POLK COUNTY, NEBRASKA

LOCAL EMERGENCY OPERATIONS PLAN

Dated: September 21 2010

This Plan complies with Title VI

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

in that it was developed and actions described

will be carried out without discrimination against anyone

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

This Plan meets the requirements of the

Superfund Amendment and Reauthorization Act of 1986 (SARA),

also known as the

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

Prepared by the

Polk 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)

POLK COUNTY EMERGENCY OPERATIONS PLAN

PREFACE

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

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

1. Basic Plan: serves as an overview of the Polk 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

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

WHEREAS, it has been determined that a Polk County Local Emergency Operations Plan has been developed in order to provide for a coordinated response to a disaster or emergency in Polk County, the Cities of Osceola and Stromsburg and villages in Polk and Shelby and

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

WHEREAS, the acceptance of this 2010 Local Emergency Operations Plan supersedes all previous approved Polk County Local Emergency Operations Plans;

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

PASSED AND APPROVED THIS 21st DAY OF September, 2010.

COUNTY CLERK OFFICIAL Seal POLK COUNTY, NE

ATTEST:

County Clerk

Board of County Commissioners,
Polk County, Nebraska

Michael L. Simonsen

RESOLUTION

Council Member Sterup offers the following resolution and moves its adoption, seconded by Council member Kuhnel:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in Polk County, the City of Osceola and other cities and villages in Polk County, the Osceola City Council deems it advisable and in the best interests of the community and the County to approve the attached Polk County Local Emergency Operations Plan. Acceptance of this 2010 Local Emergency Operations Plan supersedes all previous approved Polk County Local Emergency Operations Plans.

PASSED AND APPROVED THIS 14 DAY OF Sept., 2010.

Mayor, City of Osceola

ATTEST:

Erin Baker

City Clerk

Resolution 2010-14

Council Member Nuttelman offers the following resolution and moves its adoption, seconded by Council Member Lamoree:

RESOLVE, that in order to provide for a coordinated response to a disaster or emergency in Polk County, the City of Stromsburg and other cities and villages in Polk County, the Stromsburg City Council deems it advisable and in the best interests of the community and the County to approve the attached Polk County Local Emergency Operations Plan. Acceptance of this 2010 Local Emergency Operations Plan supersedes all previous approved Polk County Local Emergency Operations Plans.

PASSED AND APPROVED this 11th Day of October, 2010.

ATTEST:

Nancy Bruna
City Clerk/Treasurer

APPROVED:

Mayor

CITY OF STROMSBURG
SEAL
NEBRASKA

R E S O L U T I O N

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

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in Polk County, the Village of Polk and other cities and villages in Polk County, the Polk Village Board deems it advisable and in the best interests of the community and the County to approve the attached Polk County Local Emergency Operations Plan. Acceptance of this 2010 Local Emergency Operations Plan supersedes all previous approved Polk County Local Emergency Operations Plans.

PASSED AND APPROVED THIS ____ DAY OF _____, 2010.

_____

Board Chair, Village of Polk

ATTEST:

_____

Village Clerk

R E S O L U T I O N

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

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in Polk County, the Village of Shelby and other cities and villages in Polk County, the Shelby Village Board deems it advisable and in the best interests of the community and the County to approve the attached Polk County Local Emergency Operations Plan. Acceptance of this 2010 Local Emergency Operations Plan supersedes all previous approved Polk County Local Emergency Operations Plans.

PASSED AND APPROVED THIS ____ DAY OF _____, 2010.

_____

Board Chair, Village of Shelby

ATTEST:

_____

Village Clerk

SIGNATURE PAGE

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

Polk County Local Emergency Planning Committee (LEPC)	Date
Polk County Sheriff	Date
Osceola Fire Chief	Date
Osceola EMS Captain	Date
Polk Fire Chief	Date
Polk EMS Captain	Date
Stromsburg Fire Chief	Date
Stromsburg EMS Captain	Date

SIGNATURE PAGE continued

Shelby Fire Chief	Date
Shelby EMS Captain	Date
Polk County Assessor	Date
Polk County Clerk	Date
Polk County Highway Superintendent	Date
Four Corners Health Department (York)	Date
American Red Cross Prairie Valley Chapter (Columbus)	Date
Polk County Emergency Management Director	Date

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Public Works Director	1	22	
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GLOSSARY OF TERMS AND ACRONYMS

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

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

ART - Animal Response Team

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

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

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

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

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

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

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

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

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

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

GLOSSARY OF TERMS AND ACRONYMS
(continued)

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

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

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

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

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

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

DEQ: Nebraska Department of Environmental Quality, also NDEQ

DHS: Department of Homeland Security

DHHS: Department Health and Human Services,

DMP: Debris Management Plan

DOR: Nebraska Department of Roads, also NDOR

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

DRC - Disaster Recovery Center: A location established in a disaster area which houses all federal, state, and local agencies that deal directly with the needs of the individual

GLOSSARY OF TERMS AND ACRONYMS
(continued)

survivor. DRCs are established only after a Presidential Declaration. Tele-registration will be available.

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

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

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

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

EMS: Emergency Medical Services

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

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

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

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

EPA: Environmental Protection Agency (Federal Agency)

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

GLOSSARY OF TERMS AND ACRONYMS
(continued)

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

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

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

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

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

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

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

FDA: Food and Drug Administration

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

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

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

GLOSSARY OF TERMS AND ACRONYMS
(continued)

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

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

FMD: Foot and Mouth disease

FSA: Farm Services Agency

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

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

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

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

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

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

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

HSEEP – Homeland Security Exercise Evaluation Program: The method used to measure the success of all local, state and national emergency/disaster training sessions and

GLOSSARY OF TERMS AND ACRONYMS
(continued)

programs; to include standards, record keeping and is the basis for the LEOP and local SOP improvement process.

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

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

ICU: Intensive Care Unit

Incident Status Report (ISR): The ISR is used by emergency managers to report an emergency management incident to NEMA. Initial field responders and public works agencies us the ISR to collecting the initial damage assessment information on damage which has occurred to the infrastructure in the jurisdiction. Part of the ISR must also include estimating the amount and types of debris which will need to be handled.

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

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

Ingestion Exposure Pathway EPZ (Nuclear Power 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.

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

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

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

GLOSSARY OF TERMS AND ACRONYMS
(continued)

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

LEDRS: Nebraska Livestock Emergency Disease Response System

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

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

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

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

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

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

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

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

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

MSDS: Material Safety Data Sheet

GLOSSARY OF TERMS AND ACRONYMS
(continued)

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

NHIT: Nebraska Hazardous Incident Team

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

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

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

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

NSP: Nebraska State Patrol

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

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

GLOSSARY OF TERMS AND ACRONYMS
(continued)

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.

GLOSSARY OF TERMS AND ACRONYMS
(continued)

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.

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

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

SEOP: State Emergency Operations Plan

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

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

SFM: State Fire Marshal

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

GLOSSARY OF TERMS AND ACRONYMS
(continued)

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

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

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

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

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

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

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

UNS: University of Nebraska System

USDA: United States Department of Agriculture

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

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

POLK COUNTY
BASIC EMERGENCY OPERATIONS PLAN

I. PURPOSE

This Plan predetermines, to the extent possible, actions taken by responsible elements of the governments within Polk 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 Polk 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. Polk County Resolution, dated September 25, 1978 establishing the Polk County Civil Defense Agency;

N. Polk County Resolution, dated September 21, 2010, establishing the 2010 Polk County Local Emergency Operations Plan (LEOP).

III. SITUATION

A. Polk County, with a residential population of approximately 5,122 persons, (2010) census) is vulnerable to many hazards that can disrupt the community, create damage and cause injury or death. The Polk County Hazard Analysis, / Polk County Emergency Management Director, has identified hazards which could affect the population or public and private property. The most severe of these hazards are tornadoes, floods, severe storms, pipeline problems, hazardous materials, accidents (highway, rail, air, or bulk storage such as anhydrous, propane, pesticide/herbicides storage), fires, and grain bin/elevator explosions, infectious disease, acts of terrorism.

B. Polk County and its incorporated jurisdictions have significant emergency response resources and capabilities. One (1) law enforcement agencies, Four (4) fire departments, 4 (four) rescue squads and the Annie Jeffrey County Memorial Hospital provide emergency services on a day-to-day basis. During and after a disaster, the use of these emergency resources and other governmental and private response and recovery capabilities will minimize the effects of the disaster.

IV. ASSUMPTIONS and PLANNING FACTORS

A. Outside assistance would be available in most disasters. However, it is essential for Polk 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 Polk 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 Polk County and its communities rests with the respective governments. To fulfill this responsibility, the chief elected officials of the various local governments must individually, and where possible, jointly:

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

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

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

Providing policy direction does not mean that these officials direct the incident objectives or tactics. Those responsibilities are given to the Incident Commander, see below. The elected/appointed officials will implement these

and other plans to ensure emergency actions are taken in a timely manner to provide care and support for those citizens affected.

B. Local Government Structure

1. A 3 (three) member Board of Commissioners manages the governmental activities of the County. Their authority extends to all unincorporated areas of the county.

2. Osceola and Stromsburg are second class cities (population 852 and 1,110) that use the Mayor/Council form of government. The Council has a Council President and 3 (three) Council Members.

3. Polk, population 286 and Shelby, population 614 are villages under the direction of Village Boards with a Board Chairperson and 4 (four) Board Members.

C. Emergency Management

1. Polk County Emergency Management Organization

Recognizing the need for the most effective possible emergency management structure for dealing with disaster, Polk County has joined Polk County Emergency Management as signatories of an agreement establishing Polk County Emergency Management Organization. A member of the Polk County Board of Commissioners sits on Polk County Emergency Management Council. During emergency operations, the Polk County Emergency Management Council and Coordinator will advise and support the Polk County Emergency Management Director.

2. Polk County Emergency Management Agency

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

a. Serves as the emergency preparedness and response advisor to the Polk County Board of Commissioners.

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

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

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

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

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

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

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

3. City and Village Emergency Management

D. Incident Commander

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

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

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

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

2. Incidents occur at differing levels of complexity, from simple ones requiring only one responder with a minimal level of input to catastrophic

levels requiring federal or even international assistance. Yet all incidents remain under the control of the local Incident Commander. The Incident Commander will follow the principle and guidelines of the National Incident Management System. For all events, the Incident Commander is also responsible for the following in some manner or scale:

a. Having clear authority and knowing agency policy,

b. Ensuring incident safety,

c. Establishing an Incident Command Post,

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

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

f. Approving the Incident Action Plan,

g. Coordinating command and General Staff activities,

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

i. Ordering demobilization as needed,

j. Ensuring after-action reports are completed, and

k. Authorizing information release to the public.

E. State Agencies

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

F. Responsibilities

Most departments within local government have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining emergency/disaster procedures. This Plan has twelve primary functional areas of responsibility (detailed in Annexes) that define the tasks necessary to ensure public safety and welfare. Additional

functions, such as Mitigation, Continuity of Government, Reporting, and Administration and Logistics, which do not warrant a full Annex, are also addressed at the appropriate places in this Plan. Primary and supporting responsibility has been assigned as shown in the Functional Responsibility Chart, included in this section. (See Attachment 1). Specific activities are covered in the Annexes. Responsibilities for certain organizations that are not part of local government are also presented. In general, the functional areas cover:

1. Direction and Control (Annex A)

By statute, the conduct of all emergency operations and protective actions in the County is the responsibility of the County Board; and, in their respective political subdivisions, the responsibility of the Mayor and City Councils of Osceola and Stromsburg and the Village Boards of Polk, and Shelby. These executives constitute the Emergency Executive Group. During an emergency, they will re-locate to the Emergency Operations Center (EOC) in Osceola along with the Emergency Operations Staff. The Emergency Executive Group will use the expertise of the EOC staff to assist them in the Direction and Control functions. In general, executive direction and control responsibilities will be to:

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

b. Establish short and long term priorities for recovery,

c. Anticipate and identifying future resource requirements,

d. Monitor the County environment,

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

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

g. Demobilize and replenish resources after the event,

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

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

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

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

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

2. Communications and Warning (Annex B)

The primary responsibility for establishing, maintaining, augmenting, and providing backup for all channels of communications needed for emergency response and recovery rests with the respective emergency service organizations. The Communications and Warning Officer (if appointed) 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 NAWAS Warning Point or NOAA Weather Alert radio. In the remainder of the county, warning of the public is a primary responsibility of the Polk County Sheriff's Office.

3. Damage Assessment (Annex C)

The Polk 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. Debris management planning guidelines, staffing and responsibilities are provided in Annex C. Red Cross and the USDA, FSA may conduct damage assessments targeted to their mission and may be able to share such information with the EOC.

4. Emergency Public Information (Annex D)

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

Operating Center where the Public Information Officer will function as a member of the EOC Staff.

5. Evacuation (Annex E)

The goal of this function is to relocate people to safe areas when emergencies or threats necessitate such action. The decision to evacuate is normally made by the Executive Group on the advice of the Polk County Emergency Management Director but due to the severity of the situation it may be made by the Incident Commander (fire or law enforcement). The Polk 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, service or companion animals and household animals.

6. Fire Services (Annex F)

All Fire District Chiefs are responsible for fire control and rescue activities in their respective fire districts. The Fire Chief of the affected jurisdiction serves as Fire Services Coordinator and as a member of the EOC staff. If more than one jurisdiction is affected, the Loup Platte and/or the Big 8 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 Polk County Sheriff 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. Polk County also has a responsibility for mass care coordination in the event residents of Polk County are directed to this area under nuclear power plant contingencies.

10. Protective Shelter (Annex J)

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

11. Public Works/Utilities (Annex K)

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

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 Polk County Emergency Management Director supported by the Polk 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.

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

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

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

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

VI. CONCEPT of OPERATIONS

A. General

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

B. Continuity of Government

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

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

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

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

2. Preservation of Records

The preservation of important records and taking measures to ensure continued operation and reconstitution of local government during and after catastrophic disasters or national security emergencies is the responsibility of the executives of each jurisdiction. Normally, the development and maintenance of procedures for ensuring continuity of government will be carried out for the County by the Polk County Clerk and for other local jurisdictions by the respective city and village clerks. A system to maintain the most recent revisions, additions, to safeguard essential records, and to recover them should the primary storage be damaged should be in place. Records to be preserved will include as a minimum:

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

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

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

3. Alternate Operating Locations

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

4. Protection of Government Resources

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

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

b. Records: Essential county government records are stored in the Polk County Courthouse. City/Village records are stored in their respective jurisdictions

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

C. Direction and Control Relationships

1. During disaster operations, the Executive Group of the affected jurisdiction will establish coordination, leadership, and managerial decisions for the community emergency response. The Chair of the Polk County Board and the Mayor of Osceola will operate from the Polk County 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 Polk 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 coordinated from the EOC or the Polk County Communications Center. 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 Polk 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 Polk County could come from several sources:

1. National Weather Service (NWS)

Weather phenomena threatening Polk County would normally be received from the Hastings 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 Polk County could come from the Nebraska State Patrol via direct radio communications or telephone. See Annex B for communications details.

3. Nebraska Emergency Management Agency (NEMA)

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

4. Adjacent Counties

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

G. Alerting of Key People

In accordance with local procedures, the 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 be responsible for the implementation, management and direction of this Plan. The Chief Elected Official will support the Incident Commander in the execution of tactical operations as prioritized by the Executive Board:

1. All county and city/village officials will immediately activate their portions of the Plan and discontinue all non-essential actions. If a portion of the

Plan cannot be activated, the appropriate Chief Executive will be immediately notified so alternate arrangements can be made.

2. The Polk 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 Polk County and the affected communities. The effect of a local disaster declaration shall activate the response and recovery aspects of this Plan, any other interjurisdictional disaster plans and to authorize the furnishing of aid and assistance from these plans. A local disaster declaration is a prerequisite for obtaining a state disaster proclamation from the Governor authorizing state assistance and response support.

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

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

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

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

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

   d. a common understanding of joint priorities and restrictions,

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

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

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

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

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

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

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

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

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

J. Mutual Aid

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

K. Requests for State Support

State support may be requested under disaster conditions.

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

a. Type of disaster,

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

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

d. Type and extent of assistance required.

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

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

L. Protection of the Public

The primary responsibility of government is to ensure that all reasonable measures are taken to protect citizens in the event of a potential or actual disaster. This Plan outlines these actions necessary in Polk 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 three major hazards, tornadoes, extreme temperatures and hazardous materials.

a. Tornado Shelters: The tornado shelter policy advises citizens at home to protect themselves in the strongest part of their living facility. Most public facilities have been surveyed to identify the best protective

locations. All schools, health care facilities, and major industries have tornado plans. See Annex J.

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

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

3. Evacuation: When time permits or when staying in the vicinity of a hazard effect poses a threat to the life and safety of the citizens affected, an evacuation may be ordered. Approximately 4 (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 Polk County. Evacuation decisions will be made by the Incident Commander or, if time permits, the Chief Elected Official, based on the recommendation of the Emergency Management Director. Evacuation procedures are outlined in Annex E, and in Annex H. Reception and care of evacuees are detailed in Annex I.

M. Recovery Actions

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

1. Debris Removal (Annexes C and K)

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

2. Habitability Inspections (Annex K)

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

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

The recovery of utilities to normal service will be coordinated in the county by the Polk County Rural Public Power District and in the cities and villages by the Utilities Department Head 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.

N. Mitigation

1. The Polk 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. Polk 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, Polk County executives will hold post-disaster discussions (After Action Reports) to determine what mitigation actions would be appropriate.

VII. ADMINISTRATION and LOGISTICS

A. Procedures

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

B. Documentation

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

C. Resources

Following initial lifesaving activities, the Chair of the County Board of 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 Polk 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 Polk County Emergency Manager will involve, to the extent possible, the private business sector and relief organizations in the planning, training and exercise program.

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

B. Exercises

An ongoing program of exercises and drills of the elements of this Plan is essential to the maintenance of Polk County's emergency response capability and for ensuring the adequacy of this County Plan. It is the Polk 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 Polk County's emergency management activities. Almost every agency of government has responsibility for developing and maintaining some part of this Plan. Overall, the Polk 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 Polk 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 Polk County, the LEOP will be revised to reflect major changes as directed by the state or federal governments as required to maintain compliance. The Polk 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 Polk County and the cities and villages of Osceola, Stromsburg, Shelby, and Polk. This would normally occur after any significant change in elected officials. The Polk County Emergency Management Director will ensure that this is accomplished.

E. Distribution

The Polk 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 xiv. 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 Polk 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. 2008 North American Emergency Response Guidebook;

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

LIST of ATTACHMENTS

Attachments#	Item	Page
1	Functional Responsibility Charts	26

FUNCTIONAL RESPONSIBILITY CHART

EXECUTIVE GROUP

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

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

EMERGENCY MANAGEMENT ORGANIZATION

FUNCTIONAL RESPONSIBILITY CHART

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

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

FUNCTIONAL RESPONSIBILITY CHART

COUNTY OFFICIALS

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

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

FUNCTIONAL RESPONSIBILITY CHART

CITY OFFICIALS

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

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

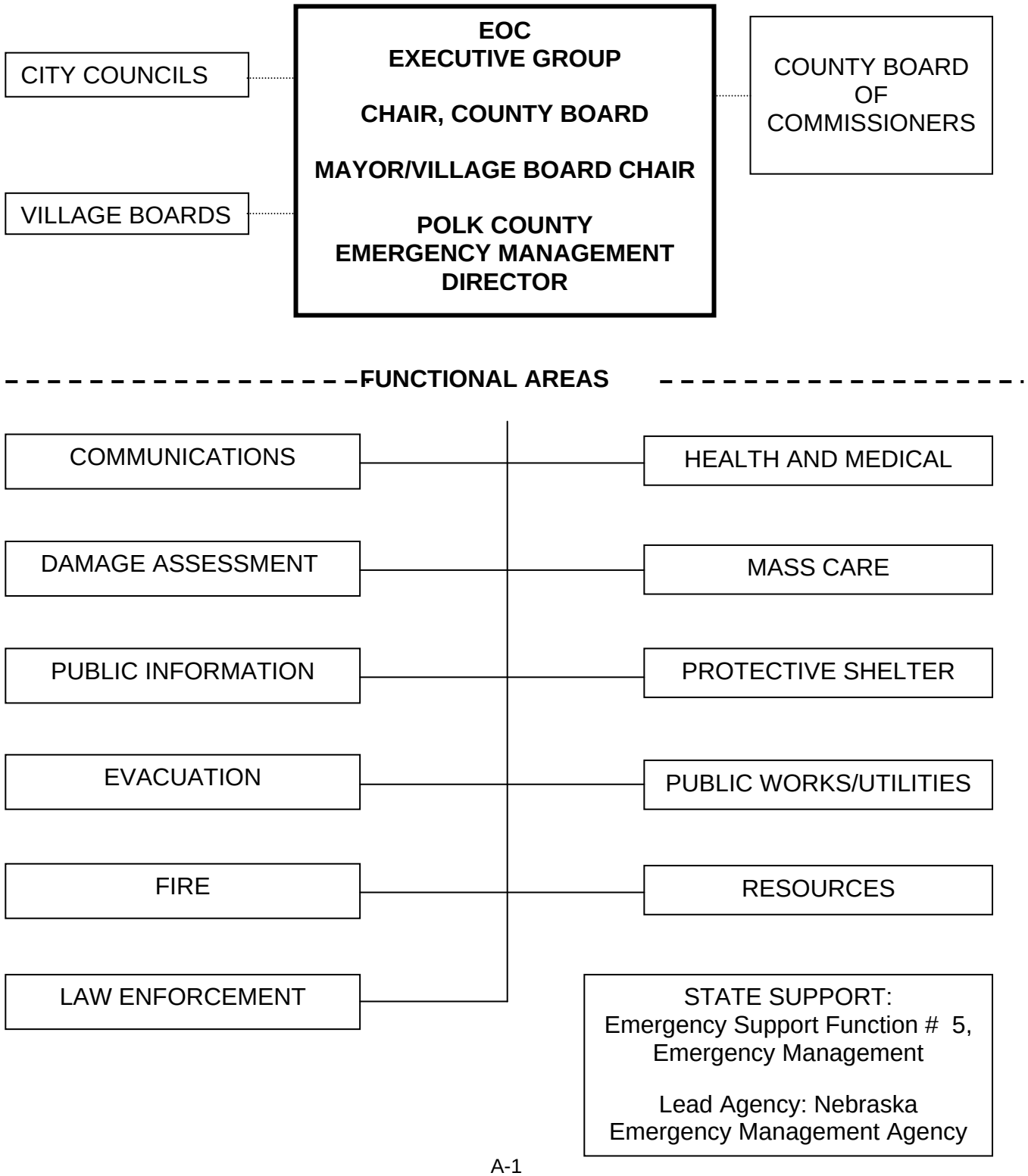
FUNCTIONAL RESPONSIBILITY CHART

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
Prairie Valley Chapter, Red Cross				S				S		P				S
State Fire Marshall				S			P				S	S	S	
Nebraska State Patrol						S			P					
Seward Office, NE Health and Human Services System								P		S				S
Big 8 Mutual Aid Association				S			P	S						
Amateur Radio Club			S	S						S	S			
Windstream Telephone Company			S	S								S		
Communications Company			S	S								S		
Source Natural Gas				S								S		
Polk Rural Power District				S								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 and support of emergency response activities in order to best protect the residents and property in Polk County.

II. SITUATION

A. The Polk County Emergency Operating Center (EOC) is located at 251 North Main Street in the Sheriff's Office in Osceola.

1. The EOC is considered to be an adequate tornado shelter and has 4,000 square feet of operating space on the first floor and 1,474 square feet in the basement. Maximum staffing is 4 (four) persons.

2. A 15 KW (18.75 KVA Generator) with natural fuel, supplies adequate auxiliary power.

3. The EOC is equipped with a NAWAS (National Warning System) Drop and installed radio capability to communicate with law enforcement, fire/EMS departments, and amateur and CB radio(list others), 3 (three) telephone lines, Internet, video and teleconferencing systems 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 room in Osceola Fire Department at 451 North Main Street 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 the:

1. Osceola – Fire Department

2. Stromsburg – Fire Department

3. Shelby – Fire Department

4. Polk – Fire Department

D. The Polk County Sheriff's Office Mobile Operation Center could support the above EOCs.

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

III. ASSUMPTIONS and PLANNING FACTORS

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

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

IV. ORGANIZATION / RESPONSIBILITIES

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

1. County - Chairperson, Board of Commissioners,

2. Cities - Mayors,

3. Villages - Chairpersons of Village Boards.

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

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

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

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

1. Geographical location of disaster,

2. Magnitude of disaster,

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

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

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

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

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

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

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

5. Managing the operations of the EOC,

6. Coordinating the implementation of mitigation efforts.

G. 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. Polk County Emergency Management:

   a. Polk County Emergency Management Director,

   b. Deputy Emergency Management Director.

V. CONCEPT of OPERATIONS

A. Activation of the Emergency Operating Center (EOC)

1. The Chairman of the Polk County Board, the Mayor of Osceola, Stromsburg, the Board Chairman of Polk and Shelby, and the Polk County Emergency Management Director has the authority to activate the Polk County Emergency Operating Center (EOC). First responders may request that the EOC be activated, as a situation warrants.

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

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

4. Immediate requests for assistance from agencies and organizations from the local Emergency Management will be channeled through the Polk County Sheriff's Office Dispatch.

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

6. The Polk County 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.

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

B. Incident Status Report (ISR)

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

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

C. EOC Operations

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

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

b. Emergency Management Director,

c. Communications Officer,

d. Damage Assessment Coordinator,

e. Public Information Officer,

f. Medical Coordinator and/or Public Health Coordinator,

g. Mass Care Coordinator,

h. Resources Coordinator (may include Volunteer Coordinator),

i. Social Services Coordinator,

j. Radiological Officer (radiological emergency),

k. LEPC Chair or representative,

l. Veterinarian representative, and

m. Rumor control.

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 Polk County Emergency Management Director using local government administrative support, to include the copies of the Site Incident Commander's Incident Action Plans, the Disaster Declarations, Incident Status Reports, lists of volunteer aid and financial records.

   c. The Polk County Emergency Management Director or Communications Officer oversees 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 Polk County and its cities and villages as well as status boards required for tracking significant events/actions.

5. EOC security is provided by the Polk County Sheriff's Department.

D. EOC Coordination

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

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

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

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

5. Emergency workers without standard identification cards and volunteers will be issued an identification card by the Polk County 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.

E. Local Emergency Declaration

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

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

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

3. A Disaster Declaration on official letterhead will be filed promptly with the Clerk of the affected jurisdiction and with the Nebraska Emergency Management Agency. The Polk County Emergency Management Director will fax (402-471-7433) the local Declaration, then mail the hard copy original to the Nebraska Emergency Management Agency, 1300 Military Road, Lincoln, NE 68508. 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. <u>Request for Assistance</u>

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

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

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

3. Local response agencies may request technical assistance and resource support directly from state agencies, such as the Nebraska State Patrol, the Department of Roads, the State Fire Marshal, the Department of Environmental Quality, and the Nebraska Health and Human Services.

4. System. The Polk County Emergency Management Director will advise the Nebraska Emergency Management Agency of these requests.

VI. ADMINISTRATIVE and LOGISTICS

A. Fiscal

1. Polk 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 Polk 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 Polk County Emergency Management Director will annually review 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 DHS (Department of Homeland Security) approved.

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

B. Exercising

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

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

LIST of ATTACHMENTS

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THIS ATTACHMENT IS ON FILE WITH

LOCAL EMERGENCY MANAGEMENT

AND THE

NEBRASKA EMERGENCY MANAGEMENT AGENCY

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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 currently know. The information in **bold** is of immediate importance. Other information can be gathered as it becomes available. Fill all of the information areas, put ***unknown*** in areas where you have no information and ***none*** where there is no damage or impact. 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 requested by NEMA. Fax 402-471-7433, 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)

_____ _____
_____ _____
_____ _____

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 Polk County Emergency Management Director.
The Polk 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.

****

Polk 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 Polk County (or city/village) within the disaster area

Therefore, the Chair of the Polk 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 Polk County (or city/village), and will execute for and on behalf of Polk County (or city/village), the expenditure of emergency funds from all available sources, the invoking of mutual aid agreements, and the applying to the State of Nebraska for assistance from the Governor's Emergency Fund and any other resources he/she deems necessary in the fulfillment of his/her duties.

_____
Chair, Polk County

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

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

_____
County (or City/Village) Clerk

_____
Date

CITY OF OSCEOLA

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2010

CITY OF OSCEOLA
EMERGENCY OPERATIONS PLAN

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CITY of OSCEOLA
EMERGENCY OPERATIONS PLAN

I. PURPOSE

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

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

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

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

II. PLANNING FACTORS

A. All-Hazards Approach

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

B. Vulnerable Populations

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

2. The community uses pagers, sirens and electronic media to warn the various special needs populations.

C. Primary Responsibility For Disaster Response and Recovery

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

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

a. President of the City Council

b. Senior member of the City Council

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

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. When alerted of a disaster situation, the Polk County Communications Center of the Polk County Sheriff's Office will begin notification of those on their emergency notification list.

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

B. Operations - Actual Disaster

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

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

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

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

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

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

C. Operations - Departmental Responsibilities

1. The City of Osceola 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:

2. Field Operations (Tactical and Operational)

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

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

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

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

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

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

   a. Staffing will be determined by the severity of the situation.

   b. The EOC is located at the Polk County Sheriff's Office. This location provides communications capability, auxiliary power, and ample space with support equipment for disaster operations.

5. Additional Disaster Services (Support)

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

D. Field Operations: Incident Command and the EOC

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

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

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

4. Security of the Disaster Area:

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

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

County Communications Center to request additional resources from these agencies.

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

E. Operations - Administration

1. Under the direction of the Mayor, either the City Clerk/Treasurer/Purchasing Officer will purchase or rent needed supplies, materials, and equipment or hire temporary help for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's/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, including donated supplies, equipment, professional and volunteer services for the disaster will be submitted to and documented by the City Clerk/Treasurer.

IV. INCIDENT COMMAND / FIELD OPERATIONS - FIRST RESPONDERS

A. Primary Field Operational Control for the Disaster

1. All City of Osceola 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. The Incident Commander may select staging area(s) if needed. The Incident Commander will inform the EOC of the location(s) of the staging area(s).

B. Responsibilities List for Field Operations

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

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

C. Polk County Sheriff's Office - Sheriff (LEOP - Annex H)

1. Among the First Responders to the disaster scene.

2. Implements the appropriate National Incident Management System.

3. Assesses communications capability as a priority action.

4. Notifies off-duty Sheriff's Office personnel and, if required, other law enforcement agencies for assistance. About 10 persons could be available from the County Sheriff's Office, Nebraska State Patrol, Game and Parks Commission.

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

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

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

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

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

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

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

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

13. Coordinates with the Street Department for barricades, signs, and flags at control points as established by the Polk County Sheriff's Office. This will also be coordinated with the EOC and Incident Command.

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

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

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

17. Relocates to an alternate site, Osceola Fire Hall, if the Polk County Sheriff's Office is damaged.

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

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

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

21. Secures the disaster area:

    a. To include critical public facilities and residences

    b. Checks volunteer ID cards

    c. Checks permanent ID cards of City personnel

    d. Controls EOC security from any interference with emergency operations

22. Prevents looting in disaster area.

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

24. Provides security at shelters, if needed.

25. Provides security for visiting dignitaries.

26. Notifies the EOC of possible flooding problems.

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

28. Provides volunteer inmate labor.

29. Deputizes additional personnel, as required.

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

31. Designates and maintains the lines of succession in the absence of the Sheriff.

D. Polk County Communications Center – Sheriff's Office (LEOP - Annex B)

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

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

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

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

5. Coordinates emergency radio traffic.

6. May request additional assistance through the EOC.

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

1. Among the First Responders to disaster scene.

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

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

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

5. Implements the Incident Command System per NIMS.

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

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

8. Assists Law Enforcement in evacuation efforts.

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

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

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

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

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

14. Provides back-up equipment for water pumping.

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

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

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

18. Continues fire suppression operations.

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

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

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

2. Implements the Incident Command System per NIMS.

3. Conducts triage operations, if needed.

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

5. Transports injured to the hospital; checks with Sheriff's Office \EOC for open routes to hospital.

6. Implements mutual aid agreements with other jurisdictions as necessary, allowing hospital staff to stay at their facility to receive injured.

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

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

9. Establishes and maintains the lines of succession.

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

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

2. Street Department - Superintendent

3. The call to respond to the disaster will probably come from dispatch at the Polk County Communications Center. The Superintendent will coordinate with the Mayor on disaster work assignments. Tasks may include but are not limited to:

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

   b. Assessing and reporting street damage to the EOC; systematically clearing the streets as prioritized at the EOC briefings with input from the Mayor, Sheriff's Office, and other affected City Departments.

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

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

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

f. Performing priority repairs to streets.

g. Clearing inlets and repairing storm sewers.

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

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

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

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

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

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

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

4. <u>Polk County Rural Public Power District</u>

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

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

c. Electrical Supervisor/director will direct and coordinate activities that:

1) De-energizes downed power lines.

2) Restores service as prioritized.

3) Coordinates with the Mayor and Incident Command and supplier in finding a temporary source of electricity should the city need it to restore utility service.

4) Keeps the Mayor and Incident Command and supplier informed of the current situation and when service may be restored.

5) Sends representative to briefings at the EOC; inform the EOC/Mayor of any problems.

6) Safety inspects the electric systems on damaged public buildings; coordinates with the building inspector on these inspections.

7) Provides emergency lighting where needed for disaster operations.

8) Coordinates the use of emergency power generators with the EOC and Incident Command.

9) Furnishes available heavy equipment and personnel to other City Departments.

5. Water and Wastewater Department - Superintendent

a. Water Division

1) Can assess each house individually.

2) Maintain water pressure and uncontaminated water supply.

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

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

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

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

7) Provides potable emergency water supply.

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

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

8) Safety inspects the water system.

9) If the disaster is a major water contamination, line of succession for direction and control are Mayor, Council President, Polk County Emergency Management Director, Water/Waste Water Department Superintendent.

b. Wastewater Division

1) Maintains the sanitary sewer operations.

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

3) Safety inspects the wastewater system if damaged from the disaster.

4) Contracts for portable toilets and for their maintenance.

c. Both Water and Wastewater Divisions

1) If not being utilized, may be required to furnish equipment, such as vehicles, and personnel to other City Departments, such as vehicles to the Sheriff's Office.

2) Sends one person to EOC briefings to represent both Divisions; informs the EOC/Mayor of any problems.

6. Parks and Recreation Department - Director

a. Surveys damage to parks.

b. Reports to the Mayor for disaster work assignment.

c. If not being utilized, furnishes equipment/personnel to other City Departments; will primarily assist Street Department.

d. Will attend or be represented at EOC briefings; informs the EOC/Mayor of any problems in disaster clean-up/repair.

7. Landfill Operation

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

   a. Meet the demand for greater disposal operations by:

      1) Requesting an extension of hours as needed for debris disposal.

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

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

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

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

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

V. EMERGENCY OPERATIONS CENTER

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

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

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

2. Exercising emergency powers; provide policy decisions.

3. Signing the Disaster Declaration.

4. Exercising the final authority on subjects such as:

   a. Curfews

b. Price restrictions

c. Standards for contractors, craftsmen

d. Temporary waivers for land use

e. Other related legal responsibilities

f. Evacuation decisions

5. Approving emergency legislation for the city.

6. Activating the EOC; notifying the Emergency Manager

7. Emergency Public Information (LEOP - Annex D)

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

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

c. The PIO will establish an Information Center to:

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 the Incident Commander 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.

B. <u>Mayor</u>

The Mayor is the administrative head of the City of Osceola government and has final authority for all City Departments. The Mayor will coordinate with the Polk County Emergency Management Director in providing unified management of the direction and control functions for disaster response and

recovery and for support of the Incident Command. The Mayor's responsibilities may include, but are not limited to:

1. Coordinating with the Mayor members, the Polk County Emergency Management Director and the Incident Commander during disaster operations.

2. The Mayor will be alerted of a disaster situation by the dispatcher or Polk County Emergency Management Director. *(NOTE: Be sure this matches the Notification scheme referenced in other Annexes.)*

3. Activating the EOC.

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

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

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

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

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

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

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

9. Coordinating city-wide resources that may be used in disaster response/recovery.

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

11. Responding to official inquiries.

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

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

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

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

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

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

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

19. Advising disaster victims of temporary emergency housing.

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

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

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

The Polk 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 Osceola Mayor. Disaster operations duties for the Polk County Emergency Management Director may include, but are not limited to:

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

2. Activating the EOC (normally called by the Dispatcher or Polk County Sheriff's Office); assumes overall operational management and coordination for the support of emergency functions of the disaster response and recovery.

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

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

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

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

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

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

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

10. Coordinating transportation that may be required for evacuation.

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

12. Coordinating shelter operations with the American Red Cross.

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

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

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

16. Coordinating staging areas with Field Operations.

17. Disseminating Identification cards for:

    a. Emergency workers

    b. Volunteers

    c. Disaster area residents

    d. Appointed/elected officials

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

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

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

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

22. Reviewing and updating this Plan for the City of Osceola annually.

D. <u>City Attorney</u>

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

    a. Curfews

    b. Price restrictions

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

    d. Temporary waivers for land use

    e. Other related legal duties

2. Drafts emergency legislation for the City of Osceola.

3. Provides assistance in negotiating contracts for emergency services.

E. Building Inspector (LEOP - Annex C)

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

   a. Public entities

   b. Homes

   c. Businesses

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

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

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

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

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

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

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

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

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

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

12. Coordinates, as necessary, with the City of Osceola Electric Superintendent on the safety inspections of the electric systems on damaged public buildings.

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

F. City Clerk/Treasurer

1. Witnesses the Disaster Declaration.

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

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

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

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

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

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

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

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

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

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

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

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

G. Purchasing Officer

1. Makes emergency purchases, as required.

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

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

CITY OF STROMSBURG

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2010

CITY OF STROMSBURG
EMERGENCY OPERATIONS PLAN

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CITY of STROMSBURG
EMERGENCY OPERATIONS PLAN

I. PURPOSE

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

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

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

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

II. PLANNING FACTORS

A. All-Hazards Approach

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

B. Vulnerable Populations

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

2. The community use pagers, sirens and electronic media to warn the various special needs populations.]

C. Primary Responsibility For Disaster Response and Recovery

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

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

a. President of the City Council

b. Senior member of the City Council

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

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. When alerted of a disaster situation, the Polk County 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 there are no automated warnings, dispatch (Polk County Communications Center) will sound the sirens as authorized.

B. Operations - Actual Disaster

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

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

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

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

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

C. Operations - Departmental Responsibilities

1. The City of Stromsburg 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:

2. Field Operations (Tactical and Operational)

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

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

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

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

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

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

   a. Staffing will be determined by the severity of the situation.

   b. The EOC is located at Polk County Sheriff's Office. This location provides communications capability, auxiliary power, and ample space with support equipment for disaster operations.

5. Additional Disaster Services (Support)

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

D. Field Operations: Incident Command and the EOC

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

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

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

4. Security of the Disaster Area:

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

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

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

E. Operations - Administration

1. Under the direction of the Mayor, either the City Clerk/Treasurer/Purchasing Officer will purchase or rent needed supplies, materials, and equipment or hire temporary help for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's/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, including donated supplies, equipment, professional and volunteer services for the disaster will be submitted to and documented by the City Clerk/Treasurer.

IV. INCIDENT COMMAND / FIELD OPERATIONS - FIRST RESPONDERS

A. Primary Field Operational Control for the Disaster

1. All City of Stromsburg 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. The Incident Commander may select staging area(s) if needed. The Incident Commander will inform the EOC of the location(s) of the staging area(s).

B. Responsibilities List for Field Operations

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

2. The task assignments for each City Department are written in general terms and purposely do not tell supervisors how to do their jobs. Each

Department should develop guidelines (SOPs) for their specific operations in a disaster situation.

C. Sheriff's Office - Sheriff (LEOP - Annex H)

1. Among the First Responders to the disaster scene.

2. Implements the appropriate National Incident Management System.

3. Assesses communications capability as a priority action.

4. Notifies off-duty Police Department personnel and, if required, other law enforcement agencies for assistance. About 10 persons could be available from the Polk County Sheriff's Office, Nebraska State Patrol, Game and Parks Commission.

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

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

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

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

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

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

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

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

13. Coordinates with the Street Department for barricades, signs, and flags at control points as established by the Polk County Sheriff's Office. This will also be coordinated with the EOC and Incident Command.

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

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

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

17. Relocates to an alternate site, fire department if the Sheriff's Office is damaged.

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

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

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

21. Secures the disaster area:

    a. To include critical public facilities and residences

    b. Checks volunteer ID cards

    c. Checks permanent ID cards of City personnel

    d. Controls EOC security from any interference with emergency operations

22. Prevents looting in disaster area.

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

24. Provides security at shelters, if needed.

25. Provides security for visiting dignitaries.

26. Notifies the EOC of possible flooding problems.

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

28. Provides volunteer inmate labor.

29. Deputizes additional personnel, as required.

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

31. Designates and maintains the lines of succession in the absence of the Sheriff.

D. Polk County Communications Center – Sheriff's Office (LEOP - Annex B)

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

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

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

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

5. Coordinates emergency radio traffic.

6. May request additional assistance through the EOC.

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

1. Among the First Responders to disaster scene.

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

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

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

5. Implements the Incident Command System per NIMS.

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

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

8. Assists Law Enforcement in evacuation efforts.

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

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

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

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

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

14. Provides back-up equipment for water pumping.

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

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

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

18. Continues fire suppression operations.

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

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

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

2. Implements the Incident Command System per NIMS.

3. Conducts triage operations, if needed.

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

5. Transports injured to the hospital; checks with Polk County Sheriff's Office\EOC for open routes to hospital.

6. Implements mutual aid agreements with other jurisdictions as necessary, allowing hospital staff to stay at their facility to receive injured.

