. In conjunction with the Village Chair, determine who is needed on the EOC Staff

4. Maintain a current call-down list of EOC Staff; call-in may be accomplished locally or by the 911 Communications Center

5. Coordinate additional communications support, if needed, with the Cass County Emergency Management Director

6. In coordination with the Village Board Chair, ensure that timely emergency information is given to the public by the designated Public Information Officer

7. Designate someone to track and record disaster events on a status board or flip chart; plot area of destruction on map

8. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with Village Officials how often Briefings are needed

9. Coordinate with Village resources as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government, as the situation dictates

10. <u>Flooding</u>

    a. If the danger is extreme rainfall and flooding, notification of possible problems may initially come from the 911 Communications Center, the National Weather Service, and/or from personal observation in Alvo; the Cass County Emergency Management Director has a pager and radio scanner and will monitor weather conditions

    b. Implement flood watch procedures during periods of heavy rains/flooding as well as report rainfall and/or flood stages to Cass County Emergency Management Director.

    c. During flooding conditions, coordinate with the Maintenance Department in sandbagging operations for public buildings/entities

11. <u>Support evacuation</u> (LEOP - Annex E)

    a. Select shelters

    b. Request designated Public Information Officer to provide emergency information to the public concerning an evacuation

    c. Coordinate transportation that may be required by residents for evacuation; transportation to shelter may be provided by:

1) Eagle/Waverly Schools

2) Volunteers

3) Additional school buses - call Cass County Emergency Management

4) ENOA Handi-Bus Service

5) Mutual aid resources

6) The telephone number that the public can call for transportation assistance is the Village Clerk's Office, 781-9201

d. Advise in selection of assembly points for transportation

12. Coordinate shelter operations (LEOP - Annex I)

a. The Heartland Chapter of the American Red Cross (ARC) from Omaha will open shelters under the direction of the Cass County Emergency Management Director.

b. The Cass County Emergency Management Director will call the ARC when sheltering is needed. The Heartland Chapter of the American Red Cross in Omaha (402-343-7700, 24-hour number) will open shelter(s) and provide traditional emergency needs of evacuees:

* shelter - cots, blankets
* first aid
* food (from local stores)
* damage assessment
* emergency family services
  - clothing
  - financial assistance
  - counseling

1) No pets (except service animals, ie. seeing-eye dogs) will be allowed in shelters

2) Red Cross will send a representative to EOC Briefings

3) May provide counseling services at shelters, if needed

c. Emergency Management will alert the Field Incident Commander and the Public Information Officer that shelters have been opened and which streets are cleared to the shelter.

d. A list of shelters in Alvo is in Attachment 1 to Annex I.

13. Recommend that the Village Chair/Board declare an emergency; prepare the Disaster Declaration for signature of Alvo Village Board Chair and witness of the Village Clerk; see Attachment 4 in Annex A of the LEOP

14. Coordinate with Village Attorney on any legal emergency matters

15. Coordinate with such organizations as the Red Cross, Social Services, the Eastern Nebraska Office on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery

16. May assist Field Operations in identifying staging areas

17. Disseminate "identification cards"; assistance may be requested from Cass County Emergency Management; ID cards should be made available for:

    a. Emergency workers

    b. Volunteers

    c. Disaster area residents

    d. Appointed/elected officials

18. <u>Organize the volunteer force</u>

    a. “On-the-spot” volunteers will be organized and, if needed, requested through the Public Information Officer

    b. Guidelines for organizing a volunteer work force are included in Attachment 3 to Annex L in the Cass County LEOP or in Pers. 1-11 in the Cass County Emergency Management Agency SOP Manual.

19. Coordinate with the Board Chair in determining *location* for distribution of potable water; assure the public is notified concerning availability and location of water by the designated Public Information Officer

20. Work with the Village Chair/Board in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

21. Make formal request to the next higher level of government, Cass County, for assistance if disaster response is beyond the capability of the Village

22. Provide training for personnel who will respond to a disaster

23. Annually review/update these Suggested Operating Guidelines for the Village of Alvo.

D. Village Attorney

1. Provide emergency legal counsel to Village officials on subjects such as:

   - Curfews

   - Price restrictions

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

   - Temporary waivers for land use

   - Other related legal duties

2. Draft emergency legislation for the Village

3. Provide assistance in negotiating contracts for emergency services

E. Damage Assessment (LEOP - Annex C)

The Alvo Village Board Chair may either coordinate damage assessment efforts or request assistance from the Cass County Building Inspector through the Cass County Emergency Management Director. Responsibilities in conducting damage assessment may include, but are not limited to:

1. Coordinate damage assessment, using the forms in Appendix 1, Attachment 1 from Annex C in the Cass County LEOP; damage assessment will be conducted for:

   a. Public entities

   b. Homes

   c. Businesses

2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained

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

4. In conjunction with Emergency Management and the Board Chair, assure someone is designated to photograph and record general public and private damage should there be an application for state or federal assistance

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

6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing

7. Coordinate, as necessary, with utility services on safety inspection of their respective system on public buildings damaged from the disaster

8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work

9. Assure that rebuilding is in compliance with the Village's development plan

10. Establish a point of contact for insurance adjusters and influx of builders and repairmen

11. Coordinate with local/area contractors and lumberyards to restore damaged public facilities

12. Ensure correct procedures for needed structural engineering services

13. Ensure all incoming contractors register through the Village Clerk's Office

F. Village Clerk

1. Witness Disaster Declaration

2. Track and document all expenses for disaster operations for the Village to include:

   a. Labor (regular and overtime)

   b. Equipment

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

   d. Emergency purchases/rentals/contracts.

3. Assign (at the time of the disaster) an account number for emergency expenditures

4. When a disaster is declared by the Village Board Chair, implement policy concerning authority to Village departments to purchase or lease emergency supplies and/or equipment

5. Make emergency purchases, as required

6. In conjunction with the Chair, prepare necessary documentation required for state and federal disaster assistance applications

VI. ADDITIONAL DISASTER SERVICES

The Chief Elected Official will be responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordination – State Dept. of Health (LEOP - Annex G)

1. Assume primary operational control for health related emergencies such as pollution, contamination, diseases, and epidemics

2. Coordinate mass inoculations; i.e. tetanus shots

3. Provide for food and drink purification

4. Contact Nebraska Health and Human Services System for inspections of contaminated food

5. Provide vector control

6. Inspect and control sanitary conditions

B. Eagle/Waverly School - Superintendent

1. Pre-disaster: provide emergency safety education/drills in school for students and staff

2. Be prepared to evacuate and relocate children from school, if situation dictates; facilities need to be identified for relocation

3. Broadcast emergency school information, normally over local radio and news media.

4. Perform initial damage assessment of affected school facilities

5. May furnish buses/vans and driver(s) for evacuation

6. May make school facilities available as evacuation shelter, staging area, morgue, as required

7. Be prepared to recall needed staff should a school facility be designated for disaster operations

C. Additional Heavy Equipment Resources

The Cass County Road Department and the Cass County Emergency Manager maintains a list of heavy equipment, transportation resources, and generators that can be used in disaster operations. A list of these resources for all of Cass County is in Attachments 1 and 2 to Annex L.

1. For a list of heavy equipment available from other towns in Cass County, refer to Cass County Emergency Management Director.

D. Additional Counseling Resources

1. Churches

   a. Local pastors

2. American Red Cross, Heartland Chapter, 402-342-7700

3. Nebraska State Patrol, Lincoln, 1-402-471-4545

   Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster

4. Cass County Extension Educator, 402-267-2205

   Can provide printed material on stress for individuals in disaster situations

5. Refer to Annex G, Attachment 1 in the Cass County LEOP for other counseling services

E. Additional Resources For Individual Assistance Services

1. NE Department of Social Services, 402-296-0000, (phone)

2. Salvation Army, 402-898-5947, (phone)

3. Nebraska Emergency Management Agency (after a Federal Disaster Declaration) via Cass County Emergency Management Agency 402-267-6765

VILLAGE OF AVOCA

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2008

VILLAGE OF AVOCA
EMERGENCY OPERATIONS PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE VILLAGE OF AVOCA

This plan is provided to the elected and appointed officials in the Village of Avoca as well as to the first responders and any support groups for their guidance in disaster response and recovery.

This plan is meant to support each Annex in the Cass County Local Emergency Operations Plan (LEOP). For example: general procedures for disaster response for fires and hazardous materials are defined in Annex F; the additional information in this plan under Field Operations for the Avoca Fire Department, gives further specific guidelines for the Village.

It is in the best interest of the Village of Avoca, that the named key officials meet once a year to review these guidelines to determine that they are current.

I. PURPOSE

A. The Emergency Preparedness Mission for the Village of Avoca is to ensure the coordination of village resources 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.

B. This Plan identifies the primary disaster responsibilities of Avoca village officials and employees. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This plan uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Avoca is susceptible to a number of hazards.

Ice Storm
Major Hail Storm
Major Wind Storm
Major Winter Storm
Major/Prolonged Power Failure
Tornado
Water Failure/Storage

B. Vulnerable Populations

There are populations at risk in Avoca. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

1. The Elderly

2. Large Gatherings

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of Avoca residents during a disaster rests with the Avoca Board Chair and the Board Members. The Chair will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.

III. BASIC DISASTER OPERATIONS

A. Severe Weather Spotting Program

The Omaha/Valley National Weather Service will usually ask the Cass County Combined Communications Center to activate spotters when severe weather is a possibility. The Cass County Combined Communications Center will page out the request to the Cass County Emergency Management Agency Duty Officer and weather spotters in each individual town. Spotters are primarily from Fire/EMS Departments and are equipped with radios. There are designated spotting locations in and around Cass County. Spotters radio their reports to their respective fire stations or to the Cass County Emergency Management EOC. The Cass County Emergency Management Agency will, in turn, advise the National Weather Service when conditions persist.

B. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".

2. The public may be warned by sirens; sirens may be sounded by either the:

   a. Cass County 911 Communications Center in Plattsmouth, or

   b. Fire Station in Avoca.

3. Emergency information may be broadcast through local radio and television stations.

a. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Avoca officials in broadcasting or faxing information to the media. A detailed media listing of radio/television stations as well as newspapers is included in Attachment 1 to Annex D in the Cass County LEOP.

C. Operations - Actual Disaster Overview

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

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

3. Other agencies and groups as Additional Disaster Services may be called upon to provide additional disaster services as the Village begins the process of recovery from the disaster.

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.

D. Operations - Departmental Responsibilities

The Village of Avoca 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

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

b. First Responders normally include: a) Law Enforcement - Cass County Sheriff's Department; b) Avoca Fire Department; c) Emergency Medical Services and; d) Avoca Maintenance Department.

c. These First Responders will use the Incident Command System as defined in the National Incident Management System (NIMS). One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.

d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of these Suggested Operating Guidelines.

e. When the Emergency Operations Center 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)

THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING DISASTER OPERATIONS. Not only will the field Incident Commander work with the EOC, but also regular briefings will be held at the EOC for Field and EOC Staff. The Chief Elected Official will schedule these meetings

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

a. The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

b. The Emergency Management Director, the Fire Chief, the Chair or Village Board members each have the authority to open the EOC for disaster operations. If any one of these is not available, their “line of succession” may assume authority in opening the EOC.

c. The EOC Staff will work out of the fire station in Avoca. This location provides communications capability and space for support equipment for disaster operations; however, there is no auxiliary power.

1) The alternate location for the EOC will be Cass County Emergency Management EOC at 8400 144th St., Weeping Water, NE.

2) If necessary, a mobile command vehicle may be used for coordinating disaster operations until an EOC can be readied; mobile command vehicles that could be used include:

a) The Plattsmouth Fire Department Mobile Command Vehicle (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)

b) The Cass County Emergency Management Mobile Command Post (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)

d. Staffing at the EOC will be determined by the severity of the situation. Representatives of different responding agencies may choose to be at the EOC for Briefings only. Staff can include, but is not limited to:

1) Village Board Chair (plus Board Members, as needed)

2) Emergency Management Director, liaison or designated representative

3) Public Information Officer

4) Damage Assessment Coordinator

5) Resources/Volunteer Coordination

6) Red Cross Representative

7) Village Clerk, Village Attorney

8) Representative from each of the First Responders

9) Representative from any of the Additional Disaster Services listed in Section VI that are responding to the disaster

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff and can include areas such as public health coordination, counseling services, additional resources for heavy equipment. These Disaster Services are listed in Section VI of this PLAN.

E. Field Operations and the Emergency Operations Center Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Avoca. Coordination between the EOC and the Field is very important. 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.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:

   a. Two-way radio

   b. Cellular phone

   c. Runners

   d. 911 Communications Center - Cass County

      1) The 911 Communications Center in Plattsmouth can assist Avoca in emergency communications through the following functions:

         a) Warning

         b) Notifications to include notifying First Responders, the Cass County Emergency Management Director, Local Officials

         c) Coordination of emergency radio traffic

2. EOC Briefings

   Response and recovery efforts will be planned at daily EOC Briefings. Each department or agency working the disaster may be required to send a representative to report activities in their area.

F. Operations - Administration

Under the direction of the Avoca Board Chair, the Village Clerk will document all expenses of the disaster operations. All 1) labor, 2) equipment, and 3) material expenditures for the disaster will be submitted to and documented by the Clerk. This will include:

1. Purchase or rent of needed equipment, materials, supplies for disaster operations,

2. All agreements and contracts on a temporary basis being recorded at the Clerk's Office,

3. Contracts for permanent repairs and/or new construction of public facilities following established, routine procedures.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All Village of Avoca personnel will become familiar with the National Incident Management System. This Incident Command System will be used to ensure one point of contact for field coordination.

2. If the disaster operation dictates, the Incident Commander may select staging area(s). The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing these Suggested Operating Guidelines, Avoca officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each area may not need to be applied to every disaster. However, the list is not all inclusive; at the direction of the Village Board, Village personnel may be requested to perform other disaster duties.

2. The task assignments for Village personnel are written in general terms and purposely do not tell supervisors how to do their jobs. Each department should develop guidelines for their specific operations in a disaster situation.

3. During disaster response and disaster operations, the following services *may* be provided by:

C. Law Enforcement - Cass County Sheriff's Department (LEOP - Annex H)

The Cass County Sheriff's Department may provide the following services, dependent upon the disaster:

1. Warning, by public address system or door-to-door notification

2. Evacuation operations, including coordinating with Emergency Management for support in evacuation procedures

   Evacuation can be ordered by:

   a. Incident Commander (on-scene, including the Fire Chief or Sheriff)

   b. Village Board

   c. Emergency Management Director

3. Traffic and crowd control

4. Security and access control

5. Sending a representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

D. Avoca Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene

2. Will assume primary operational control of fire suppression and explosions

3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials; as necessary, call Cass County Mutual Aid and Cass County Emergency Management Agency for assistance.

4. If properly trained, provide radiological monitoring at radiological accidents, including necessary coordination with NE Health Department (radiological area) and the Nebraska Emergency Management Agency

5. If not already in place shall implement the Incident Command System

6. May request the EOC be opened for assistance in coordinating disaster response

7. Coordinate with Law Enforcement in search and rescue operations

8. Assist Law Enforcement in evacuation efforts

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

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

11. Assess need for other Village resources to respond and contact Incident Command; report this to the EOC

12. Implement mutual aid agreements with other jurisdictions, as needed

13. Coordinate staging area with the EOC

14. Provide back-up equipment for water pumping

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

16. Send representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

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

18. Continue fire suppression operations for the remainder of the Village

19. Establish and maintain lines of succession

E. Emergency Medical Services - Chief Medical Officer (LEOP - Annex G)

Avoca has Emergency Medical Services (EMS) that will provide basic life support. Out of County Mutual Aid resources will provide advanced life support services.

1. May be among First Responders at disaster scene

2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene

3. If not already in place shall implement the Incident Command System

4. Conduct triage operations, if needed

5. Transport victims

   a. Ground transport of injured will usually be to Hospitals in Lincoln or Omaha by Weeping Water Rescue; check with Law Enforcement/EOC for open routes when responding

   b. Air ambulance service may be provided by LifeNet (Omaha) or Star Care V (Lincoln)

   c. Dead can be transported to funeral homes in Cass County:

6. Implement mutual aid agreements with other jurisdictions, as necessary

7. Is focal point for damage assessment pertaining to injured and dead

8. Send representative to Briefings at the EOC; inform the EOC/Board Chair of any problems

9. Continue emergency medical services for the remainder of the Village

10. Establish/maintain lines of succession

F. Village Maintenance Department (LEOP - Annex K)

1. The Village Maintenance Department includes these functions:

   a. Streets

   b. Water/Waste Water

   c. Parks and Recreation

2. The request to respond to a disaster may initially be recognized as a problem locally or a call may come from dispatch at the Cass County 911 Communications Center

3. The Incident Commander may designate a staging area for First Responders that may include the Village Maintenance Department function and any mutual aid that has been requested. If a staging area is established, it will be coordinated with the EOC.

4. Areas or key facilities that are *either* essential for disaster operations *or* have "vulnerable populations" that would require first considerations for restoration of services may include fire station; village offices; electricity - substation; water - tower, wells/pumps; wastewater - treatment plant, lift stations; telephone office; gas office; EOC; etc.

5. Village Maintenance may be requested to attend EOC Briefings; inform the EOC/Board Chair of any problems

6. If not being utilized in disaster operations, Village Maintenance may be required to assist other First Responders; equipment is listed in Attachment

7. Streets - Disaster Responsibilities

   a. First priority after a disaster is to clear debris from routes needed for First Responders

   b. Close streets, if requested by Law Enforcement, to include transporting/erecting barricades, signs, and flags at control points established by Law Enforcement

   c. Post traffic directional signs, if needed, particularly for evacuation

   d. The Village Maintenance Department, after initial disaster response, may need to coordinate with the EOC and/or Village Board on priority work assignments for streets

e. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings

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

g. Perform priority repairs to streets

h. Address drainage concerns

i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations

j. If the disaster is extreme rainfall and flooding, notification of possible problems may come from the National Weather Service/911 Communications Center in Plattsmouth or from the Cass County Emergency Management Director monitoring threatening conditions. Village Maintenance and the Cass County Emergency Management Director will coordinate any needed sandbagging efforts

8. Water/Waste Water - Disaster Responsibilities

Water

a. Can assess each house individually

b. Maintain water pressure and uncontaminated water supply

c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire

d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill

e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made

f. Coordinate water testing with the State Health and Human Services System

g. Provide potable emergency water supply

1) Assistance is available, upon request, from Cass County Emergency Management.

2) Operations can include:

a) Locate suitable containers (bulk milk trucks may be available); fill with uncontaminated water

b) Distribute to points as coordinated by the EOC

h. Safety inspect water system

Waste Water

a. Maintain sanitary sewer operations

b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the water system

c. Safety inspect waste water system if damaged from the disaster

d. Contract for porta-johns and for their maintenance; assistance is available, upon request, from Cass County Emergency Management

9. Although not considered as first response, the following responsibilities have been included in the Village Maintenance function:

a. Parks and Recreation

1) Survey damage to parks

2) Determine priority of clean-up and repair with the Village Board at EOC Briefings

b. Debris Removal

1) The Village Maintenance Department will primarily be responsible for ensuring timely removal of disaster debris

2) Debris removal operations will be coordinated between Village Maintenance and the EOC/Emergency Management Director. On a daily basis, the Village of Avoca contracts with local refuse haulers.

3) Disaster responsibilities in debris removal include, but are not limited to:

a) In coordination with the Emergency Operations Center, establish temporary site for collection of debris

b) Will coordinate with the EOC in determining and establishing a tree burning area, if needed

c) Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property

d) Determine if debris will be removed by Village employees for residential areas per Village policy

e) If it appears that the disaster may qualify for state or federal assistance, ensure that debris piles are photographed for documentation before disposal

f) Contact the railroad to move debris, if applicable

G. Other Utilities

1. Electricity

a. Omaha Public Power District provides electricity to Avoca. The Cass County Emergency Management Liaison will automatically report any outages in the Village.

b. Determine extent of power failure throughout the Village

c. Determine (situation dependent) the priority for restoring electricity to areas or key facilities; see list in F4 at the beginning of this section under Village Maintenance Department

d. The Emergency Management Director may be requested to coordinate shelter to those residents in areas without electricity

e. Provide emergency lighting where needed for disaster operations

f. Coordinate use of emergency power generators with Emergency Management Director/EOC

g. Omaha Public Power District will safety inspect electric systems on public and/or private buildings damaged from the disaster

h. If necessary, may request a representative from OPPD at EOC Briefings

2. Natural Gas Service

a. Aquila provides natural gas service to Avoca.

b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

c. Aquila will safety inspect their systems on public and/or private buildings damaged from the disaster

3. Telephone Service

a. Windstream Communications provides phone service to Avoca.

b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

V. EMERGENCY OPERATIONS CENTER (EOC)

Responsibilities List For The Emergency Operations Center

A. Avoca Board Chair and Board Members (LEOP - Annex A)

Responsibilities of the Chair and the Board Members during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster

2. Exercise emergency powers; provide policy decisions

3. Sign Disaster Declaration

4. Exercise final authority on subjects such as:

- Curfews
- Price restrictions
- Standards for contractors, craftsmen
- Temporary waivers for land use
- Other related legal responsibilities
- Evacuation decision

5. Approve emergency legislation for the Village

6. Chair or Board Member (as well as Fire Chief, Emergency Management Director) may activate the EOC

B. Board Chair of Avoca

The Avoca Board Chair will coordinate with the Cass County Emergency Management Director/liaison/designated representative in providing the direction

and control function for disaster operations. In the absence of the Chair, an appointed Board Member will perform the Chair's disaster operations duties.

The responsibilities of the Avoca Board Chair may include, but are not limited to:

1. Coordinate with the Village Board Members and the Cass County Emergency Management Director during disaster operations

2. The Board Chair may be alerted of a disaster situation by either the Cass County Emergency Management Director or the 911 Communications Center

3. May activate the EOC

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

5. In conjunction with the Cass County Emergency Management Director, determine EOC staffing

6. <u>Emergency Public Information</u> (LEOP - Annex D)

   a. The Board Chair will ensure that the public is given timely and accurate information through a designated Public Information Officer (PIO). The function of the PIO can be accomplished by either the:

      1) Village Board Chair

      2) Village Board Member

      3) Village Clerk

   b. When requested, Cass County Emergency Management can assist in emergency public information activities

   c. Emergency public information responsibilities include:

      1) An "Information Center" to release emergency directions and information to the news media. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Avoca officials. A complete listing of radio, television, and newspapers that can be used by PIOs is contained in Annex D, Attachment 1 in the Cass County LEOP

2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as needed, at the Emergency Operating Center or at a location as dictated by the disaster

d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information

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

f. Provide current and accurate information to the general public making inquiries

1) Publicize telephone number, 267-6765, where official disaster information can be obtained by the public; the Village Clerk will coordinate these calls

2) Pre-disaster*:* educate/alert public to use 267-6765 for non-emergency calls after a disaster event

3) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person taking calls; allow this person to attend EOC Briefings

7. Provide over-all coordination of Village resources and purchasing for handling the disaster effort

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

a. Recruit any Village resources not involved in disaster response who could assist in emergency duties

b. Provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.

c. Ensure safety of Village and emergency workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims)

9. Maintain current inventory and resource list of emergency equipment and supplies

10. Coordinate Village resources that may be used in disaster response/recovery

11. Coordinate with Village Attorney on any legal emergency matters

12. Respond to official inquiries

13. In conjunction with Village Maintenance, ensure coordination with representatives from each utility:

    a. Electricity: Omaha Public Power District (OPPD)

    b. Gas: Aquila

    c. Telephone: Windstream Communications

    d. Coordination activity may include:

        1) Survey and report general damage to appropriate utility

        2) Determine priority of response/restoration, if needed

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

15. Ensure the Cass County Building Inspector, or the emergency inspection team, assisting in Damage Assessment, has designated someone to document damage through photographs should there later be an application for state or federal assistance

16. Ensure in conjunction with the Village Maintenance Department that debris removal is conducted; ensure debris piles are photographed or video-taped before disposal if it is likely there will be application for state or federal assistance

17. In conjunction with the Clerk, ensure that all expenses for the disaster are documented by the Village Clerk

18. Assist the Cass County Emergency Management Director in determining location for distribution of potable water and request Village Maintenance/Health Department provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water

19. Work with the Cass County Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

20. Coordinate with the Cass County Building Inspector or emergency inspection team in recovery and rebuilding efforts

21. Advise disaster victims of temporary emergency housing

22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money

23. Ensure the Maintenance Department establishes a "salvage depot" for unclaimed items

C. Cass County Emergency Management Director

The Cass County Emergency Management Director/liaison/designated representative will act as a disaster operations advisor to the Village Chair and Board. In performing the direction and control function for coordinating disaster operations, the Cass County Emergency Management Director will work closely with the Village Chair and Board.

Disaster operations duties for the Cass County Emergency Management Director may include, but are not limited to:

1. Being responsible for the readiness of the Emergency Operations Center to include adequate communications, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location, as needed

2. May activate the EOC; assume overall coordination of emergency operations of disaster response/recovery

3. In conjunction with the Village Chair, determine who is needed on the EOC Staff

4. Maintain a current call-down list of EOC Staff; call-in may be accomplished locally or by the 911 Communications Center

5. Coordinate additional communications support, if needed, with the Cass County Emergency Management Director

6. In coordination with the Village Board Chair, ensure that timely emergency information is given to the public by the designated Public Information Officer

7. Designate someone to track and record disaster events on a status board or flip chart; plot area of destruction on map

8. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with Village Officials how often Briefings are needed

9. Coordinate with Village resources as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government, as the situation dictates

10. Flooding

    a. If the danger is extreme rainfall and flooding, notification of possible problems may initially come from the 911 Communications Center, the National Weather Service, and/or from personal observation in Avoca; the Cass County Emergency Management Director has a pager and radio scanner and will monitor weather conditions.

    b. Implement flood watch procedures during periods of heavy rains/flooding as well as report rainfall and/or flood stages to Cass County Emergency Management Director.

    c. During flooding conditions, coordinate with the Maintenance Department in sandbagging operations for public buildings/entities

11. Support evacuation (LEOP - Annex E)

    a. Select shelters

    b. Request designated Public Information Officer to provide emergency information to the public concerning an evacuation

    c. Coordinate transportation that may be required by residents for evacuation; transportation to shelter may be provided by:

        1) Syracuse/Dunbar/Avoca Schools

        2) Volunteers

        3) Additional school buses - call Cass County Emergency Management

        4) Eastern Nebraska Office on Aging (ENOA) Handi-Bus Service

        5) Mutual aid resources

        6) The telephone number that the public can call for transportation assistance is the Village Clerk's Office, 540-4510.

    d. Advise in selection of assembly points for transportation

12. Coordinate shelter operations (LEOP - Annex I)

    a. The Heartland Chapter of the American Red Cross (ARC) from Omaha will open shelters under the direction of the Cass County Emergency Management Director.

    b. The Cass County Emergency Management Director will call the ARC when sheltering is needed. The Heartland Chapter of the American Red Cross in Omaha (402-343-7700, 24-hour number) will open shelter(s) and provide traditional emergency needs of evacuees:

        * shelter - cots, blankets
        * food (from local stores)
        * emergency family services
            - clothing
            - financial assistance
            - counseling
        * first aid
        * damage assessment

    1) No pets (except service animals, i.e. seeing-eye dogs) will be allowed in shelters

    2) Red Cross will send a representative to EOC Briefings

    3) May provide counseling services at shelters, if needed

13. Recommend that the Village Chair/Board declare an emergency; prepare the Disaster Declaration for signature of Avoca Village Board Chair and witness of the Village Clerk; see Attachment 4 in Annex A of the LEOP

14. Coordinate with Village Attorney on any legal emergency matters

15. Coordinate with such organizations as the Red Cross, Social Services, Eastern Nebraska Office on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery

16. May assist Field Operations in identifying staging areas

17. Disseminate "identification cards"; assistance may be requested from Cass County Emergency Management; ID cards should be made available for:

    a. Emergency workers

b. Volunteers

c. Disaster area residents

d. Appointed/elected officials

18. Organize the volunteer force

    a. Avoca's Village Clerk will organize "on-the-spot" volunteers or will, if needed, request volunteer workers through the Public Information Officer

    b. Guidelines for organizing a volunteer work force are included in Attachment 3 to Annex L in the Cass County LEOP

19. Coordinate with the Board Chair in determining *location* for distribution of potable water; assure the public is notified concerning availability and location of water by the designated Public Information Officer

20. Work with the Village Chair/Board in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

21. Make formal request to the next higher level of government, Cass County, for assistance if disaster response is beyond the capability of the Village

22. Provide training for personnel who will respond to a disaster

23. Annually review/update these Suggested Operating Guidelines for the Village of Avoca.

D. Village Attorney

1. Provide emergency legal counsel to Village officials on subjects such as:

    - Curfews

    - Price restrictions

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

    - Temporary waivers for land use

    - Other related legal duties

2. Draft emergency legislation for the Village

3. Provide assistance in negotiating contracts for emergency services

E. Damage Assessment (LEOP - Annex C)

The Avoca Village Board Chair may either coordinate damage assessment efforts or request assistance from the Cass County Building Inspector or emergency inspection team through the Cass County Emergency Management Director. Responsibilities in conducting damage assessment may include, but are not limited to:

1. Coordinate damage assessment, using the form in Appendix 1, Attachment 1 from Annex C in the Cass County LEOP; damage assessment will be conducted for:

   a. Public entities

   b. Homes

   c. Businesses

2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained

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

4. In conjunction with Emergency Management and the Board Chair, assure someone is designated to photograph and record general public and private damage should there be an application for state or federal assistance

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

6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing

7. Coordinate, as necessary, with utility services on safety inspection of their respective system on public buildings damaged from the disaster

8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work

9. Assure that rebuilding is in compliance with the Village's development plan

10. Establish a point of contact for insurance adjusters and influx of builders and repairmen

11. Coordinate with local/area contractors and lumberyards to restore damaged public facilities

12. Ensure correct procedures for needed structural engineering services

13. Ensure all incoming contractors register through the Village Clerk's Office

F. Village Clerk

1. Witness Disaster Declaration

2. Track and document all expenses for disaster operations for the Village to include:

   a. Labor (regular and overtime)

   b. Equipment

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

   d. Emergency purchases/rentals/contracts.

3. Assign (at the time of the disaster) an account number for emergency expenditures

4. When a disaster is declared by the Village Board Chair, implement policy concerning authority to Village departments to purchase or lease emergency supplies and/or equipment

5. Make emergency purchases, as required

6. In conjunction with the Chair, prepare necessary documentation required for state and federal disaster assistance applications

VI. ADDITIONAL DISASTER SERVICES

The Chief Elected Official will be responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordination – State Dept. of Health (LEOP - Annex G)

1. Assume primary operational control for health related emergencies such as pollution, contamination, diseases, and epidemics

2. Coordinate mass inoculations; i.e, tetanus shots

3. Provide for food and drink purification

4. Contact Nebraska Health and Human Services System for inspections of contaminated food

5. Provide vector control

6. Inspect and control sanitary conditions

B. Syracuse/Dunbar/Avoca Schools - Superintendent

1. Pre-disaster: provide emergency safety education/drills in school for students and staff

2. Be prepared to evacuate and relocate children from school, if situation dictates; facilities need to be identified for relocation

3. Broadcast emergency school information, normally over local Radio and News media

4. Perform initial damage assessment of affected school facilities

5. May furnish buses/vans and driver(s) for evacuation

6. May make school facilities available as evacuation shelter, staging area, morgue, as required

7. Be prepared to recall needed staff should a school facility be designated for disaster operations

C. Additional Heavy Equipment Resources

The Cass County Road Department and the Cass County Emergency Manager maintains a list of heavy equipment, transportation resources, and generators that can be used in disaster operations. A list of these resources for all of Cass County is in Attachments 1 and 2 to Annex L.

1. For a list of heavy equipment available from other towns in Cass County, refer to Cass County Emergency Management Director.

D. Additional Counseling Resources

1. Churches

   a. Local pastors

2. American Red Cross, Heartland Chapter, 402-342-7700

3. Nebraska State Patrol, Lincoln, 1-402-471-4545

   Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster

4. Cass County Extension Educator, Terry Hejny 402-267-2205

   Can provide printed material on stress for individuals in disaster situations

5. Refer to Annex G, Attachment 1 in the Cass County LEOP for other counseling services

E. Additional Resources For Individual Assistance Services

1. NE Department of Social Services, 402-296-0000, (phone)

2. Salvation Army, 402-898-5947, (phone)

3. Nebraska Emergency Management Agency (after a Federal Disaster Declaration)

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VILLAGE OF CEDAR CREEK

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2008

VILLAGE OF CEDAR CREEK
EMERGENCY OPERATIONS PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE VILLAGE OF CEDAR CREEK

This plan is provided to the elected and appointed officials in the Village of Cedar Creek as well as to the first responders and any support groups for their guidance in disaster response and recovery.

This plan is meant to support each Annex in the Cass County Local Emergency Operations Plan (LEOP). For example: general procedures for disaster response for fires and hazardous materials are defined in Annex F; the additional information in this plan under Field Operations for the Cedar Creek Fire Department, gives further specific guidelines for the Village.

It is in the best interest of the Village of Cedar Creek, that the named key officials meet once a year to review these guidelines to determine that they are current.

I. PURPOSE

A. The Emergency Preparedness Mission for the Village of Cedar Creek is to ensure the coordination of village resources 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.

B. This Plan identifies the primary disaster responsibilities of Cedar Creek village officials and employees. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This plan uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Cedar Creek is susceptible to a number of hazards. Officials from the Village have identified twelve (12) possibilities; these are ranked as most probable below:

Primary Hazards

- Communications Failure
- Dike Failure
- Flash Flood
- Flood
- HazMat (Storage)
- Ice Storm
- Major Fire - Grassland

Major Hail Storm
Major Water Contamination
Major Wind Storm
Major Winter Storm
Major/Prolonged Power Failure
Railway Derailment
Tornado
Water Failure/Storage

B. Vulnerable Populations

There are populations at risk in Cedar Creek. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

Scattered Elderly Housing

Lake Population

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of Cedar Creek residents during a disaster rests with the Cedar Creek Board Chair and the Cedar Creek Board Members. The Chair will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.

2. In the absence of the Cedar Creek Board Chair, the "established" line of succession will be:

   a. Randy Moses

   b. J.R. Olson

   c. next board member in succession

III. BASIC DISASTER OPERATIONS

A. Severe Weather Spotting Program

The Omaha/Valley National Weather Service will usually ask the Cass County Combined Communications Center to activate spotters when severe weather is a possibility. The Cass County Combined Communications Center will page out the request to the Cass County Emergency Management Agency Duty Officer and weather spotters in each individual town. Spotters are primarily from Fire/EMS Departments and are equipped with radios. There are designated spotting

locations in and around Cass County. Spotters radio their reports to their respective fire stations or to the Cass County Emergency Management EOC. The Cass County Emergency Management Agency will, in turn, advise the National Weather Service when conditions persist.

B. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".

2. The public may be warned by sirens; sirens may be sounded by either the:

   a. 911 Communications Center in Plattsmouth, or

   b. Fire Station in Cedar Creek.

3. Emergency information may be broadcast through local radio and television stations.

   a. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Cedar Creek officials in broadcasting or faxing information to the media. A detailed media listing of radio/television stations as well as newspapers is included in Attachment 1 to Annex D in the Cass County LEOP.

C. Operations - Actual Disaster Overview

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

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

3. Other agencies and groups as Additional Disaster Services may be called upon to provide additional disaster services as the Village begins the process of recovery from the disaster.

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.

D. Operations - Departmental Responsibilities

The Village of Cedar Creek 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

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

   b. First Responders normally include: a) Law Enforcement - Cass County Sheriff's Department; b) Cedar Creek Fire Department; c) Emergency Medical Services and; d) Cedar Creek Maintenance Department.

   c. These First Responders will use the Incident Command System as defined in the National Incident Management System (NIMS). One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.

   d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of these Suggested Operating Guidelines.

   e. When the Emergency Operations Center 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)

   THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING DISASTER OPERATIONS. Not only will the field Incident Commander work with the EOC, but also regular briefings will be held at the EOC for Field and EOC Staff. The Chief Elected Official will schedule these meetings

   The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

   a. The Cass County Emergency Management Director or designated representative, the Fire Chief, the Chair or Village Board members each have the authority to open the EOC for disaster operations. If any one of these is not available, their "line of succession" may assume authority in opening the EOC.

b. The EOC Staff will work out of the Village Hall / Fire Barn in Cedar Creek. This location provides communications capability and space for support equipment for disaster operations; however, there is no auxiliary power. The telephone number is 234-7856.

1) The alternate location for the EOC will be the Cass County Emergency Management EOC at 8400 144 Street, Weeping Water.

2) If necessary, a mobile command vehicle may be used for coordinating disaster operations until an EOC can be readied; mobile command vehicles that could be used include:

a) The Plattsmouth Fire Department Mobile Command Vehicle (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)

b) The Cass County Emergency Management Mobile Command Post (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)

c. Staffing at the EOC will be determined by the severity of the situation. Representatives of different responding agencies may choose to be at the EOC for Briefings only. Staff can include, but is not limited to:

1) Village Board Chair (plus Board Members, as needed)

2) Emergency Management Director(s)

3) Public Information Officer

4) Damage Assessment Coordinator

5) Resources/Volunteer Coordination

6) Red Cross Representative

7) Village Clerk, Village Attorney

8) Representative from each of the First Responders

9) Representative from any of the Additional Disaster Services listed in Section VI that are responding to the disaster

10) Cedar Creek Fire Chief

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff and can include areas such as public health coordination, counseling services, additional resources for heavy equipment. These Disaster Services are listed in Section VI of this PLAN.

E. Field Operations and the Emergency Operations Center Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Cedar Creek. Coordination between the EOC and the Field is very important. 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.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:

a. Two-way radio

b. Cellular phone

c. Runners

d. 911 Communications Center - Cass County

1) The 911 Communications Center in Plattsmouth can assist Cedar Creek in emergency communications through the following functions:

a) Warning

b) Notifications to include notifying First Responders, the Cass County Emergency Management Director, Local Officials

c) Coordination of emergency radio traffic

2. EOC Briefings

Response and recovery efforts will be planned at daily EOC Briefings. Each department or agency working the disaster may be required to send a representative to report activities in their area.

F. Operations - Administration

Under the direction of the Cedar Creek Board Chair, the Village Clerk will document all expenses of the disaster operations. All 1) labor, 2) equipment, and 3) material expenditures for the disaster will be submitted to and documented by the Clerk. This will include:

1. Purchase or rent of needed equipment, materials, supplies for disaster operations,

2. All agreements and contracts on a temporary basis being recorded at the Clerk's Office,

3. Contracts for permanent repairs and/or new construction of public facilities following established, routine procedures.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All Village of Cedar Creek personnel will become familiar with an Incident Command System. This Incident Command System will be used to ensure one point of contact for field coordination.

2. If the disaster operation dictates, the Incident Commander may select staging area(s). The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing these Suggested Operating Guidelines, Cedar Creek officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each area may not need to be applied to every disaster. However, the list is not all inclusive; at the direction of the Village Board, Village personnel may be requested to perform other disaster duties.

2. The task assignments for Village personnel are written in general terms and purposely do not tell supervisors how to do their jobs. Each department should develop guidelines for their specific operations in a disaster situation.

3. During disaster response and disaster operations, the following services may be provided by:

C. Law Enforcement - Cass County Sheriff's Department (LEOP - Annex H)

The Cass County Sheriff's Department may provide the following services, dependent upon the disaster:

1. Warning, by public address system or door-to-door notification

2. Evacuation operations, including coordinating with Cass County Emergency Management for support in evacuation procedures

   Evacuation can be ordered by:

   a. Incident Commander (on-scene, including the Fire Chief or Sheriff)

   b. Village Board

   c. Cass County Emergency Management Director

3. Traffic and crowd control

4. Security and access control

5. Sending a representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

D. Cedar Creek Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene

2. Will assume primary operational control of fire suppression and explosions

3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials; as necessary, call a mutual aid fire department hazmat team and/or the Cass County Emergency Management Agency for assistance. Hazardous materials locations in Cedar Creek consist of the BNSF mainline.

4. If properly trained, provide radiological monitoring at radiological accidents, including necessary coordination with NE Health Department (radiological area) and the Nebraska Emergency Management Agency

5. If not already in place shall implement the Incident Command System

6. May request the EOC be opened for assistance in coordinating disaster response

7. Coordinate with Law Enforcement in search and rescue operations

8. Assist Law Enforcement in evacuation efforts

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

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

11. Assess need for other Village resources to respond and contact Incident Command; report this to the EOC

12. Implement mutual aid agreements with other jurisdictions, as needed

13. Coordinate staging area with the EOC

14. Provide back-up equipment for water pumping

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

16. Send representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

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

18. Continue fire suppression operations for the remainder of the Village

19. Establish and maintain lines of succession

E. Emergency Medical Services - Chief Medical Officer (LEOP - Annex G)

Cedar Creek has Emergency Medical Services (EMS) that will provide basic life support. Outside of County Mutual Aid resources will provide advanced life support services.

1. May be among First Responders at disaster scene

2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene

3. If not already in place shall implement the Incident Command System

4. Conduct triage operations, if needed

5. Transport victims

a. Ground transport of injured will usually be to Hospitals in Omaha or Lincoln; check with Law Enforcement/EOC for open routes when responding

b. Air ambulance service may be provided by Life Net (Omaha) or Star Care V (Lincoln)

c. Dead can be transported to funeral homes in Cass County:

6. Implement mutual aid agreements with other jurisdictions, as necessary

7. Is focal point for damage assessment pertaining to injured and dead

8. Send representative to Briefings at the EOC; inform the EOC/Board Chair of any problems

9. Continue emergency medical services for the remainder of the Village

10. Establish/maintain lines of succession

F. Village Maintenance Department (LEOP - Annex K)

1. The Village Maintenance Department includes these functions:

a. Streets

b. Parks and Recreation

2. The request to respond to a disaster may initially be recognized as a problem locally or a call may come from dispatch at the Cass County 911 Communications Center

3. The Incident Commander may designate a staging area for First Responders that may include the Village Maintenance Department function and any mutual aid that has been requested. If a staging area is established, it will be coordinated with the EOC.

4. Areas or key facilities that are *either* essential for disaster operations *or* have "vulnerable populations" that would require first considerations for restoration of services are:

a. Village Hall / Fire Barn 200 East B

5. Village Maintenance may be requested to attend EOC Briefings; inform the EOC/Board Chair of any problems

6. If not being utilized in disaster operations, Village Maintenance may be required to assist other First Responders.

7. Streets - Disaster Responsibilities

   a. First priority after a disaster is to clear debris from routes needed for First Responders

   b. Close streets, if requested by Law Enforcement, to include transporting/erecting barricades, signs, and flags at control points established by Law Enforcement

   c. Post traffic directional signs, if needed, particularly for evacuation

   d. The Village Maintenance Department, after initial disaster response, may need to coordinate with the EOC and/or Village Board on priority work assignments for streets

   e. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings

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

   g. Perform priority repairs to streets

   h. Address drainage concerns

   i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations

   j. If the disaster is extreme rainfall and flooding, notification of possible problems may come from the National Weather Service/911 Communications Center in Plattsmouth or from the Cass County Emergency Management Director monitoring threatening conditions. Village Maintenance and the Cass County Emergency Management Director will coordinate any needed sandbagging efforts

8. Water - Disaster Responsibilities

   Water - Rural Water District #3 Otoe County

   a. Can assess each house individually

   b. Maintain water pressure and uncontaminated water supply

c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire

d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill

e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made

f. Coordinate water testing with the State Health and Human Services System

g. Provide potable emergency water supply

1) Assistance is available, upon request, from Cass County Emergency Management

2) Operations can include:

a) Locate suitable containers (bulk milk trucks may be available); fill with uncontaminated water

b) Distribute to points as coordinated by the EOC

h. Safety inspect water system

9. Although not considered as first response, the following responsibilities have been included in the Village Maintenance function:

a. <u>Parks and Recreation</u>

1) Survey damage to parks

2) Determine priority of clean-up and repair with the Village Board at EOC Briefings

b. <u>Debris Removal</u>

1) The Village Maintenance Department will primarily be responsible for ensuring timely removal of disaster debris

2) Debris removal operations will be coordinated between Village Maintenance and the EOC/Cass County Emergency Management Director. On a daily basis, the Village of Cedar Creek contracts local refuse haulers

3) Disaster responsibilities in debris removal include, but are not limited to:

a) Meet the demand for greater disposal operations by requesting extended hours at the Sarpy County landfill, if needed

b) Obtain permission to dispose of normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items

c) In coordination with the Emergency Operations Center, establish temporary site for collection of debris

d) Will coordinate with the EOC in determining and establishing a tree burning area, if needed

e) Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property

f) Determine if debris will be removed by Village employees from *residential areas* per Village policy

g) If it appears that the disaster may qualify for state or federal assistance, ensure that debris piles are photographed for documentation before disposal

h) Contact the Burlington Northern Railroad to move debris, if applicable

G. Other Utilities

1. Electricity

a. Omaha Public Power District provides electricity to Cedar Creek. The Cedar Creek Emergency Management Liaison will automatically report any outages in the Village.

b. Determine extent of power failure throughout the Village

c. Determine (situation dependent) the priority for restoring electricity to areas or key facilities; see list in F4 at the beginning of this section under Village Maintenance Department

d. The Cass County Emergency Management Director may be requested to coordinate shelter to those residents in areas without electricity

e. Provide emergency lighting where needed for disaster operations

f. Coordinate use of emergency power generators with Cass County Emergency Management Director/EOC

g. Omaha Public Power District will safety inspect electric systems on public and/or private buildings damaged from the disaster

h. If necessary, may request a representative from OPPD at EOC Briefings

2. Telephone Service

a. Windstream Communications provides phone service to Cedar Creek; disruption in service may be reported to the telephone numbers listed in Attachment A

b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

V. EMERGENCY OPERATIONS CENTER (EOC)

Responsibilities List for the Emergency Operations Center

A. Cedar Creek Board Chair and Board Members (LEOP - Annex A)

Responsibilities of the Chair and the Board Members during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster

2. Exercise emergency powers; provide policy decisions

3. Sign Disaster Declaration

4. Exercise final authority on subjects such as:

- Curfews
- Price restrictions
- Standards for contractors, craftsmen
- Temporary waivers for land use
- Other related legal responsibilities
- Evacuation decision

5. Approve emergency legislation for the Village

6. Chair or Board Member (as well as Fire Chief, Cass County Emergency Management Director or designated representatives) may activate the EOC

B. Board Chair of Cedar Creek

The Cedar Creek Board Chair will coordinate with the Cass County Emergency Management Director in providing the direction and control function for disaster operations. In the absence of the Chair, Dan Muntz, Chairperson Pro Tempore, an appointed Board Member will perform the Chair's disaster operations duties.

The responsibilities of the Cedar Creek Board Chair may include, but are not limited to:

1. Coordinate with the Village Board Members and the Cass County Emergency Management Director during disaster operations

2. The Board Chair may be alerted of a disaster situation by either the local Emergency Management Director or the 911 Communications Center

3. May activate the EOC

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

5. In conjunction with the Cass County Emergency Management Director, determine EOC staffing

6. Emergency Public Information (LEOP - Annex D)

   a. The Board Chair will ensure that the public is given timely and accurate information through a designated Public Information Officer (PIO). The function of the PIO can be accomplished by either the:

      1) Village Board Chair

      2) Village Board Member

      3) Village Clerk

      4) Village Fire Chief

   b. When requested, Cass County Emergency Management Agency can assist in emergency public information activities

   c. Emergency public information responsibilities include:

1) An “Information Center” to release emergency directions and information to the news media. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Cedar Creek officials. A complete listing of radio, television, and newspapers that can be used by PIOs is contained in Annex D, Attachment 1 in the Cass County LEOP

2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as needed, at the Emergency Operating Center or at a location as dictated by the disaster

d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information

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

f. Provide current and accurate information to the general public making inquiries

1) Publicize telephone number, 234-7856, where official disaster information can be obtained by the public; the Village Clerk will coordinate these calls

Pre-disaster: educate/alert public to use 234-7856 for non-emergency calls after a disaster event

2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person taking calls; allow this person to attend EOC Briefings

7. Provide overall coordination of Village resources and purchasing for handling the disaster effort

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

a. Recruit any Village resources not involved in disaster response who could assist in emergency duties

b. Provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.

c. Ensure safety of Village and emergency workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims)

9. Maintain current inventory and resource list of emergency equipment and supplies.

10. Coordinate Village resources that may be used in disaster response/recovery

11. Coordinate with Village Attorney on any legal emergency matters

12. Respond to official inquiries

13. In conjunction with Village Maintenance, ensure coordination with representatives from each utility:

    a. Electricity: Omaha Public Power District

    b. Telephone: Windstream Communications

    c. Coordination activity may include:

        1) Survey and report general damage to appropriate utility

        2) Determine priority of response/restoration, if needed

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

15. Ensure the Cass County Building Inspector or emergency inspection teams, assisting in Damage Assessment, has designated someone to document damage through photographs should there later be an application for state or federal assistance

16. Ensure in conjunction with the Village Maintenance Department that debris removal is conducted; ensure debris piles are photographed or video-taped before disposal if it is likely there will be application for state or federal assistance

17. In conjunction with the Clerk, ensure that all expenses for the disaster are documented by the Village Clerk

18. Assist the Cass County Emergency Management Director in determining location for distribution of potable water and request Village Maintenance/Health Department provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water

19. Work with the Cass County Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

20. Coordinate with the Cass County Building Inspector or emergency inspection teams in recovery and rebuilding efforts

21. Advise disaster victims of temporary emergency housing

22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money

23. Ensure the Maintenance Department establishes a "salvage depot" for unclaimed items

C. Cass County Emergency Management Director

The Cass County Emergency Management Director/liaison/designated representative will act as a disaster operations advisor to the Village Chair and Board. In performing the direction and control function for coordinating disaster operations, the Cass County Emergency Management Director will work closely with the Village Chair and Board.

Disaster operations duties for the Cass County Emergency Management Director may include, but are not limited to:

1. Being responsible for the readiness of the Emergency Operations Center to include adequate communications, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location, as needed

2. May activate the EOC; assume overall coordination of emergency operations of disaster response/recovery

3. In conjunction with the Village Chair, determine who is needed on the EOC Staff

4. Maintain a current call-down list of EOC Staff; call-in may be accomplished locally or by the 911 Communications Center

5. Coordinate additional communications support, if needed, with the Cass County Emergency Management Director

6. In coordination with the Village Board Chair, ensure that timely emergency information is given to the public by the designated Public Information Officer

7. Designate someone to track and record disaster events on a status board or flip chart; plot area of destruction on map

8. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with Village Officials how often Briefings are needed

9. Coordinate with Village resources as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government, as the situation dictates

10. Flooding

    a. If the danger is extreme rainfall and flooding, notification of possible problems may initially come from the 911 Communications Center, the National Weather Service, and/or from personal observation in Cedar Creek; the Cass County Emergency Management Director has a pager and radio scanner and will monitor weather conditions

    b. Implement flood watch procedures during periods of heavy rains/flooding as well as report rainfall and/or flood stages to Cass County Emergency Management Director

    c. During flooding conditions, coordinate with the Maintenance Department in sandbagging operations for public buildings/entities

11. Support evacuation (LEOP - Annex E)

    a. Select shelters

    b. Request designated Public Information Officer to provide emergency information to the public concerning an evacuation

    c. Coordinate transportation that may be required by residents for evacuation; transportation to shelter may be provided by:

        1) Louisville School

        2) Volunteers

        3) Additional school buses - call Cass County Emergency Management

        4) Eastern Nebraska Office on Aging Handi-Bus Service

        5) Mutual aid resources

        6) The telephone number that the public can call for transportation assistance is the Village Clerk's Office, 402-234-7856

d. Advise in selection of assembly points for transportation

12. Coordinate shelter operations (LEOP - Annex I)

    a. The Heartland Chapter of the American Red Cross (ARC) from Omaha will open shelters under the direction of the Cass County Emergency Management Director.

    b. The Cass County Emergency Management Director will call the ARC when sheltering is needed. The Heartland Chapter of the American Red Cross in Omaha (402-343-7700, 24-hour number) will open shelter(s) and provide traditional emergency needs of evacuees:

        * shelter - cots, blankets
        * first aid
        * food (from local stores)
        * damage assessment
        * emergency family services
            - clothing
            - financial assistance
            - counseling

        1) No pets (except service animals, ie. seeing-eye dogs) will be allowed in shelters

        2) Red Cross will send a representative to EOC Briefings

        3) May provide counseling services at shelters, if needed

13. Recommend that the Village Chair/Board declare an emergency; prepare the Disaster Declaration for signature of Cedar Creek Village Board Chair and witness of the Village Clerk; see Attachment 3 in Annex A of the LEOP

14. Coordinate with Village Attorney on any legal emergency matters

15. Coordinate with such organizations as the Red Cross, Social Services, Cass County Senior Citizens associated with the Eastern Nebraska Office on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery

16. May assist Field Operations in identifying staging areas

17. Disseminate "identification cards"; assistance may be requested from Cass County Emergency Management Agency; ID cards should be made available for:

    a. Emergency workers

    b. Volunteers

    c. Disaster area residents

    d. Appointed/elected officials

18. Organize the volunteer force

    a. Cedar Creek Village Fire Chief will organize “on-the-spot” volunteers or will, if needed, request volunteer workers through the Public Information Officer

    b. Guidelines for organizing a volunteer work force are included in Attachment 3 to Annex L in the Cass County LEOP or in Pers. 1-11 in the Cass County Emergency Management Agency SOP Manual.

19. Coordinate with the Board Chair in determining location for distribution of potable water; assure the public is notified concerning availability and location of water by the designated Public Information Officer

20. Work with the Village Chair/Board in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

21. Make formal request to the next higher level of government, Cass County, for assistance if disaster response is beyond the capability of the Village

22. Provide training for personnel who will respond to a disaster

23. Annually review/update these Suggested Operating Guidelines for the Village of Cedar Creek

D. Village Attorney

1. Provide emergency legal counsel to Village officials on subjects such as:

    - Curfews

    - Price restrictions

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

- Temporary waivers for land use

- Other related legal duties

2. Draft emergency legislation for the Village

3. Provide assistance in negotiating contracts for emergency services

E. Damage Assessment (LEOP - Annex C)

The Cedar Creek Village Board Chair may either coordinate damage assessment efforts or request assistance from the Cass County Building Inspector or emergency inspection teams through the Cass County Emergency Management Agency Director. Responsibilities in conducting damage assessment may include, but are not limited to:

1. Coordinate damage assessment, using the forms in Appendix 1, Attachment 1 from Annex C in the Cass County LEOP; damage assessment will be conducted for:

   a. Public entities

   b. Homes

   c. Businesses

2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained

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

4. In conjunction with Cass County Emergency Management and the Board Chair, assure someone is designated to photograph and record general public and private damage should there be an application for state or federal assistance

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

6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing

7. Coordinate, as necessary, with utility services on safety inspection of their respective system on public buildings damaged from the disaster

8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work

9. Assure that rebuilding is in compliance with the Village's development plan

10. Establish a point of contact for insurance adjusters and influx of builders and repairmen

11. Coordinate with local/area contractors and lumberyards to restore damaged public facilities

12. Ensure correct procedures for needed structural engineering services

13. Ensure all incoming contractors register through the Village Clerk's Office

F. Village Clerk

1. Witness Disaster Declaration

2. Track and document all expenses for disaster operations for the Village to include:

   a. Labor (regular and overtime)

   b. Equipment

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

   d. Emergency purchases/rentals/contracts.

3. Assign (at the time of the disaster) an account number for emergency expenditures

4. When a disaster is declared by the Village Board Chair, implement policy concerning authority to Village departments to purchase or lease emergency supplies and/or equipment

5. Make emergency purchases, as required

6. In conjunction with the Chair, prepare necessary documentation required for state and federal disaster assistance applications

VI. ADDITIONAL DISASTER SERVICES

The Chief Elected Official will be responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordination – State Dept. of Health (LEOP - Annex G)

1. Assume primary operational control for health related emergencies such as pollution, contamination, diseases, and epidemics
2. Coordinate mass inoculations; i.e, tetanus shots
3. Provide for food and drink purification
4. Contact Nebraska Health and Human Services System for inspections of contaminated food
5. Provide vector control
6. Inspect and control sanitary conditions

B. Louisville School - Superintendent

1. Pre-disaster: provide emergency safety education/drills in school for students and staff
2. Be prepared to evacuate and relocate children from school, if situation dictates; facilities need to be identified for relocation
3. Broadcast emergency school information, normally over local Radio and News Media
4. Perform initial damage assessment of affected school facilities
5. May furnish buses/vans and driver(s) for evacuation
6. May make school facilities available as evacuation shelter, staging area, morgue, as required
7. Be prepared to recall needed staff should a school facility be designated for disaster operations

C. Additional Heavy Equipment Resources

The Cass County Road Department and the Cass County Emergency Manager maintains a list of heavy equipment, transportation resources, and generators that can be used in disaster operations. A list of these resources for all of Cass County is in Attachments 1 and 2 to Annex L.

1. For a list of heavy equipment available from other towns in Cass County, refer to Cass County Emergency Management Director.

D. Additional Counseling Resources

1. Churches

   a. Local pastors

2. American Red Cross, Heartland Chapter, 402-342-7700

3. Nebraska State Patrol, Lincoln, 1-402-471-4545

   Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster

4. County Extension Educator, Terry Hejny, 402-267-2205

   Can provide printed material on stress for individuals in disaster situations

5. Refer to Annex G, Attachment 1 in the Cass County LEOP for other counseling services

E. Additional Resources For Individual Assistance Services

1. NE Department of Social Services, 402-296-0000, (phone)

2. Salvation Army, 402-898-5947, (phone)

3. Nebraska Emergency Management Agency (after a Federal Disaster Declaration)

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VILLAGE OF EAGLE

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2008

VILLAGE OF EAGLE
EMERGENCY OPERATIONS PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE VILLAGE OF EAGLE

This plan is provided to the elected and appointed officials in the Village of Eagle as well as to the first responders and any support groups for their guidance in disaster response and recovery.

This plan is meant to support each Annex in the Cass County Local Emergency Operations Plan (LEOP). For example: general procedures for disaster response for fires and hazardous materials are defined in Annex F; the additional information in this plan under Field Operations for the Eagle Fire Department, gives further specific guidelines for the Village.

It is in the best interest of the Village of Eagle, that the named key officials meet once a year to review these guidelines to determine that they are current.

I. PURPOSE

A. The Emergency Preparedness Mission for the Village of Eagle is to ensure the coordination of village resources 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.

B. This Plan identifies the primary disaster responsibilities of Eagle village officials and employees. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This plan uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Eagle is susceptible to a number of hazards. Officials from the Village have identified eleven (11) possibilities; these are ranked as most probable below:

Communications Failure
HazMat (Transportation)
Ice Storm
Major Hail Storm
Major Highway Accident

Major Water Contamination
Major Wind Storm
Major Winter Storm
Natural Gas Explosion
Tornado
Water Failure/Storage

B. Vulnerable Populations

There are populations at risk in Eagle. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

1. The School

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of Eagle residents during a disaster rests with the Eagle Board Chair and the Eagle Board Members. The Chair will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.

2. In the absence of the Eagle Board Chair, the "established" line of succession will be:

   a. Rick Weyers

   b. Josh Burke

   c. James Cooper

III. BASIC DISASTER OPERATIONS

A. Severe Weather Spotting Program

The Omaha/Valley National Weather Service will usually ask the Cass County Combined Communications Center to activate spotters when severe weather is a possibility. The Cass County Combined Communications Center will page out the request to the Cass County Emergency Management Agency Duty Officer and weather spotters in each individual town. Spotters are primarily from Fire/EMS Departments and are equipped with radios. There are designated spotting locations in and around Cass County. Spotters radio their reports to their respective fire stations or to the Cass County Emergency Management EOC. The Cass County Emergency

Management Agency will, in turn, advise the National Weather Service when conditions persist.

B. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".

2. The public may be warned by sirens; sirens may be sounded by either the:

   a. Cass County 911 Communications Center in Plattsmouth, or

   b. Fire Station in Eagle.

   c. Citizens may also be alerted of danger by public address systems on emergency vehicles. If necessary, warnings may be given door-to door if time allows.

3. Emergency information may be broadcast through local radio and television stations.

   a. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Eagle officials in broadcasting or faxing information to the media. A detailed media listing of radio/television stations as well as newspapers is included in Attachment 1 to Annex D in the Cass County LEOP.

C. Operations - Actual Disaster Overview

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

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

3. Other agencies and groups as Additional Disaster Services may be called upon to provide additional disaster services as the Village begins the process of recovery from the disaster.

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.

D. Operations - Departmental Responsibilities

The Village of Eagle 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

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

   b. First Responders normally include: a) Law Enforcement - Cass County Sheriff's Department; b) Eagle Fire Department; c) Emergency Medical Services and; d) Eagle Maintenance Department.

   c. These First Responders will use the Incident Command System as defined in the National Incident Management System (NIMS). One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.

   d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of these Suggested Operating Guidelines.

   e. When the Emergency Operations Center 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)

   THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING DISASTER OPERATIONS. Not only will the field Incident Commander work with the EOC, but also regular briefings will be held at the EOC for Field and EOC Staff. The Chief Elected Official will schedule these meetings

   The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

   a. The Emergency Management Director, the Fire Chief, the Chair or Village Board members each have the authority to open the EOC for disaster operations. If any one of these is not available, their "line of succession" may assume authority in opening the EOC.

b. The EOC Staff will work out of the Fire Station in Eagle. This location provides communications capability and space for support equipment for disaster operations; however, there is no auxiliary power. The telephone number is 402-781-2748.

1) The alternate location for the EOC will be the Cass County Emergency Management EOC at 8400 144 Street, Weeping Water.

2) If necessary, a mobile command vehicle may be used for coordinating disaster operations until an EOC can be readied; mobile command vehicles that could be used include:

a) The Plattsmouth Fire Department Mobile Command Vehicle (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)

b) The Cass County Emergency Management Mobile Command Post (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)

c. Staffing at the EOC will be determined by the severity of the situation. Representatives of different responding agencies may choose to be at the EOC for Briefings only. Staff can include, but is not limited to:

1) Village Board Chair (plus Board Members, as needed)

2) Emergency Management Director, Liaisons or designated representative

3) Public Information Officer

4) Damage Assessment Coordinator

5) Resources/Volunteer Coordination

6) Red Cross Representative

7) Village Clerk, Village Attorney

8) Representative from each of the First Responders

9) Representative from any of the Additional Disaster Services listed in Section VI that are responding to the disaster

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff and can include areas such as public health coordination, counseling services, additional resources for heavy equipment. These Disaster Services are listed in Section VI of this PLAN.

E. Field Operations and the Emergency Operations Center Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Eagle. Coordination between the EOC and the Field is very important. 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.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:

a. Two-way radio

b. Cellular phone

c. Runners

d. 911 Communications Center - Cass County

e. 911 Center - Lincoln

1) The 911 Communications Center in Plattsmouth can assist Eagle in emergency communications through the following functions:

a) Warning

b) Notifications to include notifying First Responders, the County Emergency Management Director, Local Officials

c) Coordination of emergency radio traffic

2. EOC Briefings

Response and recovery efforts will be planned at daily EOC Briefings. Each department or agency working the disaster may be required to send a representative to report activities in their area.

F. Operations - Administration

Under the direction of the Eagle Board Chair, the Village Clerk will document all expenses of the disaster operations. All 1) labor, 2) equipment, and 3) material expenditures for the disaster will be submitted to and documented by the Clerk. This will include:

1. Purchase or rent of needed equipment, materials, supplies for disaster operations,

2. All agreements and contracts on a temporary basis being recorded at the Clerk's Office,

3. Contracts for permanent repairs and/or new construction of public facilities following established, routine procedures.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All Village of Eagle personnel will become familiar with an Incident Command System. This Incident Command System will be used to ensure one point of contact for field coordination.

2. If the disaster operation dictates, the Incident Commander may select staging area(s). The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing these Suggested Operating Guidelines, Eagle officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each area may not need to be applied to every disaster. However, the list is not all inclusive; at the direction of the Village Board, Village personnel may be requested to perform other disaster duties.

2. The task assignments for Village personnel are written in general terms and purposely do not tell supervisors how to do their jobs. Each department should develop guidelines for their specific operations in a disaster situation.

3. During disaster response and disaster operations, the following services may be provided by:

C. Law Enforcement - Cass County Sheriff's Department (LEOP - Annex H)

The Cass County Sheriff's Department may provide the following services, dependent upon the disaster:

1. Warning, by public address system or door-to-door notification

2. Evacuation operations, including coordinating with Emergency Management for support in evacuation procedures

   Evacuation can be ordered by:

   a. Incident Commander (on-scene, including the Fire Chief or Sheriff)

   b. Village Board

   c. Emergency Management Director

3. Traffic and crowd control

4. Security and access control

5. Sending a representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

D. Eagle Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene

2. Will assume primary operational control of fire suppression and explosions

3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials; as necessary, call a mutual aid fire department hazmat team and/or the Cass County Emergency Management Agency for assistance.

4. If properly trained, provide radiological monitoring at radiological accidents, including necessary coordination with NE Health Department (radiological area) and the Nebraska Emergency Management Agency

5. If not already in place shall implement the Incident Command System

6. May request the EOC be opened for assistance in coordinating disaster response

7. Coordinate with Law Enforcement in search and rescue operations

8. Assist Law Enforcement in evacuation efforts

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

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

11. Assess need for other Village resources to respond and contact Incident Command; report this to the EOC

12. Implement mutual aid agreements with other jurisdictions, as needed

13. Coordinate staging area with the EOC

14. Provide back-up equipment for water pumping

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

16. Send representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

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

18. Continue fire suppression operations for the remainder of the Village

19. Establish and maintain lines of succession

E. Emergency Medical Services - Chief Medical Officer (LEOP - Annex G)

Eagle has Emergency Medical Services (EMS) that will provide basic life support. Out of county Mutual Aid resources will provide advanced life support services.

1. May be among First Responders at disaster scene

2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene

3. If not already in place shall implement the Incident Command System

4. Conduct triage operations, if needed

5. Transport victims

   a. Ground transport of injured will usually be to Hospitals in Omaha or Lincoln; check with Law Enforcement/EOC for open routes when responding

   b. Air ambulance service may be provided by Life Net (Omaha) or Star Care V (Lincoln)

   c. Dead can be transported to funeral homes in Cass County, Lincoln or Otoe County.

