DIXON COUNTY, NEBRASKA

LOCAL EMERGENCY OPERATIONS PLAN

Dated November 12, 2003

This Plan complies with Title VI

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

in that it was developed and actions described will be carried out without discrimination

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

This Plan meets the requirements of the

Superfund Amendment and Reauthorization Act of 1986 (SARA), also known as the

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

Prepared By

Dixon County Emergency Management Agency

with the assistance of

Nebraska Emergency Management Agency, Lincoln, Nebraska

RECORD OF CHANGES

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

DIXON COUNTY EMERGENCY OPERATIONS PLAN

PREFACE

This Dixon County Emergency Operations Plan establishes the policies, plans, guidelines and procedures that will allow all our emergency resources to function effectively, as a team, when disaster strikes. In content and in format, the Plan is consistent with the current nationwide concept embodied in the Integrated Emergency Management System (IEMS) in that the Plan provides for performing specific functions across the full spectrum of hazards. Most tasks and capabilities apply across a broad range of hazards. By treating them in that 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 Dixon 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 Supervisors of Dixon County, Nebraska, pursuant to Nebraska Statute, is vested with the authority of administering the affairs of Dixon County, Nebraska; and

WHEREAS, it has been determined that a Dixon County Local Emergency Operations Plan has been developed in order to provide for a coordinated response to a disaster or emergency in Dixon County, the City of Ponca and other cities and villages in Dixon County; and

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

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

PASSED AND APPROVED THIS 12th DAY OF November, 2003.

Board of County Supervisors
Dixon County, Nebraska

ATTEST:

Diane Mohr

County Clerk

Russell Fleury
Donald Cox
Jan Von Minden
Robert Benne
Darrel E. Magnuson
David Schutte
Jerry Schroeder

RESOLUTION

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

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

PASSED AND APPROVED THIS ____ DAY OF _____, 2003.

_____

Mayor, City of Ponca

ATTEST:

_____

City Clerk

RESOLUTION

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

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

PASSED AND APPROVED THIS ____ DAY OF _____, 2003.

_____
Mayor, City of Wakefield

ATTEST:

_____
City Clerk

RESOLUTION 4-03

Council Member ELNICE M. DIEDIKER offers the following resolution and moves its adoption, seconded by Council member JUDY OLSON:

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

PASSED AND APPROVED THIS 17th DAY OF November, 2003.

Mayor, Village of Allen

ATTEST:

City Clerk

RESOLUTION

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 Dixon County, the Village of Concord and other cities and villages in Dixon County, the Concord Village Board deems it advisable and in the best interests of the community and Dixon County to approve the attached Dixon County Local Emergency Operations Plan.

PASSED AND APPROVED THIS ____ DAY OF _____, 20___.

_____
Board Chair, Village of Concord

ATTEST:

_____
Village Clerk

RESOLUTION

Council Member Marvin Nelson offers the following resolution and moves its adoption, seconded by Council member John Young:

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

PASSED AND APPROVED THIS 14th DAY OF November, 2003.

Jeffrey L. Harms
Mayor, Village of Dixon

ATTEST:

Anita Saunders
City Clerk

RESOLUTION

110603-2

Council Member Zeisler offers the following resolution and moves its adoption, seconded by Council member Koopman:

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

PASSED AND APPROVED THIS 6th **DAY OF** November**, 2003.**

Kathleen Ostrand
Mayor, Village of Emerson

ATTEST:

Sharon Ittemach
City Clerk

RESOLUTION

Council Member Doug Russell offers the following resolution and moves its adoption, seconded by Council member Troy Peters:

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

PASSED AND APPROVED THIS 6th DAY OF November, 2003.

Douglas R. Smith Chairman
Mayor, Village of Martinsburg

ATTEST:

Troy A. Peters
City Clerk

RESOLUTION

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 Dixon County, the Village of Maskell and other cities and villages in Dixon County, the Maskell Village Board deems it advisable and in the best interests of the community and Dixon County to approve the attached Dixon County Local Emergency Operations Plan.

PASSED AND APPROVED THIS ____ DAY OF _____, 20___.

_____
Board Chair, Village of Maskell

ATTEST:

_____
Village Clerk

RESOLUTION 04-03

Council Member Kevin Wheldel offers the following resolution and moves its adoption, seconded by Council member Gene Blatchford:

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

PASSED AND APPROVED THIS 1 DAY OF December, 2003.

Leonard R Mason
Mayor, Village of Newcastle

ATTEST:

Elsie Lund
City Clerk

RESOLUTION

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 Dixon County, the Village of Waterbury and other cities and villages in Dixon County, the Waterbury Village Board deems it advisable and in the best interests of the community and Dixon County to approve the attached Dixon County Local Emergency Operations Plan.