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

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

9. Establishes and maintains the lines of succession.

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

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

2. Street Department - Superintendent

3. The call to respond to the disaster will probably come from dispatch at the Polk County Communications Center. The Superintendent will coordinate with the Mayor on disaster work assignments. Tasks may include but are not limited to:

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

   b. Assessing and reporting street damage to the EOC; systematically clearing the streets as prioritized at the EOC briefings with input from the Mayor, Sheriff's Office, and other affected City Departments.

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

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

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

   f. Performing priority repairs to streets.

   g. Clearing inlets and repairing storm sewers.

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

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

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

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

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

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

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

4. <u>City Electric Department</u>

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

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

c. Electrical Supervisor/director will direct and coordinate activities that:

1) De-energizes downed power lines.

2) Restores service as prioritized.

3) Coordinates with the Mayor and supplier in finding a temporary source of electricity should the city need it to restore utility service.

4) Keeps the Mayor and supplier informed of the current situation and when service may be restored.

5) Sends representative to briefings at the EOC; inform the EOC/Mayor of any problems.

6) Safety inspects the electric systems on damaged public buildings; coordinates with the building inspector on these inspections.

7) Provides emergency lighting where needed for disaster operations.

8) Coordinates the use of emergency power generators with the EOC and Incident Command.

9) Furnishes available heavy equipment and personnel to other City Departments.

5. Water and Wastewater Department - Superintendent

a. Water Division

1) Can assess each house individually.

2) Maintain water pressure and uncontaminated water supply.

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

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

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

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

7) Provides potable emergency water supply.

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

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

8) Safety inspects the water system.

b. Wastewater Division

1) Maintains the sanitary sewer operations.

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

3) Safety inspects the wastewater system if damaged from the disaster.

4) Contracts for portable toilets and for their maintenance.

c. Both Water and Wastewater Divisions

1) If not being utilized, may be required to furnish equipment, such as vehicles, and personnel to other City Departments, such as vehicle to the Sheriff's Office.

2) Sends one person to EOC briefings to represent both Divisions; informs the EOC/Mayor of any problems.

6. Parks and Recreation Department - Director

a. Surveys damage to parks.

b. Reports to the Mayor for disaster work assignment.

c. If not being utilized, furnishes equipment/personnel to other City Departments; will primarily assist Street Department.

d. Will attend or be represented at EOC briefings; informs the EOC/City Mayor of any problems in disaster clean-up/repair.

7. Landfill Operation

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

a. Meet the demand for greater disposal operations by:

1) Requesting an extension of hours as needed for debris disposal.

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

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

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

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

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

V. EMERGENCY OPERATIONS CENTER

VI.

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

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

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

2. Exercising emergency powers; provide policy decisions.

3. Signing the Disaster Declaration.

4. Exercising the final authority on subjects such as:

   a. Curfews

   b. Price restrictions

   c. Standards for contractors, craftsmen

   d. Temporary waivers for land use

   e. Other related legal responsibilities

   f. Evacuation decisions

5. Approving emergency legislation for the City of Stromsburg

6. Activating the EOC; notifying the Polk County Emergency Manager

7. Emergency Public Information (LEOP - Annex D)

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

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

   c. The PIO will establish an Information Center to:

      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 the Incident Commander 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.

B. <u>Mayor</u>

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

1. Coordinating with the Mayor, the Polk County Emergency Management Director and the Incident Commander during disaster operations.

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

3. Activating the EOC.

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

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

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

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

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

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

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

9. Coordinating city-wide resources that may be used in disaster response/recovery.

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

11. Responding to official inquiries.

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

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

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

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

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

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

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

19. Advising disaster victims of temporary emergency housing.

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

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

C. Polk County Emergency Management Director

The Polk 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 Mayor. Disaster operations duties for the Polk County Emergency Management Director may include, but are not limited to:

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

2. Activating the EOC (normally called by the Dispatcher or Polk County Sheriff's Office); assumes overall operational management and coordination for the support of emergency functions of the disaster response and recovery.

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

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

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

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

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

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

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

10. Coordinating transportation that may be required for evacuation.

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

12. Coordinating shelter operations with the American Red Cross.

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

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

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

16. Coordinating staging areas with Field Operations.

17. Disseminating Identification cards for:

    a. Emergency workers

    b. Volunteers

    c. Disaster area residents

    d. Appointed/elected officials

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

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

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

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

22. Reviewing and updating this Plan for the City of Stromsburg annually.

D. City Attorney

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

   a. Curfews

   b. Price restrictions

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

   d. Temporary waivers for land use

   e. Other related legal duties

2. Drafts emergency legislation for the city.

3. Provides assistance in negotiating contracts for emergency services.

E. Building Inspector (LEOP - Annex C)

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

   a. Public entities

   b. Homes

   c. Businesses

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

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

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

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

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

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

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

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

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

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

12. Coordinates, as necessary, with the City of Stromsburg Electric Superintendent on the safety inspections of the electric systems on damaged public buildings.

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

F. <u>City Clerk/Treasurer</u>

1. Witnesses the Disaster Declaration.

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

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

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

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

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

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

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

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

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

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

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

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

G. <u>Purchasing Officer</u>

1. Makes emergency purchases, as required.

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

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

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VILLAGE OF POLK

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2010

VILLAGE of POLK
EMERGENCY OPERATIONS PLAN

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VILLAGE of POLK
EMERGENCY OPERATIONS PLAN

This plan is for the elected and appointed officials in the Village of Polk as well as for the first responders and any support groups. This Plan identifies their roles and responsibilities in disaster response and recovery.

Each Annex in the Polk County Local Emergency Operations Plan (LEOP) details and supports this jurisdiction's Plan. For example: general procedures for disaster response to fires and hazardous materials are defined in Annex F. The additional information in this plan under Field Operations for the Fire Department gives further specific guidelines for the Village.

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

RESPONSIBILITY FOR DISASTER OPERATIONS

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

OVERVIEW OF DISASTER OPERATIONS

Warnings: Whenever possible, the public will be alerted to threats or potential disasters. (Annexes B, D).

Field Operations: In a disaster, lifesaving activities and the preservation of property are the priorities of the elected officials and the first responders.

Emergency Operations Center (EOC): An EOC will likely be opened at the Polk Fire Hall to provide officials a site for coordination and support of the disaster operations. Area and local support agencies will generally work from the EOC.

Incident Command: First Responders will use the National Incident Management System (NIMS) by establishing Incident Command. EOC staff, to include the chief elected officials, will also follow NIMS protocols.

I. WARNINGS (Annex B)

A. Severe Weather Spotting Program: The National Weather Service in Hastings will usually ask the Polk County Communications Center to activate spotters when severe weather is a possibility. The Polk County Communications Center will page out the request to weather spotters. Spotters are primarily from Fire/EMS Departments and are equipped with radios. There are no designated spotting locations in and around Polk County. Spotters radio their reports to the fire station or to the Polk County Communications Center. The Communications Center will advise the Emergency Management officials, as well as the National Weather Service, of conditions.

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

C. Emergency information can be broadcast over radio station(s) KAWL/KTMX –am/fm 1370/104.9 in York and television station(s) KOLN-KGIN Channel 10/11 in Lincoln and Columbus Radio Stations.

D. Warnings procedures and protocols have been developed and will be implemented for identified special needs populations.

II. INCIDENT COMMAND and FIELD RESPONSE (Annex A)

A. The first emergency responder to arrive at the scene will become the initial Incident Commander and expand/transfer the incident Command as the situation warrants; following NIMS protocols.

B. Emergency communications and warnings for Polk and the County are handled through the Polk County Communications Center in the Sheriff's Office located in Osceola. The Polk County Communications Center will give emergency information via pagers and radios to the first responder agencies, including Law Enforcement, the individual Fire Departments, EMS and the Polk County Emergency Management personnel. Attachment 2, Annex B lists the frequencies used.

C. The Incident Command must let the EOC know what is needed for disaster operations.

D. The Incident Commander will request mutual aid through the Polk County Communications Center.

III. LAW ENFORCEMENT (Annex H)

A. Law Enforcement personnel can communicate by radio with the Polk County Communications Center, the Incident Command Post, the EOC and the Fire & Rescue Departments.

B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expands/transfers the Incident Command as the situation warrants.

C. Evacuation

1. People will be notified in the event that evacuation is necessary. The Village Board Chairperson can order an evacuation in Polk. The Incident Commander at the scene will, if time allows, consult with the Village Board Chairperson in situations requiring immediate evacuation. If the impacted area has a critical threat or is life-threatening to the population or environment, the Incident Commander may order an evacuation.

2. If residents need transportation during the evacuation, they may call the Polk County Communications Center who will relay the request to the Polk County Emergency Manager or the Emergency Operations Center. If the EOC has not yet been opened, the Polk County Communications Center will call the Incident Commander. Transportation resources are listed in Annex L of the County LEOP. In the field, if the Incident Commander sees the need for transportation during evacuation, he will notify the EOC for coordination and support.

D. Law enforcement will work with other First Responders in search and rescue.

E. Security of the Disaster Area.

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

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

2. Identification cards for access to the disaster area will be issued in Polk. The County and local officials, volunteers, the media, and residents may need ID cards even when the disaster area has been secured. The Polk County Emergency Management Director or designee will distribute identification cards from the EOC or at the disaster access points.

IV. FIRE DEPARTMENT (Annex F)

A. Fire Department personnel can communicate by radio with the Polk County Communications Center, the Incident Command, the EOC, Polk County Sheriff's Office and EMS as well as with each other.

B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expand/transfer the Incident Command as the situation warrants.

C. The Fire Department will coordinate with other First Responders in search and rescue.

D. Hazardous Materials Response (Annex F, Appendix 1).

1. The Incident Commander will notify the Polk County Communications Center if assistance is needed in responding to a hazardous materials incident. The Polk County Communications Center will call for a State Emergency Response Team (SERT) through the NE State Patrol (402) 471-4545.

2. The Incident Commander will determine if the incident poses a threat to people and/or property and will determine if an evacuation is necessary.

3. Hazardous materials, including radiological, in Polk County are listed in Annex F, Appendix 1, Attachment 1.

V. EMERGENCY MEDICAL SERVICES (EMS) (Annex G)

A. EMS personnel can communicate by radio with the Polk County Communications Center, the Incident Command, the EOC, Polk County Sheriff's Office, Fire Departments, and with each other.

B. The first emergency responder to arrive at the scene will become the Incident Commander and expand/transfer the Incident Command as the situation warrants; following NIMS protocols.

C. EMS will work with other First Responders in search and rescue.

D. One person may be dedicated to radio communications; another may be needed to set up triage.

E. After triage, victims can be transported to the nearest receiving hospital(s).

VI. PUBLIC WORKS/UTILITIES (Annex K, Annex C)

A. The Public Works/Utilities Supervisor will maintain communication and coordination with the Executive Board, the Incident Command and the EOC during the initial response activities through the final restoration of services.

B. Utilities will provide personnel for emergency repairs.

C. Village street maintenance crews will clear emergency routes for the initial disaster response and will begin debris removal. The Polk County Road Department may be contacted for additional help.

D. The Village Board Chairperson will authorize a tree dump as approved by DEQ. Arrangements can be made to separate, recycle, store and discard debris at a later time.

E. The primary list of heavy equipment and resources for disaster operations is in Annex L, Attachment 2.

VII. EMERGENCY OPERATIONS CENTER (EOC) (Annex A)

A. THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING AND SUPPORTING THE INCIDENT COMMAND DURING DISASTER RESPONSE AND RECOVERY OPERATIONS. Not only will the Incident Commander work with the EOC, but also regular briefings will be held for Command, General and EOC Staff. The Chief Elected Official in coordination with the Incident Commander, schedule these meetings.

B. Direction and coordination of the disaster response and recovery support operations will be administered from the EOC.

C. The Village Board Chairperson has the primary responsibility and authority, by law, for disaster operations coordination. The Village Board Chairperson line of succession is to the President of the Village Board.

D. The Emergency Operating Center (EOC) will be set up in the Polk Fire Hall, if not damaged and if available at the time of the disaster. There is auxiliary power at the EOC. A generator is available for use from the Fire Department. (*Planning note: confirm that the fire dept generator is available during the most likely situations and not being used for on-scene use.)*

E. The Polk County Emergency Management Director will work under the Village Board Chairperson's direction in carrying out disaster coordination and support duties. Other staff that may be called upon to work in the EOC are the:

1. Communications dispatch (2-3 people),

2. Public Information Officer,

3. Representatives from Polk County Sheriff's Office, Fire, EMS, and Utilities,

4. Village Clerk,

5. Village Board Member(s), and

6. Representatives from support agencies as needed.

F. The Polk County Emergency Management Director and/or the Village Board Chair can open the Emergency Operating Center. The Director will inform the Nebraska Emergency Management Agency (NEMA) in Lincoln that the EOC has been opened.

G. The Polk County Emergency Management Director will call in personnel to work the disaster. The Polk County Emergency Management Director will coordinate and work with all responding agencies.

H. A telephone list of officials and personnel is found in Annex A, Attachments 1 and 2 of the county LEOP.

I. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of Polk to respond (Annex A, Attachment 3). Additional assistance will be requested from surrounding towns, from the County and from mutual aid groups. The Polk County Emergency Management Director will send a copy of the Disaster Declaration to NEMA as soon as practical.

VIII. COMMUNICATIONS at the EOC (Annex B)

Coordination between the EOC, the Incident Command Post and the first responders is essential. The communications capability at the EOC includes mobile and fixed radios, landline and wireless telephone, Internet, and messengers. Additional communications assistance may be available from the Nebraska Emergency Management Agency and/or the Nebraska State Patrol Mobile Command Post.

IX. EMERGENCY PUBLIC INFORMATION (Annex D)

A. The Village Board Chairperson, the Incident Commander, Public Information Officer or the Polk County Emergency Management Director serving as an alternate, will release official public information. This Public Information

B. Officer will work at the EOC, coordinating with the Village Board Chairperson, Polk County Emergency Management, and the Incident Commander.

C. The Chief Elected Official must approve the public information being released.

D. Official information or instructions to the public will be broadcast over radio station(s) KAWL/KTMX-am/fm, 1370/104.9 and television station(s) KOLN/KGIN Channel 10/11 in Lincoln.

E. If needed, the Public Information Officer will conduct briefings with the media to update them on the latest disaster events.

F. A telephone line may be set up to receive calls from the public concerning the disaster. The Public Information Officer will be responsible for this "rumor control" line.

G. Emergency information could also be released through the Nebraska Emergency Alert System (EAS). Polk County is in Area 1 of the EAS network (Annex B).

X. SHELTERING (Annex I)

A. The Prairie Valley Chapter of the American Red Cross of Columbus is responsible for initial sheltering and welfare of victims. The Polk County Emergency Management Director will call the American Red Cross (ARC) when short term sheltering is needed. The Prairie Valley Chapter of the American Red Cross from Columbus will open shelters under the direction of the Polk County Emergency Management Director.

B. Polk County Emergency Management will alert the Field Incident Commander and the Public Information Officer which shelters have been opened and which streets are cleared to the shelters.

C. A list of shelters in Polk is in Attachment 1 to Annex I.

XI. RESOURCES (Annex L)

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

B. The Polk County Road Department and the Polk County Emergency Manager maintain(s) a list of heavy equipment, transportation resources, generators, and specialized teams or services that can be used in disaster

C. operations. Resources available to the county are listed in Attachments 1, 2, Annex L.

D. The Polk Village Clerk may be appointed as the Volunteer Coordinator in Polk. Procedures are outlined in Attachment 3 to Annex L. (*It is suggested that in major events, another person be assigned the responsibility for volunteer coordination and work closely with the Clerk, as the Clerk has other specialized financial and other civil responsibilities during an event)*

XII. DAMAGE ASSESSMENT (Annex C)

A. The Polk County Assessor *(or other named position)* will serve as the Damage Assessment Coordinator who will compile and report to the EOC all of the damage information gathered. The Incident Status Report (OMS-1) form can be found in the county LEOP in Annex A, Attachment 3.

B. Damage assessment starts as soon as lifesaving efforts are completed.

C. Damage Assessment for the following areas will be completed by:

1. Public Facilities: Public Works,

2. Residences: Insurance Adjusters, Insurance Agents, and

3. Businesses: Insurance Adjusters, Insurance Agents.

XIII. HEALTH and HUMAN SERVICES (Annex G)

The coordination of all public welfare and human needs after a disaster will be provided from such organizations as the Lincoln Nebraska Area Agency on Aging, the Prairie Valley Chapter of the American Red Cross and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

Polk County Emergency Management along with the EMS Chief will be responsible for addressing public health issues, including counseling services.

XV. FINANCIAL ACCOUNTABILITY

The Polk Village Clerk will be responsible for tracking all disaster expenses including overtime for paid personnel, supplies used, emergency purchases/rentals/contracts. Also an accounting system will track all donations

of supplies, material, equipment, mutual aid support and volunteer labor for the duration of the event.

XVI. WHEN the DISASTER is BEYOND LOCAL CAPABILITIES

A. When local resources in Polk are not sufficient for the disaster response needs, the Chief Executive may request assistance from Polk County and from the Polk County Emergency Management Agency. If, in the determination of county officials, county resources and mutual aid are not adequate to cope with the situation, assistance may be requested from the Nebraska Emergency Management Agency by calling toll free 1-877-297-2368.

B. A telephone list for officials, first responders, and support groups is found in Annex A, Attachments 1 and 2.

C. It is in the best interest of the Village of Polk, that the key officials named thereon meet no less than once a year to review the provisions of these guidelines to determine that they are current.

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VILLAGE OF SHELBY

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2010

VILLAGE of SHELBY
EMERGENCY OPERATIONS PLAN

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VILLAGE of SHELBY
EMERGENCY OPERATIONS PLAN

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

RESPONSIBILITY FOR DISASTER OPERATIONS

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

OVERVIEW OF DISASTER OPERATIONS

Warnings: whenever possible, the public will be alerted to threats or potential disasters. (Annexes B, D).

Field Operations: In a disaster, lifesaving activities and the preservation of property are the priorities of the elected officials and the first responders.

Emergency Operations Center (EOC): An EOC will likely be opened at the Shelby Fire Hall to provide officials a site for coordination and support of the disaster operations. Area and local support agencies will generally work from the EOC.

Incident Command: First Responders will use the National Incident Management System (NIMS) by establishing Incident Command. EOC staff, to include the chief elected officials, will also follow NIMS protocols.

I. WARNINGS (Annex B)

A. Severe Weather Spotting Program: The National Weather Service in Hastings will usually ask the Polk County Communications Center to activate spotters when severe weather is a possibility. The Polk County Communications Center will page out the request to weather spotters. Spotters are primarily from Fire/EMS Departments and are equipped with radios. There are no designated spotting locations in and around Polk County. Spotters radio their reports to the fire station or to the Polk County Communications Center. The Polk County Communications Center will advise the Emergency Management officials, as well as the National Weather Service, of conditions.

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

C. Emergency information can be broadcast over radio station(s) KAWL/KTMX-am/fm 1370/104.9 in York and television station(s) KOLN-KGIN Channel 10/11 in Lincoln and Columbus Radio Stations.

D. Warnings procedures and protocols have been developed and will be implemented for identified special needs populations.

II. INCIDENT COMMAND and FIELD RESPONSE (Annex A)

A. The first emergency responder to arrive at the scene will become the initial Incident Commander and expand/transfer the incident Command as the situation warrants; following NIMS protocols.

B. Emergency communications and warnings for Shelby and the County are handled through the Polk County Communications Center in the Sheriff's Office located in Osceola. The Polk County Communications Center will give emergency information via pagers and radios to the first responder agencies, including Law Enforcement, the individual Fire Departments, EMS and the Polk County Emergency Management personnel. Attachment 2, Annex B lists the frequencies used.

C. The Incident Command must let the EOC know what is needed for disaster operations.

D. The Incident Commander will request mutual aid through the Polk County Communications Center.

III. LAW ENFORCEMENT (Annex H)

A. Law Enforcement personnel can communicate by radio with the Polk County Communications Center, the Incident Command Post, the EOC and the Fire & Rescue Departments.

B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expands/transfers the Incident Command as the situation warrants.

C. Evacuation

1. People will be notified in the event that evacuation is necessary. The Village Board Chairperson can order an evacuation in Shelby. The Incident Commander at the scene will, if time allows, consult with the Village Board Chairperson in situations requiring immediate evacuation. If the impacted area has a critical threat or is life-threatening to the population or environment, the Incident Commander may order an evacuation.

2. If residents need transportation during the evacuation, they may call the Polk County Communications Center who will relay the request to the Polk County Emergency Manager or the Emergency Operations Center. If the EOC has not yet been opened, the Polk County Communications Center will call the Incident Commander. Transportation resources are listed in Annex L of the County LEOP. In the field, if the Incident Commander sees the need for transportation during evacuation, he will notify the EOC for coordination and support.

D. Law enforcement will work with other First Responders in search and rescue.

E. Security of the Disaster Area.

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

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

2. Identification cards for access to the disaster area will be issued in Shelby. The County and local officials, volunteers, the media, and residents may need ID cards even when the disaster area has been secured. The Polk County Emergency Management Director or designee will distribute identification cards from the EOC or at the disaster access points.

IV. FIRE DEPARTMENT (Annex F)

A. Fire Department personnel can communicate by radio with the Polk County Communications Center, the Incident Command, the EOC, Polk County Sheriff's Office, and EMS as well as with each other.

B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expand/transfer the Incident Command as the situation warrants.

C. The Fire Department will coordinate with other First Responders in search and rescue.

D. Hazardous Materials Response (Annex F, Appendix 1).

1. The Incident Commander will notify the Polk County Communications Center if assistance is needed in responding to a hazardous materials incident. The Polk County Communications Center will call for a State Emergency Response Team (SERT) through the NE State Patrol (402) 471-4545.

2. The Incident Commander will determine if the incident poses a threat to people and/or property and will determine if an evacuation is necessary.

3. Hazardous materials, including radiological, in Polk County are listed in Annex F, Appendix 1, Attachment 1.

V. EMERGENCY MEDICAL SERVICES (EMS) (Annex G)

A. EMS personnel can communicate by radio with the Polk County Communications Center, the Incident Command, the EOC, Polk County Sheriff's Office, Fire Departments, and with each other.

B. The first emergency responder to arrive at the scene will become the Incident Commander and expand/transfer the Incident Command as the situation warrants; following NIMS protocols.

C. EMS will work with other First Responders in search and rescue.

D. One person may be dedicated to radio communications; another may be needed to set up triage.

E. After triage, victims can be transported to the nearest receiving hospital(s).

VI. PUBLIC WORKS/UTILITIES (Annex K, Annex C)

A. The Public Works/Utilities Supervisor will maintain communication and coordination with the Executive Board, the Incident Command and the EOC during the initial response activities through the final restoration of services.

B. Utilities will provide personnel for emergency repairs.

C. Village street maintenance crews will clear emergency routes for the initial disaster response and will begin debris removal. The Polk County Road Department may be contacted for additional help.

D. The Village Board Chairperson will authorize a tree dump as approved by DEQ. Arrangements can be made to separate, recycle, store and discard debris at a later time.

E. The primary list of heavy equipment and resources for disaster operations is in Annex L, Attachment 2.

VII. EMERGENCY OPERATIONS CENTER (EOC) (Annex A)

A. THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING AND SUPPORTING THE INCIDENT COMMAND DURING DISASTER RESPONSE AND RECOVERY OPERATIONS. Not only will the Incident Commander work with the EOC, but also regular briefings will be held for Command, General and EOC Staff. The Chief Elected Official in coordination with the Incident Commander, schedule these meetings.

B. Direction and coordination of the disaster response and recovery support operations will be administered from the EOC.

C. The Village Board Chairperson has the primary responsibility and authority, by law, for disaster operations coordination. The Village Board Chairperson line of succession is to the President of the Village Board.

D. The Emergency Operating Center (EOC) will be set up in the Shelby Fire Hall, if not damaged and if available at the time of the disaster. There is auxiliary power at the EOC. A generator is available for use from the Fire Department.

E, The Polk County Emergency Management Director will work under the Village Board Chairperson's direction in carrying out disaster coordination and support duties. Other staff that may be called upon to work in the EOC are the:

1. Communications dispatch (2-3 people),

2. Public Information Officer,

3. Representatives from Law Enforcement, Fire, EMS, and Utilities,

4. Village Clerk,

5. Village Board Member(s), and

6. Representatives from support agencies as needed.

F. The Polk Emergency Management Director and/or the Village Board Chair can open the Emergency Operating Center. The Director will inform the Nebraska Emergency Management Agency (NEMA) in Lincoln that the EOC has been opened.

G. The Polk County Emergency Management Director will call in personnel to work the disaster. The Polk County Emergency Management Director will coordinate and work with all responding agencies.

H. A telephone list of officials and personnel is found in Annex A, Attachments 1 and 2 of the county LEOP.

I. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of Shelby to respond (Annex A, Attachment 3). Additional assistance will be requested from surrounding towns, from the County and from mutual aid groups. The Polk County Emergency Management Director will send a copy of the Disaster Declaration to NEMA as soon as practical.

VIII. COMMUNICATIONS at the EOC (Annex B)

Coordination between the EOC, the Incident Command Post and the first responders is essential. The communications capability at the EOC includes mobile and fixed radios, landline and wireless telephone, Internet, and messengers. Additional communications assistance may be available from the Nebraska Emergency Management Agency and/or the Nebraska State Patrol Mobile Command Post.

IX EMERGENCY PUBLIC INFORMATION (Annex D)

A. The Village Board Chairperson, the Incident Commander, Public Information Officer or the Polk County Emergency Management Director serving as an alternate, will release official public information. This Public Information Officer will work at the EOC, coordinating with the Village Board Chairperson, Emergency Management, and the Incident Commander.

B. The Chief Elected Official must approve the public information being released.

C. Official information or instructions to the public will be broadcast over radio station(s) KAWL/KTMX-am/fm, 1370/104.9 and television station(s) KOLN/KGIN Channel 10/11 in Lincoln.

D. If needed, the Public Information Officer will conduct briefings with the media to update them on the latest disaster events.

E. A telephone line may be set up to receive calls from the public concerning the disaster. The Public Information Officer will be responsible for this "rumor control" line.

F. Emergency information could also be released through the Nebraska Emergency Alert System (EAS). Polk County is in Area 1 of the EAS network (Annex B).

X. SHELTERING (Annex I)

A. The local jurisdiction is responsible for initial sheltering and welfare of victims. The Polk County Emergency Management Director will call the American Red Cross (ARC) when short term sheltering is needed. The Prairie Valley Chapter of the American Red Cross from Columbus will open shelters under the direction of the Polk County Emergency Management Director.

B. Polk County Emergency Management will alert the Field Incident Commander and the Public Information Officer which shelters have been opened and which streets are cleared to the shelters.

C. A list of shelters in Shelby is in Attachment 1 to Annex I.

XI. RESOURCES (Annex L)

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

B. The County Road Department (and/or the Polk County Emergency Manager) maintain (s) a list of heavy equipment, transportation resources, generators, and specialized teams or services that can be used in disaster operations. Resources available to the county are listed in Attachments 1, 2, Annex L.

C. The Shelby Village Clerk may be appointed as the Volunteer Coordinator in Shelby. Procedures are outlined in Attachment 3 to Annex L. (*It is suggested that in major events, another person be assigned the responsibility for volunteer coordination and work closely with the Clerk, as the Clerk has other specialized financial and other civil responsibilities during an event)*

XII DAMAGE ASSESSMENT (Annex C)

A. The Polk County Assessor *(or other named position)* will serve as the Damage Assessment Coordinator who will compile and report to the EOC all of the damage information gathered. The Incident Status Report (OMS-1) form can be found in the county LEOP in Annex A, Attachment 3.

B. Damage assessment starts as soon as lifesaving efforts are completed.

C. Damage Assessment for the following areas will be completed by:

1. Public Facilities: Public Works,

2. Residences: Insurance Adjusters, Insurance Agents, and

3. Businesses: Insurance Adjusters, Insurance Agents.

XIII. HEALTH and HUMAN SERVICES (Annex G)

The coordination of all public welfare and human needs after a disaster will be provided from such organizations as the Nebraska Area Agency on Aging, the Prairie Valley Chapter of the American Red Cross and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

Polk County Emergency Management along with the EMS Chief will be responsible for addressing public health issues, including counseling services.

XV. FINANCIAL ACCOUNTABILITY

The Shelby Village Clerk will be responsible for tracking all disaster expenses including overtime for paid personnel, supplies used, emergency purchases/rentals/contracts. Also an accounting system will track all donations of supplies, material, equipment, mutual aid support and volunteer labor for the duration of the event.

XVI WHEN the DISASTER is BEYOND LOCAL CAPABILITIES

A. When local resources are not sufficient for the disaster response needs, the Chief Executive may request assistance from *** County and from the $$$ Emergency Management Agency. If, in the determination of county officials, county resources and mutual aid are not adequate to cope with the situation, assistance may be requested from the Nebraska Emergency Management Agency by calling toll free 1-877-297-2368.

B. A telephone list for officials, first responders, and support groups is found in Annex A, Attachments 1 and 2.

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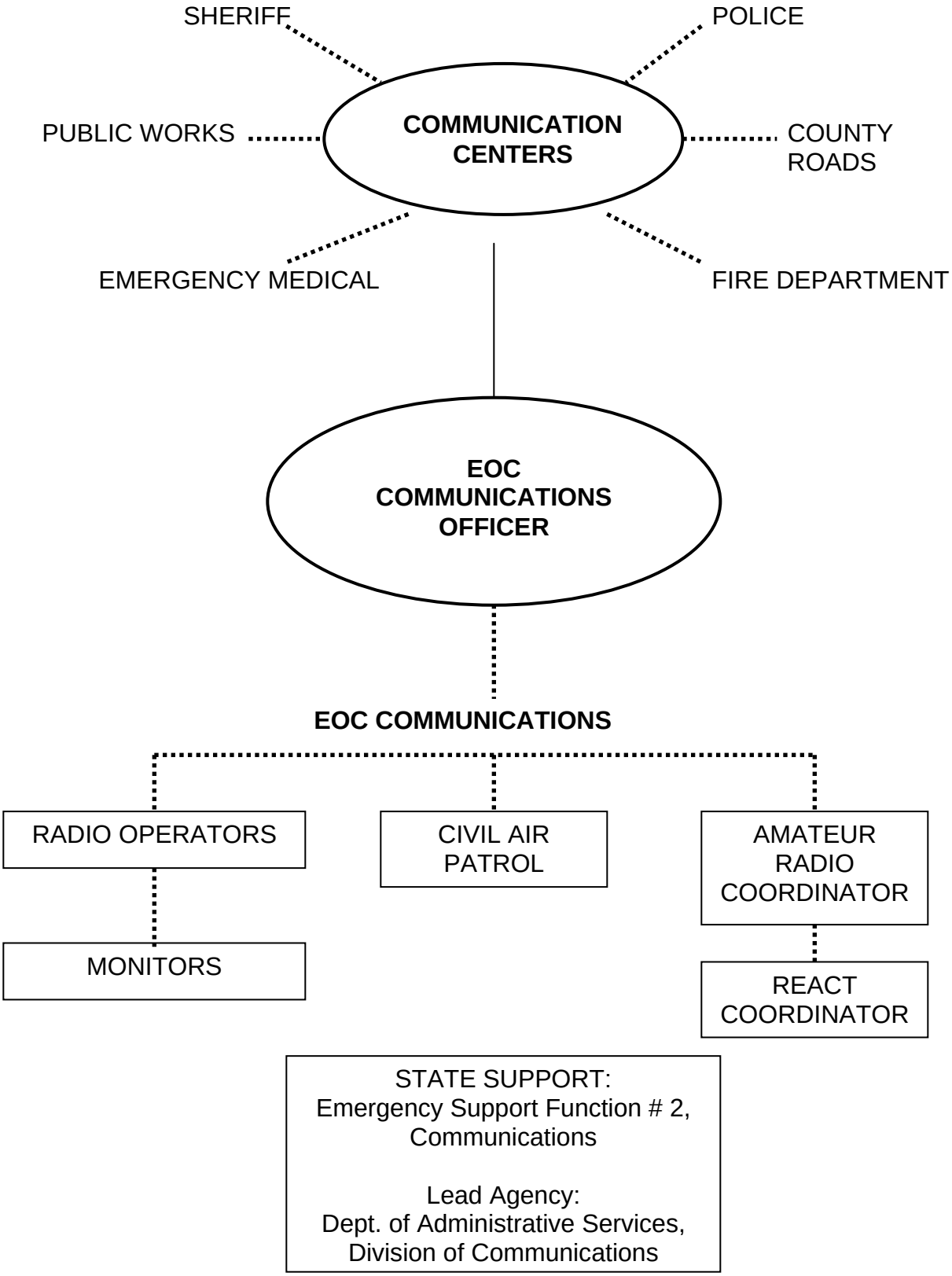
COMMUNICATIONS AND WARNING



COMMUNICATIONS AND WARNING

I. PURPOSE

This Annex provides information and guidance concerning available communications and warning systems within Polk County and the inter-operability with others beyond the county border. The communications and warning systems are discussed, and procedures for their use during emergency operations are outlined.

II. SITUATION

A countywide communications center is located in the Polk County Sheriff's Office at 251 N. Main St in Osceola. The Polk County Sheriff's Office is 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. Facilities in Polk County Utilize several means to receive warning that a hazard exists. Annie Jeffrey Memorial County Hospital has a Weather Alert Radio, Osceola Good Samaritan Center and the Midwest Covenant Home in Stromsburg have scanners and the Polk County Sheriff's Office will page the fire departments in the county requiring a 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 County EOC upon notification of a disaster.

D. The EOC staff, first response agencies and the Communications Centers have formalized and tested communications restoration and recovery plans to cover the loss of power, computer disruptions, loss of transmission towers, etc.

IV. ORGANIZATION/RESPONSIBILITIES

The communications and warning function is directed and coordinated by the Communications Center of each emergency service, i.e. the Polk County Sheriff, Fire Departments, and The Annie Jeffrey Memorial County Heath Center because they operate from separate facilities. Each emergency service may also have and maintain their internal system and is fully interoperable with the Communications Center.

A. Each agency's or emergency services Communications Officer is responsible for the supervision of all activities within their respective communications center. Each entity will maintain a current roster of personnel for recall on short notice.

B. Polk County 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 1 for communications capabilities.

b. In the event of commercial power failure, a generator will provide power for essential equipment in both the EOC and communications center.

c. There are 3 installed and readily available telephone lines in the EOC. The Polk County Sheriff's Office also has wireless internet service.

i. Cellular phones will quickly fail due to system overload or loss of one or more cellular towers in or near the county. Prior arrangements with the cellular provider(s) may enable the use of selected cellular phones.

ii. The Executive Group and/or the Communications Coordinator shall establish the priority of service restoration, both cellular and non-cellular.

2. Polk County Communications Center (911)

a. The Polk County Communication Center is located in the Polk County Sheriff's Office and provides services to various public safety agencies, including the Polk County Sheriff. Radio frequencies used on a daily basis are listed in Attachment 1.

b. The Polk County Communications Center is a warning point in the National Warning System (NAWAS). Warnings will be received via the NAWAS distribution system to include the National Weather Service's severe weather warnings.

3. Polk County Sheriff's Office Communications Center

a. The Polk County Sheriff's Office is a warning point in the National Warning System (NAWAS). Warnings are received via the NAWAS distribution system to include the National Weather Service's severe weather warnings. Radio frequencies used on a daily basis are listed in Attachment 1.

b. The Polk County Sheriff's Office is equipped with auxiliary power to continue operations should a power outage occur.

4. Polk County Sheriff's Office

a. The Sheriff's Office is located at 251 N. Main Street in Osceola. The frequencies used on a daily basis are listed in Attachment 3.

b. The Sheriff's Office is equipped with auxiliary power to continue operations should a power outage occur.

5. Nebraska State Patrol

a. The Nebraska State Patrol Troop headquarters is located in Grand Island and provides service to Polk County. The frequencies used on a daily basis are listed in Attachment 1.

b. The NSP, cooperating with local, state and federal law enforcement agencies, will provide essential information to the county, city and village agencies that may be involved with a situation, on a 'need to know' basis from the State Fusion Center.

c. The Nebraska State Mobile Command Post can provide communications resources with an emphasis on law enforcement operations. By using programmable equipment it will be capable of transmitting and receiving within the following ranges:

i. VHF Low Band 29.7 to 50.0 MHz.

ii. VHF High Band 148.0 to 174.0 MHz.

iii. UHF 450.0 to 470.0 MHz.

6. Local and Area Hospitals

a. The Annie Jeffrey Memorial County Hospital has sufficient dedicated electronic communications equipment for day-to-day medical surge activity. The equipment includes: (*EM please CONFIRM availability and dedicated means*) two-way radios *(list frequencies in the Attach 3)* cell phones, satellite phones, wireless, Citizen Band, HAM, Health Alert Network, Telehealth Network.

b. The medical communications system includes plans for continuity of operations (COOP) in the event of power outages, disruption or lack of access to the facility (storm damaged) and after hours. The system designated the protocols and SOPs for Incident Management, EMS and other first response, coordination with the EOC, and region inter-connectivity during a disaster. The communications systems also includes a plan for implementing a Joint Information Center with the EOC, elected officials, field responders, support agencies and regional health care facilities.

7. Other Jurisdictions

Communication capabilities exist in other jurisdictions within the County and are listed in Attachment 1. Regional capabilities are also listed.

8. Amateur Radio

The area Amateur Radio Club may provide additional communications during response and recovery operations. They will relocate with their equipment to the designated operating location.

9. REACT (or CB Club)

An area REACT may also support emergency communications.

10. Civil Air Patrol

During a disaster, members of the Squadron and the Nebraska Wing of the Civil Air Patrol can support the County disaster relief operations with VHF and UHF frequency radio, as well as assist with damage assessment, disaster welfare inquiries and aerial reconnaissance/damage assessment.

11. Communication Systems Maintenance, Testing and Protection

Local provisions are in place to provide professional maintenance, repair and periodic operational tests of the communications systems, including the warning system. Immediate corrective actions for any problems identified are completed.

B. Warning

1. The National Warning System (NAWAS) is a Federal system of high priority, dedicated communications.

   a. The Nebraska NAWAS System is that part of the National Warning System within the State.

   b. The Nebraska Emergency Management Agency Communications Officer is responsible for the operation of the Nebraska system. The telephone company performs maintenance.

   c. The State Warning Point is at the Nebraska State Patrol 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 4, the Nebraska Emergency Management Warning Network.

2. Notification of Officials

   a. The Polk County Communications dispatcher will alert city/county officials, the Polk County Emergency Management Director and others on the Polk County EOC staff immediately after initiating public warning.

b. Pagers are utilized to provide warning to various governmental and non-governmental agencies. Pagers are activated by the Polk County Communications Center.

3. Warning the Public

a. The Polk County Communications Center will provide warning to the public by activating all fixed sirens in the County, either simultaneously or individually.

b. The authority to activate the sirens in Polk County rests with the individual Fire Chief. Sirens are intended for out-of-doors warning only.

c. Public warnings may also be provided by loudspeakers or sirens on emergency vehicles or by immediate broadcast via radio station(s) KAWL am/KTMX fm 1370/104.9 in York, television station KOLN-KGIN Channel 10/11 in Lincoln.

4. Tornado Watch:

Polk County has an established tornado-spotting program with assistance from volunteer firemen and deputy sheriffs. Reports from REACT and amateur spotters are made to the Polk County Communications Center who in turn contacts the National Weather Service of Hastings via telephone. Reports from the public, rural spotters and law enforcement personnel are made directly to their respective agency. In the event phone lines to The Polk County Communications Center are busy, the alternate agency to notify is the Polk County Sheriff.

5. Flood Watch/Warning

a. The National Weather Service (NWS) monitors conditions that may lead to flooding, i.e., ice dams, rainfall, and snow melt. NWS may also contact observers such as the fire departments to make local assessments of river or stream conditions or to report data from the non-automated river gauges. Based on the data received, the Valley Office of the NWS will issue warnings and watches as warranted.

b. Official information or instructions to the public will be broadcast over Radio KAWL/KTMX-am/fm 1370/104.9 in York and Television KOLN-KGIN Channel 10/11 in Lincoln.

6. Hazardous Materials Incidents

   a. The owner of a facility is required to notify the State Department of Environmental Quality (DEQ) upon discovery of a release of a hazardous substance of reportable quantity (RQ) or greater, according to DEQ Regulation Title 126. A fixed facility that has a release of an extremely hazardous chemical above the 302(a) reportable quantity (RQ) of SARA Title III requires notification under section 102(a) of CERCLA. They shall notify, immediately after the release, the Community Emergency Coordinator (CEC) identified in Annex F, IV, B, of any area likely to be affected by the release and the State Emergency Response Commission of any state likely to be affected by the release. This notification will be by the most expedient means possible (see Annex F, Appendix 1, Attachment 2, "Hazardous Materials Incident Notification").

   b. A transportation incident of a substance subject to 302(a) requirements shall satisfy notification requirements by dialing 911 or, in the absence of a 911 system, calling the operator.

   c. The notification requirements under section 304(b) will be met by using the "Hazardous Materials Incident Report", Annex F, Appendix 1, Attachment 2. Report as much information that is known at the time of notification.

   d. Official information or instructions to the public will be broadcast over Radio KAWL/KTMX-am/fm 1370/104.9 in York and Television KOLN-KGIN Channel 10/11 in Lincoln.