6. Implement mutual aid agreements with other jurisdictions, as necessary

7. Is focal point for damage assessment pertaining to injured and dead

8. Send representative to Briefings at the EOC; inform the EOC/Board Chair of any problems

9. Continue emergency medical services for the remainder of the Village

10. Establish/maintain lines of succession

F. Village Maintenance Department (LEOP - Annex K)

1. The Village Maintenance Department includes these functions:

   a. Streets

   b. Water/Waste Water

   c. Parks and Recreation

2. The request to respond to a disaster may initially be recognized as a problem locally or a call may come from dispatch at the Cass County 911 Communications Center

3. The Incident Commander may designate a staging area for First Responders that may include the Village Maintenance Department function and any mutual aid that has been requested. If a staging area is established, it will be coordinated with the EOC.

4. Areas or key facilities that are either essential for disaster operations *or* have “vulnerable populations” that would require first considerations for restoration of services are:

a. Fire Station

b. Village Offices

c. Wells and Pump Tower

d. Waste Water

e. Electric Substation

5. Village Maintenance may be requested to attend EOC Briefings; inform the EOC/Board Chair of any problems

6. If not being utilized in disaster operations, Village Maintenance may be required to assist other First Responders; equipment is listed in Attachment

7. Streets - Disaster Responsibilities

a. First priority after a disaster is to clear debris from routes needed for First Responders.

b. Close streets, if requested by Law Enforcement, to include transporting/erecting barricades, signs, and flags at control points established by Law Enforcement.

c. Post traffic directional signs, if needed, particularly for evacuation.

d. The Village Maintenance Department, after initial disaster response, may need to coordinate with the EOC and/or Village Board on priority work assignments for streets.

e. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings.

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

g. Perform priority repairs to streets.

h. Address drainage concerns.

i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations.

j. If the disaster is extreme rainfall and flooding, notification of possible problems may come from the National Weather Service, 911

Communications Center in Plattsmouth or from the Cass County Emergency Management Director monitoring threatening conditions. Village Maintenance and the Emergency Management Director will coordinate any needed sandbagging efforts.

8. Water/Waste Water - Disaster Responsibilities

Water

a. Can assess each house individually

b. Maintain water pressure and uncontaminated water supply

c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire

d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill

e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made

f. Coordinate water testing with the State Health and Human Services System

g. Provide potable emergency water supply

1) Assistance is available, upon request, from Cass County Emergency Management

2) Operations can include:

a) Locate suitable containers (bulk milk trucks may be available); fill with uncontaminated water

b) Distribute to points as coordinated by the EOC

h. Safety inspect water system

Waste Water

a. Maintain sanitary sewer operations

b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the water system

c. Safety inspect waste water system if damaged from the disaster

d. Contract for porta-johns and for their maintenance; assistance is available, upon request, from Cass County Emergency Management

9. Although not considered as first response, the following responsibilities have been included in the Village Maintenance function:

a. Parks and Recreation

1) Survey damage to parks

2) Determine priority of clean-up and repair with the Village Board at EOC Briefings

b. Debris Removal

1) The Village Maintenance Department will primarily be responsible for ensuring timely removal of disaster debris

2) Debris removal operations will be coordinated between Village Maintenance and the EOC/Emergency Management Director. On a daily basis, the Village of Eagle contracts local refuse haulers

3) Disaster responsibilities in debris removal include, but are not limited to:

a) Meet the demand for greater disposal operations by requesting extended hours at the landfill, if needed

b) Obtain permission to dispose of normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items

c) In coordination with the Emergency Operations Center, establish temporary site for collection of debris

d) Will coordinate with the EOC in determining and establishing a tree burning area, if needed

e) Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property

f) Determine if debris will be removed by Village employees from residential areas per Village policy

g) If it appears that the disaster may qualify for state or federal assistance, ensure that debris piles are photographed for documentation before disposal

h) Contact the railroad to move debris, if applicable

G. Other Utilities

1. Electricity

a. Omaha Public Power District provides electricity to Eagle. The Eagle Emergency Management Liaison will automatically report any outages in the Village.

b. Determine extent of power failure throughout the Village

c. Determine (situation dependent) the priority for restoring electricity to areas or key facilities; see list in F4 at the beginning of this section under Village Maintenance Department

d. The Emergency Management Director may be requested to coordinate shelter to those residents in areas without electricity

e. Provide emergency lighting where needed for disaster operations

f. Coordinate use of emergency power generators with Emergency Management Director/EOC

g. Omaha Public Power District will safety inspect electric systems on public and/or private buildings damaged from the disaster

h. If necessary, may request a representative from OPPD at EOC Briefings

2. Natural Gas Service

a. Aquila provides natural gas service to Eagle; telephone numbers to report problems are listed in Attachment A

b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

c. Aquila will safety inspect their systems on public and/or private buildings damaged from the disaster

3. Telephone Service

   a. Windstream Communications provides phone service to Eagle.

   b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

V. EMERGENCY OPERATIONS CENTER (EOC)

Responsibilities List For The Emergency Operations Center

A. Eagle Board Chair and Board Members (LEOP - Annex A)

Responsibilities of the Chair and the Board Members during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster

2. Exercise emergency powers; provide policy decisions

3. Sign Disaster Declaration

4. Exercise final authority on subjects such as:

   - Curfews

   - Price restrictions

   - Standards for contractors, craftsmen

   - Temporary waivers for land use

   - Other related legal responsibilities

   - Evacuation decision

5. Approve emergency legislation for the Village

6. Chair or Board Member (as well as Fire Chief, Emergency Management Director) may activate the EOC

B. Board Chair of Eagle

The Eagle Board Chair will coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. In the absence of the Chair, an appointed Board Member will perform the Chair's disaster operations duties.

The responsibilities of the Eagle Board Chair may include, but are not limited to:

1. Coordinate with the Village Board Members and the Emergency Management Director during disaster operations

2. The Board Chair may be alerted of a disaster situation by either the local Emergency Management Director or the 911 Communications Center

3. May activate the EOC

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

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

6. Emergency Public Information (LEOP - Annex D)

   a. The Board Chair will ensure that the public is given timely and accurate information through a designated Public Information Officer (PIO). The function of the PIO can be accomplished by either the:

      1) Village Board Chair

      2) Village Board Member

      3) Village Clerk

      4) Fire Chief

   b. When requested, Cass County Emergency Management can assist in emergency public information activities

   c. Emergency public information responsibilities include:

      1) An "Information Center" to release emergency directions and information to the news media. Assistance from either the Cass County Emergency Management Director or the Cass County Public

Information Officer may be requested by Eagle officials. A complete listing of radio, television, and newspapers that can be used by PIOs is contained in Annex D, Attachment 1 in the Cass County LEOP

2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as needed, at the Emergency Operating Center or at a location as dictated by the disaster

d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information

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

f. Provide current and accurate information to the general public making inquiries

1) Publicize telephone number, 402-781-2748, where official disaster information can be obtained by the public; the Village Clerk will coordinate these calls

Pre-disaster: educate/alert public to use cell phones for non-emergency calls after a disaster event

2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person taking calls; allow this person to attend EOC Briefings

7. Provide over-all coordination of Village resources and purchasing for handling the disaster effort

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

a. Recruit any Village resources not involved in disaster response who could assist in emergency duties

b. Provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.

c. Ensure safety of Village and emergency workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims)

9. Maintain current inventory and resource list of emergency equipment and supplies.

10. Coordinate Village resources that may be used in disaster response/recovery

11. Coordinate with Village Attorney on any legal emergency matters

12. Respond to official inquiries

13. In conjunction with Village Maintenance, ensure coordination with representatives from each utility:

    a. Electricity: Omaha Public Power District

    b. Gas: Aquila

    c. Telephone: Windstream Communications

    d. Coordination activity may include:

        1) Survey and report general damage to appropriate utility

        2) Determine priority of response/restoration, if needed

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

15. Ensure the Cass County Building Inspector or emergency inspection teams, assisting in Damage Assessment, has designated someone to document damage through photographs should there later be an application for state or federal assistance

16. Ensure in conjunction with the Village Maintenance Department that debris removal is conducted; ensure debris piles are photographed or video-taped before disposal if it is likely there will be application for state or federal assistance

17. In conjunction with the Clerk, ensure that all expenses for the disaster are documented by the Village Clerk

18. Assist the Emergency Management Director in determining location for distribution of potable water and request Village Maintenance/Health Department provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water

19. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and

operators, supplies, or specialized personnel as may be required in the disaster situation

20. Coordinate with the local Eagle Building Inspector and/or the Cass County Building Inspector or emergency inspection teams in recovery and rebuilding efforts

21. Advise disaster victims of temporary emergency housing

22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money

23. Ensure the Maintenance Department establishes a "salvage depot" for unclaimed items

C. Cass County Emergency Management Director

The Cass County Emergency Management Director/liaison or designated representative will act as a disaster operations advisor to the Village Chair and Board. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Village Chair and Board.

Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the readiness of the Emergency Operations Center to include adequate communications, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location, as needed

2. May activate the EOC; assume overall coordination of emergency operations of disaster response/recovery

3. In conjunction with the Village Chair, determine who is needed on the EOC Staff

4. Maintain a current call-down list of EOC Staff; call-in may be accomplished locally or by the 911 Communications Center

5. Coordinate additional communications support, if needed, with the Cass County Emergency Management Director

6. In coordination with the Village Board Chair, ensure that timely emergency information is given to the public by the designated Public Information Officer

7. Designate someone to track and record disaster events on a status board or flip chart; plot area of destruction on map

8. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with Village Officials how often Briefings are needed

9. Coordinate with Village resources as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government, as the situation dictates

10. Flooding

    a. If the danger is extreme rainfall and flooding, notification of possible problems may initially come from the 911 Communications Center, the National Weather Service, and/or from personal observation in Eagle; the Cass County Emergency Management Director has a pager and radio scanner and will monitor weather conditions

    b. Implement flood watch procedures during periods of heavy rains/flooding as well as report rainfall and/or flood stages to Cass County Emergency Management Director

    c. During flooding conditions, coordinate with the Maintenance Department in sandbagging operations for public buildings/entities

11. Support evacuation (LEOP - Annex E)

    a. Select shelters

    b. Request designated Public Information Officer to provide emergency information to the public concerning an evacuation

    c. Coordinate transportation that may be required by residents for evacuation; transportation to shelter may be provided by:

        1) Eagle School

        2) Volunteers

        3) Additional school buses - call Cass County Emergency Management

        4) Eastern Nebraska Office on Aging Handi-Bus Service

        5) Mutual aid resources

6) The telephone number that the public can call for transportation assistance is the Village Clerk's Office 402-781-2748

d. Advise in selection of assembly points for transportation

12. Coordinate shelter operations (LEOP - Annex I)

a. The Heartland Chapter of the American Red Cross (ARC) from Omaha will open shelters under the direction of the Cass County Emergency Management Director.

b. The Cass County Emergency Management Director will call the ARC when sheltering is needed. The Heartland Chapter of the American Red Cross in Omaha (402-343-7700, 24-hour number) will open shelter(s) and provide traditional emergency needs of evacuees:

* shelter - cots, blankets
* first aid
* food (from local stores)
* damage assessment
* emergency family services
  - clothing
  - financial assistance
  - counseling

1) No pets (except service animals, i.e. seeing-eye dogs) will be allowed in shelters

2) Red Cross will send a representative to EOC Briefings

3) May provide counseling services at shelters, if needed

13. Recommend that the Village Chair/Board declare an emergency; prepare the Disaster Declaration for signature of Eagle Village Board Chair and witness of the Village Clerk; see Attachment 4 in Annex A of the LEOP

14. Coordinate with Village Attorney on any legal emergency matters

15. Coordinate with organizations such as the Red Cross, Social Services, Cass County Senior Citizens associated with the Eastern Nebraska Office on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery

16. May assist Field Operations in identifying staging areas

17. Disseminate "identification cards"; assistance may be requested from Cass County Emergency Management; ID cards should be made available for:

    a. Emergency workers

    b. Volunteers

    c. Disaster area residents

    d. Appointed/elected officials

18. Organize the volunteer force

    a. Board's will organize "on-the-spot" volunteers or will, if needed, request volunteer workers through the Public Information Officer

    b. Guidelines for organizing a volunteer work force are included in Attachment 3 to Annex L in the Cass County LEOP or in PERS 1-11 in the Cass County Emergency Management Agency SOP Manual.

19. Coordinate with the Board Chair in determining location for distribution of potable water; assure the public is notified concerning availability and location of water by the designated Public Information Officer

20. Work with the Village Chair/Board in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

21. Make formal request to the next higher level of government, Cass County, for assistance if disaster response is beyond the capability of the Village

22. Provide training for personnel who will respond to a disaster

23. Annually review/update these Suggested Operating Guidelines for the Village of Eagle

D. Village Attorney

1. Provide emergency legal counsel to Village officials on subjects such as:

    - Curfews

    - Price restrictions

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

- Temporary waivers for land use

- Other related legal duties

2. Draft emergency legislation for the Village

3. Provide assistance in negotiating contracts for emergency services

E. Damage Assessment (LEOP - Annex C)

The Eagle Village Board Chair may either coordinate damage assessment efforts or request assistance from the Eagle Building Inspector, the Cass County Building Inspector or emergency inspection teams through the Cass County Emergency Management Director. Responsibilities in conducting damage assessment may include, but are not limited to:

1. Coordinate damage assessment, using the form in Appendix 1, Attachment 1 from Annex C in the Cass County LEOP; damage assessment will be conducted for:

   a) Public entities

   b) Homes

   c) Businesses

2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained

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

4. In conjunction with Cass County Emergency Management Agency and the Board Chair, assure someone is designated to photograph and record general public and private damage should there be an application for state or federal assistance

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

6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing

7. Coordinate, as necessary, with utility services on safety inspection of their respective system on public buildings damaged from the disaster

8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work

9. Assure that rebuilding is in compliance with the Village's development plan

10. Establish a point of contact for insurance adjusters and influx of builders and repairmen

11. Coordinate with local/area contractors and lumberyards to restore damaged public facilities

12. Ensure correct procedures for needed structural engineering services

13. Ensure all incoming contractors register through the Village Clerk's Office

F. Village Clerk

1. Witness Disaster Declaration

2. Track and document all expenses for disaster operations for the Village to include:

   a. Labor (regular and overtime)

   b. Equipment

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

   d. Emergency purchases/rentals/contracts.

3. Assign (at the time of the disaster) an account number for emergency expenditures

4. When a disaster is declared by the Village Board Chair, implement policy concerning authority to Village departments to purchase or lease emergency supplies and/or equipment

5. Make emergency purchases, as required

6. In conjunction with the Chair, prepare necessary documentation required for state and federal disaster assistance applications

VI. ADDITIONAL DISASTER SERVICES

The Chief Elected Official will be responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordination – State Dept. of Health (LEOP - Annex G)

1. Assume primary operational control for health related emergencies such as pollution, contamination, diseases, and epidemics

2. Coordinate mass inoculations; i.e., tetanus shots

3. Provide for food and drink purification

4. Contact Nebraska Health and Human Services System for inspections of contaminated food

5. Provide vector control

6. Inspect and control sanitary conditions

B. Eagle School - Superintendent

1. Pre-disaster: provide emergency safety education/drills in school for students and staff

2. Be prepared to evacuate and relocate children from school, if situation dictates; facilities need to be identified for relocation

3. Broadcast emergency school information, normally over local Radio and News Media

4. Perform initial damage assessment of affected school facilities

5. May furnish buses/vans and driver(s) for evacuation

6. May make school facilities available as evacuation shelter, staging area, morgue, as required

7. Be prepared to recall needed staff should a school facility be designated for disaster operations

C. Additional Heavy Equipment Resources

The Cass County Road Department and the Cass County Emergency Manager maintains a list of heavy equipment, transportation resources, and generators that can be used in disaster operations. A list of these resources for all of Cass County is in Attachments 1 and 2 to Annex L.

1. For a list of heavy equipment available from other towns in Cass County, refer to Cass County Emergency Management Director.

D. Additional Counseling Resources

1. Churches

   a. Local pastors

2. American Red Cross, Heartland Chapter, 402-342-7700

3. Nebraska State Patrol, Lincoln, 1-402-471-4545

   Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster

4. Cass County Extension Educator, Terry Hejny, 402-267-2205. Can provide printed material on stress for individuals in disaster situations

5. Refer to Annex G, Attachment 1 in the Cass County LEOP for other counseling services

E. Additional Resources For Individual Assistance Services

1. Senior Citizens Center, Eagle, 402-781-2468

2. NE Department of Social Services, 402-296-0000

3. Salvation Army, 402-898-5947

4. Nebraska Emergency Management Agency (after a Federal Disaster Declaration)

VILLAGE OF ELMWOOD

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2008

VILLAGE OF ELMWOOD
EMERGENCY OPERATIONS PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE VILLAGE OF ELMWOOD

This plan is provided to the elected and appointed officials in the Village of Elmwood as well as to the first responders and any support groups for their guidance in disaster response and recovery.

This plan is meant to support each Annex in the Cass County Local Emergency Operations Plan (LEOP). For example: general procedures for disaster response for fires and hazardous materials are defined in Annex F; the additional information in this plan under Field Operations for the Elmwood Fire Department, gives further specific guidelines for the Village.

It is in the best interest of the Village of Elmwood, that the named key officials meet once a year to review these guidelines to determine that they are current.

I. PURPOSE

A. The Emergency Preparedness Mission for the Village of Elmwood is to ensure the coordination of village resources 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.

B. This Plan identifies the primary disaster responsibilities of Elmwood village officials and employees. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This plan uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Elmwood is susceptible to a number of hazards. Officials from the Village have identified 14 possibilities; these are ranked as most probable below:

Aircraft Crash/Bomb Threat
Communications Failure/Major Explosion
Major Construction Accident/Major Fire - Urban
Major/Prolonged Power Failure/Water Failure/Storage
Natural Gas Explosion/Major Highway Accident
Flood/Flash Flood
HazMat (Transportation)/HazMat (Storage)

Tornado/Major Wind Storm
Major Hail Storm/Ice Storm
Major Winter Storm/Major Water Contamination

B. Vulnerable Populations

There are populations at risk in Elmwood. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

1. School

2. Day Care Centers

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of Elmwood residents during a disaster rests with the Elmwood Board Chair and the Elmwood Board Members. The Chair will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.

2. In the absence of the Elmwood Board Chair, the "established" line of succession will be:

   a. Vice Chair

   b. Street Commissioner

   c. Water / Sewer Commissioner

III. BASIC DISASTER OPERATIONS

A. Severe Weather Spotting Program

The Omaha/Valley National Weather Service will usually ask the Cass County Combined Communications Center to activate spotters when severe weather is a possibility. The Cass County Combined Communications Center will page out the request to the Cass County Emergency Management Agency Duty Officer and weather spotters in each individual town. Spotters are primarily from Fire/EMS Departments and are equipped with radios. There are designated spotting locations in and around Cass County. Spotters radio their reports to their respective fire stations or to the Cass County Emergency Management EOC. The Cass County Emergency Management Agency will, in turn, advise the National Weather Service when conditions persist.

B. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".

2. The public may be warned by sirens; sirens may be sounded by either the:

   a. 911 Communications Center in Plattsmouth, or

   b. Fire Station in Elmwood.

3. Emergency information may be broadcast through local radio and television stations.

   a. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Elmwood officials in broadcasting or faxing information to the media. A detailed media listing of radio/television stations as well as newspapers is included in Attachment 1 to Annex D in the Cass County LEOP.

   b. Citizens may also be alerted of danger by public address systems on emergency vehicles. If necessary, warnings may be given door-to-door if time allows.

C. Operations - Actual Disaster Overview

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

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

3. Other agencies and groups as Additional Disaster Services may be called upon to provide additional disaster services as the Village begins the process of recovery from the disaster.

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.

D. Operations - Departmental Responsibilities

The Village of Elmwood 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

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

   b. First Responders normally include: a) Law Enforcement - Cass County Sheriff's Department; b) Elmwood Fire Department; c) Emergency Medical Services and; d) Elmwood Maintenance Department.

   c. These First Responders will use an Incident Command System. One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.

   d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of these Suggested Operating Guidelines.

   e. When the Emergency Operations Center 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)

   THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING DISASTER OPERATIONS. Not only will the field Incident Commander work with the EOC, but also regular briefings will be held at the EOC for Field and EOC Staff. The Chief Elected Official will schedule these meetings

   The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

   a. The Emergency Management Director, the Fire Chief, the Chair or Village Board members each have the authority to open the EOC for disaster operations. If any one of these is not available, their "line of succession" may assume authority in opening the EOC.

   b. The EOC Staff will work out of the Elmwood Fire Station in Elmwood. This location provides communications capability and space for support

equipment for disaster operations; however, there is auxiliary power. The telephone number is 994-2015.

1) The alternate location for the EOC will be the Cass County Emergency Management EOC at 8400 144 Street, Weeping Water.

2) If necessary, a mobile command vehicle may be used for coordinating disaster operations until an EOC can be readied; mobile command vehicles that could be used include:

   a) The Plattsmouth Fire Department Mobile Command Vehicle (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)

   b) The Cass County Emergency Management Mobile Command Post (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)

c. Staffing at the EOC will be determined by the severity of the situation. Representatives of different responding agencies may choose to be at the EOC for Briefings only. Staff can include, but is not limited to:

1) Village Board Chair (plus Board Members, as needed)

2) Emergency Management Director(s)

3) Public Information Officer

4) Damage Assessment Coordinator

5) Resources/Volunteer Coordination

6) Red Cross Representative

7) Village Clerk, Village Attorney

8) Representative from each of the First Responders

9) Representative from any of the Additional Disaster Services listed in Section VI that are responding to the disaster

3. <u>Additional Disaster Services</u>

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff and can include areas such as public health

coordination, counseling services, additional resources for heavy equipment. These Disaster Services are listed in Section VI of this PLAN.

E. Field Operations and the Emergency Operations Center Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Elmwood. Coordination between the EOC and the Field is very important. 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.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:

   a. Two-way radio

   b. Cellular phone

   c. Runners

   d. 911 Communications Center - Cass County

      1) The 911 Communications Center in Plattsmouth can assist Elmwood in emergency communications through the following functions:

         a) Warning

         b) Notifications to include notifying First Responders, the County Emergency Management Director, Local Officials

         c) Coordination of emergency radio traffic

2. EOC Briefings

   Response and recovery efforts will be planned at daily EOC Briefings. Each department or agency working the disaster may be required to send a representative to report activities in their area.

F. Operations - Administration

Under the direction of the Elmwood Board Chair, the Village Clerk will document all expenses of the disaster operations. All 1) labor, 2) equipment, and 3) material expenditures for the disaster will be submitted to and documented by the Clerk. This will include:

1. Purchase or rent of needed equipment, materials, supplies for disaster operations,

2. All agreements and contracts on a temporary basis being recorded at the Clerk's Office,

3. Contracts for permanent repairs and/or new construction of public facilities following established, routine procedures.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All Village of Elmwood personnel will become familiar with an Incident Command System. This Incident Command System will be used to ensure one point of contact for field coordination.

2. If the disaster operation dictates, the Incident Commander may select staging area(s). The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing these Suggested Operating Guidelines, Elmwood officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each area may not need to be applied to every disaster. However, the list is not all inclusive; at the direction of the Village Board, Village personnel may be requested to perform other disaster duties.

2. The task assignments for Village personnel are written in general terms and purposely do not tell supervisors how to do their jobs. Each department should develop guidelines for their specific operations in a disaster situation.

3. During disaster response and disaster operations, the following services *may* be provided by:

C. Law Enforcement - Cass County Sheriff's Department (LEOP - Annex H)

The Cass County Sheriff's Department may provide the following services, dependent upon the disaster:

1. Warning, by public address system or door-to-door notification

2. Evacuation operations, including coordinating with Emergency Management for support in evacuation procedures

Evacuation can be ordered by:

a. Incident Commander (on-scene, including the Fire Chief or Sheriff)

b. Village Board

c. Emergency Management Director

3. Traffic and crowd control

4. Security and access control

5. Sending a representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

D. Elmwood Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene

2. Will assume primary operational control of fire suppression and explosions

3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials; as necessary, call a mutual aid fire department hazmat team and/or the Cass County Emergency Management Agency for assistance.

4. If properly trained, provide radiological monitoring at radiological accidents, including necessary coordination with NE Health Department (radiological area) and the Nebraska Emergency Management Agency

5. If not already in place shall implement the Incident Command System

6. May request the EOC be opened for assistance in coordinating disaster response

7. Coordinate with Law Enforcement in search and rescue operations

8. Assist Law Enforcement in evacuation efforts

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

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

11. Assess need for other Village resources to respond and contact Incident Command; report this to the EOC

12. Implement mutual aid agreements with other jurisdictions, as needed

13. Coordinate staging area with the EOC

14. Provide back-up equipment for water pumping

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

16. Send representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

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

18. Continue fire suppression operations for the remainder of the Village

19. Establish and maintain lines of succession

E. Emergency Medical Services - Chief Medical Officer (LEOP - Annex G)

Elmwood has Emergency Medical Services (EMS) that will provide basic life support. Out of county Mutual Aid resources will provide advanced life support services.

1. May be among First Responders at disaster scene

2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene

3. If not already in place shall implement the Incident Command System

4. Conduct triage operations, if needed

5. Transport victims

   a. Ground transport of injured will usually be to Hospitals in Omaha or Lincoln; check with Law Enforcement/EOC for open routes when responding

   b. Air ambulance service may be provided by Life Net (Omaha) or Star Care V (Lincoln)

   c. Dead can be transported to funeral homes in Cass County:

6. Implement mutual aid agreements with other jurisdictions, as necessary

7. Is focal point for damage assessment pertaining to injured and dead

8. Send representative to Briefings at the EOC; inform the EOC/Board Chair of any problems

9. Continue emergency medical services for the remainder of the Village

10. Establish/maintain lines of succession

F. Village Maintenance Department (LEOP - Annex K)

1. The Village Maintenance Department includes these functions:

   a. Streets

   b. Water/Waste Water

   c. Parks and Recreation

2. The request to respond to a disaster may initially be recognized as a problem locally or a call may come from dispatch at the Cass County 911 Communications Center

3. The Incident Commander may designate a staging area for First Responders that may include the Village Maintenance Department function and any mutual aid that has been requested. If a staging area is established, it will be coordinated with the EOC.

4. Areas or key facilities that are either essential for disaster operations or have “vulnerable populations” that would require first considerations for restoration of services are:

   a. water wells

   b. electricity

5. Village Maintenance may be requested to attend EOC Briefings; inform the EOC/Board Chair of any problems

6. If not being utilized in disaster operations, Village Maintenance may be required to assist other First Responders.

7. Streets - Disaster Responsibilities

   a. First priority after a disaster is to clear debris from routes needed for First Responders

b. Close streets, if requested by Law Enforcement, to include transporting/erecting barricades, signs, and flags at control points established by Law Enforcement

c. Post traffic directional signs, if needed, particularly for evacuation

d. The Village Maintenance Department, after initial disaster response, may need to coordinate with the EOC and/or Village Board on priority work assignments for streets

e. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings

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

g. Perform priority repairs to streets

h. Address drainage concerns

i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations

j. If the disaster is extreme rainfall and flooding, notification of possible problems may come from the National Weather Service/911 Communications Center in Plattsmouth or from the Cass County Emergency Management Director monitoring threatening conditions. Village Maintenance and the Emergency Management Director will coordinate any needed sandbagging efforts

8. Water/Waste Water - Disaster Responsibilities

Water

a. Can assess each house individually

b. Maintain water pressure and uncontaminated water supply

c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire

d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill

e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made

f. Coordinate water testing with the State Health and Human Services System

g. Provide potable emergency water supply

1) Assistance is available, upon request, from Cass County Emergency Management and the Nebraska State Health Department.

2) Operations can include:

a) Locate suitable containers (bulk milk trucks may be available); fill with uncontaminated water

b) Distribute to points as coordinated by the EOC

h. Safety inspect water system

Waste Water

a. Maintain sanitary sewer operations

b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the water system

c. Safety inspect waste water system if damaged from the disaster

d. Contract for porta-johns and for their maintenance; assistance is available, upon request, from Cass County Emergency Management

9. Although not considered as first response, the following responsibilities have been included in the Village Maintenance function:

a. Parks and Recreation

1) Survey damage to parks

2) Determine priority of clean-up and repair with the Village Board at EOC Briefings

b. Debris Removal

1) The Village Maintenance Department will primarily be responsible for ensuring timely removal of disaster debris

2) Debris removal operations will be coordinated between Village Maintenance and the EOC/Emergency Management Director. On a daily basis, the Village of Elmwood contracts local refuse haulers

3) Disaster responsibilities in debris removal include, but are not limited to:

a) In coordination with the Emergency Operations Center, establish temporary site for collection of debris

b) Will coordinate with the EOC in determining and establishing a tree burning area, if needed

c) Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property

d) Determine if debris will be removed by Village employees from residential areas per Village policy

e) If it appears that the disaster may qualify for state or federal assistance, ensure that debris piles are photographed for documentation before disposal

f) Contact the railroad to move debris, if applicable

G. Other Utilities

1. Electricity

a. Omaha Public Power District provides electricity to Elmwood. The Elmwood Emergency Management Liaison will automatically report any outages in the Village.

b. Determine extent of power failure throughout the Village

c. Determine (situation dependent) the priority for restoring electricity to areas or key facilities; see list in F4 at the beginning of this section under Village Maintenance Department

d. The Emergency Management Director may be requested to coordinate shelter to those residents in areas without electricity

e. Provide emergency lighting where needed for disaster operations

f. Coordinate use of emergency power generators with Emergency Management Director/EOC

g. Omaha Public Power District will safety inspect electric systems on public and/or private buildings damaged from the disaster

h. If necessary, may request a representative from OPPD at EOC Briefings

2. Natural Gas Service

   a. Aquila provides natural gas service to Elmwood.

   b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

   c. Aquila will safety inspect their systems on public and/or private buildings damaged from the disaster

3. Telephone Service

   a. Windstream Communications provides phone service to Elmwood; disruption in service may be reported to the telephone numbers listed in Attachment A

   b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

V. EMERGENCY OPERATIONS CENTER (EOC)

Responsibilities List For The Emergency Operations Center

A. Elmwood Village Board Chair and Board Members (LEOP - Annex A)

Responsibilities of the Chair and the Board Members during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster

2. Exercise emergency powers; provide policy decisions

3. Sign Disaster Declaration

4. Exercise final authority on subjects such as:

   - Curfews

   - Price restrictions

   - Standards for contractors, craftsmen

   - Temporary waivers for land use

- Other related legal responsibilities

- Evacuation decision

5. Approve emergency legislation for the Village

6. Chair or Board Member (as well as Fire Chief, Emergency Management Director) may activate the EOC

B. Board Chair of Elmwood

The Elmwood Board Chair will coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. In the absence of the Chair, an appointed Board Member will perform the Chair's disaster operations duties.

The responsibilities of the Elmwood Board Chair may include, but are not limited to:

1. Coordinate with the Village Board Members and the Emergency Management Director during disaster operations

2. The Board Chair may be alerted of a disaster situation by either the local Emergency Management Director or the 911 Communications Center

3. May activate the EOC

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

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

6. Emergency Public Information (LEOP - Annex D)

   a. The Board Chair will ensure that the public is given timely and accurate information through a designated Public Information Officer (PIO). The function of the PIO can be accomplished by either the:

      1) Village Board Chair

      2) Village Board Member

      3) Village Clerk

      4) Village Maintenance / Water Superintendent

b. When requested, Cass County Emergency Management can assist in emergency public information activities

c. Emergency public information responsibilities include:

1) An “Information Center” to release emergency directions and information to the news media. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Elmwood officials. A complete listing of radio, television, and newspapers that can be used by PIOs is contained in Annex D, Attachment 1 in the Cass County LEOP

2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as needed, at the Emergency Operating Center or at a location as dictated by the disaster

d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information

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

f. Provide current and accurate information to the general public making inquiries

1) Publicize telephone number, 994-6705, where official disaster information can be obtained by the public; the Village Clerk will coordinate these calls

2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person taking calls; allow this person to attend EOC Briefings

7. Provide over-all coordination of Village resources and purchasing for handling the disaster effort

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

a. Recruit any Village resources not involved in disaster response who could assist in emergency duties

b. Provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.

c. Ensure safety of Village and emergency workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims)

9. Maintain current inventory and resource list of emergency equipment and supplies

10. Coordinate Village resources that may be used in disaster response/recovery

11. Coordinate with Village Attorney on any legal emergency matters

12. Respond to official inquiries

13. In conjunction with Village Maintenance, ensure coordination with representatives from each utility:

    a. Electricity: Omaha Public Power District

    b. Gas: Aquila

    c. Telephone: Windstream Communications

    d. Coordination activity may include:

        1) Survey and report general damage to appropriate utility

        2) Determine priority of response/restoration, if needed

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

15. Ensure the Cass County Building Inspector or emergency inspection teams, assisting in Damage Assessment, has designated someone to document damage through photographs should there later be an application for state or federal assistance

16. Ensure in conjunction with the Village Maintenance Department that debris removal is conducted; ensure debris piles are photographed or video-taped before disposal if it is likely there will be application for state or federal assistance

17. In conjunction with the Clerk, ensure that all expenses for the disaster are documented by the Village Clerk

18. Assist the Emergency Management Director in determining location for distribution of potable water and request Village Maintenance/Health Department provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water

19. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

20. Coordinate with the Cass County Building Inspector or emergency inspection teams in recovery and rebuilding efforts

21. Advise disaster victims of temporary emergency housing

22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money

23. Ensure the Maintenance Department establishes a "salvage depot" for unclaimed items

C. Cass County Emergency Management Director

The Cass County Emergency Management Director will act as a disaster operations advisor to the Village Chair and Board. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Village Chair and Board.

Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the readiness of the Emergency Operations Center to include adequate communications, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location, as needed

2. May activate the EOC; assume overall coordination of emergency operations of disaster response/recovery

3. In conjunction with the Village Chair, determine who is needed on the EOC Staff

4. Maintain a current call-down list of EOC Staff; call-in may be accomplished locally or by the 911 Communications Center

5. Coordinate additional communications support, if needed, with the Cass County Emergency Management Director

6. In coordination with the Village Board Chair, ensure that timely emergency information is given to the public by the designated Public Information Officer

7. Designate someone to track and record disaster events on a status board or flip chart; plot area of destruction on map

8. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with Village Officials how often Briefings are needed

9. Coordinate with Village resources as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government, as the situation dictates

10. Flooding

    a. If the danger is extreme rainfall and flooding, notification of possible problems may initially come from the 911 Communications Center, the National Weather Service, and/or from personal observation in Elmwood; the Cass County Emergency Management Director has a pager and radio scanner and will monitor weather conditions

    b. Implement flood watch procedures during periods of heavy rains/flooding as well as report rainfall and/or flood stages to Cass County Emergency Management Director

    c. During flooding conditions, coordinate with the Maintenance Department in sandbagging operations for public buildings/entities

11. Support evacuation (LEOP - Annex E)

    a. Select shelters

    b. Request designated Public Information Officer to provide emergency information to the public concerning an evacuation

    c. Coordinate transportation that may be required by residents for evacuation; transportation to shelter may be provided by:

        1) Elmwood School

        2) Volunteers

        3) Additional school buses - call Cass County Emergency Management

        4) Eastern Nebraska Office on Aging Handi-Bus Service

        5) Mutual aid resources

        6) The telephone number that the public can call for transportation assistance is the Village Clerk's Office, 402-994-6705

d. Advise in selection of assembly points for transportation

12. Coordinate shelter operations (LEOP - Annex I)

    a. The Heartland Chapter of the American Red Cross (ARC) from Omaha will open shelters under the direction of the Cass County Emergency Management Director.

    b. The Cass County Emergency Management Director will call the ARC when sheltering is needed. The Heartland Chapter of the American Red Cross in Omaha (402-343-7700, 24-hour number) will open shelter(s) and provide traditional emergency needs of evacuees:

        * shelter - cots, blankets
        * first aid
        * food (from local stores)
        * damage assessment
        * emergency family services
        - clothing
        - financial assistance
        - counseling

    c. No pets (except service animals, ie. seeing-eye dogs) will be allowed in shelters

    d. Red Cross will send a representative to EOC Briefings

    e. May provide counseling services at shelters, if needed

13. Recommend that the Village Chair/Board declare an emergency; prepare the Disaster Declaration for signature of Elmwood Village Board Chair and witness of the Village Clerk; see Attachment 3 in Annex A of the LEOP

14. Coordinate with Village Attorney on any legal emergency matters

15. Coordinate with such organizations as the Red Cross, Social Services, Cass County Senior Citizens associated with the Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery

16. May assist Field Operations in identifying staging areas

17. Disseminate "identification cards"; assistance may be requested from Cass County Emergency Management; ID cards should be made available for:

a. Emergency workers

b. Volunteers

c. Disaster area residents

d. Appointed/elected officials

18. Organize the volunteer force

    a. Elmwood's village chair and/or fire chief will organize "on-the-spot" volunteers or will, if needed, request volunteer workers through the Public Information Officer

    b. Guidelines for organizing a volunteer work force are included in Attachment 3 to Annex L in the Cass County LEOP or in Pers. 1-11 in the Cass County Emergency Management Agency SOP Manual.

19. Coordinate with the Board Chair in determining *location* for distribution of potable water; assure the public is notified concerning availability and location of water by the designated Public Information Officer

20. Work with the Village Chair/Board in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

21. Make formal request to the next higher level of government, Cass County, for assistance if disaster response is beyond the capability of the Village

22. Provide training for personnel who will respond to a disaster

23. Annually review/update these Suggested Operating Guidelines for the Village of Elmwood

D. Village Attorney

1. Provide emergency legal counsel to Village officials on subjects such as:

    - Curfews

    - Price restrictions

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

    - Temporary waivers for land use

- Other related legal duties

2. Draft emergency legislation for the Village

3. Provide assistance in negotiating contracts for emergency services

E. Damage Assessment (LEOP - Annex C)

The Elmwood Village Board Chair may either coordinate damage assessment efforts or request assistance from the Cass County Building Inspector or emergency inspection teams through the Cass County Emergency Management Director. Responsibilities in conducting damage assessment may include, but are not limited to:

1. Coordinate damage assessment, using the form in Appendix 1, Attachment 1 from Annex C in the Cass County LEOP; damage assessment will be conducted for:

   a) Public entities

   b) Homes

   c) Businesses

2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained

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

4. In conjunction with Emergency Management and the Board Chair, assure someone is designated to photograph and record general public and private damage should there be an application for state or federal assistance

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

6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing

7. Coordinate, as necessary, with utility services on safety inspection of their respective system on public buildings damaged from the disaster

8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work

9. Assure that rebuilding is in compliance with the Village's development plan

10. Establish a point of contact for insurance adjusters and influx of builders and repairmen

11. Coordinate with local/area contractors and lumberyards to restore damaged public facilities

12. Ensure correct procedures for needed structural engineering services

13. Ensure all incoming contractors register through the Village Clerk's Office

F. Village Clerk

1. Witness Disaster Declaration

2. Track and document all expenses for disaster operations for the Village to include:

   a. Labor (regular and overtime)

   b. Equipment

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

   d. Emergency purchases/rentals/contracts.

3. Assign (at the time of the disaster) an account number for emergency expenditures

4. When a disaster is declared by the Village Board Chair, implement policy concerning authority to Village departments to purchase or lease emergency supplies and/or equipment

5. Make emergency purchases, as required

6. In conjunction with the Chair, prepare necessary documentation required for state and federal disaster assistance applications

VI. ADDITIONAL DISASTER SERVICES

The Chief Elected Official will be responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordination – State Dept. of Health (LEOP - Annex G)

1. Assume primary operational control for health related emergencies such as pollution, contamination, diseases, and epidemics

2. Coordinate mass inoculations; i.e, tetanus shots

3. Provide for food and drink purification

4. Contact Nebraska Health and Human Services System for inspections of contaminated food

5. Provide vector control

6. Inspect and control sanitary conditions

B. Elmwood School - Superintendent

1. Pre-disaster: provide emergency safety education/drills in school for students and staff

2. Be prepared to evacuate and relocate children from school, if situation dictates; facilities need to be identified for relocation

3. Broadcast emergency school information, normally over local Radio and News Media

4. Perform initial damage assessment of affected school facilities

5. May furnish buses/vans and driver(s) for evacuation

6. May make school facilities available as evacuation shelter, staging area, morgue, as required

7. Be prepared to recall needed staff should a school facility be designated for disaster operations

C. Additional Heavy Equipment Resources

The Cass County Road Department and the Cass County Emergency Manager maintains a list of heavy equipment, transportation resources, and generators that can be used in disaster operations. A list of these resources for all of Cass County is in Attachments 1 and 2 to Annex L.

1. For a list of heavy equipment available from other towns in Cass County, refer to Cass County Emergency Management Director.

D. Additional Counseling Resources

1. Churches

   a. Local pastors

2. American Red Cross, Heartland Chapter, 402-342-7700

3. Nebraska State Patrol, Lincoln, 402-471-4545

   Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster

4. County Extension Educator, Terry Hejny, 402-267-2205

   Can provide printed material on stress for individuals in disaster situations

5. Refer to Annex G, Attachment 1 in the Cass County LEOP for other counseling services

E. Additional Resources For Individual Assistance Services

1. Senior Citizens Center, Elmwood, 994-2145 (phone)

2. NE Department of Social Services, 402-296-0000 (phone)

3. Salvation Army, 402-898-5947 (phone)

4. Nebraska Emergency Management Agency (after a Federal Disaster Declaration)

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VILLAGE OF GREENWOOD

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2008

VILLAGE OF GREENWOOD
EMERGENCY OPERATIONS PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE VILLAGE OF GREENWOOD

This plan is provided to the elected and appointed officials in the Village of Greenwood as well as to the first responders and any support groups for their guidance in disaster response and recovery.

This plan is meant to support each Annex in the Cass County Local Emergency Operations Plan (LEOP). For example: general procedures for disaster response for fires and hazardous materials are defined in Annex F; the additional information in this plan under Field Operations for the Greenwood Fire Department, gives further specific guidelines for the Village.

It is in the best interest of the Village of Greenwood, that the named key officials meet once a year to review these guidelines to determine that they are current.

I. PURPOSE

A. The Emergency Preparedness Mission for the Village of Greenwood is to ensure the coordination of village resources 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.

B. This Plan identifies the primary disaster responsibilities of Greenwood village officials and employees. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This plan uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Greenwood is susceptible to a number of hazards. Officials from the Village have identified 17 possibilities; these are ranked as most probable below:

Primary Hazards	Other Significant Hazards
Bomb Threat/Terrorist Attack	
Flash Flood/Riot	
Flood	
HazMat (Transportation)	
HazMat (Storage)	
Ice Storm	

Major Hail Storm
Major Highway Accident
Major Water Contamination
Major Wind Storm
Major Winter Storm
Major/Prolonged Power Failure
Railway Derailment
Tornado
Water Failure/Storage

B. Vulnerable Populations

There are populations at risk in Greenwood. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

Schools, Day Care Centers

Elderly Housing

Large Gatherings

Race Track

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of Greenwood residents during a disaster rests with the Greenwood Board Chair and the Greenwood Board Members. The Chair will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.

2. In the absence of the Greenwood Board Chair, the "established" line of succession will be:

   a. Chairman Pro Tempore

   b. Trustee

   c. Trustee

III. BASIC DISASTER OPERATIONS

A. Severe Weather Spotting Program: the Omaha/Valley National Weather Service will usually ask the Cass County Combined Communications Center to activate spotters when severe weather is a possibility. The Cass County Combined Communications Center will page out the request to the Cass County

Emergency Management Agency Duty Officer and weather spotters in each individual town. Spotters are primarily from Fire/EMS Departments and are equipped with radios. There are designated spotting locations in and around Cass County. Spotters radio their reports to their respective fire stations or to the Cass County Emergency Management EOC. The Cass County Emergency Management Agency will, in turn, advise the National Weather Service when conditions persist.

B. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".

2. The public may be warned by sirens; sirens may be sounded by either the:

   a. 911 Communications Center in Plattsmouth, or

   b. Fire Station in Greenwood.

3. Emergency information may be broadcast through local radio and television stations.

   a. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Greenwood officials in broadcasting or faxing information to the media. A detailed media listing of radio/television stations as well as newspapers is included in Attachment 1 to Annex D in the Cass County LEOP.

C. Operations - Actual Disaster Overview

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

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

3. Other agencies and groups as Additional Disaster Services may be called upon to provide additional disaster services as the Village begins the process of recovery from the disaster.

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.

D. Operations - Departmental Responsibilities

The Village of Greenwood 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

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

b. First Responders normally include: a) Law Enforcement - Cass County Sheriff's Department; b) Greenwood Fire Department; c) Emergency Medical Services and; d) Greenwood Maintenance Department.

c. These First Responders will use the Incident Command System as defined in the National Incident Management System (NIMS). One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.

d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of these Suggested Operating Guidelines.

e. When the Emergency Operations Center 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)

THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING DISASTER OPERATIONS. Not only will the field Incident Commander work with the EOC, but also regular briefings will be held at the EOC for Field and EOC Staff. The Chief Elected Official will schedule these meetings

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

a. The Emergency Management Director, the Fire Chief, the Chair or Village Board members each have the authority to open the EOC for disaster operations. If any one of these is not available, their "line of succession" may assume authority in opening the EOC.

b. The EOC Staff will work out of the Fire Station in Greenwood. This location provides communications capability and space for support

equipment for disaster operations; however, there is auxiliary power. The telephone number is (402)789-3360.

1) The alternate location for the EOC will be the Cass County Emergency Management EOC at 8400 144 Street, Weeping Water.

2) If necessary, a mobile command vehicle may be used for coordinating disaster operations until an EOC can be readied; mobile command vehicles that could be used include:

a) The Plattsmouth Fire Department Mobile Command Vehicle (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)

b) The Cass County Emergency Management Mobile Command Post (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)

c. Staffing at the EOC will be determined by the severity of the situation. Representatives of different responding agencies may choose to be at the EOC for Briefings only. Staff can include, but is not limited to:

1) Village Board Chair (plus Board Members, as needed)

2) Emergency Management Director(s)

3) Public Information Officer

4) Damage Assessment Coordinator

5) Resources/Volunteer Coordination

6) Red Cross Representative

7) Village Clerk, Village Attorney

8) Representative from each of the First Responders

9) Representative from any of the Additional Disaster Services listed in Section VI that are responding to the disaster

10) Law Enforcement

3. <u>Additional Disaster Services</u>

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field

Command or the EOC Staff and can include areas such as public health coordination, counseling services, additional resources for heavy equipment. These Disaster Services are listed in Section VI of this PLAN.

E. Field Operations and the Emergency Operations Center Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Greenwood.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:

   a. Two-way radio

   b. Cellular phone

   c. Runners

   d. 911 Communications Center - Cass County

   e. 911 Center - Wahoo

2. The 911 Communications Center in Plattsmouth can assist Greenwood in emergency communications through the following functions:

   a. Warning

   b. Notifications to include notifying First Responders, the County Emergency Management Director, Local Officials

   c. Coordination of emergency radio traffic

2. EOC Briefings

   Response and recovery efforts will be planned at daily EOC Briefings. Each department or agency working the disaster may be required to send a representative to report activities in their area.

F. Operations - Administration

Under the direction of the Greenwood Board Chair, the Village Clerk will document all expenses of the disaster operations. All 1) labor, 2) equipment, and 3) material expenditures for the disaster will be submitted to and documented by the Clerk. This will include:

1. Purchase or rent of needed equipment, materials, supplies for disaster operations,

2. All agreements and contracts on a temporary basis being recorded at the Clerk's Office,

3. Contracts for permanent repairs and/or new construction of public facilities following established, routine procedures.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All Village of Greenwood personnel will become familiar with an Incident Command System. This Incident Command System will be used to ensure one point of contact for field coordination.

2. If the disaster operation dictates, the Incident Commander may select staging area(s). The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing these Suggested Operating Guidelines, Greenwood officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each area may not need to be applied to every disaster. However, the list is not all inclusive; at the direction of the Village Board, Village personnel may be requested to perform other disaster duties.

2. The task assignments for Village personnel are written in general terms and purposely do not tell supervisors how to do their jobs. Each department should develop guidelines for their specific operations in a disaster situation.

3. During disaster response and disaster operations, the following services *may* be provided by:

C. Law Enforcement - Cass County Sheriff's Department (LEOP - Annex H)

The Cass County Sheriff's Department may provide the following services, dependent upon the disaster:

1. Warning, by public address system or door-to-door notification

2. Evacuation operations, including coordinating with Emergency Management for support in evacuation procedures

   Evacuation can be ordered by:

   a. Incident Commander (on-scene, including the Fire Chief or Sheriff)

   b. Village Board

   c. Emergency Management Director

3. Traffic and crowd control

4. Security and access control

5. Sending a representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

D. Greenwood Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene

2. Will assume primary operational control of fire suppression and explosions

3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials; as necessary, call a mutual aid fire department hazmat team and/or the Cass County Emergency Management Agency for assistance

4. If properly trained, provide radiological monitoring at radiological accidents, including necessary coordination with NE Health Department (radiological area) and the Nebraska Emergency Management Agency

5. If not already in place shall implement the Incident Command System

6. May request the EOC be opened for assistance in coordinating disaster response

7. Coordinate with Law Enforcement in search and rescue operations

8. Assist Law Enforcement in evacuation efforts

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

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

11. Assess need for other Village resources to respond and contact Incident Command; report this to the EOC

12. Implement mutual aid agreements with other jurisdictions, as needed

13. Coordinate staging area with the EOC

14. Provide back-up equipment for water pumping

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

16. Send representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

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

18. Continue fire suppression operations for the remainder of the Village

19. Establish and maintain lines of succession

E. Emergency Medical Services - Chief Medical Officer (LEOP - Annex G)

Greenwood has Emergency Medical Services (EMS) that will provide basic life support. Cass County Mutual Aid Association will provide advanced life support services.

1. May be among First Responders at disaster scene

2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene

3. If not already in place shall implement the Incident Command System

4. Conduct triage operations, if needed

5. Transport victims

   a. Ground transport of injured will usually be to Hospitals in Omaha or Lincoln; check with Law Enforcement/EOC for open routes when responding

b. Air ambulance service may be provided by Life Net (Omaha) or Star Care V (Lincoln)

c. Dead can be transported to funeral homes in Cass County

6. Implement mutual aid agreements with other jurisdictions, as necessary

7. Is focal point for damage assessment pertaining to injured and dead

8. Send representative to Briefings at the EOC; inform the EOC/Board Chair of any problems

9. Continue emergency medical services for the remainder of the Village

10. Establish/maintain lines of succession

F. Village Maintenance Department (LEOP - Annex K)

1. The Village Maintenance Department includes these functions:

a. Streets

b. Water/Waste Water

c. Parks and Recreation

2. The request to respond to a disaster may initially be recognized as a problem locally or a call may come from dispatch at the Cass County 911 Communications Center.

3. The Incident Commander may designate a staging area for First Responders that may include the Village Maintenance Department function and any mutual aid that has been requested. If a staging area is established, it will be coordinated with the EOC.

4. Areas or key facilities that are either essential for disaster operations or have “vulnerable populations” that would require first considerations for restoration of services are:

a. Fire Station

b. Well House

c. Electrical Infrastructure

d. Water System Storage & Wells

e. Sewer Treatment Plant

f. Village Office

g. Midwest Coop Service Station

5. Village Maintenance may be requested to attend EOC Briefings; inform the EOC/Board Chair of any problems

6. If not being utilized in disaster operations, Village Maintenance may be required to assist other First Responders

7. Streets - Disaster Responsibilities

a. First priority after a disaster is to clear debris from routes needed for First Responders

b. Close streets, if requested by Law Enforcement, to include transporting/erecting barricades, signs, and flags at control points established by Law Enforcement

c. Post traffic directional signs, if needed, particularly for evacuation

d. The Village Maintenance Department, after initial disaster response, may need to coordinate with the EOC and/or Village Board on priority work assignments for streets

e. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings

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

g. Perform priority repairs to streets

h. Address drainage concerns

i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations

j. If the disaster is extreme rainfall and flooding, notification of possible problems may come from the National Weather Service/911 Communications Center in Plattsmouth or from the Cass County Emergency Management Director monitoring threatening conditions. Village Maintenance and the Emergency Management Director will coordinate any needed sandbagging efforts

8. Water/Waste Water - Disaster Responsibilities

Water

a. Can assess each house individually

b. Maintain water pressure and uncontaminated water supply

c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire

d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill

e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made

f. Coordinate water testing with the State Health and Human Services System

g. Provide potable emergency water supply

1) Assistance is available, upon request, from Cass County Emergency Management

2) Operations can include:

a) Locate suitable containers (bulk milk trucks may be available); fill with uncontaminated water

b) Distribute to points as coordinated by the EOC

h. Safety inspect water system

Waste Water

a. Maintain sanitary sewer operations.

b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the water system.

c. Safety inspect waste water system if damaged from the disaster.

d. Contract for porta-johns and for their maintenance; assistance is available, upon request, from Cass County Emergency Management.

9. Although not considered as first response, the following responsibilities have been included in the Village Maintenance function:

a. Parks and Recreation

1) Survey damage to parks

2) Determine priority of clean-up and repair with the Village Board at EOC Briefings

b. Debris Removal

1) The Village Maintenance Department will primarily be responsible for ensuring timely removal of disaster debris

2) Debris removal operations will be coordinated between Village Maintenance and the EOC/Emergency Management Director. On a daily basis, the Village of Greenwood contracts local refuse haulers

3) Disaster responsibilities in debris removal include, but are not limited to:

a) In coordination with the Emergency Operations Center, establish temporary site for collection of debris

b) Will coordinate with the EOC in determining and establishing a tree burning area, if needed

c) Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property

d) Determine if debris will be removed by Village employees from residential areas per Village policy

e) If it appears that the disaster may qualify for state or federal assistance, ensure that debris piles are photographed for documentation before disposal

f) Contact the railroad to move debris, if applicable

G. Other Utilities

1. Electricity

a. The Village of Greenwood provides electricity to Greenwood. The Greenwood Emergency Management Liaison will automatically report any outages in the Village; telephone numbers to report outages are in Attachment A

b. Determine extent of power failure throughout the Village

c. Determine (situation dependent) the priority for restoring electricity to areas or key facilities; see list in F4 at the beginning of this section under Village Maintenance Department

d. The Emergency Management Director may be requested to coordinate shelter to those residents in areas without electricity.

e. Provide emergency lighting where needed for disaster operations

f. Coordinate use of emergency power generators with Emergency Management Director/EOC

g. The Village of Greenwood will safety inspect electric systems on public and/or private buildings damaged from the disaster

h. If necessary, may request a representative from Greenwood Power at EOC Briefings

2. Natural Gas Service

a. Aquila provides natural gas service to Greenwood; telephone numbers to report problems are listed in Attachment A

b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

c. Aquila will safety inspect their systems on public and/or private buildings damaged from the disaster

3. Telephone Service

a. Windstream Communications provides phone service to Greenwood; disruption in service may be reported to the telephone numbers listed in Attachment A

b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

V. EMERGENCY OPERATIONS CENTER (EOC)

Responsibilities List For The Emergency Operations Center

A. Greenwood Board Chair and Board Members (LEOP - Annex A)

Responsibilities of the Chair and the Board Members during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster

2. Exercise emergency powers; provide policy decisions

3. Sign Disaster Declaration

4. Exercise final authority on subjects such as:

   - Curfews

   - Price restrictions

   - Standards for contractors, craftsmen

   - Temporary waivers for land use

   - Other related legal responsibilities

   - Evacuation decision

5. Approve emergency legislation for the Village

6. Chair or Board Member (as well as Fire Chief, Emergency Management Director) may activate the EOC

B. Board Chair of Greenwood

The Greenwood Board Chair will coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. In the absence of the Chair, an appointed Board Member will perform the Chair's disaster operations duties.

The responsibilities of the Greenwood Board Chair may include, but are not limited to:

1. Coordinate with the Village Board Members and the Emergency Management Director during disaster operations

2. The Board Chair may be alerted of a disaster situation by either the local Emergency Management Director or the 911 Communications Center

3. May activate the EOC

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

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

6. Emergency Public Information (LEOP - Annex D)

   a. The Board Chair will ensure that the public is given timely and accurate information through a designated Public Information Officer (PIO). The function of the PIO can be accomplished by either the:

      1) Village Board Chair

      2) Village Board Member

      3) Village Clerk

      4) Fire Chief

   b. When requested, Cass County Emergency Management can assist in emergency public information activities

   c. Emergency public information responsibilities include:

      1) An “Information Center” to release emergency directions and information to the news media. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Greenwood officials. A complete listing of radio, television, and newspapers that can be used by PIOs is contained in Annex D, Attachment 1 in the Cass County LEOP

      2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as needed, at the Emergency Operating Center or at a location as dictated by the disaster

   d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information

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

f. Provide current and accurate information to the general public making inquiries

1) Publicize telephone number, (402)789-2300, where official disaster information can be obtained by the public; the Village Clerk will coordinate these calls

Pre-disaster: educate/alert public to use (402)789-2300 for non-emergency calls after a disaster event

2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person taking calls; allow this person to attend EOC Briefings

7. Provide over-all coordination of Village resources and purchasing for handling the disaster effort

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

a. Recruit any Village resources not involved in disaster response who could assist in emergency duties

b. Provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.

c. Ensure safety of Village and emergency workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims)

9. Maintain current inventory and resource list of emergency equipment and supplies

10. Coordinate Village resources that may be used in disaster response/recovery

11. Coordinate with Village Attorney on any legal emergency matters

12. Respond to official inquiries

13. In conjunction with Village Maintenance, ensure coordination with representatives from each utility:

a. Electricity: Village of Greenwood

b. Gas: Aquila

c. Telephone: Windstream Communications

d. Coordination activity may include:

1) Survey and report general damage to appropriate utility

2) Determine priority of response/restoration, if needed

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

15. Ensure the Cass County Building Inspector or emergency inspection teams, assisting in Damage Assessment, has designated someone to document damage through photographs should there later be an application for state or federal assistance

16. Ensure in conjunction with the Village Maintenance Department that debris removal is conducted; ensure debris piles are photographed or video-taped before disposal if it is likely there will be application for state or federal assistance

17. In conjunction with the Clerk, ensure that all expenses for the disaster are documented by the Village Clerk

18. Assist the Emergency Management Director in determining location for distribution of potable water and request Village Maintenance/Health Department provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water

19. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

20. Coordinate with the Cass County Building Inspector or emergency inspection teams in recovery and rebuilding efforts

21. Advise disaster victims of temporary emergency housing

22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money

23. Ensure the Maintenance Department establishes a "salvage depot" for unclaimed items

C. Cass County Emergency Management Director

The Cass County Emergency Management Director/Liaison or designated representative will act as a disaster operations advisor to the Village Chair and Board. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Village Chair and Board.

Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the readiness of the Emergency Operations Center to include adequate communications, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location, as needed

2. May activate the EOC; assume overall coordination of emergency operations of disaster response/recovery

3. In conjunction with the Village Chair, determine who is needed on the EOC Staff

4. Maintain a current call-down list of EOC Staff; call-in may be accomplished locally or by the 911 Communications Center

5. Coordinate additional communications support, if needed, with the Cass County Emergency Management Director

6. In coordination with the Village Board Chair, ensure that timely emergency information is given to the public by the designated Public Information Officer

7. Designate someone to track and record disaster events on a status board or flip chart; plot area of destruction on map

8. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with Village Officials how often Briefings are needed.

9. Coordinate with Village resources as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government, as the situation dictates.

10. Flooding

    a. If the danger is extreme rainfall and flooding, notification of possible problems may initially come from the 911 Communications Center, the National Weather Service, and/or from personal observation in Greenwood; the Cass County Emergency Management Director has a pager and radio scanner and will monitor weather conditions.

b. Implement flood watch procedures during periods of heavy rains/flooding as well as report rainfall and/or flood stages to Cass County Emergency Management Director

c. During flooding conditions, coordinate with the Maintenance Department in sandbagging operations for public buildings/entities

11. Support evacuation (LEOP - Annex E)

a. Select shelters

b. Request designated Public Information Officer to provide emergency information to the public concerning an evacuation

c. Coordinate transportation that may be required by residents for evacuation; transportation to shelter may be provided by:

1) Volunteers

2) Additional school buses - call Cass County Emergency Management

3) Eastern Nebraska Office on Aging Handi-Bus Service

4) Mutual aid resources

5) The telephone number that the public can call for transportation assistance is the Village Clerk's Office, 402-789-2300

d. Advise in selection of assembly points for transportation

12. Coordinate shelter operations (LEOP - Annex I)

a. The Heartland Chapter of the American Red Cross (ARC) from Omaha will open shelters under the direction of the Cass County Emergency Management Director.

b. The Cass County Emergency Management Director will call the ARC when sheltering is needed. The Heartland Chapter of the American Red Cross in Omaha (402-343-7700, 24-hour number) will open shelter(s) and provide traditional emergency needs of evacuees:

* shelter - cots, blankets
* first aid
* food (from local stores)
* damage assessment
* emergency family services
  - clothing

- financial assistance

- counseling

c. No pets (except service animals, i.e. seeing-eye dogs) will be allowed in shelters

d. Red Cross will send a representative to EOC Briefings

e. May provide counseling services at shelters, if needed

13. Recommend that the Village Chair/Board declare an emergency; prepare the Disaster Declaration for signature of Greenwood Village Board Chair and witness of the Village Clerk; see Attachment 3 in Annex A of the LEOP

14. Coordinate with Village Attorney on any legal emergency matters

15. Coordinate with such organizations as the Red Cross, Social Services, Cass County Senior Citizens associated with the Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery

16. May assist Field Operations in identifying staging areas

17. Disseminate "identification cards"; assistance may be requested from Cass County Emergency Management; ID cards should be made available for:

    a. Emergency workers

    b. Volunteers

    c. Disaster area residents

    d. Appointed/elected officials

18. <u>Organize the volunteer force</u>

    a. <u>Fire Chief or Assistant Fire Chief</u> will organize “on-the-spot” volunteers or will, if needed, request volunteer workers through the Public Information Officer

    b. Guidelines for organizing a volunteer work force are included in Attachment 3 to Annex L in the Cass County LEOP or in Pers. 1-11 in the Cass County Emergency Management Agency SOP Manual.

19. Coordinate with the Board Chair in determining location for distribution of potable water; assure the public is notified concerning availability and location of water by the designated Public Information Officer

20. Work with the Village Chair/Board in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

21. Make formal request to the next higher level of government, Cass County, for assistance if disaster response is beyond the capability of the Village

22. Provide training for personnel who will respond to a disaster

23. Annually review/update these Suggested Operating Guidelines for the Village of Greenwood

D. Village Attorney

1. Provide emergency legal counsel to Village officials on subjects such as:

   - Curfews

   - Price restrictions

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

   - Temporary waivers for land use

   - Other related legal duties

2. Draft emergency legislation for the Village

3. Provide assistance in negotiating contracts for emergency services

E. Damage Assessment (LEOP - Annex C)

The Greenwood Village Board Chair may either coordinate damage assessment efforts or request assistance from the Cass County Building Inspector or emergency inspection teams through the Cass County Emergency Management Director. Responsibilities in conducting damage assessment may include, but are not limited to:

1. Coordinate damage assessment, using the forms in Appendix 1, Attachment 1 from Annex C in the Cass County LEOP; damage assessment will be conducted for:

a) Public entities

b) Homes

c) Businesses

2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained

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

4. In conjunction with Emergency Management and the Board Chair, assure someone is designated to photograph and record general public and private damage should there be an application for state or federal assistance

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

6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing

7. Coordinate, as necessary, with utility services on safety inspection of their respective system on public buildings damaged from the disaster

8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work

9. Assure that rebuilding is in compliance with the Village's development plan

10. Establish a point of contact for insurance adjusters and influx of builders and repairmen

11. Coordinate with local/area contractors and lumberyards to restore damaged public facilities

12. Ensure correct procedures for needed structural engineering services

13. Ensure all incoming contractors register through the Village Clerk's Office

F. <u>Village Clerk</u>

1. Witness Disaster Declaration

2. Track and document all expenses for disaster operations for the Village to include:

a. Labor (regular and overtime)

b. Equipment

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

d. Emergency purchases/rentals/contracts.

3. Assign (at the time of the disaster) an account number for emergency expenditures

4. When a disaster is declared by the Village Board Chair, implement policy concerning authority to Village departments to purchase or lease emergency supplies and/or equipment

5. Make emergency purchases, as required

6. In conjunction with the Chair, prepare necessary documentation required for state and federal disaster assistance applications

VI. ADDITIONAL DISASTER SERVICES

The Chief Elected Official will be responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordination – State Dept. of Health (LEOP - Annex G)

1. Assume primary operational control for health related emergencies such as pollution, contamination, diseases, and epidemics

2. Coordinate mass inoculations; i.e., tetanus shots

3. Provide for food and drink purification

4. Contact Nebraska Health and Human Services System for inspections of contaminated food

5. Provide vector control

6. Inspect and control sanitary conditions

B. Additional Heavy Equipment Resources

The Cass County Road Department and the Cass County Emergency Manager maintains a list of heavy equipment, transportation resources, and generators that can be used in disaster operations. A list of these resources for all of Cass County is in Attachments 1 and 2 to Annex L.

1. For a list of heavy equipment available from other towns in Cass County, refer to Cass County Emergency Management Director.

C. Additional Counseling Resources

1. Churches

   a. Local pastors

   b. CISD

2. American Red Cross, Heartland Chapter, 402-342-7700

3. Nebraska State Patrol, Lincoln, 402-471-4545

   Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster

4. County Extension Educator, Terry Hejny, 402-267-2205

   Can provide printed material on stress for individuals in disaster situations

5. Refer to Annex G, Attachment 1 in the Cass County LEOP for other counseling services

D. Additional Resources For Individual Assistance Services

1. Senior Citizens Center, Greenwood, (402)789-2300 (phone)

2. NE Department of Social Services, 402-296-0000 (phone)

3. Salvation Army, 402-898-5947 (phone)

4. Nebraska Emergency Management Agency (after a Federal Disaster Declaration)

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CITY OF LOUISVILLE

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2008

CITY OF LOUISVILLE
EMERGENCY OPERATIONS PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE CITY OF LOUISVILLE

I. PURPOSE

A. The Emergency Preparedness Mission for the City of Louisville 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.

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

C. It is in the best interest of the City of Louisville, that the named key officials meet at least once a year to review these guidelines to determine that they are current.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Louisville is susceptible to a number of hazards. The following list identifies the primary hazards that could have a significant effect on the population and property in Louisville:

Bomb Threat
Flash Flood
Flood
HazMat (Transportation)
HazMat (Storage)
Ice Storm
Major Hail Storm
Major Highway Accident
Major Water Contamination
Major Wind Storm
Major Winter Storm
Major/Prolonged Power Failure
Railway Derailment
Tornado
Water Failure/Storage

B. Vulnerable Populations

There are populations at risk in Louisville. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

Nursing Home

School

Elderly Housing

Day Care Centers

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of Louisville residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications 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 not, the dispatcher or local fire/rescue personnel will sound the sirens as needed.