PASSED AND APPROVED THIS ____ DAY OF _____, 20___.

_____
Board Chair, Village of Waterbury

ATTEST:

_____

Village Clerk

SIGNATURE PAGE

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

Dixon County Local Emergency Planning Committee (LEPC)	10 3 03 Date
Dixon County Sheriff	10-31-2003 Date
Ponca Police Department	12-31-03 Date
Ponca Fire Chief	12-3-03 Date
Ponca EMS Captain	12-1-03 Date
Newcastle Police Department	12-1-03 Date
Newcastle Fire Chief	Date
Newcastle EMS Captain	12-1-03 Date
Allen Fire Chief	12-9-03 Date
Allen EMS Captain	12-9-03 Date

SIGNATURE PAGE continued

Concord Fire Chief	12-9-03 Date
Concord EMS Captain	12-1-03 Date
Dixon Fire Chief	12-9-03 Date
Dixon EMS Captain	12-1-03 Date
Emerson Police Department	12-1-03 Date
Emerson Fire Chief	12-1-03 Date
Emerson EMS Captain	12-1-03 Date
Martinsburg Fire Chief	12/1/03 Date
Martinsburg EMS Captain	12/1/03 Date
Wakefield Fire Chief	11-3-03 Date
Wakefield EMS Captain	11-3-03 Date

SIGNATURE PAGE continued

Dixon County Assessor	10-31-03 Date
Dixon County Highway Superintendent	Date
Deborah J. Scholten Regional Public Health Director	12/3/03 Date
American Red Cross Nakota Disaster Lead, Lancaster County Chapter	Date
Bruce Blatford Dixon County Emergency Management Director	10-31-03 Date
Marin K Nelson Dixon Emergency Management Director	12-1-03 Date
Bruce Blatford Ponca Emergency Management Director	10-31-03 Date

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Radiological Officer	1		4,
Public Information Officer	1		5,
Damage Assessment Officer	1		6,
County	**5**		
Chair - Board Of Supervisors	1		7,
County Clerk	1		8,
County Sheriff	1		9,
Highway Superintendent	1		10,
USDA County Emergency Board	1		11,
Ponca	**6**		
Mayor	1		12,
City Administrator/City Clerk	1		13,
Police Chief	1		14,
Fire Chief	1		15,
Public Works Director	1		16,
Superintendent/Principal of Schools	1		17,
Wakefield	**6**		
Mayor	1		18,
City Administrator/City Clerk	1		19,
Police Chief	1		20,
Fire Chief	1		21,
Public Works Director	1		22,
Superintendent/Principal of Schools	1		23,
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Number of Individual/Organization	Number of Hard Copies	Copy CD Copies	Number
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GLOSSARY OF TERMS AND ACRONYMS

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

CEC - Community Emergency Coordinator: The single point of contact under SARA Title III for the community who makes determinations necessary to implement the plan.

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

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

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

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

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

DEQ: Nebraska Department of Environmental Quality

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

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

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

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

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

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 which will be made available to affected residents, transients, and evacuees in an emergency to ensure their safety and well-being.

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.

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.

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 which allow them to provide assistance without a Presidential Declaration.

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

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

FSA: Farm Service Agency

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

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

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

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

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

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

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.

ICU: Intensive Care Unit

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.

Ingestion Exposure Pathway EPZ (Nuclear Power Plants Incidents): An Emergency Planning Zone which refers to exposure primarily from ingestion of 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.

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

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

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

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

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

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

(MRC/JIC)Media Release Center/Joint Information Center: Locally designated location for release of information to the general media for dissemination to the public.

MSDS: Material Safety Data Sheet

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

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

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

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

Nuclear Incident: An occurrence in which nuclear materials with consequent nuclear radiation are uncontrollably released from containment. Synonymous with the terms "radiation spill" and "nuclear accident".

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

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

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.

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 determine the levels of radiation or the presence 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.

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.

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

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 dispatched to the site of 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. At the scene, all radiation control activities are coordinated by the Health and Human Services System 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 clean-up.

Title III: The "Emergency Planning and Community Right-to-Know" portion of SARA. 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 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.

USDA: United States Department of Agriculture

BASIC EMERGENCY OPERATIONS PLAN

I. PURPOSE

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

A. Prevent avoidable disasters,

B. Reduce the vulnerability of Dixon 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 81-829.74 Nebraska Emergency Management Act of 1996, as amended;

F. Dixon County Resolution, dated _____, establishing the Dixon County Local Emergency Operations Plan.

III. SITUATION

A. Dixon County, with a residential population of approximately 6,339 persons, (2000 Census) is vulnerable to many hazards, all of which have the potential to disrupt the community, create damage, and cause injury or death to its citizens. The Dixon County Hazard Analysis, or the Emergency Management Director, has identified hazards which could have an effect on the population or public and private property. The most severe of these hazards are tornados and hazardous materials.