7. The Nebraska Emergency Alert System (EAS) provides disaster information and instruction to the public through radio and television. Local officials have the authority to request activation of the Nebraska EAS web/network by contacting their Local Station (LP-1 or LP as listed in the Nebraska Plan EAS) to provide information to the people in that operational area (Attachment 2).

8. 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

The Executive Group will ensure that adequate records of all local government agencies communications expenses; Law, Fire, EMS, Public Works, Roads, etc. are maintained.

B. Plan Maintenance

The Polk County Communications Officer(s) will be responsible for assisting the Polk County Emergency Management Director in the maintenance and improvement of this Annex. The Annex will be reviewed, updated, and modified as necessary, but not less than annually.

VII. TRAINING and EXERCISING

A. Training

1. Each agency or organization assigning personnel to the EOC for communications and warning purposes is responsible for ensuring that those individuals are adequately trained to use the equipment, are familiar with the procedures of the EOC, and understand the unique operating procedures.

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

B. Exercising

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

LIST OF ATTACHMENTS

Attachment #	Item	Page
1	County Communication Capabilities	B-11
2	Nebraska EAS Operational Areas	B-13
3	National Weather Services Offices and Contacts	B-14
4	NAWAS Network (Directions and Map)	B-15

POLK COUNTY COMMUNICATIONS CAPABILITIES

AGENCY/ADDRESS	FREQUENCY/ CAPABILITY	FUNCTION
Polk County Sheriff 251 N Main Osceola, NE	158.775 T	Page fire, ambulance, And Law Enforcement
	39.90 T/R	Law Enforcement/Fire
	39.94 T/R	Law Enforcement/Fire
	42.46 R	Law Enforcement
	153.785 T/R	County Highway
	155.715 T/R	County Highway
EOC	39.90 T/R	Law Enforcement/Fire
Stromsburg Fire Department Fire Hall Stromsburg, NE	158.805	Fire, Rescue, Law Enforcement
Osceola Fire Department Fire Hall Osceola, NE	155.010	Fire, Rescue Law Enforcement
Shelby Fire Department Fire Hall Shelby, NE	159.090	Fire, Rescue Law Enforcement
Polk Fire Department Fire Hall Polk, NE	154.340	Fire, Rescue Law Enforcement

Hospitals:

Make reference the capabilities of the various local and regional hospitals serving Polk County.

(List any others such as county school buses, city/village/county Highway/Roads Dept, Utilities, etc. that have a communications net that could be used during a disaster)

POLK COUNTY COMMUNICATIONS CAPABILITIES
(continued)

REGIONAL CAPABILITIES:

Polk County is also able to interconnect with (list other surrounding jurisdictions with which the county can establish and maintain communications)

County:

Agencies:	Frequencies/Capabilities	Point of Contact

UHF:

Hamilton County
York County
Butler County

VHF:

Columbus PD
Platte County
Merrick County

PAGER DISTRIBUTION LIST

AGENCY	FREQUENCY	FUNCTION

PAGERS ON 158.775

Osceola Volunteer Fire Department

Polk Volunteer Fire Department

Shelby Volunteer Fire Department

Stromsburg Volunteer Fire Department

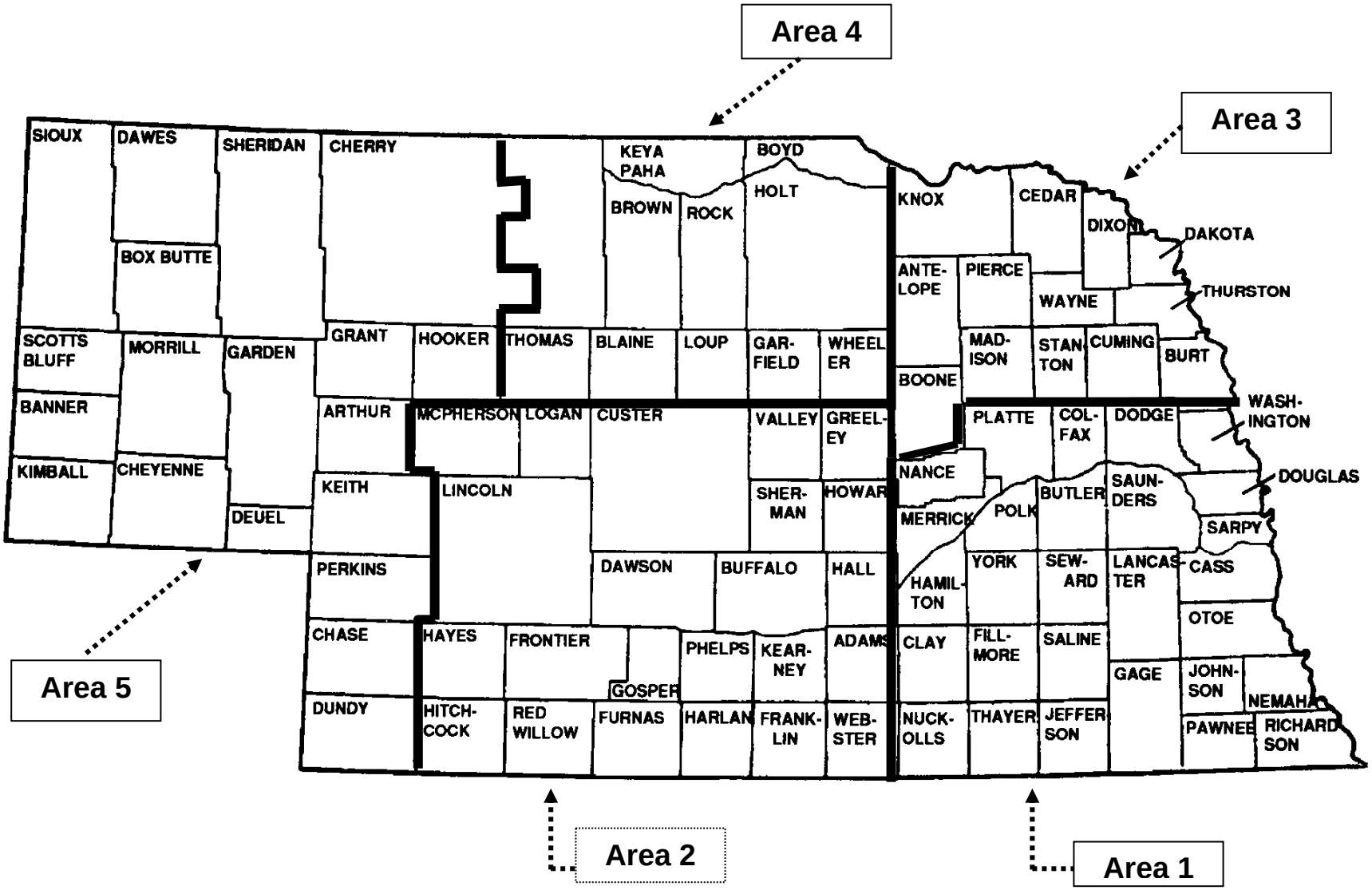
Osceola Ambulance

Polk Ambulance

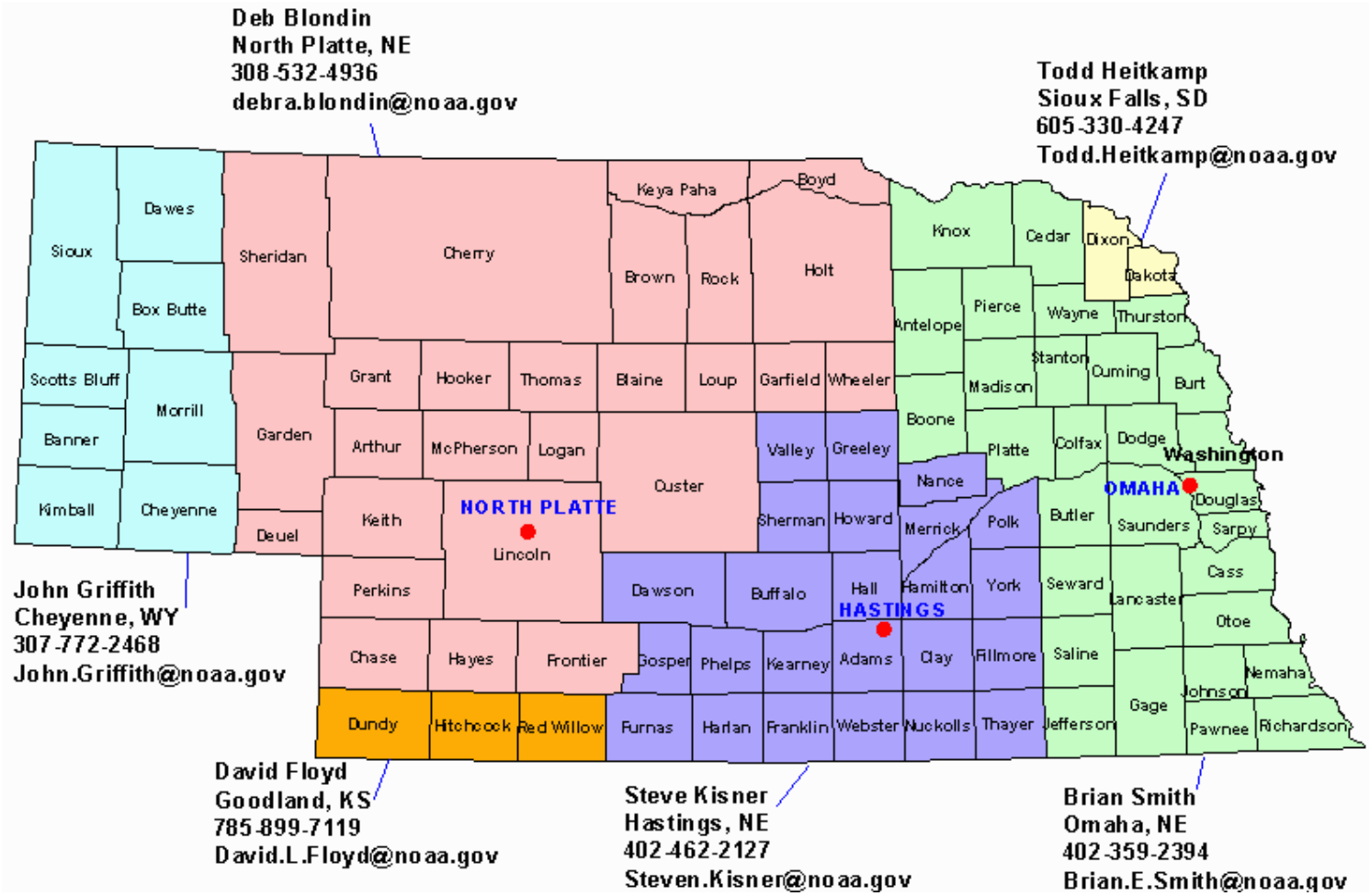
Shelby Ambulance

Stromsburg Ambulance

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".

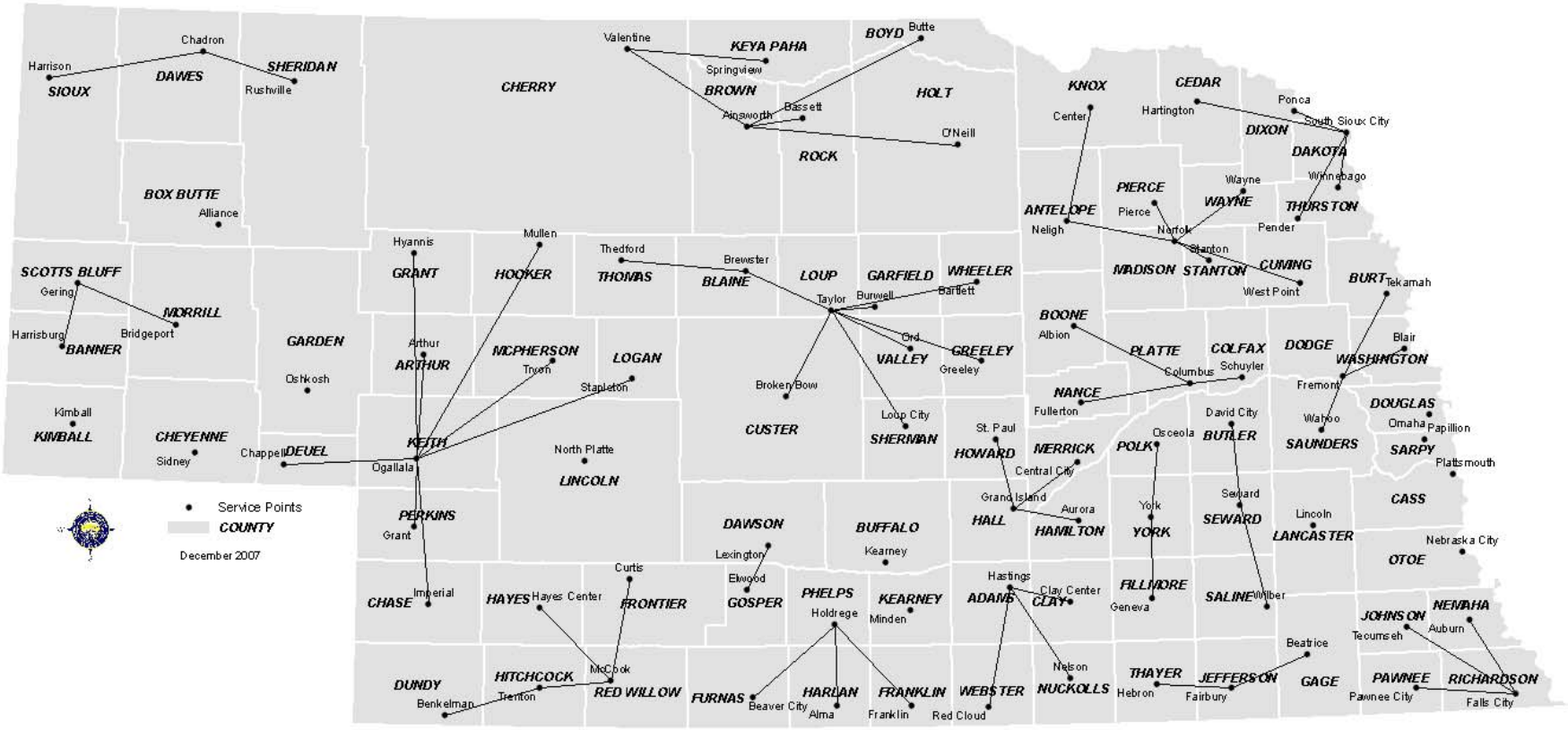
Warning:

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)

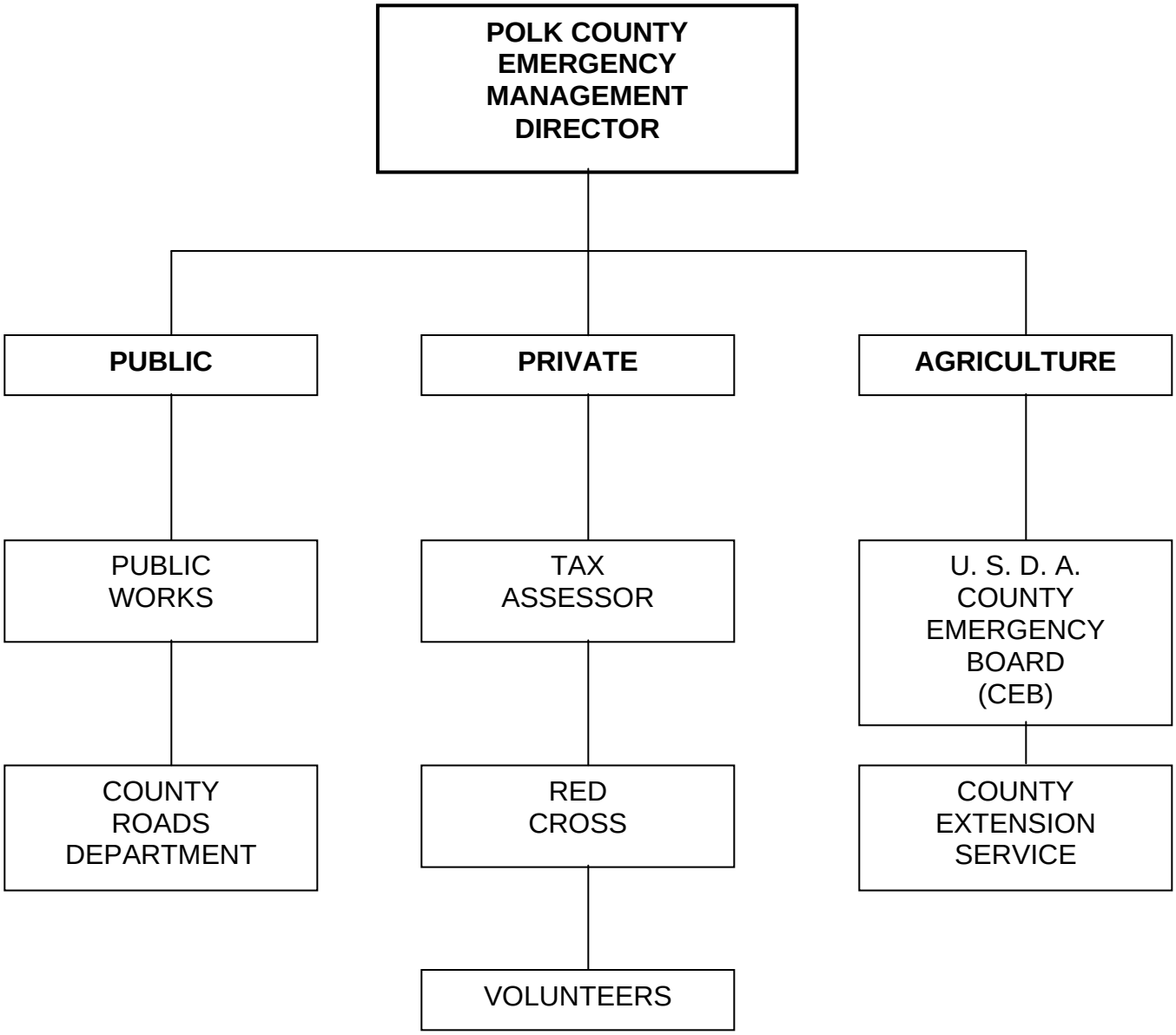
STATE WARNING POINT: Nebraska State Patrol Headquarters – Lincoln, Nebraska

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

Polk County is susceptible to disasters that could cause extensive damage to public and private property. In the event of a disaster, planned damage assessment procedures are essential for effective response and recovery operations.

III. ASSUMPTIONS

A. The prompt and accurate assessment of damage to public and private property following a disaster is of vital concern to local officials.

B. A rapid response has a direct bearing on disaster recovery.

C. For any emergency involving radiological materials, the Nebraska Health and Human Services has sole responsibility for making technical assessments. However, it is conceivable that the Department could request some assistance from local radiological staff during an emergency.

D. The State Department of Environmental Quality is responsible for decisions on the scope of clean up operations from a hazardous materials incident.

IV. ORGANIZATION/RESPONSIBILITIES

A. Incident Assessment

The Polk County Emergency Manager will coordinate the gathering of damage assessment information necessary to complete the Incident Status Report, Annex A, Attachment 3, and for keeping the information updated during the course of the incident. Other responsibilities include, but are not limited to, the following:

1. Establishing a point of contact with officials of the affected jurisdictions and determine the approximate area affected.

2. Gathering information about the extent of damage, as quickly as it is available, from both public and private sources.

3. Providing updated information gathered from both public and private entities to the Executive Group and the Nebraska Emergency Management Agency using the Incident Status Report from Annex A, Attachment 3.

4. Coordinating with the Public Information Officer to keep the public informed of hazardous conditions.

B. Record Keeping

Each public and private agency will keep complete records of resources and personnel involved in the response to the emergency or disaster for use in determining the extent of impact of the incident on the jurisdiction.

C. Agricultural Damage Assessment

The Farm Service Agency (FSA) through the County Emergency Board will assess the agricultural and related rural damages with assistance, as needed, from other USDA agencies. All information will be forwarded to the USDA State Emergency Board and may be available to the Polk 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 will accomplish detailed hazard assessment to determine any possible threat to people and livestock, see Annex F, Appendix 1.

2. In case of a hazardous materials incident, local response will be limited to the level of training as defined by standards set by their employer in compliance with OSHA and EPA regulations.

E. Inspections

The City and Village Engineers assisted by Fire and Utility personnel, will complete the initial safety and habitability inspections of both residences and businesses. The State Fire Marshal may be requested to help. Data obtained during safety inspections will be included in damage assessment reports. Subsequent and more detailed inspections may be completed at a later date.

V. CONCEPT of OPERATIONS

A. Initial Assessment

The Polk County Emergency Manager will utilize the Incident Status Report (ISR) found in Annex A, Attachment 3 of this LEOP to determine the scope of the damage and forward the information to NEMA. Information from the ISR will be the starting point from which all future state or federal damage assessments will be conducted.

1. After rescue operations have been concluded, more detailed information should be gathered to complete additional Incident Status Report updates. This information will be gathered from the first responders, organizations and agencies involved and provided to the Executive Group and forward to NEMA.

2. Conduct the initial assessment of the facilities considered critical for emergency operations, the health, welfare and safety of the people. Early identification of damages will enable the Executive Group to set priorities and make efficient decisions concerning resources available.

3. Incident Status Report (ISR)

   a. Initial field responders and public works agencies have a responsibility for collecting the initial damage assessment information on damage which has occurred to the infrastructure in the jurisdiction. This includes damage to bridges, roads, and right of ways, culverts, and other lifeline systems which are the responsibility of the local government. Part of the ISR must also include estimating the amount and types of debris which will need to be handled. See Debris Management Planning, Annex C, Appendix 1.

   b. The Polk County Emergency Manager will coordinate the initial assessment of governmental owned facilities, to include estimating the amount of structural damage, damage to grounds, and type of debris.

   c. Individual citizen and business/industry damage information will be coordinated by the Polk County Emergency Manager and reported to NEMA using the Incident Status Report. Information from the American Red Cross and other VOAD organizations may include limited information on damages to homes and businesses, which could be used to determine a damage estimate to be included in the ISR.

   d. Information and figures generated from these assessments are estimates only and are used by NEMA to determine the need to conduct a state (NEMA) PDA or request a joint NEMA/FEMA PDA.

Later, more detailed information would indicate the number of homes, businesses public buildings, grounds and infrastructure involved. All information will be forwarded to NEMA through the local Emergency Manager.

4. Using the information from the completed Incident Status Reports, a local decision will be made to sign a disaster declaration. Only after the declaration has been signed, can the state determine whether a State or Federal Disaster is justified. If there is a possibility of a Federal declaration, a joint Federal/State team may complete a FEMA/State Preliminary Damage Assessment (PDA).

B. FEMA/State Joint Preliminary Damage Assessment (PDA)

1. In the event that damage estimates reach the threshold for state or federal assistance, NEMA and/or FEMA will send in a team to conduct a Joint Preliminary Damage Assessment (PDA). The local jurisdiction is responsible for providing staff to be a part of the Joint PDA Teams. The PDA is a quick visit to the disaster area, and is normally conducted in a 24-48 hour period.

   a. The Joint PDA teams will conduct assessment training and hold briefings with local officials on the assessment process.

   b. The Teams will provide all forms necessary to complete the assessment.

2. The PDA Teams will examine and document damages to the public infrastructure. Included are estimates of the amount and types of debris. Figures generated from the PDA are used as documentation from the State in their formal request for federal assistance.

VI. ADMINISTRATION and LOGISTICS

The Polk 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 Homeland Security Exercise Plan provisions. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

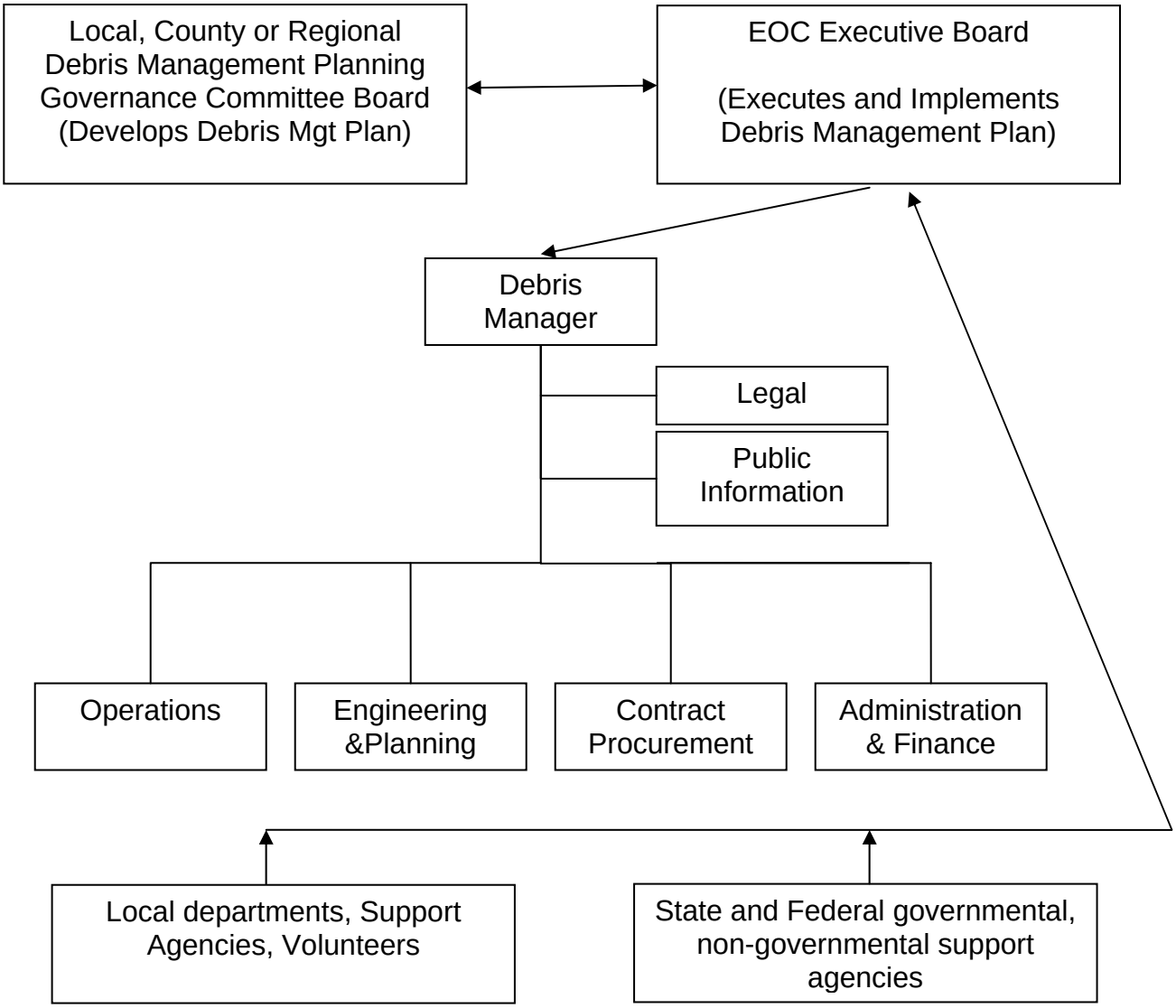
B. Exercising

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

LIST OF ATTACHMENTS

Attachment #	Item	Page
Appendix #		
1	Debris Management Planning	C-7
Attachment		
1	Typical Hazards and Debris Generated Chart	C-20

DEBRIS MANAGEMENT PLANNING



DEBRIS MANAGEMENT PLANNING

I. PURPOSE

A. The purpose is to facilitate and coordinate the removal, collection, and disposal of debris. The overall goal is to use existing solid waste best practice strategies and methods to reduce, reuse, recycle, recover, and landfill where feasible.

B. The Debris Management Planning guidance will identify the organizational structures of the various disaster debris management roles, responsibilities and procedures conducted by the agencies and partners of Polk County and the cities and villages of Osceola, Stromsburg, Shelby and Polk.

C. This guidance will assist the local governments, county-wide or regional debris management teams/committees in creating a cohesive, compatible and unified plan to address debris management issues.

II. SITUATION

A. Both manmade and natural events could cause this plan to be activated. The most likely events are earthquakes, tornados, floods, windstorms, debris flow (landslide), land, rail air or river transportation incidents or accidents, hazardous materials incidents, structural collapse or fire, acts of terrorism or severe winter storms. See Attachment 1 for a matrix of common hazards and the types of debris generated.

B. Numerous policy decisions regarding debris management issues can be made in advance by elected officials. Once identified, specific issues and concerns can be addressed through city and county ordinances, such as:

1. Establishing a price gouging ordinance invoked during a declared emergency;

2. Issuing a disaster declaration in order to expedite the permitting process;

3. Allowing temporary changes to zoning codes to facilitate the location of temporary disposal/reduction site;

4. Emergency purchasing authority.

C. Polk County does not have a Region VII FEMA approved Debris Management Plan

III. ASSUMPTIONS and PLANNING FACTORS

If an event produces disaster related debris, the FEMA approved Debris Management Plan (DMP) will be implemented. Until such a plan is approved, current local plans will be used. Consider the following in developing the DMP.

A. Roads, bridges and drainage structures will be damaged and alternate routing will be needed.

B. Buildings will be damaged and possibly not accessible.

C. Communications may be impaired.

D. A local disaster will be declared.

E. A state or federal disaster may be declared based on local information from the Incident Status Report.

F. Emergency powers may be enacted during a declared disaster for price gouging, temporary suspension of codes, temporary debris sites, etc.

G. If the damage is beyond jurisdictional boundaries cities and villages may not have the capability to deal with debris and could turn responsibility over to the County.

H. Debris may be contaminated and should be evaluated for possible hazardous waste. The surrounding environment may also be contaminated and need remediation.

I. Debris may include human victims and remains.

J. Debris may include displaced, injured or dead animals.

K. Salvageable materials and properties will be saved, recycled.

L. People will begin to recover and clean up their property as soon as possible; therefore, the need for prepared public information and instructions (separation, recycling, transfer sites, etc) is critical to the community's effective and safe recovery.

IV. RESPONSIBILITIES

A. The Public Works/County Highway (list others as needed) agencies within Polk County are responsible for the development, monitoring, and implementation of either the county's or jurisdiction's Debris Management Plan. Other city/county agencies/organizations having needed resources will be assigned to support the debris management efforts. Implementation of

the Plan must be done in conjunction with other activities coordinated through the Emergency Operations Center (EOC).

B. Prior to an event, the Public Works/County Highway agencies are responsible for establishing mutual aid agreements with other government agencies and utility companies. They may provide technical data and specifications for writing contracts with private contractors. The normal approval process for emergency contracts may be suspended under the provisions of the Nebraska Emergency Management Act. All emergency contracts in force must be tracked using standard, accepted practices.

V. CONCEPT of OPERATIONS

The activities of Debris Management will follow NIMS and the Incident Command System as positions are created and demobilized as necessary. The Debris Management Staff positions, in general, are listed below.

A. Debris Management Staff Roles and Responsibilities:

1. Debris Manager

The Polk County Emergency Manager is the incident manager of all debris management activities, such as:

a. Working with EOC staff, elected and appointed leaders, establishes debris management priorities for both disaster response and recovery.

b. Providing regular updates to EOC staff, cooperating agencies, elected and appointed officials the status of debris management.

c. Representing the City or County in all meetings with government, private, and other agencies involved in debris management efforts.

d. Coordinating with other local, City, County, state, federal agencies as necessary.

e. Developing and implementing a system to rapidly mobilize and manage debris management resources, including employees, equipment, and materials.

f. Convening debris management meetings with appropriate personnel and agency representatives.

g. Appointing Debris Management Staff positions.

h. Providing information to the Public Information Officer.

i. Ensuring that records of all actions, operations, contracts and expenses are properly maintained and reported.

j. The Debris Manager may assign a liaison to the EOC in order to coordinate and respond to requests from the EOC staff, as well as communicate debris management needs to the EOC.

2. Administration

Administrative support staff will be utilized by the Debris Manager to provide financial, personnel, and documentation support. Documentation may include, but is not limited to:

a. Personnel policies.

b. Labor and equipment timesheets and summaries.

c. Safety procedures.

d. Contract procurement procedures.

e. Contracts.

f. Billing and invoices, including debris hauler load tickets.

g. Environmental permits.

h. Right of entry and hold harmless agreements for private property debris removal and demolition, when applicable.

i. Public information announcements.

j. Debris salvage value information.

k. The Administrative section should work with the Public Information Officer and the EOC to formulate a strategy to ensure that accurate information is provided to the public and media. This strategy should include methods of providing the following types of information:

i. Debris pick-up schedules.

ii. Disposal methods and ongoing actions to comply with Federal, State, and local environmental regulations.

iii. Disposal procedures for self-help and independent contractors.

iv. Restrictions and penalties for creating illegal dumps.

v. Curbside debris segregation instructions.

vi. Public drop-off locations for all debris types.

vii. Process for answering the public's questions concerning debris removal.

3. Contracting and Procurement:

The primary role of the Contracting and Procurement section is to have debris contracts in draft form ready for advertisement or have pre-qualified contractors in place prior to the event. Contracting and Procurement planning includes the following tasks:

a. Develop contract requirements.

b. Establish contractor qualifications.

c. Distribute instructions to bidders.

d. Advertise bids.

e. Establish a pre-disaster list of pre-qualified contractors.

f. Manage the contract scope of work.

g. Establish a post-disaster contracting close-out procedure if necessary.

4. Legal

The Legal staff leads the review process for all legal matters in the debris management planning process. In addition to advising the Debris Management Staff, the following issues should be performed addressed or coordinated through this office:

a. Review all contracts.

b. Review and/or establish a land acquisition process for temporary debris management sites.

c. Review all appropriate governmental insurance policies.

d. Ensure environmental and historic preservation compliance before, during, and after operations.

e. Ensure that site restoration and closure requirements are fulfilled.

f. Review and/or establish a building condemnation processes.

g. Review and/or establish a legal process for private property demolition and debris removal.

h. Review right-of-entry and hold harmless agreements.

5. Operations:

The Operations section is responsible for the supervision of government and contract resources and overall project implementation. The Operations section is responsible for implementing the tactical debris removal operation. Operation responsibilities may include:

a. Positioning equipment and resources for the response and recovery debris removal operations.

b. Developing staff schedules and strategies.

c. Providing communication, facilities, services, equipment, and materials to support the response and recovery activities.

d. Monitoring and directing force account and contract labor.

e. Distributing response and recovery resources.

f. Operating and managing the collection, debris management site, and disposal strategies.

g. Creating a demolition strategy for structures, if necessary.

h. Reporting progress for distribution to the debris management planning staff.

6. Engineering and Planning:

The Engineering & Planning section supports all other debris management sections in a technical role. This section provides debris quantity assumptions, economic analysis, and feasible solutions for the debris operations. The following are tasks that may be completed by the Engineering & Planning section:

a. Forecasting debris volume based on assumed disaster type.

b. Developing an estimating strategy for post-disaster debris quantities.

c. Strategizing and map debris haul routes.

d. Selecting debris management sites and designing the site layout.

e. Determining reduction and recycling means and methods.

f. Identifying and coordinating environmental issues.

g. Assessing available landfill space and determining if additional space is needed.

h. Developing the debris collection strategy.

i. Writing contract scopes of work, conditions, and specifications.

j. Coordinating with other local and State jurisdictions for road clearance and operations.

k. Establishing a process for building damage assessment and condemnation (including public and private properties).

l. Issue permits.

VI. EMERGENCY COMMUNICATIONS PLAN:

Under most emergencies/disasters, communications will be primarily by radio, land telephone lines, cellular telephones, or computer; however, the municipality recognizes that as a result of some disasters, various communications systems may be inoperable.

A. All members of the Debris Management Staff will strive to maintain access to a multiple communications systems. A communications plan (ICS Form 205) defines systems currently available and their designated uses.

B. Debris Management Staff and field operations will use an appropriate mix of radio, wireless phone and landline phones.

C. If land lines, radios, and wireless phones are inoperable, then Debris Management Staff and field personnel will use “runners” between the EOC and other operations centers and the field.

D. Communication resources are in the Annex B – Communications & Warning.

VII. HEALTH and SAFETY PLAN and PROCEDURES:

A. Protecting the community’s health and safety by removing debris presents a number of risks to the health and safety of responders, contractors, citizens and volunteers engaged in debris management operations. Therefore, the Debris Manager will oversee the development of a Health and Safety Strategy, using currently approved safety standards. Site safety is the responsibility of every responder, elected/appointed official. Dangerous or

hazardous conditions and activities should be reported to the EOC immediately. DHHS personnel may provide technical assistance in the Health and Safety Plan.

B. Contracted labor will follow all establish safety procedures determined by the Debris Manager. The Debris Manager may assign personnel as Safety Officers to develop the Health and Safety Plan, as well as monitor operations for adherence to this plan.

VIII. DEBRIS COLLECTION PLAN:

The Debris Manager, in coordination of the EOC staff and under the policy direction of elected/appointed administration, will determine strategies and incident action plans for response and recovery operations. This debris management plan will be incorporated in the general Incident Action Plan adopted by the Incident Commander.

A. Priorities:

In general, debris management priorities will align with other emergency response priorities of life safety, property protection, the preservation of the environment and in suspected terrorism or crime scenes, the preservation of evidence for possible investigation. Priority for debris clearance will be determined upon the following criteria and circumstances:

1. Extrication of victims.
2. Ingress and egress for fire, EMS, law enforcement, and EOC staff, hospitals, jail, public shelters and other critical facilities.
3. Major traffic routes.
4. Major flood drainage ways.
5. Supply distribution points and mutual aid assembly areas.
6. Government facilities.
7. Public Safety communications towers.
8. American Red Cross shelters.
9. Secondary roads.
10. Access for utility restoration.
11. Neighborhood streets.

12. Removal of debris from private property when presenting a risk to public health and safety.

B. During all debris clearance operations, the Debris Manager will coordinate with public and private utilities and organizations to ensure the safe disposition of power lines, pipelines, railroads, airports and other infrastructure in or serving the jurisdiction.

IX. RESPONSE OPERATIONS

The Debris Manager's primary responsibility is to clear debris from at least one lane on all primary and secondary roads to expedite the movement of emergency service vehicles such as fire, police and medical responders. This includes roadways in the affected areas, as well as those affecting critical infrastructure such as fire stations, law enforcement offices, hospitals and medical facilities, City Hall, shelters, water and sewage plants, etc.

A. Assign crews(in-force or contract) to identified areas to begin road clearing.

B. From field assessments, will determine if in-house capabilities are sufficient for debris removal. If the quantity exceeds the capacities to clear, remove and dispose of the debris, then pre-positioned contracts with qualified contractors may be activated by notifying the Contract and Procurement Section (Clerk or Procurement Office).

C. Note that contractor clearing operations under a 'time and material' contract must be limited to no more than 70 hours to comply with current FEMA guidance.

D. When local capabilities are still exceeded, The EM will submit an updated Incident Status Report and request for help to NEMA.

X. DEBRIS COLLECTION and STORAGE SITES

Sites include established landfills, transfer stations, neighborhood collections points, recycling centers and temporary debris storage and reduction (TDSR) sites. Temporary site determinations will be made by the Debris Manager, assisted by representatives from (list only those actually used) Public Works, Engineering, the Utilities, the Health Department, and NDEQ.

A. The public, contractors and response agencies will be instructed on the current debris separation, sorting and hazardous materials designations and handling procedures prior to debris collection.

B. Local neighborhood collection sites with "dumpsters" may be the most effective means of collection, separation and transfer of debris.

C. Curbside pick-up and public drop-off sites are options.

D. Pre-selection of appropriate sites can be identified by site selection teams from the local jurisdiction with technical assistance from the Nebraska Department of Environmental Quality, Waste Management Division (NDEQ).

E. The site selection size and area should comply with all applicable county, state, and federal rules and regulations, including Fish and Wildlife, Forestry and Fire Conservation, Historical Preservation, NDEQ permitting, and the Endangered Species Act. Temporary storage/reduction site size should be an appropriate sized acreage for the estimated amount of debris.

F. The sites used in this Plan may be temporary or permanent. Sites may be restricted to one type of material, or may be a multi-use site.

G. Special permits for temporary and burial sites are obtained from NDEQ. Burn permits may be issued from local or rural fire departments.

H. Site monitors will be used to insure that sites are appropriately used, environmental concerns are addressed, debris is sufficiently segregated and safety is maintained. Duties of site monitors are detailed in the "Public Assistance Debris Management Guide, FEMA-325, July 2007" manual.

I. The EOC will notify other government agencies and the public of the site locations, access, hours of operations and restrictions, etc.

J. As temporary sites are no longer needed, they will be closed and the land remediated to pre-disaster conditions, meeting all current local, state and federal rules and regulations.