B. Operations - Actual Disaster Overview

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

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

3. Other agencies and groups not defined as First Responders may be called upon to provide additional disaster services as the City begins the process of recovery from the disaster.

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.

C. Operations - Departmental Responsibilities

The City of Louisville 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

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

b. First Responders normally include: Fire and Rescue Personal and City Employees.

c. These First Responders will use an Incident Command System. 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 handed off to another agency as disaster priorities change.

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

e. 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)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

a. The Mayor, City Council, Fire Chief/Rescue Captain and Emergency Management Director each have the authority to open the EOC for disaster operations.

b. Staffing will be determined by the severity of the situation.

c. The EOC Staff will work out of the city office. This location provides limited communications capability, with no auxiliary power for disaster operations.

1) The alternate location for the EOC will be 8400 144 St., Weeping Water; there is communications and computer capability with auxiliary power, ample space with support equipment for disaster operations at the writing of this PLAN.

2) If necessary, a mobile command vehicle may be used for coordinating disaster operations; this could be a communications vehicle from Plattsmouth Fire Department. The Cass County Emergency Management Mobile Command Post (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff. These services are listed in Section VI of this PLAN.

D. Field Operations and the EOC

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 of Louisville

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations.

2. EOC Briefings: Response and recovery efforts will be planned at daily EOC briefings. Each City Department or agency working the disaster may be required to send a representative to report activities in their area.

3. Security of the Disaster Area.

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

b. Roadblocks: Village/county/state roads departments can help with barricades. The Incident Commander or Law Enforcement will contact the Communications Center to request these resources from the County Roads Department and/or the State Road Department for assistance.

c. Identification cards for access to the disaster area will be issued in Louisville and Cass County. ID cards are needed not only for local

officials, but also for volunteers, the media, even residents when the disaster area has been secured. The Cass County Emergency Management Director will distribute identification cards from the EOC or at the disaster access points.

E. Operations - Administration

Under the direction of the Mayor, the City Clerk and the Purchasing Officer will purchase or rent needed supplies, materials, and equipment 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 for the disaster will be submitted to and documented by the City Clerk.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All City of Louisville 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.

2. If the disaster operation dictates, the Incident Commander may select staging area(s). The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing this PLAN, Louisville government officials have assigned responsibilities for disaster response and recovery. 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 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 for their specific operations in a disaster situation.

3. During disaster response and disaster operations, the following services *may* be provided by:

C. Law Enforcement – Cass County Sheriff's Office (LEOP - Annex H)

1. All Law Enforcement duties are contracted via the Cass County Sheriff's Department and addressed in LEOP – Annex H.

D. Communications Center (LEOP - Annex B)

1. All communications will occur at the Cass County 911 Communications Center as addressed in LEOP – Annex B.

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

1. Among First Responders to disaster scene.

2. Will assume primary operational control of fire suppression and explosions.

3. If properly trained, serve as hazardous materials responder; provide 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 the EOC be opened for assistance in coordinating disaster response.

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

8. Assist Law Enforcement in evacuation efforts.

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

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

11. Assess need for other City Departments to respond and contact Department Superintendent; report this to the EOC.

12. Implement mutual aid agreements with other jurisdictions, as needed.

13. Coordinate staging area with the EOC.

14. Provide back-up equipment for water pumping.

15. Assist 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 of any problems.

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

18. Continue fire suppression operations for the remainder of the city.

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

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

1. May be among First Responders at disaster scene.

2. Implements the Incident Command System per NIMS.

3. Conduct triage operations, if needed

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

5. Transport injured to the hospital and dead to morgue; check with Law Enforcement\EOC for open routes to hospital.

6. Implement mutual aid agreements with other jurisdictions as necessary, thus allowing hospital staff to stay at their facility to receive injured.

7. Is focal point for damage assessment pertaining to injured and dead.

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

9. Continue emergency medical services for the remainder of the City.

10. Establish/maintain lines of succession.

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

The Public Works/Utilities Department includes these departments: Street, 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.

1. Street Department - Superintendent

   a. The call to respond to the disaster will initially come from dispatch at the Police Communications Center; the Superintendent will coordinate with the Mayor on disaster work assignments.

   b. First priority after a disaster is to clear debris from routes needed for First Responders; next priority is arterials and collectors.

   c. Assesses the damage to streets and reports the damage to the EOC; systematically clears the streets as prioritized at the EOC briefings with input from the City Administrator/Mayor, Law Enforcement, and other affected City Departments.

   d. Close streets, if requested by Sheriff's Department, to include transporting/erecting barricades, signs, and flags at control points established by the Sheriff's Department.

   e. Post traffic directional signs, as needed, particularly for evacuation.

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

   g. Perform priority repairs to streets.

   h. Repair storm sewers.

   i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations.

   j. Operate the city dike system if the disaster is extreme rainfall and flooding; report events to Mayor/City Council/EOC

   k. During flooding conditions, coordinate sandbagging operations for public buildings/entities.

   l. Assists the City Administrator/Mayor in meeting requirements for the disposal of disaster debris. Responsibilities for landfill operations are listed under City Administrator.

   m. Will establish additional temporary tree burning areas, as needed.

   n. If not being utilized, furnish heavy equipment and personnel to other City Departments.

   o. Sends a representative to the briefings at the EOC; informs the EOC/City Administrator/Mayor of any problems.

2. Water and Waste Water Department - Superintendent

Water Division

a. Can assess each house individually.

b. Maintain water pressure and uncontaminated water supply.

c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire.

d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill.

e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made.

f. Coordinate water testing with the State Health and Human Services System.

g. Provide potable emergency water supply.

   1) Locate suitable containers; fill with uncontaminated water.

   2) Distribute to points as coordinated by the EOC; be aware of prioritized facilities needing water such as the hospital or care facilities.

h. Safety inspect water system.

i. If the disaster is a major water contamination, line of succession for direction and control is Mayor, Council President, Emergency Management Director, Water/Waste Water Department Superintendent.

Waste Water Division

a. Maintain sanitary sewer operations.

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

c. Safety inspect waste water system if damaged from the disaster.

d. Contract for porta-johns and for their maintenance.

Both Water and Waste Water Divisions

a. If not being utilized, may be required to furnish equipment and personnel to other City Departments, such as vehicles to Sheriff's Department.

b. Sends one person to EOC briefings to represent both Divisions; informs the EOC/City Administrator/Mayor of any problems.

4. Parks and Recreation Department - Director

a. Survey damage to parks.

b. Reports to the City Administrator/Mayor for disaster work assignment.

c. If not being utilized, furnish 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.

e. Provide recreational equipment that may be used in the shelters for evacuees.

V. EMERGENCY OPERATIONS CENTER

Responsibilities List For The Emergency Operations Center

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

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

1. Make executive decisions; establish policy needed to effectively respond to the disaster.

2. Exercise emergency powers; provide policy decisions.

3. Sign Disaster Declaration.

4. Exercise final authority on subjects such as:

- Curfews

- Price restrictions

- Standards for contractors, craftsmen

- Temporary waivers for land use

- Other related legal responsibilities

- Evacuation decision

5. Approve emergency legislation for the city.

6. Mayor, Council President in Mayor's absence, may activate EOC and notify The Cass County Emergency Manager.

7. Coordinate with the Mayor/City Council members and the Emergency Management Director during disaster operations.

8. The City Clerk will be alerted of a disaster situation by the dispatcher or Emergency Management Director; normally, and will, in turn, call the Mayor.

9. May activate the EOC.

10. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary.

11. In conjunction with the Emergency Management Director, determine EOC staffing.

12. Provide over-all coordination of all City Departments and purchasing for handling the disaster effort.

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

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

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

    c. Ensure safety of city workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims).

14. Maintain current inventory and resource list of emergency equipment and supplies.

15. Coordinate city-wide resources that may be used in disaster response/recovery.

16. Coordinate with City Attorney on any legal emergency matters.

17. Respond to official inquiries

18. Emergency Public Information (LEOP - Annex D)

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

    b. The Mayor will designate a PIO at the time of the disaster

    c. The PIO will establish an Information Center to:

        1) Release emergency directions and information to radio, television and newspaper.

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

        3) Maintains liaison with the EOC and with Field Operations in order to stay abreast of current information.

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

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

        6) Publicize telephone number 402-234-7705 where official disaster information can be obtained by the public

           Pre-disaster: educate/alert public to use 402-234-7705 for non-emergency calls after a disaster event.

        7) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person(s) taking calls; allow this person(s) to attend EOC Briefings.

19. Utilities

    a. Coordinate with representatives from each utility:

        1) Electricity – Omaha Public Power District

        2) Water/Waste Water – City of Louisville

        3) Gas - Aquila

        4) Telephone - Windstream Communications

b. Coordination activity may include:

1) Survey damage; determine if mutual aid is needed

2) Determine priority of response/restoration

c. Request mutual aid for utilities through Municipal Power Pool, League of NE Municipalities.

20. 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. On a daily basis, the City contracts with local haulers. The following may be some of the requirements for disaster operations in this area:

a. Meet the demand for greater disposal operations by:

1) Requesting extension of hours as needed for debris disposal.

2) Requesting signs or guides in landfill area to organize disposal efforts.

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

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

d. In coordination with other affected City Departments and the EOC, establish temporary site for collection of debris.

e. Will ensure the Street Department establishes additional temporary tree burning area, if the one "permitted" burn site in Louisville is not adequate.

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

22. Coordinate with the Building Inspector in recovery and rebuilding efforts.

23. Ensure the Building Inspector acting as Damage Assessment Coordinator has designated someone to document damage through photographs should there later be an application for state or federal assistance.

24. Designate appropriate staff to photograph debris piles before disposal.

25. In conjunction with the Clerk/Treasurer, ensure that expenses for the disaster are documented by the City Clerk/Treasurer.

26. Assist Emergency Management Director in determining location for distribution of potable water and request Water Department to provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water.

27. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.

28. Advise disaster victims of temporary emergency housing.

29. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money.

30. Maintain "salvage depot" for unclaimed items.

C. Emergency Management Director

The Cass County Emergency Management Director/Liaison or designated representative 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 Louisville Mayor.

Disaster operations duties for the Emergency Management Director may include, but are not limited to:

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

2. Activate the EOC (normally called by the Dispatcher from the Law Enforcement); assume overall coordination of emergency operations of disaster response/recovery.

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

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

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

6. Track and record disaster events on a status board or flip chart; plot area of destruction on map; staff from the City Clerk/Treasurer's will be assigned this function.

7. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often Briefings are needed.

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

9. Support evacuation (LEOP - Annex E)

   a. Select shelters (see #10).

   b. Request Public Information Officer to provide emergency information to the public concerning an evacuation.

   c. Coordinate transportation that may be required for evacuation; transportation to shelter may be provided by vehicles from any of the following: Louisville Schools, Rescue Squad, Ambulance Services, Eastern Nebraska Office on Aging Handi-Bus, Nursing Homes. Refer to Annex L, Attachment 1 in the LEOP for a list of transportation resources.

   d. Advise in selection of assembly points for transportation.

10. Coordinate shelter operations (LEOP - Annex I)

    a. American Red Cross

       1) The Emergency Management Director will notify Heartland Chapter of the American Red Cross to open shelter(s) and provide traditional emergency needs of evacuees:

          * shelter - cots, blankets
          * first aid
          * food (from local stores)
          * damage assessment
          * emergency family services
            - clothing
            - financial assistance
            - counseling

       2) Red Cross will send a representative to EOC Briefings.

3) No pets (except seeing-eye dogs) will be allowed in shelters.

4) Will provide handicapped accessible shelters.

5) Heartland ARC may request additional assistance from other Chapters.

6) Red Cross has written agreements with schools and for other public buildings for use as shelters during a disaster.

b. May provide counseling services at shelters from local pastors, if needed.

c. May coordinate with City Library in providing books or movies at shelters.

11. Recommend that the Mayor\Council declare an emergency; prepare the Disaster Declaration for signature of Mayor and witness of Clerk.

12. Coordinate with City Attorney on any legal emergency matters.

13. Coordinate with the ARC/Social Services/Eastern Nebraska Office on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.

14. Request the County Extension Educator provide individuals printed information for coping with the disaster.

15. Coordinate staging areas with Field Operations.

16. Disseminate "identification cards" for:

a. Emergency workers

b. Volunteers

c. Disaster area residents

d. Appointed/elected officials

17. <u>Organize the volunteer force</u>

A Volunteer Coordinator may:

a. Organize "on-the-spot" volunteers Attachment 3 to Annex L in the Cass County LEOP

b. Call up other local volunteers.

18. Assure the City Dike Supervisor and the County Flood Control Officer implement dike watch procedures in time of flooding as well as report flood stages and rainfall.

19. Coordinate with the Mayor in determining location for distribution of potable water; assure the public is notified concerning availability and location of water.

20. Work with the Mayor in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.

21. Make formal request to the next higher level of government Cass County Government for assistance if disaster response is beyond the capability of the City.

22. Provide training for personnel who will respond to a disaster.

23. Annually review/update this PLAN for the City of Louisville.

D. City Attorney

1. Provide emergency legal counsel to city officials on subjects such as:

   - Curfews
   - Price restrictions
   - Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
   - Temporary waivers for land use
   - Other related legal duties

2. Draft emergency legislation for the city.

3. Provide assistance in negotiating contracts for emergency services.

E. Building Inspector (LEOP - Annex C)

1. Coordinate damage assessment on:

   a) Public entities

   b) Homes

   c) Businesses

2. If needed, ask for assessment assistance from:

   a) County Assessor
      Contact: 402-296-9310

   b) Nebraska Emergency Management Agency
      Contact: Operations Officer, 402-471-7421

   c) Nebraskaland Conference of Building Officials and Inspectors and American Institute of Architects

3. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained.

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

5. In conjunction with the City Clerk/Treasurer, assure someone is designated to photograph and record public and private damage should there be an application for state or federal assistance.

6. Compile all damage assessment reports into a summary document for use by EOC Staff.

7. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing.

8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work.

9. Assure that rebuilding is in compliance with the City's master development plan.

10. Coordinate first with local contractors/lumber yards to restore damaged public facilities.

11. Coordinate with the Mayor in establishing point of contact for insurance adjusters and influx of builders and repairmen.

12. With the approval of the Mayor, contract for needed structural engineering services.

13. Coordinate, as necessary, with the OPPD on safety inspection of electric systems on public buildings damaged from the disaster.

14. Ensure all incoming contractors register through the Building Inspector's office.

F. City Clerk/Treasurer

1. Witness Disaster Declaration

2. Track and document all expenses for disaster operations from each City Department to include:

   a. Labor (regular and overtime)

   b. Equipment

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

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

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

5. In conjunction with the Cass County Emergency Management Director, prepare necessary documentation required for state and federal disaster assistance applications.

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

7. May be designated by Mayor to perform emergency public information duties.

8. Provide staff at EOC to track and record disaster events.

G. Purchasing Officer

1. Make emergency purchases, as required.

2. When a disaster is declared by the Mayor, implement the policy that delegates authority to department superintendents to purchase or lease emergency supplies and/or equipment.

3. Coordinate with the City Clerk/Treasurer in assigning department superintendents an account number for emergency expenditures.

VI. ADDITIONAL DISASTER SERVICES

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordinator (LEOP - Annex G)

1. Assume primary operational control for health related emergencies, such as pollutions, contaminations, diseases, and epidemics.

2. Coordinate mass inoculations; i.e., tetanus shots.

3. Provide for food and drink purification.

4. Contact Nebraska Health and Human Services System for inspections of contaminated food.

5. Provide vector control.

6. Inspect and control sanitary conditions.

B. Louisville Public Schools - Superintendent

1. Pre-disaster: provide emergency safety education/drills in schools for students and staff.

2. Be prepared to evacuate and relocate children from schools, if situation dictates; facilities have been identified for relocation.

3. Broadcast emergency school information over local Radio and Television stations.

4. Perform initial damage assessment of affected school facilities.

5. May furnish school buses and drivers for evacuation.

6. May make school facilities available as evacuation shelter, staging area, morgue, as required.

7. Be prepared to recall needed staff should a school facility be designated for disaster operations.

C. Ministerial Association/Local Pastors

1. Provide counseling and/or crisis intervention to disaster victims, including the injured and bereaved.

2. May be asked to provide counseling services at shelters.

D. Chamber of Commerce

Act as point of contact to provide volunteers for disaster work from their directory of community service clubs.

E. Local Mortuaries

1. Take charge of and provide necessary service if there are mass casualties.

2. If local funeral capacities are exceeded, contact Funeral Director's Association to establish emergency morgue for identification and care of the dead.

F. Additional Counseling Resources

1. To be determined

2. Nebraska State Patrol 402-471-4545

Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster.

G. Additional Resources For Individual Assistance Services

1. Social Services, phone 402-296-0000

2. Eastern Nebraska Office on Aging, phone 402-444-6536

3. Salvation Army, phone 402-451-7808

4. Southeast Nebraska Community Action Program, phone 402-296-4477

5. Cass County Extension Educator, phone 402-267-2205

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VILLAGE OF MANLEY

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2008

VILLAGE OF MANLEY
EMERGENCY OPERATIONS PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE VILLAGE OF MANLEY

This plan is provided to the elected and appointed officials in the Village of Manley as well as to the first responders and any support groups for their guidance in disaster response and recovery.

This plan is meant to support each Annex in the Cass County Local Emergency Operations Plan (LEOP). For example: general procedures for disaster response for fires and hazardous materials are defined in Annex F; the additional information in this plan under Field Operations for the Manley District of the Weeping Water Rural Fire Department, gives further specific guidelines for the Village.

It is in the best interest of the Village of Manley, that the named key officials meet once a year to review these guidelines to determine that they are current.

I. PURPOSE

A. The Emergency Preparedness Mission for the Village of Manley is to ensure the coordination of village resources 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.

B. This Plan identifies the primary disaster responsibilities of Manley village officials and employees. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This plan use an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Manley is susceptible to a number of hazards. Officials from the Village have identified twelve (12) possibilities; these are ranked as most probable below:

HazMat (Storage) - elevator
Ice Storm
Major Explosion
Major Hail Storm
Major Water Contamination
Major Wind Storm
Major Winter Storm

Major/Prolonged Power Failure
Natural Gas Explosion
Railway Derailment
Tornado
Water Failure/Storage

B. Vulnerable Populations

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

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of Manley residents during a disaster rests with the Manley Board Chair and the Manley Board Members. The Chair will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.

2. In the absence of the Manley Board Chair, the "established" line of succession will be:

   a. Tracy Zeorian

   b. Bob Gruber

   c. Denise Swenson

III. BASIC DISASTER OPERATIONS

A. Severe Weather Spotting Program: the Omaha/Valley National Weather Service will usually ask the Cass County Combined Communications Center to activate spotters when severe weather is a possibility. The Cass County Combined Communications Center will page out the request to the Cass County Emergency Management Agency Duty Officer and weather spotters in each individual town. Spotters are primarily from Fire/EMS Departments and are equipped with radios. There are designated spotting locations in and around Cass County. Spotters radio their reports to their respective fire stations or to the Cass County Emergency Management EOC. The Cass County Emergency Management Agency will, in turn, advise the National Weather Service when conditions persist.

B. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".

2. The public may be warned by sirens; sirens may be sounded by either the:

   a. 911 Communications Center in Plattsmouth, or

   b. Fire Station in Manley.

3. Emergency information may be broadcast through local radio and television stations.

   a. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Manley officials in broadcasting or faxing information to the media. A detailed media listing of radio/television stations as well as newspapers is included in Attachment 1 to Annex D in the Cass County LEOP.

C. Operations - Actual Disaster Overview

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

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

3. Other agencies and groups as Additional Disaster Services may be called upon to provide additional disaster services as the Village begins the process of recovery from the disaster.

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.

D. Operations - Departmental Responsibilities

The Village of Manley 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

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

   b. First Responders normally include: a) Law Enforcement - Cass County Sheriff's Department; b) Manley Fire Department; c) Emergency Medical Services and; d) Manley Maintenance Department.

   c. These First Responders will use the Incident Command System as defined in the National Incident Management System (NIMS). One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.

   d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of these Suggested Operating Guidelines.

   e. When the Emergency Operations Center 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)

   THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING DISASTER OPERATIONS. Not only will the field Incident Commander work with the EOC, but also regular briefings will be held at the EOC for Field and EOC Staff. The Chief Elected Official will schedule these meetings

   The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

   a. The Emergency Management Director, the Fire Chief, the Chair or Village Board members each have the authority to open the EOC for disaster operations. If any one of these is not available, their "line of succession" may assume authority in opening the EOC.

   b. The EOC Staff will work out of the Manley Fire Hall in Manley. This location provides communications capability and space for support

equipment for disaster operations; however, there is no auxiliary power. The telephone number is 402-234-5239.

1) The alternate location for the EOC will be the Cass County Emergency Management EOC at 8400 144 Street, Weeping Water.

2) If necessary, a mobile command vehicle may be used for coordinating disaster operations until an EOC can be readied; mobile command vehicles that could be used include:

a) The Plattsmouth Fire Department Mobile Command Vehicle (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)

b) The Cass County Emergency Management Mobile Command Post (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)

c. Staffing at the EOC will be determined by the severity of the situation. Representatives of different responding agencies may choose to be at the EOC for Briefings only. Staff can include, but is not limited to:

1) Village Board Chair (plus Board Members, as needed)

2) Emergency Management Director / Liaison or designated representative

3) Public Information Officer

4) Damage Assessment Coordinator

5) Resources/Volunteer Coordination

6) Red Cross Representative

7) Village Clerk, Village Attorney

8) Representative from each of the First Responders

9) Representative from any of the Additional Disaster Services listed in Section VI that are responding to the disaster

3. <u>Additional Disaster Services</u>

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field

Command or the EOC Staff and can include areas such as public health coordination, counseling services, additional resources for heavy equipment. These Disaster Services are listed in Section VI of this PLAN.

E. Field Operations and the Emergency Operations Center Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Manley.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:

a. Two-way radio

b. Cellular phone

c. Runners

d. 911 Communications Center - Cass County

1) The 911 Communications Center in Plattsmouth can assist Manley in emergency communications through the following functions:

a) Warning

b) Notifications to include notifying First Responders, the County Emergency Management Director, Local Officials

c) Coordination of emergency radio traffic

2. EOC Briefings

Response and recovery efforts will be planned at daily EOC Briefings. Each department or agency working the disaster may be required to send a representative to report activities in their area.

F. Operations - Administration

Under the direction of the Manley Board Chair, the Village Clerk will document all expenses of the disaster operations. All 1) labor, 2) equipment, and 3) material expenditures for the disaster will be submitted to and documented by the Clerk. This will include:

1. Purchase or rent of needed equipment, materials, supplies for disaster operations,

2. All agreements and contracts on a temporary basis being recorded at the Clerk's Office,

3. Contracts for permanent repairs and/or new construction of public facilities following established, routine procedures.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All Village of Manley personnel will become familiar with an Incident Command System. This Incident Command System will be used to ensure one point of contact for field coordination.

2. If the disaster operation dictates, the Incident Commander may select staging area(s). The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing these Suggested Operating Guidelines, Manley officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each area may not need to be applied to every disaster. However, the list is not all inclusive; at the direction of the Village Board, Village personnel may be requested to perform other disaster duties.

2. The task assignments for Village personnel are written in general terms and purposely do not tell supervisors how to do their jobs. Each department should develop guidelines for their specific operations in a disaster situation.

3. During disaster response and disaster operations, the following services may be provided by:

C. Law Enforcement - Cass County Sheriff's Department (LEOP - Annex H)

The Cass County Sheriff's Department may provide the following services, dependent upon the disaster:

1. Warning, by public address system or door-to-door notification

2. Evacuation operations, including coordinating with Emergency Management for support in evacuation procedures

Evacuation can be ordered by:

a. Incident Commander (on-scene, including the Fire Chief or Sheriff)

b. Village Board

c. Emergency Management Director

3. Traffic and crowd control

4. Security and access control

5. Sending a representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

D. Manley Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene

2. Will assume primary operational control of fire suppression and explosions

3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials; as necessary, call a mutual aid fire department hazmat team and/or the Cass County Emergency Management Agency for assistance; see Annex F, Attachment 1 for a list of hazardous materials locations in Manley

4. If properly trained, provide radiological monitoring at radiological accidents, including necessary coordination with NE Health Department (radiological area) and the Nebraska Emergency Management Agency

5. If not already in place shall implement the Incident Command System

6. May request the EOC be opened for assistance in coordinating disaster response

7. Coordinate with Law Enforcement in search and rescue operations

8. Assist Law Enforcement in evacuation efforts

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

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

11. Assess need for other Village resources to respond and contact Incident Command; report this to the EOC

12. Implement mutual aid agreements with other jurisdictions, as needed

13. Coordinate staging area with the EOC

14. Provide back-up equipment for water pumping

15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy
16. Send representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

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

18. Continue fire suppression operations for the remainder of the Village

19. Establish and maintain lines of succession

E. Emergency Medical Services - Chief Medical Officer (LEOP - Annex G)

Weeping Water Rescue has Emergency Medical Services (EMS) that will provide basic life support. Outside of County Mutual Aid resources will provide advanced life support services.

1. May be among First Responders at disaster scene

2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene

3. If not already in place shall implement the Incident Command System

4. Conduct triage operations, if needed

5. Transport victims

   a. Ground transport of injured will usually be to Hospitals in Omaha or Lincoln; check with Law Enforcement/EOC for open routes when responding

   b. Air ambulance service may be provided by Life Net (Omaha) or Star Care V (Lincoln)

   c. Dead can be transported to funeral homes in Cass County:

6. Implement mutual aid agreements with other jurisdictions, as necessary

7. Is focal point for damage assessment pertaining to injured and dead

8. Send representative to Briefings at the EOC; inform the EOC/Board Chair of any problems

9. Continue emergency medical services for the remainder of the Village

10. Establish/maintain lines of succession

F. Village Maintenance Department (LEOP - Annex K)

1. The Village Maintenance Department includes these functions:

   a. Streets

   b. Water/Waste Water

   c. Parks and Recreation

2. The request to respond to a disaster may initially be recognized as a problem locally or a call may come from dispatch at the Cass County 911 Communications Center

3. The Incident Commander may designate a staging area for First Responders that may include the Village Maintenance Department function and any mutual aid that has been requested. If a staging area is established, it will be coordinated with the EOC.

4. Areas or key facilities that are either essential for disaster operations or have “vulnerable populations” that would require first considerations for restoration of services are:

   a. Manley Community Building

   b. Wastewater lagoons requiring electricity

   c. School

   d. Elderly people

5. Village Maintenance may be requested to attend EOC Briefings; inform the EOC/Board Chair of any problems

6. If not being utilized in disaster operations, Village Maintenance may be required to assist other First Responders.

7. Streets - Disaster Responsibilities

   a. First priority after a disaster is to clear debris from routes needed for First Responders

   b. Close streets, if requested by Law Enforcement, to include transporting/erecting barricades, signs, and flags at control points established by Law Enforcement

   c. Post traffic directional signs, if needed, particularly for evacuation

   d. The Village Maintenance Department, after initial disaster response, may need to coordinate with the EOC and/or Village Board on priority work assignments for streets

   e. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings

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

   g. Perform priority repairs to streets

   h. Address drainage concerns

   i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations

   j. If the disaster is extreme rainfall and flooding, notification of possible problems may come from the National Weather Service/911 Communications Center in Plattsmouth or from the Cass County Emergency Management Director monitoring threatening conditions. Village Maintenance and the Emergency Management Director will coordinate any needed sandbagging efforts

8. Water/Waste Water - Disaster Responsibilities

   Water

   a. Can assess each house individually

   b. Maintain water pressure and uncontaminated water supply

   c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire

d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill

e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made

f. Coordinate water testing with the State Health and Human Services System

g. Provide potable emergency water supply

1) Assistance is available, upon request, from Cass County Emergency Management

2) Operations can include:

a) Locate suitable containers (bulk milk trucks may be available); fill with uncontaminated water

b) Distribute to points as coordinated by the EOC

h. Safety inspect water system

Waste Water

a. Maintain sanitary sewer operations

b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the water system

c. Safety inspect waste water system if damaged from the disaster

d. Contract for porta-johns and for their maintenance; assistance is available, upon request, from Cass County Emergency Management

9. Although not considered as first response, the following responsibilities have been included in the Village Maintenance function:

a. Parks and Recreation

1) Survey damage to parks

2) Determine priority of clean-up and repair with the Village Board at EOC Briefings

b. Debris Removal

1) The Village Maintenance Department will primarily be responsible for ensuring timely removal of disaster debris

2) Debris removal operations will be coordinated between Village Maintenance and the EOC/Emergency Management Director. On a daily basis, the Village of Manley contracts local refuse haulers

3) Disaster responsibilities in debris removal include, but are not limited to:

a) Meet the demand for greater disposal operations by requesting extended hours at the Sarpy County landfill, if needed

b) Obtain permission to dispose of normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items

c) In coordination with the Emergency Operations Center, establish temporary site for collection of debris

d) Will coordinate with the EOC in determining and establishing a tree burning area, if needed

e) Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property

f) Determine if debris will be removed by Village employees from residential areas per Village policy

g) If it appears that the disaster may qualify for state or federal assistance, ensure that debris piles are photographed for documentation before disposal

h) Contact the railroad to move debris, if applicable

G. Other Utilities

1. Electricity

a. Omaha Public Power District provides electricity to Manley. The Manley Emergency Management Liaison will automatically report any outages in the Village

b. Determine extent of power failure throughout the Village

c. Determine (situation dependent) the priority for restoring electricity to areas or key facilities; see list in F4 at the beginning of this section under Village Maintenance Department

d. The Emergency Management Director may be requested to coordinate shelter to those residents in areas without electricity

e. Provide emergency lighting where needed for disaster operations

f. Coordinate use of emergency power generators with Emergency Management Director/EOC

g. Omaha Public Power District will safety inspect electric systems on public and/or private buildings damaged from the disaster

h. If necessary, may request a representative from OPPD at EOC Briefings

2. Natural Gas Service

a. Black Hills Energy provides natural gas service to Manley

b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

c. Aquila will safety inspect their systems on public and/or private buildings damaged from the disaster

3. Telephone Service

a. Windstream Communications provides phone service to Manley

b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

V. EMERGENCY OPERATIONS CENTER (EOC)

Responsibilities List For The Emergency Operations Center

A. Manley Board Chair and Board Members (LEOP - Annex A)

Responsibilities of the Chair and the Board Members during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster

2. Exercise emergency powers; provide policy decisions

3. Sign Disaster Declaration

4. Exercise final authority on subjects such as:

   - Curfews

   - Price restrictions

   - Standards for contractors, craftsmen

   - Temporary waivers for land use

   - Other related legal responsibilities

   - Evacuation decision

5. Approve emergency legislation for the Village

6. Chair or Board Member (as well as Fire Chief, Emergency Management Director) may activate the EOC

B. Board Chair of Manley

The Manley Board Chair will coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. In the absence of the Chair, an appointed Board Member will perform the Chair's disaster operations duties.

The responsibilities of the Manley Board Chair may include, but are not limited to:

1. Coordinate with the Village Board Members and the Emergency Management Director during disaster operations

2. The Board Chair may be alerted of a disaster situation by either the local Emergency Management Director or the 911 Communications Center

3. May activate the EOC

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

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

6. Emergency Public Information (LEOP - Annex D)

   a. The Board Chair will ensure that the public is given timely and accurate information through a designated Public Information Officer (PIO). The function of the PIO can be accomplished by either the:

      1) Village Board Chair

      2) Village Board Member

      3) Village Clerk

   b. When requested, Cass County Emergency Management can assist in emergency public information activities

   c. Emergency public information responsibilities include:

      1) An “Information Center” to release emergency directions and information to the news media. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Manley officials. Radio stations and the local newspaper are listed in Attachment A to this PLAN; a complete listing of radio, television, and newspapers that can be used by PIOs is contained in Annex D, Attachment 1 in the Cass County LEOP

      2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as needed, at the Emergency Operating Center or at a location as dictated by the disaster

   d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information

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

   f. Provide current and accurate information to the general public making inquiries

      1) Publicize telephone number, 402-234-5239, where official disaster information can be obtained by the public; the Village Clerk will coordinate these calls

Pre-disaster*:* educate/alert public to use 402-234-5239 for non-emergency calls after a disaster event

2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person taking calls; allow this person to attend EOC Briefings

7. Provide over-all coordination of Village resources and purchasing for handling the disaster effort

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

   a. Recruit any Village resources not involved in disaster response who could assist in emergency duties

   b. Provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.

   c. Ensure safety of Village and emergency workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims)

9. Maintain current inventory and resource list of emergency equipment and supplies.

10. Coordinate Village resources that may be used in disaster response/recovery

11. Coordinate with Village Attorney on any legal emergency matters

12. Respond to official inquiries

13. In conjunction with Village Maintenance, ensure coordination with representatives from each utility:

    a. Electricity: Omaha Public Power District

    b. Gas: Black Hills Energy

    c. Telephone: Windstream Communications

    d. Coordination activity may include:

       1) Survey and report general damage to appropriate utility

       2) Determine priority of response/restoration, if needed

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

15. Ensure the Cass County Building Inspector or emergency inspection teams, assisting in Damage Assessment, has designated someone to document damage through photographs should there later be an application for state or federal assistance

16. Ensure in conjunction with the Village Maintenance Department that debris removal is conducted; ensure debris piles are photographed or video-taped before disposal if it is likely there will be application for state or federal assistance

17. In conjunction with the Clerk, ensure that all expenses for the disaster are documented by the Village Clerk

18. Assist the Emergency Management Director in determining location for distribution of potable water and request Village Maintenance/Health Department provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water

19. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

20. Coordinate with the Cass County Building Inspector or emergency inspection teams in recovery and rebuilding efforts

21. Advise disaster victims of temporary emergency housing

22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money

23. Ensure the Maintenance Department establishes a "salvage depot" for unclaimed items

C. Cass County Emergency Management Director

The Cass County Emergency Management Director will act as a disaster operations advisor to the Village Chair and Board. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Village Chair and Board.

Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the readiness of the Emergency Operations Center to include adequate communications, status boards, maps, office

supplies/equipment, printed logs and forms, alternate power or alternate location, as needed

2. May activate the EOC; assume overall coordination of emergency operations of disaster response/recovery

3. In conjunction with the Village Chair, determine who is needed on the EOC Staff

4. Maintain a current call-down list of EOC Staff; call-in may be accomplished locally or by the 911 Communications Center

5. Coordinate additional communications support, if needed, with the Cass County Emergency Management Director

6. In coordination with the Village Board Chair, ensure that timely emergency information is given to the public by the designated Public Information Officer

7. Designate someone to track and record disaster events on a status board or flip chart; plot area of destruction on map

8. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with Village Officials how often Briefings are needed

9. Coordinate with Village resources as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government, as the situation dictates

10. <u>Flooding</u>

    a. If the danger is extreme rainfall and flooding, notification of possible problems may initially come from the 911 Communications Center, the National Weather Service, and/or from personal observation in Manley; the Cass County Emergency Management Director has a pager and radio scanner and will monitor weather conditions

    b. Implement flood watch procedures during periods of heavy rains/flooding as well as report rainfall and/or flood stages to Cass County Emergency Management Director

    c. During flooding conditions, coordinate with the Maintenance Department in sandbagging operations for public buildings/entities

11. <u>Support evacuation</u> (LEOP - Annex E)

    a. Select shelters

b. Request designated Public Information Officer to provide emergency information to the public concerning an evacuation

c. Coordinate transportation that may be required by residents for evacuation; transportation to shelter may be provided by:

1) Manley Community Building

2) Volunteers

3) Additional school buses - call Cass County Emergency Management

4) Eastern Nebraska Office on Aging Handi-Bus Service

5) Mutual aid resources

6) The telephone number that the public can call for transportation assistance is the Village Clerk's Office, 402-234-5239

d. Advise in selection of assembly points for transportation

12. <u>Coordinate shelter operations</u> (LEOP - Annex I)

a. The Heartland Chapter of the American Red Cross (ARC) from Omaha will open shelters under the direction of the Cass County Emergency Management Director.

b. The Cass County Emergency Management Director will call the ARC when sheltering is needed. The Heartland Chapter of the American Red Cross in Omaha (402-343-7700, 24-hour number) will open shelter(s) and provide traditional emergency needs of evacuees:

* shelter - cots, blankets
* first aid
* food (from local stores)
* damage assessment
* emergency family services
  - clothing
  - financial assistance
  - counseling

c. No pets (except service animals, ie. seeing-eye dogs) will be allowed in shelters

d. Red Cross will send a representative to EOC Briefings

e. May provide counseling services at shelters, if needed

f. Emergency Management will alert the Field Incident Commander and the Public Information Officer that shelters have been opened and which streets are cleared to the shelter.

13. Recommend that the Village Chair/Board declare an emergency; prepare the Disaster Declaration for signature of Manley Village Board Chair and witness of the Village Clerk; see Attachment 3 in Annex A of the LEOP

14. Coordinate with Village Attorney on any legal emergency matters

15. Coordinate with such organizations as the Red Cross, Social Services, Cass County Senior Citizens associated with the Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery

16. May assist Field Operations in identifying staging areas

17. Disseminate "identification cards"; assistance may be requested from Cass County Emergency Management; ID cards should be made available for:

    a. Emergency workers

    b. Volunteers

    c. Disaster area residents

    d. Appointed/elected officials

18. <u>Organize the volunteer force</u>

    a. Village Board Chairman will organize “on-the-spot” volunteers or will, if needed, request volunteer workers through the Public Information Officer

    b. Guidelines for organizing a volunteer work force are included in Attachment 3 to Annex L in the Cass County LEOP or in PERS 1-11 in the Cass County Emergency Management Agency SOP Manual.

19. Coordinate with the Board Chair in determining location for distribution of potable water; assure the public is notified concerning availability and location of water by the designated Public Information Officer

20. Work with the Village Chair/Board in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

21. Make formal request to the next higher level of government, Cass County, for assistance if disaster response is beyond the capability of the Village

22. Provide training for personnel who will respond to a disaster

23. Annually review/update these Suggested Operating Guidelines for the Village of Manley

D. Village Attorney

1. Provide emergency legal counsel to Village officials on subjects such as:

   - Curfews

   - Price restrictions

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

   - Temporary waivers for land use

   - Other related legal duties

2. Draft emergency legislation for the Village

3. Provide assistance in negotiating contracts for emergency services

E. Damage Assessment (LEOP - Annex C)

The Manley Village Board Chair may either coordinate damage assessment efforts or request assistance from the Cass County Building Inspector or emergency inspection teams through the Cass County Emergency Management Director. Responsibilities in conducting damage assessment may include, but are not limited to:

1. Coordinate damage assessment, using the forms in Appendix 1, Attachment 1 from Annex C in the Cass County LEOP; damage assessment will be conducted for:

   a) Public entities

   b) Homes

c) Businesses

2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained

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

4. In conjunction with Emergency Management and the Board Chair, assure someone is designated to photograph and record general public and private damage should there be an application for state or federal assistance

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

6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing

7. Coordinate, as necessary, with utility services on safety inspection of their respective system on public buildings damaged from the disaster

8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work

9. Assure that rebuilding is in compliance with the Village's development plan

10. Establish a point of contact for insurance adjusters and influx of builders and repairmen

11. Coordinate with local/area contractors and lumberyards to restore damaged public facilities

12. Ensure correct procedures for needed structural engineering services

13. Ensure all incoming contractors register through the Village Clerk's Office

F. Village Clerk

1. Witness Disaster Declaration

2. Track and document all expenses for disaster operations for the Village to include:

a. Labor (regular and overtime)

b. Equipment

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

d. Emergency purchases/rentals/contracts.

3. Assign (at the time of the disaster) an account number for emergency expenditures

4. When a disaster is declared by the Village Board Chair, implement policy concerning authority to Village departments to purchase or lease emergency supplies and/or equipment

5. Make emergency purchases, as required

6. In conjunction with the Chair, prepare necessary documentation required for state and federal disaster assistance applications

VI. ADDITIONAL DISASTER SERVICES

The Chief Elected Official will be responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordination – State Dept. of Health (LEOP - Annex G)

1. Assume primary operational control for health related emergencies such as pollution, contamination, diseases, and epidemics

2. Coordinate mass inoculations; i.e, tetanus shots

3. Provide for food and drink purification

4. Contact Nebraska Health and Human Services System for inspections of contaminated food

5. Provide vector control

6. Inspect and control sanitary conditions

B. Additional Heavy Equipment Resources

The Cass County Road Department and the Cass County Emergency Manager maintains a list of heavy equipment, transportation resources, and generators that

can be used in disaster operations. A list of these resources for all of Cass County is in Attachments 1 and 2 to Annex L.

1. For a list of heavy equipment available from other towns in Cass County, refer to Cass County Emergency Management Director

2. Contact the Cass County Emergency Management Director for additional heavy equipment resources, as needed

C. Additional Counseling Resources

1. Churches

   a. Local pastors

2. American Red Cross, Heartland Chapter, 402-342-7700

3. Nebraska State Patrol, Lincoln, 1-402-471-4545

   Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster

4. County Extension Educator, Terry Hejny, 402-267-2205

   Can provide printed material on stress for individuals in disaster situations

5. Refer to Annex G, Attachment 1 in the Cass County LEOP for other counseling services

E. Additional Resources For Individual Assistance Services

1. NE Department of Social Services, 402-296-0000 (phone)

2. Salvation Army, 402-898-5947 (phone)

3. Nebraska Emergency Management Agency (after a Federal Disaster Declaration)

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VILLAGE OF MURDOCK

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2008

VILLAGE OF MURDOCK
EMERGENCY OPERATIONS PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE VILLAGE OF MURDOCK

This plan is provided to the elected and appointed officials in the Village of Murdock as well as to the first responders and any support groups for their guidance in disaster response and recovery.

This plan is meant to support each Annex in the Cass County Local Emergency Operations Plan (LEOP). For example: general procedures for disaster response for fires and hazardous materials are defined in Annex F; the additional information in this plan under Field Operations for the Murdock Fire Department, gives further specific guidelines for the Village.

It is in the best interest of the Village of Murdock, that the named key officials meet once a year to review these guidelines to determine that they are current.

I. PURPOSE

A. The Emergency Preparedness Mission for the Village of Murdock is to ensure the coordination of village resources 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.

B. This Plan identifies the primary disaster responsibilities of Murdock village officials and employees. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This plan uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Murdock is susceptible to a number of hazards. Officials from the Village have identified (15) possibilities; these are ranked as most probable below:

Bomb Threat
Flash Flood
Flood
HazMat (Storage)
HazMat (Transportation)
Ice Storm
Major Fire - Grassland

Major Hail Storm
Major Water Contamination
Major Wind Storm
Major Winter Storm
Major/Prolonged Power Failure
Natural Gas Explosion
Tornado
Water Failure/Storage

B. Vulnerable Populations

There are populations at risk in Murdock. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

Day Care Centers

Elderly Population

Large Gatherings

School

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of Murdock residents during a disaster rests with the Murdock Board Chair and the Murdock Board Members. The Chair will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.

2. In the absence of the Murdock Board Chair, the "established" line of succession will be:

   a. Tom Burnham

   b. Laura Ritnour

III. BASIC DISASTER OPERATIONS

A. Severe Weather Spotting Program: the Omaha/Valley National Weather Service will usually ask the Cass County Combined Communications Center to activate spotters when severe weather is a possibility. The Cass County Combined Communications Center will page out the request to the Cass County Emergency Management Agency Duty Officer and weather spotters in each individual town. Spotters are primarily from Fire/EMS Departments and are equipped with radios.

There are designated spotting locations in and around Cass County. Spotters radio their reports to their respective fire stations or to the Cass County Emergency Management EOC. The Cass County Emergency Management Agency will, in turn, advise the National Weather Service when conditions persist.

B. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".

2. The public may be warned by sirens; sirens may be sounded by either the:

   a. 911 Communications Center in Plattsmouth, or

   b. Fire Station in Murdock.

   c. Citizens may also be alerted of danger by public address systems on emergency vehicles. If necessary, warnings may be given door-to-door if time allows.

3. Emergency information may be broadcast through local radio and television stations.

   b. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Murdock officials in broadcasting or faxing information to the media. A detailed media listing of radio/television stations as well as newspapers is included in Attachment 1 to Annex D in the Cass County LEOP.

C. Operations - Actual Disaster Overview

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

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

3. Other agencies and groups as Additional Disaster Services may be called upon to provide additional disaster services as the Village begins the process of recovery from the disaster.

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.

D. Operations - Departmental Responsibilities

The Village of Murdock 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

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

b. First Responders normally include: a) Law Enforcement - Cass County Sheriff's Department; b) Murdock Fire Department; c) Emergency Medical Services and; d) Murdock Maintenance Department.

c. These First Responders will use the Incident Command System as defined in the National Incident Management System (NIMS). One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.

d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of these Suggested Operating Guidelines.

e. When the Emergency Operations Center 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)

THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING DISASTER OPERATIONS. Not only will the field Incident Commander work with the EOC, but also regular briefings will be held at the EOC for Field and EOC Staff. The Chief Elected Official will schedule these meetings

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

a. The Emergency Management Director, the Fire Chief, the Chair or Village Board members or the Murdock Emergency Management Liaison each have the authority to open the EOC for disaster operations. If any one of

these is not available, their “line of succession” may assume authority in opening the EOC.

b. The EOC Staff will work out of the town hall / fire department in Murdock. This location provides communications capability and space for support equipment for disaster operations; however, there is no auxiliary power. The telephone number is 402-867-2771.

1) The alternate location for the EOC will be the Cass County Emergency Management EOC at 8400 144 Street, Weeping Water.

2) If necessary, a mobile command vehicle may be used for coordinating disaster operations until an EOC can be readied; mobile command vehicles that could be used include:

a) The Plattsmouth Fire Department Mobile Command Vehicle (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)

b) The Cass County Emergency Management Mobile Command Post (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)

c. Staffing at the EOC will be determined by the severity of the situation. Representatives of different responding agencies may choose to be at the EOC for Briefings only. Staff can include, but is not limited to:

1) Village Board Chair (plus Board Members, as needed)

2) Emergency Management Director(s)

3) Public Information Officer

4) Damage Assessment Coordinator

5) Resources/Volunteer Coordination

6) Red Cross Representative

7) Village Clerk, Village Attorney

8) Representative from each of the First Responders

9) Representative from any of the Additional Disaster Services listed in Section VI that are responding to the disaster

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff and can include areas such as public health coordination, counseling services, additional resources for heavy equipment. These Disaster Services are listed in Section VI of this PLAN.

D. Field Operations and the Emergency Operations Center Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Murdock.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:

a. Two-way radio

b. Cellular phone

c. Runners

d. 911 Communications Center - Cass County

1) The 911 Communications Center in Plattsmouth can assist Murdock in emergency communications through the following functions:

a) Warning

b) Notifications to include notifying First Responders, the County Emergency Management Director, Local Officials

c) Coordination of emergency radio traffic

2. EOC Briefings

Response and recovery efforts will be planned at daily EOC Briefings. Each department or agency working the disaster may be required to send a representative to report activities in their area.

E. Operations - Administration

Under the direction of the Murdock Board Chair, the Village Clerk will document all expenses of the disaster operations. All 1) labor, 2) equipment, and 3) material expenditures for the disaster will be submitted to and documented by the Clerk. This will include:

1. Purchase or rent of needed equipment, materials, supplies for disaster operations,

2. All agreements and contracts on a temporary basis being recorded at the Clerk's Office,

3. Contracts for permanent repairs and/or new construction of public facilities following established, routine procedures.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All Village of Murdock personnel will become familiar with an Incident Command System. This Incident Command System will be used to ensure one point of contact for field coordination.

2. If the disaster operation dictates, the Incident Commander may select staging area(s). The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing these Suggested Operating Guidelines, Murdock officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each area may not need to be applied to every disaster. However, the list is not all inclusive; at the direction of the Village Board, Village personnel may be requested to perform other disaster duties.

2. The task assignments for Village personnel are written in general terms and purposely do not tell supervisors how to do their jobs. Each department should develop guidelines for their specific operations in a disaster situation.

3. During disaster response and disaster operations, the following services *may* be provided by:

C. Law Enforcement - Cass County Sheriff's Department (LEOP - Annex H)

The Cass County Sheriff's Department may provide the following services, dependent upon the disaster:

1. Warning, by public address system or door-to-door notification

2. Evacuation operations, including coordinating with Emergency Management for support in evacuation procedures

Evacuation can be ordered by:

a. Incident Commander (on-scene, including the Fire Chief or Sheriff)

b. Village Board

c. Emergency Management Director

3. Traffic and crowd control

4. Security and access control

5. Sending a representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

D. Murdock Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene

2. Will assume primary operational control of fire suppression and explosions

3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials; as necessary, call a mutual aid fire department hazmat team and/or the Cass County Emergency Management Agency for assistance.

4. If properly trained, provide radiological monitoring at radiological accidents, including necessary coordination with NE Health Department (radiological area) and the Nebraska Emergency Management Agency

5. If not already in place shall implement the Incident Command System

6. May request the EOC be opened for assistance in coordinating disaster response

7. Coordinate with Law Enforcement in search and rescue operations

8. Assist Law Enforcement in evacuation efforts

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

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

11. Assess need for other Village resources to respond and contact Incident Command; report this to the EOC

12. Implement mutual aid agreements with other jurisdictions, as needed

13. Coordinate staging area with the EOC

14. Provide back-up equipment for water pumping

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

16. Send representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

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

18. Continue fire suppression operations for the remainder of the Village

19. Establish and maintain lines of succession

E. Emergency Medical Services - Chief Medical Officer (LEOP - Annex G)

Elmwood has Emergency Medical Services (EMS) that will provide basic life support for Murdock. Cass County Mutual Aid Association will provide advanced life support services.

1. May be among First Responders at disaster scene

2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene

3. If not already in place shall implement the Incident Command System

4. Conduct triage operations, if needed

5. Transport victims

   a. Ground transport of injured will usually be to Hospitals in Omaha or Lincoln; check with Law Enforcement/EOC for open routes when responding

   b. Air ambulance service may be provided by Life Net (Omaha) or Star Care V (Lincoln)

   c. Dead can be transported to funeral homes in Cass County:

6. Implement mutual aid agreements with other jurisdictions, as necessary

7. Is focal point for damage assessment pertaining to injured and dead

8. Send representative to Briefings at the EOC; inform the EOC/Board Chair of any problems

9. Continue emergency medical services for the remainder of the Village

10. Establish/maintain lines of succession

F. Village Maintenance Department (LEOP - Annex K)

1. The Village Maintenance Department includes these functions:

   a. Streets

   b. Water/Waste Water

   c. Parks and Recreation

2. The request to respond to a disaster may initially be recognized as a problem locally or a call may come from dispatch at the Cass County 911 Communications Center

3. The Incident Commander may designate a staging area for First Responders that may include the Village Maintenance Department function and any mutual aid that has been requested. If a staging area is established, it will be coordinated with the EOC.

4. Areas or key facilities that are *either* essential for disaster operations *or* have "vulnerable populations" that would require first considerations for restoration of services are:

   a. Fire / City Hall

   b. OPPD

   c. Water - Rural

   d. Windstream Communications

   e. Gas Station

5. Village Maintenance may be requested to attend EOC Briefings; inform the EOC/Board Chair of any problems

6. If not being utilized in disaster operations, Village Maintenance may be required to assist other First Responders

7. Streets - Disaster Responsibilities

   a. First priority after a disaster is to clear debris from routes needed for First Responders

   b. Close streets, if requested by Law Enforcement, to include transporting/erecting barricades, signs, and flags at control points established by Law Enforcement

   c. Post traffic directional signs, if needed, particularly for evacuation

   d. The Village Maintenance Department, after initial disaster response, may need to coordinate with the EOC and/or Village Board on priority work assignments for streets

   e. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings

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

   g. Perform priority repairs to streets

   h. Address drainage concerns

   i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations

   j. If the disaster is extreme rainfall and flooding, notification of possible problems may come from the National Weather Service/911 Communications Center in Plattsmouth or from the Cass County Emergency Management Director monitoring threatening conditions. Village Maintenance and the Emergency Management Director will coordinate any needed sandbagging efforts

8. Water/Waste Water - Disaster Responsibilities

   Water

   a. Can assess each house individually

   b. Maintain water pressure and uncontaminated water supply

   c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire

d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill

e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made

f. Coordinate water testing with the State Health and Human Services System

g. Provide potable emergency water supply

1) Assistance is available, upon request, from Cass County Emergency Management

2) Operations can include:

a) Locate suitable containers (bulk milk trucks may be available); fill with uncontaminated water

b) Distribute to points as coordinated by the EOC

h. Safety inspect water system

Waste Water

a. Maintain sanitary sewer operations

b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the water system

c. Safety inspect waste water system if damaged from the disaster

d. Contract for porta-johns and for their maintenance; assistance is available, upon request, from Cass County Emergency Management

9. Although not considered as first response, the following responsibilities have been included in the Village Maintenance function:

a. Parks and Recreation

1) Survey damage to parks

2) Determine priority of clean-up and repair with the Village Board at EOC Briefings

b. Debris Removal

1) The Village Maintenance Department will primarily be responsible for ensuring timely removal of disaster debris

2) Debris removal operations will be coordinated between Village Maintenance and the EOC/Emergency Management Director. On a daily basis, the Village of Murdock contracts local refuse haulers

3) Disaster responsibilities in debris removal include, but are not limited to:

a) Obtain permission to dispose of normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items

b) In coordination with the Emergency Operations Center, establish temporary site for collection of debris

c) Will coordinate with the EOC in determining and establishing a tree burning area, if needed

d) Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property

e) Determine if debris will be removed by Village employees from residential areas per Village policy

f) If it appears that the disaster may qualify for state or federal assistance, ensure that debris piles are photographed for documentation before disposal

g) Contact the railroad to move debris, if applicable

G. Other Utilities

1. Electricity

a. Omaha Public Power District provides electricity to Murdock. The Murdock Emergency Management Liaison will automatically report any outages in the Village

b. Determine extent of power failure throughout the Village

c. Determine (situation dependent) the priority for restoring electricity to areas or key facilities; see list in F4 at the beginning of this section under Village Maintenance Department

d. The Emergency Management Director may be requested to coordinate shelter to those residents in areas without electricity

e. Provide emergency lighting where needed for disaster operations

f. Coordinate use of emergency power generators with Emergency Management Director/EOC

g. Omaha Public Power District will safety inspect electric systems on public and/or private buildings damaged from the disaster

h. If necessary, may request a representative from OPPD at EOC Briefings

2. Natural Gas Service

a. Aquila provides natural gas service to Murdock

b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

c. Aquila will safety inspect their systems on public and/or private buildings damaged from the disaster

3. Telephone Service

a. Windstream Communications provides phone service to Murdock

b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

V. EMERGENCY OPERATIONS CENTER (EOC)

Responsibilities List For The Emergency Operations Center

A. Murdock Board Chair and Board Members (LEOP - Annex A)

Responsibilities of the Chair and the Board Members during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster

2. Exercise emergency powers; provide policy decisions

3. Sign Disaster Declaration

4. Exercise final authority on subjects such as:

   - Curfews

   - Price restrictions

   - Standards for contractors, craftsmen

   - Temporary waivers for land use

   - Other related legal responsibilities

   - Evacuation decision

5. Approve emergency legislation for the Village

6. Chair or Board Member (as well as Fire Chief, Emergency Management Director) may activate the EOC

B. Board Chair of Murdock

The Murdock Board Chair will coordinate with the Emergency Management Director in providing the direction and control function for disaster operations.

The responsibilities of the Murdock Board Chair may include, but are not limited to:

1. Coordinate with the Village Board Members and the Emergency Management Director during disaster operations

2. The Board Chair may be alerted of a disaster situation by either the local Emergency Management Director or the 911 Communications Center

3. May activate the EOC

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

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

6. Emergency Public Information (LEOP - Annex D)

a. The Board Chair will ensure that the public is given timely and accurate information through a designated Public Information Officer (PIO). The function of the PIO can be accomplished by either the:

1) Village Board Chair

2) Village Board Member

3) Village Clerk

4) Village Liaison Officer

b. When requested, Cass County Emergency Management can assist in emergency public information activities

c. Emergency public information responsibilities include:

1) An "Information Center" to release emergency directions and information to the news media. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Murdock officials. A complete listing of radio, television, and newspapers that can be used by PIOs is contained in Annex D, Attachment 1 in the Cass County LEOP

2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as needed, at the Emergency Operating Center or at a location as dictated by the disaster

d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information

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

f. Provide current and accurate information to the general public making inquiries

1) Publicize telephone number, 402-867-2771, where official disaster information can be obtained by the public; the Village Clerk will coordinate these calls

Pre-disaster: educate/alert public to use 402-867-2771 for non-emergency calls after a disaster event

2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person taking calls; allow this person to attend EOC Briefings

7. Provide over-all coordination of Village resources and purchasing for handling the disaster effort

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

   a. Recruit any Village resources not involved in disaster response who could assist in emergency duties

   b. Provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.

   c. Ensure safety of Village and emergency workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims)

9. Maintain current inventory and resource list of emergency equipment and supplies

10. Coordinate Village resources that may be used in disaster response/recovery

11. Coordinate with Village Attorney on any legal emergency matters

12. Respond to official inquiries

13. In conjunction with Village Maintenance, ensure coordination with representatives from each utility:

    a. Electricity: Omaha Public Power District

    b. Gas: Aquila

    c. Telephone: Windstream Communications

    d. Coordination activity may include:

       1) Survey and report general damage to appropriate utility

       2) Determine priority of response/restoration, if needed

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

15. Ensure the Cass County Building Inspector or emergency inspection teams, assisting in Damage Assessment, has designated someone to document

damage through photographs should there later be an application for state or federal assistance

16. Ensure in conjunction with the Village Maintenance Department that debris removal is conducted; ensure debris piles are photographed or video-taped before disposal if it is likely there will be application for state or federal assistance

17. In conjunction with the Clerk, ensure that all expenses for the disaster are documented by the Village Clerk

18. Assist the Emergency Management Director in determining location for distribution of potable water and request Village Maintenance/Health Department provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water

19. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

20. Coordinate with the Cass County Building Inspector or emergency inspection teams in recovery and rebuilding efforts

21. Advise disaster victims of temporary emergency housing

22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money

23. Ensure the Maintenance Department establishes a "salvage depot" for unclaimed items

C. Cass County Emergency Management Director

The Cass County Emergency Management Director/Liaison or designated representative will act as a disaster operations advisor to the Village Chair and Board. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Village Chair and Board.

Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the readiness of the Emergency Operations Center to include adequate communications, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location, as needed

2. May activate the EOC; assume overall coordination of emergency operations of disaster response/recovery

3. In conjunction with the Village Chair, determine who is needed on the EOC Staff

4. Maintain a current call-down list of EOC Staff; call-in may be accomplished locally or by the 911 Communications Center

5. Coordinate additional communications support, if needed, with the Cass County Emergency Management Director

6. In coordination with the Village Board Chair, ensure that timely emergency information is given to the public by the designated Public Information Officer

7. Designate someone to track and record disaster events on a status board or flip chart; plot area of destruction on map

8. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with Village Officials how often Briefings are needed

9. Coordinate with Village resources as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government, as the situation dictates

10. <u>Flooding</u>

    a. If the danger is extreme rainfall and flooding, notification of possible problems may initially come from the 911 Communications Center, the National Weather Service, and/or from personal observation in Murdock; the Cass County Emergency Management Director has a pager and radio scanner and will monitor weather conditions

    b. Implement flood watch procedures during periods of heavy rains/flooding as well as report rainfall and/or flood stages to Cass County Emergency Management Director

    c. During flooding conditions, coordinate with the Maintenance Department in sandbagging operations for public buildings/entities

11. <u>Support evacuation</u> (LEOP - Annex E)

    a. Select shelters

    b. Request designated Public Information Officer to provide emergency information to the public concerning an evacuation

c. Coordinate transportation that may be required by residents for evacuation; transportation to shelter may be provided by:

1) Murdock School

2) Volunteers

3) Additional school buses - call: Cass County Emergency Management

4) Eastern Nebraska Office on Aging Handi-Bus Service

5) Mutual aid resources

6) The telephone number that the public can call for transportation assistance is the Village Clerk's Office, 402-867-2133

d. Advise in selection of assembly points for transportation

12. Coordinate shelter operations (LEOP - Annex I)

a. The Heartland Chapter of the American Red Cross (ARC) from Omaha will open shelters under the direction of the Cass County Emergency Management Director.

b. The Cass County Emergency Management Director will call the ARC when sheltering is needed. The Heartland Chapter of the American Red Cross in Omaha (402-343-7700, 24-hour number) will open shelter(s) and provide traditional emergency needs of evacuees:

* shelter - cots, blankets * first aid

* food (from local stores) * damage assessment

* emergency family services

- clothing

- financial assistance

- counseling

1) No pets (except service animals, ie. seeing-eye dogs) will be allowed in shelters

2) Red Cross will send a representative to EOC Briefings

3) May provide counseling services at shelters, if needed

13. Recommend that the Village Chair/Board declare an emergency; prepare the Disaster Declaration for signature of Murdock Village Board Chair and witness of the Village Clerk; see Attachment 3 in Annex A of the LEOP

14. Coordinate with Village Attorney on any legal emergency matters

15. Coordinate with such organizations as the Red Cross, Social Services, Cass County Senior Citizens associated with the Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery

16. May assist Field Operations in identifying staging areas

17. Disseminate "identification cards"; assistance may be requested from Cass County Emergency Management; ID cards should be made available for:

    a. Emergency workers

    b. Volunteers

    c. Disaster area residents

    d. Appointed/elected officials

18. <u>Organize the volunteer force</u>

    a. Murdock Village Board Member will organize “on-the-spot” volunteers or will, if needed, request volunteer workers through the Public Information Officer

    b. Guidelines for organizing a volunteer work force are included in Attachment 3 to Annex L in the Cass County LEOP

19. Coordinate with the Board Chair in determining location for distribution of potable water; assure the public is notified concerning availability and location of water by the designated Public Information Officer

20. Work with the Village Chair/Board in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

21. Make formal request to the next higher level of government, Cass County, for assistance if disaster response is beyond the capability of the Village

22. Provide training for personnel who will respond to a disaster

23. Annually review/update these Suggested Operating Guidelines for the Village of Murdock

D. Village Attorney

1. Provide emergency legal counsel to Village officials on subjects such as:

   - Curfews
   - Price restrictions
   - Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
   - Temporary waivers for land use
   - Other related legal duties

2. Draft emergency legislation for the Village

3. Provide assistance in negotiating contracts for emergency services

E. Damage Assessment (LEOP - Annex C)

The Murdock Village Board Chair may either coordinate damage assessment efforts or request assistance from the Cass County Building Inspector or emergency inspection teams through the Cass County Emergency Management Director. Responsibilities in conducting damage assessment may include, but are not limited to:

1. Coordinate damage assessment, using the forms in Appendix 1, Attachment 1 from Annex C in the Cass County LEOP; damage assessment will be conducted for:

   a) Public entities

   b) Homes

   c) Businesses

2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained

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

4. In conjunction with Emergency Management and the Board Chair, assure someone is designated to photograph and record general public and private damage should there be an application for state or federal assistance

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

6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing

7. Coordinate, as necessary, with utility services on safety inspection of their respective system on public buildings damaged from the disaster

8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work

9. Assure that rebuilding is in compliance with the Village's development plan

10. Establish a point of contact for insurance adjusters and influx of builders and repairmen

11. Coordinate with local/area contractors and lumberyards to restore damaged public facilities

12. Ensure correct procedures for needed structural engineering services

13. Ensure all incoming contractors register through the Village Clerk's Office

F. Village Clerk

1. Witness Disaster Declaration

2. Track and document all expenses for disaster operations for the Village to include:

   a. Labor (regular and overtime)

   b. Equipment

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

   d. Emergency purchases/rentals/contracts.

3. Assign (at the time of the disaster) an account number for emergency expenditures

4. When a disaster is declared by the Village Board Chair, implement policy concerning authority to Village departments to purchase or lease emergency supplies and/or equipment

5. Make emergency purchases, as required

6. In conjunction with the Chair, prepare necessary documentation required for state and federal disaster assistance applications

VI. ADDITIONAL DISASTER SERVICES

The Chief Elected Official will be responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordination – State Dept. of Health (LEOP - Annex G)

1. Assume primary operational control for health related emergencies such as pollution, contamination, diseases, and epidemics

2. Coordinate mass inoculations; i.e, tetanus shots

3. Provide for food and drink purification

4. Contact Nebraska Health and Human Services System for inspections of contaminated food

5. Provide vector control

6. Inspect and control sanitary conditions

B. Elmwood - Murdock School - Superintendent

1. Pre-disaster: provide emergency safety education/drills in school for students and staff

2. Be prepared to evacuate and relocate children from school, if situation dictates; facilities need to be identified for relocation

3. Broadcast emergency school information, normally over local Radio and News Media

4. Perform initial damage assessment of affected school facilities

5. May furnish buses/vans and driver(s) for evacuation

6. May make school facilities available as evacuation shelter, staging area, morgue, as required

7. Be prepared to recall needed staff should a school facility be designated for disaster operations

C. Additional Heavy Equipment Resources

The Cass County Road Department and the Cass County Emergency Manager maintains a list of heavy equipment, transportation resources, and generators that can be used in disaster operations. A list of these resources for all of Cass County is in Attachments 1 and 2 to Annex L.

1. For a list of heavy equipment available from other towns in Cass County, refer to Cass County Emergency Management Director.