B. Dixon County and its various incorporated jurisdictions have significant emergency response resources and capabilities. Three law enforcement agencies, eight fire departments, five rescue squads. Provide emergency services on a day-to-day basis. During and after disaster, effective use of these emergency resources and other governmental and private response and recovery capabilities will minimize the effects of disaster on people and property.

IV. ASSUMPTIONS AND PLANNING FACTORS

A. Outside assistance would be available in most major disaster situations affecting Dixon County. However, even though this Plan will define procedures for coordinating such assistance, it is essential for Dixon County to be prepared to carry out disaster response and short-term recovery actions on an independent basis.

B. It is possible for a major disaster to occur at any time, and at any place, in the county. In some cases, dissemination of warning and increased preparedness measures may be possible. However, many disaster events can, and will, occur with little or no warning.

C. Proper implementation of this Plan will reduce or prevent the loss of life and damage to property. Officials within Dixon 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.

V. ORGANIZATION/RESPONSIBILITIES

A. The primary responsibility for the safety and welfare of the residents of Dixon County and its communities rests with the respective governments. To fulfill this responsibility, the various local governments must individually, and where possible, jointly implement plans to ensure proper emergency actions are taken in a timely manner and provide care and support for those citizens affected.

B. Local Government Structure

1. The governmental affairs of Dixon County are managed by a seven (7) member Board of Supervisors. Their authority extends to all unincorporated areas of the county.

2. Ponca and Wakefield are second-class cities and function under the Mayor/Council system. The City Council consists of a Council President and six Council Members. Day-to-day affairs of the city are under the direction of a City Administrator.

3. Dixon, Martinsburg, Maskell, Newcastle and Waterbury are Villages under the direction of Village Boards with a Board Chairperson and four (4) Board Members. Allen, Concord, and Emerson are Villages with a Board Chair and three (3) Board Members.

C. Emergency Management

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

   a. Serves as the emergency preparedness and response advisor to the Dixon County Board of Supervisors and the Mayor/Chairperson of every community in Dixon County.

   b. Directs and controls the Dixon 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.

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

   e. Implements procedures to obtain state/federal government programs of financial and resource assistance.

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

2. City and Village Emergency Management: Currently, Dixon and Ponca have appointed an Emergency Management Director or Deputy Director, who serves and advises executives on emergency management matters. This function, in relation to their communities, will be the same as listed above for the Dixon County Emergency Management Director.

D. State Agencies

This Plan primarily addresses local authority in emergency situations. There are also times when state agencies may be requested, or are required, to be involved. References throughout this Plan to state agency utilization are not meant to be an exhaustive list of when the state should be involved. State statutes mandate certain state agencies to play an active role in emergency response or support and those agencies will be expected to perform their duties when necessary.

E. Responsibilities

Most departments within local government have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining procedures for meeting its emergency responsibilities. This Plan has been broken into twelve primary functional areas of responsibility (detailed in Annexes) which define the tasks that must be accomplished to ensure public safety and welfare. Additional functions, such as Mitigation, Continuity of Government, Reporting, and Administration and Logistics which do not warrant a full Annex are also addressed at the appropriate place in this Plan. Primary and supporting responsibility has been assigned as shown in the Functional Responsibility Chart, included in this section. See Attachment 1. Detailed tasks 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): this function is fulfilled by the Executive Group, utilizing the expertise of an Emergency Operating Center staff. By statute, the conduct of all emergency operations and protective actions in Dixon County is the responsibility of the County Board; and, in their respective political subdivisions, the responsibility of the Mayor and City Councils of Ponca and Wakefield and the Village Boards of Allen, Concord, Dixon, Emerson, Martinsburg, Maskell, Newcastle and Waterbury. These executives constitute the Emergency Executive Group that will be located with the Emergency Operations Staff in the Emergency Operating Center in Dixon County Sheriff's Office. In general, executive direction and control responsibilities will be to assign missions and tasks, direct planning, monitor the Dixon County environment, inform the public and control emergency operations.

2. Communications and Warning (Annex B): 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 organization. The Communications and Warning Officer is responsible for coordinating EOC communications and maintaining this Annex of the LEOP. Warning could be received through the Dakota County NAWAS Warning Point and then 39.9 MHz Nebraska Law Enforcement Radio Net. In the remainder of the county, warning of the public is a primary responsibility of the Dixon County Sheriff.