XI. TYPES of CONTRACTS

If time permits, local ordinances and purchasing guidelines will be followed in advertising, awarding and implementing and monitoring contractual help for debris collection, removal, equipment, volume reduction, recycling, and disposal. The Nebraska Emergency Management Act allows jurisdictions to suspend normal procedures during the duration of declared disasters. The jurisdictions legal staff and engineering staff may advise on the usefulness and expediency and management of each type of contract. The previously referenced FEMA manual or NEMA can offer specifics for emergency contract development. The following types of contracts are most commonly used during disasters.

A. Time and material contracts

B. Unit Price for follow up

C. Cost plus fixed fee

D. Personal Services: trainers, inspectors, hotline operators

E. Land-Lease Agreement with landowners

XII. PUBLIC INFORMATION ACTIVITIES

The PIO's responsibilities are detailed in Annex D. The PIO will be responsible for working with the debris manager, coordinator or assigned personnel to educate the public on debris separation, household hazardous material lists and disposal methods, dead animal handling, recycling, general disposal methods, pick up schedules, site locations, and drop-off procedures, safety and information to expedite the clean-up process. Informational material and press releases will be issued through currently established media links. Flyers with instructions or guides may be created to be distributed from structure to structure, (household to household).

XIII. VOLUNTEER MANAGEMENT

A. A volunteer manager will be appointed to deal with volunteers, see Annex L, Attachment 3.

B. Additional volunteers may be used to go from house to house with the flier to educate the public on debris disposal, separation and recycling. The flier will include information about the:

1. Types of debris recycling and what they are.

2. Dates that a volunteer will be in the neighborhood to assist in questions about separation of debris.

3. Dates and times a pickup will occur in the neighborhood.

4. The hazards of burning debris, hazardous materials, toxic fumes, smoke, etc.

5. Debris drop-off points and procedures.

C. Volunteers may leave the fliers on the doors, but will be available for questions if the occasion arises.

D. Volunteer time and kinds of labor may be used to off-set local cost sharing during federally declared disasters. Accurate tracking systems of groups or individuals contributions of time, labor, cash or materials are essential for fiscal management. Groups should indicate a point of contact to the ECO.

XIV. STATE and FEDERAL AGENCIES

In the event of either a Presidential Emergency Declaration or Major Disaster declaration, debris management activities will be coordinated with state and federal agencies. In a large scale event, debris removal activities may be tasked to a federal agency. This could be the Department of Transportation, US Military, US Army Corps of Engineers, or other Debris Management specialists.

XV. ADMINISTRATION and LOGISTICS

A. The Polk County Emergency Management Director should meet annually with the participating agencies such as city/county Public works, Parks & Recreation, jurisdictions' attorneys, Building departments, landfill authorities/owners and others having an identified role in debris management to review and revise this plan.

B. Changes and revisions to this plan shall be made after any event involving disaster debris management.

XVI. TRAINING SCHEDULE

The responsibility of developing a regular training schedule on debris management and particular aspects of this plan falls upon the directors of each applicable department. Departments are encouraged to use the annual review and revise period to introduce the plan to employees, providing updated training and directions. The county's five-year training calendar should include testing components of the plan within related exercises, drills and workshops.

LIST OF ATTACHMENTS

Attachment #	Item	Page
1	Typical Hazards and Debris Generated Chart	C-20

TYPICAL HAZARDS AND DEBRIS GENERATED

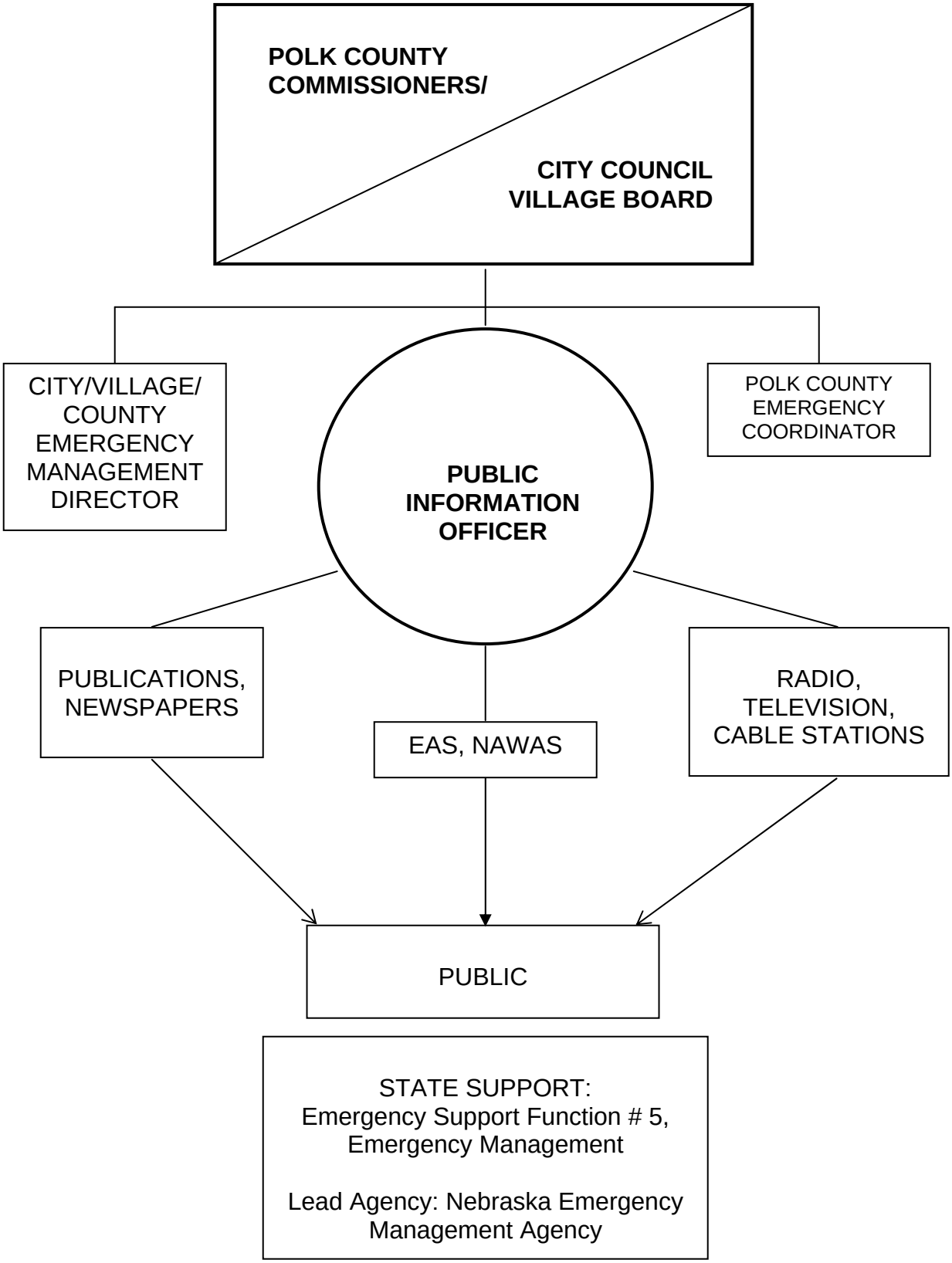
FORECASTED DEBRIS LOCATIONS

Debris will occur wherever a disaster occurs, though it is generally accepted that the presence of human development (homes, businesses, industry) increases not only the variety, but also quantity of debris. Such populated areas will feature growing amounts of construction debris, white metals and personal property. Industrial areas will feature much more hazardous waste, and therefore, more soil and land issues due to contamination.

Flood debris is most likely to occur in and adjacent to flood plain areas near bodies of water. Tornado and other storm debris are generally more wide-spread, and may include varying mixes of debris, dependent upon the development of homes and businesses in the affected areas.

Debris Forecast by Hazard		**Typical Debris Streams**								
		Green Debris	Construction & Demolition	Personal Property	Hazardous Waste	Household Hazardous Waste	White Metals	Soil, Mud, & Sand	Vehicles & Vessels	Putrescent
Local Hazards	Tornado	X	X	X	X	X	X		X	X
	Severe Thunderstorm	X				X				
	Flood	X	X	X	X	X	X	X	X	X
	Ice Storm	X				X				
	Fires	X	X	X	X	X	X		X	
	Hazardous Materials	X	X	X	X	X	X	X	X	X
	Industrial Incident		X		X	X	X	X	X	
	Aircraft Incident			X	X	X	X	X	X	X
	Acts of Terrorism	X	X	X	X	X	X	X	X	X

EMERGENCY PUBLIC INFORMATION



EMERGENCY PUBLIC INFORMATION

I. PURPOSE

This Annex establishes procedures for the rapid dissemination of emergency public information and outlines the media resources available. During an emergency/disaster, all levels of government are responsible for keeping the public informed of the situation. It is through a speedy and precise public information program that people are advised of hazards or threats and will be told of actions they need to take for their safety and survival.

II. SITUATION

A. Radio station KFOR/KFRX-am/fm is the Local Primary (LP-1, or LP) Emergency Alert Station for Nebraska Operational Area 4 (four), which serves Polk County. This station broadcasts the Initial weather alerts and warnings and national emergency warnings.

B. Polk County officials will primarily use KZEN-FM (103.3) in Columbus to broadcast emergency instructions and information directed to people within the County.

C. Emergency public information cannot be disseminated in Polk County through an over-ride capability of Cable Television.

D. There are 1 (one) weekly newspaper in Polk County. Newspapers will be used for disseminating written instructions to the public.

III. ASSUMPTIONS and PLANNING FACTORS

A. There are no known groups of non-English speaking people in Polk County. Every household has members who can adequately read the newspaper and/or understand spoken English.

B. There are provisions for disseminating emergency information to persons with special needs.

C. It is critical that the public have confidence that the local governments is in control of the situation. Awareness of an event, warnings and timely reports of actions mitigating the event, potential consequences, information, public orders/directions and information gains and builds this public confidence.

D. During and after a disaster, specific protective action information and advice to the public is essential to maximize survival and protect property. Most of the public would comply with official advice received by them.

E. Implementing the Joint Information System concept integrates incident information and public affairs into a cohesive organization providing consistent, coordinated, timely information.

F. The media's approach to reporting disasters has, at times, crossed the line to sensationalism. Timely and accurate information from a credible source builds public confidence, reduces panic, fear and adverse public responses.

G. Public broadcast outlets have a choice in which emergency messages they transmit.

IV. ORGANIZATION/RESPONSIBILITIES

A. The Public Information Officer (PIO) directs all county emergency public information activities and interfaces with the public and media and with other agencies with incident-related information. The PIO is responsible for the collection, coordination, development, dissemination and monitoring of emergency public information.

B. The Public Information Officer has been appointed by, and is the official spokesperson for the Mayor/Board Chair and/or County Commissioners (*according to the impacted jurisdiction*) and is a member of the Emergency Operations Center (EOC) Staff. The PIO will coordinate all public information activities with the Chief Executive, Polk County Emergency Management Director and Incident Command.

C. The PIO may appoint a supporting staff to assist in the public information functions and ensure the capability of extended operations. Supporting functions may include:

1. Rumor Control,

2. Distribution of emergency information, including broadcast and printed materials, and monitoring the media releases for accuracy and

3. Coordination of emergency public information supplies and equipment requirements as well as volunteer support staff.

D. The Public Information Officer at the Nebraska Emergency Management Agency, in a disaster situation, has the following responsibilities:

1. Coordinates with and supports the Governor's Office,

2. Coordinates with and supports the local government's PIOs,

3. Develops and releases information concerning the state's involvement and/or activities,

4. Monitors the media for accuracy of information released.

E. The federal agency's PIO, when federal support is activated, will have the following responsibilities:

1. Coordinates with and supports the state and local governments PIO,

2. Releases information concerning the federal government's involvement and/or activities.

F. Volunteer and private organization PIOs should coordinate with the local Public Information Officer and release information concerning their own efforts.

V. CONCEPT of OPERATIONS

A. Coordination

1. The public information program requires a coordinated flow of information from all levels of government and private agencies through a central release point. This ensures that only accurate information is presented. This will be accomplished through:

a. Coordination and exchange of information among all staff, department heads, and the PIO.

b. Collecting, compiling, and verifying information before authorizing releases.

c. Protects and safeguards sensitive information.

d. Releasing information to the media at briefings by the Public Information Officer or an authorized representative.

e. Establishing Rumor Control where citizens with questions can receive accurate and verified information. Rumor Control must be coordinated with the Communications Officer to ensure adequate public service telephone capabilities. The media will publish/broadcast the Rumor Control telephone number. In addition to answering questions from the public, telephone operators will pass rumor trends on to the PIO and assistance requests to the EOC.

f. Establishes or activates a JIC for multi-agency coordination.

2. Information about emergency shelters, feeding, and assistance programs will be disseminated throughout the emergency/disaster period.

3. As a situation develops, uses all available media resources to increase public education, instructions, and information (Attachment 1).

4. Disaster information on radio/television and in the newspapers will be monitored to ensure the public is receiving accurate and timely information.

B. Information Dissemination

1. Joint Information Center (JIC)

a. The Joint Information Center (JIC) are in the Town Community Centers are the designated place where the cooperating agencies' PIOs PIO will conduct news briefings and conferences.

b. Briefings and conferences will be held at regularly scheduled intervals which will be determined at the time of the disaster.

c. All supporting agencies will have access to and participate in the JIC.

2. 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 1. Routine information will be given to the media through the Joint Information Center briefings.

b. The Emergency Alert System (EAS) will be activated through radio and Television stations KFOR/KFRZ-am/fm 1240/102.7 in Lincoln and KOLN/KGIN Channel 10 in Lincoln. Nebraska EAS Operational Area 4 (four) in accordance with the Emergency Alert System Plan and NOAA Weather Radio.

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's Public Information Officer will during a State of Emergency, coordinate all state public affairs/information efforts with the Governor's Office.

2. The Nebraska Emergency Management Agency has established procedures for rapid dissemination of hazard warnings and disaster-related information to local government primarily through the National Warning System (NAWAS) and to the public through the Emergency Alert System (EAS).

3. The Nebraska Emergency Management Agency will coordinate the use of the state warning system to ensure that all commercial radio and television stations receive the emergency information.

4. The Nebraska Educational Telecommunications (NET) in conjunction with the Nebraska Commission for the Hearing Impaired, will, by law, provide text decoding to the hearing impaired for all programming to include area and statewide disaster warnings.

5. The Nebraska Emergency Management Agency's Public Information Officer will work closely with the local government and provide assistance, particularly in preparing and disseminating information to the public concerning disaster recovery centers.

6. State agencies will support local governments by providing reports of potential and existing widespread hazardous conditions.

7. The Nebraska State Patrol, in coordination with the Department of Roads, will provide road conditions to responding agencies, media, and the public.

8. Subsequent to a Presidential Declaration, the Public Information Officers of all state agencies involved in disaster recovery efforts will coordinate activities with the federal agencies involved through the lead PIO at the JIC.

D. Support from Federal Agencies

1. The National Weather Service has the primary responsibility for issuing weather-related disaster warnings to the public.

2. Under a Presidential Emergency or a major disaster declaration, the Federal Emergency Management Agency's (FEMA) Public Information Officer will coordinate and be responsible for release of public information concerning federal assistance.

E. Support from Volunteer Agencies and Organizations

Volunteer and private organizations will be evaluating the situation and making internal determinations of the level of assistance they can provide. Each organization, in coordination with state and local governments and the JIC, will be providing public information concerning their efforts.

F. Support from Media

Arrangements have been made with local media organizations to ensure rapid dissemination of emergency public information.

VI. ADMINISTRATION and LOGISTICS

A. The County Public Information Officer should meet annually with local government officials, the Polk County Emergency Management Director, and media representatives to review this Annex and coordinate operating procedures.

B. The Polk County 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 the Basic Plan.

VII. TRAINING and EXERCISING

A. Training

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

B. Exercising

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

LIST OF ATTACHMENTS

Attachment #	Item	Page
1	Media Outlets	D-9

MEDIA OUTLETS

RADIO

EAS PRIMARY STATION

KFOR-AM (1240)	Phone:	402-466-1234
KFRX-FM (102.7)	FAX:	308-467-4095
3800 Cornhusker Hwy	After Hours:	402-483-5611
Lincoln, NE 68504	Contact:	

Central City

KZEN-FM (100.3)	Phone:	308-946-3816
1608 ½ 16th St.	FAX:	308-946-3612
P.O. Box 100	Hotline :	
Central City, NE 68826	Contact:	

Columbus

KJSK-AM (90)	Phone:	402-564-2891
KLIF-FM (101.1)	FAX:	402-564-1999
Shady Lake Road	Hotline:	
P.O. Box 99	Contact:	
Central City, NE 68826		

York

KAWL-AM (1370)	Phone:	402-362-4433
KAWL-FM (104.9)	FAX:	402-362-6501
1309 Road 11	Hotline:	
York, NE 68467-0544	Contact:	

TELEVISION

KOLN/KGIN-TV, Ch 10/11	Phone:	402-467-4321
40th and W	FAX:	402-467-9208
P.O. Box 30350	After Hours:	402-467-9270
Lincoln, NE 68503	Contact:	

KHAS-TV, Ch 5	Phone:	402-463-1321
P.O. Box 578	FAX:	402-463-6551
Hastings, NE 68902	Hotline:	
	Contact:	

MEDIA OUTLETS
(continued)

NEWSPAPERS

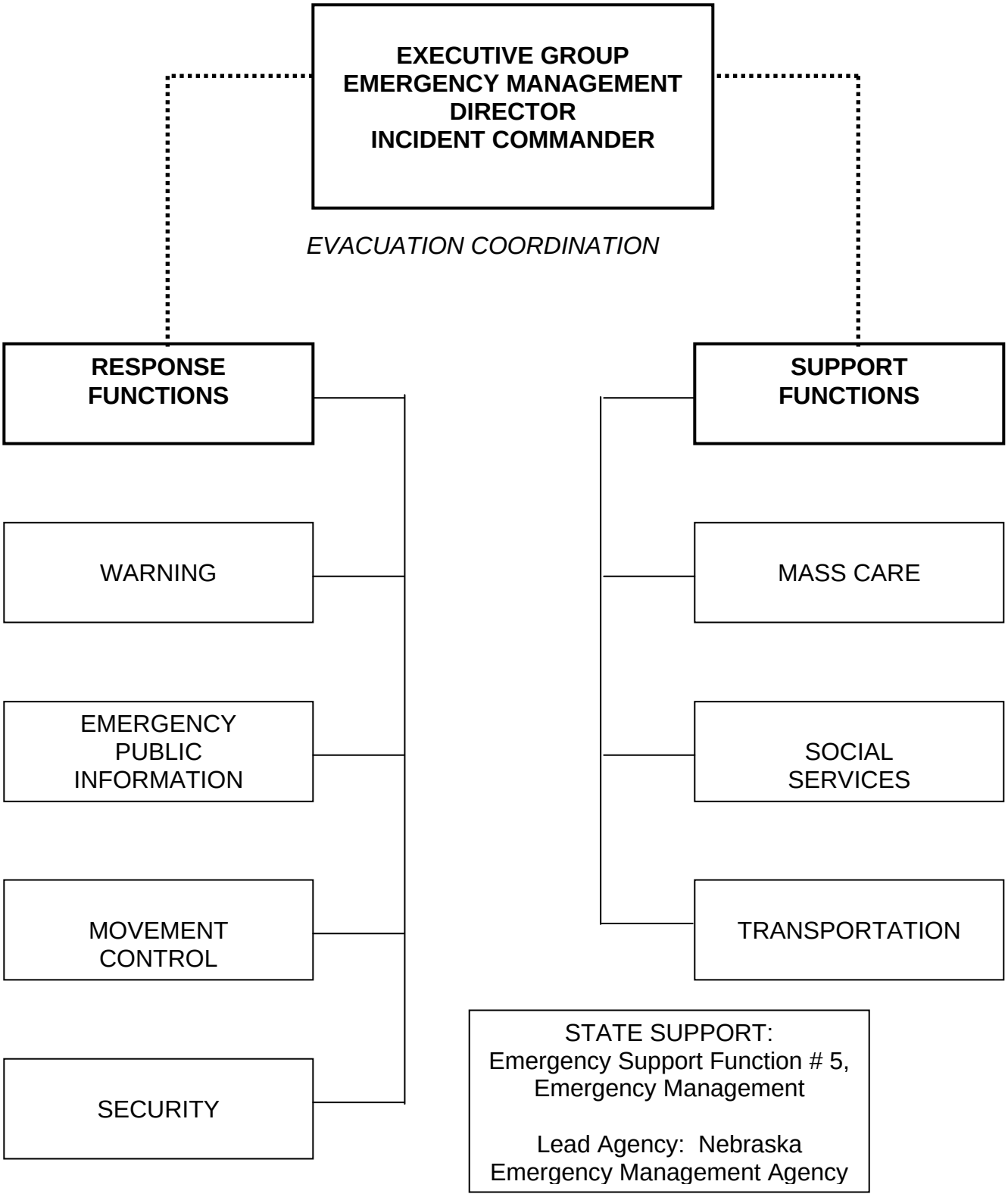
Weekly

Polk County News	Phone:	402-747-2431
	FAX:	402-764-5341
	After Hours:	402-764-2040

PRINTERS

Phone:	
FAX:	
Contact:	

EVACUATION


EXECUTIVE GROUP
EMERGENCY MANAGEMENT DIRECTOR
INCIDENT COMMANDER
EVACUATION COORDINATION
RESPONSE FUNCTIONS
SUPPORT FUNCTIONS
WARNING
EMERGENCY PUBLIC INFORMATION
MOVEMENT CONTROL
SECURITY
MASS CARE
SOCIAL SERVICES
TRANSPORTATION
STATE SUPPORT:
Emergency Support Function # 5, Emergency Management
Lead Agency: Nebraska Emergency Management Agency

EVACUATION

I. PURPOSE

This Annex provides direction and planning guidance for the implementing a timely and orderly evacuation of all or any part of Polk County when that is the most effective means for protecting the population.

II. SITUATION

A. The most likely causes for evacuation are fires, hazardous material spills or release (regardless of the cause or type of material), pipeline explosions and flooding.

B. Some flooding along the Platte River occurs almost annually. The Blue River which cuts across the south one-third (1/3) of the county can also have flooding occur because of ice and/or heavy rains. While much of this involves lowland agricultural flooding, damage to public property (bridges, highways, and county roads) is a primary concern. Two creeks in Polk County have flooded frequently as well in the past. Davis Creek which flows through Osceola and Lost Creek, which is the northeast part of Polk County near the Columbus Area. Maps showing the 100 year flood plain are located at The Polk County Courthouse. Polk County could also be affected by failure of the Kingsley Dam located in Ogallala. See Appendix 1 for flooding details.

C. Anhydrous ammonia and other hazardous materials are transported, used and stored in the county. A hazmat spill, release or accident could require an evacuation. Transportation accidents on Highways 81, 92, 69, 66, 39 and Union Pacific railroad, or river barge 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 1,249. Other facilities that could pose special evacuation problems are *(list special events, gatherings, fair, festivals)* and the Annie Jeffrey Memorial County Health Center Hospital in Osceola and the Osceola Good Samaritan Center and Midwest Covenant Home (Stromsburg) nursing homes. Each of these facilities and events should develop and exercise their specific evacuation plans and may coordinate with the EM for planning information or to participate in jurisdictional or regional joint exercises.

III. ASSUMPTIONS and PLANNING FACTORS

A. Each jurisdiction will develop a Primary Evacuation Plan specific to the community and their needs. This Plan addresses at least the listed assumptions and planning factors, yet keeps in mind that unique situations

may cause departure from portions of the Primary Plan. This Primary Evacuation Plan will be the guide for local or incident evacuation decisions.

B. While some evacuations allow time for incident planning, the worse case assumption is that there will be little or no warning of the need to evacuate. The evacuation decision could occur day/night and in all weather conditions.

C. All evacuation decisions and resultant actions are event or incident driven.

D. Evacuation plans will give due consideration to closing of schools, malls, businesses in the risk areas or during pandemic events.

E. Evacuation plans will give due consideration to special needs populations that require transportation and populations with companion or service animals.

F. Evacuation plans will give due consideration to the transportation and sheltering of household pets.

G. All safe and practical modes of transportation will be considered for evacuations. Most people will use their own vehicles to leave the evacuated area. Fuel shortages may occur and evacuation routes may be blocked with vehicle breakdowns.

H. Maximum traffic congestion should be expected.

I. In urban areas, additional time is required to inform citizens, develop assembly areas, load and transport those needing mass transportation, prepare public announcements of designated assembly areas, review or create usage agreements for use of privately owned assembly areas. Plans to transport mobility impaired individuals to the safe areas should be in place and is essential in the Primary Evacuation Plan.

J. There would not normally be time to obtain personnel support from outside the county. Local government resources could be severely stressed with many responders and their families affected by the evacuation.

K. Evacuees will have little preparation time and may require maximum support in shelter/reception centers, particularly in the areas of food, bedding, clothes, and medical supplies. Many will be concerned about the care and welfare of pets and animals.

L. Reception centers and shelters, within the county and neighboring counties, need as much advance notice as possible. At the time of public announcement of the evacuation order, shelters may not be fully set up to handle the evacuees, especially for those with special needs or those at risk. Special needs shelters may be needed and medical shelters are for medically fragile people who require care provided in hospitals and nursing

homes. People with disabilities and capable of self-care can be integrated into a shelter setting appropriate to their needs which is typically mass care.

M. Voluntary evacuation could occur after the public has been advised of a potential problem or danger, even though the situation does not warrant an official evacuation. Under this situation:

1. Voluntary evacuation in excess of 50 percent of the residents of the affected area is a possibility if there is an extended danger period.

2. News reports of a hazard situation may cause voluntary evacuation.

3. If evacuation is directed for a small area, then voluntary evacuation of adjacent areas should be expected.

4. A large percentage of voluntary evacuees will leave because they have a place to go such as to relatives, friends, etc.

5. Those concerned about their pets, livestock, research and commercial or production animals should be advised to implement their individual family/business evacuation plan that addresses the care and welfare of their animals.

6. Following an event, fear and anxiety can be expected from individuals, first responders, care providers and the worried well; all of which will stress support agencies beyond those directly involved with the movement of people.

N. Animal owners have the primary responsibility for the survival and well being of their animals and are responsible for all costs associated with the care and well being of their animals.

1. Some evacuees, not having their own transportation, will still want to take and be sheltered with their pets.

2. Some animals will pose a threat to other animals and humans. Therefore animals being evacuated by public means should be appropriately restrained, muzzled or confined.

3. Household and service animals require the same general care as people; food, water, exercise, places for relief, security, etc.

O. Some people will refuse to evacuate.

P. State and federal highways will receive priority snow removal by the Department of Roads and are expected to be open at all times. County roads in the area are mainly graveled, and the road networks are sufficiently

developed that alternate routes can be developed if temporary closures are experienced.

Q. The Polk County 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. The most recent version of a county's LEOP can be found on the NEMA website: www.nema.ne.gov.

R. An evacuation communications plan will be developed and implemented to maintain coordination between Incident Command, the EOC, responders, receiving sites and the evacuees and non-evacuating populations.

S. Plans to reconstitute or return citizens back to their homes, schools and businesses will be developed concurrently with the incident evacuation plan. This plan will consider staged or phased time periods for returns. Any health and general safety concerns and available emergency shelter should be addressed should the returning individuals find their homes uninhabitable, permanently or partially.

T. Re-entry plans will give due consideration to expected medical or health issues, the recovery of the dead, the recovery and disposal of animal remains.

U. Re-entry and restoration of the affected area may take weeks to months. Return plans should address this issue for returning evacuees.

IV. ORGANIZATION/RESPONSIBILITIES

The overall responsibility for issuing evacuation orders rests with the chief elected executives of the affected political subdivisions. When there is an immediate need to protect lives and provide for public safety, the Incident Commander can make the decision to evacuate. Key organizational requirements are:

A. Jurisdiction's Chief Elected Official (CEO)

1. When circumstances permit, the CEO will formally declare the evacuation order; maintain the management, direction and control, and support of the evacuation. The CEO may also issue a disaster declaration as in any "all-hazard" disaster.

2. Will implement appropriate sections of the jurisdictions' Continuity of Operations / Continuity of Government Plans.

B. Local Emergency Management Director:

1. Responsible for advising the Executive Group on the evacuation decision, for coordinating evacuation support activities, coordination with the Incident Commander, providing for special transportation needs, sheltering issues, closing of hospitals, schools and businesses, and managing resources.

2. Will coordinate the development of the Evacuation Incident Action Plan with Incident Command and the other agencies involved in an evacuation.

3. Co-authors the evacuation communications plans with the Communications Officers and the Incident Commander.

4. Notifies the PIO and with the IC, determines the JIC activation level.

C. Law Enforcement Agencies:

1. Responsible for conducting actual evacuation efforts, for designating evacuation routes, providing traffic and movement control, monitoring traffic flow, and establishing security of the evacuated area.

2. If necessary, they will also assist in warning the public.

3. Coordinates with the EOC and IC on the development, implementation and demobilization of the evacuation plan.

D. Fire Departments:

1. Responsible for on-scene control and for advising executives on the evacuation decision for hazardous material and fire incidents.

2. Responsible for fire security in evacuated areas and assistance in warning the public.

3. Coordinates with the EOC and IC on the development, implementation and demobilization of the evacuation plan.

E. Public Works Director / County Highway Superintendent / 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, and dealing with disabled vehicles blocking the evacuation routes.

3. Coordinates with the EOC and IC on the development, implementation and demobilization of the evacuation plan.

F. Local government and/or non-governmental schools, animal shelters, zoos, refuges, veterinary facilities, voluntary animal care organizations:

1. These entities may provide advice to the public about the welfare needs of the animals, availability of space within their facilities, trained staff to assist in mass care shelters, and resources such as food, cages and medical supplies for evacuated animals.

2. These groups may provide insight and additional information on animal care during an evacuation for inclusion into the Primary Evacuation Plan and will cooperate with local law enforcement agencies and the EOC during an incident.

3. Individuals with pets and service animals are responsible for their animals care, maintenance and welfare at public shelters, if such shelters are available.

G. Public Information Officer:

1. Responsible for the dissemination of emergency information advising the public of what evacuation actions to take, availability of shelters and re-entry.

2. Responsible for rumor control and responding to requests for information from the media and messages to the non-evacuating population.

H. American Red Cross:

1. After the initial response, the ARC is responsible for coordinating mass care activities including registration, lodging, and feeding. The Salvation Army and other service organizations may provide support as defined in Annex I.

2. The Red Cross may provide animal friendly sheltering or information to registered evacuees of animal sheltering options.

I. Office, Nebraska Department of Health and Human Services (Seward):

Will ensure that Social Service programs are continued and supported by other area programs, such as the Lincoln Area Agency on Aging, and may

assist in crisis counseling and other activities for the handicapped, infirm and elderly. Social Services actions are defined in Annex G.

J. Game and Parks Commission:

1. Will assist evacuation efforts in state parks and recreation areas during major emergency/disaster operations.

2. Will support other law enforcement agencies as practical.

K. Affected Facilities (Hazardous Materials Incident):

The Facility Emergency Coordinator will advise local and State officials if the facility management recommends evacuation or in-place shelter.

V. CONCEPT of OPERATIONS

A. Direction and Control

1. The primary responsibility for evacuation activities rests with the local government. Public officials are expected to:

   a. Provide security and access control for the evacuated area,

   b. Provide temporary shelter and mass care support for the evacuees,

   c. Coordinate the return of people to their homes as safety permits,

   d. Manage recovery operations, and

   e. Return to normal operations.

2. The Emergency Operating Center may be activated because of the primary hazard event. Executive direction and control of the incident and any ensuing evacuation may be conducted from the EOC as outlined in Annex A. The Polk County 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) across local or regional boundaries, it is suggested that a Regional Unified Command structure or Multi-Agency Coordination Centers (MACC) be established.

4. Reception plans of the counties or cities agreeing, by established Mutual Aid Agreements or MOUs, to host evacuees and the designated shelters

for large-scale or regional evacuations need to be implemented early in the response. Area hospitals will be alerted to the situation.

5. Implement appropriate portions of the jurisdiction's COOP-COG Plan to ensure that vital and essential functions of government services continue during and after a disaster, especially when government facilities and staff are affected.

B. Evacuation Order

1. The Chief Executive of the affected political subdivision will normally order an evacuation.

2. In situations where rapid evacuation is critical to the continued health and safety of the population, the Incident Commander may order an evacuation.

3. During floods, evacuation orders will generally be initiated after evaluation and recommendation of Public Works Director or the Polk County Highway Superintendent/Street Superintendent. Dam failure/flooding considerations are in Appendix 1 of this Annex.

4. In a radiological incident/accident, the evacuation order will be based on the recommendation of the Nebraska Health and Human Services.

5. All evacuation orders will contain instructions for at-risk populations to take medications, supplies and special equipment with them or to notify the Polk County Emergency Manager for transportation assistance.

6. All governmental agencies will account for their financial expenditures from the time of the threat or incident occurrence, during and after the evacuation and re-entry.

7. All potentially impacted jurisdictions supporting the response will be notified of evacuation decisions and given briefings as the response progresses.

C. Evacuation Decision Considerations

Evacuation may be only one of several protective action alternatives. Decision makers must exercise care to ensure that a directed evacuation will not place the affected population into a more dangerous situation than posed by the primary hazard. When ordering the evacuation, the following considerations should be addressed:

1. Weather conditions,

2. Evacuation routes, their capacities and susceptibilities to hazards,

3. The availability and readiness of shelters for evacuees,

4. Effective means of providing public information and direction, especially to those with physical, behavioral, cognitive and medical conditions.

5. Modes of transportation for evacuees and for those unable to provide their own,

6. The location in the evacuation area of 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.

7. 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, fire chiefs should refer to the DOT Hazardous Materials Emergency Response Guide book, or follow the recommendation provided by CHEMTREC. In all cases, the hazard situation will be continually monitored in case changing circumstances, such as a wind shift, require redefinition of a potentially affected area. The PIO will ensure that the evacuation area is described to the public in understandable terms.

E. Public Notification

Persons to be evacuated should be given as much warning time as possible.

1. Pre-evacuation Warning: For slow moving events, pre-evacuation notice should be given to affected residents. Residents should be advised that they might have to move out with little or no additional notice. Those with concerns for their pets should be advised to implement their family evacuation plans. Consideration should be given to early evacuation of schools and large gatherings. Hospitals and nursing homes will be kept fully advised of the situation and be given earliest possible warning because of the extra time required to evacuate.

2. Evacuation Warning: All warning systems will be utilized to direct the affected population to evacuate. Wherever possible, the warning should be given on a direct basis as well as through the media. The use of vehicles moving through the affected area with sirens and public address

is usually effective. Door-to-door notification should be considered, particularly in rural areas. Responders should sweep the evacuated area to ensure all persons have been advised. Persons refusing to follow evacuation instructions will be advised of possible consequences and then left alone until all who are willing to leave have been provided for. Time permitting, further efforts may be made to persuade them to evacuate. In accordance with the jurisdiction's Primary Evacuation Plan, persons with animals refusing to evacuate may be advised that further attempts at evacuation will be made only when there is the capability to assist them without risking the lives and safety of the rescuers. See Attachment 1, Responsibilities of Household Animal Owners.

3. Emergency Public Information: The Public Information Officer will ensure that evacuation information is disseminated to the media in a timely manner. Instructions to the public such as traffic routes to be followed, location of temporary reception centers as well as situation updates will be issued as that information becomes available. Specific public information guidelines are contained in Annex D.

4. Both government and non-government shelter agencies and managers need to be notified and briefed early in the process: Shelters require lead time in preparation to receive evacuees. In large scale or regional events, the host counties, cities, villages beyond the affected jurisdiction(s) need notice as soon as possible in the response phase.

F. Movement

Law enforcement agencies will direct and control the vehicular and pedestrian traffic flow during the evacuation.

1. The jurisdiction's primary evacuation plans will be used to determine the specific evacuation routes at the time of the evacuation decision.

2. Evacuation procedures and instructions will be part of the warning and subsequent public information releases.

3. If at all possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles. Specific traffic control points will be determined at the time based on anticipated traffic volume and identifiable problem areas.

4. The Polk County Sheriff's Office will coordinate the use of wrecker services needed to clear disabled vehicles.

5. Traffic control devices such as signs and barricades will be provided by the affected political subdivision.

6. Fuel shortages that could be experienced by the evacuees will be addressed under the primary plan.

G. Transportation of special needs populations

The Polk County Emergency Management Director will determine requirements for special transportation and coordinate with the EOC and social service support agencies, for the use of transportation resources to support the evacuation, especially transportation for dependant populations.

1. Assembly (Staging) Area: If the potential evacuated population is of significant size, there could be many people without private transportation. Convenient centralized locations in the evacuation area, such as schools or churches, will be identified as assembly areas. These locations will be announced in evacuation instructions issued by the Public Information Officer. Residents will be instructed to go to the assembly areas for transportation. The transportation of persons with animals, other than service animals, will be a consideration in the Evacuation Action Plan.

2. 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 types of transport. The Polk County 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 Polk County Emergency Management Director of any special transportation problems.

3. Health Care Transportation: The evacuation of the nursing homes or the hospital poses special transportation problems. The institutions' administrators will determine specific transportation needs and coordinate with the Polk County Emergency Management Director if transportation assistance is needed. Ambulances from fire and rescue departments within the County may be the primary resource for medical transport. The health care provider should maintain a list patients using durable medical equipment and arrange for transportation for this specialized need.

4. Transportation Resources: School buses, handi-buses operated by the Lincoln Area Agency on Aging, and Polk County School Districts might be available during emergencies. The Polk County Emergency Manager will maintain a listing of all such resources (Annex L).

H. Mass Care of Evacuees

While many evacuees will go to the homes of friends and relatives, there may be requirements for temporary mass lodging and feeding. The jurisdiction may have to provide temporary receptions centers until the Red Cross can establish short term shelters. Mass care of evacuees will be managed by the American Red Cross. Mass Care operations are covered in Annex I.

I. Health Care Facilities

Evacuations of health care facilities create special problems and may extend the time required to clear the affected area. Health care evacuation considerations are addressed in Annex G.

J. Schools

1. All schools have internal emergency evacuation plan.

2. Polk County Schools have 25 radio-equipped buses capable of carrying a total of 1,300 passengers. Under normal circumstances, no additional buses would be necessary to evacuate the schools.

K. Access Control

1. Law enforcement agencies will establish a perimeter control to provide security and protection of property. An access pass system will be established.

2. Curfews may need to be established to limit risks to responders and victims who might wish to remain or re-enter the disaster area.

L. Re-entry

Reoccupation of an evacuated area requires the same considerations, coordination, and control of the items undertaken in the original evacuation and is addressed in the initial and all revised Evacuation Action Plans. The chief executives will make the re-entry decision and issue a Re-entry order after the threat has passed, the evacuated area has been inspected and found safe by fire, law, health, and utilities personnel. Some specific re-entry considerations are:

1. Ensure that the threat which caused evacuation is over.

2. Ensure that search, rescue and recovery missions are completed so that survivors and any human or animal remains have been attended to and recovered.

3. If needed, ensure that homes have been inspected to determine if they are safe to return to and unsafe structures are so marked to prevent entry.

4. Determine the number of persons in shelters who will have to be transported back to their homes.

5. If homes have been damaged, determine the long-term housing requirements.

6. Coordinate traffic control and movement back to the area.

7. Implement the portion of the Evacuation Plan that provides assistance to individuals with lost or missing family members.

8. Inform the public of proper re-entry actions, particularly cautions they should take with regard to re-activating utilities in addition to issuing instructions for proper clean-up and debris disposal.

9. Implement the portion of the Evacuation Plan that provides assistance to individuals requiring counseling, see Annex G, or financial or housing assistance.

M. State Support

Under disaster conditions, evacuation support and resources may be available from a number of state agencies. Assistance will generally be requested through the Nebraska Emergency Management Agency. Assistance includes manpower, transportation, supplies and technical advice. The following agencies may become involved in the emergency evacuation of an area.

1. Department of Roads: The Department of Roads will provide updated information on road conditions, load bearing capacities and usability to support evacuation or rerouting of traffic. They will also provide equipment and manpower to maintain or repair roads and bridges to usable condition in support of an evacuation. Personnel may assist in traffic control by erecting barricades, warning lights and signs, or providing manpower.

2. Health and Human Services: The Nebraska Health and Human Services will make recommendations to local authorities and the Nebraska Emergency Management Agency regarding health problems within an

area which may dictate that evacuation of that area is necessary. Special consideration will be given to hospital and nursing home evacuation. If an evacuation is initiated, maintenance of the health standards in reception areas will be closely monitored. This agency is responsible for the prevention of overcrowding, spread of disease, and the development of unsanitary conditions/practices.

3. State Fire Marshal: The State: Fire Marshal may recommend that evacuation of an area be initiated because of an existing fire emergency. The State Fire Marshal may coordinate manpower from local fire departments for disaster assistance.

4. Nebraska State Patrol: The State Patrol will establish control points for traffic control, assist in maintaining order, issue passes to prevent unauthorized entry into areas, obtain medical help and direct emergency vehicles to the proper destination within the disaster area.

5. Nebraska National Guard: The National Guard will provide support to the civil authorities when authorized by the Governor. Any National Guard facility or area may be used as an assembly or dispersal area in support of evacuation procedures with the approval of the Nebraska National Guard on request by the Nebraska Emergency Management Agency.