D. Additional Counseling Resources

1. Churches

   a. Local pastors

2. American Red Cross, Heartland Chapter, 402-342-7700

3. Nebraska State Patrol, Lincoln, 402-471-4545

   Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster

4. County Extension Educator, Terry Hejny, 402-267-2205

   Can provide printed material on stress for individuals in disaster situations

5. Refer to Annex G, Attachment 1 in the Cass County LEOP for other counseling services

E. Additional Resources For Individual Assistance Services

1. Senior Citizens Center, Murdock, 402-867-2022 (phone)

2. NE Department of Social Services, 402-296-0000 (phone)

3. Salvation Army, 402-898-5947 (phone)

4. Nebraska Emergency Management Agency (after a Federal Disaster Declaration)

VILLAGE OF MURRAY

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2008

VILLAGE OF MURRAY
EMERGENCY OPERATIONS PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE VILLAGE OF MURRAY

This plan is provided to the elected and appointed officials in the Village of Murray as well as to the first responders and any support groups for their guidance in disaster response and recovery.

This plan is meant to support each Annex in the Cass County Local Emergency Operations Plan (LEOP). For example: general procedures for disaster response for fires and hazardous materials are defined in Annex F; the additional information in this plan under Field Operations for the Murray Fire Department, gives further specific guidelines for the Village.

It is in the best interest of the Village of Murray, that the named key officials meet once a year to review these guidelines to determine that they are current.

I. PURPOSE

A. The Emergency Preparedness Mission for the Village of Murray is to ensure the coordination of village resources 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.

B. This Plan identifies the primary disaster responsibilities of Murray village officials and employees. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This plan uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Murray is susceptible to a number of hazards. Officials from the Village have identified 10 possibilities; these are ranked as most probable below:

Aircraft Crash
HazMat (Transportation)
HazMat (Storage)
Ice Storm
Major Hail Storm
Major Highway Accident
Major Wind Storm
Major Winter Storm

Railway Derailment
Tornado
Water Failure/Storage

B. Vulnerable Populations

There are populations at risk in Murray. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

School
Day Care Centers

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of Murray residents during a disaster rests with the Murray Board Chair and the 5 Board Members. The Chair will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.

2. In the absence of the Murray Board Chair, the "established" line of succession will be:

   a. Vice Chair

   b. Board Member

   c. Clerk

III. BASIC DISASTER OPERATIONS

A. Severe Weather Spotting Program: the Omaha/Valley National Weather Service will usually ask the Cass County Combined Communications Center to activate spotters when severe weather is a possibility. The Cass County Combined Communications Center will page out the request to the Cass County Emergency Management Agency Duty Officer and weather spotters in each individual town. Spotters are primarily from Fire/EMS Departments and are equipped with radios. There are designated spotting locations in and around Cass County. Spotters radio their reports to their respective fire stations or to the Cass County Emergency Management EOC. The Cass County Emergency Management Agency will, in turn, advise the National Weather Service when conditions persist.

B. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".

2. The public may be warned by sirens; sirens may be sounded by either the:

   a. Cass County 911 Communications Center in Plattsmouth, or

   b. Fire Station in Murray.

3. Emergency information may be broadcast through local radio and television stations.

   a. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Murray officials in broadcasting or faxing information to the media. A detailed media listing of radio/television stations as well as newspapers is included in Attachment 1 to Annex D in the Cass County LEOP.

   b. Citizens may also be alerted of danger by public address systems on emergency vehicles. If necessary, warnings may be given door-to-door if time allows.

C. Operations - Actual Disaster Overview

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

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

3. Other agencies and groups as Additional Disaster Services may be called upon to provide additional disaster services as the Village begins the process of recovery from the disaster.

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.

D. Operations - Departmental Responsibilities

The Village of Murray 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

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

   b. First Responders normally include: a) Law Enforcement - Cass County Sheriff's Department; b) Murray Fire Department; c) Emergency Medical Services; d) Murray Maintenance Department.

   c. These First Responders will use the Incident Command System as defined in the National Incident Management System (NIMS). One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.

   d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of these Suggested Operating Guidelines.

   e. When the Emergency Operations Center 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)

   THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING DISASTER OPERATIONS. Not only will the field Incident Commander work with the EOC, but also regular briefings will be held at the EOC for Field and EOC Staff. The Chief Elected Official will schedule these meetings

   The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

   a. The Emergency Management Director, the Fire Chief and the Chair or Village Board members, each have the authority to open the EOC for disaster operations. If any one of these is not available, their "line of succession" may assume authority in opening the EOC.

b. The EOC Staff will work out of the Town Hall in Murray. This location provides communications capability and space for support equipment for disaster operations; however, there is/is no auxiliary power. The telephone number is 402-235-2119.

1) The alternate location for the EOC will be the Cass County Emergency Management EOC at 8400 144th St., Weeping Water, NE.

2) If necessary, a mobile command vehicle may be used for coordinating disaster operations until an EOC can be readied; mobile command vehicles that could be used include:

a) The Plattsmouth Fire Department Mobile Command Vehicle (can be requested through Cass County 911 Communications Center or Cass County Emergency Management Agency).

b) The Cass County Emergency Management Mobile Command Post (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)

c. Staffing at the EOC will be determined by the severity of the situation. Representatives of different responding agencies may choose to be at the EOC for Briefings only. Staff can include, but is not limited to:

1) Village Board Chair (plus Board Members, as needed)

2) Cass County Emergency Management Director, Emergency Management Liaison or designated representative

3) Public Information Officer

4) Damage Assessment Coordinator

5) Resources/Volunteer Coordination

6) Red Cross Representative

7) Village Clerk, Village Attorney

8) Representative from each of the First Responders

9) Representative from any of the Additional Disaster Services listed in Section VI that are responding to the disaster

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff and can include areas such as public health coordination, counseling services, additional resources for heavy equipment. These Disaster Services are listed in Section VI of this PLAN.

E. Field Operations and the Emergency Operations Center Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Murray.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:

a. Two-way radio

b. Cellular phone

c. Runners

d. 911 Communications Center - Cass County

1) The 911 Communications Center in Plattsmouth, NE can assist Murray in emergency communications through the following functions:

a) Warning

b) Notifications to include notifying First Responders, the Emergency Management Director, Local Officials

c) Coordination of emergency radio traffic

2) EOC Briefings

Response and recovery efforts will be planned at daily EOC Briefings. Each department or agency working the disaster may be required to send a representative to report activities in their area.

F. Operations - Administration

Under the direction of the Murray Board Chair, the Village Clerk will document all expenses of the disaster operations. All 1) labor, 2) equipment, and 3) material expenditures for the disaster will be submitted to and documented by the Clerk. This will include:

1. Purchase or rent of needed equipment, materials, supplies for disaster operations,

2. All agreements and contracts on a temporary basis being recorded at the Clerk's Office,

3. Contracts for permanent repairs and/or new construction of public facilities following established, routine procedures.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All Village of Murray personnel will become familiar with an Incident Command System. This Incident Command System will be used to ensure one point of contact for field coordination.

2. If the disaster operation dictates, the Incident Commander may select staging area(s). The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing these Suggested Operating Guidelines, Murray chairperson and other officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each area may not need to be applied to every disaster. However, the list is not all inclusive; at the direction of the Village Board, Village personnel may be requested to perform other disaster duties.

2. The task assignments for Village personnel are written in general terms and purposely do not tell supervisors how to do their jobs. Each department should develop guidelines for their specific operations in a disaster situation.

3. During disaster response and disaster operations, the following services may be provided by:

C. Law Enforcement - Cass County Sheriff's Department (LEOP - Annex H)

The Cass County Sheriff's Department may provide the following services, dependent upon the disaster:

1. Warning, by public address system or door-to-door notification

2. Evacuation operations, including coordinating with Emergency Management for support in evacuation procedures

Evacuation can be ordered by:

a. Incident Commander (on-scene, including the Fire Chief or Sheriff)

b. Village Board

c. Emergency Management Director

3. Traffic and crowd control

4. Security and access control

5. Sending a representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems.

D. Murray Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene

2. Will assume primary operational control of fire suppression and explosions

3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials; as necessary, call Cass County Mutual Aid and Cass County Emergency Management Agency for assistance.

4. If properly trained, provide radiological monitoring at radiological accidents, including necessary coordination with NE Health Department (radiological area) and the Nebraska Emergency Management Agency

5. If not already in place shall implement the Incident Command System

6. May request the EOC be opened for assistance in coordinating disaster response

7. Coordinate with Law Enforcement in search and rescue operations

8. Assist Law Enforcement in evacuation efforts

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

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

11. Assess need for other Village resources to respond and contact Incident Command; report this to the EOC

12. Implement mutual aid agreements with other jurisdictions, as needed

13. Coordinate staging area with the EOC

14. Provide back-up equipment for water pumping

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

16. Send representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

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

18. Continue fire suppression operations for the remainder of the Village

19. Establish and maintain lines of succession

E. Emergency Medical Services - Chief Medical Officer (LEOP - Annex G)

Murray has no Emergency Medical Services (EMS); Murray Rural Fire and Rescue Department will provide basic life support; Out of County Mutual Aid resources will provide advanced life support services.

1. May be among First Responders at disaster scene

2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene

3. If not already in place shall implement the Incident Command System

4. Conduct triage operations, if needed

5. Transport victims

   a. Ground transport of injured will usually be to Lincoln or Omaha; check with Law Enforcement/EOC for open routes when responding

   b. Air ambulance service may be provided by Life Net (Omaha) or Start Care V (Lincoln)

   c. Dead can be transported to funeral homes in Cass County:

6. Implement mutual aid agreements with other jurisdictions, as necessary

7. Is focal point for damage assessment pertaining to injured and dead

8. Send representative to Briefings at the EOC; inform the EOC/Board Chair of any problems

9. Continue emergency medical services for the remainder of the Village

10. Establish/maintain lines of succession

F. Village Maintenance Department (LEOP - Annex K)

1. The Village Maintenance Department includes these functions:

   a. Streets

   b. Water/Waste Water

   c. Parks and Recreation

2. The request to respond to a disaster may initially be recognized as a problem locally or a call may come from dispatch at the Cass County 911 Communications Center

3. The Incident Commander may designate a staging area for First Responders that may include the Village Maintenance Department function and any mutual aid that has been requested. If a staging area is established, it will be coordinated with the EOC.

4. Areas or key facilities that are either essential for disaster operations or have "vulnerable populations" that would require first considerations for restoration of services are:

   a. Town Hall

   b. lift station plant /systems

   c. water tower / systems

5. Village Maintenance may be requested to attend EOC Briefings; inform the EOC/Board Chair of any problems

6. If not being utilized in disaster operations, Village Maintenance may be required to assist other First Responders.

7. Streets - Disaster Responsibilities

   a. First priority after a disaster is to clear debris from routes needed for First Responders

b. Close streets, if requested by Law Enforcement, to include transporting/erecting barricades, signs, and flags at control points established by Law Enforcement

c. Post traffic directional signs, if needed, particularly for evacuation

d. The Village Maintenance Department, after initial disaster response, may need to coordinate with the EOC and/or Village Board on priority work assignments for streets

e. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings

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

g. Perform priority repairs to streets

h. Address drainage concerns

i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations

j. If the disaster is extreme rainfall and flooding, notification of possible problems may come from the National Weather Service/911 Communications Center in Plattsmouth or from the Cass County Emergency Management Director in Weeping Water monitoring threatening conditions. Village Maintenance and the Emergency Management Director will coordinate any needed sandbagging efforts

8. <u>Water/Waste Water - Disaster Responsibilities</u>

<u>Water</u>

a. Can assess each house individually

b. Maintain water pressure and uncontaminated water supply

c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire

d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill

e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made

f. Coordinate water testing with the State Health and Human Services System

g. Provide potable emergency water supply

1) Assistance is available, upon request, from Cass County Emergency Management, the Nebraska State Health Department.

2) Operations can include:

a) Locate suitable containers (bulk milk trucks may be available); fill with uncontaminated water

b) Distribute to points as coordinated by the EOC

h. Safety inspect water system

Waste Water

a. Maintain sanitary sewer operations

b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the water system

c. Safety inspect waste water system if damaged from the disaster

d. Contract for porta-johns and for their maintenance; assistance is available, upon request, from Cass County Emergency Management Agency.

9. Although not considered as first response, the following responsibilities have been included in the Village Maintenance function:

a. Parks and Recreation

1) Survey damage to parks

2) Determine priority of clean-up and repair with the Village Board at EOC Briefings

b. Debris Removal

1) The Village Maintenance Department will primarily be responsible for ensuring timely removal of disaster debris

2) Debris removal operations will be coordinated between Village Maintenance and the EOC/Emergency Management Director. On a daily basis, the Village of Murray contracts with local refuse haulers.

3) Disaster responsibilities in debris removal include, but are not limited to:

a) In coordination with the Emergency Operations Center, establish temporary site for collection of debris

b) Will coordinate with the EOC in determining and establishing a tree burning area, if needed

c) Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property

d) Determine if debris will be removed by Village employees for *residential areas* per Village policy

e) If it appears that the disaster may qualify for state or federal assistance, ensure that debris piles are photographed for documentation before disposal

f) Contact the railroad to move debris, if applicable

G. Other Utilities

1. Electricity

a. Nebraska Public Power District provides electricity to Murray. The Cass Emergency Management Liaison will automatically report any outages in the Village

b. Determine extent of power failure throughout the Village

c. Determine (situation dependent) the priority for restoring electricity to areas or key facilities; see list in F4 at the beginning of this section under Village Maintenance Department

d. The Emergency Management Director may be requested to coordinate shelter to those residents in areas without electricity

e. Provide emergency lighting where needed for disaster operations

f. Coordinate use of emergency power generators with Emergency Management Director/EOC

g. Nebraska Public Power District will safety inspect electric systems on public and/or private buildings damaged from the disaster

h. If necessary, may request a representative from NPPD at EOC Briefings

2. Telephone Service

Windstream Communications provides phone service to Murray

a. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

V. EMERGENCY OPERATIONS CENTER (EOC)

Responsibilities List For The Emergency Operations Center

A. Murray Board Chair and Board Members (LEOP - Annex A)

Responsibilities of the Chair and the Board Members during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster

2. Exercise emergency powers; provide policy decisions

3. Sign Disaster Declaration

4. Exercise final authority on subjects such as:

- Curfews

- Price restrictions

- Standards for contractors, craftsmen

- Temporary waivers for land use

- Other related legal responsibilities

- Evacuation decision

5. Approve emergency legislation for the Village

6. Chair or Board Member (as well as Fire Chief, Emergency Management Director) may activate the EOC

B. Board Chair of Murray

The Murray Board Chair will coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. In the absence of the Chair, an appointed Board Member will perform the Chair's disaster operations duties.

The responsibilities of the Murray Board Chair may include, but are not limited to:

1. Coordinate with the Village Board Members and the Emergency Management Director during disaster operations

2. The Board Chair may be alerted of a disaster situation by either the local Emergency Management Director or the 911 Communications Center

3. May activate the EOC

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

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

6. Emergency Public Information (LEOP - Annex D)

   a. The Board Chair will ensure that the public is given timely and accurate information through a designated Public Information Officer (PIO). The function of the PIO can be accomplished by either the:

      1) Village Board Chair

      2) Village Board Member

      3) Village Clerk

   b. When requested, Cass County Emergency Management Agency can assist in emergency public information activities

   c. Emergency public information responsibilities include:

      1) An "Information Center" to release emergency directions and information to the news media. Assistance from either the Cass County Emergency Management Director or the Cass County Public

Information Officer may be requested by Murray officials. A complete listing of radio, television, and newspapers that can be used by PIOs is contained in Annex D, Attachment 1 in the Cass County LEOP

2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as needed, at the Emergency Operating Center or at a location as dictated by the disaster

d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information

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

f. Provide current and accurate information to the general public making inquiries

1) Publicize telephone number 402-235-2119, where official disaster information can be obtained by the public; the Village Clerk will coordinate these calls

Pre-disaster: educate/alert public to use 402-235-2119 for non-emergency calls after a disaster event

2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person taking calls; allow this person to attend EOC Briefings

7. Provide over-all coordination of Village resources and purchasing for handling the disaster effort

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

a. Recruit any Village resources not involved in disaster response who could assist in emergency duties

b. Provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.

c. Ensure safety of Village and emergency workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims)

9. Maintain current inventory and resource list of emergency equipment and supplies.

10. Coordinate Village resources that may be used in disaster response/recovery

11. Coordinate with Village Attorney on any legal emergency matters

12. Respond to official inquiries

13. In conjunction with Village Maintenance, ensure coordination with representatives from each utility:

    a. Electricity: Nebraska Public Power District

    b. Telephone: Windstream Communications

    c. Coordination activity may include:

        1) Survey and report general damage to appropriate utility

        2) Determine priority of response/restoration, if needed

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

15. Ensure the Cass County Building Inspector, or the emergency inspection team, assisting in Damage Assessment, has designated someone to document damage through photographs should there later be an application for state or federal assistance

16. Ensure in conjunction with the Village Maintenance Department that debris removal is conducted; ensure debris piles are photographed or video-taped before disposal if it is likely there will be application for state or federal assistance

17. In conjunction with the Clerk, ensure that all expenses for the disaster are documented by the Village Clerk

18. Assist the Emergency Management Director in determining location for distribution of potable water and request Village Maintenance/Health Department provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water

19. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

20. Coordinate with the Cass County Building Inspector or emergency inspection team in recovery and rebuilding efforts

21. Advise disaster victims of temporary emergency housing

22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money

23. Ensure the Maintenance Department establishes a "salvage depot" for unclaimed items

C. Cass Emergency Management Director

The Cass Emergency Management Director or his designated representative will act as a disaster operations advisor to the Village Chair and Board. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Village Chair and Board.

Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the readiness of the Emergency Operations Center to include adequate communications, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location, as needed

2. May activate the EOC; assume overall coordination of emergency operations of disaster response/recovery

3. In conjunction with the Village Chair, determine who is needed on the EOC Staff

4. Maintain a current call-down list of EOC Staff; call-in may be accomplished locally or by the 911 Communications Center

5. Coordinate additional communications support, if needed, with the Cass County Emergency Management Director

6. In coordination with the Village Board Chair, ensure that timely emergency information is given to the public by the designated Public Information Officer

7. Designate someone to track and record disaster events on a status board or flip chart; plot area of destruction on map

8. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with Village Officials how often Briefings are needed

9. Coordinate with Village resources as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government, as the situation dictates

10. Flooding

    A. If the danger is extreme rainfall and flooding, notification of possible problems may initially come from the 911 Communications Center, the National Weather Service, and/or from personal observation in Murray; the Cass Emergency Management Director has a pager and radio scanner and will monitor weather conditions

    b. Implement flood watch procedures during periods of heavy rains/flooding as well as report rainfall and/or flood stages to Cass County Emergency Management Director.

    c. During flooding conditions, coordinate with the Maintenance Department in sandbagging operations for public buildings/entities

11. Support evacuation (LEOP - Annex E)

    a. Select shelters

    b. Request designated Public Information Officer to provide emergency information to the public concerning an evacuation

    c. Coordinate transportation that may be required by residents for evacuation; transportation to shelter may be provided by:

        1) Conestoga/Murray Schools

        2) Volunteers

        3) Additional school buses - call Cass County Emergency Management

        4) ENOA Handi-Bus Service

        5) Mutual aid resources

        6) The telephone number that the public can call for transportation assistance is the Village Clerk's Office, 781-9201

    d. Advise in selection of assembly points for transportation

12. Coordinate shelter operations (LEOP - Annex I)

    a. The Heartland Chapter of the American Red Cross (ARC) from Omaha will open shelters under the direction of the Cass County Emergency Management Director.

    b. The Cass County Emergency Management Director will call the ARC when sheltering is needed. The Heartland Chapter of the American Red Cross in Omaha (402-343-7700, 24-hour number) will open shelter(s) and provide traditional emergency needs of evacuees:

       * shelter - cots, blankets
       * first aid
       * food (from local stores)
       * damage assessment
       * emergency family services
         - clothing
         - financial assistance
         - counseling

       1) No pets (except service animals, ie. seeing-eye dogs) will be allowed in shelters

       2) Red Cross will send a representative to EOC Briefings

       3) May provide counseling services at shelters, if needed

13. Recommend that the Village Chair/Board declare an emergency; prepare the Disaster Declaration for signature of Murray Village Board Chair and witness of the Village Clerk; see Attachment 3 in Annex A of the LEOP

14. Coordinate with Village Attorney on any legal emergency matters

15. Coordinate with such organizations as the Red Cross, Social Services, the Eastern Nebraska Office on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery

16. May assist Field Operations in identifying staging areas

17. Disseminate "identification cards"; assistance may be requested from Cass County Emergency Management; ID cards should be made available for:

    a. Emergency workers

b. Volunteers

c. Disaster area residents

d. Appointed/elected officials

18. Organize the volunteer force

    a. American Red Cross will organize “on-the-spot” volunteers or will, if needed, request volunteer workers through the Public Information Officer

    b. Guidelines for organizing a volunteer work force are included in Attachment 3 to Annex L in the Cass County LEOP or in Pers. 1-11 in the Cass County Emergency Management Agency SOP Manual.

19. Coordinate with the Board Chair in determining *location* for distribution of potable water; assure the public is notified concerning availability and location of water by the designated Public Information Officer

20. Work with the Village Chair/Board in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

21. Make formal request to the next higher level of government, Cass County, for assistance if disaster response is beyond the capability of the Village

22. Provide training for personnel who will respond to a disaster

23. Annually review/update these Suggested Operating Guidelines for the Village of Murray.

D. Village Attorney

1. Provide emergency legal counsel to Village officials on subjects such as:

    - Curfews

    - Price restrictions

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

    - Temporary waivers for land use

    - Other related legal duties

2. Draft emergency legislation for the Village

3. Provide assistance in negotiating contracts for emergency services

E. Damage Assessment (LEOP - Annex C)

The Murray Village Board Chair may either coordinate damage assessment efforts or request assistance from the Cass County Building Inspector through the Cass County Emergency Management Director. Responsibilities in conducting damage assessment may include, but are not limited to:

1. Coordinate damage assessment, using the forms in Appendix 1, Attachment 1 from Annex C in the Cass County LEOP; damage assessment will be conducted for:

   a) Public entities

   b) Homes

   c) Businesses

2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained

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

4. In conjunction with Emergency Management and the Board Chair, assure someone is designated to photograph and record general public and private damage should there be an application for state or federal assistance

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

6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing

7. Coordinate, as necessary, with utility services on safety inspection of their respective system on public buildings damaged from the disaster

8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work

9. Assure that rebuilding is in compliance with the Village's development plan

10. Establish a point of contact for insurance adjusters and influx of builders and repairmen

11. Coordinate with local/area contractors and lumberyards to restore damaged public facilities

12. Ensure correct procedures for needed structural engineering services

13. Ensure all incoming contractors register through the Village Clerk's Office

F. Village Clerk

1. Witness Disaster Declaration

2. Track and document all expenses for disaster operations for the Village to include:

   a. Labor (regular and overtime)

   b. Equipment

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

   d. Emergency purchases/rentals/contracts.

3. Assign (at the time of the disaster) an account number for emergency expenditures

4. When a disaster is declared by the Village Board Chair, implement policy concerning authority to Village departments to purchase or lease emergency supplies and/or equipment

5. Make emergency purchases, as required

6. In conjunction with the Chair, prepare necessary documentation required for state and federal disaster assistance applications

VI. ADDITIONAL DISASTER SERVICES

The Chief Elected Official will be responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordination – State Dept. of Health (LEOP - Annex G)

1. Assume primary operational control for health related emergencies such as pollution, contamination, diseases, and epidemics

2. Coordinate mass inoculations; i.e, tetanus shots

3. Provide for food and drink purification

4. Contact Nebraska Health and Human Services System for inspections of contaminated food

5. Provide vector control

6. Inspect and control sanitary conditions

B. Conestoga/Murray School - Superintendent

1. Pre-disaster: provide emergency safety education/drills in school for students and staff

2. Be prepared to evacuate and relocate children from school, if situation dictates; facilities need to be identified for relocation

3. Broadcast emergency school information, normally over local radio and news media.

4. Perform initial damage assessment of affected school facilities May furnish buses/vans and driver(s) for evacuation

6. May make school facilities available as evacuation shelter, staging area, morgue, as required

7. Be prepared to recall needed staff should a school facility be designated for disaster operations

C. Additional Heavy Equipment Resources

The Cass County Road Department and the Cass County Emergency Manager maintains a list of heavy equipment, transportation resources, and generators that can be used in disaster operations. A list of these resources for all of Cass County is in Attachments 1 and 2 to Annex L.

1. For a list of heavy equipment available from other towns in Cass County, refer to Cass County Emergency Management Director.

D. Additional Counseling Resources

1. Churches

   a. Local pastors

   b. American Red Cross, Heartland Chapter, 402-342-7700

2. Nebraska State Patrol, Lincoln, 402-471-4545

   Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster

3. Cass County Extension Educator, 402-267-2205

   Can provide printed material on stress for individuals in disaster situations

4. Refer to Annex G, Attachment 1 in the Cass County LEOP for other counseling services

E. Additional Resources For Individual Assistance Services

1. NE Department of Social Services, 402-296-0000 (phone)

2. Salvation Army, 402-898-5947 (phone)

3. Nebraska Emergency Management Agency (after a Federal Disaster Declaration) via Cass County Emergency Management Agency 402-267-6765

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VILLAGE OF NEHAWKA

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2008

VILLAGE OF NEHAWKA
EMERGENCY OPERATIONS PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE VILLAGE OF NEHAWKA

This plan is provided to the elected and appointed officials in the Village of Nehawka as well as to the first responders and any support groups for their guidance in disaster response and recovery.

This plan is meant to support each Annex in the Cass County Local Emergency Operations Plan (LEOP). For example: general procedures for disaster response for fires and hazardous materials are defined in Annex F; the additional information in this plan under Field Operations for the Nehawka Fire Department, gives further specific guidelines for the Village.

It is in the best interest of the Village of Nehawka, that the named key officials meet once a year to review these guidelines to determine that they are current.

I. PURPOSE

A. The Emergency Preparedness Mission for the Village of Nehawka is to ensure the coordination of village resources 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.

B. This Plan identifies the primary disaster responsibilities of Nehawka village officials and employees. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This plan uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Nehawka is susceptible to a number of hazards. Officials from the Village have identified 17 possibilities; these are ranked as most probable below:

Aircraft Crash
Flash Flood
Flood
HazMat (Transportation)
HazMat (Storage)
Ice Storm

Major Fire - Grassland
Major Industrial Accident (CO-OP)
Major Hail Storm
Major Highway Accident
Major Water Contamination
Major Wind Storm
Major Winter Storm
Major/Prolonged Power Failure
Railway Derailment
Tornado
Water Failure/Storage

B. Vulnerable Populations

There are populations at risk in Nehawka. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

School

Day Care Centers

Large Gatherings

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of Nehawka residents during a disaster rests with the Nehawka Board Chair and the 4 Board Members. The Chair will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.

2. In the absence of the Nehawka Board Chair, the "established" line of succession will be:

   a. Pro-Tem: Rod Trimmer

   b. Roger Hostetter

   c. Alan Gansmer

   d. Steve Hansen

III. BASIC DISASTER OPERATIONS

A. Severe Weather Spotting Program: the Omaha/Valley National Weather Service will usually ask the Cass County Combined Communications Center to activate spotters when severe weather is a possibility. The Cass County Combined Communications Center will page out the request to the Cass County Emergency Management Agency Duty Officer and weather spotters in each individual town. Spotters are primarily from Fire/EMS Departments and are equipped with radios. There are designated spotting locations in and around Cass County. Spotters radio their reports to their respective fire stations or to the Cass County Emergency Management EOC. The Cass County Emergency Management Agency will, in turn, advise the National Weather Service when conditions persist.

B. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".

2. The public may be warned by sirens; sirens may be sounded by either the:

   a. Cass County 911 Communications Center in Plattsmouth, or

   b. Fire Station in Nehawka.

3. Emergency information may be broadcast through local radio and television stations.

   a. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Nehawka officials in broadcasting or faxing information to the media. A detailed media listing of radio/television stations as well as newspapers is included in Attachment 1 to Annex D in the Cass County LEOP.

   b. Citizens may also be alerted of danger by public address systems on emergency vehicles. If necessary, warnings may be given door-to-door if time allows.

C. Operations - Actual Disaster Overview

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

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

implement direction and provide coordination between Field Operations and the EOC.

3. Other agencies and groups as Additional Disaster Services may be called upon to provide additional disaster services as the Village begins the process of recovery from the disaster.

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.

D. Operations - Departmental Responsibilities

The Village of Nehawka 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

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

   b. First Responders normally include: a) Law Enforcement - Cass County Sheriff's Department; b) Nehawka Fire Department; c) Emergency Medical Services; d) Nehawka Maintenance Department.

   c. These First Responders will use the Incident Command System as defined in the National Incident Management System (NIMS). One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.

   d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of these Suggested Operating Guidelines.

   e. When the Emergency Operations Center 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)

   THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING DISASTER OPERATIONS. Not only will the field Incident Commander work with the EOC, but also regular briefings will be held at the EOC for Field and EOC Staff. The Chief Elected Official will schedule these

meetings. The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

a. The Emergency Management Director, the Fire Chief and the Chair or Village Board members, each have the authority to open the EOC for disaster operations. If any one of these is not available, their "line of succession" may assume authority in opening the EOC.

b. The EOC Staff will work out of the Fire Station in Nehawka. This location provides communications capability and space for support equipment for disaster operations; however, there is no auxiliary power. The telephone number is 402-227-2030.

    1) The alternate location for the EOC will be the Cass County Emergency Management EOC at 8400 144th St., Weeping Water, NE.

    2) If necessary, a mobile command vehicle may be used for coordinating disaster operations until an EOC can be readied; mobile command vehicles that could be used include:

        a) The Plattsmouth Fire Department Mobile Command Vehicle (can be requested through Cass County 911 Communications Center or Cass County Emergency Management Agency).

        b) The Cass County Emergency Management Mobile Command Post (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)

c. Staffing at the EOC will be determined by the severity of the situation. Representatives of different responding agencies may choose to be at the EOC for Briefings only. Staff can include, but is not limited to:

    1) Village Board Chair (plus Board Members, as needed)

    2) Cass County Emergency Management Director, Emergency Management Liaison or designated representative

    3) Public Information Officer

    4) Damage Assessment Coordinator

    5) Resources/Volunteer Coordination

    6) Red Cross Representative

    7) Village Clerk, Village Attorney

8) Representative from each of the First Responders

9) Representative from any of the Additional Disaster Services listed in Section VI that are responding to the disaster

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff and can include areas such as public health coordination, counseling services, additional resources for heavy equipment. These Disaster Services are listed in Section VI of this PLAN.

D. Field Operations and the Emergency Operations Center Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Nehawka.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:

a. Two-way radio

b. Cellular phone

c. Runners

d. 911 Communications Center - Cass County

1) The 911 Communications Center in Plattsmouth, NE can assist Nehawka in emergency communications through the following functions:

a) Warning

b) Notifications to include notifying First Responders, the Emergency Management Director, Local Officials

c) Coordination of emergency radio traffic

2. EOC Briefings

Response and recovery efforts will be planned at daily EOC Briefings. Each department or agency working the disaster may be required to send a representative to report activities in their area.

E. Operations - Administration

Under the direction of the Nehawka Board Chair, the Village Clerk will document all expenses of the disaster operations. All 1) labor, 2) equipment, and 3) material expenditures for the disaster will be submitted to and documented by the Clerk. This will include:

1. Purchase or rent of needed equipment, materials, supplies for disaster operations,

2. All agreements and contracts on a temporary basis being recorded at the Clerk's Office,

3. Contracts for permanent repairs and/or new construction of public facilities following established, routine procedures.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All Village of Nehawka personnel will become familiar with an Incident Command System. This Incident Command System will be used to ensure one point of contact for field coordination.

2. If the disaster operation dictates, the Incident Commander may select staging area(s). The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing these Suggested Operating Guidelines, Nehawka officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each area may not need to be applied to every disaster. However, the list is not all inclusive; at the direction of the Village Board, Village personnel may be requested to perform other disaster duties.

2. The task assignments for Village personnel are written in general terms and purposely do not tell supervisors how to do their jobs. Each department should develop guidelines for their specific operations in a disaster situation.

3. During disaster response and disaster operations, the following services *may* be provided by:

C. Law Enforcement - Cass County Sheriff's Department (LEOP - Annex H)

The Cass County Sheriff's Department may provide the following services, dependent upon the disaster:

1. Warning, by public address system or door-to-door notification

2. Evacuation operations, including coordinating with Emergency Management for support in evacuation procedures

   Evacuation can be ordered by:

   a. Incident Commander (on-scene, including the Fire Chief or Sheriff)

   b. Village Board

   c. Emergency Management Director

3. Traffic and crowd control

4. Security and access control

5. Sending a representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

D. Nehawka Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene

2. Will assume primary operational control of fire suppression and explosions

3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials; as necessary, call Cass County Mutual Aid and Cass County Emergency Management Agency for assistance.

4. If properly trained, provide radiological monitoring at radiological accidents, including necessary coordination with NE Health Department (radiological area) and the Nebraska Emergency Management Agency

5. If not already in place shall implement the Incident Command System

6. May request the EOC be opened for assistance in coordinating disaster response

7. Coordinate with Law Enforcement in search and rescue operations

8. Assist Law Enforcement in evacuation efforts

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

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

11. Assess need for other Village resources to respond and contact Incident Command; report this to the EOC

12. Implement mutual aid agreements with other jurisdictions, as needed

13. Coordinate staging area with the EOC

14. Provide back-up equipment for water pumping

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

16. Send representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

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

18. Continue fire suppression operations for the remainder of the Village

19. Establish and maintain lines of succession

E. Emergency Medical Services – Rescue Captain (LEOP - Annex G)

Nehawka has Emergency Medical Services (EMS) that will provide basic life support; out of county Mutual Aid resources will provide advanced life support services.

1. May be among First Responders at disaster scene

2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene

3. If not already in place shall implement the Incident Command System

4. Conduct triage operations, if needed

5. Transport victims

   a. Ground transport of injured will usually be to Lincoln or Omaha; check with Law Enforcement/EOC for open routes when responding

b. Air ambulance service may be provided by Life Net (Omaha) or Star Care V (Lincoln)

c. Dead can be transported to funeral homes in Cass County:

6. Implement mutual aid agreements with other jurisdictions, as necessary

7. Is focal point for damage assessment pertaining to injured and dead

8. Send representative to Briefings at the EOC; inform the EOC/Board Chair of any problems

9. Continue emergency medical services for the remainder of the Village

10. Establish/maintain lines of succession

F. Village Maintenance Department (LEOP - Annex K)

1. The Village Maintenance Department includes these functions:

a. Streets

b. Water/Waste Water

c. Parks and Recreation

2. The request to respond to a disaster may initially be recognized as a problem locally or a call may come from dispatch at the Cass County 911 Communications Center

3. The Incident Commander may designate a staging area for First Responders that may include the Village Maintenance Department function and any mutual aid that has been requested. If a staging area is established, it will be coordinated with the EOC.

4. Areas or key facilities that are either essential for disaster operations or have “vulnerable populations” that would require first considerations for restoration of services are:

a. fire station

b. community building / village office

c. NPPD electrical substation

d. rural water tower

e. waste water treatment plant

f. telephone office

g. co-op gas station

5. Village Maintenance may be requested to attend EOC Briefings; inform the EOC/Board Chair of any problems

6. If not being utilized in disaster operations, Village Maintenance may be required to assist other First Responders

7. Streets - Disaster Responsibilities

a. First priority after a disaster is to clear debris from routes needed for First Responders

b. Close streets, if requested by Law Enforcement, to include transporting/erecting barricades, signs, and flags at control points established by Law Enforcement

c. Post traffic directional signs, if needed, particularly for evacuation

d. The Village Maintenance Department, after initial disaster response, may need to coordinate with the EOC and/or Village Board on priority work assignments for streets

e. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings

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

g. Perform priority repairs to streets

h. Address drainage concerns

i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations

j. If the disaster is extreme rainfall and flooding, notification of possible problems may come from the National Weather Service/911 Communications Center in Plattsmouth or from the Cass County Emergency Management Director in Weeping Water monitoring threatening conditions. Village Maintenance and the Emergency Management Director will coordinate any needed sandbagging efforts

8. Water/Waste Water - Disaster Responsibilities

Water

a. Can assess each house individually

b. Maintain water pressure and uncontaminated water supply

c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire

d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill

e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made

f. Coordinate water testing with the State Health and Human Services System

g. Provide potable emergency water supply

    1) Assistance is available, upon request, from Cass County Emergency Management, the Nebraska State Health Department.

    2) Operations can include:

        a) Locate suitable containers (bulk milk trucks may be available); fill with uncontaminated water

        b) Distribute to points as coordinated by the EOC

h. Safety inspect water system

Waste Water

a. Maintain sanitary sewer operations

b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the water system

c. Safety inspect waste water system if damaged from the disaster

d. Contract for porta-johns and for their maintenance; assistance is available, upon request, from Cass County Emergency Management Agency.

9. Although not considered as first response, the following responsibilities have been included in the Village Maintenance function:

   a. Parks and Recreation

      1) Survey damage to parks

      2) Determine priority of clean-up and repair with the Village Board at EOC Briefings

   b. Debris Removal

      1) The Village Maintenance Department will primarily be responsible for ensuring timely removal of disaster debris

      2) Debris removal operations will be coordinated between Village Maintenance and the EOC/Emergency Management Director. On a daily basis, the Village of Nehawka contracts with local refuse haulers.

      3) Disaster responsibilities in debris removal include, but are not limited to:

         a) In coordination with the Emergency Operations Center, establish temporary site for collection of debris

         b) Will coordinate with the EOC in determining and establishing a tree burning area, if needed

         c) Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property

         d) Determine if debris will be removed by Village employees for residential areas per Village policy

         e) If it appears that the disaster may qualify for state or federal assistance, ensure that debris piles are photographed for documentation before disposal

         f) Contact the railroad to move debris, if applicable

G. Other Utilities

1. Electricity

   a. Nebraska Public Power District provides electricity to the village of Nehawka and Omaha Public Power District provides electricity to the rural Nehawka residences. The Cass Emergency Management Liaison will

automatically report any outages in the Village

b. Determine extent of power failure throughout the Village

c. Determine (situation dependent) the priority for restoring electricity to areas or key facilities; see list in F4 at the beginning of this section under Village Maintenance Department

d. The Emergency Management Director may be requested to coordinate shelter to those residents in areas without electricity

e. Provide emergency lighting where needed for disaster operations

f. Coordinate use of emergency power generators with Emergency Management Director/EOC

g. Nebraska Public Power District and Omaha Public Power District will safety inspect electric systems on public and/or private buildings damaged from the disaster

h. If necessary, may request a representative from OPPD and NPPD at EOC Briefings

2. Telephone Service

a. Windstream Communications provides phone service to Nehawka; disruption in service may be reported to the telephone numbers listed in Attachment A

b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village

V. EMERGENCY OPERATIONS CENTER (EOC)

Responsibilities List For The Emergency Operations Center

A. Nehawka Board Chair and Board Members (LEOP - Annex A)

Responsibilities of the Chair and the Board Members during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster

2. Exercise emergency powers; provide policy decisions

3. Sign Disaster Declaration

4. Exercise final authority on subjects such as:

   - Curfews

   - Price restrictions

   - Standards for contractors, craftsmen

   - Temporary waivers for land use

   - Other related legal responsibilities

   - Evacuation decision

5. Approve emergency legislation for the Village

6. Chair or Board Member (as well as Fire Chief, Emergency Management Director) may activate the EOC

B. Board Chair of Nehawka

The Nehawka Board Chair will coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. In the absence of the Chair, an appointed Board Member will perform the Chair's disaster operations duties.

The responsibilities of the Nehawka Board Chair may include, but are not limited to:

1. Coordinate with the Village Board Members and the Emergency Management Director during disaster operations

2. The Board Chair may be alerted of a disaster situation by either the local Emergency Management Director or the 911 Communications Center

3. May activate the EOC

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

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

6. Emergency Public Information (LEOP - Annex D)

a. The Board Chair will ensure that the public is given timely and accurate information through a designated Public Information Officer (PIO). The function of the PIO can be accomplished by either the:

1) Village Board Chair

2) Village Board Member

3) Village Clerk

b. When requested, Cass County Emergency Management Agency can assist in emergency public information activities

c. Emergency public information responsibilities include:

1) An "Information Center" to release emergency directions and information to the news media. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Nehawka officials. A complete listing of radio, television, and newspapers that can be used by PIOs is contained in Annex D, Attachment 1 in the Cass County LEOP

2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as needed, at the Emergency Operating Center or at a location as dictated by the disaster

d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information

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

f. Provide current and accurate information to the general public making inquiries

1) Publicize telephone number 402-227-3495 where official disaster information can be obtained by the public; the Village Clerk will coordinate these calls

Pre-disaster: educate/alert public to use 402-227-3495 for non-emergency calls after a disaster event

2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person taking calls; allow this person to attend EOC Briefings

7. Provide over-all coordination of Village resources and purchasing for handling the disaster effort

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

   a. Recruit any Village resources not involved in disaster response who could assist in emergency duties

   b. Provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.

   c. Ensure safety of Village and emergency workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims)

9. Maintain current inventory and resource list of emergency equipment and supplies

10. Coordinate Village resources that may be used in disaster response/recovery

11. Coordinate with Village Attorney on any legal emergency matters

12. Respond to official inquiries

13. In conjunction with Village Maintenance, ensure coordination with representatives from each utility:

    a. Electricity: Omaha Public Power District & Nebraska Public Power District

    b. Telephone: Windstream Communications

    c. Coordination activity may include:

       1) Survey and report general damage to appropriate utility

       2) Determine priority of response/restoration, if needed

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

15. Ensure the Cass County Building Inspector, or the emergency inspection team, assisting in Damage Assessment, has designated someone to

document damage through photographs should there later be an application for state or federal assistance

16. Ensure in conjunction with the Village Maintenance Department that debris removal is conducted; ensure debris piles are photographed or video-taped before disposal if it is likely there will be application for state or federal assistance

17. In conjunction with the Clerk, ensure that all expenses for the disaster are documented by the Village Clerk

18. Assist the Emergency Management Director in determining location for distribution of potable water and request Village Maintenance/Health Department provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water

19. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

20. Coordinate with the Cass County Building Inspector or emergency inspection team in recovery and rebuilding efforts

21. Advise disaster victims of temporary emergency housing

22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money

23. Ensure the Maintenance Department establishes a "salvage depot" for unclaimed items

C. Cass Emergency Management Director

The Cass Emergency Management Director or his designated representative will act as a disaster operations advisor to the Village Chair and Board. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Village Chair and Board.

Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the readiness of the Emergency Operations Center to include adequate communications, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location, as needed

2. May activate the EOC; assume overall coordination of emergency operations of disaster response/recovery

3. In conjunction with the Village Chair, determine who is needed on the EOC Staff

4. Maintain a current call-down list of EOC Staff; call-in may be accomplished locally or by the 911 Communications Center

5. Coordinate additional communications support, if needed, with the Cass County Emergency Management Director

6. In coordination with the Village Board Chair, ensure that timely emergency information is given to the public by the designated Public Information Officer

7. Designate someone to track and record disaster events on a status board or flip chart; plot area of destruction on map

8. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with Village Officials how often Briefings are needed

9. Coordinate with Village resources as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government, as the situation dictates

10. <u>Flooding</u>

    a. If the danger is extreme rainfall and flooding, notification of possible problems may initially come from the 911 Communications Center, the National Weather Service, and/or from personal observation in Nehawka; the Cass Emergency Management Director has a pager and radio scanner and will monitor weather conditions

    b. Implement flood watch procedures during periods of heavy rains/flooding as well as report rainfall and/or flood stages to Cass County Emergency Management Director.

    c. During flooding conditions, coordinate with the Maintenance Department in sandbagging operations for public buildings/entities

11. <u>Support evacuation</u> (LEOP - Annex E)

    a. Select shelters

    b. Request designated Public Information Officer to provide emergency information to the public concerning an evacuation

c. Coordinate transportation that may be required by residents for evacuation; transportation to shelter may be provided by:

1) Conestoga/Nehawka Schools

2) Volunteers

3) Additional school buses - call Cass County Emergency Management

4) ENOA Handi-Bus Service

5) Mutual aid resources

6) The telephone number that the public can call for transportation assistance is the Village Clerk's Office, 227-2565.

d. Advise in selection of assembly points for transportation

12. Coordinate shelter operations (LEOP - Annex I)

a. The Heartland Chapter of the American Red Cross (ARC) from Omaha will open shelters under the direction of the Cass County Emergency Management Director.

b. The Cass County Emergency Management Director will call the ARC when sheltering is needed. The Heartland Chapter of the American Red Cross in Omaha (402-343-7700, 24-hour number) will open shelter(s) and provide traditional emergency needs of evacuees:

* shelter - cots, blankets
* first aid
* food (from local stores)
* damage assessment
* emergency family services
    - clothing
    - financial assistance
    - counseling

c. No pets (except service animals, ie. seeing-eye dogs) will be allowed in shelters

d. Red Cross will send a representative to EOC Briefings

e. May provide counseling services at shelters, if needed

13. Recommend that the Village Chair/Board declare an emergency; prepare the Disaster Declaration for signature of Nehawka Village Board Chair and witness of the Village Clerk; see Attachment 3 in Annex A of the LEOP

14. Coordinate with Village Attorney on any legal emergency matters

15. Coordinate with such organizations as the Red Cross, Social Services, the Eastern Nebraska Office on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery

16. May assist Field Operations in identifying staging areas

17. Disseminate "identification cards"; assistance may be requested from Cass County Emergency Management; ID cards should be made available for:

    a. Emergency workers

    b. Volunteers

    c. Disaster area residents

    d. Appointed/elected officials

18. <u>Organize the volunteer force</u>

    a. “On-the-spot” volunteers will be organized and, if needed, requested through the Public Information Officer.

    b. Guidelines for organizing a volunteer work force are included in Attachment 3 to Annex L in the Cass County LEOP or in Pers. 1-11 in the Cass County Emergency Management Agency SOP Manual.

19. Coordinate with the Board Chair in determining location for distribution of potable water; assure the public is notified concerning availability and location of water by the designated Public Information Officer

20. Work with the Village Chair/Board in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

21. Make formal request to the next higher level of government, Cass County, for assistance if disaster response is beyond the capability of the Village

22. Provide training for personnel who will respond to a disaster

23. Annually review/update these Suggested Operating Guidelines for the Village of Nehawka.

D. Village Attorney

1. Provide emergency legal counsel to Village officials on subjects such as:

   - Curfews

   - Price restrictions

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

   - Temporary waivers for land use

   - Other related legal duties

2. Draft emergency legislation for the Village

3. Provide assistance in negotiating contracts for emergency services

E. Damage Assessment (LEOP - Annex C)

The Nehawka Village Board Chair may either coordinate damage assessment efforts or request assistance from the Cass County Building Inspector through the Cass County Emergency Management Director. Responsibilities in conducting damage assessment may include, but are not limited to:

1. Coordinate damage assessment, using the forms in Appendix 1, Attachment 1 from Annex C in the Cass County LEOP; damage assessment will be conducted for:

   a) Public entities

   b) Homes

   c) Businesses

2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained

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

4. In conjunction with Emergency Management and the Board Chair, assure someone is designated to photograph and record general public and private damage should there be an application for state or federal assistance

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

6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing

7. Coordinate, as necessary, with utility services on safety inspection of their respective system on public buildings damaged from the disaster

8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work

9. Assure that rebuilding is in compliance with the Village's development plan

10. Establish a point of contact for insurance adjusters and influx of builders and repairmen

11. Coordinate with local/area contractors and lumberyards to restore damaged public facilities

12. Ensure correct procedures for needed structural engineering services

13. Ensure all incoming contractors register through the Village Clerk's Office

F. Village Clerk

1. Witness Disaster Declaration

2. Track and document all expenses for disaster operations for the Village to include:

   a. Labor (regular and overtime)

   b. Equipment

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

3. Emergency purchases/rentals/contracts.

4. Assign (at the time of the disaster) an account number for emergency expenditures

5. When a disaster is declared by the Village Board Chair, implement policy concerning authority to Village departments to purchase or lease emergency supplies and/or equipment

6. Make emergency purchases, as required

7. In conjunction with the Chair, prepare necessary documentation required for state and federal disaster assistance applications

VI. ADDITIONAL DISASTER SERVICES

The Chief Elected Official will be responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordination – State Dept. of Health (LEOP - Annex G)

1. Assume primary operational control for health related emergencies such as pollution, contamination, diseases, and epidemics

2. Coordinate mass inoculations; i.e, tetanus shots

3. Provide for food and drink purification

4. Contact Nebraska Health and Human Services System for inspections of contaminated food

5. Provide vector control

6. Inspect and control sanitary conditions

B. Conestoga/Nehawka School - Superintendent

1. Pre-disaster: provide emergency safety education/drills in school for students and staff

2. Be prepared to evacuate and relocate children from school, if situation dictates; facilities need to be identified for relocation

3. Broadcast emergency school information, normally over local radio and news media.

4. Perform initial damage assessment of affected school facilities

5. May furnish buses/vans and driver(s) for evacuation

6. May make school facilities available as evacuation shelter, staging area, morgue, as required

7. Be prepared to recall needed staff should a school facility be designated for disaster operations

C. Additional Heavy Equipment Resources

The Cass County Road Department and the Cass County Emergency Manager maintains a list of heavy equipment, transportation resources, and generators that can be used in disaster operations. A list of these resources for all of Cass County is in Attachments 1 and 2 to Annex L.

1. For a list of heavy equipment available from other towns in Cass County, refer to Cass County Emergency Management Director.

D. Additional Counseling Resources

1. Churches

   a. Local pastors

2. American Red Cross, Heartland Chapter, 402-343-7700

3. Nebraska State Patrol, Lincoln, 402-471-4545

   Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster

4. Cass County Extension Educator, 402-267-2205

   Can provide printed material on stress for individuals in disaster situations

5. Refer to Annex G, Attachment 1 in the Cass County LEOP for other counseling services

E. Additional Resources For Individual Assistance Services

1. Senior Citizens Center, Nehawka, 402-227-9923 (phone)

2. NE Department of Social Services, 402-296-0000 (phone)

3. Salvation Army, 402-898-5947 (phone)

4. American Red Cross, Heartland Chapter, 402-343-7700 (phone)

5. Nebraska Emergency Management Agency (after a Federal Disaster Declaration) via Cass County Emergency Management Agency 402-267-6765

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CITY OF PLATTSMOUTH

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2008

CITY OF PLATTSMOUTH
EMERGENCY OPERATIONS PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE CITY OF PLATTSMOUTH

I. PURPOSE

A. The Emergency Preparedness Mission for the City of Plattsmouth 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.

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

C. It is in the best interest of the City of Plattsmouth that the named key officials meet at least once a year to review these guidelines to determine that they are current.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Plattsmouth is susceptible to a number of hazards. The following list identifies the primary hazards that could have a significant effect on the population and property in Plattsmouth:

Bomb Threat
Flash Flood
Flood
HazMat (Transportation)
HazMat (Storage)
Ice Storm
Major Hail Storm
Major Highway Accident
Major Water Contamination
Major Wind Storm
Major Winter Storm
Major/Prolonged Power Failure
Railway Derailment

Tornado
Water Failure/Storage

B. Vulnerable Populations

There are populations at risk in Plattsmouth. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

Nursing Home

Schools

Large Gatherings

Elderly Housing

Day Care Centers

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of Plattsmouth residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.

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

   a. City Administrator

   b. Director of Public Works

   c. Chief of Police

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications 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 not, the dispatcher or local fire/rescue personnel will sound the sirens as needed.

B. Operations - Actual Disaster Overview

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

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

3. Other agencies and groups not defined as First Responders may be called upon to provide additional disaster services as the City begins the process of recovery from the disaster.

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.

C. Operations - Departmental Responsibilities

The City of Plattsmouth 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

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

b. First Responders normally include: a) Police Department, b) Fire Department, c) Emergency Medical Services, d) Public Works/Utilities Departments.

c. These First Responders will use an Incident Command System. One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.

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

e. 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)

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

a. The Emergency Management Director or designated representative, the Fire Chief, the Mayor, the City Administrator, the Chief of Police and the Director of Public Works; each have the authority to open the EOC for disaster operations.

b. Staffing will be determined by the severity of the situation.

c. The EOC Staff will work out of Law Enforcement Center. This location provides communications capability, auxiliary power, ample space with support equipment for disaster operations.

1) The alternate location for the EOC will be 8400 144 Street, Weeping Water, NE; there is radio and computer capability with auxiliary power at the writing of this PLAN.

2) If necessary, a mobile command vehicle may be used for coordinating disaster operations; this could be a communications vehicle from Plattsmouth Fire Department.

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff. These services are listed in Section VI of this PLAN.

D. Field Operations and the EOC Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the City of Plattsmouth.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:

a. Radio

2. EOC Briefings

Response and recovery efforts will be planned at daily EOC briefings. Each City Department or agency working the disaster may be required to send a representative to report activities in their area.

E. Operations - Administration

Under the direction of the City Administrator/City Council, the City Clerk/Treasurer will purchase or rent needed supplies, materials, and equipment for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's/Treasurer's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures for the disaster will be submitted to and documented by the City Clerk/Treasurer.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All City of Plattsmouth Departments will become familiar with an Incident Command System, HSPD-5, NIMS. This Incident Command System will be used to ensure one point of contact for field coordination.

2. If the disaster operation dictates, the Incident Commander may select staging area(s). The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing this PLAN, Plattsmouth government officials have assigned the City Administrator responsibilities for disaster response and recovery. 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 for their specific operations in a disaster situation.

3. During disaster response and disaster operations, the following services *may* be provided by:

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

1. Among First Responders to disaster scene.

2. Implements the Incident Command System.

3. Will assess communications capability as one of first priority actions.

4. Notify off-duty personnel of the Police Department and, if required, other law enforcement agencies of need for assistance. About 15 persons could be available from the: Plattsmouth Police Department, County Sheriff's Office, Nebraska State Patrol, Game and Parks Commission.

5. If needed, in conjunction with the Fire Department, warn residents and businesses by public address systems, knocking on doors, or any other necessary methods.

6. Conduct evacuation, as required, including coordinating with Emergency Management to select best evacuation routes to selected shelter.

   Evacuation can be ordered by:

   1) Incident Commander (on-scene)

   2) Mayor

   3) City Administrator

7. Implement established procedures for roadblock locations to isolate Plattsmouth if total isolation of the City is necessary.

8. Warn 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.

9. Coordinate with the EOC, Plattsmouth Community Center, Nursing Homes and/or Eastern Nebraska Office on Aging for special needs transportation out of area being evacuated.

10. Coordinate with the EOC in selecting assembly points and exercise surveillance over assembly points being used for loading buses, if needed for evacuation.

11. Assess and determine immediate needs for cleared routes to the hospital and coordinate with the EOC.

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

13. Coordinate with the Public Works Department for barricades, signs, and flags at control points as established by the Police Department - this will be coordinated with the EOC.

14. Conduct search and rescue operations - with Fire Department personnel.

15. Assess need for other City Departments to respond and contact Superintendent of Department; report this to the EOC.

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

17. If the Law Enforcement Center is damaged, the alternate location can be Fire Department Building.

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

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

20. Send representative to briefings at the EOC; in monitoring the pulse of the community, inform the EOC/City Administrator of any problems.

21. Secure the disaster area

    - to include critical public facilities and residences

    - check volunteer ID cards

    - check permanent ID cards of City personnel

    - firmly control news reporters/photographers from interfering with emergency operations

22. Prevent looting in disaster area.

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

24. Provide security at shelters, if needed.

25. Provide security for visiting dignitaries.

26. Will notify Cass County Emergency Management Director and EOC of possible flooding problems.

27. Pick up and take stray animals to Animal Control Facility.

28. Provide volunteer inmate labor.

29. Deputize additional personnel, as required.

30. Continue to cover police responsibilities in unaffected area.

31. Designate and maintain lines of succession; in absence of Police Chief, line of succession is the Assistant Police Chief.

D. Communications Center – Law Enforcement Center / Police Department (LEOP- Annex B)

1. Maintain current call-down roster for phone and pagers for key city personnel and others such as the care centers, schools, businesses.

2. Provide warning through sirens; if endangered area is isolated, telephone residents and/or businesses.

3. Monitor and disseminate further watches and/or warnings or advisories.

4. After initial request for first response, make necessary notifications to include notifying the City Administrator, Mayor, and Emergency Management.

5. Coordinate emergency radio traffic through three frequencies: 1) Police Department 39.9 2) Fire Department 39.98 3) City Hall - all public works/utilities services.

6. Up to four dispatchers can work comfortably at the Communications Center; if needed, staff from the Law Enforcement Center may assist in fielding calls from the public.

7. If the Communications Center is inoperable because of the disaster, the Weeping Water EOC will serve as back up for communications efforts.

   a. May request additional assistance from the Nebraska Emergency Management Agency through the EOC.

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

1. Among First Responders to disaster scene.

2. Will assume primary operational control of fire suppression and explosions.

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

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

5. Implements the Incident Command System per NIMS.

6. May request the EOC be opened for assistance in coordinating disaster response.

7. Coordinate with Police Department in search and rescue operations.

8. Assist Police Department in evacuation efforts.

9. Assist Police Department in warning by public address system or door-to-door.

10. Assist Police Department in crowd control/security of the disaster area.

11. Assess need for other City Departments to respond and contact Department Superintendent; report this to the EOC.

12. Implement mutual aid agreements with other jurisdictions, as needed.

13. Coordinate staging area with the EOC.

14. Provide back-up equipment for water pumping.

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

16. Send representative to briefings at the EOC; in monitoring the pulse of the community, inform the EOC/City Administrator of any problems.

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

18. Continue fire suppression operations for the remainder of the city.

19. Establish and maintain lines of succession.

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

1. May be among First Responders at disaster scene.

2. Implements the Incident Command System per NIMS.

3. Operate emergency medical units to provide emergency treatment to injured personnel at the scene.

4. Conduct triage operations, if needed.

5. Transport injured to the hospital and dead to morgue; check with Police Department\EOC for open routes to hospital.

6. Implement mutual aid agreements with other jurisdictions as necessary, thus allowing hospital staff to stay at their facility to receive injured.

7. Is focal point for damage assessment pertaining to injured and dead.

8. Send representative to briefings at the EOC; inform the EOC/City Administrator of any problems.

9. Continue emergency medical services for the remainder of the City.

10. Establish/maintain lines of succession.

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

The Public Works/Utilities Department includes these departments: Street, 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.

1. Assistant Director of Public Works

   a. The call to respond to the disaster will initially come from dispatch at the Police Communications Center; the Superintendent will coordinate with the City Administrator on disaster work assignments.

   b. First priority after a disaster is to clear debris from routes needed for First Responders; next priority is arterials and collectors.

   c. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings with input from the City Administrator, Police Department, and other affected City Departments.

   d. Close streets, if requested by Police Department, to include transporting/erecting barricades, signs, flags at control points established by the Police Department.

   e. Post traffic directional signs, as needed, particularly for evacuation.

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

   g. Perform priority repairs to streets.

   h. Repair storm sewers.

   i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations.

   j. Operate the city dike/dam system if the disaster is extreme rainfall and flooding; report events to City Administrator/EOC.

k. During flooding conditions, coordinate sandbagging operations for public buildings/entities.

l. Assist the City Administrator in meeting requirements for disposal of disaster debris. Responsibilities for landfill operations are listed under City Administrator, #13.

m. Will establish additional temporary tree burning areas, as needed.

n. If not being utilized, furnish heavy equipment and personnel to other City Departments.

o. Send representative to briefings at the EOC; inform the EOC/City Administrator of any problems.

2. Department of Public Works – Water and Waste Water Divisions

Water Division

a. Can assess each house individually.

b. Maintain water pressure and uncontaminated water supply.

c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire.

d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill.

e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made.

f. Coordinate water testing with the State Health and Human Services System.

g. Provide potable emergency water supply.

1) Locate suitable containers; fill with uncontaminated water.

2) Distribute to points as coordinated by the EOC; be aware of prioritized facilities needing water such as the hospital or care facilities.

h. Safety inspect water system.

i. If the disaster is a major water contamination, line of succession for direction and control is Mayor, Council President, City Administrator,

Emergency Management Director, Water/Waste Water Department Superintendent.

Waste Water Division

a. Maintain sanitary sewer operations.

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

c. Safety inspect waste water system if damaged from the disaster.

d. Contract for porta-johns and for their maintenance.

Both Water and Waste Water Divisions

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

b. Send one person to EOC briefings to represent both Divisions; inform the EOC/City Administrator of any problems.

3. Public Works Department – Grounds and Property Maintenance Division

a. Survey damage to parks.

b. Report to City Administrator for disaster work assignment.

c. If not being utilized, furnish equipment/personnel to other City Departments; will primarily assist Public Works Department.

d. Will attend or be represented at EOC briefings; inform the EOC/City Administrator of any problems in disaster clean-up/repair.

e. Provide recreational equipment that may be used in the shelters for evacuees.

V. EMERGENCY OPERATIONS CENTER

Responsibilities List For The 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. Make executive decisions; establish policy needed to effectively respond to the disaster.

2. Exercise emergency powers; provide policy decisions.

3. Sign Disaster Declaration.

4. Exercise final authority on subjects such as:

   - Curfews

   - Price restrictions

   - Standards for contractors, craftsmen

   - Temporary waivers for land use

   - Other related legal responsibilities

   - Evacuation decision

5. Approve emergency legislation for the city.

6. Mayor, Council President in Mayor's absence, may activate EOC.

7. Emergency Public Information (LEOP - Annex D)

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

   b. The Mayor will designate a PIO at the time of the disaster; public information duties will be assigned to either the: 1) Mayor 2) City Administrator 3) City Building Inspector.

   c. Emergency public information responsibilities include:

      1) An Information Center to:

         a) Release emergency directions and information to:

            Radio 1020 a.m. The Source

            Television Channels 3, 6, & 7 - Omaha

            Newspaper - Plattsmouth Journal

b) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates at City Hall, 136 N 5th St., Plattsmouth.

d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information.

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

f. Provide current and accurate information to the general public making inquiries.

1) Publicize telephone number 402-296-2522 where official disaster information can be obtained by the public (city personnel could field calls).

Pre-disaster: educate/alert public to use 402-296-2522 for non-emergency calls after a disaster event.

2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person(s) taking calls; allow this person(s) to attend EOC Briefings.

B. City Administrator

The City Administrator is the administrative head of Plattsmouth city government and works under the direction of the Mayor and City Council. The City Administrator shall direct the affairs of the City through planning and coordination of functions. He/she will coordinate the operations of the departments with the department heads (Section 1-216, Plattsmouth Revised Municipal Ordinances 2002). The City Administrator has been delegated responsibility by the Mayor and Council to coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. In the absence of the City Administrator, the street superintendent will perform his disaster operations duties.

The responsibilities of the City Administrator may include, but are not limited to:

1. Coordinate with the Mayor/City Council members and the Emergency Management Director during disaster operations.

2. The City Administrator will be alerted of a disaster situation by the dispatcher or Emergency Management Director; normally, the City Administrator will, in turn, call the Mayor.

3. May activate the EOC.

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

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

6. Provide 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. Recruit any city personnel not involved in disaster response who could assist in emergency duties; i.e., cemetery crew, library staff, city offices staff, street and property maintenance crews.

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

   c. Ensure safety of city workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims).

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

9. Coordinate city-wide resources that may be used in disaster response/recovery.

10. Coordinate with City Attorney on any legal emergency matters.

11. Respond to official inquiries.

12. <u>Utilities</u>

    a. Coordinate with representatives from each utility:

       1) Electricity: NPPD

       2) Water/Waste Water: City of Plattsmouth

       3) Gas: Black Hills Energy

       4) Telephone: Windstream Communications

    b. Coordination activity may include:

       1) Survey damage; determine if mutual aid is needed

2) Determine priority of response/restoration

c. If needed, coordinate with the Nebraska Public Power District and supplier in finding a temporary source of electricity should the City need it to restore utility service.

d. Request mutual aid for utilities through Municipal Power Pool, League of NE Municipalities.

13. Landfill Operation

The City Administrator will primarily be responsible for coordinating disposal of disaster debris and will work with the Public Works Department in accomplishing this function. On a daily basis, the City contracts with local haulers for landfill privileges. The following may be some of the requirements for disaster operations in this area:

a. Meet the demand for greater disposal operations by:

1) Requesting extension of hours as needed for debris disposal.

2) Requesting signs or guides in landfill area to organize disposal efforts.

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

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

d. In coordination with other affected City Departments and the EOC, establish temporary site for collection of debris.

e. Will ensure the Public Works Department establishes additional temporary tree burning area, if the one "permitted" burn site in Plattsmouth is not adequate.

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

15. Coordinate with the Building Inspector in recovery and rebuilding efforts.

16. Ensure the Building Inspector acting as Damage Assessment Coordinator has designated someone to document damage through photographs should there later be an application for state or federal assistance.

17. Designate appropriate staff to photograph debris piles before disposal.

18. In conjunction with the City Treasurer, ensure that expenses for the disaster are documented by the City Treasurer.

19. Assist Emergency Management Director in determining location for distribution of potable water and request Water Department to provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water.

20. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.

21. Advise disaster victims of temporary emergency housing.

22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money.

23. Maintain "salvage depot" for unclaimed items.

C. Emergency Management Director

The Cass County Emergency Management Director or designated representative 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 Plattsmouth City Administrator.

Disaster operations duties for the Emergency Management Director may include, but are not limited to:

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

2. Activate the EOC (normally called by the Dispatcher from the Law Enforcement Center); assume overall coordination of emergency operations of disaster response/recovery.

3. In conjunction with the City Administrator, determine who is needed on the EOC Staff.

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

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

6. Track and record disaster events on a status board or flip chart; plot area of destruction on map; staff from the City Clerk/Treasurer's will be assigned this function.

7. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often Briefings are needed.

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

9. Support evacuation (LEOP - Annex E)

   a. Select shelters (see #10).

   b. Request Public Information Officer to provide emergency information to the public concerning an evacuation.

   c. Coordinate transportation that may be required for evacuation; transportation to shelter may be provided by vehicles from any of the following: Plattsmouth Community Schools, Rescue Squad, Ambulance Services, Plattsmouth Community Center, Area Nursing Homes and the Eastern Nebraska Office on Aging Handi-Bus. Refer to Annex L, Attachment 1 in the LEOP for a list of transportation resources. The telephone number to call for transportation assistance is 911 or 402-296-9355.

   d. Advise in selection of assembly points for transportation.

10. Coordinate shelter operations (LEOP - Annex I)

    a. American Red Cross

       1) The Emergency Management Director will notify Heartland Chapter of the American Red Cross to open shelter(s) and provide traditional emergency needs of evacuees:

          * shelter - cots, blankets
          * first aid
          * food (from local stores)
          * damage assessment
          * emergency family services
            - clothing
            - financial assistance
            - counseling

2) Red Cross will send a representative to EOC Briefings.