3. Damage Assessment (Annex C): the County Assessor will serve as Damage Assessment Coordinator and will be responsible for ensuring that personnel and procedures are available to provide preliminary estimates and descriptions of the extent of damage resulting from large scale disasters. That responsibility includes provisions for completing the process of requesting a State disaster proclamation through emergency management channels. The Damage Assessment Coordinator is a member of the EOC Staff.

4. Emergency Public Information (Annex D): the Public Information Officer is responsible for keeping the public advised as to the emergency situation. The PIO plays an important role through coordination with the news 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 would normally be made by the Executive Group on the advice of the Emergency Management Director but may, due to the severe nature of a situation, be made by the incident commander (fire or law enforcement). The Dixon Emergency Management Director, along with any other city and village Emergency Management Directors, is responsible for establishing clear and detailed procedures for carrying out complete and partial evacuation of citizens.

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 Dixon County, and/or the Big 9 and/or the Northeast Mutual Aid Associations 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 Dixon County Sheriff, the Police Chiefs of incorporated communities, and the Nebraska State Patrol are responsible for law enforcement, traffic control and security functions within their respective jurisdictions. Their responsibilities include maintaining law and order through traffic and crowd control, preventing crimes against people and property, securing the scene of an HazMat incident, coordinating evacuation, managing search operations, and providing security.

9. Mass Care (Annex I): the American Red Cross has the responsibility for coordinating mass care of citizens of Dixon County in case of an evacuation or disaster within the county. Reception and care responsibilities include providing temporary lodging, food, clothing, and other essentials to large numbers of evacuees displaced due to disasters or crisis.

10. Protective Shelter (Annex J): this function involves providing citizens of Dixon County with protective shelter from the direct effects of those hazards where exposure could cause injury or death and evacuation is not a viable option. Examples range from tornadoes to hazardous materials spills to radioactive fallout as a result of nuclear attack. The Dixon County 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 the providing of traffic control equipment in support of evacuation. Responsibility for the Public Works/Utilities area has been assigned to Utility Superintendents supported by the County Highway Superintendent

12. Resource Management (Annex L): the coordination and effective utilization of personnel, equipment, supplies, facilities, and services during disaster response and recovery is an important function. Responsibility for this area has been assigned to the Dixon County Emergency Management supported by USDA County Emergency Board (CEB).

VI. CONCEPT OF OPERATIONS

A. General

It is the responsibility of the governments of Dixon County and its communities to protect life and property from the effects of hazardous events. This Plan is based on the concept that emergency functions for various agencies/organizations involved in emergency management will generally parallel their normal functions. To the extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency tasks assigned. In keeping with the national concept 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 Dixon County are defined in Annex A, Direction and Control.

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

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

2. Preservation of Records: the preservation of important records and the taking of measures to ensure continued operation and reconstitution, if necessary, of local government during and after catastrophic disasters or national security emergencies is the responsibility of the executives of each jurisdiction. Normally, the development and maintenance of procedures for

ensuring continuity of government will be carried out for Dixon County by the County Clerk, for Ponca and Wakefield; the City Administrators, and for other local jurisdictions by the respective city and village clerks. Records to be preserved will include as a minimum:

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

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

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

3. Alternate Operating Locations: those government departments having emergency response functions have, where necessary, identified alternate operating locations. Refer to Annex A for specific information.

4. Protection of Government Resources: procedures and guidelines have been established in this Plan, and separately, to provide for the physical safety of government personnel, records, and equipment.

a. Personnel: all government buildings should have tornado and fire plans which designate appropriate actions and protective shelter locations including provisions for handicapped persons.

b. Records: essential county government records are stored by the Dixon County Clerk.

c. Equipment: no specific high probability hazard has been identified that could cause damage to equipment. Tornadoes could strike anywhere precluding specific equipment protection procedures. The communications capability of various emergency response departments has been duplicated in the EOC providing a backup capability. It will be backed up by Cedar County.

C. Direction and Control Relationships

1. During disaster operations, coordination and control of community emergency response will be exercised by the Executive Group of the political subdivision concerned. The Chair of the Dixon County Board and the Mayor of Ponca will operate from the Dixon County EOC providing overall direction and control of the many emergency functions. The chief executive of other communities will function from their local Emergency Operating Centers.

2. 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 Dixon County Emergency Management Director is responsible for maintaining and managing the EOC as outlined in Annex A.