6. Game and Parks Commission: The Game and Parks Commission field personnel may be able to provide information on local conditions or augment law enforcement personnel in traffic control. The Game and Parks Commission also has boats available to assist in evacuation during floods.

N. Non-Governmental Organizations

The Nebraska Humane Society and the local affiliates may provide advice to the public about the welfare and sheltering needs of the animals, trained staff to assist in mass care shelters, and resources such as food, cages and medical supplies for evacuated animals.

VI. ADMINISTRATIVE

A. After each evacuation of any scale, the incident involved officials, first responders, Emergency Management, other support agencies and jurisdictions, and possibly interested citizens will conduct a post-incident critique and write after-action reports (AAR) and evaluations. These documents will be the basis for review of and revision of policy.

B. The Polk County Emergency Management Director is responsible for the annual review and update of this Annex. The AARs and evaluations will provide guidance in this annual update.

VII. TRAINING and EXERCISING

A. Training

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

B. Exercising

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

LIST OF ATTACHMENTS

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Appendix 1	Flood\Dam Failure Evacuation	E-19

RESPONSIBILITIES of ANIMAL OWNERS 'PETS and SERVICE ANIMALS IN DISASTERS'

Family disaster planning should also include pets (household animals). If you must evacuate your home and you have the time and resources, plan to take your pets with you. Pets most likely cannot survive on their own and if they do, you may not be able to find them once you return. Include these steps in your planning:

A. Locate a safe place for the pets before disaster strikes. Friends or relatives outside the affected area may shelter your animals. If you have more than one pet, they may be more comfortable if kept together, but be prepared to shelter them separately.

B. Prepare a list of friends, boarding facilities and veterinarians who could shelter animals in an emergency; include 24 hour phone numbers.

C. Call hotels and motels in your immediate area and a reasonable distance from the home. Ask whether they accept pets, under what conditions, and whether they are restricted as to the size or number of animals.

D. Call local boarding kennels.

E. You may not be home when an evacuation order or disaster warning is given. Make arrangements with a trusted friend or relative to gather your pets and meet you at a pre-arranged location.

F. Assemble a portable Pet Disaster Supplies Kit and keep it in a sturdy container in an accessible place. Essential supplies will be needed, regardless of the time the family will be away.

1. Medication and medical records (stored in a waterproof container),

2. A first aid kit,

3. Current photos of the pet(s),

4. Food, water, medications, portable bowls, cat litter/pan, and can opener, feeding schedule, notes about medications or potential behavior problems,

5. Instructions on the pet(s)' feeding schedules, diet, and special circumstances (allergies, difficulty chewing/swallowing, mobility restrictions, diabetes, etc.) and

6. Sturdy leashes, harnesses, and/or carriers to transport pets.

G. Know what to do as a disaster approaches:

1. Owners are responsible for the care, feeding and control of their animals at all times, including any time spent in public or private shelters.

2. Call ahead to your pre-identified care facility to confirm emergency shelter arrangements for you and your pet.

3. Check that your pet disaster supplies are ready to take at short notice.

4. Eliminate search time for your pets by sheltering them in one central place (a barn, the house, the basement, storm cellar, etc.).

5. Make sure all dogs and cats are wearing collars that are securely fastened with up-to-date identifications. If available, attach the name, address, and phone number of the temporary shelter the family will be located or the information of the friend/relative where you'll be staying. Temporary tags may be purchased or adhesive tape attached to the pet's I.D. tag may be used for additional information.

6. Transport dogs, cats and birds in sturdy carriers, reptiles such as snakes and lizards in heavy cloth bags, "pocket pets" animals such as rabbits, hamsters, gerbils in cages that can contain litter or the bedding without spilling during transport or sheltering.

H. If you cannot move your animals, try to arrange to leave a minimum of three days food and water for each animal. Bring all animals indoors. Do not chain or restrict any animals outside. Separate dogs from cats as even "friendly" or "family pets" may show signs of stress and lash out or attack other animals in the house. Provide for sanitation as best possible.

I. Provide for search and 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.

J. Follow all directions and procedures if you place the pet in a public animal care facility. You are still responsible for your animal(s).

K. Large animals and livestock require a higher level of response. Additional planning guidelines may be available through local veterinarians or animal associations and trade organizations. Plan to have an animal identification system, trained handlers, sufficient transportation and alternate sites to feed and house the animals if evacuation is necessary. Have sufficient feed, water, medications and handling equipment for several days should one choose to shelter-in-place. Consider having an alternate power supply for water pumps.

FLOOD/DAM FAILURE EVACUATION

I. PURPOSE

This Annex identifies actions required to evacuate the population and protect facilities threatened by flood or dam failure.

II. SITUATION

A. River Basins in Polk County

1. Polk County lies within the Middle Platte River Basin. The Middle Platte River flow is controlled so that flooding is infrequent. However, damaging floods occur. Many of the areas between the plains and the valley are steep and concentrate runoff from high intensity storms. Heavy winter snows, ice dams and rapid spring melt can overstress the system of flood control impoundments resulting in flooding.

2. Approximately 34 percent of the county's population resides within the 100-year flood plain as defined on the National Flood Insurance Maps, located in the Polk County Assessor's Office

3. The most current flood maps from FEMA are available at:

   http://msc.fema.gov/webapp/wcs/stores/servlet/CategoryDisplay?catalogId=10001&storeId=10001&categoryId=12001&langId=-1&userType=G&type=1 .

B. Dams That Could Affect Polk County

1. Kingsley Dam, Ogallala/Keith County

   Owner: Central Nebraska Public Power and Irrigation District, Holdrege, Nebraska

   Emergency Preparedness Plan: December July 2010

   Inundation Area: Failure of Kingsley Dam would affect the entire Platte River as far east as its junction with the Missouri River. In Polk County, land affected would be similar to the area of the 100-year flood plain and would thus include primarily lowland rural areas on the entire northern border of the County. Within the inundation area, Highways 92, 39 and 81 as well as county roads and several rural schools and churches would be flooded. Just outside Polk County, U.S. Highway 30 and the Union Pacific Railroad would be under water for most of the width of the County. Refer to the Emergency Action Plan (EPA) for Kingsley Dam for detailed information and maps.

C. Potential Effect of Dam Failure

Approximately 34 percent of the population of Polk County could be affected by the failure of one or another of these dams.

III. RESPONSIBILITIES

A. The National Weather Service is responsible for notifying and advising local government when flooding is a threat.

B. The owner/operator of each dam, as listed in Section II B, is responsible for the safe operation and maintenance of dam structures. They are also responsible to notify or alert local jurisdictions promptly in the event of a threat situation.

C. Local government responsibilities are as defined elsewhere in this Plan for all hazards. In addition, the owner/operator of Kinsley Dam, which is in the Central Nebraska public Power and irrigation District, is responsible for monitoring high water conditions and for coordinating warning systems. The Kingsley Dam Officials are primarily responsible for maintaining the flood gauge system and along with coordinating warning systems for making recommendations on evacuation decisions. Other flooding responsibilities:

1. The owner of the dam will provide sandbagging activity, emergency dike/levee repair, construction of temporary dikes.

2. Owner of the dam will monitor conditions of local dams, sandbag or effect temporary repairs, if necessary.

3. Polk County Highway Department will safety inspect bridges, wing walls and approaches to bridges after the water subsides.

D. The Polk County Sheriff is responsible for disseminating warnings concerning dam failures or emergencies to all affected local governments.

IV. CONCEPT of OPERATIONS

This section addresses unique aspects of an evacuation under threat of flood or dam failure.

A. Notification of Threat

1. General flooding of the Platte and Big Blue River is monitored by the National Weather Service, the Nebraska Emergency Management Agency as well as other state agencies. Advisories will be issued by

these agencies to the Polk County Emergency Management Director. Local monitoring of river conditions will augment this information.

2. Flash flood watches and warnings will be issued by the National Weather Service, Valley, NE.

3. Dam failure, potential or actual, or emergency release notification is the responsibility of the dam owners/operators. See Section II B and the appropriate Dam Emergency Plan.

B. Increased Readiness Measures

1. At a flood watch notice, the Polk 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 Polk County Emergency Management Director 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 Polk County Emergency Management Director will notify all support agencies and organizations.

C. Dam Failure - Response Times Available
(Predicted Time of Maximum Elevation)

Kinsley Dam

West edge of Polk County: 70.6 hours

Below Silver Creek: 76.4 hours

Below Duncan: 81.2 hours

a. Emergency Spillway

b. Dam Breach or Failure

2. Times Not Defined For Other Dams

D. Key Facilities In Inundation Areas

1. General Flooding (100-Year Flood Plain)

Several rural schools and churches

Just outside the county: U.S. Highway 30 and Union Pacific Railroad for most of the width of the county.

E. Special Notification Procedures - Kinsley Dam

In the event of an emergency with the Kinsley Dam, the Polk County Sheriff will make direct contact with those residences located in potential inundation areas.

F. Evacuation Decisions

The decision to evacuate any potential flood or inundation area will be made by the executives of affected jurisdictions based on recommendations from The Polk County emergency Management Director/Sheriff, Polk County Highway Superintendent and/or Public Works Director or Street Superintendents. In the event of immediate danger, the Incident Commander may make the evacuation decisions.

FIRE SERVICES

OSCEOLA FIRE DEPARTMENT

POLK FIRE DEPARTMENT

SHELBY FIRE DEPARTMENT

STROMSBURG FIRE DEPARTMENT

LOUP PLATTE NO. 2 MUTUAL AID ASSOCIATION

BIG 8 MUTUAL AID ASSOCIATION

STATE SUPPORT:
Emergency Support Functions
4, 5, 10,
Fire Suppression,
Emergency Management,
Environmental Quality

Lead Agencies:
State Fire Marshal,
Nebraska Emergency Management Agency,
Dept. of Environmental Quality

FIRE SERVICES
and
HAZARDOUS MATERIALS

I. PURPOSE

This Annex describes the direction, control, roles and responsibilities for a coordinated response for Fire Services during, or as a result of a natural or man-made disaster or a nuclear crisis.

II. SITUATION

A. Polk County is vulnerable to severe weather and structures failures that could destroy property and cause loss of life.

B. Trucks, trains and airplanes can carry hazardous materials within the county. There are a number of sites in the county that store hazardous materials and substances. Because of this, the potential for accidents and incidents involving hazardous materials and substances exists.

C. A risk analysis of fixed facilities and known transportation routes, where potential release situations with possible consequences beyond the boundaries of the facility or adjacent to the transportation route, was completed in conjunction with SARA Title III planning.

D. SARA Title III requires that facilities report the use and storage of all extremely hazardous materials and materials included under the Community-Right-to Know category in the facility and other emergency plans. The most current information is included this Annex.

E. The county is served by 4 (four) Fire Departments, all of which operate Rescue Squads (Attachment 1). All Fire Departments are members of the Polk County Mutual Aid Association.

F. There are no private or company fire brigades located in the county.

III. ASSUMPTIONS and PLANNING FACTORS

A. Existing fire personnel and equipment will be able to handle most emergency situations through their own resources or mutual aid.

B. Clearing roads to permit passage of emergency vehicles is a high priority responsibility of Public Works subsequent to any disaster (Annex K).

C. Law enforcement will handle on-scene traffic and crowd control to permit access to emergency personnel and equipment.

D. The Nebraska Department of Health And Human Services, Office of Radiological Health will advise the local Fire Departments on the radiological response activities of a radiological incident/accident involving the county.

IV. ORGANIZATION / RESPONSIBILITIES

A. The primary responsibilities of the Fire Services are the prevention and suppression of fires; providing rescue services; and responding to hazardous material incidents.

B. The Fire Chief of each district in the County is designated as the Community Emergency Coordinator (CEC) for hazardous materials incidents as defined in the Superfund Amendment. As CEC, the Fire Chief:

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 jurisdiction or fire district is responsible for the coordination, planning, training, and development of the Fire Department's operational policy for their respective jurisdiction including:

1. Fire Fighting,

2. Coordination of Fire Services during a natural disaster, and

3. Acting in the role of the CEC, coordinating with other governmental response authorities and Facility Emergency Coordinators in the event of a hazardous material incident.

D. During emergency operations, the Fire Chief(s) of the affected jurisdiction(s), or a designated representative, will serve as a member of the EOC staff.

E. In a situation that affects more than one Fire Department in the county and an Emergency Operations Center is activated, each department will select a member to represent their district on the EOC Staff. This representative will:

1. Coordinate data regarding requirements (i.e., personnel, equipment, supplies, reporting requirements, etc.) of the Fire Departments.

2. Act as a liaison between Fire Departments and the local government and other agencies/organizations.

3. Report general activities and status of Fire Services at EOC briefings.

F. Overall Fire Service Responsibilities are:

1. Fire Chief

a. Develop standard operating procedures, provide training, and 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 a current file of information submitted under Title III to include:

i. The current list of reporting facilities and the Facility Emergency Coordinators (FEC).

ii. Material Safety Data Sheets (MSDS), Inventory lists or Tier II reports.

d. 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 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 (Annex G).

d. Authorize Fire Department personnel and equipment to respond to mutual aid requests.

G. Line of Succession

Each Fire Department's line of succession is as follows:

1. Fire Chief,

2. 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 local Emergency Management Director, if one is appointed, or the Polk County Emergency Management Director to coordinate additional support.

   b. Request assistance from the state and/or other agencies/organizations required at the scene.

B. Hazardous Materials

Specific policies, responsibilities, and operational procedures for hazardous material response including radiological are contained in Appendix 1 to this Annex. The following general guidelines apply for hazardous material response:

1. The local Fire Department is responsible for the initial response, and, if possible, containment of hazardous material incidents within their level of training and certification. The Incident Commander will coordinate with law enforcement regarding:

   a. Defining the hazard area,

   b. Limiting access requirements,

   c. Providing advice on the hazards involved and making recommendations to local executives.

2. Direct advisory or technical support will be requested through the Communications Center.

a. Accidents involving chemicals

i. Chemtrec (1-800-424-9300),

ii. State Fire Marshal's Office,

iii. Nebraska Department of Environmental Quality,

iv. The nearest MOU (Memoranda of Understanding) Hazmat Response Team is Columbus.

b. Accidents involving radioactive materials

i. Immediate notification to the Nebraska Department of Health and Human Services is required. Once they have been notified, it is their responsibility to determine what radiation control actions are necessary to protect the public.

ii. Each Fire Chief will ensure that personnel are selected and trained in both radiological monitoring equipment operation and agency emergency response procedures before responding to a radiological incident.

iii. In addition, all major hazardous material incidents will be reported to the Polk County Emergency Management Director for coordinating additional support and for notification of and reporting to the 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 Polk 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, and

   c. Volunteer organizations.

D. Rescue

Rescue operations are usually performed by the Fire Department. Annex G has a detailed description of emergency medical operations. Each jurisdiction is responsible for providing rescue, emergency treatment, and transportation for the seriously ill or injured. This is accomplished through:

1. The local Fire Department's Rescue Unit. See Annex G, Attachment 2, for EMS resources.

2. Mutual aid agreements with adjacent Fire Department's Rescue Units when the local Fire Department does not operate a Rescue Unit or when the Rescue Unit is unavailable.

3. The Rescue Units of the individual Fire Departments have the capability to provide Basic Life Support only. Life Flight Service of Lincoln 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 Polk County Mutual Aid Association Resource Directory and the Polk 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 Polk County or jurisdiction may go on full time status with twelve (12) hour shifts. An exception will be the individuals who are considered by the Executive Group to be key personnel in other areas.

2. Mutual aid information may be coordinated through the EOC.

3. The fire districts within the county will maintain their normal jurisdictional responsibilities.

VI. ADMINISTRATIVE and LOGISTICS

A. Administration

The individual Fire Departments will maintain their normal administrative records of personnel, equipment and material used. Accurate record keeping will identify specific needs 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 "Rural Fire Plan, Polk County Mutual Aid Association". Big * Mutual Aid dated 3/24/1988 and Loup Platte Mutual Aid 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.

2. Intra-agency action will be taken to inform other emergency support agencies of the physical hazards associated with fire emergencies.

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

B. Exercising

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

LIST OF ATTACHMENTS

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Appendix		
1	Hazardous Materials Response	F-13
Attachment		
1	Facilities and Vulnerable Areas in Polk County	
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2	Hazardous Material Incident Report Form	F-52
3	Hazardous Materials Incident Notification and Telephone Numbers	F-53

POLK COUNTY FIRE RESOURCES

(List numbers of equipment)

FIRE DEPARTMENT	PHONE	AERIAL	PUMPER	TANKER	PUMPER/ TANKER	GRASS-WEED TRUCK	UTILITY TRUCK	RESCUE UNITS	KINDS/TYPES/ SPECIAL-TEAMS	KINDS/TYPES SPECIAL EQUIPMENT	RADIO-LOGICAL EQUIPMENT Yes / No
OSCEOLA	911		1	1	1	1	2	1	No	Class A & B Foam	NO
SHELBY	911		1	2		1		1	Rope Rescue, Grain Bin Rescue	Jaws, RAMS, 3 Airbags	NO
STROMSBURG	911		1	1	1	2		2	No	Rope Rescue Equip	NO
POLK	911		1	3		1		1	No	NO	NO
Nearest HAZMAT Response Team	(308)385-6000 (NSP Grand Island)										
COLUMBUS											

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HAZARDOUS MATERIALS RESPONSE

I. PURPOSE

To identify actions required to minimize damage to human health, natural systems and property caused by the actual or potential spill or release of hazardous materials, including a radioactive material incident/accident.

II. SITUATION

A. Substances, which if released in an uncontrolled manner (i.e. spill), can be harmful to people, animals, property, and/or the environment. A hazardous material is any substance or combination of substances, which because of quantity, concentration, physical, chemical, or infectious characteristics may pose substantial immediate or potential hazards to humans or the environment.

B. Polk County is vulnerable to various hazardous materials. Agricultural and industrial chemicals, explosive and combustible materials are transported and stored in the county.

1. There are facilities within the county with the potential for a release beyond the boundaries of the facility.

   a. Some facilities store extremely hazardous material over the SARA Title III threshold levels. See Attachment 1 for the listing of facilities.

   b. Some facilities produce, use or store hazardous materials that are not required to be reported under Title III. See Attachment 1.

2. Hazardous materials, including radiological materials, transported on Highway 66, 69, 81, or 92 or by rail, pipelines, or aircraft, could be involved in an accident causing a spill or the potential for a spill.

3. There are vulnerable areas and populations.

   a. Locations near facilities with hazardous materials may contribute to additional risk. See Attachment 1 for these locations.

   b. Special populations, such as schools, hospitals, or nursing homes, are subject to additional risk due to their proximity to facilities with hazardous substances (Attachment 1).

4. Some areas of Polk County because of sensitive environment, land use patterns or water supplies are particularly vulnerable (Attachment 1).

5. Response to a HazMat incident may be affected by the weather or time of day.

C. OSHA (CFR 1910.120) and EPA regulations define levels of training required for response to a hazardous materials incident. The employer must certify the level of training for each person who may respond to an incident. Responders will not perform any function they are not trained and equipped to execute**.**

1. Polk County has no trained and equipped Hazmat Teams.

2. Polk County has a mutual aid agreement with the Columbus HazMat team located in Columbus.

3. There are State Emergency Response Teams (SERT), referred to as, MOU cities, located across the state. To request their assistance, one must contact NEMA at 402-471-7421 if the county or jurisdiction has no official mutual aid agreement with the team.

4. The Fire Departments have response vehicles equipped with some of the following special resources: self-contained breathing apparatus, bunker/turnout gear, binoculars, foam/agents, foam application equipment, sorbents, communications, radiological monitoring equipment, dry chemical extinguishers and crews are trained to handle some but not all hazardous materials incidents.

5. Facilities that use and store hazardous materials may have response equipment. See the individual facility list, Attachment 1.

D. There are many different ways an individual can be exposed to radioactive materials. In Polk County, highways and railroads are used for receiving and/or transporting these materials. Any peacetime radiological incident would probably be the result of a transportation accident.

E. There may be licensed users of radioactive materials within Polk County. Typically, this includes hospitals, universities, industrial facilities, and doctors who are licensed and regulated by the Nebraska Radioactive Materials Program administered through the Nebraska Department of Health and Human Services' Office of Radiological Health.

III. ASSUMPTIONS and PLANNING FACTORS

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. The most likely scenario would be a transportation accident. It is unlikely that the shipping container would rupture due to impact; however, attendant with each vehicle accident is the possibility of fire or an explosion. These could either melt the protective lead containers or create a rupture allowing a release of the radioactive materials. In the early stages of this type incident/accident, local capabilities are usually limited because assistance from persons with special radiological knowledge and expertise may not be immediately available.

D. In the event of a radiological incident/accident, response personnel will notify the Nebraska State Patrol in Lincoln (402) 471-4545. The first responder calling the State Patrol should gather as much of the information as possible from the Hazardous Materials Reporting Form (Attachment 2) prior to placing the call.

IV. RESPONSIBILITIES

A. The Fire Department is responsible for:

1. Coordinating with the Facility Emergency Coordinator on response to hazardous substances in the facility.

2. The initial response and containment, if possible.

3. Coordinating and establishing a command post at the scene.

4. Assuring that first responders receive sufficient direction to be able to handle the situation properly.

5. Planning for possible in-place-shelter or evacuation of buildings or areas involved.

6. Coordinating with law enforcement in defining the hazard area.

7. Requesting a Nebraska Hazards Incident Team (NHIT) through the Nebraska State Patrol, if necessary.

8. Initiating notification of support agencies including hospitals that may receive potentially contaminated patients.

9. Ensuring that a hazardous material training program is conducted for all department personnel.

B. Law Enforcement Agencies are responsible for:

1. Providing security for the hazard area.

2. Hazard area traffic and crowd control.

3. Directing and controlling any evacuations.

4. Providing hazmat training their personnel.

C. Polk County Emergency Management Agency is responsible for the:

1. Notification of support agencies.

2. Coordination with charitable and volunteer organizations that may provide assistance.

3. Coordination with state and federal agencies that may have a disaster response role.

4. Coordination in notifying the public of evacuation areas or other health and protective measures.

5. Obtaining or coordination of appropriate training programs which will provide the skills and capabilities required for radiological operations within the various departments of government. Emergency response agencies such as law enforcement, fire, and rescue services are considered primary responders to a radiological incident.

D. Radiological Responders

1. Radiological Officer

a. Polk County does not have an assigned and trained Radiological Officer (RO).

b. The RO works with the Polk County Emergency Management Director, the Nebraska Emergency Management Agency, and the Nebraska Health and Human Services to develop and maintain a radiological program in the jurisdiction. The RO is involved in recruiting and training Radiological Monitors, makes quarterly operational checks of assigned monitoring equipment and reviews response plans.

2. Radiological Monitor

   a. Polk County does not have assigned and trained Radiological Monitors (RM).

   b. Radiological Monitors are first responders with additional training in on-scene radiological monitoring. The RM also identifies radiological hazards, recommends protective actions, works with the local responders, continues monitoring and makes technical recommendations to the Incident Commander until all regulatory agencies declare the site safe.

3. Local government agencies may be responsible for decontamination of their equipment and vehicles.

E. Local Emergency Planning Committee (LEPC)

1. The Local Emergency Planning Committee (LEPC) is locally organized with representatives from first responders, industrial, environmental, media, concerned citizens and others appointed by the State Emergency Response Commission. The LEPC is governed by Nebraska State 81-15,217(a) through (e) and 81-15,22 and the membership and activities are approved and regulated by the State Emergency Response Commission (SERC) which is administered by NEMA and the Dept of Environmental Quality.

2. The LEPC's responsibilities are specified in RSS 81-15,191 to 81-15,235. These responsibilities include but may not be limited to:

   a. Developing and exercising a plan to identify and coordinate the local response to an incident involving hazardous materials.

   b. Providing information to citizens of the district on the hazardous substances stored and used in their neighborhoods

   c. Provide help in identifying potential chemical hazards and risks to the community, public education, review and development of a community hazmat response plan (this Appendix), review and improvement to fixed facilities plans after an hazmat event in the county.

   d. Much of this work is accomplished by:

      1) Completing an annual review and update of this Annex and Attachments.

      2) Evaluating the need for resources necessary to develop, implement, and exercise the emergency plan and make

recommendations with respect to additional resources that may be required and the means for providing such additional resources.

3) Designating a public library in each county within its district as the depository for the emergency plan.

4) Providing the emergency plan to the governing bodies having jurisdiction in the district for review prior to submitting the plan to the SERC.

5) Respond to a request for information following Federal Public Law 44-499.

6) Annually publish a public notice in a local newspaper that the local emergency plan (this LEOP, Annex F, Appendix 1) and Tier II forms have been submitted and are available for public review.

e. The LEPC may have an agreement with the Polk County Emergency Management Agency to assist the EM in other disaster planning or outreach activities

f. Additional detailed information concerning the roles and responsibilities if a LEPC are available from the SERC Administrator at the NEMA.

F. <u>State Agencies</u>

1. The Nebraska Emergency Management Agency

a. Coordinates state agency response and provides assistance and support as determined by the situation.

b. Provides the SERC Administrative guidance for the LEPC.

2. The Nebraska Department of Environmental Quality (NDEQ)

a. Provides technical assistance to the LEPC in its planning activities.

b. Provides technical assistance for determining areas likely to be affected by a release.

c. Provides technical assistance relevant to the containment and cleanup of hazardous materials incidents. They are also responsible for warning downstream water users, where applicable.

d. Approves the cleanup plan and notifies the responsible person when satisfactory cleanup is achieved.

e. Gives prior approval to all disposal actions.

f. May require a report, following the cleanup, from the responsible person describing all aspects of the incident including cause of the release, monitoring requirements (long and short term), cleanup and disposal methods, and steps to prevent a similar occurrence. If the cleanup is to be long-term, the Department may require interim status reports.

g. Is the main point of contact with the Regional Response Team (RRT), for requesting assistance, resources and coordination with Federal Agencies for response, cleanup and recovery actions.

2. The Nebraska Department of Health and Human Services (DHHS)

a. The Department of Health and Human Services, under the authority of R.R.S. 71-3513, has responsibility to issue regulations and require actions needed to meet any radiological emergency. Once notified of an accident/incident involving radioactive materials, DHHS is responsible for health hazard assessment and controlling advising of all safety, containment, decontamination, and cleanup actions.

b. DHHS notifies the public of the potential health effects of a HazMat incident.

3. The State Fire Marshal supports the local fire department's response in all working fires and hazardous materials incidents.

4. The Nebraska Department of Agriculture can provide additional technical assistance for a suspected or actual pesticide release.

G. Federal Government

1. U.S. Nuclear Regulatory Commission (USNRC)

a. Coordinates the overall federal technical response to a radiological emergency.

b. Provides technical advice to state or local agencies.

c. Assesses the nature and extent of the radiological emergency and the potential consequences to the health and safety of the public.

2. Environmental Protection Agency (EPA)

a. Emergency planning and response branch provides technical assistance in hazardous material spills under the National Contingency Plan.

b. Establishes radiological protective action guides (PAGs) and recommends appropriate protective measures.

c. During emergency operations provides personnel, equipment, and laboratory support to assist DOE in monitoring activities.

d. Assumes the responsibility from the Department Of Energy for the intermediate and long-term monitoring function.

e. Can provide resources through the Regional Response Team (RRT). The RRT can be activated through the NDEQ.

f. Office of Water and Hazardous Materials provides assistance with pesticide incidents.

g. Section 123 of SARA authorizes EPA to reimburse local governments, who qualify, for expenses incurred in carrying out temporary emergency measures in response to hazardous substance threats. Reimbursement is available only to local governments. To be eligible for these funds, EPA must be notified within 24 hours of the incident by calling the National Response Center at 1-800-424-8802. An application package may be obtained by calling the Local Government Reimbursement Helpline, 1-800-431-9209.

3. Department of Energy (DOE) during federal support operations will provide the personnel, an on-scene technical director, and equipment for radiological monitoring and assessment activities.

4. Department of Transportation (DOT) under Public Law 93-633, Section 109 (d) (2), is required to provide information and advice in transportation emergencies involving hazardous materials. The DOT will also investigate transportation accidents and inspect for violations under their authority.

5. National Response Center (NRC) receives and relays notices of releases to the appropriate On-Scene Commander (OSC), disseminates OSC and RRT reports to the National Response Team (NRT), and provides facilities for the NRT to use in coordinating a national response action.

H. Industry

1. Owner or Operator

a. The owner is required to notify the State Department of Environmental Quality upon discovery of a release of certain hazardous materials.

b. The owner or operator will designate a Facility Emergency Coordinator who will participate in the planning process and who will notify:

   i. The Community Emergency Coordinator (CEC) for the Local Emergency Planning Committee (LEPC),

   ii. The State Emergency Response Commission (SERC) of any state likely to be affected by the release,

   iii. The National Response Center (NRC), and

   iv. Any other persons to whom the facility is to give notification.

c. The Facility Emergency Coordinator will make available to the 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.

4. Licensees operating within the states generally fall into one or two categories.

a. They either must comply with the Nebraska Radiation Control Act (RRS 71-3501 to 71-3519) or,

b. They must be covered by an appropriate reciprocal procedure.

c. In the event of a radiological incident, licensees must respond as required by DHHS regulations. Licensees may assume the responsibilities of the shipper when radioactive materials under their control must be transported by a carrier.

V. CONCEPT OF OPERATIONS

Most operations would be conducted as defined elsewhere throughout this Plan. This Appendix addresses only those unique aspects of hazardous materials incidents.

A. Notification

1. When a hazardous materials incident is identified, the first responders will notify local authorities and executives of the incident.

a. In the event of a fixed site incident, the facility will use the normal emergency notification system to notify the Fire Chief, who is the designated Community Emergency Coordinator (CEC). The Incident Commander shall decide to implement the plan.

b. In the event of a transportation spill, the notification will be satisfied by dialing 911 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 to request assistance if the situation is beyond local and/or mutual aid capabilities.

4. When radiological material is confirmed, the DHHS should be immediately notified via Nebraska State Patrol Communications.

5. The County Emergency Management Director will alert volunteer and charitable organizations that may provide assistance to evacuees.

B. Initial Response

1. The Incident Commander will identify the area to be isolated by a controlled perimeter, the area of population likely to be affected by such release, and report this information to the dispatch center to relay to other responding agencies.

2. Determine the nature of the material from the facility personnel, placards, labels, or shipping papers from the shipper/owner.

3. Identify, evaluate, and assess the problem and its potential. Consider that some effects of the incident may not be noticeable for some time.

4. Contact CHEMTREC (1-800-424-9300) for information to determine the most effective handling of the incident.

5. A Nebraska Hazard Incident Team (NHIT) may be requested through the Nebraska State Patrol to aid the responding units. NSP will dispatch the closest members of the team to the scene to provide guidance and technical assistance to the Incident Commander.

C. Emergency Public Information

It is important to provide accurate information to the public so they know what to do immediately to protect them.

1. The Public Information Officer will coordinate the dissemination of information concerning the incident with the Chief Executive Officer the 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 Polk County are listed in Annex D, Attachment 1.

D. Evacuation / In-place-shelter

1. The Incident Commander will make the decision to shelter in-place or to evacuate based on the recommendations of CHEMTREC, the DOT Emergency Response Guidebook, the product manufacturer, and/or state or federal agency advisors.

2. Policy and procedures for evacuation are defined in Annex E. In-place sheltering procedures are in Annex J. Procedures for movement of evacuees are in Annex H. Procedures for the reception and care of evacuees are in Annex I.

E. Containment and Cleanup

1. Determine what can be done, based on training and equipment available, to remove the threat, i.e., contain and/or counteract, decontaminate, or remove, etc. By law it is the spiller's responsibility to contain or confine any threat associated with the cargo in their possession.

2. The party responsible for spilling the product should, depending on the material involved, complete the cleanup and disposal as specified by publications and agencies. See above IV, 3, D.

3. The manufacturer is a source of advice and information for a chemical decontamination team.

4. The Regional Response Team (RRT), composed of representatives of Federal Agencies may be convened by the Federal On-Scene Coordinator to provide advice or recommendations during a response to a major hazardous materials incident.

F. Health and Safety

Federal law requires the presence of a Safety Officer on every hazardous materials site. The Safety Officer will:

1. Determine the types of respiratory or other personal protective equipment required for workers.

2. Have victims treated if an accurate diagnosis can be obtained. Some effects may not be noticeable for some time. Information should be obtained to identify all persons at the scene even if no immediate medical problems appear.

3. Get emergency medical information and other pertinent information from CHEMTREC (800-424-9300).

4. Notify local supporting hospitals of the hazardous substance's identity and the number of persons affected.

5. Have standby medical personnel ready to provide service to those working on the material. Follow standard procedures for baseline medical checkups for everybody who enters and leaves the 'hot zone' or has been exposed.

6. Every precaution should be taken to minimize exposure of emergency workers to radiation. Dosimeters are included in all monitoring sets issued to emergency response personnel. Once the presence of radioactive material is detected, the on-scene commander will ensure that personnel wear dosimeters and/or TLDs (if available). The Polk County Radiological officer will ensure that sufficient dosimeters/TLDs are charged and available at the scene and that records of exposure times and readings are initiated. Lifesaving rescue and emergency care will not be delayed in order to obtain precise measurements of radiation exposure levels or to distribute radiological equipment.

   a. Radiation exposure to emergency workers will be kept as low as reasonably achievable. Guidelines recommend maximum accumulation of not more than 1 REM in general emergency situation or 25 REM to save a life.

   b. Air breathing apparatus should be utilized if there is a gaseous or particulate release of radioactive material. If in doubt, the equipment should be used.

G. Security

The defined hazard area will be isolated and cordoned, permitting only lifesaving and response operations. Only those responders properly trained and equipped will be allowed entry.

H. Explosive Handling

Only trained specialists should attempt to remove or defuse an explosive device when found.

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 (CFR-1910.120) and EPA regulations. All training supported by the Homeland Security process or grants must be DHS (Department of Homeland Security) approved.

2. Radiological Officers and all Radiological Monitors will receive initial radiological training. This training should specifically relate to their area of individual responsibility.

B. Exercise

An exercise involving response to a hazardous material incident should be conducted annually. The training program will be consistent with the Homeland Security Exercise Plan policies.

THIS ATTACHMENT IS ON FILE WITH

LOCAL EMERGENCY MANAGEMENT

AND THE

NEBRASKA EMERGENCY MANAGEMENT AGENCY

HAZARDOUS MATERIAL INCIDENT REPORT

Anyone giving or receiving an incident report should obtain as much information as possible.

* Time Report _____a.m./p.m. * Date_____

* NAME OF PERSON CALLING_____

* REPRESENTING _____ TITLE OR POSITION_____

* CALL BACK NUMBER AT SCENE_____

* LOCATION OF INCIDENT:

*City_____*County_____

* Exact location of area involved:_____

* HAZARDOUS MATERIAL INVOLVED: (Use additional pages as needed)

* Chemical or trade name:_____ * Manufacturer: _____

* Quantity spilled/released (if known):_____ * Duration of release:_____

* Physical form (liquid, solid, or gas):_____ * Measurements from radiation detection instruments: _____

* Media into which the release occurred (land, air, water):_____ Other: _____

DESCRIPTION OF INCIDENT: (Use additional pages as needed)

A. Time of incident:_____ AM./PM. Date of incident ____/____/20____

B. Weather conditions (wind, atmospheric conditions, etc.)_____

C. Current status of incident:

1. Is the incident area secure?_____ Evacuation or in-place-shelter needed (which?)?_____

2. Was there an explosion?_____Fire?_____Environmental damage?_____

3. Are there people injured or contaminated?_____How many? _____

4.* Advice regarding necessary medical attention or chronic health risks? (if known)_____
_____

5.* Actions taken to respond to, contain, clean up materials._____
_____

6. Location & disposal method of hazardous\ contaminated materials_____

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 fixed facility

Responsibility of facility owner/operator to notify

1. Local response organizations by dialing 911 or appropriate number,

2. Nebraska Department of Environmental Quality (NDEQ)
   Monday through Friday 0800 – 1700, call (402) 471-2186,
   after-hours, weekends, and holidays, call the Nebraska State Patrol, (402) 471-4545,

3. National Response Center (NRC) hot line (800) 424-8802,

4. The Polk Community Emergency Coordinator (CEC) designated by the Local Emergency Planning Committee (LEPC). The CEC is usually the District Fire Chief.

II. Transportation accident

By law, dial 911 or the operator.

III. Responsibility of local response organization, Incident Commander (IC):

A. Incident at Fixed facility

1. Operate under the Incident Management System (IMS),

2. Confirm the appropriate notifications have been made by responsible party, if not make notifications to NDEQ, NRC, and CEC.

B. Transportation accident

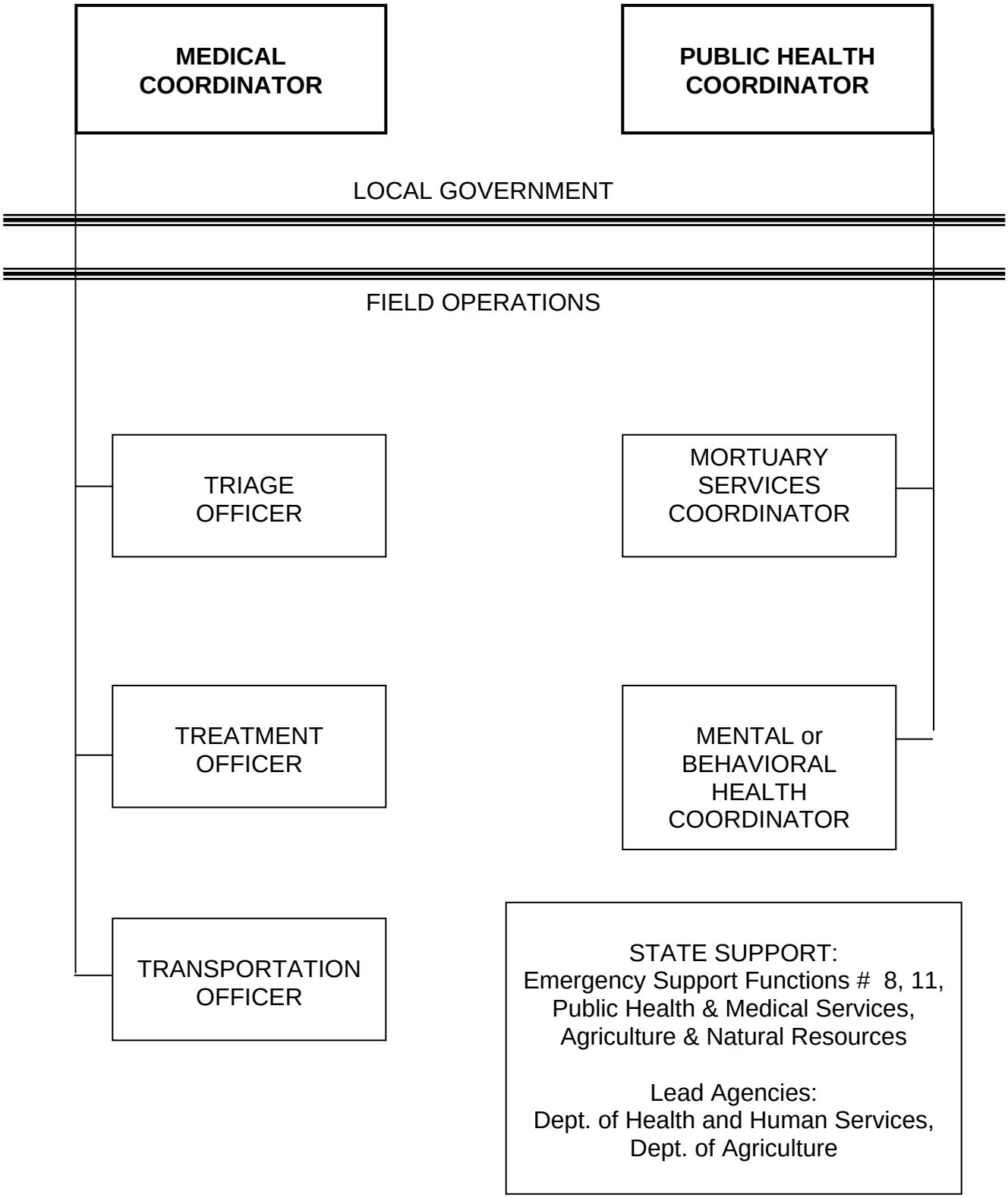
1. Operate under the Incident Management System (IMS),

2. Incident Commander should see that above notifications are made to NDEQ, NRC, and CEC.

EMERGENCY NOTIFICATION ROSTER

Groups	Phone
State Assistance	
State Emergency Response Commission	402-471-3241
Nebraska Dept. of Environmental Quality	402-471-2186
Nebraska Emergency Management Agency	402-471-7421
After Hours	877-297-2368
State Fire Marshal	402-471-2027
Nebraska State Patrol	402-471-4545
Nebraska Department of Health and Human Services	402-471-2541
Nebraska Game and Parks	402-471-5547
Nebraska Dept of Roads (local District)	
Department of Aeronautics (downed aircraft, non-military)	402-471-2371
National Guard, contact NEMA	402-471-7421
Other Emergency Assistance 24 HRS	
Emergency Planning, Community Right-to-know Act (EPCRA) Hotline	800-424-9346
Chemtrec	800-424-9300
National Response Center/ Spill reporting	800-424-8802
http://www.nrc.uscg.mil/nrchp.html	
U.S. National Response Team (chemical guides, biologicals)	
http://www.nrt.org	
Poison Control Center (PCC) [for pesticides]	800-955-9119
National Poison Control Center (directs to the nearest PCC)	800-222-1222
Union Pacific Railroad	800-877-0511
U. P. Response Management Communications Center	888-877-7267
Burlington Northern Santa Fe Railroad	817-234-6164
Nebraska Kansas Colorado Railroad	800-331-3115
Nebraska Central Railroad Company	402-562-6155 day, 402-564-8329 night
Natural Gas Pipeline	800-733-2400
Enterprise Products Operating L. P. gas	800-546-3482
Jayhawk Pipeline, L.L.C.	888-542-9575
Kaneb Pipeline Op Partnership, NuStar Energy L.P.	800-759-0033
Kinder Morgan Energy Partners	888-844-5658
Kinder Morgan Interstate Gas Transmission LLC	888-763-3690
Kinder Morgan, Trailblazer Pipeline	800-733-2490
Kinder Morgan Pipelines/ Platte Pipe Line Comp.	888-449-7539
National Co-op Refinery Assoc – NCRA	620-241-6611
SourceGas Distribution LLC	800-563-0012

HEALTH AND HUMAN SERVICES



HEALTH AND HUMAN SERVICES

I. PURPOSE

A. Medical

This provides guidance for a coordinated response for medical care and treatment for the ill and injured during or from a disaster.