3) No pets (except service animals, i.e. seeing-eye dogs) will be allowed in shelters.

4) Will provide handicapped accessible shelters.

5) Heartland Chapter of ARC may request additional assistance from other Chapters.

6) Red Cross has written agreements with schools and for other public buildings for use as shelters during a disaster.

b. May provide counseling services at shelters from local pastors, if needed.

c. May coordinate with City Library in providing books or movies at shelters.

11. Recommend that the Mayor\Council declare an emergency; prepare the Disaster Declaration for signature of Mayor and witness of Clerk.

12. Coordinate with City Attorney on any legal emergency matters.

13. Coordinate with the ARC/Social Services/Eastern Nebraska Office on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.

14. Request the Cass County Extension Educator provide individuals printed information for coping with the disaster.

15. Coordinate staging areas with Field Operations.

16. Disseminate "identification cards" for:

a. Emergency workers

b. Volunteers

c. Disaster area residents

d. Appointed/elected officials

17. <u>Organize the volunteer force</u>

A Volunteer Coordinator may:

a. Organize "on-the-spot" volunteers.

b. Call up volunteers through 402-296-2522.

18. Coordinate with the City Administrator in determining location for distribution of potable water; assure the public is notified concerning availability and location of water.

19. Work with the City Administrator in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.

20. Make formal request to the next higher level of government (Cass County Government) for assistance if disaster response is beyond the capability of the City.

21. Provide training for personnel who will respond to a disaster.

22. Annually review/update this PLAN for the City of Plattsmouth

D. City Attorney

1. Provide emergency legal counsel to city officials on subjects such as:

- Curfews
- Price restrictions
- Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
- Temporary waivers for land use
- Other related legal duties

2. Draft emergency legislation for the city.

3. Provide assistance in negotiating contracts for emergency services.

E. Building Inspector (LEOP - Annex C)

1. Coordinate damage assessment on:

a. Public entities

b. Homes

c. Businesses

2. If needed, ask for assessment assistance from:

   a) County Assessor
      Contact: 402-296-9310

   b) Nebraska Emergency Management Agency via the Cass County Emergency Management Agency
      Contact: Operations Officer, 402-267-6765

   c) Nebraskaland Conference of Building Officials and Inspectors *and* American Institute of Architects
      Contact: Diamond Engineering 296-0606.

3. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained.

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

5. In conjunction with the City Administrator, assure someone is designated to photograph and record public and private damage should there be an application for state or federal assistance.

6. Compile all damage assessment reports into a summary document for use by EOC Staff.

7. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing.

8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work.

9. Assure that rebuilding is in compliance with the City's master development plan.

10. Coordinate first with local contractors/lumber yards to restore damaged public facilities.

11. Coordinate with the City Administrator in establishing point of contact for insurance adjusters and influx of builders and repairmen.

12. With the approval of the City Administrator, contract for needed structural engineering services.

13. Coordinate, as necessary, with the NPPD Electric Superintendent on safety inspection of electric systems on public buildings damaged from the disaster.

14. Ensure all incoming contractors register through the Building Inspector's office.

F. City Clerk

1. Witness Disaster Declaration

2. In conjunction with the City Administrator, prepare necessary documentation required for state and federal disaster assistance applications.

3. In initial disaster response, can assist at the Communications Center.

4. May be designated by Mayor to perform emergency public information.

G. City Treasurer

1. Track and document all expenses for disaster operation from each city department to include:

   a. Labor (regular and overtime)

   b. Equipment

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

2. Ordinance 1763 defines that the City Administrator shall serve as the City's Purchasing Officer. In times of disaster, that duty may be delegated to the City Treasurer, who shall assign an account number for emergency expenditures.

3. Provide financial statistics and summaries for the cost of the disaster, when requested.

4. Make emergency purchases, as required, but consistent with Ordinance 1763, which provides for emergency purchases.

5. When a disaster is declared by the Mayor, consistent with the emergency provision of Ordinance 1763, implement the policy that delegates authority to departmental superintendents to purchase or lease emergency supplies and/or equipment.

6. Coordinate with department superintendents in the creation and documentation of account number(s) for emergency expenditures.

VI. ADDITIONAL DISASTER SERVICES

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Medical Coordinator (LEOP – Annex G)

Monitor ambulance and police frequencies

1. Medical coordinator will act as liaison between the medical community and local government.

2. When an incident occurs which requires medical field operations, the Medical Coordinator will support medical mutual aid requests and coordinate additional requirements.

3. The Medical Coordinator, with the support of the Resource Manager and/or Emergency Management Director, will obtain supplies and/or equipment to support medical operations in the event of an actual or anticipated shortage.

4. Furnish statistical information concerning injured and dead to the Public Information Officer.

5. Provide a representative to the EOC for daily briefing(s).

B. Public Health Coordinator (LEOP - Annex G)

1. Assume primary operational control for health related emergencies, such as pollutions, contaminations, diseases, and epidemics.

2. Coordinate mass inoculations; i.e., tetanus shots.

3. Provide for food and drink purification.

4. Contact Nebraska Health and Human Services System for inspections of contaminated food.

5. Provide vector control.

6. Inspect and control sanitary conditions.

C. Public Schools - Superintendent

1. Pre-disaster: provide emergency safety education/drills in schools for students and staff.

2. Be prepared to evacuate and relocate children from schools, if situation dictates; facilities have been identified for relocation.

3. Broadcast emergency school information over local Radio and News Media.

4. Perform initial damage assessment of affected school facilities.

5. May furnish school buses and drivers for evacuation.

6. May make school facilities available as evacuation shelter, staging area, or morgue, as required.

7. Be prepared to recall needed staff should a school facility be designated for disaster operations.

D. Ministerial Association/Local Pastors

1. Provide counseling and/or crisis intervention to disaster victims, including the injured and bereaved.

2. May be asked to provide counseling services at shelters.

E. Chamber of Commerce

Act as point of contact to provide volunteers for disaster work from their DIRECTORY of community service clubs.

F. Local Mortuaries

1. Take charge of and provide necessary service if there are mass casualties.

2. If local funeral capacities are exceeded, contact Funeral Director's Association to establish emergency morgue for identification and care of the dead.

G. Additional Counseling Resources

1. Nebraska State Patrol 402 471-4545

Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster.

H. Additional Resources For Individual Assistance Services

1. Social Services, phone 402-296-0000

2. Eastern Nebraska Office on Aging, phone 402-444-6536

3. Salvation Army, phone 402-344-7000

4. Southeast Nebraska Community Action Program, phone 402-296-4477
   402-862-2411

5. County Extension Educator, phone 402-267-2205

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VILLAGE OF SOUTH BEND

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2008

VILLAGE OF SOUTH BEND
EMERGENCY OPERATIONS PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE VILLAGE OF SOUTH BEND

This plan is provided to the elected and appointed officials in the Village of South Bend as well as to the first responders and any support groups for their guidance in disaster response and recovery.

This plan is meant to support each Annex in the Cass County Local Emergency Operations Plan (LEOP). For example: general procedures for disaster response for fires and hazardous materials are defined in Annex F; the additional information in this plan under Field Operations for the Louisville Fire Department, gives further specific guidelines for the Village.

It is in the best interest of the Village of South Bend, that the named key officials meet once a year to review these guidelines to determine that they are current.

I. PURPOSE

A. The Emergency Preparedness Mission for the Village of South Bend is to ensure the coordination of village resources 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.

B. This Plan identifies the primary disaster responsibilities of South Bend village officials and employees. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This plan uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. South Bend is susceptible to a number of hazards. Officials from the Village have identified 11 possibilities below:

Fires
Flood
Flash Flood
Major Hail Storm
Ice Storm
Major Winter Storm
Major Water Contamination of wells

Major/Prolonged Power Failure
Major Highway Accident
Railway Derailment
Tornado

B. Vulnerable Populations

There are populations at risk in South Bend. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

Residential Homes

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of South Bend residents during a disaster rests with the South Bend Board Chair and the South Bend Board Members. The Chair will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.

2. In the absence of the South Bend Board Chair, the "established" line of succession will be:

   a. Connie Cerveny

   b. Dave Mahrt

   c. Brad Grahm

III. BASIC DISASTER OPERATIONS

A. Severe Weather Spotting Program: the Omaha/Valley National Weather Service will usually ask the Cass County Combined Communications Center to activate spotters when severe weather is a possibility. The Cass County Combined Communications Center will page out the request to the Cass County Emergency Management Agency Duty Officer and weather spotters in each individual town. Spotters are primarily from Fire/EMS Departments and are equipped with radios. There are designated spotting locations in and around Cass County. Spotters radio their reports to their respective fire stations or to the Cass County Emergency Management EOC. The Cass County Emergency Management Agency will, in turn, advise the National Weather Service when conditions persist.

B. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".

2. The public may be warned by sirens; sirens may be sounded by either the:

   a. 911 Communications Center in Plattsmouth, or

3. Emergency information may be broadcast through local radio and television stations.

   a. Radio stations that are commonly listened to by South Bend residents are listed in Attachment A to this PLAN.

   b. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by South Bend officials in broadcasting or faxing information to the media. A detailed media listing of radio/television stations as well as newspapers is included in Attachment 1 to Annex D in the Cass County LEOP.

C. Operations - Actual Disaster Overview

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

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

3. Other agencies and groups as Additional Disaster Services may be called upon to provide additional disaster services as the Village begins the process of recovery from the disaster.

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.

D. Operations - Departmental Responsibilities

The Village of South Bend 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

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

   b. First Responders normally include: a) Law Enforcement - Cass County Sheriff's Department; and b) Emergency Medical Services

   c. These First Responders will use the Incident Command System as defined in the National Incident Management System (NIMS). One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.

   d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of these Suggested Operating Guidelines.

   e. When the Emergency Operations Center 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)

   THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING DISASTER OPERATIONS. Not only will the field Incident Commander work with the EOC, but also regular briefings will be held at the EOC for Field and EOC Staff. The Chief Elected Official will schedule these meetings.

   The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

   a. The Emergency Management Director, the Fire Chief, the Chair or Village Board members each have the authority to open the EOC for disaster operations. If any one of these is not available, their "line of succession" may assume authority in opening the EOC.

   b. The EOC Staff will work out of the Village Hall in South Bend. This location provides communications capability and space for support equipment for disaster operations; however, there is no auxiliary power. The telephone number is to be announced.

      1) The alternate location for the EOC will be the Cass County Emergency Management EOC at 8400 144 Street, Weeping Water.

2) If necessary, a mobile command vehicle may be used for coordinating disaster operations until an EOC can be readied; mobile command vehicles that could be used include:

a) The Plattsmouth Fire Department Mobile Command Vehicle (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)

b) The Cass County Emergency Management Mobile Command Post (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)

c. Staffing at the EOC will be determined by the severity of the situation. Representatives of different responding agencies may choose to be at the EOC for Briefings only. Staff can include, but is not limited to:

1) Village Board Chair (plus Board Members, as needed)

2) Emergency Management Director(s)

3) Public Information Officer

4) Damage Assessment Coordinator

5) Resources/Volunteer Coordination

6) Red Cross Representative

7) Village Clerk

8) Representative from each of the First Responders

9) Representative from any of the Additional Disaster Services listed in Section VI that are responding to the disaster

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff and can include areas such as public health coordination, counseling services, additional resources for heavy equipment. These Disaster Services are listed in Section VI of this PLAN.

D. Field Operations and the Emergency Operations Center Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of South Bend.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:

   a. Two-way radio

   b. Cellular phone

   c. Runners

   d. 911 Communications Center - Cass County

      1) The 911 Communications Center in Plattsmouth can assist South Bend in emergency communications through the following functions:

         a) Warning

         b) Notifications to include notifying First Responders, the County Emergency Management Director, Local Officials

         c) Coordination of emergency radio traffic

2. EOC Briefings

   Response and recovery efforts will be planned at daily EOC Briefings. Each department or agency working the disaster may be required to send a representative to report activities in their area.

E. Operations - Administration

Under the direction of the South Bend Board Chair, the Village Clerk will document all expenses of the disaster operations. All 1) labor, 2) equipment, and 3) material expenditures for the disaster will be submitted to and documented by the Clerk. This will include:

1. Purchase or rent of needed equipment, materials, supplies for disaster operations,

2. All agreements and contracts on a temporary basis being recorded at the Clerk's Office,

3. Contracts for permanent repairs and/or new construction of public facilities following established, routine procedures.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All Village of South Bend personnel will become familiar with an Incident Command System. This Incident Command System will be used to ensure one point of contact for field coordination.

2. If the disaster operation dictates, the Incident Commander may select staging area(s). The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing these Suggested Operating Guidelines, South Bend officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each area may not need to be applied to every disaster. However, the list is not all inclusive; at the direction of the Village Board, Village personnel may be requested to perform other disaster duties.

2. The task assignments for Village personnel are written in general terms and purposely do not tell supervisors how to do their jobs. Each department should develop guidelines for their specific operations in a disaster situation.

3. During disaster response and disaster operations, the following services *may* be provided by:

C. Law Enforcement - Cass County Sheriff's Department (LEOP - Annex H)

The Cass County Sheriff's Department may provide the following services, dependent upon the disaster:

1. Warning, by public address system or door-to-door notification

2. Evacuation operations, including coordinating with Emergency Management for support in evacuation procedures

   Evacuation can be ordered by:

   a. Incident Commander (on-scene, including the Fire Chief or Sheriff)

   b. Village Board

   c. Emergency Management Director

3. Traffic and crowd control

4. Security and access control

5. Sending a representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

D. Louisville Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene

2. Will assume primary operational control of fire suppression and explosions

3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials; as necessary, call a mutual aid fire department hazmat team and/or the Cass County Emergency Management Agency for assistance.

4. If properly trained, provide radiological monitoring at radiological accidents, including necessary coordination with NE Health Department (radiological area) and the Nebraska Emergency Management Agency

5. If not already in place shall implement the Incident Command System

6. May request the EOC be opened for assistance in coordinating disaster response

7. Coordinate with Law Enforcement in search and rescue operations

8. Assist Law Enforcement in evacuation efforts

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

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

11. Assess need for other Village resources to respond and contact Incident Command; report this to the EOC

12. Implement mutual aid agreements with other jurisdictions, as needed

13. Coordinate staging area with the EOC

14. Provide back-up equipment for water pumping

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

16. Send representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

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

18. Continue fire suppression operations for the remainder of the Village

19. Establish and maintain lines of succession

E. Emergency Medical Services - Chief Medical Officer (LEOP - Annex G)

Louisville has Emergency Medical Services (EMS) that will provide basic life support. Out of county Mutual Aid resources will provide advanced life support services.

1. May be among First Responders at disaster scene

2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene

3. If not already in place shall implement the Incident Command System

4. Conduct triage operations, if needed

5. Transport victims

   a. Ground transport of injured will usually be to Hospitals in Omaha or Lincoln; check with Law Enforcement/EOC for open routes when responding

   b. Air ambulance service may be provided by Life Net (Omaha) or Star Care V (Lincoln)

   c. Dead can be transported to funeral homes in Cass County:

6. Implement mutual aid agreements with other jurisdictions, as necessary

7. Is focal point for damage assessment pertaining to injured and dead

8. Send representative to Briefings at the EOC; inform the EOC/Board Chair of any problems

9. Continue emergency medical services for the remainder of the Village

10. Establish/maintain lines of succession

F. Debris Removal

1) The Village Maintenance Department will primarily be responsible for ensuring timely removal of disaster debris

2) Debris removal operations will be coordinated between Village Maintenance and the EOC/Emergency Management Director. On a daily basis, the Village of South Bend contracts local refuse haulers

3) Disaster responsibilities in debris removal include, but are not limited to:

a) Meet the demand for greater disposal operations by requesting extended hours at the Sarpy County Landfill at Springfield, if needed

b) Obtain permission to dispose of normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items

c) In coordination with the Emergency Operations Center, establish temporary site for collection of debris

d) Will coordinate with the EOC in determining and establishing a tree burning area, if needed

e) Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property

f) Determine if debris will be removed by Village employees from residential areas per Village policy

g) If it appears that the disaster may qualify for state or federal assistance, ensure that debris piles are photographed for documentation before disposal

h) Contact the railroad to move debris, if applicable

G. Other Utilities

1. Electricity

a. Omaha Public Power District provides electricity to South Bend. The South Bend Emergency Management Liaison will automatically report any outages in the Village

b. Determine extent of power failure throughout the Village

c. Determine (situation dependent) the priority for restoring electricity to areas or key facilities; see list in F4 at the beginning of this section under Village Maintenance Department

d. The Emergency Management Director may be requested to coordinate shelter to those residents in areas without electricity

e. Provide emergency lighting where needed for disaster operations

f. Coordinate use of emergency power generators with Emergency Management Director/EOC

g. Omaha Public Power District will safety inspect electric systems on public and/or private buildings damaged from the disaster

h. If necessary, may request a representative from OPPD at EOC Briefings

2. Natural Gas Service

a. Aquila provides natural gas service to South Bend; telephone numbers to report problems are listed in Attachment A

b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

c. Aquila will safety inspect their systems on public and/or private buildings damaged from the disaster

3. Telephone Service

a. Windstream Communications provides phone service to South Bend

b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

V. EMERGENCY OPERATIONS CENTER (EOC)

Responsibilities List For The Emergency Operations Center

A. South Bend Board Chair and Board Members (LEOP - Annex A)

Responsibilities of the Chair and the Board Members during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster

2. Exercise emergency powers; provide policy decisions

3. Sign Disaster Declaration

4. Exercise final authority on subjects such as:

   - Curfews

   - Price restrictions

   - Standards for contractors, craftsmen

   - Temporary waivers for land use

   - Other related legal responsibilities

   - Evacuation decision

5. Approve emergency legislation for the Village

6. Chair or Board Member (as well as Fire Chief, Emergency Management Director) may activate the EOC

B. Board Chair of South Bend

The South Bend Board Chair will coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. In the absence of the Chair, an appointed Board Member will perform the Chair's disaster operations duties.

The responsibilities of the South Bend Board Chair may include, but are not limited to:

1. Coordinate with the Village Board Members and the Emergency Management Director during disaster operations

2. The Board Chair may be alerted of a disaster situation by either the local Emergency Management Director or the 911 Communications Center

3. May activate the EOC

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

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

6. Emergency Public Information (LEOP - Annex D)

   a. The Board Chair will ensure that the public is given timely and accurate information through a designated Public Information Officer (PIO). The function of the PIO can be accomplished by either the:

      1) Village Board Chair

      2) Village Board Member

      3) Village Clerk

      4) Volunteer

   b. When requested, Cass County Emergency Management can assist in emergency public information activities

   c. Emergency public information responsibilities include:

      1) An “Information Center” to release emergency directions and information to the news media. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by South Bend officials. A complete listing of radio, television, and newspapers that can be used by PIOs is contained in Annex D, Attachment 1 in the Cass County LEOP

      2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as needed, at the Emergency Operating Center or at a location as dictated by the disaster

   d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information

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

   f. Provide current and accurate information to the general public making inquiries

      1) Publicize telephone number, to be announced, where official disaster information can be obtained by the public; the Village Clerk will coordinate these calls

Pre-disaster: educate/alert public to use phone number to be announced, for non-emergency calls after a disaster event

2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person taking calls; allow this person to attend EOC Briefings

7. Provide over-all coordination of Village resources and purchasing for handling the disaster effort

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

   a. Recruit any Village resources not involved in disaster response who could assist in emergency duties

   b. Provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.

   c. Ensure safety of Village and emergency workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims)

9. Maintain current inventory and resource list of emergency equipment and supplies

10. Coordinate Village resources that may be used in disaster response/recovery

11. Coordinate with Village Attorney on any legal emergency matters

12. Respond to official inquiries

13. In conjunction with Village Maintenance, ensure coordination with representatives from each utility:

    a. Electricity: Omaha Public Power District

    b. Gas: Aquila

    c. Telephone: Windstream Communications

    d. Coordination activity may include:

       1) Survey and report general damage to appropriate utility

       2) Determine priority of response/restoration, if needed

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

15. Ensure the Cass County Building Inspector or emergency inspection teams, assisting in Damage Assessment, has designated someone to document damage through photographs should there later be an application for state or federal assistance

16. Ensure in conjunction with the Village Maintenance Department that debris removal is conducted; ensure debris piles are photographed or video-taped before disposal if it is likely there will be application for state or federal assistance

17. In conjunction with the Clerk, ensure that all expenses for the disaster are documented by the Village Clerk

18. Assist the Emergency Management Director in determining location for distribution of potable water and request Village Maintenance/Health Department provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water

19. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

20. Coordinate with the Cass County Building Inspector or emergency inspection teams in recovery and rebuilding efforts

21. Advise disaster victims of temporary emergency housing

22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money

23. Ensure the Maintenance Department establishes a "salvage depot" for unclaimed items

C. Cass County Emergency Management Director

The Cass County Emergency Management Director/Liaison or designated representative will act as a disaster operations advisor to the Village Chair and Board. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Village Chair and Board.

Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the readiness of the Emergency Operations Center to include adequate communications, status boards, maps, office

supplies/equipment, printed logs and forms, alternate power or alternate location, as needed

2. May activate the EOC; assume overall coordination of emergency operations of disaster response/recovery

3. In conjunction with the Village Chair, determine who is needed on the EOC Staff

4. Maintain a current call-down list of EOC Staff; call-in may be accomplished locally or by the 911 Communications Center

5. Coordinate additional communications support, if needed, with the Cass County Emergency Management Director

6. In coordination with the Village Board Chair, ensure that timely emergency information is given to the public by the designated Public Information Officer

7. Designate someone to track and record disaster events on a status board or flip chart; plot area of destruction on map

8. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with Village Officials how often Briefings are needed

9. Coordinate with Village resources as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government, as the situation dictates

10. <u>Flooding</u>

    a. If the danger is extreme rainfall and flooding, notification of possible problems may initially come from the 911 Communications Center, the National Weather Service, and/or from personal observation in South Bend; the Cass County Emergency Management Director has a pager and radio scanner and will monitor weather conditions

    b. Implement flood watch procedures during periods of heavy rains/flooding as well as report rainfall and/or flood stages to Cass County Emergency Management Director

    c. During flooding conditions, coordinate with the Maintenance Department in sandbagging operations for public buildings/entities

11. <u>Support evacuation</u> (LEOP - Annex E)

    a. Select shelters

b. Request designated Public Information Officer to provide emergency information to the public concerning an evacuation

c. Coordinate transportation that may be required by residents for evacuation; transportation to shelter may be provided by:

1) Louisville School

2) Volunteers

3) Additional school buses - call Cass County Emergency Management

4) Eastern Nebraska Office on Aging Handi-Bus Service

5) Mutual aid resources

6) The telephone number that the public can call for transportation assistance is the Village Clerk's Office at the number to be announced

d. Advise in selection of assembly points for transportation

12. <u>Coordinate shelter operations</u> (LEOP - Annex I)

a. The Heartland Chapter of the American Red Cross (ARC) from Omaha will open shelters under the direction of the Cass County Emergency Management Director.

b. The Cass County Emergency Management Director will call the ARC when sheltering is needed. The Heartland Chapter of the American Red Cross in Omaha (402-343-7700, 24-hour number) will open shelter(s) and provide traditional emergency needs of evacuees:

* shelter - cots, blankets
* first aid
* food (from local stores)
* damage assessment
* emergency family services
  - clothing
  - financial assistance
  - counseling

1) No pets (except service animals, i.e. seeing-eye dogs) will be allowed in shelters

2) Red Cross will send a representative to EOC Briefings

3) May provide counseling services at shelters, if needed

13. Recommend that the Village Chair/Board declare an emergency; prepare the Disaster Declaration for signature of South Bend Village Board Chair and witness of the Village Clerk; see Attachment 3 in Annex A of the LEOP

14. Coordinate with Village Attorney on any legal emergency matters

15. Coordinate with organizations as the Red Cross, Social Services, Cass County Senior Citizens associated with the Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery

16. May assist Field Operations in identifying staging areas

17. Disseminate "identification cards"; assistance may be requested from Cass County Emergency Management; ID cards should be made available for:

    a. Emergency workers

    b. Volunteers

    c. Disaster area residents

    d. Appointed/elected officials

18. <u>Organize the volunteer force</u>

    a. Pat Cunningham will organize “on-the-spot” volunteers or will, if needed, request volunteer workers through the Public Information Officer

    b. Guidelines for organizing a volunteer work force are included in Attachment 3 to Annex L in the Cass County LEOP or in Pers. 1-11 in the Cass County Emergency Management Agency SOP Manual.

19. Coordinate with the Board Chair in determining location for distribution of potable water; assure the public is notified concerning availability and location of water by the designated Public Information Officer

20. Work with the Village Chair/Board in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

21. Make formal request to the next higher level of government, Cass County, for assistance if disaster response is beyond the capability of the Village

22. Provide training for personnel who will respond to a disaster

23. Annually review/update these Suggested Operating Guidelines for the Village of South Bend

D. Damage Assessment (LEOP - Annex C)

The South Bend Village Board Chair may either coordinate damage assessment efforts or request assistance from the Cass County Building Inspector or emergency inspection teams through the Cass County Emergency Management Director. Responsibilities in conducting damage assessment may include, but are not limited to:

1. Coordinate damage assessment, using the forms in Appendix 1, Attachment 1 from Annex C in the Cass County LEOP; damage assessment will be conducted for:

   a) Public entities

   b) Homes

   c) Businesses

2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained

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

4. In conjunction with Emergency Management and the Board Chair, assure someone is designated to photograph and record general public and private damage should there be an application for state or federal assistance

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

6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing

7. Coordinate, as necessary, with utility services on safety inspection of their respective system on public buildings damaged from the disaster

8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work

9. Assure that rebuilding is in compliance with the Village's development plan

10. Establish a point of contact for insurance adjusters and influx of builders and repairmen

11. Coordinate with local/area contractors and lumberyards to restore damaged public facilities

12. Ensure correct procedures for needed structural engineering services

13. Ensure all incoming contractors register through the Village Clerk's Office

E. Village Clerk

1. Witness Disaster Declaration

2. Track and document all expenses for disaster operations for the Village to include:

   a. Labor (regular and overtime)

   b. Equipment

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

   d. Emergency purchases/rentals/contracts.

3. Assign (at the time of the disaster) an account number for emergency expenditures

4. When a disaster is declared by the Village Board Chair, implement policy concerning authority to Village departments to purchase or lease emergency supplies and/or equipment

5. Make emergency purchases, as required

6. In conjunction with the Chair, prepare necessary documentation required for state and federal disaster assistance applications

VI. ADDITIONAL DISASTER SERVICES

The Chief Elected Official will be responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordination – State Dept. of Health (LEOP - Annex G)

1. Assume primary operational control for health related emergencies such as pollution, contamination, diseases, and epidemics

2. Coordinate mass inoculations; i.e., tetanus shots

3. Provide for food and drink purification

4. Contact Nebraska Health and Human Services System for inspections of contaminated food

5. Provide vector control

6. Inspect and control sanitary conditions

B. Louisville School - Superintendent

1. Pre-disaster: provide emergency safety education/drills in school for students and staff

2. Be prepared to evacuate and relocate children from school, if situation dictates; facilities need to be identified for relocation

3. Broadcast emergency school information, normally over local Radio and News Media

4. Perform initial damage assessment of affected school facilities

5. May furnish buses/vans and driver(s) for evacuation

6. May make school facilities available as evacuation shelter, staging area, morgue, as required

7. Be prepared to recall needed staff should a school facility be designated for disaster operations

C. Additional Heavy Equipment Resources

The Cass County Road Department and the Cass County Emergency Manager maintains a list of heavy equipment, transportation resources, and generators that can be used in disaster operations. A list of these resources for all of Cass County is in Attachments 1 and 2 to Annex L.

1. For a list of heavy equipment available from other towns in Cass County, refer to Cass County Emergency Management Director.

D. Additional Counseling Resources

1. Churches

   a. Local pastors

2. American Red Cross, Heartland Chapter, 402-342-7700

3. Nebraska State Patrol, Lincoln, 402-471-4545

   Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster

4. County Extension Educator, Terry Hejny, 402-267-2205

   Can provide printed material on stress for individuals in disaster situations

5. Refer to Annex G, Attachment 1 in the Cass County LEOP for other counseling services

E. Additional Resources For Individual Assistance Services

1. NE Department of Social Services, 402-296-0000, (phone)

2. Salvation Army, 402-898-5947, (phone)

3. Nebraska Emergency Management Agency (after a Federal Disaster Declaration)

VILLAGE OF UNION

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2008

VILLAGE OF UNION
EMERGENCY OPERATIONS PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE VILLAGE OF UNION

This plan is provided to the elected and appointed officials in the Village of Union as well as to the first responders and any support groups for their guidance in disaster response and recovery.

This plan is meant to support each Annex in the Cass County Local Emergency Operations Plan (LEOP). For example: general procedures for disaster response for fires and hazardous materials are defined in Annex F; the additional information in this plan under Field Operations for the Union Fire Department, gives further specific guidelines for the Village.

It is in the best interest of the Village of Union, that the named key officials meet once a year to review these guidelines to determine that they are current.

I. PURPOSE

A. The Emergency Preparedness Mission for the Village of Union is to ensure the coordination of village resources 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.

B. This Plan identifies the primary disaster responsibilities of Union village officials and employees. This plan is intended to "supplement" the Cass County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.

II. PLANNING FACTORS FOR THIS PLAN

A. All-Hazards Approach

This plan uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Union is susceptible to a number of hazards. Officials from the Village have identified 12 possibilities:

Flash Flood
HazMat (Transportation)
Ice Storm
Major Fire - Grassland
Major Hail Storm
Major Highway Accident
Major Water Contamination
Major Wind Storm

Major Winter Storm
Major/Prolonged Power Failure
Propane Explosion
Tornado
Water Failure/Storage

B. Primary Responsibility for Disaster Response and Recovery

1. The primary responsibility for the welfare of Union residents during a disaster rests with the Village Board Chairperson and the Village Board. The Village Board Chairperson will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response and recovery to the disaster.

2. In the absence of the Union Board Chair, the “established” line of succession will be used.

III. BASIC DISASTER OPERATIONS

A. Severe Weather Spotting Program: the Omaha/Valley National Weather Service will usually ask Cass County Combined Communications Center to activate spotters when severe weather is a possibility. The Cass County Combined Communications Center will page out the request to the Cass County Emergency Management Agency Duty Officer and weather spotters in each individual town. Spotters are primarily from Fire /EMS Departments and are equipped with radios. There are designated spotting locations in and around Cass County. Spotters radio their reports to their respective fire stations or to the Cass County Emergency Management EOC. The Cass County Emergency Management Agency will, in turn, advise the National Weather Service when conditions persist.

B. Operations - Warning Phase

1. At the alert of a disaster situation, the Cass County 911 Communications Center will begin notification of those on their "emergency notification list".

2. The public may be warned by sirens; sirens may be sounded by either the:

   a. Cass County 911 Communications Center in Plattsmouth, or

   b. Fire Station in Union.

   c. Citizens may also be alerted of danger by public address systems on emergency vehicles. If necessary, warnings may be given door-to-door if time allows.

3. Emergency information may be broadcast through local radio and television stations.

a. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Union officials in broadcasting or faxing information to the media. A detailed media listing of radio/television stations as well as newspapers is included in Attachment 1 to Annex D in the Cass County LEOP.

C. Operations - Actual Disaster Overview

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

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

3. Other agencies and groups as Additional Disaster Services may be called upon to provide additional disaster services as the Village begins the process of recovery from the disaster.

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.

D. Operations - Departmental Responsibilities

The Village of Union 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

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

b. First Responders normally include: a) Law Enforcement - Cass County Sheriff's Department; b) Union Fire Department; c) Union Rescue Squad; d) Union Maintenance Department.

c. These First Responders will use the Incident Command System as defined in the National Incident Management System (NIMS). One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.

d. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of these Suggested Operating Guidelines.

e. When the Emergency Operations Center 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)

THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING DISASTER OPERATIONS. Not only will the field Incident Commander work with the EOC, but also regular briefings will be held at the EOC for Field and EOC Staff. The Chief Elected Official will schedule these meetings

The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

a. The Emergency Management Director, the Fire Chief and the Chair or Village Board members, each have the authority to open the EOC for disaster operations. If any one of these is not available, their "line of succession" may assume authority in opening the EOC.

b. The EOC Staff will work out of the Town Hall in Union. This location provides communications capability and space for support equipment for disaster operations; however, there is no auxiliary power. The telephone number is 402-263-3865.

1) The alternate location for the EOC will be the Cass County Emergency Management EOC at 8400 144th St., Weeping Water, NE.

2) If necessary, a mobile command vehicle may be used for coordinating disaster operations until an EOC can be readied; mobile command vehicles that could be used include:

a) The Plattsmouth Fire Department Mobile Command Vehicle (can be requested through Cass County 911 Communications Center or Cass County Emergency Management Agency).

b) The Cass County Emergency Management Mobile Command Post (can be requested through Cass County 911 Communications Center or Cass County Emergency Management)

c. Staffing at the EOC will be determined by the severity of the situation. Representatives of different responding agencies may choose to be at the EOC for Briefings only. Staff can include, but is not limited to:

1) Village Board Chair (plus Board Members, as needed)

2) Cass County Emergency Management Director, Emergency Management Liaison or designated representative

3) Public Information Officer

4) Damage Assessment Coordinator

5) Resources/Volunteer Coordination

6) Red Cross Representative

7) Village Clerk, Village Attorney

8) Representative from each of the First Responders

9) Representative from any of the Additional Disaster Services listed in Section VI that are responding to the disaster

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff and can include areas such as public health coordination, counseling services, additional resources for heavy equipment. These Disaster Services are listed in Section VI of this PLAN.

E. Field Operations and the Emergency Operations Center Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the Village of Union. Coordination between the EOC and the Field is very important. 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.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations by use of the following:

a. Two-way radio

b. Cellular phone

c. Runners

d. 911 Communications Center - Cass County

1) The 911 Communications Center in Plattsmouth, NE can assist Union in emergency communications through the following functions:

a) Warning

b) Notifications to include notifying First Responders, the Emergency Management Director, Local Officials

c) Coordination of emergency radio traffic

2. EOC Briefings

Response and recovery efforts will be planned at daily EOC Briefings. Each department or agency working the disaster may be required to send a representative to report activities in their area.

F. Operations - Administration

Under the direction of the Union Board Chair, the Village Clerk will document all expenses of the disaster operations. All 1) labor, 2) equipment, and 3) material expenditures for the disaster will be submitted to and documented by the Clerk. This will include:

1. Purchase or rent of needed equipment, materials, supplies for disaster operations,

2. All agreements and contracts on a temporary basis being recorded at the Clerk's Office,

3. Contracts for permanent repairs and/or new construction of public facilities following established, routine procedures.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All Village of Union personnel will become familiar with the National Incident Management System. This Incident Command System will be used to ensure one point of contact for field coordination.

2. If the disaster operation dictates, the Incident Commander may select staging area(s). The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing these Suggested Operating Guidelines, Union officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each area may not need to be applied to every disaster. However, the list is not all inclusive; at the direction of the Village Board, Village personnel may be requested to perform other disaster duties.

2. The task assignments for Village personnel are written in general terms and purposely do not tell supervisors how to do their jobs. Each department should develop guidelines for their specific operations in a disaster situation.

3. During disaster response and disaster operations, the following services may be provided by:

C. Law Enforcement - Cass County Sheriff's Department (LEOP - Annex H)

The Cass County Sheriff's Department may provide the following services, dependent upon the disaster:

1. Warning, by public address system or door-to-door notification

2. Evacuation operations, including coordinating with Emergency Management for support in evacuation procedures

   Evacuation can be ordered by:

   a. Incident Commander (on-scene, including the Fire Chief or Sheriff)

   b. Village Board

   c. Emergency Management Director

3. Traffic and crowd control

4. Security and access control

5. Sending a representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

D. Union Fire Department - Fire Chief (LEOP - Annex F)

1. Among First Responders to disaster scene

2. Will assume primary operational control of fire suppression and explosions

3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials; as necessary, call Cass County Mutual Aid and Cass County Emergency Management Agency for assistance.

4. If properly trained, provide radiological monitoring at radiological accidents, including necessary coordination with NE Health Department (radiological area) and the Nebraska Emergency Management Agency

5. If not already in place shall implement the Incident Command System

6. May request the EOC be opened for assistance in coordinating disaster response

7. Coordinate with Law Enforcement in search and rescue operations

8. Assist Law Enforcement in evacuation efforts

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

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

11. Assess need for other Village resources to respond and contact Incident Command; report this to the EOC

12. Implement mutual aid agreements with other jurisdictions, as needed

13. Coordinate staging area with the EOC

14. Provide back-up equipment for water pumping

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

16. Send representative to Briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Board Chair of any problems

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

18. Continue fire suppression operations for the remainder of the Village

19. Establish and maintain lines of succession

E. Emergency Medical Services - Chief Medical Officer (LEOP - Annex G)

Union has Emergency Medical Services (EMS) that will provide basic life support; Out of County Mutual Aid resources will provide advanced life support services.

1. May be among First Responders at disaster scene

2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene

3. If not already in place shall implement the Incident Command System

4. Conduct triage operations, if needed

5. Transport victims

   a. Ground transport of injured will usually be to Lincoln or Omaha; check with Law Enforcement/EOC for open routes when responding

   b. Air ambulance service may be provided by Life Net (Omaha) or Star Care V (Lincoln)

   c. Dead can be transported to funeral homes in Cass County:

6. Implement mutual aid agreements with other jurisdictions, as necessary

7. Is focal point for damage assessment pertaining to injured and dead

8. Send representative to Briefings at the EOC; inform the EOC/Board Chair of any problems

9. Continue emergency medical services for the remainder of the Village

10. Establish/maintain lines of succession

F. Village Maintenance Department (LEOP - Annex K)

1. The Village Maintenance Department includes these functions:

   a. Streets

   b. Water/Waste Water

   c. Parks and Recreation

2. The request to respond to a disaster may initially be recognized as a problem locally or a call may come from dispatch at the Cass County 911 Communications Center

3. The Incident Commander may designate a staging area for First Responders that may include the Village Maintenance Department function and any mutual aid that has been requested. If a staging area is established, it will be coordinated with the EOC.

4. Areas or key facilities that are either essential for disaster operations *or* have "vulnerable populations" that would require first considerations for restoration of services are:

   a. fire station

   b. wells/pumps

   c. village offices

   d. electricity

   e. water - tower

   f. wastewater

5. Village Maintenance may be requested to attend EOC Briefings; inform the EOC/Board Chair of any problems

6. If not being utilized in disaster operations, Village Maintenance may be required to assist other First Responders

7. <u>Streets - Disaster Responsibilities</u>

   a. First priority after a disaster is to clear debris from routes needed for First Responders

   b. Close streets, if requested by Law Enforcement, to include transporting/erecting barricades, signs, and flags at control points established by Law Enforcement

   c. Post traffic directional signs, if needed, particularly for evacuation

   d. The Village Maintenance Department, after initial disaster response, may need to coordinate with the EOC and/or Village Board on priority work assignments for streets

e. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings

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

g. Perform priority repairs to streets

h. Address drainage concerns

i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations

j. If the disaster is extreme rainfall and flooding, notification of possible problems may come from the National Weather Service/911 Communications Center in Plattsmouth or from the Cass County Emergency Management Director in Weeping Water monitoring threatening conditions. Village Maintenance and the Emergency Management Director will coordinate any needed sandbagging efforts

8. Water/Waste Water - Disaster Responsibilities

Water

a. Can assess each house individually

b. Maintain water pressure and uncontaminated water supply

c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire

d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill

e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made

f. Coordinate water testing with the State Health and Human Services System

g. Provide potable emergency water supply

1) Assistance is available, upon request, from Cass County Emergency Management, the Nebraska State Health Department.

2) Operations can include:

a) Locate suitable containers (bulk milk trucks may be available); fill with uncontaminated water

b) Distribute to points as coordinated by the EOC

h. Safety inspect water system

Waste Water

a. Maintain sanitary sewer operations

b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the water system

c. Safety inspect waste water system if damaged from the disaster

d. Contract for porta-johns and for their maintenance; assistance is available, upon request, from Cass County Emergency Management Agency.

9. Although not considered as first response, the following responsibilities have been included in the Village Maintenance function:

a. Parks and Recreation

1) Survey damage to parks

2) Determine priority of clean-up and repair with the Village Board at EOC Briefings

b. Debris Removal

1) The Village Maintenance Department will primarily be responsible for ensuring timely removal of disaster debris

2) Debris removal operations will be coordinated between Village Maintenance and the EOC/Emergency Management Director. On a daily basis, the Village of Union contracts with local refuse haulers.

3) Disaster responsibilities in debris removal include, but are not limited to:

a) In coordination with the Emergency Operations Center, establish temporary site for collection of debris

b) Will coordinate with the EOC in determining and establishing a tree burning area, if needed

c) Maintain "salvage depot" for unclaimed damaged property which is removed from public or private property

d) Determine if debris will be removed by Village employees for residential areas per Village policy

e) If it appears that the disaster may qualify for state or federal assistance, ensure that debris piles are photographed for documentation before disposal

f) Contact the railroad to move debris, if applicable

G. Other Utilities

1. Electricity

a. Omaha Public Power District provides electricity to Union. The Cass County Emergency Management Liaison will automatically report any outages in the Village

b. Determine extent of power failure throughout the Village

c. Determine (situation dependent) the priority for restoring electricity to areas or key facilities; see list in F4 at the beginning of this section under Village Maintenance Department

d. The Emergency Management Director may be requested to coordinate shelter to those residents in areas without electricity

e. Provide emergency lighting where needed for disaster operations

f. Coordinate use of emergency power generators with Emergency Management Director/EOC

g. Omaha Public Power District will safety inspect electric systems on public and/or private buildings damaged from the disaster

h. If necessary, may request a representative from OPPD at EOC Briefings

2. Telephone Service

a. Windstream Communications provides phone service to Union

b. Determine (if needed) priority for restoring service to areas or key facilities in the Village; see list in F4 at the beginning of this section under Village Maintenance Department

V. EMERGENCY OPERATIONS CENTER (EOC)

Responsibilities List For The Emergency Operations Center

A. Union Board Chair and Board Members (LEOP - Annex A)

Responsibilities of the Chair and the Board Members during disaster operations may include, but are not limited to:

1. Make executive decisions; establish policy needed to effectively respond to the disaster

2. Exercise emergency powers; provide policy decisions

3. Sign Disaster Declaration

4. Exercise final authority on subjects such as:

   - Curfews

   - Price restrictions

   - Standards for contractors, craftsmen

   - Temporary waivers for land use

   - Other related legal responsibilities

   - Evacuation decision

5. Approve emergency legislation for the Village

6. Chair or Board Member (as well as Fire Chief, Emergency Management Director) may activate the EOC

B. Board Chair of Union

The Union Board Chair will coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. In the absence of the Chair, an appointed Board Member will perform the Chair's disaster operations duties.

The responsibilities of the Union Board Chair may include, but are not limited to:

1. Coordinate with the Village Board Members and the Emergency Management Director during disaster operations

2. The Board Chair may be alerted of a disaster situation by either the local Emergency Management Director or the 911 Communications Center

3. May activate the EOC

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

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

6. Emergency Public Information (LEOP - Annex D)

   a. The Board Chair will ensure that the public is given timely and accurate information through a designated Public Information Officer (PIO). The function of the PIO can be accomplished by either the:

      1) Village Board Chair

      2) Village Board Member

      3) Fire Chief/Rescue Captain

      4) Village Maintenance/Water Superintendent

   b. When requested, Cass County Emergency Management Agency can assist in emergency public information activities

   c. Emergency public information responsibilities include:

      1) An “Information Center” to release emergency directions and information to the news media. Assistance from either the Cass County Emergency Management Director or the Cass County Public Information Officer may be requested by Union officials. A complete listing of radio, television, and newspapers that can be used by PIOs is contained in Annex D, Attachment 1 in the Cass County LEOP

      2) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as needed, at the Emergency Operating Center or at a location as dictated by the disaster

   d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information

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

f. Provide current and accurate information to the general public making inquiries

1) Publicize telephone number 402-263-3865 or 402-263-3175, where official disaster information can be obtained by the public; the Village Clerk will coordinate these calls

Pre-disaster: educate/alert public to use 402-263-3865 or 402-263-3175 for non-emergency calls after a disaster event

2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person taking calls; allow this person to attend EOC Briefings

7. Provide over-all coordination of Village resources and purchasing for handling the disaster effort

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

a. Recruit any Village resources not involved in disaster response who could assist in emergency duties

b. Provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.

c. Ensure safety of Village and emergency workers by: 1) establishing shifts; 2) may provide rest/break area for workers; 3) may establish a day care center for children of emergency workers (and/or victims)

9. Maintain current inventory and resource list of emergency equipment and supplies

10. Coordinate Village resources that may be used in disaster response/recovery

11. Coordinate with Village Attorney on any legal emergency matters

12. Respond to official inquiries

13. In conjunction with Village Maintenance, ensure coordination with representatives from each utility:

a. Electricity: Omaha Public Power District

b. Telephone: Windstream Communications

c. Coordination activity may include:

1) Survey and report general damage to appropriate utility

2) Determine priority of response/restoration, if needed

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

15. Ensure the Cass County Building Inspector, or the emergency inspection team, assisting in Damage Assessment, has designated someone to document damage through photographs should there later be an application for state or federal assistance

16. Ensure in conjunction with the Village Maintenance Department that debris removal is conducted; ensure debris piles are photographed or video-taped before disposal if it is likely there will be application for state or federal assistance

17. In conjunction with the Clerk, ensure that all expenses for the disaster are documented by the Village Clerk

18. Assist the Emergency Management Director in determining location for distribution of potable water and request Village Maintenance/Health Department provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water

19. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

20. Coordinate with the Cass County Building Inspector or emergency inspection team in recovery and rebuilding efforts

21. Advise disaster victims of temporary emergency housing

22. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money

23. Ensure the Maintenance Department establishes a "salvage depot" for unclaimed items

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

The Cass County Emergency Management Director or his designated representative will act as a disaster operations advisor to the Village Chair and Board. In performing the direction and control function for coordinating disaster

operations, the Emergency Management Director will work closely with the Village Chair and Board.

Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the readiness of the Emergency Operations Center to include adequate communications, ICS/status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location, as needed

2. May activate the EOC; assume overall coordination of emergency operations for disaster response/recovery

3. In conjunction with the Village Chair, determine who is needed on the EOC Staff

4. Maintain a current call-down list of EOC Staff; call-in may be accomplished locally or by the 911 Communications Center

5. Coordinate additional communications support, if needed, with the Cass County Emergency Management Director

6. In coordination with the Village Board Chair, ensure that timely emergency information is given to the public by the designated Public Information Officer

7. Designate someone to track and record disaster events on a status board or flip chart; plot area of destruction on map

8. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with Village Officials how often Briefings are needed

9. Coordinate with Village resources as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Cass County government, as the situation dictates

10. <u>Flooding</u>

    a. If the danger is extreme rainfall and flooding, notification of possible problems may initially come from the 911 Communications Center, the National Weather Service, and/or from personal observation in Union; the Cass County Emergency Management Director has a pager and radio scanner and will monitor weather conditions

    b. Implement flood watch procedures during periods of heavy rains/flooding as well as report rainfall and/or flood stages to Cass County Emergency Management Director.

c. During flooding conditions, coordinate with the Maintenance Department in sandbagging operations for public buildings/entities

11. Support evacuation (LEOP - Annex E)

a. Select shelters

b. Request designated Public Information Officer to provide emergency information to the public concerning an evacuation

c. Coordinate transportation that may be required by residents for evacuation; transportation to shelter may be provided by:

1) Volunteers

2) Additional school buses - call Cass County Emergency Management

3) ENOA Handi-Bus Service

4) Mutual aid resources

5) The telephone number that the public can call for transportation assistance is the Village Clerk's Office, 263-3865

d. Advise in selection of assembly points for transportation

12. Coordinate shelter operations (LEOP - Annex I)

a. The Heartland Chapter of the American Red Cross (ARC) from Omaha will open shelters under the direction of the Cass County Emergency Management Director.

b. The Cass County Emergency Management Director will call the ARC when sheltering is needed. The Heartland Chapter of the American Red Cross in Omaha (402-343-7700, 24-hour number) will open shelter(s) and provide traditional emergency needs of evacuees:

* shelter - cots, blankets
* first aid
* food (from local stores)
* damage assessment
* emergency family services
    - clothing
    - financial assistance
    - counseling

1) No pets (except service animals, i.e. seeing-eye dogs) will be allowed in shelters

2) Red Cross will send a representative to EOC Briefings

3) May provide counseling services at shelters, if needed

c. Emergency Management will alert the Field Incident Commander and the Public Information Officer that shelters have been opened and which streets are cleared to the shelter.

d. A list of shelters in Union is in Attachment 1 to Annex I.

13. Recommend that the Village Chair/Board declare an emergency; prepare the Disaster Declaration for signature of Union Village Board Chair and witness of the Village Clerk; see Attachment 3 in Annex A of the LEOP

14. Coordinate with Village Attorney on any legal emergency matters

15. Coordinate with such organizations as the Red Cross, Social Services, and the Eastern Nebraska Office on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery

16. May assist Field Operations in identifying staging areas

17. Disseminate "identification cards"; assistance may be requested from Cass County Emergency Management; ID cards should be made available for:

a. Emergency workers

b. Volunteers

c. Disaster area residents

d. Appointed/elected officials

18. <u>Organize the volunteer force</u>

a. American Red Cross will organize “on-the-spot” volunteers or will, if needed, request volunteer workers through the Public Information Officer

b. Guidelines for organizing a volunteer work force are included in Attachment 3 to Annex L in the Cass County LEOP or in Pers. 1-11 in the Cass County Emergency Management Agency SOP Manual.

19. Coordinate with the Board Chair in determining location for distribution of potable water; assure the public is notified concerning availability and location of water by the designated Public Information Officer

20. Work with the Village Chair/Board in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation

21. Make formal request to the next higher level of government, Cass County, for assistance if disaster response is beyond the capability of the Village

22. Provide training for personnel who will respond to a disaster

23. Annually review/update these Suggested Operating Guidelines for the Village of Union.

D. Village Attorney

1. Provide emergency legal counsel to Village officials on subjects such as:

   - Curfews

   - Price restrictions

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

   - Temporary waivers for land use

   - Other related legal duties

2. Draft emergency legislation for the Village

3. Provide assistance in negotiating contracts for emergency services

E. Damage Assessment (LEOP - Annex C)

The Union Village Board Chair may either coordinate damage assessment efforts or request assistance from the Cass County Building Inspector through the Cass County Emergency Management Director. Responsibilities in conducting damage assessment may include, but are not limited to:

1. Coordinate damage assessment, using the forms in Appendix 1, Attachment 1 from Annex C in the Cass County LEOP; damage assessment will be conducted for:

   a. Public entities

b. Homes

c. Businesses

2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained

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

4. In conjunction with Emergency Management and the Board Chair, assure someone is designated to photograph and record general public and private damage should there be an application for state or federal assistance

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

6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing

7. Coordinate, as necessary, with utility services on safety inspection of their respective system on public buildings damaged from the disaster

8. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work

9. Assure that rebuilding is in compliance with the Village's development plan

10. Establish a point of contact for insurance adjusters and influx of builders and repairmen

11. Coordinate with local/area contractors and lumberyards to restore damaged public facilities

12. Ensure correct procedures for needed structural engineering services

13. Ensure all incoming contractors register through the Village Clerk's Office

F. Village Clerk

1. Witness Disaster Declaration

2. Track and document all expenses for disaster operations for the Village to include:

a. Labor (regular and overtime)

b. Equipment

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

d. Emergency purchases/rentals/contracts.

3. Assign (at the time of the disaster) an account number for emergency expenditures

4. When a disaster is declared by the Village Board Chair, implement policy concerning authority to Village departments to purchase or lease emergency supplies and/or equipment

5. Make emergency purchases, as required

6. In conjunction with the Chair, prepare necessary documentation required for state and federal disaster assistance applications

VI. ADDITIONAL DISASTER SERVICES

The Chief Elected Official will be responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordination – State Dept. of Health (LEOP - Annex G)

1. Assume primary operational control for health related emergencies such as pollution, contamination, diseases, and epidemics

2. Coordinate mass inoculations; i.e. tetanus shots

3. Provide for food and drink purification

4. Contact Nebraska Health and Human Services System for inspections of contaminated food

5. Provide vector control

6. Inspect and control sanitary conditions

B. Additional Heavy Equipment Resources

The Cass County Road Department and the Cass County Emergency Manager maintains a list of heavy equipment, transportation resources, and generators that

can be used in disaster operations. A list of these resources for all of Cass County is in Attachments 1 and 2 to Annex L.

1. For a list of heavy equipment available from other towns in Cass County, refer to Cass County Emergency Management Director.

C. Additional Counseling Resources

1. Churches

   a. Local pastors

2. American Red Cross, Heartland Chapter, 402-342-7700

3. Nebraska State Patrol, Lincoln, 402-471-4545

   Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster

4. Cass County Extension Educator, 402-267-2205

   Can provide printed material on stress for individuals in disaster situations

5. Refer to Annex G, Attachment 1 in the Cass County LEOP for other counseling services

D. Additional Resources For Individual Assistance Services

1. NE Department of Social Services, 402-296-0000 (phone)

2. Salvation Army, 402-898-5947 (phone)

3. Nebraska Emergency Management Agency (after a Federal Disaster Declaration) via Cass County Emergency Management Agency 402-267-6765

CITY OF WEEPING WATER

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2008

CITY OF WEEPING WATER
EMERGENCY OPERATIONS PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE CITY OF WEEPING WATER

I. PURPOSE

A. The Emergency Preparedness Mission for the City of Weeping Water 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.

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

C. It is in the best interest of the City of Weeping Water that the named key officials meet at least once a year to review these guidelines to determine that they are current.

II. PLANNING FACTORS

A. All-Hazards Approach

This uses an "all-hazards" approach which provides general direction for responding to any type of disaster across a full spectrum of hazards. Weeping Water is susceptible to a number of hazards.

Bomb Threat
Flash Flood
Flood
HazMat (Transportation)
HazMat (Storage)
Ice Storm
Major Hail Storm
Major Highway Accident
Major Water Contamination
Major Wind Storm
Major Winter Storm
Major/Prolonged Power Failure
Railway Derailment
Tornado
Water Failure/Storage

B. Vulnerable Populations

There are populations at risk in Weeping Water. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

Schools
Elderly Housing
Day Care Centers
Large Gatherings

C. Primary Responsibility For Disaster Response and Recovery

1. The primary responsibility for the welfare of Weeping Water residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.

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

   a. President of the City Council

   b. Council Members elected by other Council Members

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. When alerted of a disaster situation, the Cass County 911 Communications 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 not, the dispatcher will sound the sirens as needed.

B. Operations - Actual Disaster

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

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

3. Other agencies and groups not defined as First Responders may be called upon to provide additional disaster services as the City begins the process of recovery from the disaster.

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.

C. Operations - Departmental Responsibilities

The City of Weeping Water 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

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

   b. These First Responders will use an Incident Command System. One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off 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)

   The Emergency Operations Center will be activated to coordinate disaster response and recovery with Field Operations.

   a. Staffing will be determined by the severity of the situation.

   b. The EOC is located at Weeping Water City Hall. This location provides communications capability, auxiliary power, and ample space with support equipment for disaster operations.

3. Additional Disaster Services

   Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff.

D. Field Operations and the EOC

Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the City of Weeping Water.

1. Communications Capabilities: when Field Operations establish a command post, the EOC will maintain contact with Field Operations.

2. EOC Briefings

   Response and recovery efforts will be planned at daily EOC briefings. Each City Department or agency working the disaster may be required to send a representative to report activities in their area.

3. Security of the Disaster Area.

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

   b. Roadblocks: Village/county/state roads departments can help with barricades. The Incident Commander or Law Enforcement will contact the Communications Center to request these resources from the County Roads Department and/or the State Road Department for assistance, when needed.

   c. Identification cards for access to the disaster area will be issued in Weeping Water and Cass County; if more cards are needed, the Nebraska Emergency Management Agency in Lincoln can be called. ID cards are needed not only for local officials, but for volunteers, the media, even residents when the disaster area has been secured. The Cass County Emergency Management Director will distribute identification cards from the EOC or at the disaster access points.

E. Operations - Administration

Under the direction of the Mayor/City Administrator, the City Clerk/Treasurer and the Purchasing Officer will purchase or rent needed supplies, materials, and equipment for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's\Treasurer's Office. Contracting for permanent repairs and/or new construction of public facilities will follow

established, routine procedures. All labor, equipment, and material expenditures for the disaster will be submitted to and documented by the City Clerk/Treasurer.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All City of Weeping Water 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.

2. If the disaster operation dictates, the Incident Commander may select staging area(s). The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing this plan, Weeping Water government officials have assigned responsibilities for disaster response and recovery. 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 for their specific operations in a disaster situation.

C. Law Enforcement-Cass County Sheriff's Office (LEOP - Annex H)

1. Among First Responders to disaster scene.

2. Implements the Incident Command System.

3. Will assess communications capability as one of first priority actions.

4. Notify off-duty personnel of the Sheriff's Office and, if required, other law enforcement agencies of need for assistance. Additional personnel may be available from the: County Sheriff's Office, Nebraska State Patrol, Game and Parks Commission.

5. If needed, in conjunction with the Fire Department, warn residents and businesses by public address systems, knocking on doors, or any other necessary methods.

6. Conduct evacuation, as required, including coordinating with Emergency Management to select best evacuation routes to selected shelter.

7. Implement established procedures for roadblock locations to isolate Weeping Water if total isolation of the City is necessary.

8. Warn 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.

9. Coordinate with the EOC for special needs transportation out of area being evacuated.

10. Coordinate with the EOC in selecting assembly points and exercise surveillance over assembly points being used for loading buses, if needed for evacuation.

11. Assess and determine immediate needs for cleared routes to the hospital and coordinate with the EOC.

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

13. Coordinate with the Street Department for barricades, signs, and flags at control points as established by the Sheriff's Office - this will be coordinated with the EOC.

14. Conduct search and rescue operations - with Fire Department personnel.

15. Assess need for other City Departments to respond and contact Superintendent of Department; report this to the EOC.

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

17. May initially advise the EOC of area affected and give general damage information.

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

19. Send representative to briefings at the EOC; in monitoring the pulse of the community, inform the EOC/City Administrator of any problems.

20. Secure the disaster area

    a. To include critical public facilities and residences

b. Check volunteer ID cards

c. Check permanent ID cards of City personnel

d. Firmly control EOC security from any interference with emergency operations

21. Prevent looting in disaster area.

22. Prevent re-entry into damaged or contaminated buildings.

23. Provide security at shelters, if needed.

24. Provide security for visiting dignitaries.

25. Will notify the EOC of possible flooding problems.

26. Pick up stray animals.

27. Provide volunteer inmate labor.

28. Deputize additional personnel, as required.

29. Continue to cover police responsibilities in unaffected area.

30. Designate and maintain lines of succession; in absence of Police Chief.

D. Communications Center - Sheriff's Office (LEOP - Annex B)

1. Maintain current call-down roster for phone and pagers for key city personnel and others such as the hospital, care centers, schools, and businesses.

2. Provide warning through sirens; if endangered area is isolated, telephone residents and/or businesses.

3. Monitor and disseminate further watches and/or warnings or advisories.

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

5. Coordinate emergency radio traffic.

6. May request additional assistance through the EOC.

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

1. Among First Responders to disaster scene.

2. Will assume primary operational control of fire suppression and explosions.

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

4. Provide radiological monitoring at radiological accidents, including 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 the EOC be opened for assistance in coordinating disaster response.

7. Coordinate with Sheriff's Office in search and rescue operations.

8. Assist Sheriff's Office in evacuation efforts.

9. Assist Sheriff's Office in warning by public address system or door-to-door.

10. Assist Sheriff's Office in crowd control/security of the disaster area.

11. Assess need for other City Departments to respond and contact Department Superintendent; report this to the EOC.

12. Implement mutual aid agreements with other jurisdictions, as needed.

13. Coordinate staging area with the EOC.

14. Provide back-up equipment for water pumping.

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

16. Send representative to briefings at the EOC; in monitoring the pulse of the community, inform the EOC/City Administrator of any problems.

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

18. Continue fire suppression operations.

19. Establish and maintain lines of succession.

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

1. May be among First Responders at disaster scene.

2. Implements the Incident Command System per NIMS.

3. Conduct triage operations, if needed.

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

5. Transport injured to the hospital; check with Sheriff's Office\EOC for open routes to hospital.

6. Implement mutual aid agreements with other jurisdictions as necessary, thus allowing hospital staff to stay at their facility to receive injured.

7. Send representative to briefings at the EOC; inform the EOC/City Administrator of any problems.

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

9. Establish/maintain lines of succession.

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.

1. Street Department - Superintendent

a. The call to respond to the disaster will initially come from dispatch at the Police Communications Center; the Superintendent will coordinate with the City Administrator on disaster work assignments.

b. First priority after a disaster is to clear debris from routes needed for First Responders; next priority is arterials and collectors.

c. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings with input from the City Administrator, Sheriff's Office, and other affected City Departments.

d. Close streets, if requested by Sheriff's Office, to include transporting/erecting barricades, signs, flags at control points established by the Sheriff's Office.

e. Post traffic directional signs, as needed, particularly for evacuation.

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

g. Perform priority repairs to streets.

h. Repair storm sewers.

i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations.

j. During flooding conditions, coordinate sandbagging operations for public buildings/entities.

k. Assist the City Administrator in meeting requirements for disposal of disaster debris. Responsibilities for landfill operations are listed under City Administrator.

l. Will establish additional temporary tree burning areas, as needed.

m. If not being utilized, furnish heavy equipment and personnel to other City Departments.

n. Send representative to briefings at the EOC; inform the EOC/City Administrator of any problems.

2. Water and Waste Water Department - Superintendent

Water Division

a. Can assess each house individually.

b. Maintain water pressure and uncontaminated water supply.

c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire.

d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill.

e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made.

f. Coordinate water testing with the State Health and Human Services System.

g. Provide potable emergency water supply.

   1) Locate suitable containers; fill with uncontaminated water.

   2) Distribute to points as coordinated by the EOC; be aware of prioritized facilities needing water such as the hospital or care facilities.

h. Safety inspect water system.

i. If the disaster is a major water contamination, line of succession for direction and control is Mayor, Council President, City Administrator, Emergency Management Director, Water/Waste Water Department Superintendent.

Waste Water Division

a. Maintain sanitary sewer operations.

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

c. Safety inspect waste water system if damaged from the disaster.

d. Contract for porta-johns and for their maintenance.

Both Water and Waste Water Divisions

a. If not being utilized, may be required to furnish equipment and personnel to other City Departments, such as vehicles to Sheriff's Office.

b. Sends one person to EOC briefings to represent both Divisions; inform the EOC/City Administrator of any problems.

3. Parks and Recreation Department - Director

a. Survey damage to parks.

b. Report to City Administrator for disaster work assignment.

c. If not being utilized, furnish equipment/personnel to other City Departments; will primarily assist Street Department.

d. Will attend or be represented at EOC briefings; inform the EOC/City Administrator of any problems in disaster clean-up/repair.

e. Provide recreational equipment that may be used in the shelters for evacuees.

4. Landfill Operation

The City Administrator 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:

1) Requesting extension of hours as needed for debris disposal.

2) Requesting signs or guides in landfill area to organize disposal efforts.

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

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

d. In coordination with other affected City Departments and the EOC, establish temporary site for collection of debris.

e. Will ensure the Street Department establishes additional temporary tree burning area, if the one "permitted" burn site in Weeping Water 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. Make executive decisions; establish policy needed to effectively respond to the disaster.

2. Exercise emergency powers; provide policy decisions.

3. Sign Disaster Declaration.

4. Exercise 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 decision

5. Approve 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. Emergency public information responsibilities include:

        1) An Information Center to:

            a) Release emergency directions and information to:

                Radio, Television and Newspapers - See Annex D

            b) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates at City Hall, 207 W. Eldora Ave., Weeping Water.

    d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information.

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

    f. Provide current and accurate information to the general public making inquiries.

1) Publicize telephone number 402-267-5152 where official disaster information can be obtained by the public (city personnel could field calls).

   Pre-disaster: educate/alert public to use 402-267-5152 for non-emergency calls after a disaster event.

2) Provide a daily "rumor control" sheet with information pertinent to the disaster for the person(s) taking calls; allow this person(s) to attend EOC Briefings.

g. Emergency public information responsibilities include:

   1) An Information Center to:

      a) Release emergency directions and information to radio, television and newspaper.

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

h. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information.

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

j. Provide current and accurate information to the general public making inquiries.

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

The Cass County 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 Weeping Water City Administrator. Disaster operations duties for the Emergency Management Director may include, but are not limited to:

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

2. Activate the EOC (normally called by the Dispatcher from the Sheriff's Office); assume overall coordination of emergency operations of disaster response/recovery.

3. In conjunction with the City Administrator, determine who is needed on the EOC Staff.

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

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

6. Track and record disaster events on a status board or flip chart; plot area of destruction on map; staff from the City Clerk/Treasurer's will be assigned this function.

7. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often Briefings are needed.

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

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

10. Coordinate transportation that may be required for evacuation.

11. Advise in selection of assembly points for transportation.

12. Coordinate shelter operations the American Red Cross.

13. Recommend that the Mayor\Council declare an emergency; prepare the Disaster Declaration for signature of Mayor and witness of Clerk.

14. Coordinate with City Attorney on any legal emergency matters.

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

16. Coordinate staging areas with Field Operations.

17. Disseminate Identification cards for:

    a. Emergency workers

    b. Volunteers

    c. Disaster area residents

d. Appointed/elected officials

18. Coordinate with the City Administrator in determining location for distribution of potable water; assure the public is notified concerning availability and location of water.

19. Work with the City Administrator in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.

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

21. Provide training for personnel who will respond to a disaster.

22. Annually review/update this Plan for the City of Weeping Water

C. City Attorney

1. Provide 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. Draft emergency legislation for the city.

3. Provide assistance in negotiating contracts for emergency services.

D. Building Inspector (LEOP - Annex C)

1. Coordinate damage assessment on:

a. Public entities

b. Homes

c. Businesses

2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained.

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

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

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

6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing.

7. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work.

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

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

10. Coordinate with the City Administrator in establishing point of contact for insurance adjusters and influx of builders and repairmen.