B. Public Health

This provides guidance for coordinated public health services and interventions during and following a disaster. Functions include early detection and surveillance; epidemiologic investigation; implementation of control measures to reduce, contain or prevent disease; communication of essential information to the healthcare community, public and media; distribution and delivery of prophylactic medication or vaccination, if needed; and environmental surety.

C. Behavioral Health

To reduce harmful stress levels of citizens 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.

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. Annie Jeffrey Memorial County Hospital is the only hospital in Polk County. Licensure capacity is listed as 25 acute care patients and 3 bassinets.

C. There are two (2) nursing homes and 1 (one) Home Health Care clinics in Polk County licensed by the Nebraska Health and Human Services, Department of Regulation and Licensure. Facility details are found in Attachment 1.

D. There are four (4) Emergency Medical Services (EMS) within Polk County (Attachment 2).

E. The Seward Office of the Department of Health and Human Services, the Lincoln Area Agency on Aging and other private agencies have the capability to respond to the serious needs of the population should a major disaster occur.

III. ASSUMPTIONS and PLANNING FACTORS

A. Any incident that generates an emergency patient load that exceeds the normal day-to-day capabilities of local emergency medical resources or poses a public health threat to the residents may be considered a disaster.

B. Mutual Aid and outside resources will be available to assist the county in natural, technological and man-made emergencies/disasters and incidents involving threatened or deliberate terrorist use of weapons of mass destruction.

C. Any hospital or nursing home evacuating patients to facilities in other local or regional facilities will provide the medical records of patients, professional staff, and as many supplies and equipment as practical.

D. There are indirect and direct public health threats associated with specific types of emergencies and disasters. These might include non-outbreak situations (for example, contaminated drinking water, chemical exposures, and sewage discharges), disease outbreaks (for example *E. coli* 0157, anthrax, meningitis, West Nile Virus, plague, smallpox, and SARS), sanitation problems, an overload of mortuary service capabilities and community mental health issues.

E. People not normally clients of the local Social Services agency may require some form of public assistance under disaster conditions.

F. The Four Corners Public Health agency (ies) will work in partnership with the Polk County Emergency Manager and the mass care shelter manager to plan for and assist them to accommodate people who have special needs. Four Corners Public Health will provide recommendations for communications methods, public information message development, special equipment and supplies that may be needed and locating local care providers to assist individuals whose needs cannot be met at the shelter.

IV. ORGANIZATION/RESPONSIBILITIES

A. Medical, Public Health, Mental or Behavioral Health and Social Services operations are each described separately, but close coordination is required to fulfill the overall responsibility of safeguarding and minimizing the adverse health factors which may affect our citizens during and/or after an emergency or disaster. To provide a coordinated and effective response, the health and human services functions have been separated into two areas, local government support and field operations (see page G-1).

1. Local government support and coordination entails coordinating emergency services such as law enforcement, fire, rescue, and public works, and providing logistical support where required. Both the Medical Coordinator and the Public Health Coordinator represent their respective functions on the EOC Staff.

2. Field operations direction and control should follow the Standard Operating Procedures (SOPs) developed by the local health, mental or behavioral health, state social services and local area medical professionals/facilities.

B. Health and Medical Responsibilities

1. Emergency Medical Services:

a. Basic Life Support is the responsibility of each rescue squad or ambulance service in a jurisdiction. Advanced Life Support Services (ALS) is the responsibility of Annie Jeffrey Memorial County Hospital in Osceola.

i. The notification for emergency medical assistance comes from Polk County Communications dispatch via 39.9

ii. The Rescue Chief will initiate an Incident Command System and will coordinate field operations and transport of victims with Annie Jeffrey Memorial Hospital.

iii. The Rescue Chief will notify Annie Jeffrey Memorial Hospital as soon as possible if the patient being transported is potentially contaminated from a HazMat incident and provide information about the hazardous substance involved.

iv. The Ambulance/Rescue Chief will ensure that all personnel are trained to respond to a hazardous materials incident according to levels of response training set by their employer in compliance with OSHA and EPA regulations.

v. The following functions are needed:

a) Triage: Assessing patients and assigning priorities for medical treatment and transport.

b) Treatment: Providing care and treatment of patients while being held for transportation to medical facilities.

c) Transportation: Coordinating with Annie Jeffrey Memorial Hospital for directing patient transport to receiving hospitals and/or medical facilities.

b. Air ambulance support would be requested from Life Net in Omaha and Norfolk, and Star Care Five in Lincoln.

2. Medical Coordination

a. A member of the EOC staff will appoint a Medical Coordinator in the event a disaster extends beyond mutual aid capabilities. The Medical Coordinator will act as a liaison between the medical community and the local government.

b. When an incident occurs which requires medical field operations, the Medical Coordinator will support medical mutual aid requests and coordinate additional requirements.

c. The Medical Coordinator, with the support of the Logistics Chief/Manager and/or the Polk County Emergency Management Director, will locate supplies and/or equipment to support medical operations in the event of an actual or anticipated shortage.

3. Public Health Coordination

a. The Polk County Health Director or a Public Health District designee will serve as the Polk County Public Health Coordinator and is responsible for coordinating activities required to safeguard public health and minimize the spread of disease. The Public Health Coordinator is the liaison between public health officials and the local government.

b. The Polk County Public Health Coordinator will coordinate with the Polk County Emergency Management Director, Polk County Emergency Board, and other agencies as applicable. This is critical in the care and sheltering of populations with special needs.

c. The Polk County Public Health Coordinator will assess the need for crisis counseling for disaster survivors and disaster workers. If crisis

counseling is deemed necessary, the Public Health Coordinator will request assistance from and coordinate with the local ministerial association and/or the Blue Valley Mental Health Center of York to provide the necessary services.

d. The Polk County Public Health Coordinator or designee is responsible for initial size-up, hazard evaluation and assessment related to existing or anticipated public health threats. The Public Health Coordinator or designee will determine the scope and level of the public health response and what assistance may or may not be needed. Depending upon the nature of the incident, the Health Department may take the lead or assume a support role. Specific capabilities, which correspond to the Target Capabilities List in Homeland Security Presidential Directive 8 include, but are not limited to, the following:

i. Environmental Health Water Safety: The Department would coordinate with DHHS about potential drinking water contamination. DHHS and/or Polk County Public Health Department would direct the certified public water operators within the county to provide bottle water, direct or recommend boil water orders, or perform additional sampling, depending upon the situation, to confirm contamination. For private wells, Polk County Public Health Department would contact the homeowner and make appropriate recommendations.

ii. Environmental Health Emergency Sanitary Sewage Disposal: The Department would recommend portable toilets for use by incident site clean-up crews, residents and the public as needed. The Department would also coordinate with the Prairie Valley Chapter of the American Red Cross (Columbus), Salvation Army, and the County Emergency Management to inform and advise the public of emergency individual sewage disposal procedures.

iii. Vector Control: The Department would survey and map affected area(s); provide mosquito trapping and testing of mosquitoes for West Nile Virus; identify problem areas so that preventive measures (i.e., larviciding) for vectors may be taken; recommend other prevention methods such as drainage of standing water and use of mosquito abatement techniques over potential breeding sites as needed. Rodent and insect control is expedited by public complaint. Exterior mouse and rat infestations are exterminated by the Department. Extermination of interior insect and rodent infestations are required of homeowners.

iv. Food Safety: The Department would coordinate with the Nebraska Department of Agriculture, United States Department of Agriculture (USDA) and Food and Drug Administration (FDA) to identify the extent of contamination, embargo and recall food as necessary, and request laboratory and investigation assistance as needed. Reports of human illness would be forwarded by the Department's Epidemiology Section to DHHS Epidemiologist. Contaminated food will be transported to the Polk County Sanitary Landfill for disposal.

v. Mass Prophylaxis: Based upon the results of epidemiologic investigation and in compliance with the Centers for Disease Control and Prevention (CDC) and DHHS recommendations, the Public Health District/Department would vaccinate or provide antibiotic prophylaxis. See Appendix 1.

vi. Isolation and Quarantine: The Polk County Public Health Coordinator or designee would determine measures necessary to prevent the introduction of communicable diseases into the county and to remove or quarantine any person or persons having such disease. The Polk County Public Health District/Department, in consultation with DHHS, the CDC, and other local health experts (as deemed necessary) will determine the specific community-wide containment strategy(s) to be implemented and the geographic area in which it will be implemented. The Polk County Public Health Coordinator or designee, in consultation with DHHS and County Attorney, shall produce the written order of isolation or quarantine.

vii. Epidemiological Investigation: The Polk County Public Health District/Department Epidemiology Section is responsible for the evaluation of suspected and confirmed communicable disease events and the identification of situations of public health importance that may require the implementation of aggressive disease containment measures that go beyond the routine measures employed on a daily basis. Confirmed or suspected communicable diseases of possible significant public health concern identified by Epidemiology staff will be immediately reported to and evaluated by the Epidemiology Section Supervisor for analysis. Based upon determination that the reported disease or event is unusual and/or poses a significant, immediate threat to the community, the Polk County Public Health Coordinator will consult with DHHS, and the CDC.

viii. Emergency Public Information: The Polk County Public Health District/Department would provide information, updates, guidelines and recommendations to the healthcare community

including treatment recommendations and protocols and plans for prophylaxis if warranted. The District/Department 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 Polk County or to areas surrounding the incident. The Department would coordinate and consult with the County Emergency Management Agency to use public alerting systems if necessary.

ix. Re-entry: The District/Department may recommend when it is safe to reoccupy an area after evacuation caused by a hazardous material release or a communicable disease outbreak.

4. Mortuary Services (Mass Causality Plan)

a. When mortuary capabilities are exceeded during a disaster, the Polk County Attorney is responsible for coordinating the interment of the dead. Disposition of the deceased will be in accordance with Nebraska statutes and will respect religious, ethnic and cultural differences to the extent possible. Additionally the Polk County Attorney may:

i. Assign bodies to local funeral homes,

ii. Establish temporary morgue facilities,

iii. Coordinate emergency interment.

b. Emergency Morgue: If a request for an emergency morgue is made through the Polk County Sheriff's Office, then the Polk County Attorney acting as coroner, will:

i. Obtain the use of a suitable building that is easily accessible to the disaster area,

ii. Notify the EOC of the morgue location,

iii. Coordinate with all the area funeral homes for the recovery, transportation, preservation and identification of the bodies and body parts, respecting cultural and religious differences to the extent possible.

iv. If conditions warrant, request refrigerated trucks from local trucking companies to hold bodies pending transfer to funeral homes.

c. The locally developed Mass Casualty Plan includes a description of the procedures and agencies use to identify and respond to damage to grave sites and cemeteries.

d. The local Mass Casualty Plan will address how the next of kin will be notified and bodies claimed by the surviving family and for the disposition of unclaimed bodies.

5. Mental (Behavioral) Health Coordinator:

a. The Mental (Behavioral) Health Coordinator will work closely with the Social Services Coordinator and will coordinate behavioral health services for victims, family members, first responders, health and medical personnel as well as the general public. Within the general population are those identified as having special needs, at-risk or having increased vulnerability to the effects of a crisis. These populations are:

i. Individuals with disabilities, including developmental, physical and/or mental illness.

ii. People with a history of substance (drug or alcohol) abuse.

iii. Children under the age of 18.

iv. Adults age 65 and over.

v. Non-English speaking populations.

vi. Individuals who are homeless.

vii. Long term care and residential nursing facilities.

b. Locations where the Mental (Behavioral) Health response/services may be available include:

i. Sites where the survivors and families of victims will be such as, shelters, meal sites, disaster application centers, American Red Cross service centers, hospitals, survivor's homes, farms, morgues, etc.,

ii. Mass care centers and immunization clinics,

iii. Hotline sites,

iv. Community outreach sites such as community centers, shopping malls, locations announced through the media, etc., and

v. Sites where responders gather such as the incident site, staging and material storage areas.

c. Services will be coordinated with the American Red Cross, local ministerial associations or interchurch ministries, community volunteers, Critical Incident Stress Management personnel and others as appropriate.

d. An outreach program providing information and messages relating to services and health topics may be established. This public education information will be prepared in collaboration with, local service providers and coordinated with the various DHHS Public Information Officers.

e. The Mental (Behavioral) Health Coordinator will make recommendations and provide status reports to the Public Health Coordinator.

f. The local Ministerial Association, with possible referral to the Blue Valley Mental Health Center, will conduct the initial crisis counseling.

g. Critical Incident Stress Management (CISM) Teams are available to provide stress management sessions for fire, EMS, law enforcement, dispatchers, hospital, corrections 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 Seward Office of the Department of Health and Human Services will serve as the Social Services Coordinator. The Coordinator will advise local executives on matters pertaining to social services, ensure that activities are administered in an orderly, efficient manner, develop procedures for determining needs of disaster survivors, and process inquiries concerning disaster survivors. The existing Health and Human Services staff, augmented as necessary from other organizations, will serve as support staff. Health and Human Services will distribute USDA donated foods to local organizations and Red Cross to provide mass feeding for disaster survivors and, if implemented, will administer the Emergency Food Stamp Program. All agencies will participate to the extent of their mandated responsibilities.

7. Community Services

a. Various community services programs function as vital support on a routine basis and are an important resource in disaster response and recovery activities. Their ability to respond to community needs is based on the organized efforts of many volunteers. Services provided by the community include, but are not limited to:

   i. Food for disaster survivors,

   ii. Clothing,

   iii. Temporary shelter.

b. Churches and church groups are vital community resources and function as support organizations to provide response and recovery assistance to disaster survivors. They may provide:

   i. Food to disaster survivors,

   ii. Clean-up and recovery equipment and labor assistance,

   iii. Crisis counseling for disaster survivors/workers.

c. In addition to the local church groups, assistance in disaster recovery activities can be obtained from the Mennonite Disaster Service, the Adventists Community Services, and other non-profit, volunteer-based, disaster recovery organizations. Most of these organizations are affiliated with Voluntary Organizations Active in Disaster (VOAD). Contact with these groups can be made through the Nebraska Emergency Management Agency.

d. The Lincoln Area Agency on Aging assesses the needs of the elderly population in Polk 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 Polk County Nursing Homes 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 establish a command post that is responsible for patient care operations at the scene including personnel assignment.

2. Rescue personnel will triage and assign priority categories based on urgency and chance of survival.

3. The command post will be in communication with the Annie Jeffrey Memorial County Hospital. Determination of receiving facility will be predicated on medical facility patient loads and nature of injuries, and levels of care needed and available. Patient transfer between receiving hospitals will be coordinated by the responding hospitals. (wam)

4. The incident command will normally determine requirements for and request medical mutual aid. If necessary, the Medical Coordinator will support the mutual aid requests and coordinate additional resource requirements.

5. Annie Jeffrey Memorial County Hospital will coordinate with law enforcement officials on additional security requirements at the hospital.

6. 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 hospital and nursing homes are responsible for developing internal procedures for:

   a. Assessing and preparing patients for evacuation,

   b. Assuring medical records are transported with patients,

   c. Identifying and transporting essential medications and supplies to include medical hard goods, dressings, food, day to day support items.

2. The Administrator or designated representative of the affected facility(s) will coordinate evacuation requirements, including transportation, with the EOC.

3. Receiving facilities will be in accordance with Hospital Emergency Plans.

C. Support to Medical Professionals

The hospital will work closely with the Polk County Emergency Management Director in providing emergency transportation to and from critical medical facilities. Volunteers, such as 4-wheel drive vehicle owners/clubs, snowmobile owners/clubs, and amateur radio operators (depending on situation - i.e., winter storms) will be utilized to provide this transportation.

D. Public Health Threats

1. In an anticipated or actual public health threat, the Polk County Public Health Coordinator or the Polk County Emergency Manager will notify the Nebraska Emergency Management Agency to coordinate State assistance.

2. In the event of water shortages, Public Works should coordinate with the Polk County Emergency Management Director and Public Health 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 Polk County.

E. Social Services

The Social Services Coordinator will coordinate the efforts of various agencies to meet individual human needs. During actual or impending disaster situations requiring the lodging and feeding of a considerable number of people, procedures outlined in Annex I, Mass Care will be supported by Health and Human Services agencies.

1. Disaster Recovery Center (DRC): Upon a Presidential Disaster Declaration, a representative of Health and Human Services may participate in the Disaster Recovery Center. The DRCs will provide information to individuals on the various disaster assistance programs available as a result of the Presidential Disaster Declaration. The Center will also provide a bank of telephones for individuals to make direct application for assistance.

2. 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 Seward Office of the Department of Health and Human Services, in coordination with community services, such as the Red Cross, and the Area Agency on Aging will identify any special needs groups and in the event of a disaster, ensure that their needs and levels of care are met.

3. Counseling: Mental health professionals, members of the local ministerial association and public school counselors may provide emergency counseling to disaster survivors. This counseling may occur at several locations and will be coordinated between the Mental Health Coordinator and the Public Health Director.

4. Evacuation: Health and Human Services, in coordination with the Area Agency on Aging and Handi-Bus Service will attempt to identify and assist any elderly, infirm or 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 Polk County 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 and where possible regional health care facilities involvement into the hospital and nursing home's annual exercise.

2. Emergency medical professionals and volunteers will participate in these exercises to the maximum extent possible.

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

C. Training

1. In addition to the training required for normal operations, health and medical personnel should be trained to respond to a hazardous material incident to the level determined by their employer in accordance with OSHA and EPA regulations.

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

LIST OF ATTACHMENTS

Attachment #	Item	Page
1	Health and Medical Resources	G-16
2	Emergency Medical Resources	G-20
Appendix		
1	Mass Prophylaxis Plan	G-21
2	Agricultural Disease Response Plan	G-25
Attachment #		
1	Animal Disease Initial Response Plan	G-37
2	Potential Animal Holding Areas	G-43

HEALTH AND MEDICAL RESOURCES

(EM NOTE: Check and confirm data currently listed with the licensed health care facilities, clinics, nursing homes, etc. and capacities data found at: www.hhs.state.ne.us/crl/rosters.htm)

WITHIN POLK COUNTY

LICENSED HOSPITALS	CAPACITY	PHONE NUMBER
Annie Jeffrey Memorial County Hospital 531 Beebe St P.O. Box 428 Osceola, NE 68651	21	747-2031

NURSING HOMES

Osceola Good Samaritan Center 600 Center St. Osceola, NE 68651	52	747-2691
Midwest Covenant Home 615 East 9th St Stromsburg, NE 68668	58	764-2711

ASSISTED LIVING

Midwest Covenant Home 615 East 9th St Stromsburg, NE 68668	31	764-2711

INDEPENDENT LIVING

Midwest Covenant Home 615 East 9th St Stromsburg, NE 68668	9	764-2711

CLINICS

Annie Jeffrey Physicians Clinic 531 Beebe St Osceola, NE 68651		747-8851

HEALTH AND MEDICAL RESOURCES
(continued)

Stromsburg Medical Clinic 764-5511
208 Commercial St
Stromsburg, NE 68666

Prairie Creek Family Medical 764-2491
302 East 4th
Stromsburg, NE 68666

Shelby Clinic 527-5571
150 N Walnut
Shelby, NE 68662

HOME HEALTH

Polk County Health Department 747-2211
220 North State St
P.O. Box 428
Osceola, NE 68651

MENTAL HEALTH

Blue Valley mental Heath 362-6128
727 Lincoln Avenue
York, NE 68467

MORTUARIES FOR MULTI-CASUALTY INCIDENTS (MCI)

Dubas Funeral Home 747-4441
211 N Main
Osceola, NE 68651

Dubas Funeral Home 764-4411
214 Commercial
Stromsburg, NE 68666

Solt Funeral Home 765-3616
850 Park St.
Polk, NE 68654

HEALTH AND MEDICAL RESOURCES
(continued)

OUTSIDE POLK COUNTY

HOSPITALS

Columbus Community Hospital 564-7118
4600 38th St.
Columbus, NE 68601

York General Hospital 362-6671
2222 Lincoln Ave
York, NE 68467

AMBULANCES

Ground Services

Midwest Medical Transport 564-7114
2155 33 Ave
Columbus, NE 68601

Air Services (Include only those normally used or would used in an extreme case)

Lincoln: Star Care, 1 (800) 252-4262 - Helicopter & Fixed Wing
(Based at Bryan LGH Hospital)

Omaha: Life Net, 1 (888) 481-7040 - Helicopter and Fixed Wing

Kearney: Air Care, 1 (800) 474-7911) Helicopter, Fixed Wing, Long Distance Ground Service (including out-of-state)

Mc Cook: MedStar 308-345-3450 (McCook Police Department/Public Safety Dispatch)

Scottsbluff: AirLife, 1 (800) 252-2215

Sioux City, IA: Marion Air Care, 1 (800) 367-9469

Denver, CO: Flight For Life 1 (800) 525-3712 - Helicopter and Fixed Wing

HEALTH AND MEDICAL RESOURCES
(continued)

Greeley, CO: Air Life 911 of Greeley 1 (800) 247-5433, (Weld Co. CO Dispatcher), North Colorado Medical Center 1801 16th St., Greeley CO

Rapid City, S.D.: Black Hills Life Flight, 4025 LaCroix Court, Rapid, City, SD 57703. (605) 718-4300 or 1(800) 232-2452. Helicopter & Fixed Wing

Wichita, Kansas: (Home Office) Eagle Medical 1 (800) 525-5220 – Fixed Wing

POLK COUNTY EMERGENCY MEDICAL RESOURCES

RESCUE UNIT NAME	PHONE NUMBER	# of FIRST RESPONSE UNITS	# of FIRST RESPOND-ERS	# of BASIC LIFE SUPPORT	# of ADVANCED LIFE SUPPORT	# of EMTS	# of PARA-MEDICS	# OF JAWS of LIFE	Advanced Services: A/D, EMT-IV, A/V,ETC.
Stromsburg	911	2	3	X		12	0	1	A/D, Advanced Airway
Osceola	911	1	4	X		13	0	1	Innovate, Monitor IV's
Shelby	911	1	3	X		10	0	1	A/D, IV MANAGEMENT
Polk	911	1	4	X		11	0	1	A/D

MASS PROPHYLAXIS PLAN

I. Purpose

This provides a rapid and coordinated response for the citizens and transients of Polk County for a mass administration of vaccines and prophylactic medications and supplies in the event of a bio-terrorism outbreak or other medical needs.

II. Situation

A. The Polk County Emergency Management Agency along with the Four Corners Public Health District (PHD), the Annie Jeffrey Memorial County Hospital, the Nebraska Health and Human Services (HHS), the Centers for Disease Control and Prevention (CDC) and the Nebraska Emergency Management Agency (NEMA) have identified numerous hazards that would give cause to do a mass vaccination/prophylaxis clinic. Any outbreak would affect all the citizens and transients of the county. The population range could vary depending on the type and time of outbreaks and certain geographic factors.

B. Transient population needing vaccination/prophylaxis would be citizens not counted in the county's vaccine, medications or supplies allotment.

C. On a local level, initial response will be by local authorities. The regional/local Public Health District may determine the need for incident prophylaxis such as tetanus during a flood or tornado. Response management will follow the National Incident Management System (NIMS).

D. The decision to mass vaccinate/prophylaxis would come from the President of the United States under the advisement of the CDC. The Governor of Nebraska would declare a state of emergency.

III. Assumptions and Planning Factors

A. All the population in Polk 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 Polk County in the event of an actual emergency. The county's general plan for mass vaccine/prophylaxis clinics and potential follow up clinics is as follows.

A. Polk County's Mass Vaccination/Prophylaxis Clinic will be located at:

1. Osceola High School as the primary site.

2. Osceola Fire Hall as the secondary site.

B. Polk 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 Polk County Health Department, with the volunteer coordinator and with the Polk County Emergency Management Director. The list will include but is not limited to county and village first responders, medical staff, record keepers, security, and other needed key personnel.

C. Notification of a local event may come to the Polk Emergency Management Director, Annie Jeffrey memorial County Hospital or Law Enforcement. At that time, all clinic core team members will be contacted. Notification of public health events occurring outside Polk 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 the Polk County Emergency Management Staff.

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/medications/supplies

1. Nebraska State Patrol assisted by local Law Enforcement personnel will transfer vaccine from the State distribution site to the county.

2. The vaccine/medications/supplies will be signed off to a designated person at the clinic. If the vaccine/medications/supplies come before the clinic is activated, it will be delivered to the Polk County Law Enforcement Center. The vaccine/medications/supplies will be signed for by the County Sheriff and placed in the evidence room.

3. The vaccine/medications/supplies 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 prepared as possible for an emergency clinic, general supplies will be purchased ahead of time.

2. Before supplies will be purchased, storage space at Annie Jeffrey Memorial County Hospital will be requested. This location would make rotation of stock convenient, and therefore make it less likely that supplies purchased in advance could deteriorate if not used by their expiration dates.

3. If storage space is not available at Annie Jeffrey Memorial County Hospital, available storage space at Osceola Good Samaritan Center will be used.

4. 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.

5. In case of any potential countywide clinic, the Polk County Board of Commissioners will be asked for funding for supplies necessary to run a clinic. City/County Purchasing department will contact pre-contracted medical/clerical suppliers for specific additional supplies from the Master Supply List found in the Public Health Districts Master Plan.

6. If county funding is not available, the core committee will seek other funding alternatives, including but not limited to solicitation of all emergency and health care services in the county, fund-raising events, donations, etc.

G. Transportation and parking for the public.

1. Parking will be limited at the clinic site. The following lots will be used and shuttle service will be provided to transport the public:

   a. Osceola City Park

   b. Stromsburg's Buckley Park

   c. Polk High School

   d. Shelby High School

   e. Others will be announced if needed.

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. County residents and transients will be notified as soon as possible of the mass vaccination plan and instructions for participation.

1. The local media outlets will be utilized.

   a. Radio KJSK 900 AM, KLIR 101.1 FM (Columbus

   b. Polk County News in Osceola (402-764-5341)

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 EMERGENCY RESPONSE PLAN

I. PURPOSE

A. To provide coordinated measures and actions related to an agricultural emergency to detect, control and eliminate diseases, infestations, contamination and contagions to animals, plants and food as rapidly as possible within Polk County.

B. To generate appropriate measures at all response levels to eliminate the emergency and minimize the consequences in order to return Polk 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. Polk County is vulnerable to such events.

C. A major outbreak of disease, infestation or contamination in animals, plants or food could create both environmental and public health hazards to the human population including exposure to hazardous materials and contaminated water supplies, crops, livestock and food products. There could also be a significant mental health impact to the producers and their families, business partners, and the residents in and around the affected area.

D. Response to contamination and/or disease may involve local, state, federal and other entities. No single local or state agency has the full authority and expertise to act unilaterally, nor does the county have the necessary resources to deal with a large-scale situation.

E. Limited response resources in some geographical sections of the county may increase response time and there is the potential of radio and telephone communication difficulties.

III. ASSUMPTIONS and PLANNING FACTORS

A. The identification of animal disease, plant disease or infestation, or food, milk or dairy product contamination within the United States would affect the State of Nebraska, including Polk County. This could result in the creation and enforcement of movement controls of people, transportation, livestock, plants, food, milk and dairy products and other property.

B. Positive detection of disease, infestation, or contamination elsewhere will prompt State officials to employ additional precautions to prevent or mitigate a local occurrence.

C. Due to the nature of agricultural emergencies, such as a Contagious Animal Disease (CAD) or 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, wildlife, and food may be destroyed or controlled to prevent the spread of disease, infestation, or contamination after it has been confirmed within the county.

G. Vector-borne diseases can spread quickly, therefore a rapid response and control over a potentially wide area is needed.

H. Suspected or confirmed cases may require immediate quarantine of the area of origination and may require special operational procedures.

I. Eradication of the causative agent will require proper sanitary and disposal procedures for animal carcasses, plant material and/or food, milk, or dairy products, as determined by the Nebraska Department of Agriculture or Nebraska Department of Environmental Quality. Suspected infected locations, transport vehicles and on-site personnel may require cleaning and

disinfection. 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, State Emergency Operations Plan. If an animal event occurs, 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 Contagious Animal Disease Incident Severity Levels are:

1. Level 1: A CAD is confirmed in North America or Mexico, but not in the United States.

2. Level 2: A CAD is confirmed in the United States, but it is not suspected or confirmed in a state bordering Nebraska.

3. Level 3: A CAD is confirmed in a border state.

4. 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 State Emergency Operations Plan 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, a Nebraska Department of Agriculture (NDA) representative 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 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 *** 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. See "Potential Animal Holding Areas", Appendix 2, Attachment 2. 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, of the State emergency Operations Plan.

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 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 activates and operates the State Emergency Operations Center; provides liaison to the affected jurisdictions; prepares situation reports for the Governor; responds to assistance requests from county emergency management; coordinates the State's response with local jurisdictions; coordinates with FEMA and the National Response Plan; and assists in the dissemination of disaster related public information. NEMA can assist local responders, especially in remote areas, with communications, and coordinates the provision of Personal Protective

Equipment (PPE), other equipment, chemicals and supplies to facilitate the movement, destruction, disposal, cleaning and disinfecting of equipment, and decontamination of individuals.

4. Nebraska Department of Environmental Quality (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. NDEQ also provides 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, and monitoring and management of wildlife, to prevent the spread of animal disease to or through non-domesticated animals. NGPC also provides disposal sites, excavation equipment, and aids in the transport of carcasses, soil and debris. NGPC assists 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 needs of the public. They will provide assistance and epidemiology services in dealing with zoonotic (transmitted 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 (BSL-III) environment will also be made available.

9. Nebraska Military Department (MIL) ESF # 15

Members of the Nebraska Army and/or Air National Guard may be ordered to support other agencies in containment/quarantine activities, traffic control, general security, transportation or other designated functions. A request for military support is outlined in each county's LEOP, Basic Plan, VI, J, 3.

10. Nebraska State Fire Marshal (NSFM) ESF # 4

The Office of the Nebraska State Fire Marshal 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 coordinates with local law enforcement agencies in establishing or assisting with 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, provides information regarding animal diseases, biosecurity, and plant/animal health practices. Experts and specialists from the UNS can also provide technical assistance in the incident planning process; and, provide surveillance assistance in the prevention, response and recovery stages.

Various departments, such as the Department of Veterinary and Bio-Medical Science, may 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 Plant 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 States 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 an emergency involving plants or crops.

3. United States Food and Drug Administration (FDA)

The FDA, through its various divisions, will provide technical assistance during the planning stage and technical and laboratory support during the prevention, response and recovery phases of a food or dairy incident.

4. Federal Bureau of Investigation (FBI)

In the event that the emergency is the possible or confirmed result of terrorist activities, the FBI will be the lead agency. The LEOP, Annex H,

Appendix 1, Terrorism, details the role of the FBI, and their 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 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. Polk 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. Polk County Clerk/Treasurer

The Polk County Clerk/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. Polk County Sheriff's Office

The Polk County Sheriff's Office will receive an early alert of an agricultural emergency from the Polk County Emergency Manager when the situation warrants. At the time of a CAD event, the Sheriff will become a member of the Polk County Unified Command structure for the event and assume the command position for local law enforcement functions. The Polk County Sheriff's Office will provide the initial incident security to personnel and the quarantine zone. The Polk County Sheriff's Office 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. Polk County Emergency Management

The Polk County Emergency Manager will receive an early alert of an agricultural emergency, such as a suspected CAD/FAD, from NEMA should the conditions warrant. At the time of a CAD/FAD event (CAD Level 3 or 4), and when the county may become involved, the Polk County Emergency Operations Center will become activated. The roles and responsibilities of the Polk County Emergency Manager will remain the same as in other disasters; that is to coordinate requests for additional support, and communicate with the chief elected officials and NEMA, advising them of local conditions and activities.

5. Polk County Roads Department

The Polk County Roads Department will respond to requests as in other disasters with emphasis on traffic control in and around the quarantine zones. In support of the law enforcement agencies, the Polk County Roads Department will identify the sustainability of roads and bridges necessary for re-routing traffic from the quarantine zones. 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 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, 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. Four Corners Public Health Department

a. The regional/local Public Health Department will support the Nebraska Department of Health and Human Services and Volunteer Organizations Active in Disaster (VOAD) in providing overall leadership, coordination, assessment and technical assistance for public health needs in the event of a disaster or emergency. Other functions are described in Annex G.

b. The Four Corners Public Health Department 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, slaughter operations and private and commercial feedlots. These operations, in sizes from one animal to thousands, develop livestock bio-security plans which will be implemented during an emergency.

2. Volunteer Organizations Active in Disaster (VOAD)

Various volunteer agencies coordinate the provision of food and temporary shelter on site, especially when an area is quarantined. See "The Emergency Manager's Handbook" for a list of participating agencies.

3. Associations (Trade, Professional, Marketing)

Industry and professional associations, from international to local affiliates, are invaluable resources, providing membership lists, lists of resources such as equipment, stock holding locations, trained stock handling personnel, information about security and other technology that may impact planning, response, recovery and mitigation.

VI. ADMINISTRATION and LOGISTICS

A. ADMINISTRATION

A record of the costs and expenses incurred in the direct support of an emergency or disaster situation will be maintained by each jurisdiction and agency in the event reimbursement of claims is made available by state and federal agencies.

B. EXERCISES

All agencies with responsibilities outlined in this Appendix will provide annual training in 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 in a non-human population. The objectives for these exercises should be based on the policies and procedures identified in this plan.

C. PLAN MAINTENANCE

The Polk County Emergency Management Director, with the assistance of a member of the LEDRS Veterinarian Corps, shall annually review this plan and update the information based on input from the plan's participating agencies.

LIST of ATTACHMENTS

Attachment#	Item	Page
1	Animal Disease Initial Response Plan/Chart	G - 37
2	Potential Animal Holding Areas	G - 43

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 Incident Severity 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

A. Local Veterinarian, desiring further investigation and diagnosis, calls:

1. 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

2. Advises producer/processor on immediate herd health actions

B. NDA or AVIC dispatches a Foreign Animal Disease Diagnostician (FADD) to site

C. The FADD

1. Investigates, takes samples, and submits them for laboratory confirmation according to protocol for the suspected disease

2. Reports activities and situation to the State Veterinarian, USDA AVIC

3. Becomes Site Incident Commander

4. May implement local quarantine, including a local "Stop (Animal) Movement Order"

5. Requests voluntary travel restrictions of individuals in incident area

D. NDA:

1. Notifies NEMA
2. Notifies LEDRS Veterinary Corps
3. Activates NDA Command Center

E. NEMA:

1. May assist in transporting samples to diagnostic laboratory
2. May activate the SEOC and implement ESF #11
3. Notifies the local Emergency Manager in the affected jurisdiction
4. Notifies Governor's Office
5. Coordinates incident site security, access control points and decontamination if local resources are unable to provide from local or mutual aid resources.