11. With the approval of the City Administrator, contract for needed structural engineering services.

12. Coordinate, as necessary, with the City Electric Superintendent on safety inspection of electric systems on public buildings damaged from the disaster.

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

E. <u>City Clerk/Treasurer</u>

1. Witness Disaster Declaration

2. Track and document all expenses for disaster operations from each City Department to include:

   a. Labor (regular and overtime)

   b. Equipment

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

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

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

5. Prepare necessary documentation required for state and federal disaster assistance applications.

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

7. Provide staff at EOC to track and record disaster events.

8. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.

9. Advise disaster victims of temporary emergency housing.

10. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money.

F. Purchasing Officer

1. Make emergency purchases, as required.

2. When a disaster is declared by the Mayor, implement the policy that delegates authority to department superintendents to purchase or lease emergency supplies and/or equipment.

3. Coordinate with the City Clerk/Treasurer in assigning department superintendents an account number for emergency expenditures.

VI. ADDITIONAL DISASTER SERVICES

The following may support disaster operations. Responsibilities include, but are not limited to:

A. Public Health Coordinator (LEOP - Annex G)

1. Assume primary operational control for health related emergencies, such as pollutions, contaminations, diseases, and epidemics.

2. Coordinate mass inoculations; i.e., tetanus shots.

3. Provide for food and drink purification.

4. Contact Nebraska Health and Human Services System for inspections of contaminated food.

5. Provide vector control.

6. Inspect and control sanitary conditions.

B. Weeping Water Public Schools - Superintendent

1. Pre-disaster: provide emergency safety education/drills in schools for students and staff.

2. Be prepared to evacuate and relocate children from schools, if situation dictates; facilities have been identified for relocation.

3. Broadcast emergency school information over local Radio and Television stations.

4. Perform initial damage assessment of affected school facilities.

5. May furnish school buses and drivers for evacuation.

6. May make school facilities available as evacuation shelter, staging area, morgue, as required.

7. Be prepared to recall needed staff should a school facility be designated for disaster operations.

C. Ministerial Association/Local Pastors

1. Provide counseling and/or crisis intervention to disaster victims, including the injured and bereaved.

2. May be asked to provide counseling services at shelters.

D. Chamber of Commerce

Act as point of contact to provide volunteers for disaster work from their directory of community service clubs.

E. Local Mortuaries

1. Take charge of and provide necessary service if there are mass casualties.

2. If local funeral capacities are exceeded, contact Funeral Director's Association to establish emergency morgue for identification and care of the dead.

F. Additional Counseling Resources

1. To be determined

2. Nebraska State Patrol 402-471-4545

   Critical Incident Stress Debriefing program provides debriefing/counseling for response personnel following a disaster.

G. Additional Resources For Individual Assistance Services

1. Social Services, phone 402-296-0000

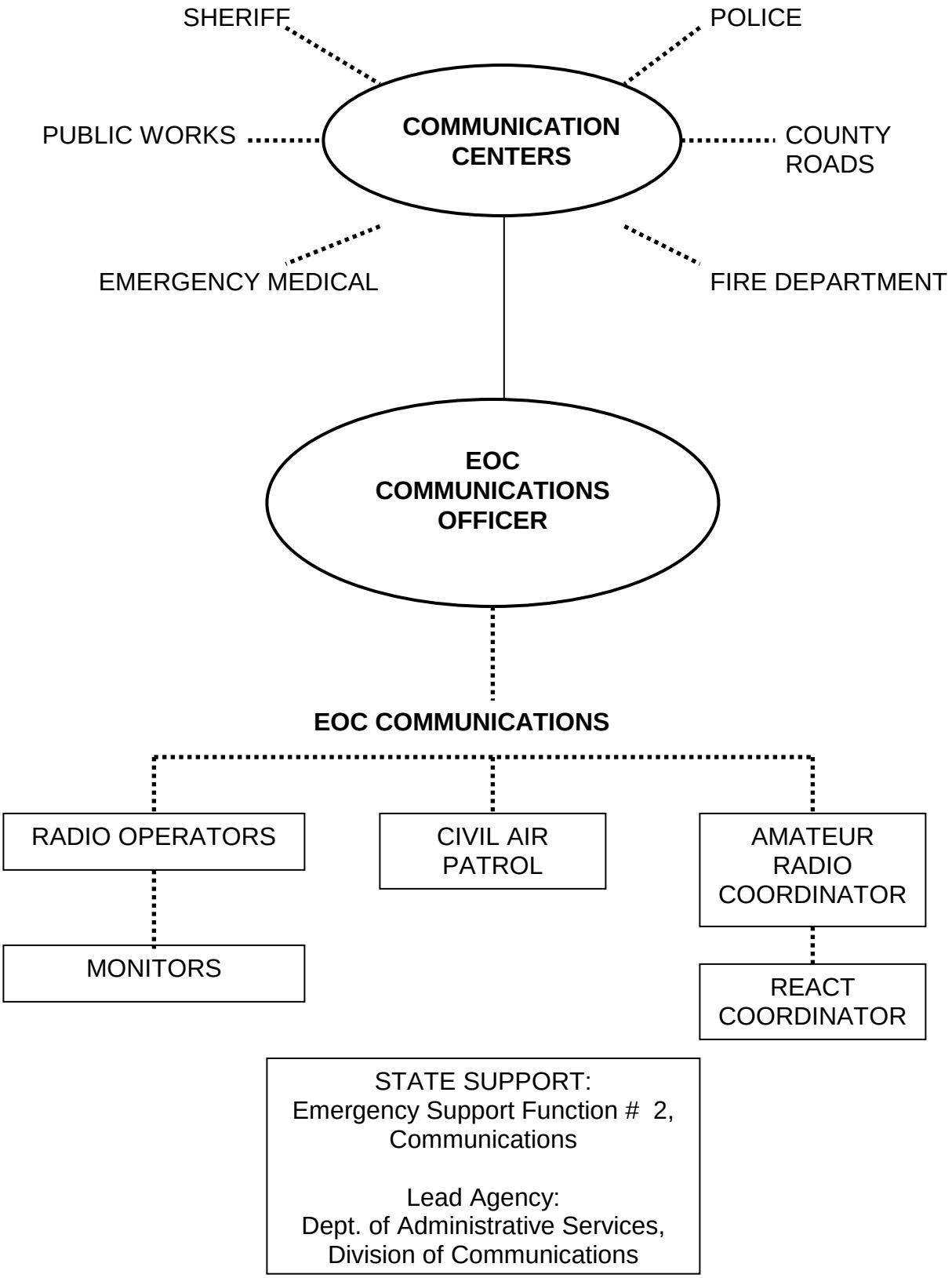
2. Eastern Nebraska Office on Aging, phone 402-444-6536

3. Salvation Army, phone 402-451-7808

4. Southeast Nebraska Community Action Program, phone 402-296-4477

5. Cass County Extension Educator, phone 402-267-2205

COMMUNICATIONS AND WARNING



COMMUNICATIONS AND WARNING

I. PURPOSE

This Annex provides information and guidance concerning available communications and warning systems within Cass County. The total communications and warning system is discussed, and procedures for its use during emergency operations are outlined.

II. SITUATION

A countywide communications center is located in the Cass County Sheriff's Office at the Cass County Combined Communications Center in Plattsmouth. The Plattsmouth Police Department and Cass County Sheriff are staffed 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. Cass County has numerous facilities Plattsmouth Manor, Woodbridge Assisted Living, Nebraska Masonic Home, Cass Co Arms, Louisville Care Center, Mahoney State Park, Louisville Lakes State Park, Platte River State Park, SAC Museum, Simmons Wildlife Safari Park, I-80 Speedway and Eagle Raceway requiring specific warning that a hazard exists. 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 Cass County upon notification of a disaster.

IV. ORGANIZATION/RESPONSIBILITIES

The communications and warning function is directed and coordinated by the Communications Officer of each emergency service, i.e., the Cass County Sheriff, Cass County Emergency Management, area Fire and Rescue Departments, and the Nebraska State Patrol because they operate from separate facilities.

A. The Communications Officer is responsible for the supervision of all activities within their respective communications center. They will also maintain a current roster of personnel for recall on short notice.

B. 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 adequate communications equipment to transmit and receive pertinent information. See Attachment 3 for communications capabilities.

b. In the event of commercial power failure, a 15KW auxiliary generator will provide power for essential equipment in both the EOC and communications center.

c. Telephone service during emergency operations is accommodated through three installed and twenty three readily available telephone lines from the Weeping Water EOC to the Alltel Communications local telephone exchange.

1) 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 use of selected cellular phones.

2) The Executive Group and/or the Communications Coordinator shall establish the priority of service restoration, both cellular and non-cellular.

2. Cass County Communications Center (911)

a. The Cass County Communication Center is located at the Cass County Combined Law Enforcement Center and provides services to various public safety agencies, including the Plattsmouth Police and the Cass County Sheriff. Radio frequencies used on a daily basis are listed in Attachment 3.

b. The Cass County Communications Center is a warning point in the National Warning System (NAWAS). Warnings will be received via the NAWAS to include the National Weather Service's severe weather warnings.

c. The Sheriff's Office is equipped with auxiliary power to continue operations should a power outage occur.

3. Nebraska State Patrol

a. The Nebraska State Patrol Troop A headquarters is located at 4411 South 108th Street, Omaha and provides service to Cass County. The frequencies used on a daily basis are listed in Attachment 3.

b. 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 on any frequency within the following ranges:

1) VHF Low Band 29.7 to 50.0 MHz.

2) VHF High Band 148.0 to 174.0 MHz.

3) UHF 450.0 to 470.0 MHz.

4. Other Jurisdictions

Communication capabilities exist in other jurisdictions within Cass County and are listed in Attachment 3.

5. Amateur Radio

The Ak-Sar-Ben and/or Plattsmouth Amateur Radio Club(s) may support Cass County by providing additional communications to support the

Emergency Management response and recovery operations. Amateur radio operators will relocate with their equipment to the designated operating location.

8. REACT (or CB Club)

During disaster situations, Douglas County REACT may provide emergency communication support to Cass County.

7. Civil Air Patrol

During disaster situations, members of the Offutt Squadron and the Nebraska Wing of the Civil Air Patrol can support Cass 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.

8. Communication Protection

a. Lightning will be guarded against by using standard lightning protective techniques during severe weather.

b. Wind can damage antennas, but with sufficient planning, alternate or temporary antennas can be utilized.

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 Headquarters, 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 5, the Nebraska Emergency Management Warning Network.

2. Notification of Officials

   a. The Cass County Combined Communications Center Dispatcher will alert city/county officials, the Cass County Emergency Management Director and others on the Cass County EOC staff immediately after initiating public warning (Attachment 1). Refer to the tornado watch/warning procedures (Annex J).

   b. Pagers are utilized to provide warning to various governmental and non-governmental agencies (Attachment 2). Pagers are activated by Cass County Combined Communications Center Dispatchers.

3. Warning the Public

   a. The Cass County Communications Center will provide warning to the public by activating all fixed sirens in Cass County, either simultaneously or individually. For siren locations, see Attachment 4.

   b. The authority to activate the sirens in Cass County rests with the Emergency Management Office and has been delegated to the Cass County Communications Center and individual City/Village Officials as may be necessary. A detailed description is noted in the Cass County Operations Procedures Manual under OPS 1-0.

   c. Warning to the public may also be provided by loudspeakers or sirens on emergency vehicles or by immediate broadcast via local television and radio stations or via the state EAS system.

4. Tornado Watch:

   Cass County has an established tornado spotting program with assistance from rural spotters, fire, and law enforcement personnel. Reports from law enforcement personnel are made directly to their respective agency. Reports from ARES and fire personnel are made direct to Cass County EOC, when in service. In the event phone lines to Cass County EOC are busy, the alternate agency to notify is the Cass County Sheriff.

5. <u>Flood Watch/Warning</u>

   a. Flood watch/warning procedures are conducted by the Cass County Emergency Management Agency, the Plattsmouth Department of Public Works and the Cass County Sheriff. During periods when the potential for severe flooding is increased, the Emergency Management Director obtains scheduled river gauge readings and forwards the information to the National Weather Service Office in Valley who forwards the information to the Nation's Weather

Forecast Center in Kansas City where flood watches/warnings are issued.

b. The public is notified via the National Weather Service, Weather Alert Radio System, and by KFAB Radio (Storm Alert System) which is the Common Program Control Station (CPCS-1) for Operational Area 1 in the Emergency Broadcast System.

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 4, "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 3. This information should be given to the extent known at the time of notification.

d. The public is notified by National Weather Service, Weather Alert Radio System, and by Emergency Alert System (EAS).

7. <u>The Nebraska Emergency Alert System (EAS):</u> provides disaster information and instruction to the public through the electronic media. Local officials, have the authority to request activation of the Nebraska EAS Web 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. See Attachment 4.

8. By law, the Nebraska Education Television Network will provide 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.

VI. ADMINISTRATION AND LOGISTICS

A. Records

Cass County law enforcement agencies will maintain records of all expenses incurred by their communications activities. The Executive Group will ensure that adequate records of local government communications expenses (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 ODP (Office of Domestic Preparedness) 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	Notification Chart	B-10
2	Pager Distribution List	B-11

3	County Communication Capabilities	B-12
4	Cass County Siren Locations	B-15
5	Nebraska EAS Operational Areas	B-17
6	National Weather Services Offices and Contacts	B-18
7	NAWAS Network (Directions and Map)	B-19

NOTIFICATION CHART

CASS COUNTY SHERIFF
NAWAS WARNING POINT
"911" CENTER

NAWAS FANOUT 39.9
OTOE COUNTY
(NEBRASKA CITY)

CASS COUNTY COMMUNICATIONS CENTER
"911" CENTER

SIREN ACTIVATION BY RADIO	GOVERNMENTAL	FIRE/RESCUE DEPARTMENTS	NON-GOVERNMENTAL
Avoca	Plattsmouth Police	Alvo	Plattsmouth Schools
Beaver Lake	Cass County Emergency Management Duty Officer	Avoca	
Cedar Creek		Cedar Creek	
Louisville		Eagle	
Manley		Elmwood	
Murray		Greenwood	
South Bend (Louisville)		Louisville	
Union		Manley	
Weeping Water		Murdock	
		Murray	
		Nehawka	
		Plattsmouth	
		Union	
		Weeping Water	

PAGER DISTRIBUTION LIST

NAME or TITLE	TYPE Radio/Phone	NUMBER (if phone type)	HOW ACTIVATED?
6200 William Cover Director	Radio		Cass County Combined Communications 296-9370
6201 Robert Peabody Chief Deputy Director	Radio		“
6202 Martin Brammier Deputy Director	Radio		“
6203 Joshua Groleau Deputy Director	Radio		“
6207 Roseann Dobesh-DeGraff Administrative Officer	Radio		“
62019 Chris Spangler Operations	Radio		“
62032 Roger Behrns PIO	Radio		“
6208 William Duff Operations	Radio		“
6205 Charles Cover Operations	Radio		“
6209 Will Cover Operations	Radio		“

CASS COUNTY COMMUNICATIONS

AGENCY/ADDRESS	FREQUENCY/ CAPABILITY	FUNCTION
County Law Enforcement Center	39.90 T/R	Law Enforcement
	39.94 T/R	Law Enforcement
	42.46 R	Law Enforcement
	39.68 T/R	Law Enforcement
	154.815 T/R	Law Enforcement
	155.475 T/R	Law Enforcement
	155.490 T/R	Law Enforcement
	156.150 T/R	Law Enforcement
	158.775/R 154.725/T	CCEMA
	453.325 T/	Weeping Water FD
	453.400 R	Union FD
	453.800 T	Union FD
	39.82 T/R	Medical
	39.98 T/R	Medical
	154.385/R 154.890/T	Fire M/A
	823.3/T 868.3/R	Law Enforcement
	821.4/T 866.4/R	Law Enforcement
	823.625/T 868.625/T	Law Enforcement
	823.875/T 868.875/T	Law Enforcement
Cass County Emergency Management /EOC	39.90 T/R	Law Enforcement/Fire
	39.98 T/R	Fire
	39.82 T/R	Medical
	38.60 T/R	SCDA
	154.385/R 154.890/T	Fire M/A
	158.775/R 154.725/T	CCEMA
	154.815 T/R	Law
	154.815/R 156.150/T	Law
	155.490 T/R	Law
	151.100/R 159.120/T	Roads
	155.055 T/R	Greenwood Fire
	151.475 T/R	Game & Parks
	155.475 T/R	NE/IA Law
	453.725/R 458.725/T	NEMA
	458.650 T/R	NEMA
	453.325/R 458.325/T	Weeping Water
	453.400/R 458.400/T	Union
	462.975/R 467.950/T	MED 9
	462.975/R 467.975/T	MED 10
	2 Meter Programmable	RACES

CASS COUNTY COMMUNICATIONS (continued)

AGENCY	CAPABILITY	FUNCTION
Avoca Fire Department	39.90 T/R	Fire
	39.98 T/R	Fire
Cedar Creek Fire Department	39.90 T/R	Fire
	39.98 T/R	Fire
Elmwood Fire Department	39.90 T/R	Fire
	154.385/R 154.890/T	Fire M/A
	453.325 T/R	Medical
Greenwood Fire Department	39.90 T/R	Fire
	39.98 T/R	Fire
	39.86 T/R	Fire
	39.82 T/R	Med
	155.055 T/R	Fire
Louisville Fire Department	39.90 T/R	Fire
	154.385/R 154.890/T	Fire M/A
	39.82 T/R	Medical
Manley Fire Department	39.90 T/R	Fire
	39.98 T/R	Fire
	453.325 T/R	Fire
Murdock Fire Department	39.90 T/R	Fire
Murray Fire Department	39.90 T/R	Fire
	39.98 T/R	Fire
	39.82 T/R	Medical
Plattsmouth Fire Department	39.90 T/R	Law Enforcement
	39.98 T/R	Fire
	39.82 T/R	Medical
	45.24 T/R	Medical
	151.25/R 159.255/T	Fire & Medical
Union Fire Department	39.90 T/R	Fire
Weeping Fire Department	39.82 T/R	Medical
	39.90 T/R	All
	39.98 T/R	All
	453.325 T	All
	458.325 R	All

CASS COUNTY COMMUNICATIONS (continued)

AGENCY	CAPABILITY	FUNCTION
Plattsmouth Mobile Command Vehicle	39.90 T/R	Law Enforcement/Fire
	39.98 T/R	Fire
	39.82 T/R	Medical
	38.60 T/R	SCDA
	154.385/R 154.890/T	Fire M/A
	158.775/R 154.725/T	CCEMA
	154.815 T/R	Law
	154.815/R 156.150/T	Law
	155.490 T/R	Law
	151.100/R 159.120/T	Roads
	155.055 T/R	Greenwood Fire
	151.475 T/R	Game & Parks
	155.475 T/R	NE/IA Law
	453.725/R 458.725/T	NEMA
	458.650 T/R	NEMA
	453.325/R 458.325/T	Weeping Water
	453.400/R 458.400/T	Union
	462.975/R 467.950/T	MED 9
	462.975/R 467.975/T	MED 10
	2 Meter Programmable	RACES

SIREN LOCATIONS IN CASS COUNTY

AVOCA

1. Between Main & House Streets off Polar Street.

CEDAR CREEK

1. C Street & Olive Street Intersection.

EAGLE

1. Between D Street & E Street off 4th Street.

ELMWOOD

1. Between D Street & E Street off 4th Street.

GREENWOOD

1. 4th St & Walnut Street
2. 2nd St & Main Street
3. Approximately 3rd St on West Street

LOUISVILLE

1. Off 3rd Street East of Main Street

MANLEY

1. Off Broadway & Main Street

MURDOCK

1. Off Main Street just West of North Park Avenue

NEHAWKA

1. Corner of Sherman and South Streets

PLATTSMOUTH

1. 5TH and Avenue A
2. Approximately 7th and Avenue G
3. Corner of Avenue B and North 20th Street
4. Approximately the corner of Hwy 66 and 8th Avenue
5. 9th Avenue and 3rd Street
6. 17th Avenue and Lincoln Avenue

SOUTH BEND

1. Between Middle Island and North Lake at Park

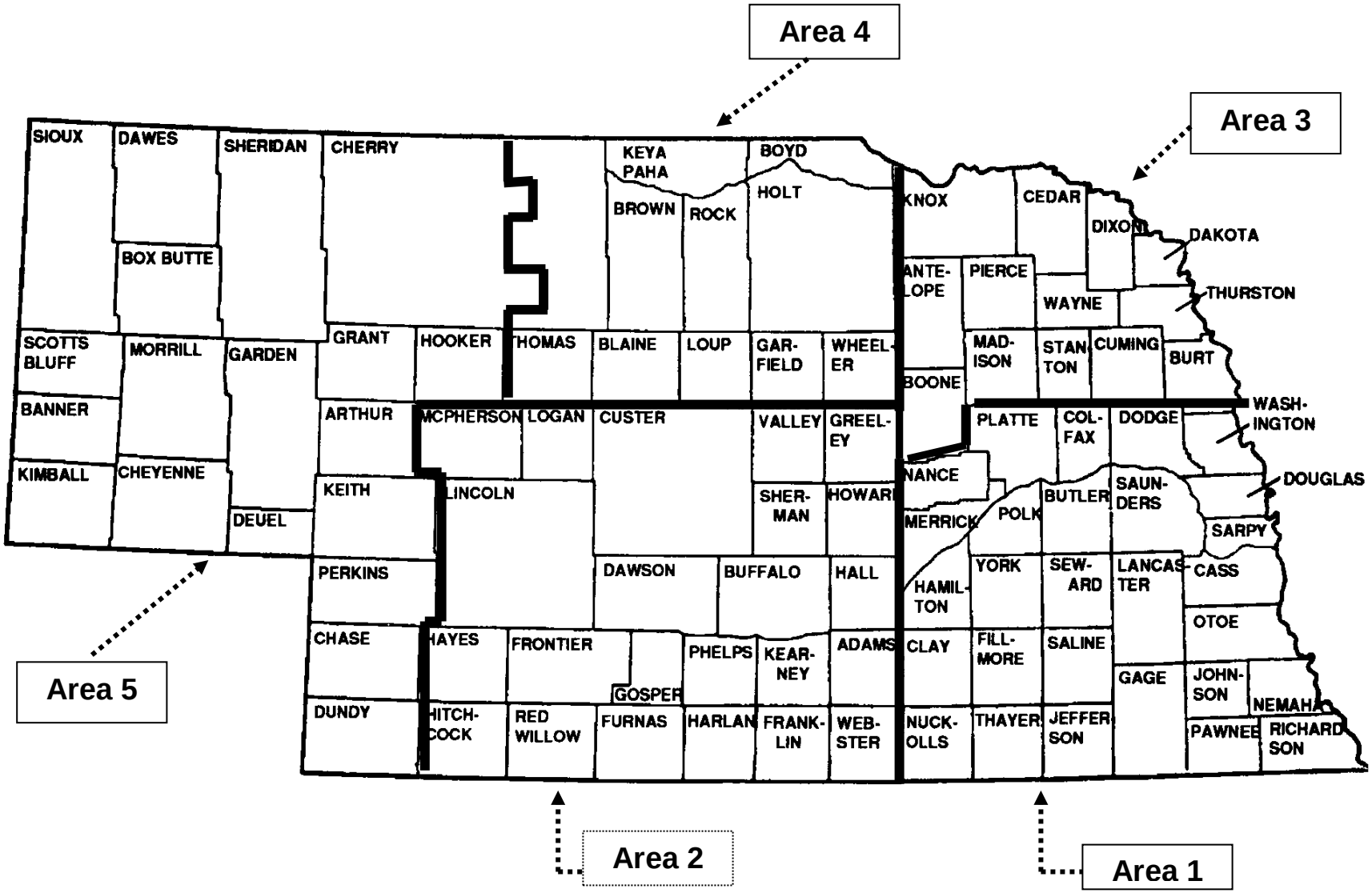
UNION

1. Between 1st & 2nd Streets off Main Street

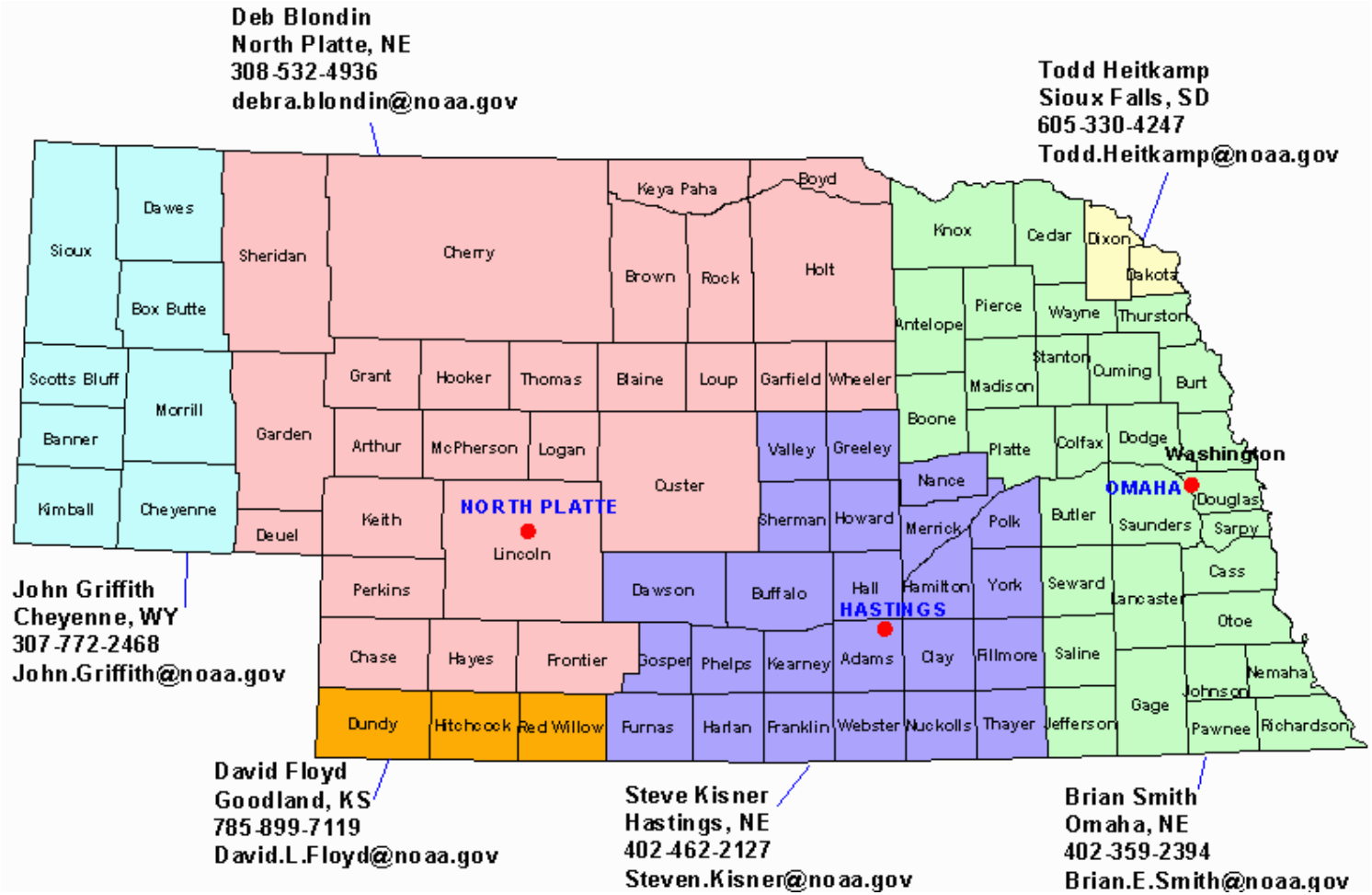
WEEPING WATER

1. 1st Street and Commercial Street
2. South of Snyder St off East Eldora Avenue

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 Headquarters, 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".

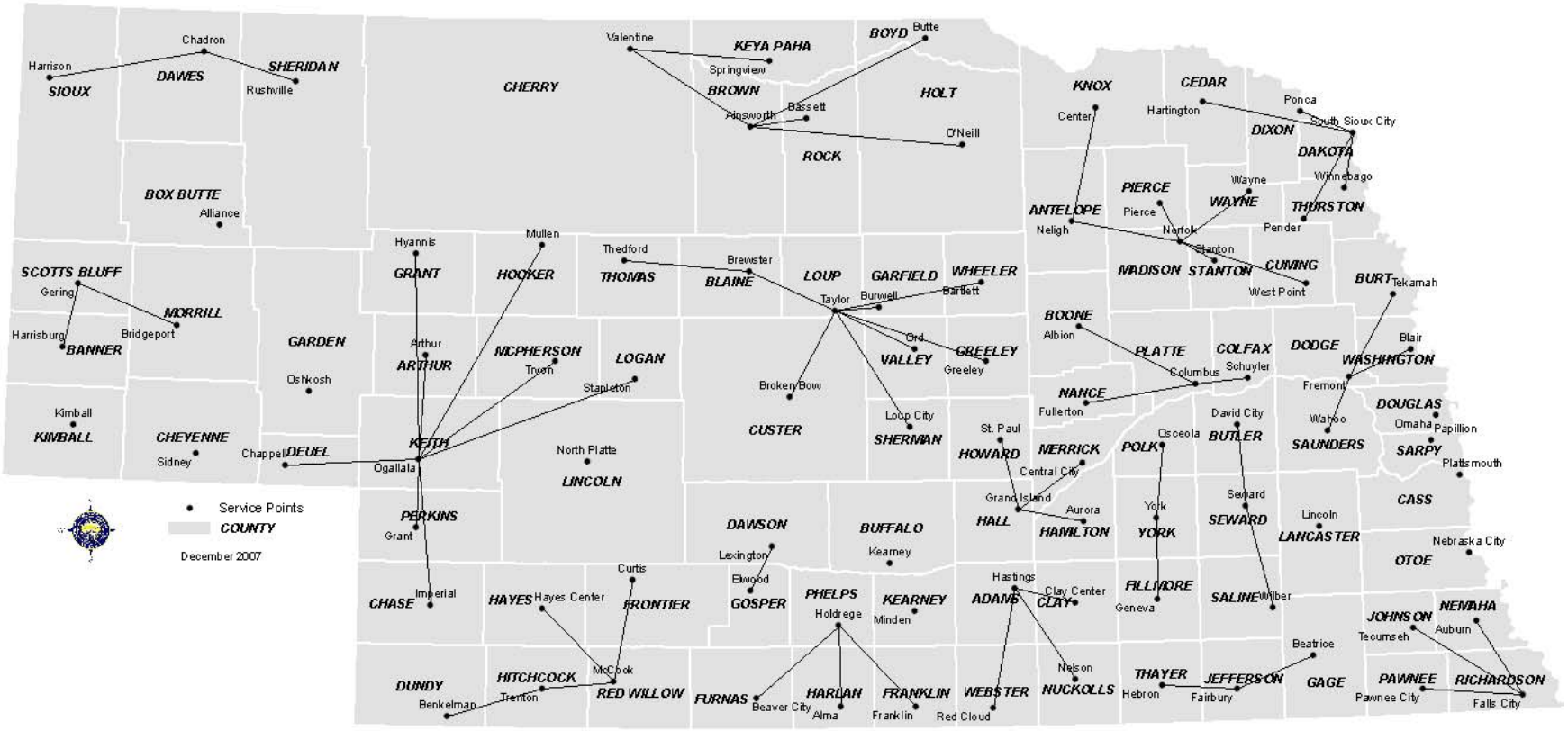
Warning:

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)

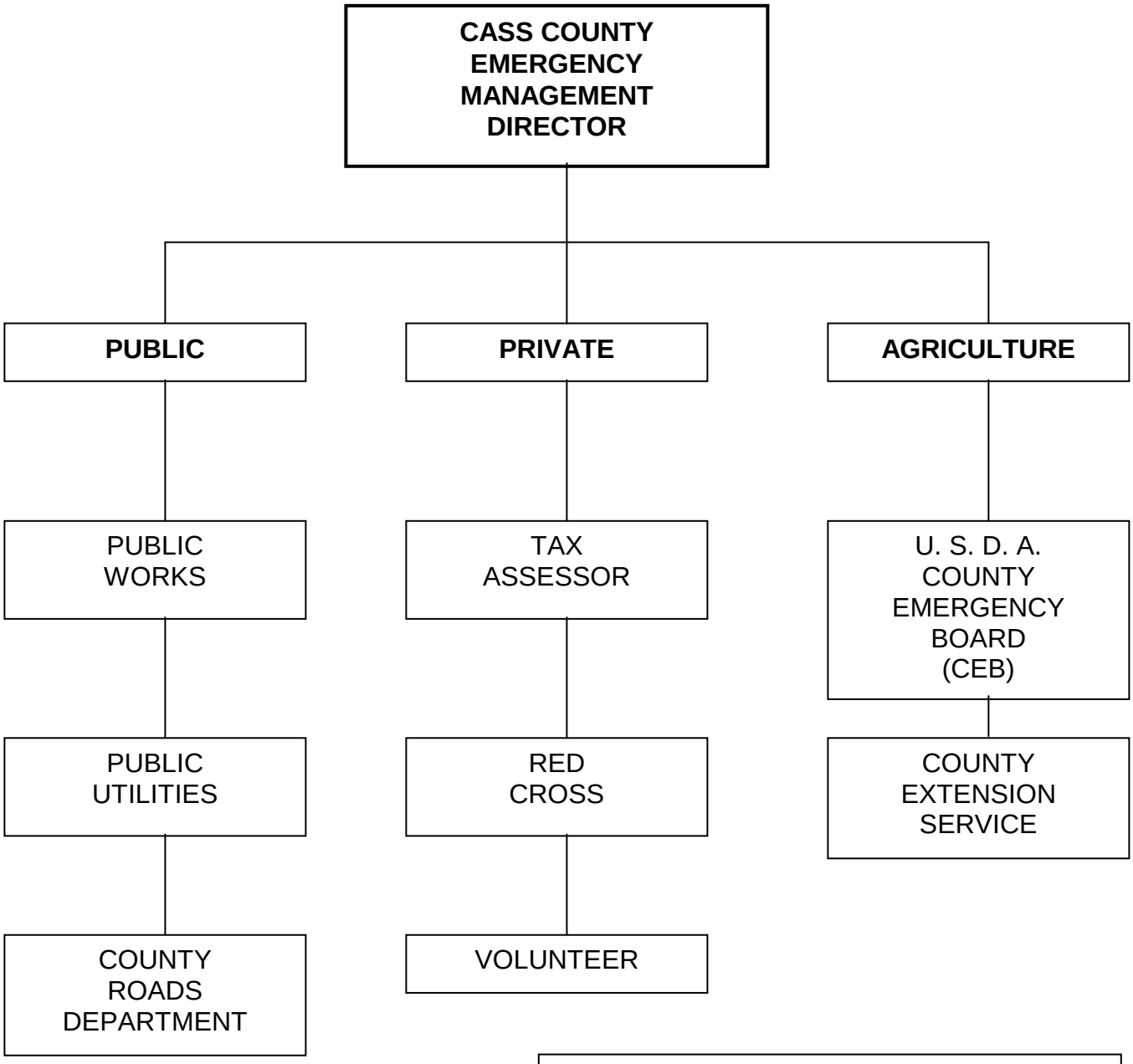
STATE WARNING POINT: Nebraska State Patrol Headquarters – Lincoln, Nebraska

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).

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

Cass County is situated in an area considered highly susceptible to numerous disasters that have the potential to cause extensive damage to both 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 will be of vital concern to local officials. A rapid response will have a direct bearing on the manner in which recovery is affected in Cass County.

B. For any emergency involving radiological materials, the Nebraska Health and Human Services System 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.

C. 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 Cass 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. Establish point of contact with officials of affected jurisdictions and determine approximate area affected.

2. Gathering, as quickly as it is available, information from all sources, both public and private, that have been affected by the incident.

3. Provide updated information gathered from both public and private entities to the Executive Group and the Nebraska Emergency Management Agency using the same Incident Status Report from Annex A used to initially report the incident. (Annex A Attachment 3)

4. Coordinate 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) will accomplish assessment of agricultural damages with assistance from other USDA agencies, as needed. All information will be forwarded to the USDA State Emergency Board and may be available to the Cass County Emergency Management Director.

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 System will accomplish detailed hazard assessment to determine possible threat to population 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.

E. Inspections

Safety inspection of residences and businesses to determine habitability will be accomplished by County/City Inspectors, assisted by Fire and Utility personnel. The assistance of the State Fire Marshal may be requested. 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

1. Facilities considered critical for emergency operations, the health, welfare and safety of the people and for timely dissemination of public information. Survey of the facilities within Cass County will be given high priority during initial damage assessment. Early identification of problems affecting the population will enable the Executive Group to make prompt and efficient decisions concerning resources available and needed.

2. Initial information may include a rough idea of the area involved. Later information would indicate the number of homes, businesses and public buildings involved.

3. After rescue operations have been concluded, more detailed information should be gathered to complete the Incident Status Report. This information will be gathered from the organizations and agencies involved and provided to the Executive Group and NEMA.

B. Detailed Damage Assessment

Using the information from the completed Incident Status Report, and at the request of local government, the decision will be made to gather the information necessary to declare a State or Federal Disaster. If there is a possibility of a Federal declaration, a joint Federal/State team will complete a Preliminary Damage Assessment (PDA).

1. The Nebraska Emergency Management Agency and the Federal Emergency Management Agency will send teams of damage assessment officials who will work with local officials to gather the necessary information and complete the proper forms.

   a. The teams will conduct training and briefing to Local Officials on how they will conduct their assessment.

   b. The teams will provide forms and personnel to complete the assessment.

2. Local officials will provide assistance to aid the State and Federal team members in the gathering of information and records of resources and personnel needed to complete the assessment.

C. Debris Management guidance is in Annex C, Appendix 1 and in Annex K.

VI. ADMINISTRATION AND LOGISTICS

The Cass County Emergency Management Director will review and update this annex annually.

VII. TRAINING AND EXERCISING

A. Training

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 ODP (Office of Domestic Preparedness) 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
Appendix #		
1	Debris Management Plan	C-7
Attachment		
1	Nebraska Preliminary Damage Assessment Survey	C-13

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DEBRIS MANAGEMENT PLAN

I. PURPOSE

A. 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. Debris Management is one piece of the overall disaster response and recovery efforts for a jurisdiction. This Plan addresses the specific Debris Management elements to be considered and addressed in the recovery phase of a disaster.

II. SITUATION

A. There are events that could happen that would require this plan to be activated. The most likely events are earthquakes, tornados, floods, windstorms, debris flow (landslide), transportation incidents or accidents, or severe winter storms.

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 which can only be invoked during a declared emergency;

2. Issuing a disaster declaration in order to relax and streamline the permitting process;

3. Allowing temporary changes to zoning codes to facilitate the location of temporary disposal/reduction site;

4. Emergency purchasing authority.

C. Consider establishing a county-wide or region-wide Debris Management Committee to identify and address policy concerns and issues in advance of an event.

III. ASSUMPTIONS

If an emergency or disaster occurs which is of sufficient size that the EOC is opened, this Debris Management Plan will automatically be implemented. The following assumptions should be considered.

A. Roads will be damaged and alternate routing will be implemented.

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.

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 Cass County.

H. All debris may be contaminated and should be evaluated for possible hazardous waste.

I. Debris may include human victims.

J. Debris may include dead animals.

K. Salvageable materials and properties will be saved.

IV. RESPONSIBILITY

A. The Cass County Roads Department and Public Works agencies within Cass County are responsible for the development, monitoring, and implementation of the Debris Management Plan. Implementation of the Plan must be done in conjunction with other activities through the Emergency Operations Center (EOC).

B. The Cass County Roads Department and Public Works agencies are responsible for establishing mutual aid agreements with other government agencies and utility companies and 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

A. Initial Damage Assessment (IDA)

1. Public Works agencies have the primary responsibility for collecting the initial damage assessment information on damage which has occurred to the infrastructure of 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 IDA must also include estimating the amount and type of debris which will need to be removed/cleaned up.

2. For reporting, tracking, billing, and other documentation purposes, Debris Removal Activities will be listed as “Category A” on our reporting forms. This will facilitate the transfer of information to the appropriate reporting categories for the State or FEMA.

3. The Cass County Emergency Manager will coordinate the IDA information on governmental owned buildings, to include estimating the amount and type of debris which will need to be removed/cleaned up.

4. All IDA information will be forwarded to the EOC to determine the overall scope of damage to the public infrastructure, estimated financial impact, and estimated amount of debris which will need to be dealt with.

5. Individual citizen and business/industry damage information from the IDA will be coordinated by the Emergency Manager and reported to the NEMA using the Incident Status Report found in Annex A, Attachment 3, of this LEOP. Information from the American Red Cross and other VOAD organizations does include limited information on damages to homes and businesses, which could be utilized to determine an extremely rough damage estimate to be included in this report.

6. Information and figures generated as part of the IDA are a rough estimate only to be utilized by NEMA to determine the need to request a PDA from FEMA. All IDA information will be forwarded to NEMA through the local Emergency Manager.

B. Preliminary Damage Assessment (PDA)

1. In the event there is the potential for state or federal assistance, NEMA and/or FEMA will send in a team to conduct a joint Preliminary Damage Assessment. The local jurisdiction is responsible for providing staff to be a part of the joint Preliminary Damage Assessment Team representing local government. The PDA is a quick visit to the disaster area, and is normally conducted in a 24-48 hour period. Not all damages to the infrastructure will be seen, only the larger areas of damage.

2. During the PDA FEMA will look for and document damages done to the public infrastructure, which also includes estimating the amount and types of debris which will need to be removed/dealt with by the jurisdiction and potential mitigation activities. Figures generated from the PDA are used as part of the documentation provided by the State in their formal request for federal assistance.

C. Temporary Debris Storage Site Evaluation

1. These sites will be identified by the site selection teams from the local jurisdiction with technical assistance from the Nebraska Department of Environmental Quality (NDEQ).

2. 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.

3. 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.

4. Sites may be selected and identified as potential disposal areas prior to a disaster. Prior to using a site, the following activities will be completed:

   a. Site survey

   b. Documentation

   c. Photos/video of area

   d. Condition of roads

   e. Soil samples

   f. Water samples

   g. Land stability samples

D. Contract Development And Monitoring

1. Contracts should be developed with:

   a. Temporary site owners/operators

   b. Towing Companies

   c. Rental yards

   d. Haulers

   e. Collectors

   f. Trainers

g. Develop and deliver training for damage assessment, site monitoring, and debris estimation.

h. Phone Company

i. Activate lines and additional hotline information.

j. Computer Company

k. Provide facility and equipment for hotline operators

l. Print Shops

m. Develop database for public education and placards.

2. Types of Contracts

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

3. Specifics

a. Pre-approved pricing

b. Identification of critical haul routes

c. Incentives: recycling, complete early

d. Recycling goals

e. Odor abatement

f. Length of storage to processing

g. All reserve right to hire other contractors

h. Noise

i. Access to area: ingress/egress

4. Contract Monitoring

    a. Mutual Aid Agreements

    b. Private contractors to do monitoring

E. Public Information Activities

The PIO will be responsible for working with the debris manager, coordinator or assigned personnel to educate the public on debris separation, recycling, disposal methods, pick up schedules, site locations, and drop off procedures. Press releases will be issued through currently established media links. A flier will be created to be distributed from structure to structure (household to household).

F. Volunteer Management

1. A volunteer manager will be appointed to deal with volunteers. See Annex L, Attachment 3.

2. Additional volunteers will be used to go from structure to structure with the flier to educate the public on debris recycling. It will include:

    a. Types of debris recycling and what they are.

    b. Include dates that a volunteer will be in the neighborhood to assist in questions about separation of debris.

    c. Dates and times a pick up will occur in the neighborhood.

    d. The hazards of burning debris, hazardous materials, toxic fumes, smoke, etc.

    e. Debris drop off points and procedures.

3. Volunteers will leave the flyers on the doors, but be available for questions if the occasion arises.

G. 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 will be written as a Category A project, and mission assignment/assistance 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.

State of Nebraska
Preliminary Damage Assessment (PDA)
Survey

County: Municipality: Incident Type: Incident Period: Date of Survey:	PDA Team members/phone/cell #'s:

PA Categories
(# of / estimated cost / short description…note: subtract any insurance proceeds)

A:

DEBRIS REMOVAL

B:

EMERGENCY WORK

C:

ROADS & BRIDGES & CULVERTS

D:

WATER CONTROL FACILITIES

E:

BUILDINGS & EQUIPMENT

F:

UTILITIES

G:

PARKS & 'OTHER'

IA			
# Destroyed	**# Major**	**# Minor**	**# Affected**

SBA		
Name of Business	**Ttype of business**	**Insurance yes/no**

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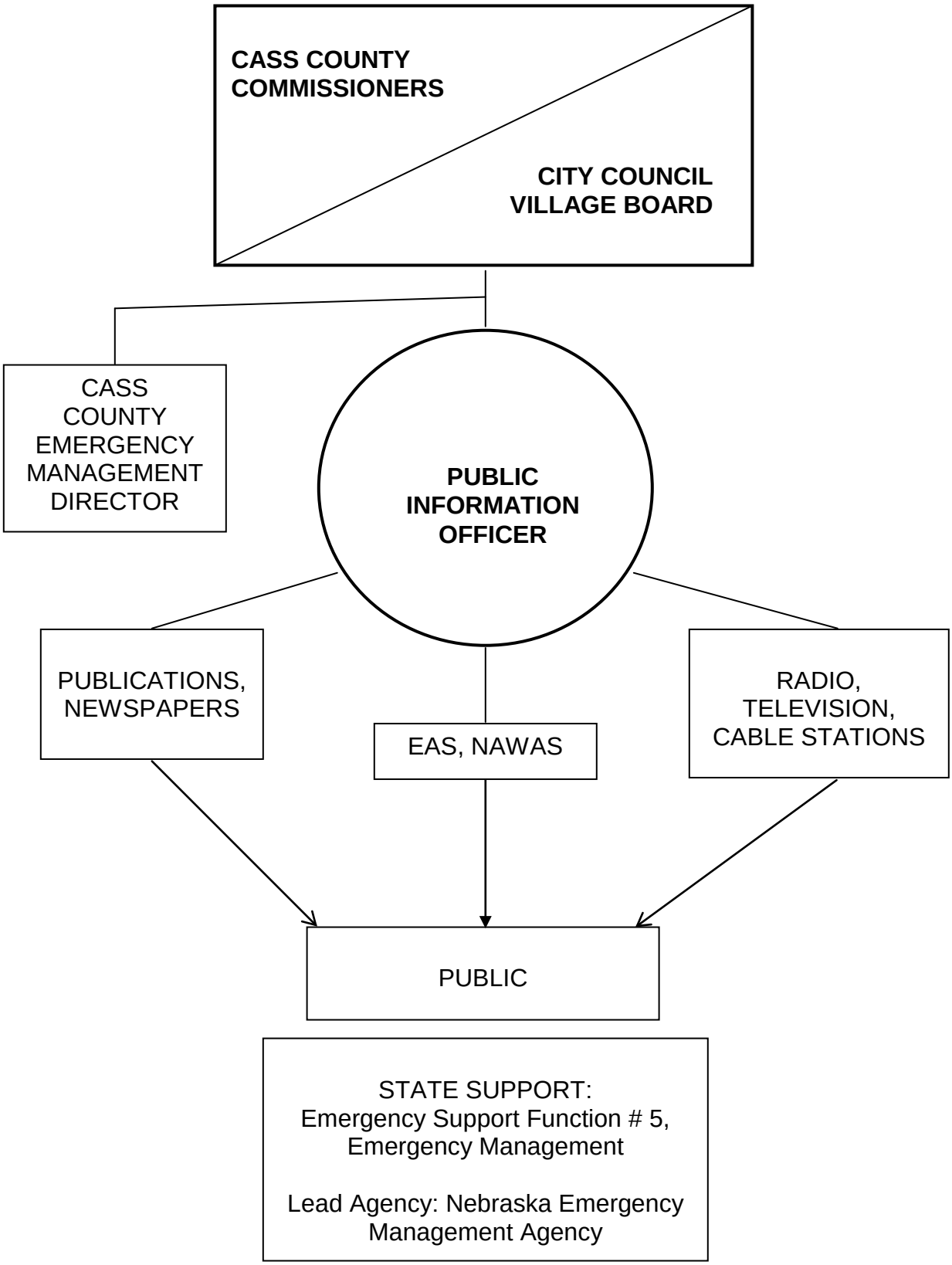
EMERGENCY PUBLIC INFORMATION



EMERGENCY PUBLIC INFORMATION

I. PURPOSE

The purpose of this Annex is to establish procedures for rapid dissemination of emergency public information and to outline the resources available. During an emergency/disaster, all levels of government are responsible for keeping the public informed of the situation as it develops. It is through a speedy and precise public information program that the populace will be advised of whether or not any hazard exists and gain knowledge of any necessary actions they will need to take to ensure their safety and survival.

II. SITUATION

A. Radio Station KFAB- 1110 AM in Omaha is the primary Emergency Alert Station for Nebraska Operational Area 1, which includes Cass County. Initial weather alerts and warnings and national emergency warnings are disseminated from this station.

B. Emergency public information cannot be disseminated in Cass County through an over-ride capability of Cable Television.

C. There is one weekly newspaper in Cass County. Newspapers will be used for disseminating written instructions to the general public.

III. ASSUMPTIONS AND PLANNING FACTORS

A. There are no known groups of non-English speaking people in Cass County. Every household has members who can adequately read the newspaper and/or understand spoken English.

B. Provisions have been implemented in Cass County for disseminating emergency information to persons with special needs.

C. During and after a disaster, specific protective action information and advice to the public would be essential to maximize survival and protect property. Most or all members of the public would comply with official advice received by them.

IV. ORGANIZATION/RESPONSIBILITIES

A. Public information activities are directed by the Public Information Officer (PIO). The PIO is responsible for the collection, coordination, and dissemination of emergency public information.

B. The Public Information Officer has been appointed by the Cass County Emergency Management Director, and is the official spokesperson for the Mayor/Board Chair and/or 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 and the Cass County Emergency Management Director.

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,

2. Distribution of emergency information, including broadcast and printed materials,

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 PIO,

3. Releases information concerning the state's involvement and/or activities.

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 government PIOs,

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 to ensure that only accurate information is presented see Attachment 1. This will be accomplished through:

   a. Coordination and exchange of information between all staff, department heads, and the PIO.

   b. Collecting, compiling, and verifying information before authorizing releases.

   c. Releasing information to the media at briefings by the Public Information Officer or an authorized representative.

   d. Establishing Rumor Control where citizens having questions can receive accurate and verified information. The set-up of Rumor Control must be coordinated with the Communications Officer to ensure adequate public service telephone capabilities. Telephone numbers for Rumor Control would be publicized by the media. In addition to answering questions from the public, telephone operators will pass rumor trends on to the PIO and assistance requests to the EOC.

2. Information regarding emergency shelters, feeding, and assistance programs will be disseminated throughout any emergency/disaster period.

3. As a situation develops, public education will be increased to use all available media resources.

4. Disaster information on radio/television and in the newspapers may be monitored to ensure the public is receiving accurate and timely information.

B. Information Dissemination

1. Media Release Center (MRC/JIC)

   a. The Media Release Center is a designated point where the PIO will conduct news briefings and conferences. Cass County Extension Office Meeting Room, 8400 144th St, Weeping Water, has been designated as the location where media briefings will be conducted.

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. Radio And Television

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 2. Routine information will be given to the media through the Media Release Center briefings.

b. Procedures for activation of the Emergency Alert System (EAS): implementation of the EAS system will be through KFAB (Nebraska EAS Operational Area 1) in accordance with the Emergency Alert System Plan. Routine information will be given to the media through the Joint Information Center briefings.

3. Printed Materials such as 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 will designate a Public Information Officer who 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 warning 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 Education Television Network, 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 affected agencies, the media, and the general 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 PIO from the Nebraska Emergency Management Agency and the Governor's Office.

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 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 government will be providing public information concerning their efforts.

F. Support From Media

Arrangements have been made with local media organizations to ensure rapid dissemination of emergency public information.

VI. ADMINISTRATION AND LOGISTICS

A. The Public Information Officer should meet annually with local government officials, the Emergency Management Director, and media representatives to review this Annex and coordinate operating procedures.

B. The Emergency Management Director will revise this Annex based upon the recommendations of the PIO.

C. Every effort will be made to incorporate media involvement in exercises of this Plan.

VII. TRAINING AND EXERCISING

A. Training

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 ODP (Office of Domestic Preparedness) 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	Public Information Resources (Media Outlets)	D-8

PUBLIC INFORMATION RESOURCES

RADIO

EAS PRIMARY STATION

KFAB-AM (1110) KGOR-FM (99.9) 5010 Underwood Avenue Omaha, NE 68132	Phone: FAX: After Hours:	(402) 556-8000 (402) 556-8937 (402) 556-5060
KNCY – AM/FM 814 Central Ave Nebraska City, NE 68410	Phone: FAX:	402-873-3348 402-873-7882

TELEVISION

KETV 2665 Douglas Street Omaha, NE 68131	Phone: FAX: After Hours:	(402) 978-8954 (402) 978-8931 (402) 345-4737
KMTV 10714 Mockingbird Drive Omaha, NE 68127	Phone: FAX: After Hours:	(402) 592-4331 (402) 592-4714 Carrie Murphy (402) 679-6603
WOWT 3501 Farnam Street Omaha, NE 68131	Phone: FAX: After Hours:	(402) 346-6666 (402) 233-7888 Newsroom (402) 233-7901
KOLN/KGIN-TV 40th and "W" P.O. Box 30350 Lincoln, NE 68503	Phone: FAX: After Hours:	(402) 467-4321 (402) 467-9208, 9210 Newsroom (402) 467-9270

NEWSPAPERS

Weekly

Plattsmouth Journal 410 Main Street P.O. Box 250 Plattsmouth, NE 68048	Phone: Editor: FAX: After Hours:	(402) 296-2141 Patti Jo Peterson (402) 296-3401 (402) 298-8885 (402) 331-1646

PUBLIC INFORMATION RESOURCES

PRINTERS

Plattsmouth Journal	Phone:	(402) 296-2141
410 Main Street	Editor:	Patti Jo Peterson
P.O. Box 250	FAX:	(402) 296-3401
Plattsmouth, NE 68048	After Hours:	(402) 298-8885
		(402) 331-1646
Printing Images	Phone:	(402) 296-3111
321 Main Street		
Plattsmouth, NE 68048		
Snow Dogs Printing	Phone:	(402) 234-2611
201 Main Street		
Louisville, NE 68037		

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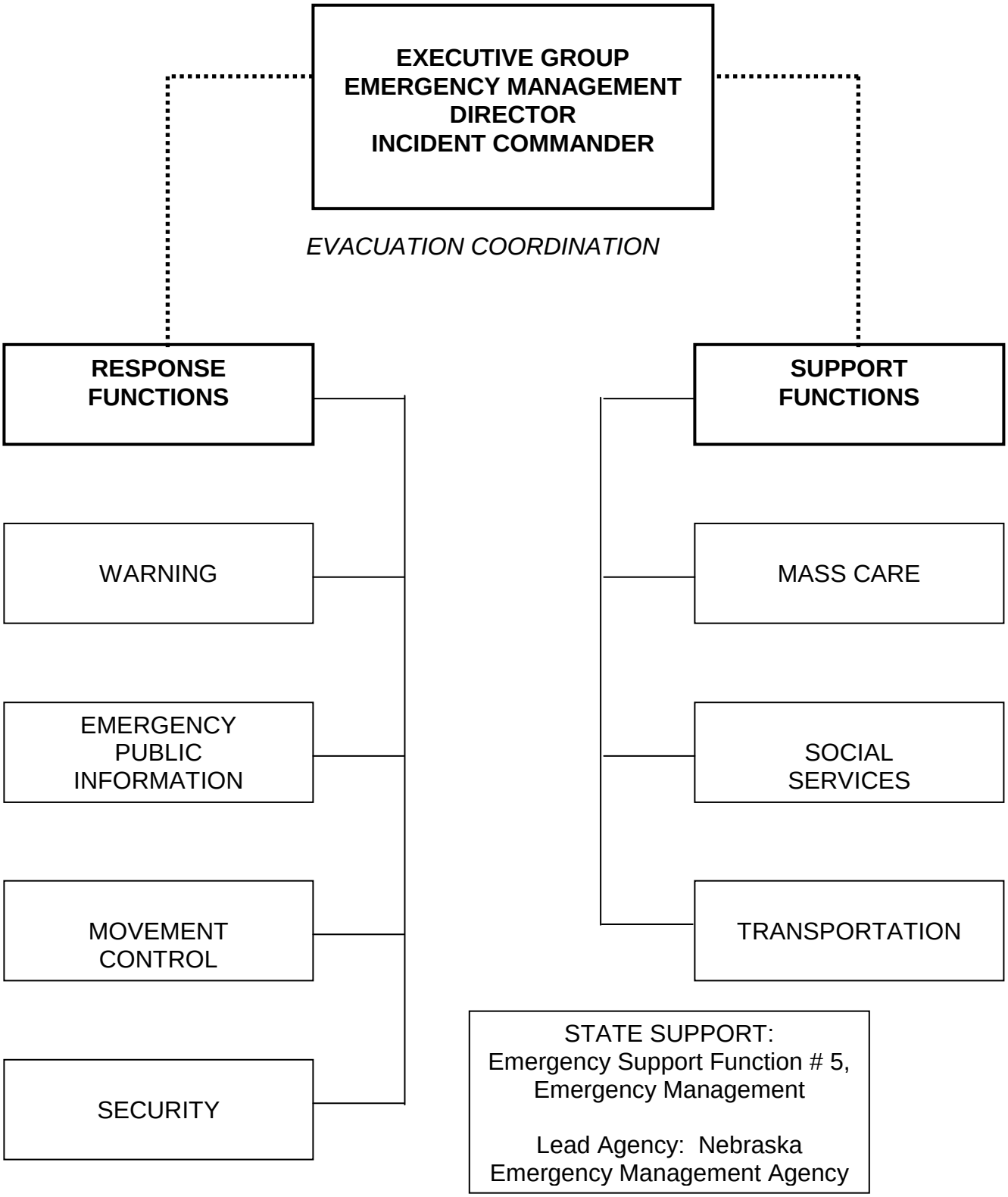
EVACUATION


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

To provide direction and guidance for the planning and implementation of a timely and orderly evacuation of all or any part of Cass County when it is determined that such action is the most effective means available for protecting the population.

II. SITUATION

A. The Cass County Hazard Analysis identifies hazards which could result in the need to evacuate. The most probable of these are floods, hazardous material spills or release.

B. Some degree of flooding along the Missouri and Platte Rivers occurs on an almost annual basis. While much of this involves lowland agricultural flooding, damage to public property (bridges, highways, and county roads) is a primary concern. Beaver Lake community could be affected by failure of the Beaver Lake Dam and Louisville could be affected by failure of the Mill Creek Road Structure. See Appendix 1 for flooding details.

C. Anhydrous ammonia and other hazardous materials/toxic chemicals are stored throughout the county. An incident at one of these facilities could require the evacuation of a large number of residents. Transportation accidents, including radiological, on Highways 34 or 75, Interstate 80, railroads, or river barges 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 3600 students and faculty. Other facilities which could pose special evacuation problems are the four nursing homes/elderly care facilities located in the county, Mahoney State Park, Lee Simmons Wildlife Safari Park, Platte River State Park, Louisville State Lakes Recreation Area, SAC Museum, Cass County Fair in August each year, various annual Independence Day and various community festivals, i.e. Limestone Days in Weeping Water and Kass Kounty King Korn Karnival in Plattsmouth. Each of these facilities and events should develop and exercise their specific evacuation plans and may coordinate with the Cass County Emergency Management Director 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 planning, the worse case assumption is that there will be little or no warning of the need to evacuate. This decision to evacuate could occur day or night.

C. All evacuation decisions and resultant actions are event or incident driven.

D. Evacuation plans will give due consideration to special needs populations, populations that require transportation and populations with companion or service animals.

E. 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.

F. Maximum traffic congestion should be expected.

G. Most people will use their own vehicles to leave the evacuated area. In suburban areas, additional time is required to inform citizens, develop assembly areas, load and transport those needing mass transportation.

H. There would not normally be time to obtain manpower support from outside the county. Local government resources could be severely stressed.

I. In rural areas, additional time is required to inform citizens, develop assembly areas, load and transport those needing mass transportation.

J. Evacuees will have little preparation time and may require maximum support in 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.

K. Reception centers and shelters, within the county or neighboring counties, need as much advance notice as possible. At the time of public announcement of the evacuation orders, shelters may not be fully set up to handle the evacuees, especially those with special needs or at risk. Special needs and medical shelters are for medically fragile people who require care provided in hospitals and nursing homes. People with disabilities that are not medically fragile can be integrated into a shelter setting appropriate to their needs which is typically mass care.

L. Voluntary evacuation probably will not have occurred; however, 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 some 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 panic 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 away from the impacted area.

M. 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 their companion animals with them and be sheltered along 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. Companion animals will require the same general care as people; Food, water, exercise, places for relief, security, etc.

N. Some people will refuse to evacuate.

O. State and federal highways receive priority snow removal by the Department of Roads and may therefore be expected to be open at all times. 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. Priority school bus routes which receive county priority clearance will also support area evacuation.

P. The Emergency Manager 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.

Q. An evacuation communications plan will be developed and implemented to maintain coordination between Incident Command, the EOC, responders, receive sites and the evacuating and non-evacuating populations.

R. Plans to reconstitute or return citizens back to their homes, schools and businesses will be developed concurrently with the incident evacuation plan.

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 a decision to evacuate. Key organizational requirements are:

A. 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 determines with IC, the activation level of the JIC.

B. Law Enforcement Agencies

1. Responsible for conducting actual evacuation efforts, for designating evacuation routes, providing traffic and movement control, monitor 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.

C. Fire Departments

1. For hazardous material and fire incidents, responsible for on-scene control and for advising executives on the evacuation decision.

2. Responsible for fire security 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.

D. Public Works Director / County Highway Superintendent / Street 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, disabled vehicles blocking the evacuation routes.

3. Coordinates with the EOC and IC on the development, implementation and demobilization of the evacuation plan.

E. Local government and/or non-governmental schools, animal shelters, zoos, refuges, veterinary facilities, voluntary animal care organizations:

1. 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, 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.

F. Public Information Officer

1. Responsible for the dissemination of emergency information advising the public of what evacuation actions to take.

2. Rumor control, requests for information from the media and messages to the non-evacuating population.

G. Heartland Chapter - American Red Cross

1. 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.

G. Plattsmouth Office, State Department of Health and Human Services

Will ensure that Social Service programs are continued and supported by other area programs, such as Eastern Nebraska Office 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.

H. 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.

I. Affected Facilities (Hazardous Materials Incident)

The Facility Emergency Coordinator will advise 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,

   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 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) and the EOC's across local or regional boundaries, it is suggested that a Regional Unified Command structure be established.

4. Reception plans of the counties or cities agreeing, by established Mutual Aid Agreements or MOU's, 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.

B. Evacuation Order

1. Evacuation will normally be ordered by the chief executive of the affected political subdivision.

2. In situations where rapid evacuation is critical to the continued health and safety of the population, the Incident Commander may order an evacuation.

3. During floods, evacuation orders will generally be initiated after evaluation and recommendation of either the Public Works Director, the County Highway Superintendent, and/or the Emergency Management Director. Dam failure/flooding considerations are in Appendix 1 of this Annex.

4. In the event of a radiological incident/accident, the evacuation order will be based on the recommendation of the State Health and Human Services System, Regulation and Licensure.

5. All evacuation orders will contain instructions for at-risk populations to take medications, supplies and special equipment with them or to notify the Sarpy / Cass Department of Health & Wellness 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 alerted to evacuation decisions and briefings as the response progresses.

C. Evacuation Decision Considerations

Evacuation may be only one of several protective action alternatives. Care must be exercised by decision makers 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. Modes of transportation for evacuees and for those unable to provide their own,

5. The location in the evacuation area of special needs individuals including nursing home or hospital 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.

6. In the event of a hazardous material incident the choice needs to be made between evacuation and in-place shelter. 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, Incident Commanders should refer to DOT Hazardous Materials Emergency Response Guidebook, 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 provided 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: on slow moving events, pre-evacuation notice should be given to affected residents. Residents should be advised that they may have to move out with little or no notice. 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 in evacuating health care patients.

2. Evacuation Warning: All warning modes 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 law enforcement and fire / emergency 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. Residential and health care institutions will be notified directly by the EOC or on-scene authorities. Law Enforcement will sweep the evacuated area to ensure all persons have been advised and have responded. Persons who refuse to follow evacuation instructions will be 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.

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.

F. Movement

Law enforcement agencies will direct and control the vehicular and pedestrian traffic flow during the evacuation. It is anticipated that the primary evacuation mode will be in private vehicles.

1. Evacuation routes will be selected 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. Law enforcement communications will coordinate use of wrecker services needed to clear disabled vehicles.

5. Traffic control devices such as signs and barricades will be provided by Public Works Department/County Highway Department.

6. Fuel shortages that could be experienced by the evacuees will be addressed under the primary plan.

G. Transportation of special needs populations

The Emergency Management Director will determine requirements for special transportation and coordinate with the EOC and social service support agencies, the use of transportation resources to support the evacuation, especially for transportation dependant populations.

1. Assembly 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. Special 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 type of transport. The Emergency Management Director will make provisions for the use of government or volunteer vehicles to transport these individuals. The public will be instructed to notify the Emergency Management office of any special transportation problems.

3. Health Care Transportation: the evacuation of nursing homes or assisted living facilities can pose special transportation problems. The Emergency Management Director will coordinate with the respective institution administrator to determine specific transportation needs. Rescue Squads from fire departments within Cass County are the primary resource for medical transport.

4. Transportation Resources: buses operated by the various schools, and handi-buses operated by Eastern Nebraska Office on Aging would all be available during emergencies. The Cass County Emergency Management Director maintains a listing of all such resources. See 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. 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. Schools in the effective area will be closed and, where possible, students sent home. Provisions will be made for transporting younger (elementary school) students to reception centers where they can be housed until picked up by their parents.

2. Six Public Schools have approximately 58 radio-equipped buses and 8 radio-equipped vans capable of carrying a total of 3,789 passengers. Under normal circumstances, no additional buses would be necessary.

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.

1. Determine the number of persons in shelters who will have to be transported back to their homes,

2. If homes have been damaged, determine the long-term housing requirements,

3. Coordinate traffic control and movement back to the area,

4. Implement the portion of the Evacuation Plan that provides assistance to individuals with lost or missing family members.

5. 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.

6. 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 System: the Nebraska Health and Human Services System 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 nursing home evacuation. If an evacuation is initiated, maintenance of the health standards in reception areas will be closely monitored. The prevention of overcrowding, spread of disease, and development of unsanitary conditions/practices is a responsibility of this agency.

3. State Fire Marshal: this office 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. 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. 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

1. The Nebraska Humane Society: 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, 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 Cass County Emergency Management Director is responsible for annual review and update of this Annex. The AAR's and evaluations will provide guidance in this annual update.

VII. TRAINING AND EXERCISING

A. Training

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 ODP (Office of Domestic Preparedness) 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

Appendix 1 Flood/Dam Failure Evacuation E-17

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FLOOD/DAM FAILURE EVACUATION

I. PURPOSE

To identify actions required to evacuate the population and protect facilities threatened by flood or dam failure.

II. SITUATION

A. Missouri River Basin

1. Cass County is bordered on the east by the Missouri River Basin. The flow of the Missouri River is well controlled so that flooding on the mainstream is infrequent. However, damaging floods occur periodically on some of the tributaries. Many of the escarpment areas between the plains and the valley are steep and concentrate runoff from high intensity storms onto the irrigated lands below. The distribution systems serving these lands are thus subject to damage.

2. Approximately four (4) percent of the population of the county reside within the 100-year flood plain as defined on the National Flood Insurance Maps which are located in the City and Village Clerk Offices, the Cass County Zoning Office and /or the Cass County Emergency Management Agency office in the county.

B. Platte River Basin

Cass County is bordered on the north by the Platte River. The flow of the Platte River is well controlled that flooding on the mainstream is infrequent Approximately five (5) percent of the county population resides within the 100-year flood plain as defined on the National Flood Insurance Maps.

C. Dam Failure - General

1. Dams are designed and maintained according to the best safety practices. Dams have failed in the past. The following conditions may or could become critical, adversely affecting any dam:

   a. Flood pools higher than previously attained,

   b. Unexpected drop in pool level,

   c. Pool near maximum level and rising,

   d. Excessive rainfall,

e. Large discharge through spillway or spillways,

f. Earthquake,

g. Erosion, landslide, seepage, settlement, cracks.

2. Under the National Dam Safety Inspection Program, a dam is classified according to loss of life and property damages which would occur downstream should the dam fail. Such a classification does not mean that the dam is considered unsafe. The following classes of dams are defined accordingly:

a. A high hazard dam: a dam located where failure may cause loss of life, serious damage to homes, industrial and commercial buildings, important public utilities, main highways, or railroads. Dams addressed in this Appendix fit this category.

b. A significant hazard dam: a dam located in predominantly rural or agricultural areas where failure may damage isolated homes, main highways or minor railroads, or cause interruption of use or service of relatively important public utilities.

c. A low hazard dam: a dam located in rural or agricultural areas where failure may damage farm buildings, agriculture land, or township and county roads.

D. Dams Which Could Affect Cass County

1. Beaver Lake Dam owned by Beaver Lake Association

a. Emergency Preparedness Plan: Emergency Preparedness Plan for Beaver Lake Dam, dated April 1989.

b. Inundation Area: Would affect the Rock Creek from Dam to the mouth. In Cass County, area affected would be slightly greater than the 100-year flood plain with the greatest affect on Rock Bluff and Bottoms which would approach 100 percent inundation. Refer to the Beaver Lake Warning and Information Plan for detailed maps.

2. Multiple Purpose Structure 1989-1 (U.S. West Dam & Reservoir) owned by the Nebraska Game and Parks Commission

a. Emergency Preparedness Plan: Emergency Action Plan for Multiple Purpose

b. Structure 1989-1 (US West Dam and Reservoir), dated December 1991

c. Inundation Area: Downstream from the Dam to the Platte River

3. Mill Creek #7 Road Structure owned by the Lower Platte South Natural Resources District

   Emergency Preparedness Plan: Emergency Preparedness Plan for Mill Creek #7 Road Structure, dated October 1993.

E. Potential Effect Of Dam Failure

Approximately two (2) percent of the population of Cass 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 conditions exist that could cause flooding.

B. The owner/operator of each dam, as listed in Section II C, is responsible for the safe operation and maintenance of dam structures. They are also responsible for notification or alerting local jurisdictions promptly in the event of a threat situation which could affect persons downstream.

C. Local government responsibilities are as defined elsewhere in this Plan for all hazards. In addition, the Emergency Management Director, in coordination with the County Highway Superintendent (County Flood Control Officer) is responsible for monitoring high water conditions and for coordinating warning systems. The County Highway Superintendent is primarily responsible for maintaining the flood gauge system, and along with Public Works Directors of affected communities, making recommendation on evacuation decisions. Other flooding responsibilities:

   1. Local jurisdictions will provide sandbagging activity, emergency dike/levee repair, construction of temporary dikes.

   2. Local officials will monitor conditions of local dams: sandbag or effect temporary repairs, if necessary.

   3. State or County Roads Departments will inspect bridges and approaches to bridges after water subsides to determine safety of use.

D. The Cass County Emergency Management Director is responsible for disseminating warnings concerning dam failures or emergencies to all affected local governments, after notification by the Cass County Sheriff's Office/Communications.

IV. CONCEPT OF OPERATIONS

This section will address unique aspects of evacuation under threat of flood or dam failure.

A. Notification Of Threat

1. General flooding – Platte River and Missouri River: the potential for flooding will be closely monitored by the National Weather Service and the Nebraska Emergency Management Agency as well as other state agencies. Advisories will be passed by these agencies to the Cass County Emergency Management Director. Such information will be augmented by local monitoring of river conditions.

2. Flash flood: notification of the potential for flash flooding will be received from the National Weather Service in the form of flash flood watches or warnings.

3. Dam failure or emergency release: dam owners or operators will advise the Cass County Sheriff of potential or actual problems at their respective dams. See Section II D and appropriate Dam Emergency Plan.

B. Increased Readiness Measures

1. On receipt of a flood watch, the Cass County Emergency Management Director 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 Cass County Sheriff will alert and advise the Cass County Emergency Management Agency who 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 Cass County Emergency Management Director will notify all support agencies and organizations.

C. Key Facilities In Inundation Areas

General Flooding (100-Year Flood Plain)

Nebraska Public Power – Plattsmouth
Nehawka City Hall / Community Center
Nehawka Fire Department
Weeping Water Fire Department
Louisville Fire Department / City Hall

D. Special Notification Procedures

In the event of an emergency with all three (3) Dams, the Cass County Sheriff will make direct contact with those residences located in potential inundation areas.

1. Beaver Lake Dam: In addition to the normal alerting and warning procedures for the general public as defined in Annex B and Annex D, in the event of an emergency with the Beaver Lake Dam, the Dam Engineer will telephone at least one downstream house in each group and the informed people will in turn, contact the other people in the same group so as to provide direct contact with those residences located in potential inundation areas.

2. U.S. West Dam & Reservoir: In addition to the normal alerting and warning procedures for the general public as defined in Annex B and Annex D, in the event of an emergency with the U.S. West Dam & Reservoir, the Dam Tender will contact the Cass County Sheriff, the Nebraska State Patrol, Nebraska Game and Parks Commission, and affected downstream individuals, businesses and organizations.

3. Mill Creek Road Structure: In addition to the normal alerting and warning procedures for the general public as defined in Annex B and Annex D, in the event of an emergency with the Mill Creek Road Structure, notification procedures defined in the Mill Creek Road Structure Plan will be followed.

E. Evacuation Decisions

The decision to evacuate any flood or inundation area will be made by the executives of affected jurisdictions based on recommendations from the Cass County Highway Superintendent and / or Public Works Directors. In the event of immediate danger, evacuation decisions may be made by on-scene command authorities.

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FIRE SERVICES

ALVO FIRE DEPARTMENT

LOUISVILLE FIRE DEPARTMENT

AVOCA FIRE DEPARTMENT

MURDOCK FIRE DEPARTMENT

CEDAR CREEK
FIRE DEPARTMENT

MURRAY FIRE DEPARTMENT

CASS COUNTY
MUTUAL
AID
ASSOCIATION

EAGLE FIRE DEPARTMENT

NEHAWKA FIRE DEPARTMENT

ELMWOOD FIRE DEPARTMENT

PLATTSMOUTH FIRE DEPARTMENT

GREENWOOD FIRE DEPARTMENT

UNION FIRE DEPARTMENT

WEEPING WATER FIRE DEPARTMENT

STATE SUPPORT:
Emergency Support Functions
4, 5, 10,
Fire Suppression,
Emergency Management,
Environmental Quality

Lead Agencies:
State Fire Marshall,
Nebraska Emergency Management Agency,
Dept. of Environmental Quality

FIRE SERVICES

I. PURPOSE

This Annex provides 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. Cass County is vulnerable to various severe weather phenomena and failure of man-made structures which have the potential to destroy property and cause loss of life.

B. There are major vehicular and rail transportation routes which pass through the county. Both truck and train traffic transport hazardous materials. In addition, there are a number of sites within the county for hazardous material storage. Because of this, the potential exists for both accidents and incidents involving hazardous materials.

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.

   SARA Title III requires that facilities report 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 facilities is included this Annex but details have been redacted.

D. Cass County is served by fourteen Fire Departments, eleven of which operate Rescue Squads. See Attachment 1. All Fire Departments are members of the Cass County Mutual Aid Association.

E. There are no Private/Company Fire Brigades located in Cass 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.

B. Clearing roads to permit passage of emergency vehicles will be a high priority responsibility of Public Works subsequent to any disaster. See Annex K.

C. Law enforcement will handle on-scene traffic and crowd control to permit access for emergency personnel and equipment.

D. The Nebraska Department of Health And Human Services – Regulations and Licensure 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: prevention and suppression of fires; rescue services; and response to hazardous material incidents.

B. The Director of Emergency Management of Cass County is designated as the Community Emergency Coordinator (CEC) for hazardous materials incidents. As CEC, the Director of Emergency Management:

1. Receives notification from facilities 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 individual jurisdiction or fire district is responsible for the coordination, planning, training, and development of Fire Department operational policy for the jurisdiction including:

1. Fire Fighting,

2. Coordination of Fire Services during a natural disaster,

3. Acting in his role as Fire Chief, coordinate with the Community Emergency Coordinator (CEC), 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. Overall Fire Service Responsibilities are:

1. Fire Chief

a. Develop standard operating procedures, provide training, use the Incident Command System per the NIMS and implement policies for the department.

b. Coordinate and direct volunteers assisting the Fire Department.

c. Maintain current file of information submitted under Title III to include:

1) List of reporting facilities and the Facility Emergency Coordinators (FEC).

2) Material Safety Data Sheets (MSDS), Inventory lists or Tier II reports.

d. Develop 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. Senior Fire Officer

a. Direct the level of response, request mutual aid or other assistance, and make all decisions concerning the Fire Department's actions and policies during emergency operations.

b. Direct search and rescue operations.

c. Request the Medical Coordinator in the event of a Multiple Casualty Incident (MCI) if required. See Annex G.

d. Authorize Fire Department personnel and equipment to respond to mutual aid requests.

F. Lines of Succession

Each Fire Department's line of succession is as follows

1. Fire Chief,

2. Assistant Fire Chief/Captain(s),

3. Senior Fire Officer on duty.

V. CONCEPT OF OPERATIONS

A. Mutual Aid

1. The Senior Fire Officer 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 Senior Fire Officer will:

a. Notify the Cass County Emergency Management Director to coordinate additional support.

b. Request assistance from state and/or other agencies/organizations required at the scene.

B. Hazardous Materials

Specific policies, responsibilities, and operational procedures for hazardous material response 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 hazard area,

b. Limiting access requirements,

c. Providing advice on 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

1) Chemtrec (1-800-424-9300),

2) State Fire Marshal's Office,

3) Nebraska Department of Environmental Quality,

4) The nearest MOU Hazmat Response Team is Bellevue HazMat.

b. Accidents involving radioactive materials

1) Immediate notification to the Nebraska Department of Health is required. Once they have been notified, it is their responsibility to determine what radiation control actions are necessary to protect the public.

2) 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.

3) In addition, all major hazardous material incidents will be reported to the Cass County Emergency Management Director for coordinating additional support and for notification of/reporting to appropriate state agencies.

C. Searches

1. The Senior Fire Officer 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,

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 Cass County Emergency Management Director 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,

   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 or Jurisdiction's Rescue Unit. See Annex G, Attachment 2, for EMS resources.

2. An adjacent Jurisdiction's Rescue Unit when the local Fire Department does not operate a Rescue Unit or when the Rescue Unit is unavailable. Fire Departments have signed agreements outlining Rescue Unit's jurisdictions and mutual aid agreements.

3. With the exception of Plattsmouth Rescue, which is licensed as an Advanced Service, the Rescue Units of the individual Jurisdictions have the capability to provide basic life support only. Plattsmouth Rescue has some ALS trained personnel. Life Net, Star Care V, Bellevue FD, Omaha FD, Lincoln FD, or Papillion FD will have to be called if Advance Life Support Service is required.

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 Cass County Mutual Aid Association Resource Directory and the Cass County Emergency Management Resource Lists.

F. Support To Other Agencies

The Senior Fire Officer 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 Cass County may go on full time status with twelve (12) hour shifts. 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.

3. The fire districts within Cass 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. Accurate record keeping will identify specific needs in the event of a major disaster which can readily be provided to the Resources Coordinator (Annex L).

B. Reports

Each Fire Chief 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 Cass County Mutual Aid Association, 2003 Resource Directory 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. Traffic and crowd control.

   d. Emergency first aid.

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 five year Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be ODP (Office of Domestic Preparedness) 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).

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SUMMARY OF FIRE RESOURCES WITHIN CASS COUNTY

Fire Department	Phone Number	Aerial	Pumpers	Tankers	Pumper/ Tankers	Grass/ Weed Trucks	Utility Truck	Air Cascade	Jaws	Rescue	HazMat Support Trailer	Mobile Commnad Post
Alvo	911			1		1				2		
Avoca	911, 275-3345		2	1		1		X		1		
Cass County EMA	911, 267-6765										1	1
Cedar Creek	911, 234-7856		1	1		1						
Eagle	911, 781-2745		1	1		1	1		X	2		
Elmwood	911, 994-6705		2	2		1				2		
Greenwood	911, 789-3360		1	1		2	1	X	X	1		
Louisville	911, 234-3295		2	2		1	1	X	X	2		
Manley (WWRFD)	911, 234-5239		1	1								
Murdock	911, 867-2271		2	2		1	1	X				
Murray	911, 235-2492		2	1		1		X		2		
Nehawka	911		1	2						1		
Plattsmouth	911, 296-6041	1	3	1		1	1	X	X	3		1
Union	911, 263-3333		2	3		1				2		
Weeping Water	911, 267-7875		2	1		1	2		X	2		

CASS COUNTY MUTUAL AID ASSOCIATION AGREEMENT

For the purpose of better insuring the safety of the lives and property of our citizens from fire loss, medical emergencies, and natural and man-made disasters, these public safety agencies, communities and rural fire protection districts of Cass County, Nebraska, namely: Alvo, Ashland, Avoca, Cass County Emergency Management Agency, Cass County Sheriff's Department, Cedar Creek, Eagle, Elmwood, Greenwood, Louisville, Manley, Murdock, Murray, Nehawka, Plattsmouth, Union, and Weeping Water, which shall be known as the Cass County Mutual Aid Association, pledge our mutual cooperation in fighting fires and any other emergencies which assume or threaten to assume proportions beyond the capacity of the defensive capabilities of any member agency, individual town or rural fire protection district, or of any community or mutual aid association adjoining Cass County from which a request has been made: to this purpose we pledge our assistance to each other in the use of fire apparatus, emergency medical apparatus, personnel, officials, fire or other equipment, and any other items required to control the fire or emergency-whatever may be its' cause.

This Association shall be governed by an Executive Board appointed by the member agencies of the Association as provided by the Constitution and By-Laws of the Cass County Mutual Aid Association. It shall be understood that each member agency of the Association shall retain control of its own personnel and equipment and that the chief officer or his designated representative of the local agency requesting mutual aid shall be the officer in charge of the entire task force for the duration of the emergency requiring the use of mutual aid. Each member of the Association shall be responsible for its own expenses.

This agreement shall remain in effect as to all of the parties until terminated by any of the parties hereto upon thirty (30) days written notice setting forth the date of such termination; withdrawal from this agreement by on party shall not terminate this agreement among the remaining parties.

In earnest of our intention to extend our full cooperation, we affix the signatures of our chief executive official, the president of the rural fire protection district board of directors,

and the chief officer of each member agency in accordance with the authority vested in Nebraska State Statute 23-2204, R.R. S. 1943, Interlocal Cooperation Act.

THIS PAGE INTENTIONALLY HAS NO DATA

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. Cass County is vulnerable to various hazardous materials. Agricultural and industrial chemicals, explosive and combustible materials are stored in and transported throughout the county regularly.

1. There are facilities within the county with the potential of 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 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 Highways 34, 1, 6, 66, S-13B, 50, S-13E, S 13-K, 75 and I-80, rail, river barge, pipelines, or plane could be involved in an accident causing a spill or the potential for a spill.

3. There are several areas particularly vulnerable to hazardous material spills.

   a. Locations may contribute to additional risk because of their proximity to facilities with hazardous materials. See Attachment 1 for these locations.

   b. Special population, such as schools, hospitals, or nursing homes, are subject to additional risk due to their proximity to facilities with hazardous substances. See Attachment 1.

4. Some areas of Cass County because of sensitive environment, land use patterns or water supplies are particularly vulnerable. See Attachment 1.

5. Weather and time variables, like time of day and month of year, may impact on the response to a HazMat incident.

C. OSHA 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. There are no HazMat Response Teams in Cass County, trained and equipped to respond to a hazardous material spill.

2. The nearest HazMat team is located in Bellevue and reached by Cass County 911 Center.

3. The Fire Departments have response vehicles equipped with some of the following special resources: self-contained breathing apparatus, firefighter protective clothing, binoculars, foam/agents, foam application equipment, sorbents, communications, radiological monitoring equipment, dry chemical extinguishers and are trained to handle some but not all hazardous materials incidents.

4. Facilities that use and store hazardous materials may have response equipment.

D. There are many different ways an individual can be exposed to radioactive materials. In Cass 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 are no known registered users of radioactive materials in Cass County.

III. ASSUMPTIONS

A. The fire 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 that could have an impact on Cass County. The most likely scenario would be a transportation accident. It is unlikely that the shipping container would rupture due to the impact; however, attendant with each vehicle accident is the distinct possibility of fire or explosion. These could either melt the protective lead containers or create rupture allowing a release of the radioactive materials. In the early stages of this type incident/accident, local capabilities are usually stressed 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 from Annex F, Appendix 1, Attachment 2 as possible prior to placing the call.

IV. RESPONSIBILITIES

A. The Fire Department is responsible for:

1. Coordination with the Facility Emergency Coordinator on response to hazardous substances in the facility.

2. Initial response and containment, if possible.

3. Coordination and the establishment of 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. Coordination with law enforcement defining the hazard area.

7. Notifying Cass County Emergency Management Agency / LEPC through Cass County 911 / Communications.

8. Request State Emergency Response Team (SERT) through the Nebraska State Patrol, if necessary,

9. Initiating notification of support agencies including hospitals that may receive potentially contaminated patients.

10. 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. Traffic and crowd control.

3. Evacuation movement.

4. Training their personnel.

C. Cass County Emergency Management Agency is responsible for:

The Cass County Emergency Management Agency Director or his/her designated representative serves as the Community Emergency Coordinator (CEC) for hazardous materials incidents as defined in the Superfund Amendment and as detailed in the Cass County LEPC Bylaws, Rev. 20 April 1999. As CEC, Cass County Emergency Management Director:

1. Receives notification from facilities 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.

4. Notification of support agencies.

5. Coordination with charitable and volunteer organizations that may provide assistance.

6. Coordination with state and federal agencies that may have a disaster response role.

7. Coordination in notifying the public of evacuation areas or other health and protective measures.

8. Ensuring that an appropriate training program is developed and conducted which will provide the unique 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.

D. Radiological Officer (RO)

1. Cass County has an assigned and trained Radiological Officer (RO) who has the responsibility to perform all required operations

2. The RO works with the Cass County Emergency Management Director, the Nebraska Emergency Management Agency, and the Nebraska Health and Human Services System to develop and maintain a radiological program in the jurisdiction. The RO will be involved in recruiting and training Radiological Monitors.

3. The RO should operate from the designated EOC, direct the radiological staff activities, assess the community radiological situation and make technical recommendations to the Emergency Management Director or the elected officials of the affected jurisdiction.

4. Local government agencies may be responsible for decontamination of their equipment and vehicles.

E. State Agencies

1. Nebraska Emergency Management Agency: coordinate state agency response and provide assistance and support as determined by the situation.

2. The Nebraska Department of Environmental Quality (NDEQ)

   a. Provide technical assistance for determining areas likely to be affected by an on-going release.

   b. Providing technical assistance relevant to the containment and cleanup of hazardous materials incidents. They are also responsible for warning downstream water users, where applicable.

   c. Approve clean-up plan and notify the responsible person when satisfactory clean-up is achieved.

   d. Give prior approval to all disposal actions.

   e. May require a report, following the clean-up, from the responsible person describing all aspects of the incident including cause of the release, monitoring requirements (long and short term), clean-up and disposal methods, and steps to prevent a similar occurrence. If the clean-up is to be long-term, the Department may require interim status reports.

f. NDEQ is the main point of contact with the Regional Response Team (RRT), for requesting assistance, resources and coordination with Federal Agencies for response, clean-up and recovery actions.

3. The State Department of Health and Human Services System (DHHSS)

a. The Department of Health and Human Services Regulation and Licensure (HHS-R&L), under the authority of R.R.S. 71-3513, has responsibility to issue regulations and require actions to be taken to meet any radiological emergency. Once notified of an accident/incident involving radioactive materials, HHS-R&L is responsible for health hazard assessment and controlling/directing all safety, containment, decontamination, and clean-up actions.

b. Notify 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.

5. The Nebraska Department of Agriculture: can provide additional technical assistance for a suspected or actual pesticide release.

F. 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 Superfund Hotline 1-800-424-9346.

3. Department of Energy (DOE) during federal support operations will provide the personnel, 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), the DOT 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.

G. 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 will notify the Community Emergency Coordinator for the Local Emergency Planning Committee, the State Emergency Response Commission (SERC) of any state likely to be affected by the release,

the National Response Center (NRC), and any other persons to whom the facility is to give notification.

1. The Community Emergency Coordinator (CEC) for the Local Emergency Planning Committee (LEPC),

2. The State Emergency Response Commission (SERC) of any state likely to be affected by the release,

3. The National Response Center (NRC), and

4. Any other persons to whom the facility is to give notification.

c. The Facility Emergency Coordinator will make available to the Community Emergency 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 are 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, and placarding vehicles 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.

2. Licensees:

a. The license authority of the NRC authorizes users/custodians of radioactive materials. Radioactive materials licensees are engaged in medical, industrial or construction activities at fixed locations and/or temporary job sites.

b. Licensees operating within the states generally fall into one or two categories. They either must comply with the Nebraska Radiation Control Act (RRS 71-3501 to 71-3519) or they must be covered by an appropriate reciprocal procedure.

c. In the event of a radiological incident, licensees must respond as required by HHS-R&L 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 to notify the Cass County Emergency Management Agency Director or designated representative, who has been designated as the Community Emergency Coordinator. The Cass County Emergency Management Agency Director shall make determinations necessary to implement the plan. See Attachment 4.

b. In the event of a transportation spill, the notification will be satisfied by dialing 911 or the operator if 911 is not available.

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 request assistance if the situation is beyond local and/or mutual aid capabilities.

4. When the incident is identified as having a radiological material involved and the rescue of injured personnel has been completed and an initial safety perimeter established, all other activities will be accomplished under the direction of HHS-R&L. That agency will be notified via Nebraska State Patrol Communications as soon as possible after the initiation of the hazardous event.

5. Nuclear Power Plant Incident/Accident

   a. In the event of an accident at the Fort Calhoun Nuclear Station or the Cooper Nuclear Station that could affect the food chain or water supplies in Cass County, the county will be notified by the Nebraska Emergency Management Agency. The objective of emergency operations would be to minimize radiological exposure to the public through the food chain and would be coordinated by the USDA FSA State Emergency Board.

   b. Operations in the Ingestion Emergency Planning Zone (EPZ) are quite likely to be highly technical and could involve complex investigations in production agriculture and in related agri-business areas. Where municipal and other supplies are concerned, considerable engineering expertise could be required. Therefore, Ingestion EPZ operations are extensively covered in the State Radiological Emergency Response Plan (RERP) and in appropriate federal plans.

6. The Cass County Emergency Management Director will alert volunteer and charitable organizations that may provide assistance to evacuees.

B. Initial Response

1. The Incident Commander, when notified of an actual or potential hazardous materials release, 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 either the placard, label, or shipping papers from the shipper/owner.

   a. In the case of a transportation accident, approach to a safe distance and do the initial survey of the scene with binoculars looking for placards or signs of leaking or spilled contents.

   b. In the case of an aerial applicator accident, use the same caution and do not enter the field until the chemical is identified.

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. The State Emergency Response Team (SERT) 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.

C. Emergency Public Information

It is important to provide accurate information to the public so they know what to do immediately to protect themselves.

1. The Public Information Officer will coordinate the dissemination of information concerning the incident with the Chief Executive Officer and Cass County Emergency Management Director and the Incident Commander as defined in Annex D.

2. Because information will be needed quickly, 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. Radio and TV stations commonly used in Cass 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 evacuate the hazard area based on the recommendations of CHEMTREC, the DOT Emergency Response Guidebook, the manufacturer, and/or state or federal agency advisors.

2. Policy and procedures for evacuation are defined in Annex E. In-place shelter 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. Remember, by law it is the spiller's responsibility to contain or confine any threat associated with the cargo in their possession.

2. The responsible party should, depending on the material involved, accomplish cleanup and disposal as specified by publications and agencies.

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 advise 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 Safety Officer will:

1. Determine the types of respiratory or other 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. Provide medical checkup for all who have 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 TLD's (if available). The Cass County Radiological officer will ensure that sufficient dosimeters/TLD's 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.

1. Police, key officials, 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 and EPA regulations. All training supported by the Homeland Security process or grants must be ODP (Office of Domestic Preparedness) 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 five year Homeland Security Exercise Plan.

THIS ATTACHMENT IS ON FILE WITH

LOCAL EMERGENCY MANAGEMENT

AND THE

NEBRASKA EMERGENCY MANAGEMENT AGENCY

HAZARDOUS MATERIAL INCIDENT REPORT

Anyone giving or receiving a report of an incident should obtain as much of the following information as possible.

* Time Report _____a.m./p.m. * Date_____

* NAME OF PERSON CALLING_____

* REPRESENTING _____ TITLE OR POSITION_____

* TELEPHONE NUMBER WHERE PERSON CALLING MAY BE REACHED_____

* LOCATION OF INCIDENT:

*City_____*County_____

* Exact location of area involved:_____

* HAZARDOUS MATERIAL INVOLVED:

* Chemical name:_____
* Quantity spilled/released (if known):_____
* Physical form (e.g., liquid, solid, or gas):_____
* Duration of release:_____
* Media into which the release occurred (e.g. land, air):_____
* Manufacturer:_____
* Measurements from radiation detection instruments: _____

DESCRIPTION OF INCIDENT:

A. Time and date of incident:_____ a.m./p.m. ____/____/20____

B. Weather conditions (wind, atmospheric conditions, etc.)_____

C. Current status of incident:

1. Is the incident area secured?_____
2. Was there an explosion?_____Fire?_____
3. Are there people injured?_____
4. Advise regarding necessary medical attention? (if known)_____
5. Precautions to take as a result of the release (if known)_____
_____

D. Report taken by: _____Agency_____

*Information that must be obtained for Federal Reporting Requirements

HAZARDOUS MATERIALS INCIDENT NOTIFICATION

INCIDENT OCCURS

I. Spill or release from a fix 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, (402) 471-2186, after-hours, weekends, and holidays), 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).

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			
Nebraska State Emergency Response Commission		402-471-3241	
Nebraska State Dept. of Environmental Quality		402-471-2186	
Nebraska State Emergency Management Agency		402-471-7421	
		877-297-2368	After Hours
Nebraska State Fire Marshal		402-471-2027	
Nebraska State Patrol		402-471-4545	
Nebraska State Department of Health and Human Services		402-471-2541	
Nebraska Game and Parks		402-471-5547	
Nebraska State Department of Roads	Tim Weander (Omaha)	402-595-2534	
	Jim Ruby (Lincoln)	402-471-0850	
Nebraska Department of Aeronautics (downed aircraft, non-military)		402-471-2371	
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 http://www.nrc.uscg.mil/nrchp.html		800-424-8802	
Union Pacific Railroad		800-877-0511	
Union Pacific Railroad 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, L.L.C.		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	
Poison Control Center (PCC)		800-955-9119	
National Poison Control Center (directs to nearest PCC)		800-222-1222	

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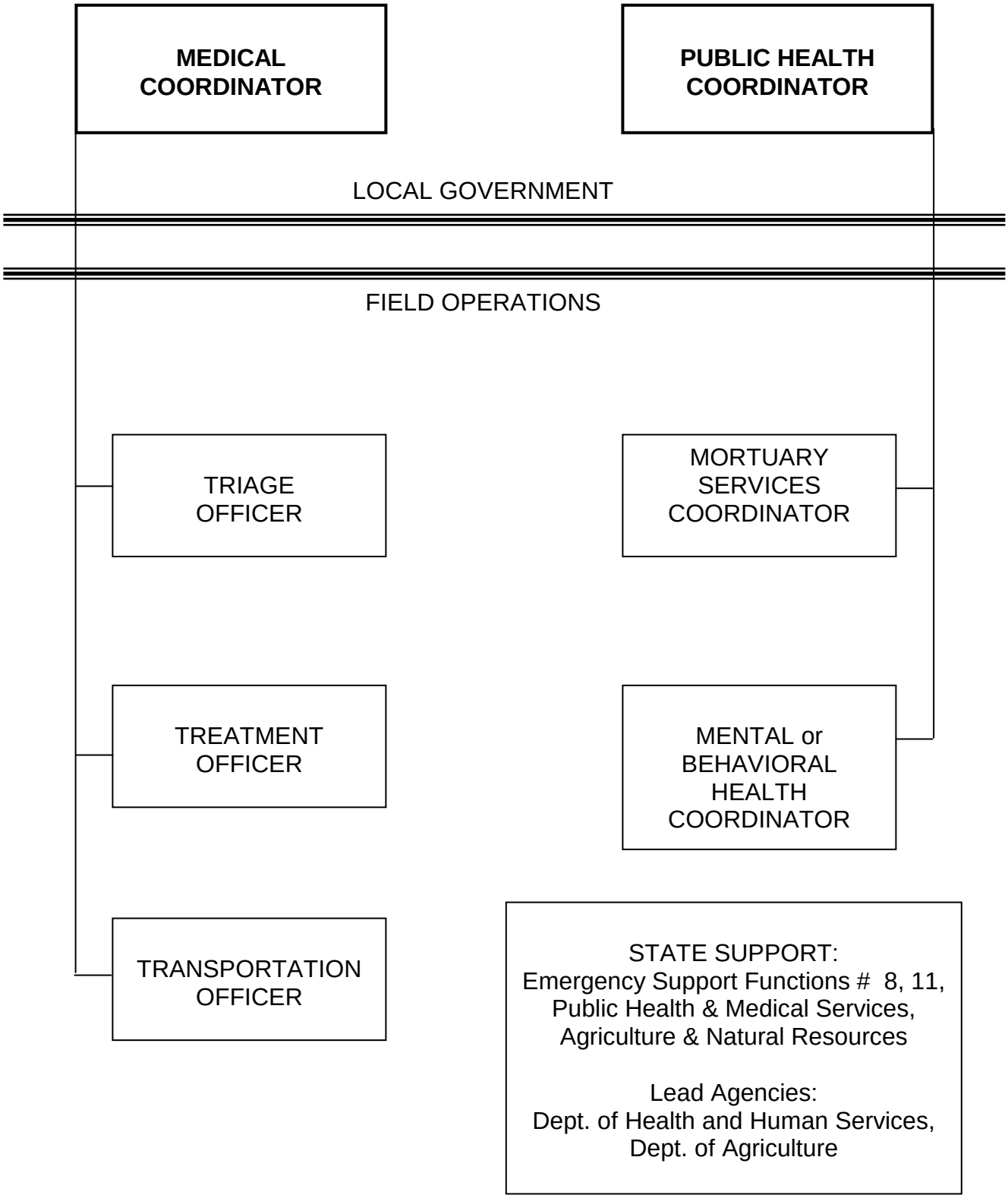
HEALTH AND HUMAN SERVICES



HEALTH AND HUMAN SERVICES

I. PURPOSE

A. Medical

To provide a coordinated response for medical care and treatment for the ill and injured during, or as a result of a disaster.

B. Public Health

To provide coordinated public health services and interventions during and following a disaster in order to protect the community's health. 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, general public and media; distribution and delivery of prophylactic medication or vaccination, if needed; and environmental surety.

C. Behavioral Health

To reduce harmful stress levels in the general population and to respond to the behavioral health needs of survivors, emergency responders in the field, and special needs groups in time of disaster.

D. Social Services

To provide for the coordination of public welfare and human needs of disaster survivors and/or special needs groups in time of disaster.

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 are no hospitals in Cass County.

C. There are three nursing homes, and one Assisted Living facilities in Cass County licensed by the Nebraska Health and Human Services, Department of Regulation and Licensure. Facility details are found in Attachment 1.

D. There are eleven Emergency Medical Services (EMS) within Cass County (Attachment 2).

E. There are five clinics in Cass County with medical staffs of 10 Doctors, 1 Physician Assistant, 2 Nurse Practitioner, 6 RNs, 1 LPN, 7 Medical Assistants, 2 X-Ray technicians, and 3 Lab Techs.

F. The Plattsmouth Office of the Department of Health and Human Services, the Eastern Nebraska Office on Aging and other private agencies have the capability to respond to the serious needs of the population should a major disaster occur.

G. There are nine funeral homes in Cass County, five of which have preparation rooms.

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 of Cass County may be considered a disaster.

B. Mutual Aid and outside resources will be available to assist Cass County in natural, technological and man-made emergencies/disasters and incidents involving threatened or deliberate terrorist use of weapons of mass destruction. emergencies/disasters.

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, pandemic influenza, 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. The Sarpy / Cass Department of Health & Wellness will work in partnership with the Emergency Manager and the mass care shelter manager to plan for and assist them to accommodate people who have special needs. The Sarpy / Cass Department of Health & Wellness 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 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 chart on 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 Local Emergency Coordination Center will provide a liaison to the EOC to 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 and Advanced Life Support is generally the responsibility of the individual fire districts and Rescue Squads in a jurisdiction.

1) Normally, the request for emergency medical assistance comes through the Sheriff's dispatcher through pager activation alerting the rescue unit.

2) The Rescue Squad Chief or Senior EMS personnel on the scene will initiate an Incident Command System, coordinate field operations and transport of victims with the nearest hospital. Because there is no hospital in Cass County, a determination will be made at the scene of the accident as to which hospital will be nearest to the incident.

3) The Rescue Squad Chief will notify the receiving hospital as soon as possible if the patient being transported is potentially contaminated from a hazardous materials incident and of any information about the hazardous substance involved.

4) The Rescue Squad Chief will assure 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.

5) If feasible, a treatment center could be set up at various locations, a central point could be the Cass County Fairgrounds at 144th & Hwy 1 in rural Weeping Water. Medical supplies could be obtained through Emergency Management channels either from the ambulance/rescue unit or via Cass County Communications Center. Volunteers will be utilized, where possible, in medical or clerical capacities.

6) The Rescue Squad Chief will coordinate with the Cass County Emergency Management Director during disaster operations and will represent Emergency Medical Services at EOC briefings.

b. Mutual aid will be requested when the demand from the disaster exceeds the response capability of the local Fire Department/Rescue Squad. The Rescue Squad Chief will request mutual aid from the Cass County Mutual Aid Association. The Association has a formal written agreement which includes 15 towns in Cass County, and any county or mutual aid association adjoining Cass County which can provide assistance in Cass County when needed. The following fire departments are members of the Cass County Mutual Aid Association:

1) Alvo
2) Ashland
3) Avoca
4) Cedar Creek
5) Eagle
6) Elmwood
7) Greenwood
8) Louisville
9) Manley
10) Murdock
11) Murray
12) Nehawka
13) Plattsmouth
14) Union
15) Weeping Water

c. Additional assistance may also be requested from the Medical Director or Cass County Emergency Management Agency Director. Requested medical supplies could be shuttled by a responding State Trooper.

d. Advanced Life Support Services (ALS) will usually be the responsibility of local EMS who will call mutual aid resources depending upon the area transporting to. The Rescue Squad will conduct medical operations in the field until the injured can be transported to the hospital. The Rescue Chief will ensure that the following functions are provided for disaster operations:

1) Triage: designated EMTs will assess patients and assign priorities for medical treatment and transport. At least three (3) members of the local Rescue Squad can coordinate triage efforts.

2) Staging Area - Medical Operations: after sorting patients according to triage status, assignments must be made to overseeing treatment and care of patients being held for transportation to the hospital or medical facility.

3) Transportation: this responsibility includes coordinating with the receiving hospital's emergency room for directing patient transport to the hospital or to other medical facilities. Determination of air ambulance service will be based upon the nature of need. Air ambulance support could be requested from Cass County Communications Center in Plattsmouth. The primary provider will be Life Net of Omaha or Star Care V from Lincoln with a response time of approximately twenty (20) minutes to Cass County. Normally, local EMS services will request the air ambulance service, when needed.

e. Air Ambulance support would be requested through the Cass County Combined Communications Center.

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 Resource Coordinator and/or Emergency Management Director, will locate/obtain supplies and/or equipment to support medical operations in the event of an actual or anticipated shortage.

3. Public Health Coordination

a. The Sarpy / Cass Department of Health and Wellness Director or a Sarpy / Cass Department of Health and Wellness designee will serve as the Public Health Emergency Response Coordinator and is responsible for coordinating activities required to safeguard public health and minimize the spread of disease. The Public Health Emergency Response Coordinator is the liaison between public health officials and the local government.

b. The Public Health Emergency Response Coordinator will coordinate with the Emergency Management Director, County Emergency Board, and other agencies as applicable. This is critical in the care and sheltering of populations with special needs.

c. The Public Health Emergency Response Coordinator will assess the need for crisis counseling for disaster survivors and disaster workers. If crisis counseling is deemed necessary, the Public Health Emergency Response Coordinator will request assistance from and coordinate with the local ministerial association and/or the Region 6 Behavioral Health to provide the necessary services.

d. The Public Health Emergency Response Coordinator or designee is responsible for initial size-up, hazard evaluation and assessment related to existing or anticipated public health threats. The Public Health Emergency Response 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 Sarpy / Cass Department of Health and Wellness 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:

1) Environmental Health Water Safety: The Department would coordinate with NE HHSS Regulation and Licensure Division about potential drinking water contamination. NE HHSS and/or Sarpy / Cass Department of Health and Wellness would direct the certified public water operators within Cass 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, Sarpy / Cass

Department of Health and Wellness would contact homeowners and make appropriate recommendations.

2) Environmental Health Emergency Sanitary Sewage Disposal: The Sarpy / Cass Department of Health and Wellness 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 Heartland Chapter of the American Red Cross, Salvation Army, and Cass County Emergency Management to inform and advise the public of emergency individual sewage disposal procedures.

3) Vector Control: The Sarpy / Cass Department of Health and Wellness 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.

4) 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 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 NE HHSS Epidemiologist. Upon confirmation of food contamination, food would be transported (by the facility) to an approved Sanitary Landfill for disposal and destruction.

5) Mass Prophylaxis: Based upon the results of epidemiologic investigation and in compliance with the Centers for Disease Control and Prevention (CDC) and NE HHSS recommendations, the Sarpy / Cass Department of Health and would vaccinate or provide antibiotic prophylaxis to the citizens of Cass County, see Appendix 1.

6) Isolation and Quarantine: The Public Health Emergency Response 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 Sarpy / Cass Department of Health and Wellness, in consultation with NE

HHSS, 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 Emergency Response Coordinator or designee, in consultation with NE HHSS and County Attorney, shall produce the written order of isolation or quarantine.

7) Epidemiological Investigation: The Sarpy / Cass Department of Health and Wellness - 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 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 Emergency Response Coordinator will consult with NE HHSS, and the CDC.

8) Emergency Public Information: The Sarpy / Cass Department of Health and Wellness would provide information, updates, guidelines and recommendations to the healthcare community including treatment recommendations and protocols and plans for prophylaxis if warranted. The Sarpy / Cass Department of Health and Wellness would also relay appropriate information and recommendations to the public through responsible media and public relations activities. The Department would use the State Health Alert Network (HAN) to get out time critical information to HAN recipients (physicians and healthcare organizations) in Cass County or to areas surrounding the incident. The Department would coordinate and consult with Cass County Emergency Management Agency to use public alerting systems if necessary.

9) Re-entry: The Sarpy / Cass Department of Health and Wellness may recommend when it is safe to reoccupy an area after evacuation caused by a hazardous material release.

4. Mortuary Services

a. When normal mortuary capabilities are exceeded during a disaster, the County Attorney is responsible for coordinating the interment of

the dead. Disposition of deceased bodies will be in accordance with Nebraska Statutes (ADD-2007) and will respect religious, ethnic and cultural differences to the extent possible. Additionally the County Attorney may:

1) Assign bodies to local funeral homes,

2) Establish temporary morgue facilities,

3) Coordinate emergency interment.

b. Emergency Morgue: If a request for an emergency morgue is made through the Sheriff's Office, then the County Attorney acting as coroner, will:

1) Obtain the use of a suitable building that is easily accessible to the disaster area,

2) Notify the EOC of the morgue location,

3) Coordinate with all the area funeral homes for the preservation of the bodies,

4) If conditions warrant, request refrigerated trucks from local trucking companies to hold bodies pending transfer to funeral homes.

5. Mental / Behavioral Health Coordinator:

a. A Region 6 Behavioral Health Specialist will perform as the Mental / Behavioral Health Coordinator and will work closely with the Heartland American Red Cross and Salvation Army and will coordinate available 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 special needs, at-risk or having increased vulnerability to the effects of a crisis. These populations are:

1) Individuals with disabilities, including developmental, physical and/or mental illness,

2) People with a history of substance (drug or alcohol) abuse,

3) Children under the age of 18,

4) Adults age 65 and over,

5) Non-English speaking populations,

6) Individuals who are homeless,

7) Long term care and residential nursing facilities,

8) Individuals with compromised immune systems,

9) Individuals with critical health care needs (dialysis, diabetics, etc.).

b. Locations where the Mental/Behavioral Health response/services may be available include:

1) 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.

2) Mass care centers and immunization clinics

3) Hotline sites

4) Community outreach sites such as community centers, shopping malls, locations announced through the media, etc.

5) Sites where responders gather such as the incident site, staging and material storage areas.

c. Services will be coordinated with the Heartland Chapter of the American Red Cross, local ministerial associations or interchurch ministries, community volunteers, Critical Incident Stress Management personnel and others as appropriate.

d. A public 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 the State of Nebraska HHSS, local public health office, local service providers and coordinated with the various Public Information Officers.

e. The Mental/Behavioral Health Coordinator will make recommendations and provide status reports to the Public Health Emergency Response Coordinator

f. Critical Incident Stress Management (CISM) Teams are available for debriefings, defusings, and/or demobilizations to fire, EMS, law

enforcement, dispatchers, and emergency management personnel following a disaster/emergency situation. Contact the Nebraska State Patrol Troop area where the disaster/emergency situation is located to activate a CISM response.

6. Social Services Coordinator

The Administrator of the Plattsmouth 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:

1) Food for disaster survivors,

2) Clothing,

3) Temporary shelter,

4) Medications.

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:

1) Food to disaster survivors,

2) Clean-up and recovery equipment and labor assistance,

3) 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 Eastern Nebraska Office on Aging assesses the needs of the elderly population in Cass 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 Eastern Nebraska Office on Aging Transportation (senior vans) Program assists by providing the handicapped and elderly with transportation services.

V. CONCEPT OF OPERATIONS

A. Multiple Casualty Incident

1. The first unit at the scene will remain and establish a command post until communications support arrives. The senior on-scene EMS official is responsible for all patient care operations at the scene including personnel assignment. Advanced Life Support (ALS) services will usually be provided by the nearest responding mutual aid ALS units.

2. The senior on-scene EMS officer will assign a qualified member of the rescue squad to triage and assign priority categories based on urgency and chance of survival.

3. The senior on-scene EMS officer will be in communication with the responding hospital's emergency room(s) and will direct rescue units to the receiving medical facility based on instructions from that hospital. Determination of receiving facility will be based upon facility patient loads, nature of injuries, travel distance, etc.

4. The senior on-scene EMS officer will determine requirements for and request medical mutual aid. Shortage (or anticipated shortage) of medical supplies/equipment or personnel for field operations will be reported to the senior on-scene EMS officer for procurement.

5. Shortages (or anticipated shortage) of medical supplies/equipment or personnel will be reported to the Medical Coordinator for procurement.

B. Evacuation of In-patient Medical Facilities

1. The assisted living facilities 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.

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.

C. Support to Medical Professionals

Cass County Emergency Management Agency could assist in coordinating emergency transportation to and from critical medical facilities or for other general medical operations during the disaster. Volunteers, such as 4-wheel vehicle owners/clubs, snow mobile owners/clubs, and REACT or amateur radio operators (depending on situation - i.e., winter storms) will be utilized to coordinate and provide this transportation.

D. Public Health Threats

1. In the event of an anticipated or actual public health threat, the Public Health Emergency Response Coordinator or the Emergency Management Director will notify the Nebraska Emergency Management Agency to coordinate State assistance for Cass County.

2. In the event of water shortages, Public Works should coordinate with the Emergency Management Director and Public Health Emergency Response Coordinator 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 Cass County

E. Social Services

To provide for an effective response to a disaster situation, 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. Special Needs: Disaster survivors and special needs groups may require assistance to meet their necessary expenses and serious needs (food, clothing, housing, medical and financial). The Plattsmouth Office of the Department of Health and Human Services, in coordination with community services, such as the Red Cross, and the Eastern Nebraska Office on Aging, will identify any special needs groups and in the event of a disaster, ensure that their needs 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 the Mental Health Coordinator and the Public Health Director.

4. Evacuation: Health and Human Services, in coordination with the Eastern Nebraska Office on Aging and Senior Van Service will attempt to identify and assist any elderly, infirm or special 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 Emergency Management Director 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 involvement into the 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 five-year Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be ODP (Office of Domestic Preparedness) approved.

LIST OF ATTACHMENTS

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2	Emergency Medical Resources	G-21
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1	Mass Prophylaxis Plan	G-23
2	Agricultural Disease Response Plan	G-27
Attachment #		
1	Initial Activities During an Agricultural Response	G-38
2	Potential Animal Holding Areas	G-44

HEALTH AND MEDICAL RESOURCES

WITHIN CASS COUNTY

NURSING HOMES:	PHONE NUMBER
Louisville Care Center 410 W. 5th St. Louisville, NE	234-2125
Golden Living Center - Plattsmouth 602 S 18th St. Plattsmouth, NE	296-2800
Nebraska Masonic Home 1300 Avenue D Plattsmouth, NE	296-7300

ASSISTED LIVING FACILITES:

Louisville Care Center 410 W. 5th St. Louisville, NE	234-2125
Nebraska Masonic Home 1300 Avenue D Plattsmouth, NE	296-7300
Waterford at Woodbridge 1913 E Hwy 34 Plattsmouth, NE	296-5133

ADULT DAY CARE FACILITIES:

Golden Living Center - Plattsmouth 602 S 18th St. Plattsmouth, NE	296-2800

DEVELOPMENTALLY DISABLED FACILITIES:

Eastern Nebraska Community Office of Retardation 1904 8th Avenue Plattsmouth, NE	296-5034

FUNERAL HOMES (* = with preparation rooms)

Fusselman-Wymore Funeral Home 113 West D Elmwood, NE	994-6575
Fusselman-Wymore Funeral Home * 413 Elm Louisville, NE	234-3985
Fusselman-Wymore Funeral Home * 306 North 7th St. Plattsmouth, NE	296-4455
Fusselman-Wymore Funeral Home * 108 North Elm Weeping Water, NE	267-2485
Hammons Family Funeral Services * 207 West H Weeping Water, NE	267-5544
Hammons Family Funeral Services 132 N 4th Elmwood, NE	994-2424
Marshall Funeral Home 117 West Main Union, NE	263-3400
Roby Funeral Home * 346 Avenue A Plattsmouth, NE	296-3123

ADJACENT TO CASS COUNTY

HOSPITALS

Alegent Midlands Hospital Hwy 370 & 84th St Papillion, NE	593-3000
Community Memorial Hospital 1579 Midland Syracuse, NE	269-2011

HOSPITALS continued

St. Elizabeth's Hospital 555 South 70th St. Lincoln, NE	219-8000
St. Mary's Hospital 1314 3rd Ave Nebraska City, NE	873-3321

FUNERAL HOMES

Fusselman Wymore Funeral Home 644 Park Syracuse, NE	269-2441
Gude Mortuary 403 South 9th Nebraska City, NE	873-6011
Marshall Funeral Chapels 1109 1st Corso Nebraska City, NE	873-5331
Peterson Mortuary 111 North 11th Nebraska City, NE	873-6626

HEALTH CLINICS

Physician's Clinic - Louisville 203 Main St. Louisville, NE	234-2500
Alegent Quick Care Clinic at Pamida 211 S 23rd St Plattsmouth, NE	
Cass Family Medicine 409 Main St. Plattsmouth, NE	296-2345
Westroads Medical Group & University Medical Associates of Plattsmouth 1938 E Hwy 34 Plattsmouth, NE	296-6009

MENTAL HEALTH

Alegent Health Psychiatric Assoc. 291-6789
1309 Harlan Dr. #206
Bellevue, NE

Alegent Midlands Hospital 593-3722
Behavioral Services Unit
Hwy 370 & 84th St
Papillion, NE

AMBULANCES

Air Services

Lincoln

Star Care V, 1 (800) 252-4262 - Helicopter & Fixed Wing (Based at Bryan LGH Hospital)

Omaha

Life Net, 1 (888) 481-7040 - Helicopter and Fixed Wing

CASS COUNTY EMERGENCY MEDICAL RESOURCES

RESCUE UNIT NAME	PHONE NUMBER	AMBULANCE/ RESCUE SQUADS	NON-TRANSPORT BLS UNIT	BASIC LIFE SUPPORT	ADVANCED LIFE SUPPORT	# of EMTS	AED	MAST TROUSERS	MCI TRAILER	NIMS RESOURCE TYPE
Alvo	781-2710	2		X		7	X			IV
Avoca	296-9370	1	X			16				OTHER
Cass EMA	267-6765	2	X			15	X		1	OTHER
Eagle	296-9370	2		X		11	X			IV
Elmwood	296-9370	2		X		14	X	1		IV
Greenwood	296-9370	1		X		17	X	1		IV
Louisville	234-2635	2		X		15	X	1		IV
Murray	296-3337	2		X		20	X	1		IV
Nehawka	227-3000	1		X		8	X			IV
Plattsmouth	296-3337	3			X	29	X	1		II
Union	296-9370	1		X		15				IV
Weeping Water	296-9370	2		X		22	X	2		IV

* See notes on following page.

CASS COUNTY EMERGENCY MEDICAL RESOURCES

continued

* Alvo Rescue has 1 older Type II ambulance and 1 Type III.

* Avoca Rescue has one Type III not licensed for transport.

* All remaining ambulances in county are Type III.

* CCEMA has two equipped first response units non-transporting (Suburbans). The MCI Trailer is equipped for 75 adult and 25 pediatric casualties, with all necessary associated backboards, supplies and oxygen equipment. Also contains EMS command and control equipment and 30 body bags. There is a mobile replacement supply of 75 adult and 25 pediatric backboards.

* Plattsmouth is the only licensed Advanced Life Support (ALS) service in the county.

* County air-medical transport mutual aid from both Lifenet, Omaha and Star Care V, Lincoln. * County ground ALS mutual aid typically from Bellevue and Papillion FD, Sarpy County and Lincoln FD/RS, Lincoln

MASS PROPHYLAXIS PLAN

I. Purpose

This provides a rapid and coordinated response for the citizens and transients of Cass County for a mass administration of vaccines and prophylactic medications in the event of a bio-terrorism outbreak or other medical needs.

II. Situation

A. Cass County Emergency Management Agency along with the Sarpy / Cass Department of Health & Wellness (PHD), the Nebraska Health and Human Services Systems (DHHS), the Centers for Disease Control (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 the citizens and transients of Cass County. The population range could vary depending on the type and time of outbreaks.

B. Transient population needing vaccination would be citizens not counted in Cass County's vaccine allotment.

C. On a local level, initial response will be by local authorities, using the National Incident Management System (NIMS).

D. The decision to mass vaccinate 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.

III. Assumptions and Planning Factors

A. All the population in Cass County may be affected by any outbreak.

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.

IV. Concept of Operations

The CDC, DHHS and PHD will provide direction to Cass County in the event of an actual emergency. Cass County's general plan for mass vaccine clinics and potential follow up clinics is as follows.

A. Cass County's Mass Vaccination Clinics will be located at:

1. Plattsmouth High School, 1916 E. Hwy 34, Plattsmouth, NE

2. Cass County Fairgrounds, 8400 144th St., Weeping Water, NE

B. Cass 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, EMS and the County Board of Commissioners.

2. The list of volunteers is on file and continually updated. Copies of this list are kept at the Sarpy/Cass Department of Health & Wellness. 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 an event may come to the Cass County Emergency Management Director, or Law Enforcement. At that time, all clinic core team members will be contacted. Notification of public health events occurring outside Cass 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 the volunteer coordinator, will be used to notify volunteers with back up provided by United Way of the Midlands and Heartland Chapter of the American Red Cross volunteers.

2. The Local Emergency Operations Plan (LEOP) Annex B (Communications and Warnings) will be utilized. This annex 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

1. Cass County Sheriffs Department personnel will transfer vaccine from the State distribution site to Cass County.

2. The vaccine will be signed off to a designated person at the clinic. If the vaccine comes before the clinic is activated it will be delivered to the Cass County Law Enforcement Center. The vaccine will be signed for by the County Sheriff or the Plattsmouth Police Chief and placed in the evidence room.

3. The vaccine will be guarded at all times and will be under the direction of the supply manager. Certain vaccines may require special precautions.

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 as prepared as possible for an emergency clinic, general supplies will be purchased ahead of time and stored at the Sarpy / Cass Department of Health and Wellness.

2. Before supplies will be purchased, storage space will be coordinated through the Sarpy / Cass Department of Health and Wellness. This would make rotation of stock convenient, and therefore make it less likely that supplies purchased in advanced could deteriorate if not used by their expiration dates.

3. If 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.

4. In case of any potential countywide clinic, the Cass County Board of Commissioners will be asked for funding for supplies necessary to run a clinic.

5. 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. Parking will be limited at the clinic site. Parking areas will be determined and announced to the public for use and shuttle service will be provided to transport the public.

2. Those individuals confined to health care or other facilities may receive on-site treatment. This will be coordinated with the Core Committee.

3. Others unable to provide their own transportation will be given instructions through the media as to whom to call, staging areas for transportation pick up and return, etc.

H. Cass County residents and transients will be notified as soon as possible of the mass vaccination plan and instructions for participation.

1. The local media will be utilized.

2. Local emergency management procedures will be followed as outlined in Annex B, Communications and Warning.

3. The public will be given a local number to call for more information and further instructions.

AGRICULTURAL DISEASE RESPONSE PLAN

I. PURPOSE

A. To provide coordinated measures and actions to detect, control and eliminate diseases, contamination and contagion to animals, plants and food as rapidly as possible within Cass County.

B. To generate appropriate measures at all response levels to eliminate the emergency and minimize the consequences in order to return Cass County to a contagion-free status.

II. SITUATION

A. 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, physical, chemical, or infectious characteristics may pose substantial immediate or potential hazards to humans, plants and animals or the environment.

B. The agriculture industry in the 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. Cass County is vulnerable to such events.

C. A major contamination event or outbreak of disease 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.

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 Cass County have the necessary resources to deal with a large-scale situation.

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 or plant disease, or food, milk or dairy product contamination within the United States would affect the State of Nebraska including Cass County. This could result in the creation and enforcement of movement controls of people, transportation, livestock, plant, food, milk and dairy products and other property.

B. Positive detection of contamination or disease elsewhere will prompt State officials to employ additional precautions to prevent or mitigate the possibility of an occurrence locally.

C. Due to the nature of agricultural emergencies, such as a Contagious Animal Disease (CAD) or a Foreign Animal Disease (FAD), and existing laws, entities other than the county may declare a disaster affecting the county. In such incidents, the county will also submit a Disaster Declaration as described in Annex A, Attachment 4.

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 and wildlife, and food may be destroyed or controlled to prevent the spread of contamination or disease 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 as determined by the Nebraska Department of Agriculture or Nebraska Department of Environmental Quality. Suspected infected locations, transport vehicles and on-site personnel may require decontamination / decontamination. Local bio-security 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. The Nebraska Department of Agriculture is the coordinating agency for the specific response plans for livestock, plant, food, milk, and dairy product events, as discussed in Appendix 1, Appendix 2, Appendix 3 and/or Appendix 4 of ESF #11. If an animal event, the Nebraska Department of Agriculture will determine the level of response and activities necessary to respond to a suspected or confirmed Contagious Animal Disease (CAD).

The four levels of CAD response are:

CAD LEVELS

1. CAD Level 1: A CAD is confirmed in North America or Mexico, but not in the United States.

2. CAD Level 2: A CAD is confirmed in the United States, but it is not suspected or confirmed in a state bordering Nebraska.

3. CAD Level 3: A CAD is confirmed in a border state.

4. CAD Level 4: A CAD is strongly suspected or confirmed in Nebraska.

Specific details and actions are listed in the ESF #11, Appendix 1 of the SEOP, and in job aids employed by the NDA.

IV. CONCEPT OF OPERATIONS

A. It is recognized that under some agriculture scenarios the need for resources, trained personnel and specialized equipment and supplies, will be tremendous.

B. Before, during and following the Governor's emergency proclamation, the Nebraska Department of Agriculture will serve as the designated Emergency Support Function Coordinator (ESFC).

C. 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/WMD incident, and throughout the post-incident investigation.

D. 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.

E. The level of response to an event depends on the extent and the severity levels of the event. The response to 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.

F. 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 Nebraska Department of Agriculture as described in ESF #11.

G. In an animal disease event, when an approved diagnostic laboratory confirms a positive test for either a "CAD LEVEL 3 and/or 4", the USDA Animal and Plant Health Inspection Service (APHIS), Veterinary Services (VS) Agency will notify NDA, which will notify NEMA. ESF #11 may be activated. With this activation, notification of the Cass County Emergency Manager will be done.

H. In some animal disease incidents, the Governor's declaration may include closing the borders of the state and suspending livestock transport within the state. This action may be taken by the Governors of border states. This action creates the need for off-loading and holding pen locations for livestock in transit. All counties need to develop contingency plans for the proper care of animals in transit. This includes un-loading, feeding, and watering of livestock. 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.

I. Additional local plans or Standard Operational Procedures are needed for the cleaning, disinfection, and storage of the trucks and personnel involved with the event. NDA has provided each county a set of "Agriculture Guides, County Emergency Response Monographs, 2005 Information" that address issues that an affected county may face.

J. The entire process or chain of events needs documentation to 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.

K. 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 may also be available. A list of equipment and supplies available in the LEDRS trailers is found in ESF #11, Appendix 1, Attachment 2.

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

Details of the roles and responsibilities of the various agencies and organizations are found in the State Emergency Operations Plan (SEOP). The following describes in general the roles and scope of activities. Due to the nature of a specific CAD event, this list may not be all inclusive or describe all activities or operations.

A. STATE AGENCIES

1. Nebraska Department of Agriculture ESF 11

The Nebraska Department of Agriculture (NDA) is the coordinating agency (Emergency Support Function Coordinator, ESFC) for all agricultural related responses in the State of Nebraska as authorized in Nebraska State Statutes listed in the State Emergency Operations Plan, ESF #11, dated July 28, 2003, and in subsequent updates, dated 2004 and 2005. NDA, along with the Nebraska Emergency Management Agency (NEMA), will conduct operations using the NIMS protocols for multi-agency coordination.

2. Office of the Governor

The Office of the Governor is empowered to issue State of Emergency Proclamations, request Presidential Declarations and affect the powers as granted in the Nebraska Emergency Management Act.

3. Nebraska Emergency Management Agency (NEMA)

NEMA will activate and operate the State Emergency Operations Center: provide liaison to the affected jurisdictions; prepare situation reports for the Governor; respond to assistance requests from county emergency management; coordinate the State's response with local jurisdictions; coordinate with FEMA and the National Response Plan; and assist in the coordination of disaster related public information. NEMA can assist local responders, especially in remote areas, with communications and coordinate the provision of Personal Protective Equipment (PPE), other equipment, chemicals and supplies to facilitate the movement, destruction, disposal and decontamination of equipment and individuals.

4. Nebraska Department of Environmental Quality (NDEQ) ESF-13

NDEQ provides technical assistance regarding environmental issues, regulations and requirements during the disaster planning stage and on-site, specifying containment practices and procedures for carcass disposal, including temporary on-site disposal, decontamination, cleaning, disinfecting stations, and waste disposal and/or treatment sites. They also will provide information on all known livestock feeding operations.

5. Nebraska Department of Natural Resources (NDNR)

   The NDNR can provide technical assistance during the planning stage and on-site, for mapping information, especially on topography and water tables.

6. Nebraska Department of Roads (NDOR) ESF-1

   The NDOR will identify the sustainability of roads and bridges for law enforcement for traffic control issues and will provide guidance in re-routing traffic in and around the affected area. NDOR will assist with the transportation of soil, carcasses or debris and will help identify additional sources of contractors and specialized equipment.

7. Nebraska Games and Parks Commission (NGPC)

   The NGPC will provide containment and/or quarantine assistance, including vector control, monitoring and management of wildlife, to prevent the spread of animal disease to or through non-domesticated animals. NGPC will also provide disposal sites, excavation equipment, and aid in the transport of carcasses, soil and debris. NGPC will assist law enforcement agencies with traffic control, general security and law enforcement.

8. Nebraska Department of Health and Human Services (DHHS) ESF #8

   DHHS will provide an assessment of the public health needs, and provide the technical assistance, leadership and coordination to address the medical and mental health care of the public. They will provide assistance and epidemiology services in dealing with zoonotic (diseases transferred from animals to humans) diseases. They will support the local jurisdictions per the LEOP in other areas to include the testing of potable water, mental health and other public health concerns. Laboratory facilities for testing samples in a higher biosafety level (BLS-III) environment will also be made available.

9. Nebraska Military Department (MIL) ESF-10

   Members of the Nebraska Army and/or Air National Guard may be ordered to support other agencies in the 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,I.3.

10. Nebraska State Fire Marshall (NSFM) ESF-4

    The Office of the State Fire Marshall provides NIMS compliant Incident Management training to local responders, officials and animal care providers. The training can be specialized for handling animal incidents and decontamination concerns.

11. Nebraska State Patrol (NSP) ESF-7

The NSP will coordinate with local law enforcement agencies in establishing or assisting in personnel, responders and site security and safety, egress into or out of the quarantine zones, re-routed traffic control and can provide additional communications support with a mobile Communications vehicle. The NSP will assist 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 Cooperative Extension Service will provide information regarding animal diseases, biosecurity, and plant/animal health practices. Experts and specialists from the UNS will also provide technical assistance in the incident planning process; provide surveillance assistance in the prevention, response and recovery stages.

Various departments such as the Dept. of Veterinary and Bio-Medical Science will assist in animal disease diagnosis and provide laboratory services for analysis or pathology of animal samples. The UN-L Plant Pathology Department provides diagnostic services to the State Plan Regulatory Official, for events involving plants or crops. The University of Nebraska Medical Center (UNMC) Nebraska Public Health Laboratory (NPHL) provides testing services, 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 United State Department of Agriculture or the Federal Bureau of Investigation in a terrorist incident, may implement the National Response Plan 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 (USDA)

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. USDA will provide laboratory assistance in the identification of CADs, FADs, and plant diseases. Upon confirmation of a FAD, the USDA Secretary can issue an "Emergency Declaration" which will initiate an immediate response by other agencies and affected jurisdictions. The USDA Farm Service Agency will administer the indemnification process to include the

cost of animals and approved costs associated with an incident. Appraisal of animals to be euthanized may be done by USDA.

b. NDA, in conjunction with USDA/APHIS/VS, will determine and issue animal quarantines. The USDA will consult with state and local authorities regarding the eradication activities. These include but are not limited to treatment or elimination and disposal of exposed or infected animals, decontamination, 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 a emergency involving plants or crops.

3. United States Food and Drug Administration (USFDA)

The USFDA, through its various agencies, will provide technical assistance during the planning stage and technical and laboratory support during the prevention, response and recovery phases of an incident.

4. Federal Bureau of Investigation (FBI)

In the event that the CAD or FAD is the possible or confirmed result of terrorist activities, the FBI will be the lead agency. The LEOP, Annex H, Appendix, 1, Terrorism, details their roles and 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

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 the rest of this LEOP. Any or all local agencies may be involved and will, in general, assume their normal roles as defined in this Plan. The following agencies or entities may provide additional support during an agricultural emergency.

1. Cass County Commissioners

The chief elected officials will maintain direction and control of governmental activities, declare a county emergency through the normal process described in the LEOP, and provide local resources within their capability.

2. Cass County Clerk and Treasurer

The County Clerk and Treasurer will coordinate the documentation of all disaster related expenses such as personnel time, overtime, equipment usage, in-kind or stocked materials, etc., and will follow accepted accounting procedures. Each county or local agency will document their own disaster related expenses and make the data available as requested.

3. Cass County Sheriff's Office

The Sheriff's office will receive an early alert of a suspected agricultural emergency from the Cass County Emergency Manager when the situation warrants. At the time of CAD confirmation, the Sheriff will become a member of the Cass County Unified Command structure for the event and assume the command position for local law enforcement functions. The Sheriff's Department will provide the initial incident security to the personnel and the quarantine zone. The Sheriff's Department will provide communications support and will coordinate local law enforcement response with support from the Nebraska State Patrol. Other roles and responsibilities during a disaster are outlined in other parts of this LEOP.