F. Nebraska State Patrol:

G. May assist in transportation of samples to diagnostic laboratory

H. USDA:

1. Performs diagnostic testing
2. Informs FADD, State Veterinarian and AVIC

II. DIAGNOSTIC RESULTS

A. If results are negative for a CAD

1. FADD informs local producer, processor and veterinarian routine and ordinary veterinary procedures implemented
2. NDA notifies NEMA, who in turn notifies the Governor's Office and the local Emergency Manager
3. Incident response is curtailed
4. Local agency maintains activity log and tracks expenses

B. If results indicate a positive confirmed CAD

1. USDA:

   a. Notifies the FADD, NDA State Veterinarian and AVIC

   b. Notifies all State Veterinarians and all federal AVICs

   c. Activates the National Animal Health Emergency Management System

   d. May declare an “Emergency” or “Extraordinary Emergency”; evaluates need for Presidential Declaration

   e. Provides technical advice and personnel to support NDA

2. NDA:

   a. Notifies NEMA

   b. Reports to SEOC, representative serves as ESF #11 Coordinator

   c. Establishes quarantine zones

   d. Issues “Stop (Animal) Movement Order” (an embargo or import order to restrict animal transport either intra or interstate).

   e. Activates LEDRS

   f. Confers with State Veterinarians in surrounding states

3. NEMA:

   a. Activates SEOC, ESF-11, if not already activated

   b. Establishes an appropriate Incident Command structure.

   c. Notifies additional agencies for support

   d. Advises Governor’s Office for State Emergency Proclamation, Presidential Declaration

   e. Coordinates with local EM, gathers information for analysis by NDA

   f. Coordinates with other local, state, federal agencies

   g. Establishes Joint Information Center (JIC), if not already activated

4. Governor:

   a. Notifies governors of surrounding states

   b. May issue disaster proclamations

   c. May issue “Stop (People) Movement Orders” (an embargo or import order).

   d. Monitors and may assign state resources for import/export restrictions

III. LOCAL JURISDICTIONS

A. Polk County with “Strongly Suspected CAD” – Polk County Emergency Manager

1. Is notified by NEMA

2. May open EOC

3. Reviews and readies to implement CAD section of LEOP and 2005 Agricultural Guides from NDA

4. Notifies local resources

5. Establishes site security

6. Establishes access control points

7. May establish cleaning, disinfecting and decontamination stations for Vehicles and personnel; is advised by NDA and DEQ

B. Polk County with “Confirmed CAD” – Polk County Emergency Manager

1. Activates EOC, reviews and implements LEOP and the appropriate 2005 Agricultural Guides from NDA

2. Notifies Chief Elected Officials and asks for County Declaration

3. Coordinates with VOAD in support of mass care

4. May request mutual aid from other counties

5. Maintains activity log and tracks expenses

6. Facilitates Law Enforcement and Fire Service to assist in quarantine, traffic control, restricting access in/out of area

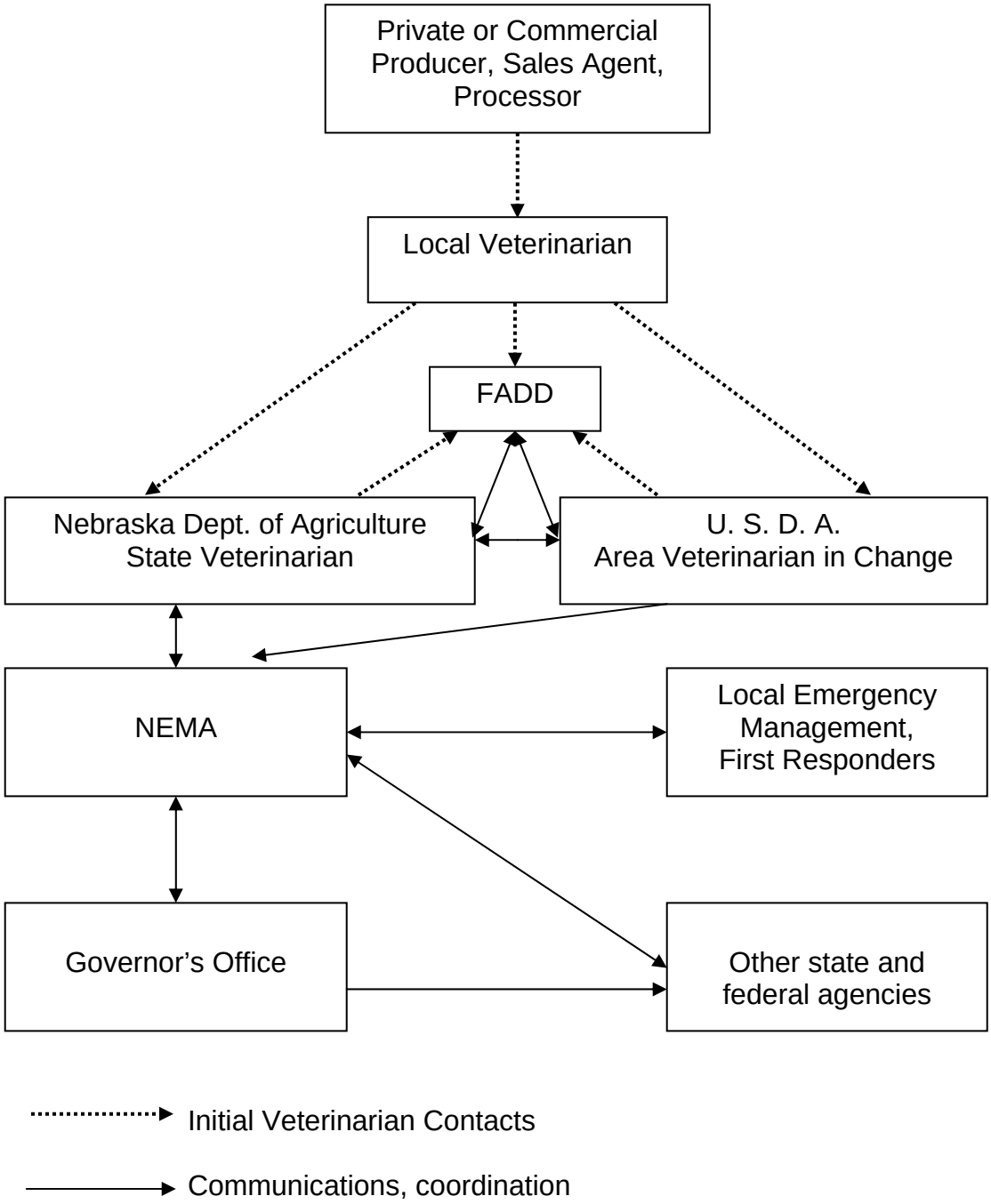
C. All Counties affected by a “Stop Movement Order” – (an embargo or import order)

IV. POLK COUNTY EMERGENCY MANAGER

1. Notifies Chief Elected Officials, asks for County Declaration
2. May activate EOC
3. Notifies local law enforcement
4. Confers with Nebraska State Patrol
5. Informs producers/processors through local network of CES agents
6. Implements LEOP, provides for animal holding and sheltering areas, as found in the appropriate 2005 Agricultural Guides from NDA
7. Provides mutual aid to affected counties as requested
8. Maintains activity log and tracks expenses
9. 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
Polk County Fairgrounds	Polk County Extension Office 747-2321	

Capacity by animal type (Numbers represent single type of animal only)
108 Head Cattle
140 Head Swine
40 Head Sheep
70 Head Goats
30 Rabbits
100 Chickens

Facility description: **

Open Barns
Barns with stalls

Inspection Veterinary:
Jennifer Brouche (W) 747-2511 (H) 747-7947

Available handlers/security:

Will complete when LEPC completed

** Additional resources listed in Annex L, Attachment 2

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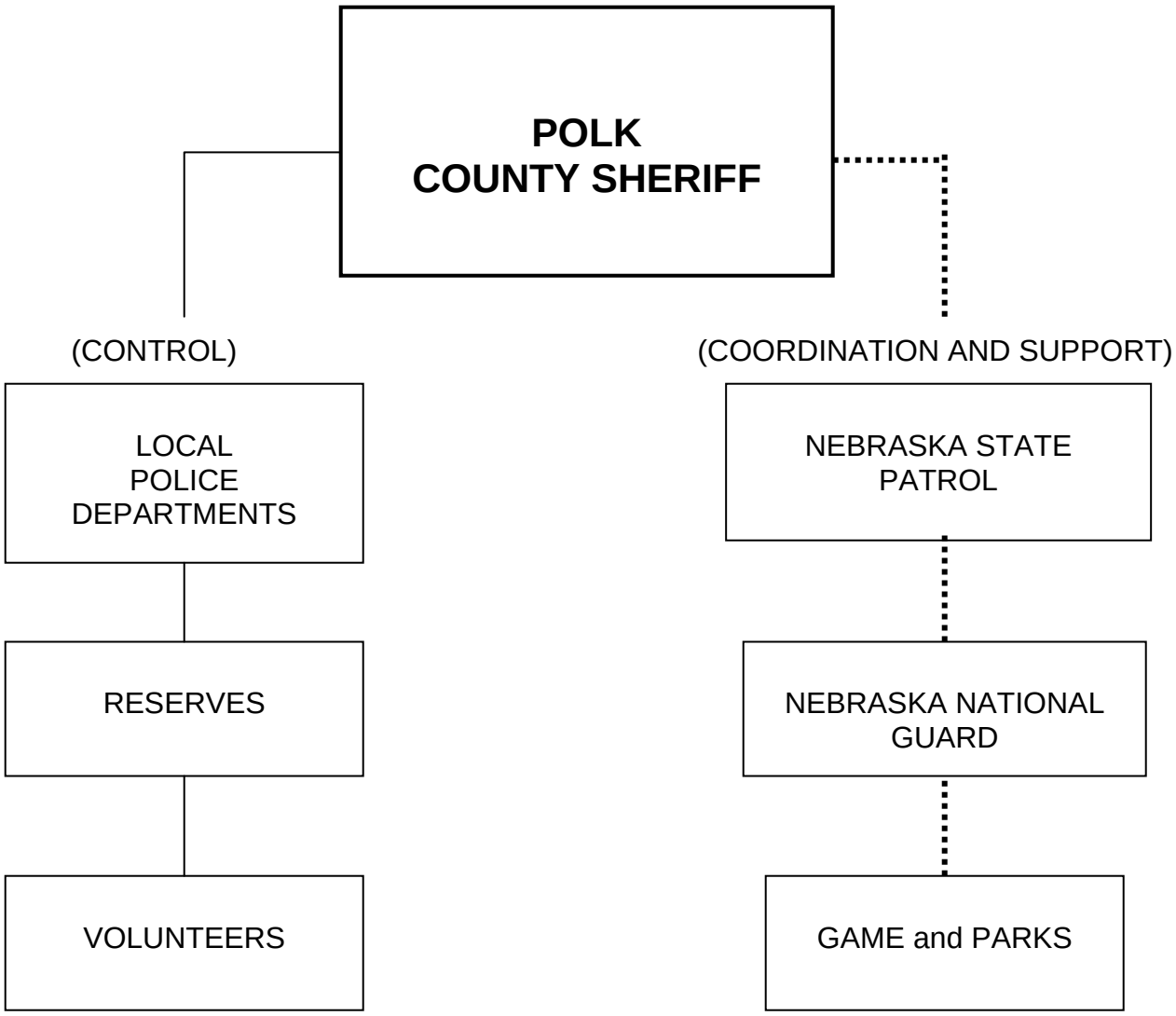
LAW ENFORCEMENT



STATE SUPPORT:
Emergency Support Functions:
#5: Emergency Management,
#13: Public Safety & Security
#15: Military Support

Lead Agencies:
Nebraska Emergency Management Agency,
Nebraska State Patrol,
Nebraska National Guard

LAW ENFORCEMENT

I. PURPOSE

This Annex assigns responsibilities and provides coordination guidelines between the law enforcement agencies operating during disasters to ensure the safety of all citizens in Polk County, to maintain law and order, protect public and private property, and provide protection for essential industries, supplies, and facilities.

II. SITUATION

During disasters, law enforcement agencies will need to expand their normal operations to provide increased control, protection, and security. Mutual aid, state and federal law enforcement agencies may be available to support local law enforcement. There are 2 (two) law enforcement agencies in the county (Attachment 1).

During threats or incidents of terrorism, the roles and responsibilities of the law enforcement agencies are detailed in the Terrorism Appendix 1 of this annex.

III. ASSUMPTIONS and PLANNING FACTORS

Local law enforcement activities will increase significantly during disaster operations. Additional law enforcement resources and services may be available through existing law enforcement agency mutual aid agreements. If local capabilities are overwhelmed, outside support may be obtained from state and federal law enforcement agencies. Areas that may require support are:

A. Traffic and crowd control,

B. Evacuation,

C. Search and rescue operations,

D. Security,

E. Acts of terrorism or other federal crimes,

F. Civil disobedience.

IV. ORGANIZATION / RESPONSIBILITIES

The Polk County Sheriff is responsible for law enforcement within their respective jurisdictions. Troopers from the Nebraska State Patrol are available to support local law enforcement requirements. Nebraska National Guard units are available to provide support subsequent to a Governor's Disaster Proclamation. Jurisdictional law enforcement responsibilities are:

A. City/Village 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. County Sheriff

1. Directs the 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 Polk 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 Polk 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 Polk County Sheriff has the reserve law enforcement personnel who are qualified and will be used.

2. Volunteers: if utilized, will assist law enforcement personnel as directed.

3. Nebraska National Guard: Under disaster emergency conditions proclaimed by the Governor, the National Guard assistance may be requested through the Nebraska Emergency Management Agency. Mission support provided to law enforcement includes:

   a. Security of disaster area.

   b. Search and rescue operations.

   c. Assisting Polk 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. The law enforcement chief or the Executive Group will issue directives banning parking on emergency routes.

4. The law enforcement PIO, in coordination with the EM and PIO, will release evacuation information and instructions on a scheduled and timely basis.

5. Spontaneous evacuation from the hazard area can be anticipated prior to an order for evacuation.

E. Security and Access Control

Individual jurisdictions will maintain regular security protection. Law enforcement personnel will establish and enforce policies and procedures for movement in restricted disaster areas.

1. Security

a. Security will be provided by the law enforcement agency having primary jurisdiction.

b. A security guard may be posted to prohibit unauthorized personnel from entering the EOC.

c. The Chief Executive may declare a curfew.

d. Law enforcement personnel will provide security for emergency response forces during disaster operations and establish a secure cordon around the disaster site(s).

2. Access Control

a. Members of the EOC Staff will coordinate emergency worker identification requirements with law enforcement officials.

b. Access Control Points will be used to manage access to the disaster area.

c. Other than immediate response emergency personnel, entry into a disaster area will be controlled by a pass system.

d. If a segment of the population is evacuated, control points will be established on routes providing access to the evacuated area. Operational responsibility will be coordinated among the various law enforcement agencies.

3. Passes and Identification

a. The Polk County Emergency Management personnel will provide local government emergency response identification cards/passes. Possession of this card permits full-time entry into restricted disaster areas.

b. The Polk County Emergency Management Director will determine the need and issue volunteers identification cards/passes.

c. City employees are issued permanent identification cards by The Polk County Emergency Manager. Possession of this card will permit access to restricted areas within the city.

d. Local government personnel not issued permanent identification cards will be issued the cards on a temporary, as-needed basis by the appropriate law enforcement agency in coordination with the Polk 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.

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 Polk County may go on full time status with 12-hour shifts to maintain a 24-hour capability. An exception will be individuals who are considered by the Executive Group to be key personnel in other areas.

2. Mutual aid information may be coordinated through the EOC by the law enforcement chiefs.

H. Damage Assessment

Law enforcement agencies will support damage assessment by providing an initial definition of the disaster area. They will maintain security of all the damaged areas and the essential facilities. This may include cordoning the disaster site.

I. Radioactive Materials Incident/Accident

Each law enforcement chief should select personnel to be trained in both radiological monitoring equipment operation and agency emergency response procedures.

J. Hazardous Materials Incident

In the event of a hazardous materials incident, the Sheriff, each Police Chief, and the Troop Commander, Nebraska State Patrol will ensure that personnel are selected and trained to respond in accordance with the standards set by their agency in compliance with OSHA and EPA regulations.

K. Prisoners

1. On a day-to-day basis, the jail population of the county is transported to and confined in Osceola, Nebraska. The facility has the capability to house 5 (five) prisoners. If a need arose to temporarily control a group of riotous or rowdy persons exceeding the capacity of the jail facility, the

County Sheriff would be responsible for selecting a temporary control area.

2. The protection or evacuation of the prisoner population is the responsibility of the jurisdiction. If prisoners need to be re-located, they will be moved to the York County Jail Facility in York. The Butler County Facility in David City will be used if additional space is needed.

3. Transportation will be coordinated through Polk County Sheriff. Van or Car will normally be used.

L. Animal Control/Pet Disaster Planning

1. Policies for animal control will be determined by the Polk 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. See Annex E, Attachment 1 for animal owners' responsibilities.

VI. ADMINISTRATION and LOGISTICS

A. Plan Maintenance

The Emergency Management Director, in coordination with law enforcement, is responsible for annual review and update of this Annex.

VII. TRAINING and EXERCISING

A. Training

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

B. Exercising

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

2. Law enforcement personnel will participate in exercises designed to examine the feasibility of this County Local Emergency Operating Plan.

LIST OF ATTACHMENTS

Attachment #	Item	Page
1	Law Enforcement Resources	H-10
Appendix		
1	Terrorism	H-11

POLK COUNTY LAW ENFORCEMENT RESOURCES

RESOURCES	SHERIFF DEPT	NEBRASKA STATE PATROL	GAME & PARKS
Sheriff	1		
Deputies	6		
Police Chief			
Assistant Chief			
Officers			1
Troopers		1	
Reserves	1		
SPECIAL TEAMS			
RADIOLOGICAL EQUIPMENT			
Total	8	1	1
Vehicles with radios	8	1	
Mobile Command Vehicle			

TERRORISM

I. PURPOSE

A. Introduction:

1. In February 2003, the White House issued Homeland Security Presidential Directive 5 (HSPD-5), "Management of Domestic Incidents," to enhance the ability to manage domestic incidents by establishing a single, comprehensive national incident management system.

2. In December 2003, the White House issued Homeland Security Presidential Directive 8 (HSPD-8), "National Preparedness," to strengthen prevention to, preparedness for, and response and recovery to threats or actual domestic terrorist attacks, major disasters and other emergencies by requiring a national domestic all-hazards preparedness goal and outlining other actions to assist preparedness.

3. Terrorism, as defined by the Federal Bureau of Investigation is the unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives. An act of terrorism incorporates all four of these elements.

B. Purpose of This Appendix:

1. To provide guidelines for assessing threats and reducing a community's vulnerability to terrorism.

2. To assist in developing a comprehensive and integrated plan for local governments to work in cooperation with state and federal agencies in responding to and managing the "crisis" of terrorism, including the use of nuclear, biological, chemical, and other weapons of mass destruction (WMD).

3. To provide guidance in coordinating "consequence" recovery activities in the community after a terrorist incident.

II. SITUATION

A. Scope of This Appendix:

1. This Appendix applies to all threats or acts of terrorism within the county and to the departments/agencies that may be required to respond to a threat or act of terrorism.

2. This Appendix builds upon concepts already addressed in this Local Emergency Operations Plan (LEOP) to respond to and recover from a broad spectrum of hazards, but it will also address unique actions necessary to respond to a terrorist act.

   a. On the local level, initial response will be by local authorities, using an Incident Management System in accordance with HSPD-5.

   b. When the incident is identified as a terrorist act or there is a credible threat, the State may request Federal assistance in accordance with HSPD-8.

B. Conditions:

1. Concern or an actual threat of terrorism may prompt precautionary measures. A credible threat scenario will initiate a threat assessment led by the Federal Bureau of Investigation.

2. Significant threat or act of terrorism will cause a response as described in this Appendix.

III. ASSUMPTIONS and PLANNING FACTORS

A. All communities are vulnerable to acts of terrorism from local, national or international sources.

B. Terrorist events may occur in a single area or simultaneous in multiple geographic areas and may result in immediate mass casualties such as an explosion or delayed casualties as in bio chemical incidents.

C. Terrorist events may occur with little or no warning and involve one or more tactics to include WMD, bombing, hostage taking, etc.

D. The fact that an emergency was a result of a terrorist act may not be determined until days, weeks, or months after the event has occurred.

E. The Polk County Emergency Management organization is based on a broad, functionally oriented, multi-hazard approach to disasters that can be quickly and effectively integrated with all levels of government.

F. No single agency at the local, state, federal, or private level possesses the expertise to act unilaterally in response to threats/acts of terrorism, particularly if weapons of mass destruction are involved.

G. Terrorism against a large population may overwhelm local and state government almost immediately; major events involving WMD may overwhelm federal capabilities as well.

H. If protective capabilities are not available, responders cannot be required to put their own lives at risk in order to enter a perimeter contaminated with nuclear, biological, or chemical (NBC) material. The perimeter may be closed until the effects of the NBC materials have degraded to safe levels.

IV. CONCEPT of OPERATIONS

A. Hazardous Analysis:

Polk County Emergency Management, in coordination with law enforcement and other appropriate agencies, should conduct a Hazards Analysis to identify facilities/individuals, essential services, and activities that might be at risk from terrorism.

B. Initial Response To Terrorism:

1. When the incident is suspected to be or is identified as a result of a terrorist act, the following agencies will be notified:

   a. Federal Bureau of Investigation,

   b. Nebraska State Patrol, and the

   c. Nebraska Emergency Management Agency.

2. All responding and cooperating agencies will use the NIMS.

3. The Polk County Emergency Management organization will provide the framework for local resource coordination and deployment to support the Incident Command. The EM will also be responsible for coordinating recovery efforts from a terrorist incident.

C. Site Assessment:

1. The site assessment of the threat and risks will determine protective actions for the responders and the public.

2. Personal protective equipment recommendations are based on risk.

3. The IC will determine if evacuation or in-place sheltering is needed.

4. The area must be immediately evacuated when a secondary device is suspected or discovered.

5. Security and access control measures in and around the disaster site will be implemented immediately by first responders to ensure public and responder safety as well as facilitate response and recovery initiatives.

6. Local law enforcement will immediately begin working with all responders to maximize the preservation of the crime scene.

D. Beyond Local Capability:

Response to a terrorist event will involve multiple jurisdictions and levels of government. As state and federal resources arrive, response and recovery operations will be structured to include federal, state and local representation per NIMS.

E. Command Structure:

The Unified Command (UC) will incorporate multi-levels of response similar to the Incident Management System already functioning at the local level. To effectively address the situation, members of UC are jointly responsible for the development of objectives, priorities, and operational strategy (Incident Action Plan).

F. Unified Command:

1. All agencies responding to the emergency in the field report to one Unified Command Post and follow one Incident Action Plan (IAP).

2. Factors determining agencies responding will be:

   a. The terrorist tactics employed,

   b. The challenges presented by the scope and nature of the incident,

   c. The target group involved,

   d. The response and recovery capabilities of the affected community.

3. The Operations Section Chief, designated by the Unified Commander, will be responsible for the implementation of the Incident Action Plan. The Operations Section Chief qualifications include a variety of factors such as:

   a. An understanding/experience of NIMS procedures in multi-agency responses,

   b. Existing statutory authority,

c. Which agency has the most involvement for that operational period,

d. The amount of resources involved, and

e. Mutual knowledge of the individual's qualifications.

4. As the terrorism event unfolds, local Emergency Management and the Nebraska Emergency Management Agency will each conduct operations at their respective Emergency Operations Centers with coordination between local and state agencies maintained as in any other disaster.

5. The FBI may request local representation at the Joint Operations Center.

G. Joint Field Office:

The FBI Field Office responsible for the incident site can modify its Command Post to function as a Joint Operations Center (JOC). The JOC may be integrated into the Joint Field Office established by federal agencies during large-scale incidents. Selected local, state, and federal Consequence Management agencies may be requested to serve in the four areas at the JOC:

1. Command Group (multi-agency),

2. Operations Group (from NRP Nov. 2004),

3. Operations Support Group (media – public information functions),

4. Consequence Management Group (liaisons).

H. Technical Support

1. After notification to federal authorities of a suspected, threatened, or actual terrorist incident, both the FBI and FEMA can request federal agencies to support operations. These agencies/teams will provide specialists with technical expertise to deal with a full range of terrorist tactics to include nuclear, biological, and chemical incidents.

a. The FBI may deploy a Domestic Emergency Support Team (DEST) to provide expert advice/assistance to the on-scene commander in the event of a major terrorism event.

b. DHS/FEMA from the Regional Response Coordination Center can activate an Emergency Response Team – Advance Element to the scene, and/or request response of federal agencies that have been assigned duties under the functions of the National Response Plan.

2. Local and state specialized teams (i.e., hazardous materials, crime narcotics, gang, hostage, etc.) who have skills and equipment to support these operations will assist federal teams, as directed.

I. Preserving The Crime Scene:

1. Because of the nature of terrorist acts involving a variety of tactics, law enforcement personnel will work with other responders to:

   a. Preserve the crime scene while developing strategies to protect response personnel,

   b. Carry out life-saving actions,

   c. Implement necessary protective actions,

   d. Define and contain the hazard.

2. First responders become potential witnesses, investigators, and sources of intelligence in support of the crime scene investigation. Training should emphasize that all incidents are a potential crime scene that may provide evidence in determining the cause of the event and in identifying the responsible parties. First responders should review and modify their response procedures to preserve the crime scene without compromising functional responsibilities, standards of service or safety.

J. Accessibility Policies:

1. Once the life-saving activities and the investigation of the crime scene are completed and the area is considered safe, the area will be made accessible to damage assessment teams, restoration teams, property owners, insurance adjusters, media, etc. However, access to the area may still be limited depending on the extent of damage sustained, general conditions of the area and who has requested access.

2. The appropriate local, state, and federal officials will develop the site accessibility and re-entry policies. Policies will define:

   a. Who has access to the damaged areas,

   b. Any time restrictions regarding access,

   c. Whether escorts are necessary, and

   d. What protective equipment is required to enter the area.

3. Identification and accountability systems are developed for emergency workers, media, property owners, insurance adjusters, etc. utilizing a

system of passes, colored badges, name tags, arm bands, etc. Security personnel are responsible for enforcing these policies and procedures.

4. On site potential hazards or risks are identified and cordoned with the appropriate isolation and warning devices.

V. RESPONSIBILITIES

A. Procedures that are unique in responding to a terrorist act include:

1. Law Enforcement, lead by the FBI, is responsible for the definition of the perimeter, control of access to the area, investigation of the crime and the collection of physical evidence.

2. Fire Service is responsible for fire suppression, search and rescue and hazardous materials response to the level of their training and equipment. See Annex F.

3. Emergency Medical is responsible for triage, treatment and transport of victims. See Annex G.

4. Public Works is responsible for debris removal, utilities, and to aid in traffic management. See Annex K.

5. Emergency Management is responsible for coordinating public information, damage assessment, sheltering, volunteer coordination, human services, and resource management.

B. Events of national scale will involve the additional agencies or offices and may request support or intelligence from local responders:

1. The U.S. Attorney General has the lead responsibility for criminal investigations of terrorist acts or threats by individuals or groups, as well as for coordinating activities of the other law enforcement agencies to detect, prevent, pre-empt and disrupt terrorist attacks against the United States. This includes actions based on specific intelligence or law enforcement information.

2. The Secretary of Defense may authorize Defense Support of Civil Authorities for domestic incidents as directed by the President or when consistent with military readiness operations and appropriate under the circumstances of law. Command of such military forces will remain with the Secretary of Defense.

3. The Secretary of State coordinates international preparedness, response and recovery activities relating to domestic incidents and the protection of U. S. citizens and U.S. interests overseas.

4. The Director of National Intelligence serves as the President's principal intelligence advisor and oversees and directs the implementation of the National Intelligence program.

5. Various Federal departments or agencies may play primary, coordinating and/or support roles based on their authorities and resources and the nature of the threat or incident.

VI. ADMINISTRATION and LOGISTICS

A. Records:

All agencies will maintain records of their expenses incurred in response and recovery activities to a terrorism event.

B. Training:

Emergency Management training for response and recovery to terrorism is available to jurisdictions by contacting the Training Office at the Nebraska Emergency Management Agency in Lincoln.

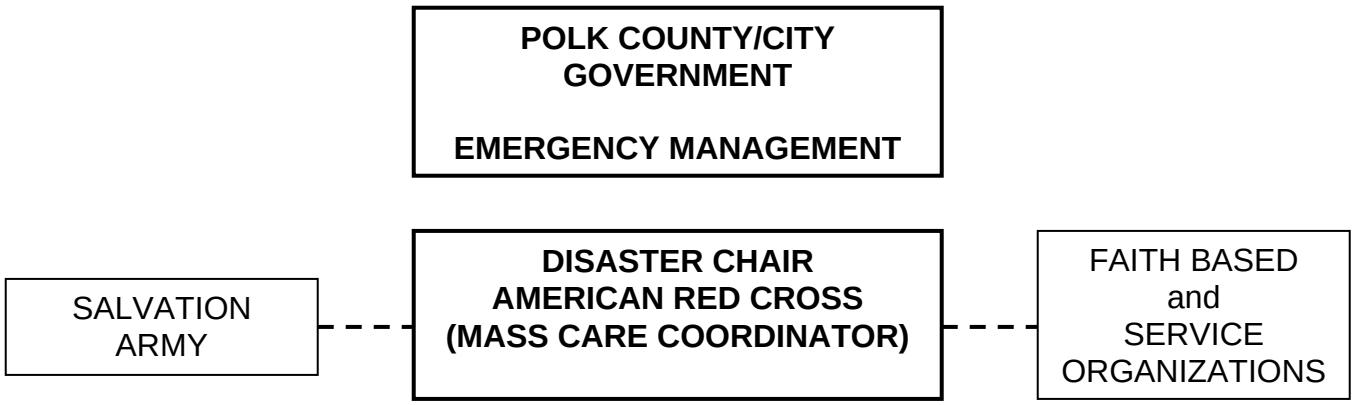
C. Exercising:

After the planning and training elements on counter-terrorism are complete, an exercise addressing potential threats in the community should be conducted. These training and exercise activities are listed in the County's five-year calendar.

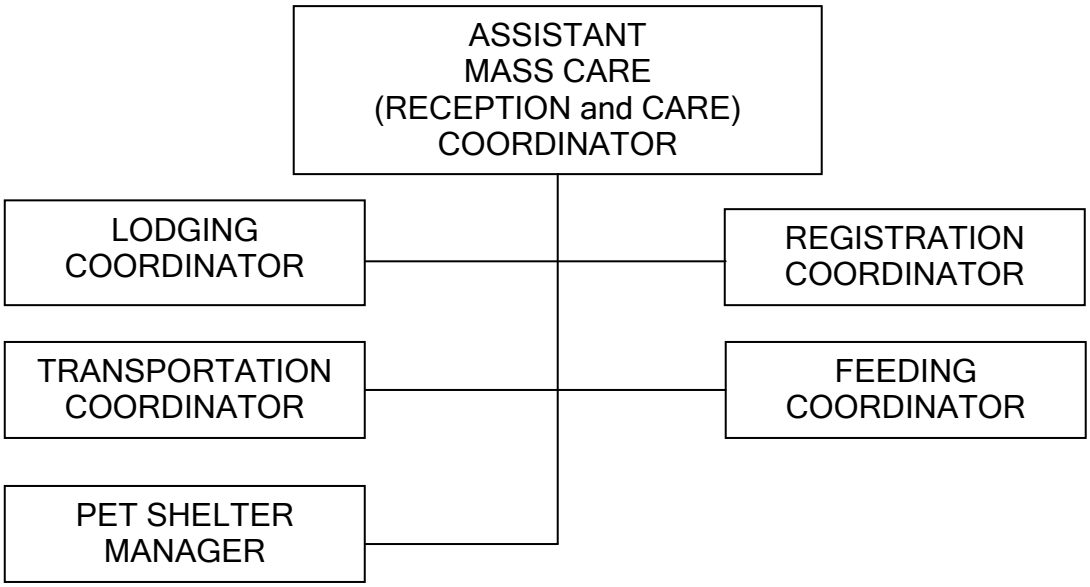
D. Annex Maintenance:

The Polk County Emergency Management Director is responsible for the maintenance and improvement of this Appendix. The Appendix will be reviewed and updated as necessary but not less than annually.

MASS CARE



EMERGENCY MANAGEMENT ORGANIZATION



STATE SUPPORT:
Emergency Support Function: # 6
Mass Care

Lead Agency:
Nebraska Emergency Management Agency

MASS CARE

I. PURPOSE

This Annex establishes management plans, procedures, policies and guidelines for providing temporary lodging, feeding, coordination of bulk distribution of emergency relief items and the general welfare of people forced to leave their homes. These plans also address the care, sheltering and essential needs of household animals. Mass care involves many components; this Annex will emphasize the temporary housing/sheltering of victims.

II. SITUATION

A. Within Polk County hazards have been identified that could cause an evacuation of some portion of the county, see Annex E. Although the county has a resident population of approximately 5,668 there is no conceivable hazard that would require mass care of the full population. The most likely situations would be from a few families displaced to as many as a thousand people displaced by a hazardous materials accident or tornado.

B. Tourists or travelers and other overnight occupants from the nearly 10 bed motel located along Highway 81 and 92 in Osceola may also need to move to shelters.

C. The Polk County Emergency Manager and/or the Red Cross has identified buildings suitable to lodge or feed evacuees. See Attachment 1.

D. Facilities appropriate for sheltering household animals and agencies capable of providing assistance have been identified.

E. Individuals, families, unaccompanied children and those with special needs that do not relocate may require temporary support of food, water, cleaning supplies and other relief materials, physical, behavioral and financial support during the response and recover phases.

III. ASSUMPTIONS and PLANNING FACTORS

A. The Polk County Emergency Management Director may have to provide initial sheltering until the Red Cross can mobilize and begin temporary shelter operations. Long term sheltering is not addressed in this Annex.

B. Sheltering information will be released to the public and responders as soon as the Executive Boards or Polk County Emergency Manager determines the

need, and available resources and shelter support systems can be implemented.

C. Persons or organizations controlling potential shelters will cooperate and make the facilities available per existing agreements or MOUs.

D. The Prairie Valley Chapter (Columbus) American Red Cross (ARC) will manage and coordinate mass care operations. Polk County and local government will support all mass care activities, particularly as the requirements become greater and the Red Cross nears its limit in resources. Public Health will provide recommendations for communication methods, public information message development, special equipment and supplies that may be needed and locating local care providers to assist individuals whose needs cannot be met at the shelter.

E. The selection and preparation of shelters will be based on the number and kinds of populations needing protection, the shelter's proximity to transportation systems and distance from the incident site.

F. Family reunification and disaster relief program information will be available at each kind of shelter opened.

G. Other professional and volunteer organizations, which normally respond to disaster situations, will do so.

H. Assistance from outside the county through mutual aid agreements and from state and federal level emergency oriented agencies may be available.

I. Facilities and staffing planned for mass care use will be available at the time of need. Lodging facility capacities are based on 40 - 60 square feet per space.

J. Experience has shown that under localized emergency conditions, a high percentage (50 percent or more) of evacuees will seek shelter with friends or relatives rather than go to established shelters.

K. Essential public and private services will be continued during a mass care situation. Normal activities in some schools and churches may have to be curtailed or discontinued.

L. If the threat of an evacuation is due to a visible hazard or has been discussed in the media, some spontaneous evacuation will occur prior to an implementing order. Therefore, mass care operations may start early in any disaster period.

M. Planning assistance for shelters, especially for special needs individuals is available at: www.ada.gov/pcatoolkit/chap7shelterchk.htm.

N. Household animal shelters may be co-located with mass care shelters or they may be separate congregate facilities.

O. Household animal shelters will generally accept domesticated animals such as dogs, cats, birds, rabbits, rodents, turtles.

P. If established, household animal shelters will provide the basic needs for approved animals of food, water, sanitation, security, basic medical care, environmental protection and reunification with the owners.

IV. ORGANIZATION/RESPONSIBILITIES

The ultimate responsibility for the care of evacuees in Polk County rests with local governments. In most emergencies, some level of government support will be required. The Polk County Emergency Management Director will act for all jurisdictions in coordinating mass care activities until the Red Cross can respond.

A. Emergency Management

1. The Polk County Emergency Management Director or selected staff will be responsible for identifying appropriate lodging and feeding facilities, coordinating utilization of transportation resources, supporting evacuee registration and overseeing lodging and feeding operations.

2. The local jurisdiction may have to provide temporary shelter until the Red Cross can mobilize and begin operations.

3. The EOC will monitor shelters to maintain manageable distribution of victims, support staff and supplies.

4. The Public Information Officer of support organizations will assemble, prepare and disseminate sheltering, family reunification, points of distribution of emergency supplies and disaster relief program information as appropriate. In a large disaster, this will be coordinated through the functions of a Joint Information Center (JIC).

B. Prairie Valley Chapter, American Red Cross (Columbus)

The Prairie Chapter of the American Red Cross will carry out the temporary Mass Care coordination function. The nature and scope of the emergency will determine specific actions but the Red Cross will be responsible for carrying out its mandated responsibilities as indicated in the Act of Congress, January 5, 1905, as amended, 36 U.S.C. The Red Cross will not assume responsibility for government functions but will support state and local government and will provide assistance to individuals and families as indicated and within current Red Cross disaster relief policies. Red Cross

will coordinate registration of evacuees, shelter, feeding and other support as the situation may indicate. The Red Cross will be responsible for only those costs committed by its authorized representative.

C. Supporting Organizations:

1. The Salvation Army and other disaster relief organizations may support mass care operations as provided for in their plans and procedures.

2. The USDA County Emergency Board (CEB) maintains a listing of food, feed, and seed facilities located within the county which may be of assistance for mass care operations.

3. The public health agencies will work in partnership with the Polk Coutny Emergency Manager and the mass care shelter manager to plan for and assist them to accommodate people who have special needs.

4. Local or regional humane societies or other volunteer, animal support organizations will establish and maintain the household animal sheltering system.

V. CONCEPT of OPERATIONS

A. American Red Cross Functions:

The Prairie Valley Chapter of the American Red Cross will manage lodging and mass feeding operations. They will work with the Polk 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 Series - ARC 3000.

1. Temporary Sheltering: When shelter facilities are opened by the Red Cross, it will be the responsibility of the Red Cross to maintain all functions and staffing according to Red Cross policy. Some functions will be to:

   a. Provide shelter managers,

   b. Select shelter sites in coordination with the Polk 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 Four Corners 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 (Disaster Welfare Inquiry Operations), especially for lost, missing or displaced children. Additional help from other local social services or volunteer agencies may be available.

j. Establish first aid stations in reception and care facilities, as necessary.

k. Shelter managers will maintain communications with the EOC and brief the EOC at scheduled times about the numbers housed, fed, status of supplies, condition of facility and other concerns affecting those being sheltered.

l. Shelter managers and agencies will coordinate with the EOC during the development of plans for and the initiation of shelter closings.

m. During the registration of evacuees at a shelter, those with special needs will be identified, protecting the individual's privacy, and with a coordinated effort between the Red Cross and Public Health agencies, appropriate sheltering and care will be identified.

2. Feeding: As needed, meals and snacks will be provided to evacuees and workers through both mobile units and fixed feeding sites. Red Cross will be responsible for meal planning, coordination of mobile feeding, identifying feeding sites and resources for the procurement of food and related supplies. Some specific functions will be to:

a. Select feeding sites in coordination with the Emergency Management Director,

b. Request health inspections through the Public Health Coordinator,

c. Procure food and supplies,

d. Maintain records and reports,

e. Provide and maintain mobile feeding units.

3. Registration: The Red Cross will register evacuees, and as applicable, will share the numbers with appropriate government agencies concerning evacuees housed in Red Cross shelters.

B. Salvation Army Functions:

The Salvation Army may provide the following support during mass care operations.

1. Registration and identification of victims, missing persons services, locating individuals and answering inquiries from concerned relatives and families outside the disaster area.

2. Temporary shelter may be set up by responding Salvation Army personnel.

3. Mass feeding in Salvation Army temporary facilities assigned for that purpose.

4. Mobile feeding, hot meals or snacks, for disaster victims and emergency workers at the disaster scene.

C. Lodging/Feeding Facilities:

1. Facility List: Attachment 1 is the list of available lodging/feeding facilities.

2. Selection: The designation of specific lodging and feeding facilities will depend on the actual situation and the location of the hazard area. Selected facilities will be located far enough from the hazard area so that there is no possibility of the threat extending to the mass care facility. The best possible facilities will be selected from the list in Attachment 1 or from lists maintained by the Red Cross.

3. Agreements: The Red Cross has agreements to use facilities in the county. The Polk 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.

3. De-activation stage: Communications and messages will change to reflect the closing or consolidation of shelters. Facilities will be restored to pre-event conditions, supplies and material will be returned to storage or disposed of according to law or agency SOPs. All signage will be removed. All expenses will be documented and records made available to the EOC.

E. Registration of Evacuees:

1. Evacuees will register at the designated lodging facilities in accordance with Red Cross procedures. If it is necessary for shelters to be opened before the Red Cross is available to begin registration, local officials may make copies of the registration form, Attachment 2, to begin the process. During the registration process, individuals, with medical or other incapacitating conditions that may require more services than the Red Cross can provide, will be identified so that the appropriate placement and care can be provided to the individual.

2. Registration of evacuees' household animals helps to protect both the sheltering agency and the animal owners. A suggestion animal registration form is provided in Attachment 3.

F. Welfare Inquiries:

The Red Cross may establish a Disaster Welfare Inquiry Operation to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. Incoming and outgoing traffic will generally be handled by the Amateur Radio Club and the Civil Air Patrol. Local volunteer groups in Polk County will conduct welfare search missions. Welfare inquiry listings, along with registration listings, will be coordinated

with the EOC and law enforcement agencies for comparison with missing persons lists.

G. Emergency Public Information:

The American Red Cross and the Polk County Emergency Management Director will coordinate with the Public Information Officer to ensure that the public is kept informed about location of mass care facilities, places of contact for missing relatives, and continued emergency services.

H. Resource Support:

The Polk County Emergency Management Director will determine transportation and other resource needs and coordinate utilization of resources. The Polk County Emergency Management Director maintains a resource directory.

I. Humane Society or volunteer animal support organizations:

Animal care and welfare will be provided within the capabilities of the jurisdiction. It is expected that owners will provide as much care and maintenance of their property as possible. Those volunteer organizations providing this service and facilities for owners unable to care for their pets or for animals with unknown ownership, will provide information to owners who register their pets for care, will provide adequate housing, basic medical care, food, water, exercise, will maintain facility sanitation, and manage animal-owner reunification, dispose of wastes, carcasses and demobilize the facility when no longer needed.

VI. ADMINISTRATION and LOGISTICS

A. Polk County and the Red Cross will maintain records of all expenses incurred by their mass care activities. The Executive Group will ensure that adequate records of local government expenses are maintained.

B. The Red Cross offers training in Shelter Operation Workshop and Disaster Welfare Inquiry Operations and will provide these trained persons for disaster operations when requested by the Polk County Emergency Management Director.

C. Animal care providers will maintain records of all expenses, volunteer time, cash, food and other support material donations.

VII. TRAINING and EXERCISING

A. Training:

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

B. Exercising:

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

LIST OF ATTACHMENTS

Attachment	Title	Page
1	Listing of Mass Care Facilities	I-11
2	Evacuee Registration Form	I-14
3	Pet Registry at Public Shelter	1-15

MASS CARE FACILITIES

OSCEOLA

Facility	Address	Point Of Contact	Phone Number	Lodging Capability (numbers)	Feeding Capability (numbers)	Usage Agreement Date	ADA Accessible
High School	565 S Kimmel		747-3121	1,000			
St Vincent's Church	751 S Nance		747-3491	145			
St. Vincent's Parish Hall	631 South St		747-3492	115			
High School Auditorium	Main St		747-3121	286			
United Methodist Church	121 N State St		747-2671	100			
Lutheran Church	531 South Polk		747-5411	200			
Grade School	341 S. Kimmel		747-2091	240			

MASS CARE FACILITIES
(continued)

STROMSBURG

Facility	Address	Point Of Contact	Phone Number	Lodging Capability (numbers)	Feeding Capability (numbers)	Usage Agreement Date	ADA Accessible
Cross County School	1270 123 Rd	Joel Linn	764-5521	600			
Senior Service Center	116 E 3rd St		764-8227	270			
Evangelical Free Church	902 Main St		764-5307	300			
United Methodist Church	401 East 5th		764-4491	150			
Legion Club	203 East 3rd		764-3431	200			
Baptist Church	515 Exchange		764-3391	150			
Salem Lutheran Church	610 Comercial		764-2651	250			
Evangelical Covenant Church	520 Commercial		764-5407	150			

Shelby

Facility	Address	Point Of Contact	Phone Number	Lodging Capability (numbers)	Feeding Capability (numbers)	Usage Agreement Date	ADA Accessible
Shelby Public School	650 N Walnut	Bill Curry	527-5946	748			
Sacred Heart Church	210 S Walnut		527-5849	140			
Shelby Senior Center	230 N Walnut	Phyllis Schlesinger	527-5150	100			

MASS CARE FACILITIES
(continued)

POLK

Facility	Address	Point Of Contact	Phone Number	Lodging Capability (numbers)	Feeding Capability (numbers)	Usage Agreement Date	ADA Accessible
Polk Elementary School	260 S Pine		765-2271	674			
Polk High School	345 S Pine		765-3331				
First Baptist Church	115 N Hickory		765-3031	123			
United Methodist Church	215 S Oak		765-2411	140			
Legion Club	245 N Main	Dennis Carlstrom	765-6641	200			
Senior Center	230 N Main	Loretta Nuehaus	765-2311	120			
Trinity Lutheran Church	120 S Poplar		765-3171	75			

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 #)

PET REGISTRY AT PUBLIC SHELTER

CONTROL NUMBER_____

Type of Pet:

- ❑ Dog Breed: _____
- ❑ Cat Breed: _____
- ❑ Other _____

Special Needs:

- ❑ Medication
- ❑ Food Type
- ❑ Other _____

Name of Owner: _____

Address: _____

Home Phone Number: _____

Person Registering Pet: _____

Date/Time Pet placed in Shelter: _____/_____

Person Removing Pet from Shelter: _____

Date/Time Pet returned to Owner: _____/_____

Shelter Location:

_____

Shelter Phone Number:

_____

Cage ID. _____

Shelter Contact/Intake Person:

_____

NOTES:

Place Photo of Owner and Pet Here

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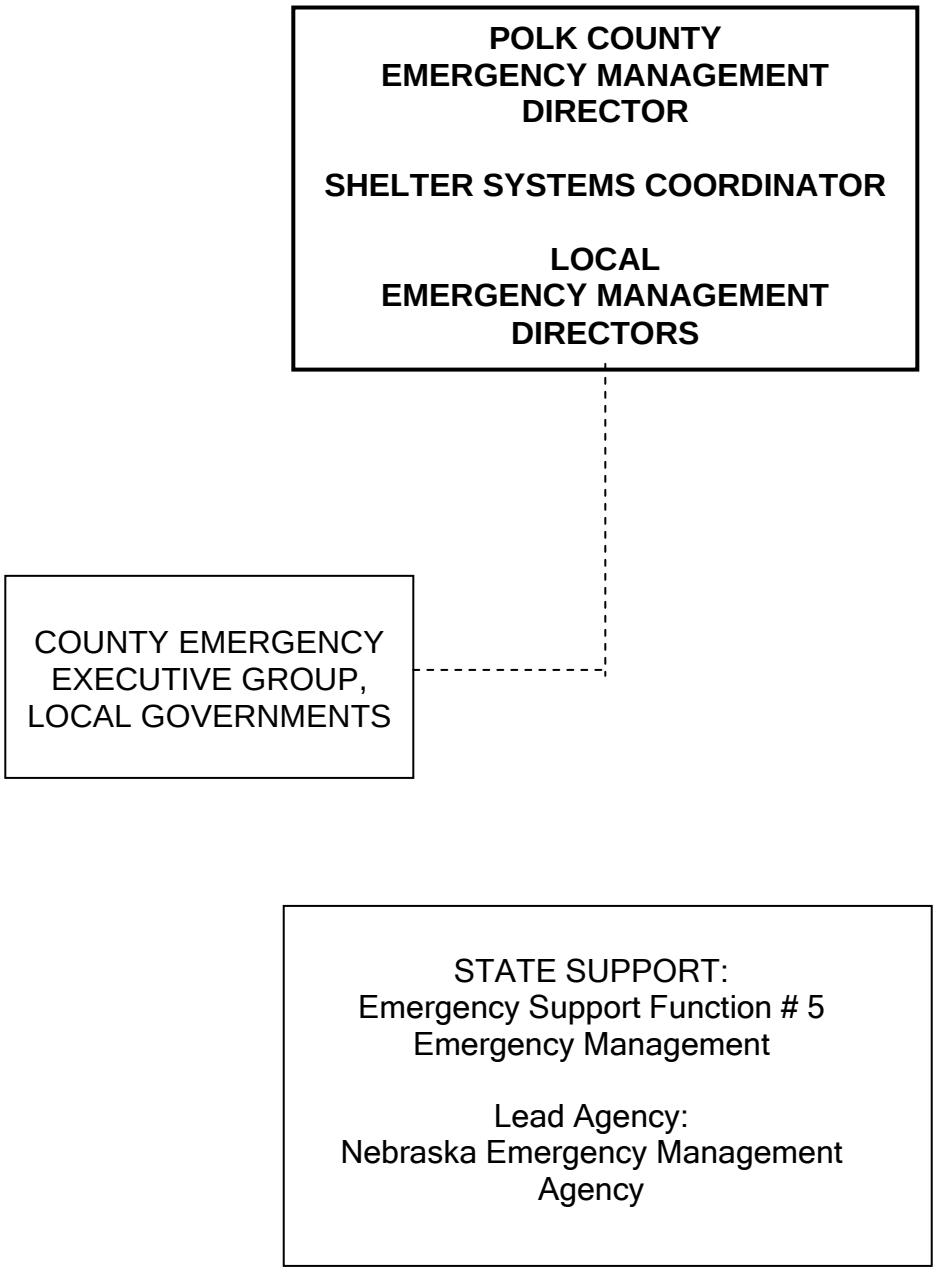
PROTECTIVE SHELTER



PROTECTIVE SHELTER

I. PURPOSE

The purpose of this Annex is to outline procedures necessary for the protective sheltering of citizens and transients of Polk County if severe weather, nuclear crisis, or other hazardous events threaten or occur.

II. SITUATION

A. Tornadoes, winter storms and prolonged heat waves are the usual natural events impacting the county.

B. A number of buildings in the towns in Polk County that have been identified as tornado, warming/cooling shelters (Attachment 1). These buildings are considered to have the best capability to provide protection and are located in areas easily accessible to the public and will generally be open during normal working hours.

C. Industrial and transportation accidents may release hazardous materials into the water or air. Such incidents may require localized sheltering or evacuation.

III. ASSUMPTIONS and PLANNING FACTORS

A. There will be sufficient warning and time for people to find shelter.

B. Buildings identified as protective shelters will be available at the time of need.

C. Other public buildings, although not identified as shelters, may be open and offer protection to the public.

D. Buildings identified as shelters are ADA compliant.

E. Severe weather protective actions may be short term, spontaneous, and consist primarily of a relatively small sector of the county residents seeking immediate shelter.

F. During severe weather, segments of the populations will require transportation to the shelters.

G. Citizens in areas of hazardous materials releases will follow either evacuation or shelter-in-place directives.

IV. ORGANIZATION / RESPONSIBILITIES

A. Organizations

Protective sheltering programs in the communities may be carried out by the Polk County Emergency Management Director, assisted by local Emergency Management Directors, Red Cross and other support agencies.

B. Responsibilities

The responsibilities of those identified agencies and organizations providing or managing protective shelters, include, but are not limited to:

1. Inspecting and selecting potential shelter sites, assuring that the facilities can support special needs individuals, including non-English speaking persons.

2. Maintaining the current listing and usage agreements for shelter facilities.

3. Maintaining current listings of shelter resources needed (i.e., supplies, equipment, material, staff).

4. Developing, maintaining and exercising management policies, procedures specific to the individual facilities.

V. CONCEPT of OPERATIONS

A. Tornado Policy/Procedures

This policy is to provide timely notification of a tornado watch or warning.

1. When the national; Weather service issues a tornado WATCH that includes any portion Polk 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, then a tornado WARNING will be issued. People in the threatened area should Immediately seek shelter and remain there until the WARNING period has expired.

3. Prior to and during the event, The Polk County Emergency Management Director, in coordination with the Public Information Officer, will ensure that the public is made aware of the basic policies/actions they should use for protection.

4. Special Populations:

   a. Schools: When schools are in session, students, teachers, staff and visitors should respond as directed by an existing school disaster/tornado plan. Generally, teachers will gather the students in the most solid area of the school structure such as rest rooms or interior corridors without exterior openings. Large span rooms such as auditoriums, gymnasiums, or corridors that have exterior openings and rooms with windows should not be used. If the school structure does not have protective capability and if time permits, all should move to the nearest structure that would provide protection.

   b. Hospitals and Nursing homes: Staff, patients, residents and visitors should follow the facilities protection plan. In general, such plans include moving ambulatory patients to areas of the building providing the best protection such as the basement or small span, interior rooms on the main floor, then using the best methods available to protect patients who cannot be moved.

   c. Recreation Areas: Residents and visitors to the four lake recreation areas south of Duncan and south of the Platte River into Polk County will respond to a tornado warning in accordance with instructions for the general public. These privately-owned lake/resort areas are Ernst Lake, Clear Creek Resort, Duncan Lake and Gonke Lakes. The Duncan and Shelby Fire Departments and Polk County Sheriff's Office may provide warning to these areas by activating the sirens on their vehicles.

B. Extreme Temperatures

During winter storms, prolonged excessive heat, or power outages, residents may be advised that warming or cooling shelters are available. These shelters usually operate for the short term. Those needing transportation should contact the EOC Transportation Officer to arrange expedient transportation. Victims using warming or cooling shelters may require specialized medical care or behavioral management; shelter managers should arrange for local medical support and mental health/behavioral modification assistance.

C. Hazardous Materials Incident

1. The responsibilities for hazardous materials incidents is detailed in Annex F. In general, during incidents with immediate life safety issues, the Incident Commander may order an evacuation or to shelter in place. In situations affording more time, the Incident Commander will recommend that the chief elected official will issue such orders.

2. Evacuations will follow the appropriate sections of the jurisdiction's primary evacuation plan.

3. In the event of a HazMat spill or accident, it is sometimes safer to keep affected citizens inside with doors and windows closed. Instructions should be given to:

   a. Move inside,

   b. Close all doors, windows, dampers, fans, shut off all ventilation, heating and air conditioner systems,

   c. Move to a small room and seal the door and windows with plastic and tape, and

   d. Tune your radio to the EAS station.

VI. ADMINISTRATION and LOGISTICS

A. Administration

1. Public Tornado/Severe Weather Shelters:

   The Polk County Emergency Management Director will maintain a current listing of identified shelters. The listing will be periodically reviewed to assure the continued availability and usability of each facility planned for use and, in the event of change in owner, continued formal agreement for use of the facility. Where possible, tornado shelters are clearly marked.

2. Other Facilities:

   The Polk County Emergency Management Director may assist school officials, administrators of hospitals and nursing homes, and directors/owners of other facilities or businesses in determining the safest area within their facility or of the nearest protective facility. The Polk 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 Logistics Chief in making a determination of resources remaining and to support requests for outside assistance (Annex L).

C. Public Education

The Polk County Emergency Management Director will work directly with the Public Information Officer to provide to the public:

1. Periodic spot announcements on pertinent aspects of the protective shelter program.

2. Useful and current information should a protective shelter situation arise.

VII. TRAINING and EXERCISING

A. Training

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

B. Exercising

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

LIST OF ATTACHMENTS

Attachment #	Item	Page
1	Tornado and Extreme Temperature Shelters	J-7

PROTECTIVE SHELTERS

TORNADO SHELTERS:

OSCEOLA

Name of Facility	Address/Location	Contact/Owner & Phone#
Polk County Sheriff's Office	251 N Main, Osceola, NE	Dwaine W. Ladwig 747-2231

Public tornado shelters are not established in Polk County. It should be the responsibility of all building owners who conduct private/public business in Polk 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 Polk County Emergency Management may provide assistance to establish individual building emergency plans and identify the safest areas for shelter.

EXTREAME TEMPERATURE (Warming / Cooling) SHELTERS

City/Village

Type	Name of Facility	Address/Location	Contact/Owner & Phone#

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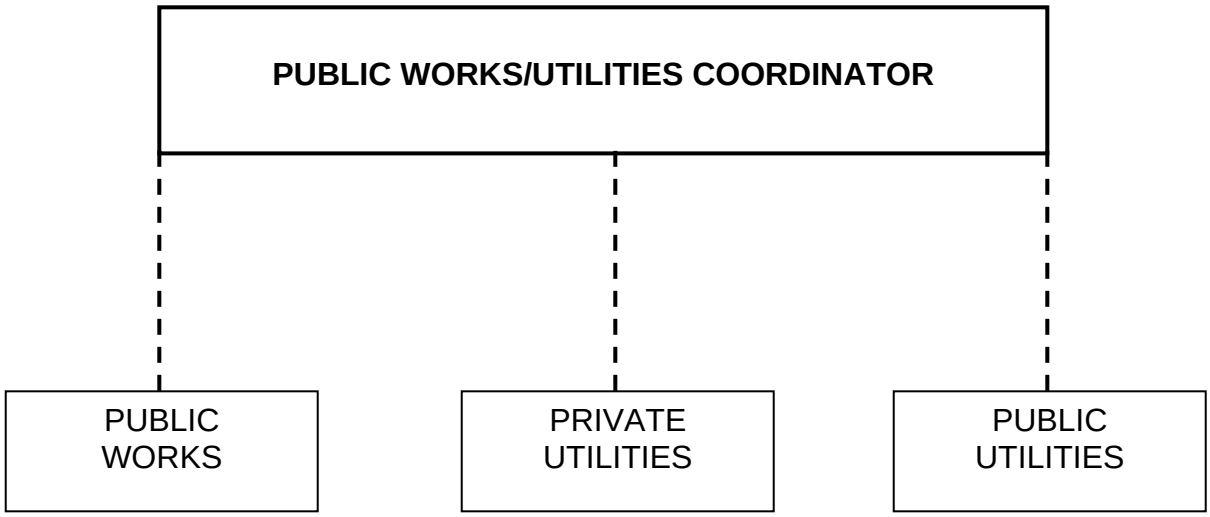
PUBLIC WORKS / UTILITIES



STREETS AND ROADS
DEBRIS CLEARANCE

NATURAL GAS
TELEPHONE
TV CABLE SYSTEM

ELECTRICITY
WATER
SEWER

STATE SUPPORT:
Emergency Support Functions # 3, 14
Public Works,
Long-term Community Recovery & Mitigation

Lead Agency:
Nebraska Emergency Management Agency

PUBLIC WORKS/UTILITIES

I. PURPOSE

The purpose of this Annex is to provide plans and procedures for:

A. The continuation or restoration of those public services essential for basic human needs.

B. Debris removal (see Annex C, Appendix 1) and public access restoration.

II. SITUATION

Polk County and its communities are subject to natural and man-made hazards resulting in the disruption of public works/utility services, limiting the movement of people and equipment, or having a deteriorating effect on the safety and welfare of the people.

III. ASSUMPTION and PLANNING FACTORS

A. The continued operation of public works and utility services is essential for effective and efficient response and recovery actions throughout Polk County.

B. The primary responsibilities of Polk County and urban public works departments are the restoration and maintenance of essential public services.

C. Private utility companies will cooperate with government services. The list of utility service providers is found in Annex A, Attachments 1 and 2.

D. The Polk County Road Department and each town's street department will restore and maintain roads/streets to facilitate traffic movement.

E. Assistance from outside Polk County will be available through mutual aid and other existing agreements.

IV. ORGANIZATION/RESPONSIBILITIES

A. The Public Works Director 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. Each department will coordinate and manage their mutual aid support.

D. Private utilities are responsible for restoration of their services. The list of utility service providers is found in Annex A, Attachments 1 and 2.

V. CONCEPT of OPERATIONS

Generally, department heads will continue to operate from their normal locations, but their primary actions during disaster operations will be to assess damage, then prioritize and restore interrupted services. The Public Works/Utilities Coordinator may work with each affected department head in coordinating recovery from the disaster.

A. Specific actions of the Public Works/Utilities Coordinator may include, but are not limited to:

1. Coordinating with the head of affected organizations, both public and private.

2. Assisting departments in determining staging areas for incoming assistance and coordinating mutual aid support.

3. Gathering information on damage in the public works/utilities area:

a. Assessing general damage in the public works/utilities area by obtaining damage reports from affected departments; present summary to the Executive Group at EOC briefings.

b. Ensuring departments are documenting actual damage with photographs that can later be used for disaster assistance requests. Pictures of debris piles should also be taken before disposal of the debris; dimensions need to be included with the photos.

c. Alerting departments to track disaster operation expenses. Examples of fiscal expenditures that should be recorded, fully detailed, and maintained are:

i. Personnel costs, including:

a) Department employee overtime,

b) Additional help hired for disaster-related work.

ii. Equipment:

a) Hours of actual use of department equipment in disaster operations,

b) Rental or lease equipment.

iii. Materials and supplies, from stock *or* purchased, that are used in direct support of emergency operations and recovery actions.

iv. Ad hoc contracts entered into for emergency operations and recovery actions.

v. Expenses incurred with the removal, transport, storage and disposal of debris.

4. Working with department heads and the EOC in prioritizing the restoration of services for each affected community. Annex A, Attachment 1 and 2 lists the providers of public works and utilities services for each community in the county.

5. Coordinating with those doing the damage assessments to ensure that all affected structures, public and private, are inspected for safety and habitability.

6. Attending EOC briefings.

7. Coordinating with other public works/utility departments, not directly involved in disaster operations, to obtain their support in the restoration/recovery activities.

8. Coordinating with law enforcement and fire officials to protect suspected crime scenes.

B. Restoration of Services:

The Public Works/Utilities Coordinator will ensure that the following are completed as applicable to the disaster recovery:

1. Public Works:

a. Roads and Street Departments

i. Assess the damage to streets and roads.

ii. May assist in establishing detour routings; provide barricades for traffic control.

iii. Provides priority service/repair to roads and streets designated as primary evacuation routes or to those needed for emergency vehicle traffic for initial disaster response.

iv. Make emergency repairs, then permanent repairs on roads/streets, bridges, other structures.

v. If weather conditions dictate, start the early implementation of the existing snow removal plans. The Plans for snow removal will include expanding snow removal activities to facilitate the movement of vehicles supporting emergency operations.

vi. Assist law enforcement and fire officials in protecting suspected crime scenes.

b. Debris Clearance and Trash Removal

i. Clear fallen debris from streets and roads.

ii. Remove debris from public and private property (as established by jurisdiction's policy) and transport to selected sites for disposal.

iii. Separate debris into hazardous materials, special and common waste piles. The Department of Environmental Quality can advise on separation and disposal methods.

2. Utilities:

The Public Works/Utilities Coordinator ensures the timely restoration of interrupted community power, natural gas, water/sewer, and telephone service. This may include, but is not limited to, the following:

a. Ensures that utility repairs are made, as prioritized, to key facilities necessary for disaster operations.

b. Provides emergency power. Existing emergency power systems will be checked and refueled as needed during any disaster. Action will be taken to ensure that emergency power is available for the key facilities if electricity cannot be restored to all of the community.

c. Provides adequate supplies of potable water and identifies sources of additional supplies, if needed.

3. Radioactive Material Incident/Accident:

   If trained in both radiological monitoring equipment operation and emergency response procedures, may provide support to the fire department during containment or decontamination activity in the event of a radiological accident/incident.

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 Polk County Emergency Management Director for inclusion in LEOP updates/revisions Annex, A, Attachments 1 and 2.

2. Public Works/Utilities Department supervisors will also be responsible for preparing and maintaining Standard Operating Guidelines (SOGs) for disaster operations within their respective department.

VII. TRAINING and EXERCISING

A. Training:

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

B. Exercising:

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

RESOURCE MANAGEMENT

INCIDENT COMMANDER

POLK COUNTY EMERGENCY MANAGEMENT DIRECTOR

LOGISTICS CHIEF/MANAGER

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

VOLUNTEER COORDINATOR

AFFILIATED, NON-AFFIALIATED VOLUNTEERS, MATERIALS, and SERVICES

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, allocation and financial recording and accountability and of labor, materials, equipment; and contracted services; for the coordination of a volunteer labor force; and the donation of goods, services and money which are required to provide incident managers with timely and appropriate resources in the event of a disaster within Polk County.

II. SITUATION

A. The Polk County Hazard Analysis or the 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 response and recovery resources within the County.

B. Polk County, its communities, agencies, and businesses have sufficient resources to support activities associated with most emergency or disaster operations. The Polk County Emergency Management Director maintains the point of contacts and resources lists.

C. Resource Management starts with the Incident Commander; and the initial need for additional resources is at the IC's request. If the incident expands to where Multi-Agency coordination is needed, the EOC will be activated in support of the Incident Commander. At that time, resource management, procurement, distribution and tracking, replacement and restoration will transition from the IC and the dispatcher to the Logistics Chief/Manager or Administrative section within the EOC.

D. During an event, Multi-Agency Coordination resource management coordination activities generally take place within the EOC. When multi-agency coordination entities are established, the Executive Board may also prioritize and coordinate resource allocation and distribution of resources.

E. The Nebraska Emergency Management Act, section 81-829.31, sections 81-829.36 to 81-829.75, July 1996, describes such emergency powers of governments to supersede existing procurement procedures or expedite resource coordination, procurement and management.

III. ASSUMPTIONS and PLANNING FACTORS

A. Resources are defined as: personnel, teams, equipment, supplies and facilities that are available or potentially available for assignment, deployment or allocation in support of incident management and emergency response and recovery activities.

B. The affected jurisdiction must effectively complete these primary tasks:

1. Establish systems for describing, inventorying, requesting and tracking resources,

2. Activate those systems prior to, during and after an incident,

3. Dispatch resources prior to, during and after an incident,

4. Demobilize, recall, dispose, restore or replace resources during or after incidents.

C. Local resources will be activated and used at the onset of the incident. Should these resources become unavailable or exhausted; the local jurisdiction will request additional resources according to their local, county or regional plan which may include Mutual Aid Agreements or Memoranda of Understanding (MOU) concerning shared or available resources.

D. The impacted jurisdiction may have to provide its own sustainability for 48 hours or more before additional help can arrive.

E. If the need arises, local government will assume control of and ensure appropriate and equitable distribution and use of existing resources. Rationing will be implemented, if necessary.

F. County, cities, and villages will support requests for resources per MOUs or as they have the ability to respond to the requesting jurisdiction.

G. Para-professional and volunteer agencies will provide resource support, equipment and personnel, within their capabilities.

H. Each facility that reports under Title III requirements has an emergency response plan that lists their available emergency resources. This list may also be available at local fire departments and in Annex F, Appendix 1, Attachment 1.

I. Assistance will be available from other counties through mutual aid agreements. Pre-incident agreements among all parties providing or requesting resources are necessary to enable effective and efficient resource

management. Pre-incident agreements may be established with governmental, non-governmental, private and non-profit entities to provide response and recovery support.

J. Citizens within Polk County and neighboring areas will volunteer to support the recovery efforts following a disaster. Coordination of these volunteers will be assigned to a Volunteer Coordinator who will work with the Logistics Chief / Manager and Incident Manager.

K. Following a local declaration of emergency, support may be available through state emergency resources such as those available through the State Administrative Services, www.das.state.ne.us/material/, to supplement local deficiencies, meet critical requirements, and replace expended emergency resources.

L. Spontaneous and un-solicited donations of food, water, personnel, equipment and supplies may interfere with priority response and recovery activities.

M. Some local resources will not be available for use. Cataclysmic disruption of government services (pandemic influenza) or physical destruction of infrastructure a city or village will require outside resources and assistance.

IV. ORGANIZATION and RESPONSIBILITIES

A. First Response and other local support agencies will:

1. Provide to the Polk County Emergency Manager, prior to an incident and periodically as requested for planning purposes, lists of resources available for deployment during an incident. (See various Annexes in this Plan).

2. Certify that responding personnel meet professional standards of training, experience and performance required for the incident.

3. Manage and maintain specialized equipment (such as decontamination systems) and inventories with special shelf life (medications, respirator filters, PPE, batteries and the like) in a state of readiness.

B. Incident Commander and command staff

The Incident Commander will follow both the NIMS and the local plans of operations that include the procedure for requesting resources and the development of staging areas as needed for efficient field deployment.

C. Emergency Manager

The Polk County Emergency Manager's responsibilities are defined in other parts of the Plan, especially in the Basic Plan and Annex A. Additional specific responsibilities required prior to, during and after a disaster may include:

1. Development, coordination and distribution of specific response plans, Memorandums of Agreement documents, and available resource lists prior to potential events.

2. During an event, The Polk County Emergency Manager may serve as the Incident Manager in the EOC and maintain communication with the IC, the Executive Board and supporting organizations.

3. Advise and assist the Logistics Chief / Manager and Volunteer Coordinator as needed.

D. EOC Executive Board, elected and appointed officials

The Executive Board will support the incident according to the Nebraska Emergency Management Act and this Plan as described in the LEOP Basic Plan and Annexes. Responsibilities include establishing response and recovery priorities, providing resources to the Incident Commander, providing information to the public and financial decisions.

E. The EOC/MACC Logistics Function (NIMS) - Logistics Chief / Manager

1. When the incident expands beyond normal day-to-day mutual aid support or the Incident Commander requests additional resources from the EOC, and the Emergency Manager determines that additional personnel are required, the Logistics Chief / Manager will be notified or activated.

2. The Polk County Emergency Manager has been appointed as the Logistics Chief / Manager and is responsible for the overall logistics and resource management activities within the county and is a member of the Emergency Operating Center (EOC) Staff.

3. Prior to an incident, in cooperation and coordination with the Polk County Emergency Manager and others as needed, the Logistics Chief / Manager will have:

   a. Obtained, reviewed, maintained and distributed to first response agencies the county and local resource lists. These lists are contained in various Annexes of the LEOP: A, F, G, H, I, K and L.

b. Developed a plan to keep un-needed, unsolicited contractors, vendors and volunteers away from the disaster scene, EOC and municipal offices. This plan should include the coordination system with law enforcement and information being released by the PIO.

c. Developed a plan for return, storage or disposal of surplus equipment or supplies.

d. Developed a plan for the rehabilitation, replenishment, disposal and return of equipment and supplies and the rehabilitation, replenishment of personnel.

e. Developed plans and agreements to have non-expendable resources fully functional and ready for mobilization. The organization with invoicing responsibility for the incident, or as defined in pre-incident agreements, replaces broken or lost items.

f. In the case of human resources, pre-incident plans should include:

    i. Processes to supply crews with food, sanitation, medical support, rest and recuperation time and facilities for the same,

    ii. Notification and mobilization guidelines,

    iii. Process as to monitor the occupational health and mental health issues and their impact on responders. See Annex G, reference Critical Incident Stress Management, and support by non-profits such as the Red Cross and Salvation Army.

    iv. Expendable resources are re-stocked at the point at which the resources were issued. The incident management organization bears the cost of expendable resources, as authorized by jurisdictional procedures or in preplanned financial agreements concluded by the preparedness organizations.

g. Developed a process or learned how the jurisdiction's financial management system will operate during a disaster so that documentation can be kept, bills paid, emergency contracts issued, and reimbursements can be requested.

h. Understand and will perform resource management tasks either at the Incident Commander's request or in accordance with jurisdictional planning requirements.

i. At the direction of the Executive Group, assume direct control of resources identified as critical items, to assure most efficient utilization.

j. Implement and modify the pre-incident resource management operations plans above to accommodate the incident.

k. Advise the Executive Group on current status and recommend actions to be taken (i.e., implementing emergency ordinances required for price controls, procuring equipment, rationing, etc.).

l. Initiate and control actions needed to comply with the desires and decision of the Executive Group. The NIMS protocols under the Logistics, Administration and Finance organization will be the model for operations.

m. Coordinate the actions of the various agencies, offices, groups, and individuals involved with the procurement, temporary storage, distribution, utilization and control of local resources.

n. During the event, maintain an inventory of available resources and recommend to the Executive Group the most efficient use of existing/remaining resources.

4. Because of the potential magnitude and complexity of the resource program, the Logistics Chief / Manager may select a supporting staff.

5. In the event that there is no pre-designated Logistics Chief / Manager, one will be appointed by the Executive Board or the Chief Executive Officer of the jurisdiction will assume the responsibilities above.

F. <u>The Volunteer Coordinator</u>

1. A Volunteer Coordinator may be named to work with the Logistics chief / Manager and the Polk County Emergency Manager. The Volunteer Coordinator will coordinate the work requirements from the disaster with the volunteer assets which include people and donations. Additional Guidelines are in Attachment 3 of this Annex.

2. Additional responsibilities may include but be limited to the following:

a. Implement pre-incident agreements or develop agreements with area VOAD organizations to assist in the coordination of donations and volunteers.

b. Consider using trained, credentialed and previously identified Community Emergency Response Teams, CERTs, or 2-1-1 volunteers to assist with donations and volunteers.

c. Coordinate with the PIO and the EM to develop and implement media releases that provide direction to those wishing to donate or volunteer.

3. Develop, prior to the incident, volunteer registration/information forms to receive, catalog skills, track on-the job training and safety briefing including the volunteers medications or physical limitations, deployment location and duration, assigned supervisor and after work assessment. See Attachment 4.

4. Volunteer mobilization plans should include considerations for:

a. Security of the scene and the check-in center,

b. Traffic control, parking and security of volunteers' property,

c. Utilities, sanitation, first aid, protected rest facilities for volunteers,

d. Sanitation, janitorial and garbage service for the feeding centers, mass shelters, household animal shelters,

e. Staffing of trained mass care shelter or household animal shelters support personnel, and

f. Means or system to prevent conflicting volunteer job assignments or assignments to tasks completed.

G. Jurisdiction's Clerk's / Treasurer's Office

The Clerk/Treasurers responsibilities are stated in the Basic Plan. This (these) Office(s) will assist the Logistics Chief / Manager and the Polk County Emergency Manager in developing and implementing a system of records for evaluating status of resources and supplies, emergency procurement and contract letting, and completing reports and procedures to verify and obtain reimbursement claims from local, state, and federal governments.

H. The County Roads Superintendent, City/Village Streets and Public Works

These Department(s) will assist in the management and requisition of heavy equipment (trucks, earth moving equipment, etc.), dirt or sand, barricades, and in the coordination of debris removal. The Logistics Chief / Manager and Polk County Emergency Manager will ensure that resource listings are prepared and maintained.

I. The USDA County Emergency Board (CEB)

The CEB maintains an inventory of agricultural products and food animal resources and will act in an advisory capacity regarding availability, use and protection of these resources. This board can assist the Logistics Chief / Manager in the management and requisition of needed materials and supplies.

J. Other support agencies/Departmental Heads of local government

These various support organizations in cooperation and coordination with the Polk County Emergency Manager, provide lists of resources that could be deployed during a disaster.

The various supervisors or department heads of local government agencies and private organizations will be responsible for managing the resources of their individual agencies/organizations when supporting overall disaster resource needs.

K. The Polk County Emergency Management Director will coordinate the requisition and management of needed public transportation resources (buses, handi-vans, etc.).

L. The Facility Emergency Coordinator (FEC) of each Title III facility (hazmat reporting facility) will coordinate the requisition and management of the facility- owned emergency resources.

M. The American Red Cross will assume the lead role in providing for displaced persons. The Red Cross will procure the necessary food and personal care items needed.

V. CONCEPT of OPERATIONS

A. The EOC Logistics Manager will implement the jurisdiction's response management plan as directed by either the Incident Commander or the EOC operating as a Multi-Agency Coordination Center, MACC, depending on the Logistics Manager's assignment and scope of disaster.

B. Efficient and effective resource management requires the full support from governmental, non-governmental, not-for profit and private sectors. Local resources used during the operational period of the disaster could include:

1. Food products from local food retail and wholesale sources.

2. Manual labor materials and hardware items from local hardware stores and lumberyards.

3. Transportation needs will primarily be obtained from the Polk County Schools. The transportation resource listing is maintained by the Polk County Emergency Management Director. See Attachment 1.

C. 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. Tractor-trailers (semi's), vans, pickups, other trucks and farm equipment can be used to move supplies and materials.

D. All vehicles designated as essential to emergency operations will be serviced by local government during the operational period. Disaster related costs must be documented.

E. Labor requirements will be obtained through local government and private agency's utilization of their own personal resources, volunteer agencies, fraternal and social organizations, and job service sources. Normal work assignments may be re-assigned for the duration of the declared emergency.

F. Heavy equipment resources will initially come from government agencies such as the Polk County Roads Department. Additional assistance may be requested from the State Department of Roads. Also, heavy equipment could be contracted from construction firms and private contractors. See Attachment 2 for a listing of heavy equipment resources.

G. Unless otherwise determined, equipment provided by the various agencies and private organizations will be maintained and parked in the "yards", but preferable in the designated staging areas.

H. All volunteers will register with a Volunteer Coordinator. Procedures for managing a volunteer work force are discussed in Attachment 3.

I. Volunteers assigned to work on public facilities and grounds must be registered, have their work assignments tracked and in some incidents they must be screened to:

1. Assure the safety and security of the volunteers,

2. Assure the safety and security of the victims and property,

3. Assign the best qualified volunteers to appropriate tasks in a timely manner,

4. Reduce the risk of liability to the jurisdiction,

5. To document the hours of donated labor that may be used to off-set the non-Federal share of Category A (Debris management) and Category B (Emergency Protection) programs costs. See Annex C, Attachment 1, Debris Management.

J. All responding organizations and agencies will develop, maintain and provide upon request, records of appropriate materiel, equipment, professional services and financial donations. All resources used such as equipment, expendables, non-expendables, human resources including volunteers will be tracked and accounted for through the response and recovery phases.

VI. ADMINISTRATION and LOGISTICS

A. The County, City/Village Clerks/Treasurers will maintain official records and accounting of materials and supplies used and funds expended in support of emergency operations for possible reimbursements by local, state, or federal governments. All department heads will maintain appropriate records regarding specific contracts, contractual agreements, employee overtime, and equipment operating costs and make these available upon request.

B. The Polk County Emergency Manager, Logistics Manager and other appropriate local officials, will review this Annex annually and modify as needed to reflect local operational capabilities and plans.

VII. TRAINING and EXERCISING

A. Training:

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

B. Exercising:

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

LIST OF ATTACHMENTS

Attachment #	Item	Page
1	Transportation Resources	L-13
2	Heavy Equipment Resources	L-14
3	Procedures for Volunteer Coordination	L-15
4	Job Aids: Volunteer Registration, Work Assignment Forms	L-19

TRANSPORTATION RESOURCES

AVAILABLE VEHICLES

Organization and Contact Name	Phone	Number of Buses Capacity (*with lift)	Number of Vans Capacity (*with lift)
Osceola Schools	747-3121	4 Buses 60 Capacity	3 – 10 Passenger Vans
Polk/Hordville Schools (High Plains School)	765-2271	7 Buses/ 45 Capacity	2 - 10 Passenger vans 2 – 9 passenger suburban 1 van with lift
Shelby Schools	527-5946	6 Buses/ 59 Capacity	
Stromsburg (Cross County School)	764-5521	7 Buses/ (1) 47 capacity (1) 53 capacity, (1) 54 capacity (1) 60 capacity, (1) 64 capacity (1) 70 capacity, (1) 84 capacity	(2) 7 passenger van (1) 10 passenger

*Cross County Schools contracts buses through Gloria Nuttelman/Bus Director. Contact number: 764-5171

County Totals

TOTAL BUSES	24
TOTAL VANS	10
TOTAL OTHER	
TOTAL CAPACITY	Buses: 1,341 Vans: 92

RESOURCES: HEAVY EQUIPMENT/SPECIAL TEAMS / SERVICES

Resources indicated with a # have been identified as contractors qualified to complete debris management tasks through past contracts and performance. This list does not restrict the use of other contractors or resources not listed herein.

Company/Contact	Address	Phone	Kinds and numbers of equipment, NIM Types
State of Nebraska Department of Roads	Osceola	747-8211	3 8-yard Trucks, 1 5-yard truck, 1 Graveler 1 W20 Loader
Polk County Highway Department	Osceola	747-2921	1 Gradall, 2 10-yard Dump Trucks, 1 5-yard Dump Truck, 2 Front End Wheel Loaders, 1 Front End Track Loader, 12 Graders
Osceola Street Dept	Osceola	747-3411	Payloader, 1 – 4 Wheel Drive Maintainer, 2 Dump Trucks
City Of Stromsburg	Stromsburg	764-2561	1 Loader, 2 Dump Trucks with Plows, 1 Aerial Bucket Truck, 1 Tractor w/ dozer blade, 1 Vac Truck, 1 EX850 Ditch Witch with Track Hoe
Village Of Polk	Polk	765-6471	1 5-yard Dump Truck, John Deer Loader with Back Hoe, Case Loader w/ Grapple forks, Basket Truck, Digger/Pole Set Truck, Tractor w/ Blade, Mower/Shredder
Village Of Shelby	Shelby	527-5198	2 -Dump Trucks, Tractor/ Loader
Overland Ready Mix	Stromsburg	764-2371	1 Loader, 5 front end loaders
Glenn Clifton	Stromsburg	764-2047	Dozers, Earth Moving Equipment

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 Logistics Chief / Manager will manage the volunteer program.

A. The Volunteer Coordinator will work with the Logistics Chief / Manager, the EOC Executive Board, Polk County Emergency Manager and as needed the Incident Commander.

B. Dependent upon the situation, the Volunteer Coordinator may need an additional people to carry out the responsibilities of this function. This group, a part of the Logistics or Administration section (NIMS), will constitute the Volunteer Registration Center (VRC).

II. Procedures and responsibilities of volunteer coordination:

A. The Logistics Chief / Manager 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 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 to coordinate public announcements about the volunteer registration locations as well as 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:

1. How and where to register for volunteer work,

2. Jurisdictional guidance about those under 18 years old and their access to the site; whether parent/guardian must sign registration,

3. The need to have valid identification,

4. The duration and types of volunteer work needed,

5. The types of skills, equipment and number of volunteers needed,

6. 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,

7. Appropriate clothing and protective clothing such as steel-toed shoes, waterproof boots, full length pants or jeans, full shirts preferably long sleeved, jacket, rain gear, gloves, hat or hard hat, protective eyewear, sunscreen, insect repellant;

8. 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,

9. Parking areas and Staging areas for transportation to and from the work site(s), and

10. Information about water, snacks, lunches and 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, and

   f. Skills appropriate for the volunteer tasks.

2. Groups on organizations donating time, labor, materials and wish to remain anonymous must have a designated point of contact (POC). The POC is responsible for reporting the numbers of volunteers, kinds of work accomplished, donations, etc. to the EOC or Volunteer Coordinator. The POC is also responsible for the safety and actions of the organization.

3. Long-term volunteers such as in the EOC, communications support, volunteer coordinators, and mass care coordinators should have a written job description, the nature of the assignment, the expectations, prohibitions and consequences.

4. Being assigned work appropriate to capability and possible equipment assets of the volunteer.

5. Giving the volunteer a pass/identification card to the disaster area. It is recommended these cards be reissued daily.

6. Prior to deployment to the disaster area, volunteers should be given a safety briefing.

F. The safety briefing should include statements or a handout indicating:

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. That if they provide their own tools, they are responsible for them,

6. That 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. That flood waters and storm debris should be considered as contaminated and containing bacteria; therefore, wash hands, face before eating, drinking;

9. They must seek immediate medical treatment for all injuries, insect bites,

10. That 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. That looting is a crime,

13. That storm debris contains many heavy, sharp items; use heavy gloves; get help lifting or ask the crew leader to call for heavy equipment,

14. That disasters often dislodge hazardous materials and volunteers 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, and

16. Information about disaster stress, anxiety: that they will be unable to undo the effects of the disaster; that each is helping - one step at a time to assist the victims; that if they recover one picture, lost toy, care for one disoriented victim, then they have helped ease the suffering and allowed that person to begin recovery.

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 Logistics Manager frequently on:

1. Personnel and equipment being volunteered,

2. Work being accomplished in the disaster area, and

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 Logistics Manager, the EOC and possibly the jurisdiction's Clerk's office.

K. Sample volunteer registration and job assignment forms are available in Attachment 4 and in the Emergency Manager's Handbook.

JOB AIDS: VOLUNTEER COORDINATION

REGISTRATION FORMS, JOB REQUEST FORMS AND JOB ASSIGNMENTS

The following have been provided by Nebraska Emergency Managers and others in an effort to assist the Volunteer Coordination team during disaster response. The Polk County Emergency Manager may use any of these as is or modify them to fit their situation.

Note that each serves a slightly different purpose.

POLK COUNTY 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 Polk County Emergency Management Agency. It is understood that unless I agree to permanent appointment as a Polk County Emergency Management volunteer; my temporary appointment will terminate at the conclusion of this disaster, emergency, test or exercise.

SIGNATURE	ADDRESS	PHONE NUMBER

VOLUNTEER REGISTRATION INFORMATION

This form is used for all volunteers: full-time, occasional or specific disasters.

PLEASE PRINT CLEARLY, COMPLETE AS BEST YOU CAN, RETURN THIS TO A COORDINATOR AT THE REGISTRATION CENTER/TABLE OR FAX TO _____

I am willing to volunteer: for this disaster ____, or work in this county ____,
a neighboring county ____, anywhere in NE ____, anywhere in US____

Mr. __ Mrs. __ Ms. __ Name (first) _____(last)_____ DOB__/__/__

Home Address_____ E-Mail address _____

Day Phone _____ Evening phone _____ Today's date __/___/__

Emergency contact _____ Relationship _____ Emergency phone_____

Occupation _____ Employer _____

Business address _____ City _____ ST _____ ZIP _____

Medical conditions that may limit activity _____ Allergic to _____

If under 18, a parent or guardian must sign here as approval to work:_____

I am a year-round Nebraska resident: yes __ no ___; if not, which months available? _____

I am currently affiliated with the _____ disaster agency and have been trained in the following special skills: _____

Skills; Please check all that apply that you are willing to use.

Medical
__Doctor/Nurse/EMT
__First Aid
__Mental health counsel
__Veterinarian
__Veterinarian Tech

Communications
__CB or HAM operator
__Hotline/rumor control
__Public relations
__Media: print, electronic
__Web page design/maint.
__Public speaking
Languages:
__Spanish
__Vietnamese
__Ukrainian
__Bosnian
__Russian
__Chinese
__Arabic
__Other _____

Office Support
__Clerical-filing, copying
__Data entry
__Phone center
__Word processing
__Messenger
__Auditing/accounting
__Other _____

Service
__Food; prep, serve, clean
__Elder/disabled care
__Child care
__Shelter management
__Spiritual counseling
__Social work
__Citizen Corps
__Search and rescue
__Traffic control
__Crime watch
__Animal rescue/care
__Waste Disposal

Structural
__Damage assessment
__Metal construction
__Wood construction
__Masonry construct
__Plumbing
__Electrical
__Roofing

Transportation
(use A = available for use)
(use O= qualified operator)
__Car
__Van / station wagon
__Truck, capacity_____
__4WD/ATV
__Boat, capacity_____
__CDL- Class _____
__Maintenance/repair

Labor
__Loading / shipping
__Sort/Inventory/packing
__Clean-up debris
__Supervisory experience

Equipment
(use A = available for use)
(use O= qualified operator
__Backhoe
__Chainsaw
__Generator
__Skid loader
__Front-end loader
__Other _____

VOLUNTEER REGISTRATION INFORMATION
- **Side 2 –**

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

POLK COUNTY NEBRASKA

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			
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