4. Cass County Emergency Management

The Cass County Emergency Manager will receive an early alert of a suspected CAD/FAD from NEMA should the conditions warrant. At the time of CAD/FAD confirmation (CAD Level 3 or 4, and the county may be involved, the county EOC will become activated. The role and responsibilities of the Emergency Manager will remain the same as in other disasters; that is to coordinate requests for additional support, communicate with and advise the Chief Elected Officials and NEMA of local conditions and activities.

5. Cass County Department of Roads

The County Roads Department will respond to requests as in other disasters with emphasis on traffic control in the quarantine zone. In support of the law enforcement agencies, they will identify the sustainability of roads and bridges necessary for re-routing traffic from the quarantine zone. They may also assist by providing excavation and transportation equipment and operators to move soil, carcasses or debris as directed. Their activities will be coordinated through the Cass County EOC.

6. Fire Service/EMS

The local fire service(s) will, within their limits of personnel, training and equipment, provide assistance with cleaning and disinfection / decontamination, hazardous material and fire protection as required by NDA

and/or USDA. They will also provide EMS services as needed. Mutual aid requests will follow normal processes as described in Annex F.

7. Sarpy / Cass Department of Health and Wellness

a. The Sarpy/Cass Department of Health and Wellness will support the Nebraska Health and Human Services System and Volunteers Organizations Active in Disasters (VOAD) in providing overall leadership, coordination, assessment and technical assistance for public health needs in the event of a disaster or emergency. Other functions are described in Annex G.

b. The Sarpy/Cass Department of Health and Wellness will also provide assistance and epidemiology services in dealing with zoonotic (transmitted from animals to humans) diseases.

D. OTHER AGENCIES AND ORGANIZATIONS

1. Livestock Concentration Points

Livestock concentration points include all livestock operations, auction markets, all slaughter operations and private and commercial feedlots. These operations, in sizes from one animal to thousands, will develop and implement bio-security plans for the livestock during an emergency.

2. Volunteer Organizations Active in Disaster (VOAD)

Various volunteer agencies will coordinate the provisions for food and temporary shelter on site, especially when an area is quarantined. See “The Emergency Manager’s Handbook” for a list of agencies.

3. Associations, (Trade, Professional, Marketing)

Industrial and professional associations, from international to local components, are invaluable resources such as 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 CAD planning, response, recovery and mitigation; see the SEOP, ESF 11, Appendix 1, V. P.

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 claims is made available by state and federal agencies.

B. Exercises

All agencies with responsibilities outlined in this Appendix will provide annual training in regards to livestock emergencies. An orientation and/or tabletop exercise should be conducted annually to ensure adequate response to a threatened or actual outbreak of disease of non-human population as a result of non-medical disaster. The objectives for these exercises should be based on the policies and procedures identified in this plan.

C. Plan Maintenance

The Cass County Emergency Management Director with the assistance of a veterinarian 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 - 38
2	Potential Animal Holding Areas	G – 44

AGRICULTURAL DISEASE INITIAL RESPONSE PLAN TO A CONTAGIOUS FOREIGN ANIMAL DISEASE (CAD)

This is a summary of the planned activities from the ESF #11 Annex of the State Emergency Operations Plan. This portion reflects only those activities at CAD level 4: A CAD is strongly suspected or confirmed in Nebraska.

A CAD is described as a contagious foreign animal disease posing a serious threat 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 CAD Level 4 begins when a CAD 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-CAD condition is identified, normal animal health care practices are initiated.

If signs in the herd/flock lead to the suspicion of a CAD involving a serious threat:

I. Status Investigation

1. Local Veterinarian, desiring further investigation and diagnosis, calls:

    a. The State Veterinarian at the Nebraska Department of Agriculture (NDA) 402-471-2351 or the USDA, APHIS, Veterinary Services, Area Veterinarian in Charge (AVIC) 402-434-2300

    b. Advises producer/processor on immediate herd health actions

2. NDA or AVIC dispatches a Foreign Animal Disease Diagnostician (FADD) to site

3. The FADD

    a. Investigates, takes samples, and submits them for laboratory confirmation according to protocol for the suspected disease

    b. Reports activities and situation to the State Veterinarian, USDA AVIC

c. Becomes Site Incident Commander

d. May implement local quarantine, including a local “Stop (Animal) Movement Order”

e. Requests voluntary travel restrictions of individuals in incident area

4. NDA:

a. Notifies NEMA

b. Notifies LEDRS Veterinary Corps

c. Activates NDA Command Center

5. NEMA:

a. May assist in transporting samples to diagnostic laboratory

b. May activate the SEOC and implement ESF #11

c. Notifies the local Emergency Manager in the affected jurisdiction

d. Notifies Governor’s Office

e. Establishes incident site security, access control points and decontamination if local resources are unable to provide

6. Nebraska State Patrol:

a. May assist in transportation of samples to diagnostic laboratory

7. USDA:

a. Performs diagnostic testing

b. Informs FADD, State Veterinarian and AVIC

II. Diagnostic results

1. If results are ***negative*** for a CAD

    a. FADD informs local producer, processor and veterinarian routine and ordinary veterinary procedures implemented

    b. NDA notifies NEMA, who in turn notifies the Governor's Office and the local Emergency Manager

    c. Incident response is curtailed

    d. Local agency maintains activity log and tracks expenses

2. If results indicate a positive ***confirmed*** CAD

    a. USDA:

        i. Notifies the FADD, NDA State Veterinarian and AVIC

        ii. Notifies all State Veterinarians and all federal AVICs

        iii. Activates the National Animal Health Emergency Management System

        iv. May declare an "Emergency" or "Extraordinary Emergency"; evaluates need for Presidential Declaration

        v. Provides technical advice and personnel to support NDA

    b. NDA:

        i. Notifies NEMA

        ii. Reports to SEOC, representative serves as ESF #11 Coordinator

        iii. Establishes quarantine zones

        iv. Issues "Stop (Animal) Movement Order"

        v. Activates LEDRS

        vi. Confers with State Veterinarians in surrounding states

c. NEMA:

i. Activates SEOC, ESF-11, if not already activated

ii. Establishes Unified Incident Command

iii. Notifies additional agencies for support

iv. Advises Governor's Office for State Emergency Proclamation, Presidential Declaration

v. Coordinates with local EM, gathers information for analysis by NDA

vi. Coordinates with other local, state, federal agencies

vii. Establishes Joint Information Center (JIC), if not already activated

d. Governor:

i. Notifies governors of surrounding states

ii. May issue disaster proclamations

iii. May issue "Stop (People) Movement Orders"

iv. Monitors and may assign state resources for import/export restrictions

III. Local Jurisdictions

1. County with "Strongly Suspected CAD" – Local Emergency Manager

a. Is notified by NEMA

b. May open EOC

c. Reviews and readies to implement CAD section of LEOP and 2005 Agricultural Guides from NDA

d. Notifies local resources

e. Establishes site security

f. Establishes access control points

g. May establish cleaning, disinfecting and decontamination stations for Vehicles and personnel; is advised by NDA and, DEQ

2. County with "Confirmed CAD" – Local Emergency Manager

a. Activates EOC, reviews and implements LEOP and the appropriate 2005 Agricultural Guides from NDA

b. Notifies Chief Elected Officials and asks for County Declaration

c. Coordinates with VOAD in support of mass care

d. May request mutual aid from other counties

e. Maintains activity log and tracks expenses

f. Facilitates Law Enforcement and Fire Service to assist in quarantine, traffic control, restricting access in/out of area

3. All Counties affected by a "Stop Movement Order" – Local Emergency Manager

a. Notifies Chief Elected Officials, asks for County Declaration

b. May activate EOC

c. Notifies local law enforcement

d. Confers with Nebraska State Patrol

e. Informs producers/processors through local network of CES agents

f. Implements LEOP, provides for animal holding and sheltering areas, as found in the appropriate 2005 Agricultural Guides from NDA

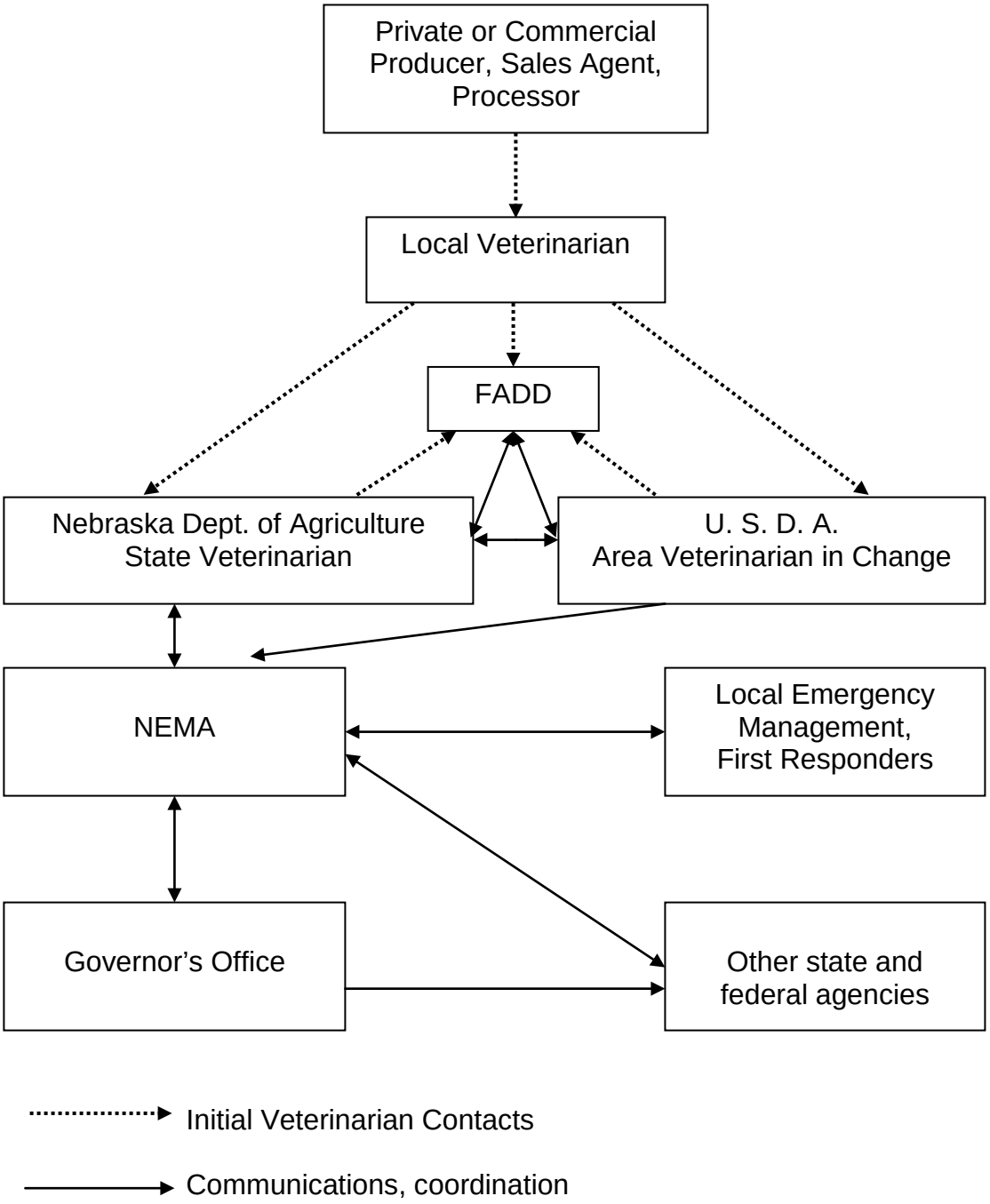
g. Provides mutual aid to affected counties as requested

h. Maintains activity log and tracks expenses

i. Confirms with NEMA that "Stop (Animal) Order" is in effect

AGRICULTURAL DISEASE INITIAL RESPONSE PLAN

Initial Phase: Suspected or Confirmed Contagious Animal Disease



POTENTIAL ANIMAL HOLDING AREAS

Location	Contact/Phone	Agreement
Cass County County Fair Grounds Rural Route 1 (144th St.) Weeping Water, NE 68463	Steve Wehrbein 402-298-8102 402-504-2678	Dec. 20, 2005

Capacity: Numbers represent single type of animal only
- 216 hogs (72 pens x 3 animals / pen)
- 80 beef cattle – in tie stalls
- 48 dairy cattle – in tie stalls
- 158 sheep / goats (79 pens x 2 animals / pen)
- 40 horses – in stalls
- Approximately 300 small animals -small animal cages in 2 buildings (poultry & rabbits)

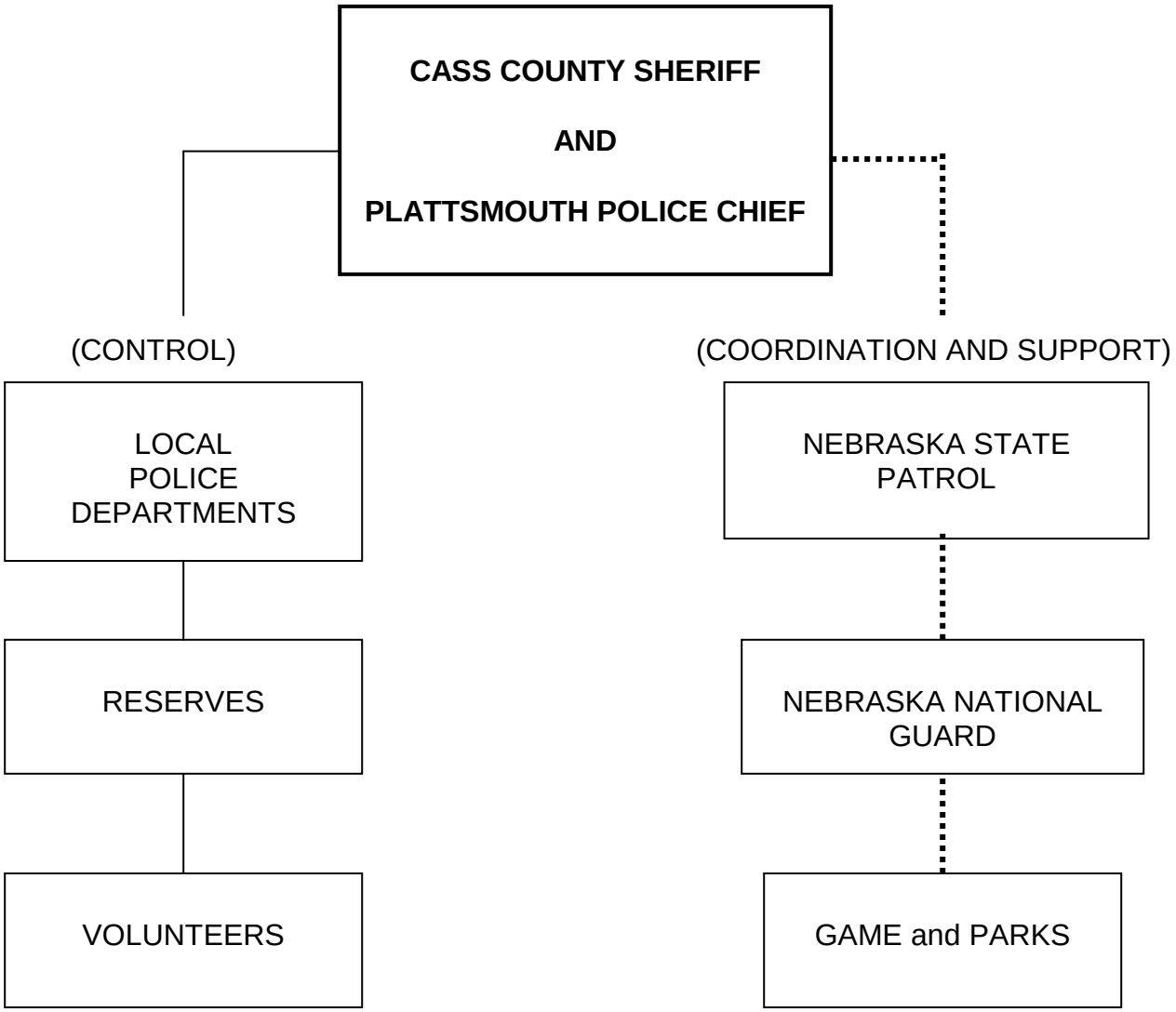
Facility description: **
- Two permanent loading chutes leading into cattle barn.
- One portable squeeze chute
- Water available
- Manure Storage
- Wash racks
- 6 Hog Panels – 10' each
- 18 Cattle Panels – Showring – 10' each
- 28 Cattle Panels – regular – tall – 10' each
- 18 Hog Panels – 7' each
- 250' x 100' Horse Arena
- 75' x 50' Practice Arena
- Approximately 20 acres which can be fenced off using electric fence for cattle

Inspection Veterinary:
- Dr. Charles L Stoehr, DVM 402-296-2179
- Dr. Larry D. Stuckey, DVM 402-296-2179 (LEDRS Veterinarian)
- Dr. Scott R. Lubben, DVM 402-296-2179 (LEDRS Veterinarian)

Available handlers/security:
- Steve Wehrbein, Fairgrounds Manager, 402-298-8102, 402-504-2678
- Other Fairboard Members via Fairgrounds Manager

** Additional resources listed in Annex L, Attachment 2

LAW ENFORCEMENT



STATE SUPPORT:
Emergency Support Functions: # 5, 13, 15
Emergency Management,
Public Safety & Security
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 between the law enforcement agencies operating during disasters to ensure the safety of all citizens in Cass County, 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 two law enforcement agencies in Cass County. See Attachment 1.

During threats or incidents of terrorism, the roles and responsibilities of the law enforcement agencies are detailed in Appendix 1 of this annex.

III. ASSUMPTIONS AND PLANNING FACTORS

Local law enforcement activities will generally 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,

G. Animal Control.

IV. ORGANIZATION/RESPONSIBILITIES

The Cass County Sheriff and Plattsmouth Police Department 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. Law enforcement responsibilities are:

A. Plattsmouth 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.

B. Cass County Sheriff

1. Directs the Cass County Sheriff's Office.
2. Coordinates search operations in rural areas.
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 Cass 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 Cass 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: the County Sheriff has 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, 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. Assisting Cass County 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. Directives banning parking on emergency routes will be issued by the law enforcement chief *or* the Executive Group.

4. The law enforcement PIO, with coordination with the EM PIO, will release evacuation information and instructions on 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. Upon activation of the Emergency Operations Center, a security guard may be posted to prohibit unauthorized personnel from entering the operational area.

c. A curfew may be established by declaration of the Chief Executive.

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 will be established for the disaster area and control points will be established to control entry into the area.

c. Other than immediate response emergency personnel, entry into a disaster area will be controlled by the establishment of 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. Pass and Identification

a. Cass County Emergency Management personnel are provided with a local government emergency response card by the Cass County Emergency Management Agency. Possession of this card permits full-time entry into restricted disaster areas.

b. The Cass County Emergency Management Director will determine need and issue volunteers a card that automatically expires 15 days after date of issuance.

c. City/Village employees are issued permanent identification cards by respective city/village. Possession of this card will permit access to restricted areas within the city or village.

d. Local government personnel not issued permanent identification cards will be issued a temporary card on an as-needed basis by the appropriate law enforcement agency in coordination with the Cass County Emergency Management Director.

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 providing they are accompanied by an authorized representative of the incident commander or other authorized personnel.

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 Cass 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 the initial definition of the disaster area and maintaining security of damaged areas and essential facilities to include cordoning of 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 Cass County Sheriff, Plattsmouth 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 Cass County is transported to and confined in Plattsmouth, Nebraska. The facility has the capability to house 96 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 County Sheriff. In a situation dictating movement of prisoners, movement will be to the Sarpy County Jail Facility in Papillion. The Otoe County Facility in Nebraska City will be used if additional space is needed.

3. Transportation requirements will be coordinated through the Resource Coordinator. Van transportation will normally be used.

L. Animal Control/Pet Disaster Planning

1. Policies for animal control will be determined by the Cass County Sheriff's Office 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, zoo, pet store, school 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. Attachment 2 describes pet owners' responsibilities during a disaster.

VI. ADMINISTRATION AND LOGISTICS

A. Plan Maintenance

The Cass County Emergency Management Director, in coordination with Cass County 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 five year Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be ODP (Office of Domestic Preparedness) 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 Cass County Local Emergency Operating Plan.

LIST OF ATTACHMENTS

Attachment #	Item	Page
1	Law Enforcement Resources	H-10
2	Pets In Shelters	H-11
APPENDIX		
1	TERRORISM	H-13

CASS COUNTY LAW ENFORCEMENT RESOURCES

RESOURCES	CASS COUNTY SHERIFF	NEBRASKA STATE PATROL	PLATTSMOUTH POLICE DEPT.	Xxx POLICE DEPT.	xxx POLICE DEPT.	GAME & PARKS
Sheriff	1					
Deputies	15					
Police Chief			1			
Assistant Chief			1			
Officers			12			
Troopers						
Reserves	12					
SPECIAL TEAMS						
RADIOLOGICAL EQUIPMENT						
Total	28		9			
Vehicles with radios	17		3			
Mobile Command Vehicle						

PETS IN DISASTERS

Family disaster planning should also include pets. If you must evauate your hoame and you have the time and resoureces, plan to take your pet wit hyou. Pets most likely cannot survive on their own and if they do, you may not be able to find them once you return. Household pet planning should include the following steps:

1. 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.

2. Prepare a list of friends, boarding facilities and veterinarians who could shelter animals in an emergency; include 24 hour phone numbers.

3. 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.

4. Call local boarding kennels.

5. 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.

6. Assemble a Portable Pet Disaster Supplies Kit andkeep it in a sturdy container in an accessible place. Essential supplies will be needed, regardless of the time the family will be away.

    a. Medication and medical records (stored in a water proof container),

    b. A first aid kit,

    c. Current photos of the pet(s),

    d. Food, portable bowls, cat litter/pan, and can opener, feeding schedule, note about medications or potential behavior problems.

    e. Instructions on the pet(s)' feeding schedules, diet, and special circumstances (allergies, difficulty chewing/swallowing, mobility restrictions, diabetes, etc.)

    f. Sturdy leashes, harnesses, and/or carriers to transport pets.

7. Know what to do as a disaster approaches:

    a. Pet owners are responsible for the care, feeding and control of their animals at all times, including any time spent in public or private shelters.

    b. Call ahead to confirm emergency shelter arrangements for you and your pet.

    c. Check to be sure your pet disaster supplies are ready to take at a moment's notice.

d. Eliminate search time for your pets by sheltering them in one central place (a barn, the house, the basement, storm cellar, etc.).

e. 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 at, 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.

f. 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.

8. 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.

9. Provide for search and rescuer 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.

10. 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 alternative 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 alternative power supply for water pumps.

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 threatened 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. It must incorporate all four of these elements before an incident is considered to be an act of terrorism.

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 Cass 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 becomes 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 single or simultaneous in multiple geographic areas and may result in immediate mass casualties such as an explosion or delayed casualties as in biological or chemical incidents.

C. Terrorist events may occur with little or no warning and involve one or more of a variety of tactics to include WMD, bombing, hostage taking, etc.

D. The fact that an emergency situation was a result of a terrorist act may not be determined until days, weeks, or months after the event has occurred.

E. The local 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.

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. It is possible that the perimeter will be closed until the effects of the NBC material have degraded to levels that are safe for first responders.

IV. CONCEPT OF OPERATIONS

A. Hazardous Analysis

Emergency Management, in coordination with law enforcement and any 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 or identified as a result of a terrorist act, the following agencies will be notified:

   a. Federal Bureau of Investigation,

   b. Nebraska State Patrol,

   c. Nebraska Emergency Management Agency.

2. In responding to any terrorist event in a local community, the Incident Management System (IMS) will be utilized to effectively organize and integrate the various disciplines into one multi-functional organization.

3. The local Emergency Management organization will provide the framework under which local resources will be coordinated and deployed to support response efforts; 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 Incident Commander 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 ensure that the crime scene is preserved to the maximum extent possible.

D. Beyond Local Capability

Response to a terrorist event will involve multiple jurisdictions and levels of government. Upon arrival of state and federal resources at the local scene, 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 involved in emergency response 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 community impacted.

3. The Operations Section Chief, designated by the Unified Commander, will be responsible for the implementation of the Incident Action Plan. The designation of the Operations Section Chief is based on a variety of factors that may include such things as:

   a. Existing statutory authority,

   b. Which agency has the most involvement for that operational period?

   c. The amount of resources involved,

d. Mutual knowledge of the individual's qualifications.

4. As the terrorism event unfolds, local Emergency Management and the Nebraska Emergency Management Agency will each conduct operations at their respective Emergency Operations Centers. Procedures for coordination between local and state agencies will be maintained as in any other disaster.

5. Local representatives may be requested to serve in the Joint Operations Center structure as established by the FBI.

G. Joint Operations Center:

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. Once federal authorities have been notified of a suspected, threatened, or actual terrorist incident, both the FBI and FEMA can request federal agencies to support operations. These agencies/teams will be specialists who have the 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 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 is requesting 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,

   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.

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.

6. Events of national scale will involve the additional agencies or offices and may request support or intelligence from local responders:

   a. 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.

   b. 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.

   c. 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.

d. The Director of National Intelligence serves as the President's principal intelligence advisor and oversees and directs the implementation of the National Intelligence program.

e. 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.

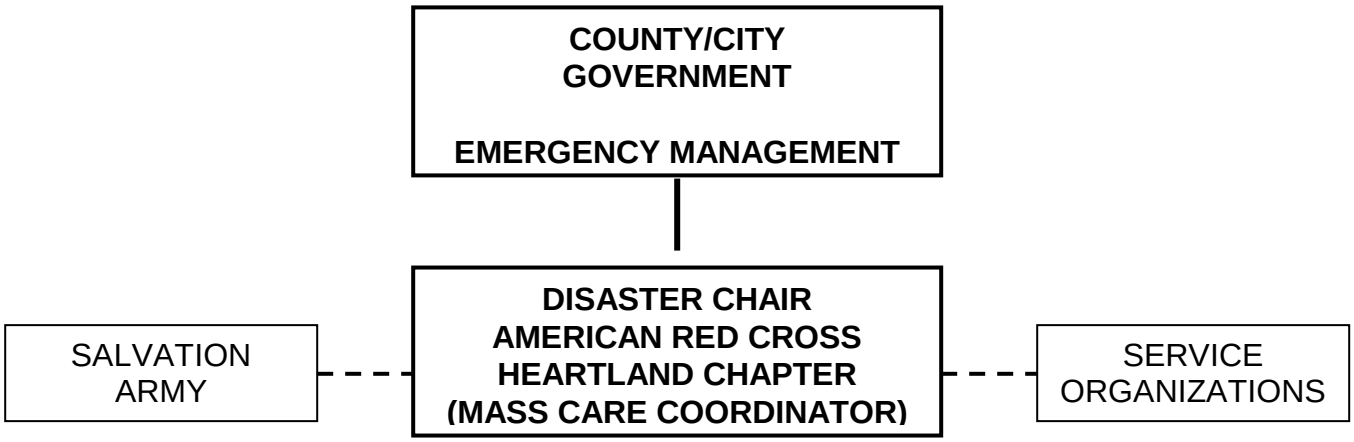
C. Exercising

After the planning and training elements on counter-terrorism have been completed, 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.

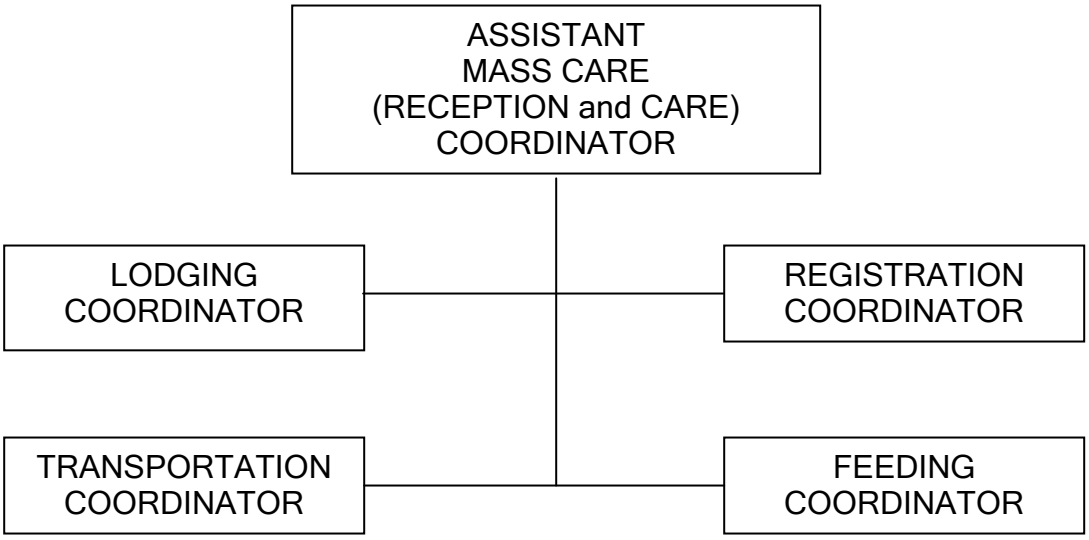
D. Annex Maintenance

The Cass County Emergency Management Director will be responsible for 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



STATE SUPPORT:
Emergency Support Function: # 6
Mass Care

Lead Agency:
Nebraska Emergency Management Agency

MASS CARE

I. PURPOSE

The purpose of this Annex is to establish plans, procedures, policy and guidelines for the providing of temporary lodging, feeding, and the general welfare of persons forced to leave their homes due to any kind of emergency, disaster or precautionary evacuation.

II. SITUATION

A. The Cass County Emergency Management Director has identified numerous hazards that could cause an evacuation of some portion of Cass County. See Annex E. Although the county has a resident population of approximately 25,671, there is no conceivable hazard which would require mass care of the full population. The most likely situations would be from a few families displaced to as many as 300 persons which could result from floods along the Platte and Missouri Rivers.

B. Transient population needing mass care could be motorists stranded due to a sudden blizzard or the overnight occupants of the nearly 100 motel/hotel beds if an accident or disaster requires their evacuation. Motel facilities are located along Interstate 80 in the northwest part of Cass County.

C. Buildings with a capability to lodge and feed evacuees are identified by the Cass County Emergency Management Agency Director or the Red Cross.

III. ASSUMPTIONS AND PLANNING FACTORS

A. The Heartland Chapter of the American Red Cross will manage and coordinate mass care operations. Cass County and local government will support all mass care activities, particularly as the requirements becomes greater and the Red Cross nears its limit in resources. The Sarpy / Cass Department of Health and Wellness and other public health agencies 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.

B. Other professional and volunteer organizations which normally respond to disaster situations will do so.

C. Assistance from outside the county through mutual aid agreements and from state and federal level emergency oriented agencies may be available.

D. Facilities 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.

E. 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.

F. 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.

G. 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 have to commence early in any disaster period.

H. Planning assistance for shelters, especially for special needs individuals, is available at: www.ada.gov/pcatoolkit/chap7shelterchk.htm.

IV. ORGANIZATION/RESPONSIBILITIES

The ultimate responsibility for the care of evacuees in Cass County rests with local governments. In most emergencies, some level of government support will be required. The appropriate City/Village Cass County Emergency Management Liaison with the support of the Cass County Emergency Management Director will act for their jurisdictions in coordinating mass care activities until the Red Cross can respond.

A. Cass County Emergency Management Director

The Cass County Emergency Management Director or designee will be responsible for identifying appropriate lodging and feeding facilities, coordinating utilization of transportation resources, supporting registration of evacuees, and overseeing lodging and feeding operations. Depending on the magnitude of mass care requirements, the Cass County Emergency Management Director may appoint additional mass care staff.

1. The local jurisdiction may have to provide temporary shelter until the Red Cross can mobilize and begin operations.

B. Heartland Chapter American Red Cross

The Heartland Chapter of the American Red Cross will carry-out the Mass Care coordination function. The nature and scope of the emergency will determine specific actions to be taken by the Red Cross, but in any case, 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 the realm of existing 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 public health agencies will work in partnership with the Cass County Emergency Manager and the mass care shelter manager to plan for and assist them to accommodate people who have special needs.

V. CONCEPT OF OPERATIONS

A. American Red Cross Functions

The Heartland Chapter of the American Red Cross will manage lodging and mass feeding operations. They will work with the Cass County Emergency Management Director 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:

   a. Provide shelter managers,

   b. Select shelter sites in coordination with the Cass County Emergency Management Director 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 Public 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, 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 special needs will be identified, protecting the individual's privacy, and a coordinated effort with 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:

a. Select feeding sites in coordination with the Cass County Emergency Management Director,

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 numbers with appropriate government agencies concerning those evacuees who are housed in Red Cross shelters.

B. Salvation Army Functions

The Salvation Army at Omaha or Lincoln 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. Mass feeding in Salvation Army temporary facilities assigned for that purpose.

3. Mobile feeding, hot meals or snacks, for disaster victims and emergency workers at the disaster scene.

C. Lodging/Feeding Facilities

1. Facility List: a listing of available lodging/feeding facilities is contained in Attachment 1.

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 list in Attachment 1 or from lists maintained by the Red Cross.

3. Agreements: agreements for use of some facilities have been obtained by the Red Cross. The Cass County Emergency Management Director will obtain permission from owners to use other facilities as required.

4. Special Needs: Selection and operations of temporary lodging facilities for institutionalized or special 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.

E. Registration of Evacuees

Registration will be conducted 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.

F. Welfare Inquiries

The Red Cross may establish disaster welfare inquiries through its Safe and Well website. Incoming and outgoing traffic will generally be handled by the Plattsmouth Amateur Radio Club and the Civil Air Patrol. Welfare search missions will be carried out by local volunteer groups in Cass County. 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 Cass County Emergency Management Director will coordinate with the Cass County 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 Cass County Emergency Management Director will determine transportation and other resource needs and coordinate utilization of resources. The Cass County Emergency Management Director maintains a resource directory.

VI. ADMINISTRATION AND LOGISTICS

A. 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 will provide these trained persons for disaster operations when requested by the Cass County Emergency Management Director.

VII. TRAINING AND EXERCISING

A. Training

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 ODP (Office of Domestic Preparedness) 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-9
2	Sample Shelter Registration Form	I-12

MASS CARE FACILITIES

Village of Avoca

Facility	Address	Point Of Contact	Phone Number	Lodging Capability (numbers)	Feeding Capability (numbers)	Usage Agreement Date	ADA Accessible
First Lutheran Church of Avoca	RR 1 on Hwy 50 – Avoca	Unk *	402-275-3300	Unk *	Unk *	Unk *	Unk *

City of Louisville

Facility	Address	Point Of Contact	Phone Number	Lodging Capability (numbers)	Feeding Capability (numbers)	Usage Agreement Date	ADA Accessible
Immanuel Lutheran Church	36712 Church Road Louisville	Unk *	402-234-5980	Unk *	Unk *	Unk *	Unk *
Louisville Public Schools	202 W 3rd St. Louisville	Unk *	402-234-3585	Unk *	Unk *	Unk *	Unk *
United Methodist Church	222 Walnut St. – Louisville	Unk *	402-234-2055	Unk *	Unk *	Unk *	Unk *

Village of Murray

Facility	Address	Point Of Contact	Phone Number	Lodging Capability (numbers)	Feeding Capability (numbers)	Usage Agreement Date	ADA Accessible
Conestoga Elementary	104 E. High St. – Murray	Mark Sievering	402-235-2341	Unk *	Unk *	Unk *	Unk *
Conestoga High School	8404 42nd St. Murray	Mark Sievering	402-235-2271	Unk *	Unk *	Unk *	Unk *
Murray Christian Church	100 E Young St @ Taylor Murray	Unk *	402-235-2527	Unk *	Unk *	Unk *	Unk *

Unk * = Information Unknown and held by Heartland Chapter American Red Cross as part of their facility assessment for this location.

MASS CARE FACILITIES
Continued

Village of Nehawka

Facility	Address	Point Of Contact	Phone Number	Lodging Capability (numbers)	Feeding Capability (numbers)	Usage Agreement Date	ADA Accessible
Conestoga Middle School in Nehawka	515 Maple St. Nehawka	Mark Sievering	40-235-2269	Unk *	Unk *	Unk *	Unk *

City of Plattsmouth

Facility	Address	Point Of Contact	Phone Number	Lodging Capability (numbers)	Feeding Capability (numbers)	Usage Agreement Date	ADA Accessible
Plattsmouth Community Middle School in Plattsmouth	1724 8th Ave. Plattsmouth	Kermit Reisdorph	402-306-2718	Unk *	Unk *	Unk *	Unk *
Plattsmouth Community High School in Plattsmouth	1916 E HWY 34 Plattsmouth	Kermit Reisdorph	402-306-2718	Unk *	Unk *	Unk *	Unk *
St. Paul United Church of Christ in Plattsmouth	502 Ave A Plattsmouth	Al Dietrich	402-296-5940	Unk *	Unk *	Unk *	Unk *

Unk * = Information Unknown and held by Heartland Chapter American Red Cross as part of their facility assessment for this location.

MASS CARE FACILITIES
Continued

City of Weeping Water

Facility	Address	Point Of Contact	Phone Number	Lodging Capability (numbers)	Feeding Capability (numbers)	Usage Agreement Date	ADA Accessible
Faith Missionary Church in Weeping Water	306 S East St Weeping Water	Unk *	402-267-7375	Unk *	Unk *	Unk *	Unk *
Weeping Water Public Schools	204 W O St Weeping Water	Unk*	402-267-2445	Unk *	Unk *	Unk *	Unk *

Unk * = Information Unknown and held by Heartland Chapter American Red Cross as part of their facility assessment for this location.

Date In

REGISTRATION FORM FOR EVACUEES ASSIGNED TO CONGREGATE CARE HOUSING/VOLUNTEER HOMES

Date Out

1
(Name-Head of Household) (Age) (Sex)

2
(Spouse) (Age) (Sex)

3
(Family Member) (Age) (Sex)

4
(Family Member) (Continue On Back If Needed) (Age) (Sex)

5
(Home Address) (Telephone #)

6
(Special Physical/Medical Requirements)

7
(Assigned Housing)

8
(Assigned Feeding)

9
(Volunteer Home-Name & Address)

10
NOTIFY IN EMERGENCY (Address) (Telephone #)

Date In

REGISTRATION FORM FOR EVACUEES NOT HOUSED IN CONGREGATE CARE HOUSING
(HOUSED WITH FRIENDS/RELATIVES/MOTELS/ETC.)

Date Out

1
(Name-Head of Household) (Age) (Sex)

2
(Spouse) (Age) (Sex)

3
(Family Member) (Age) (Sex)

4
(Family Member) (Continue On Back If Needed) (Age) (Sex)

5
(Home Address) (Telephone #)

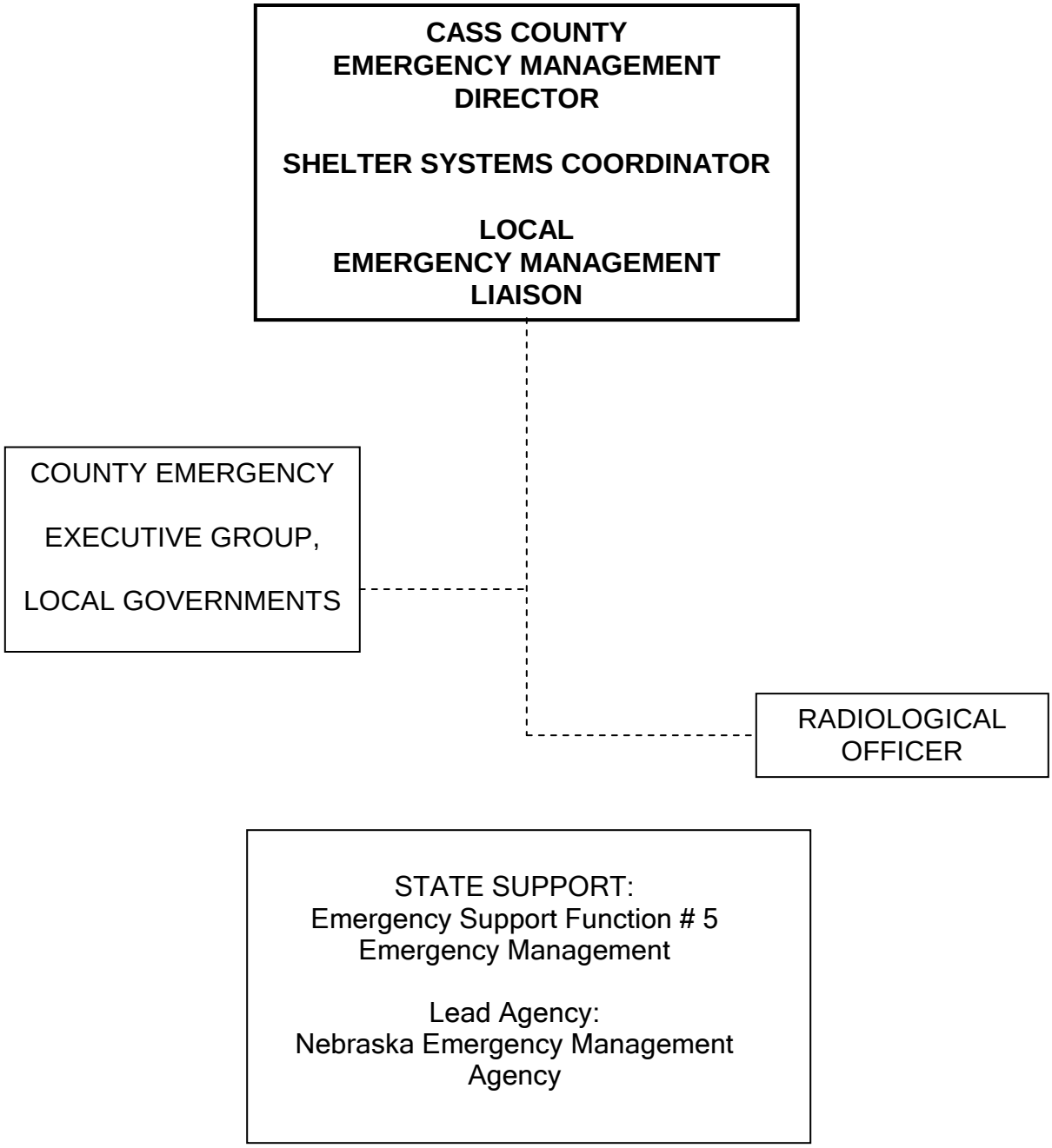
6
(Special Physical/Medical Requirements)

7
(Assigned Feeding-if Applicable)

8
(Name of Friend/Relative/Hotel) (Address) (Telephone #)

9
NOTIFY IN EMERGENCY (Address) (Telephone #)

PROTECTIVE SHELTER



PROTECTIVE SHELTER

I. PURPOSE

The purpose of this Annex is to outline procedures necessary for the protective sheltering of Cass County citizens and transients if severe weather, nuclear crisis, or other hazardous events make it necessary.

II. SITUATION

A. The single most severe natural phenomena that Cass County and its communities are susceptible to requiring the use of protective shelter is the destructive effects of tornadoes. There are NO identified public tornado shelters in Cass County.

B. Although not specifically identified as tornado shelters, there are enough public buildings in the urban areas to provide protection for that segment of the public not at home when a tornado warning is received. These buildings will generally be open during daytime "working" hours.

C. There are a number of other natural phenomena identified in the hazard analysis which, while posing a potentially severe threat, would require minimal, if any, protective shelter.

III. ASSUMPTIONS AND PLANNING FACTORS

A. If the need arises, sufficient warning time will exist to enable residents to go into protective shelter.

B. Buildings planned for use as protective shelter may be available at the time of need.

C. Buildings identified as shelters will be ADA compliant.

D. Protective shelter actions in the event of severe weather will be short term, spontaneous, and consist primarily of a relatively small sector of the county residents seeking immediate shelter. Minimal governmental action will be required.

IV. ORGANIZATION/RESPONSIBILITIES

A. Organization

Protective sheltering programs in the various communities may be carried out by the Cass County Emergency Management Director assisted by local Emergency Management Liaisons, where appointed.

B. Responsibilities

On-going shelter preparations activities include the:

1. Inspection and selection of potential shelter sites, assuring that the facilities can support special needs individuals, including non-English speaking persons, in conjunction with the Heartland Chapter of the American Red Cross.

2. Maintaining the current listing and usage agreements for shelter facilities in conjunction with the Heartland Chapter of the American Red Cross.

3. Maintain current listings of shelter resources needed (i.e., supplies, equipment, material, staff) in conjunction with the Heartland Chapter of the American Red Cross.

V. CONCEPT OF OPERATIONS

A. Tornado Warning

In providing for the protection of the population from tornadoes or any other violent weather phenomena, there are a number of actions which should be taken.

1. In general, climatological conditions which are conducive to the formation of tornadoes can be recognized. When these conditions exist, the National Weather Service will issue a tornado WATCH. If the WATCH area includes Cass County, or 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.

2. If a tornado is indicated by radar or actually sighted, a tornado WARNING will be issued. The WARNING will include:

   a. The location where the tornado has been sighted,

   b. The tornado's estimated speed and the general direction in which it is moving,

c. A time span during which the tornado poses an actual threat.

3. When a tornado WARNING is issued, people in the threatened area should immediately seek shelter and remain there until the WARNING period has expired and no further WARNINGS have been issued. A WARNING period could be extended because:

   a. The existing tornado may persist for a longer period than originally estimated, or

   b. There may be additional sightings.

B. Tornado Shelter Policies/Actions

Basic policies should be established governing public actions in the event of a tornado warning or strike. The Cass County Emergency Management Director in coordination with the Public Information Officer will ensure that the public is made aware of the policies. The policies are:

1. People in public buildings when a tornado WARNING is issued will remain in the building seeking shelter in the safest area of the building. Generally, the basement will provide the best overall protection. If there is no basement, small span rooms close to the center of the building on the lowest floor will provide the best protection.

2. People outdoors on foot or in vehicles should immediately go to the nearest building perceived capable of providing protection.

3. People in homes should stay in the homes seeking shelter in the safest area. The basement usually offers the greatest protection. If there is no basement, a room in the center of the house, such as a bathroom, will provide the best protection.

4. Mobile homes, even those that are "tied down", provide practically no protection from extremely high winds and/or tornado activity. If a severe weather situation arises dictating taking protective shelter actions, mobile home residents who are at home will immediately take shelter in the tornado shelter facility nearest their park.

5. People living in rural areas should seek shelter in their homes or storm cellars if available.

6. People in vehicles should not try to outrun a tornado. Generally, it is best to leave the vehicle and seek shelter in a ditch or culvert. If this is done, there is a need to be alert to the danger of flash flooding from the rainfall that usually accompanies tornado conditions. It is not safe to park under an interstate or highway underpass.

7. People congregated in large open area activities should, if during daytime, proceed to the nearest building area for protection, or, if at night, go to buildings which are open or to their homes.

8. Rural residents attending open area activities such as sporting events or the county fair should not attempt to drive home unless the direction of travel is absolutely ascertained to take them away from the known tornado area. Even then, severe weather phenomena usually accompanying a tornado condition could pose a severe driving hazard. Urban residents are encouraged to provide shelter in their homes if public buildings are not open.

9. During night time hours, people in public buildings, such as theaters, restaurants, recreational facilities, auditoriums, and schools for sporting or social events should remain in the building and seek protection in what is perceived to be the safest area of the building. Generally, a basement will provide the best overall protection. If there is no basement, small span rooms close to the center of the building on the main floor will provide the best protection. Large, wide span rooms, corridors with exterior doors, and rooms with many windows should be avoided.

10. Special Population Groups

    a. School children: when schools are in session, school children, teachers, and staff should respond as directed by an existing school disaster/tornado plan for protection during a tornado. If a specific plan does not exist, 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 do have exterior openings and rooms with windows should not be used. If the school structure does not have protective capability and time permits, school children should be moved to the nearest structure which would provide protection.

    b. Nursing homes: ambulatory residents should be moved to the area of the building providing the best protection such as the basement or a small span interior room on the main floor. Residents who cannot be moved should be protected in their rooms by the best method available.

    c. Recreation Areas: visitors to state parks and other facilities should respond to a tornado warning in accordance with the current safety plan for those parks or facilities.

C. Hazardous Materials Incident

In the event of a HazMat spill or accident, it is sometimes safer to keep affected citizens inside with doors and windows closed. A warning should be given to:

1. Move inside,

2. Close all doors, windows, dampers, fans,

3. Shut off all ventilation systems (heating and air conditioning systems),

4. Move to a small room and seal the door and windows with plastic and tape, and

5. Tune your radio to the EAS station.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. Public Tornado Shelter: There are currently NO identified public tornado shelters in Cass County.

2. Special Facilities: The Cass County Emergency Management Director may assist school officials, administrators of hospitals and nursing homes, and directors of other special institutions in determining the safest area in their facility or, of the nearest protective facility. The Cass County Emergency Management Director 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 Resources Coordinator in making a determination of resources remaining and to support requests for outside assistance (Reference: Annex L).

C. Public Education

The Cass County Emergency Management Director will work directly with the Public Information Officer to provide:

1. Periodic spot announcements to the public on pertinent aspects of the protective shelter program.

2. Ensure availability and currency of information to be provided the public in the event a protective shelter situation arises.

VII. TRAINING AND EXERCISING

A. Training

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 ODP (Office of Domestic Preparedness) 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 Shelters	J-8

TORNADO SHELTERS

City/Village

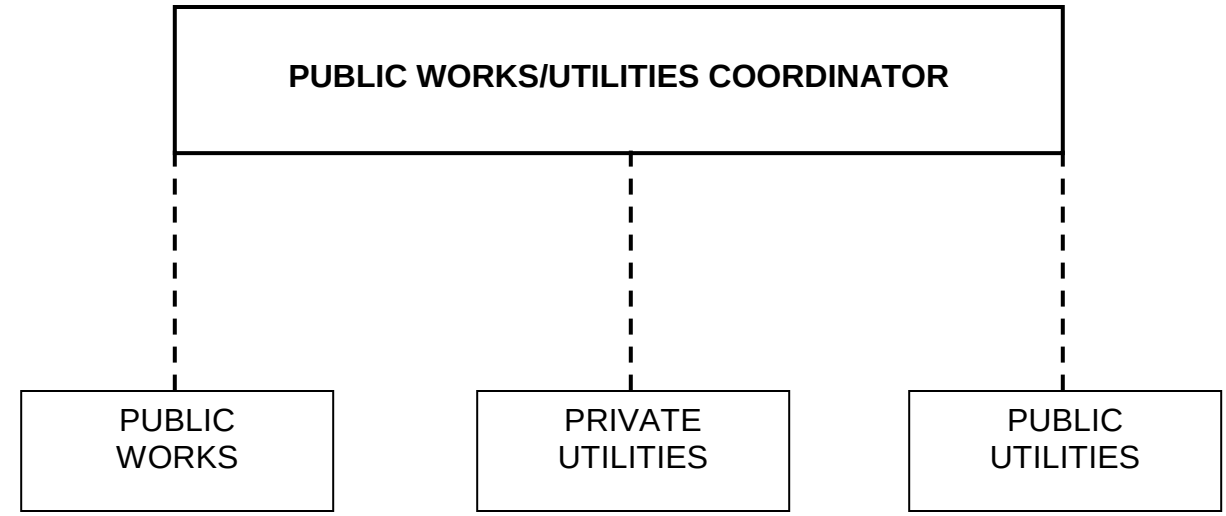
Name of Facility	Address/Location	Contact/Owner & Phone#

Public tornado shelters are not established in Cass County. It should be the responsibility of all building owners who conduct private/public business in Cass 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 Cass County Emergency Management may provide assistance to establish individual building emergency plans and identify the safest areas for shelter.

PUBLIC WORKS / UTILITIES



STREETS AND ROADS
DEBRIS CLEARANCE

NATURAL GAS
TELEPHONE
TV CABLE SYSTEM

ELECTRICITY
WATER
SEWER

- - - - - - - - - COORDINATION

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 (also see Annex C, Appendix 1) and restoration of public access.

II. SITUATION

Cass County and its communities are subject to a number of natural and man-made hazards which could result in the disruption of public works/utility services to the population, limit the movement of portions of the resident population, or have a general deterring effect on the safety and welfare of the people.

III. ASSUMPTION AND PLANNING FACTORS

A. The continued operation of public works and utility services throughout Cass County is essential for effective and efficient response and recovery actions to any disaster situation.

B. The primary responsibilities of both county and urban public works departments will be 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, 2 and at the end of this Annex.

D. The Cass County Roads Department and each town's street department will maintain roads/streets in a condition 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 Cass County Highway Superintendent will serve as the Public Works/Utilities Coordinator. 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. Mutual aid resource support will be coordinated by each department.

D. Private utilities are responsible for restoration of their services. The list of utility service providers is found in Annex A, Attachments 1, 2.

V. CONCEPT OF OPERATIONS

Generally, department heads will continue to operate from their daily location, but their primary action 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. Coordinate with the head of affected organizations, both public and private.

2. May assist departments in determining staging areas for incoming assistance and coordinating mutual aid support.

3. Gather information on damage in the public works/utilities area:

a. Assess 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. Ensure 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. Alert departments to track disaster operation expenses. Examples of fiscal expenditures which should be recorded, fully detailed, and maintained are:

1) Personnel costs, including:

a) Department employee overtime,

b) Additional help hired for disaster-related work.

2) Equipment:

a) Hours of actual use of department equipment in disaster operations,

b) Rental or lease equipment.

3) Materials and supplies, from stock *or* purchased, that are used in direct support of emergency operations and recovery actions.

4) Ad hoc contracts entered into for emergency operations and recovery actions.

5) 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. Attachment 2 lists the providers of public works and utilities services for each community in Cass 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. Attend EOC briefings.

7. Departments under the various public works/utility functions that are not directly involved in disaster operations may be asked by the Public Works/Utilities Coordinator to provide support in restoration/recovery activities.

B. Restoration of Services

The Public Works/Utilities Coordinator will ensure that the following is accomplished, as applicable to disaster recovery:

1. Public Works

a. Roads and Street Departments

1) Assess damage to streets and roads.

2) May assist in establishing detour routings; provide barricades for traffic control.

3) Provide priority service/repair to roads and streets designated as primary evacuation routes or to those needed for emergency vehicle traffic for initial disaster response.

4) Make emergency repairs, then permanent repairs on roads/streets, bridges, other structures.

5) If weather conditions dictate, early implementation of existing snow removal plans will be accomplished. Planning for snow removal will include expanding snow removal activity to facilitate movement of vehicles supporting emergency operations

b. Debris Clearance and Trash Removal

1) Clear fallen debris from streets and roads.

2) Remove debris from public and private property (as established by jurisdiction's policy) and transport to selected sites for disposal.

3) Separate debris into hazardous materials, special and common waste piles. The Department of Environmental Quality can advise on separation and disposal methods.

2. Utilities

The Public Works/Utilities Coordinator will ensure timely restoration of interrupted community power, natural gas, water/sewer, and telephone service. This may include, but is not limited to, the following:

a. Ensure utility repairs are made, as prioritized, to key facilities necessary for disaster operations.

b. Provide 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 at least the key facilities listed in Annex C, Attachment 1, if electricity cannot be restored to all of the community.

c. Provide adequate supplies of potable water and identify sources of additional supplies, if needed.

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 Cass County Emergency Management Director for inclusion in LEOP updates/revisions Annex A Attachments 1, 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 five year Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be ODP (Office of Domestic Preparedness) 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

INCIDENT COMMANDER

EMERGENCY MANAGEMENT DIRECTOR

LOGISTICS CHIEF - RESOURCE COORDINATOR

USDA COUNTY EMERGENCY BOARD

AGRICULTURAL & FOOD ANIMALS COMMODITIES

CITY/COUNTY ROADS AND PUBLIC WORKS

DEBRIS REMOVAL HEAVY EQUIPMENT

PUBLIC SCHOOLS

TRANSPORTATION

RED CROSS

EMERGENCY FEEDING PERSONAL ITEMS

CITY/COUNTY CLERK / TREASURER

RECORDS REIMBURSEMENT CLAIMS

TITLE III FACILITIES

EMERGENCY RESOURCES

STATE SUPPORT:
Emergency Support Functions # 5, 7, 14

Lead Agency:
Nebraska Emergency Management Agency

RESOURCE MANAGEMENT

I. PURPOSE

This Annex provides guidelines for the procurement, storage, control, and allocation financial recording and accountability of 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 Cass County.

II. SITUATION

A. The Cass County Hazard Analysis or Cass County Emergency Management Agency has identified a number of hazards which could occur and cause extensive damage to both public and private property requiring a coordinated management of resources within the County.

B. Cass County, its communities, agencies, and businesses have sufficient resources to support activities associated with most emergency or disaster operations. A resource listing is maintained by the Cass County Emergency Management Agency Director.

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 IC.

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.

1. Resource management involves four primary tasks of which the local jurisdiction must effectively complete:

2. Establish systems for describing, inventorying, requesting and tracking resources.

3. Activate those systems prior to, during and after an incident.

4. Dispatch resources prior to, during and after an incident

5. Demobilize, recall, restore or replace resources during or after incidents.

B. 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..

C. The impacted jurisdiction may have to provide its own sustainability for up to 48 hours or more before additional help can arrive.

D. 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.

E. County, cities, and villages will support requests for resources per MOUs or as they have the ability to respond to the requesting jurisdiction.

F. Para-professional and volunteer agencies will provide resource support, equipment and manpower, within their capabilities.

G. 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.

H. 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.

I. Citizens within Cass 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/Resource Coordinator and Incident Manager.

J. 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.

K. Spontaneous and un-solicited donations of food, water, personnel, equipment and supplies may interfere with priority response and recovery activities.

L. Some local resources will be available for use. Cataclysmic disruption of government services (pandemic influenza) or physical destruction of a city or village will require outside resources and assistance.

IV. ORGANIZATION AND RESPONSIBILITIES

A. The Cass County Extension Agent has been appointed as the Resource Coordinator and is responsible for the overall Resource Management activities within the county and is a member of the Emergency Operating Center (EOC) Staff. The Resource Coordinator will:

1. 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.).

2. Initiate and control actions needed to comply with the desires and decision of the Executive Group.

3. Coordinate the actions of the various agencies, offices, groups, and individuals involved with utilization and control of local resources.

4. Maintain an inventory of available resources and recommend to the Executive Group the most efficient use of existing/remaining resources.

5. On direction of the Executive Group, assume direct control of resources identified as critical items to assure most efficient utilization.

B. Because of the potential magnitude and complexity of the resource program, the Resource Coordinator may select a supporting staff.

C. A Volunteer Coordinator may be named to work with the Resource Coordinator. The Volunteer Coordinator will coordinate the work requirements from the disaster with the volunteer assets. Guidelines for carrying out this responsibility are in Attachment 3 to this Annex.

D. 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.

E. The USDA County Emergency Board 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 Resource Coordinator in the management and requisition of needed materials and supplies.

F. The Cass County Highway / Roads Superintendent, City/Village Streets and Public Works Department 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 Cass County Emergency Management Director will ensure that resource listings are prepared and maintained.

G. Unless otherwise determined, equipment provided by the various agencies and private organizations will be maintained and parked in the "yards".

H. The Transportation Coordinator will coordinate the requisition and management of needed public transportation resources (buses, handi-vans, etc.).

I. The Facility Emergency Coordinator (FEC) of each Title III facility will coordinate the requisition and management of the facility owned emergency resources.

J. The Heartland Chapter of American Red Cross will assume the lead role in providing for persons displaced from their homes due to an emergency or disaster. In accordance with established procedures, the Red Cross will procure the necessary food and personal care items needed.

K. The Cass County and/or local City/Village Clerk's Office will assist the Resource Coordinator in developing and implementing a system of records for evaluating status of resources and supplies and completing reports and procedures to verify and obtain reimbursement claims from local, state, and federal governments.

V. CONCEPT OF OPERATIONS

The accomplishment of Resource Management will require full support from governmental and private sectors. Some resource categories and local sources are:

A. Food products will be obtained from local food retail and wholesale sources.

B. Manual labor materials and hardware items will be obtained from local hardware stores and lumber yards.

C. Transportation needs will primarily be obtained from Cass County Schools. A transportation resource listing is maintained by the Cass County Emergency

Management Director, see Attachment 1. The first priority for transportation is to support the evacuation of school children and citizens without private vehicles, including hospitals and 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. Movement of supplies and materials: includes tractor trailers, vans, pickups, and trucks.

D. All vehicles designated as essential to emergency operations will be serviced by local government during the actual operational period. Disaster related costs should be documented.

E. Manpower 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. Private citizens wishing to volunteer will register with a Volunteer Coordinator. Procedures for managing a volunteer work force are discussed in Attachment 3 to this Annex.

F. Heavy equipment resources will come primarily from government agencies such as the Cass County Highway Department. Additional assistance may be requested from the State Department of Roads. Also, heavy equipment could be contracted from construction firms and private contractors, if required. See Attachment 2 for a listing of heavy equipment resources.

VI. ADMINISTRATION AND LOGISTICS

A. The County, City/Village Clerks 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.

B. The Resource Coordinator will review this Annex annually and provide information to the Cass County Emergency Management Director.

VII. TRAINING AND EXERCISING

A. Training

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 ODP (Office of Domestic Preparedness) approved.

B. Exercising

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

Attachment #	Item	Page
1	Transportation Resources	L-8
2	Heavy Equipment Resources	L-9
3	Procedures for Volunteer Coordination	L-10
4	Job Aids: Various Volunteer Registration, Work Assignment Forms	L-14

TRANSPORTATION RESOURCES

AVAILABLE SCHOOL BUSES/VANS

School District	Buses	Vans
Conestoga Schools	14 (888 passengers)	3 (37 passengers)
Louisville Schools	8 (461 passengers)	3 (30 passengers)
Waverly (Eagle) Schools	15 (975 passengers)	
Elmwood / Murdock Schools	6 (345 passengers)	6 (44 passengers)
Plattsmouth Schools	11 (828 passengers)	
Weeping Water Schools	7 (377 passengers)	

CASS County Totals

TOTAL BUSES	61	
TOTAL VANS	9	
TOTAL CAPACITY	3,955	(3,874 buses & 81 vans)

FOR OFFICIAL USE ONLY

HEAVY EQUIPMENT RESOURCES

A detailed list of available heavy equipment resources and contact information is located within the Cass County Emergency Management Agency CCEMA Phone Book located with the EMA Director, Deputy Directors, Administrative Officer, the EMA Office and the Mobile Command Post.

COMPANY	ADDRESS	PHONE
Cass County Highway Dept.	Plattsmouth	296-9353
Hauschild Construction	Avoca	275-3746
Kahler Construction	Plattsmouth	296-2180
Kerns Excavating	Plattsmouth	296-6227
City of Louisville	Louisville	234-7705
M & M Construction	Plattsmouth	296-2226
Morehead Construction	Plattsmouth	296-2422
Plattsmouth Street Dept.	Plattsmouth	296-2155
Roloff Construction	Louisville	234-2255
Sharps Construction	Plattsmouth	296-6190
Sharps Wrecking	Plattsmouth	296-6228
Svanda Construction	Nehawka	227-3195
Switzer Bin & Construction, Inc.	Weeping Water	267-5555

VOLUNTEER COORDINATION DURING DISASTER RESPONSE and RECOVERY

I. The Volunteer Coordinator will coordinate the work requirements of the disaster with the volunteer assets. If there is no Volunteer Coordinator, the Resource Coordinator will manage the volunteer program.

A. The Volunteer Coordinator will work with the Resources Coordinator, the EOC Executive Board, EM and as needed the Incident Commander.

B. Dependent upon the situation, the Volunteer Coordinator may need an additional three to five 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).

II. Procedures and responsibilities of volunteer coordination:

A. The Resources Coordinator will receive the requests for assistance from affected individuals or agencies. The EOC Executive Board will determine the process for assistance request prioritization

B. Volunteers will register at the VRC or other location designated by the the Volunteer Coordinator. Registration information will be given to the EOC and distributed to the public and potential volunteers through joint media releases from the PIO.

C. The Volunteer Coordinator will work with the Public Information Officer in coordinating public announcements concerning the location where volunteers will register as well as any other necessary information regarding this effort.

D. 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:

E. How and where to register for volunteer work.

F. Jurisdictional guidance about those under 18 years old and their access to the site; whether parent/guardian must sign registration.

The need to have valid identification,

The duration and types of volunteer work needed,

The types of skills, equipment and number of volunteers needed.

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.

Appropriate clothing and protective clothing such as steel-toed shoes, waterproof boots, full length pants or jeans, full shirts preferable long sleeved, jacket, rain gear, gloves, hat or hard hat, protective eyewear, sunscreen, insect repellant.

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,

Parking areas and Staging areas for transportation to and from the work site(s).

Information about water, snacks, lunches, smoking.

E. Registration of volunteers should include:

1. 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.

   f. Skills appropriate for the volunteer tasks

2. Long-term volunteers such as in the EOC, communications support, volunteer coordinators, mass care coordinators should have a written job description, the nature of the assignment, the expectations, prohibitions and consequences.

3. Being assigned work appropriate to capability and possible equipment assets of the volunteer,

4. Giving the volunteer a pass/identification card to the disaster area. It is recommended these cards be reissued daily.

5. Prior to deployment to the disaster area, volunteers should be given a safety briefing.

F. The Safety Briefing should include statements or a handout including:

1. The jurisdiction's appreciation for their concern and a warning that their enthusiasm may lead to unsafe decisions,

2. 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.;

3. 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,

4. 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,

5. If they provide their own tools, they are responsible for them,

6. Water may be available in the work area, but encourage them to bring a personal water container; and to stay hydrated,

7. Where the portable toilets are located and personal hygiene needs,

8. Flood waters and storm debris should be considered as contaminated and containing bacteria; wash hands, face before eating, drinking;

9. They must seek immediate medical treatment for all injuries, insect bites,

10. Stray pets or wild animals may be encountered and they should inform the crew leader and avoid the animal,

11. How to retrieve and safely store personal items found such as pictures, clothing, electronics, other household items,

12. Reminders that looting is a crime,

13. Storm debris contains many heavy, sharp items, get help lifting, use heavy gloves or ask the crew leader to call for heavy equipment.

14. Disasters often dislodge hazardous materials; they are to follow the instructions of trained Hazmat responders,

15. 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,

16. Information about disaster stress, anxiety: 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.

G. 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.

H 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.

I. The Volunteer Coordinator will update the Resources Coordinator frequently on:

1. Personnel and equipment being volunteered,

2. Work being accomplished in the disaster area,

3. Additional resources needed or unusual circumstances that are of concern.

J. 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 Resource Manager, EOC and possibly the jurisdiction's Clerk's office.

K. Sample volunteer registration and job assignment forms are also attached to the EM Handbook or posted on the NEMA website, www.nema.ne.gov.

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
__Recreational Leader
__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:		
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:		
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:		

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

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