3. Primary communications will be through normal systems. Supporting emergency communications facilities will be controlled from the EOC or the Dixon County Communications Center. Communications available to 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 potentially 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, however, 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. Notification

Initial notification of an emergency or disaster event occurring within Dixon County would normally come via citizen report to law enforcement or fire services in the affected area, notification of a release 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 Dixon County, which could affect the county, could come from several sources.

1. National Weather Service (NWS): weather phenomena threatening Dixon County would normally be received from the Sioux Falls, SD National Weather Service Station via NAWAS or 39.9 radio, followed by Weather Alert Radio.

2. Nebraska State Patrol (NSP): notification of hazardous events occurring near or in Dixon 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. Normal mode would be public service telephone although NAWAS to the Dakota County Warning Point with subsequent retransmission to Dixon County via 39.9 Nebraska Law Net could be used.

4. Adjacent Counties: notification of emergency or disaster events occurring in nearby or adjacent counties would normally be relayed by the affected county using direct radio communications.

F. Alerting of Key People

On notification of a possible or actual emergency or disaster event, the communicator on duty will take action to notify appropriate city and county officials in accordance with their procedures. 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.

G. Plan Implementation

The decision to implement all or portions of this Plan will normally be made by the chief executive of the affected local governments on the advice of emergency response officials. A Presidential Declaration of a Civil Defense Emergency shall mean automatic implementation of this Plan. On implementation, local executives will assume such emergency powers as are authorized by local ordinances or contained in the Nebraska Emergency Management Statutes and delegated by the Governor. The Chair of the County Board of Supervisors and/or the Mayors/Board Chairs of the affected communities will take charge of all operations directed by this Plan.

1. All county and city 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 Dixon 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 Dixon County and the affected communities. The effect of a local disaster declaration shall activate the response and recovery aspects of this Plan and 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.

H. Mutual Aid

When existing local resources are exceeded, mutual aid will be requested from neighboring communities with which agreements have been established. On request, Dixon County resources may be sent to assist other jurisdictions under existing mutual aid agreements.

I. 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 Dixon County Emergency Management Director to the Nebraska Emergency Management Agency and will contain the following information:

   a. Type of disaster,

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

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

   d. Type and extent of assistance required.

2. The Nebraska Emergency Management Agency will review the request, evaluate the overall disaster situation, and recommend action to the Governor. If the Governor finds the disaster is of such severity 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 such as the Nebraska State Patrol and the State Fire Marshal.

3. Under disaster conditions support by state military forces may be requested through the Nebraska Emergency Management Agency at the State EOC. Requests for this support will be coordinated by the Dixon County Emergency Management Director. National Guard or military assistance will complement and not be a substitute for local participation in emergency operations. These forces will remain at all times under military command but will support and assist local government. Requests will include objectives, priorities, and other information necessary to accomplish the mission.

J. Protection of the Public

One of the primary responsibilities of government is to ensure that all possible measures are taken to protect its citizens in the event of potential or actual disaster. This Plan outlines the actions necessary in Dixon County. In addition to normal emergency services, there are four major areas for government action.

1. Warning and Emergency Public Information: warning of the public is accomplished through a combination of methods depending on the specific situation. These methods include sirens (outdoor warning), emergency

vehicles, radio, television, and the cable television system. 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 EAS) are in Annex B, Communications and Warning and in Annex D, Emergency Public Information.

2. Protective Shelter: the providing of shelter from the direct effects of hazards in Dixon County focuses on two major hazards, tornadoes and hazardous materials.

   a. Tornado Shelters: an ongoing program of advising the public of proper sheltering actions is carried out by the various Emergency Management organizations. The protective shelter policy for tornadoes is for citizens to use the best place in their homes or the facility where they are located at the time of warning. Most public facilities have been surveyed to identify best protective locations. All schools, health care facilities, and major industries have tornado plans. See Annex J.

   b. Indoor Protection: for some hazardous materials it is safer to keep citizens inside with doors and windows closed rather than to evacuate them. A chemical plume will frequently move quickly past homes. Because air circulation systems can easily transport airborne toxic substances, instructions will be given to shut off all circulation systems both in private and institutional settings.

3. Evacuation: when time permits or when continued presence 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 one percent of the population of Dixon County resides within the boundaries of the 100-year flood plain. Any area of the county could be affected by toxic clouds resulting from a fire or hazardous material spill. Evacuation decisions will be made by the Incident commander or, if time permits, the chief executive based on 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.

K. 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 status. 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 clearly defined in the various Annexes. Primary recovery efforts will focus on the following areas:

1. Debris Removal (Annex K): plans and procedures for the removal of debris are contained in Annex K. Debris removal will be coordinated in the county by the Highway Superintendent, and in the cities and villages by the Streets Commissioner. Snow emergencies will be declared by the chief executive and enforced by the Dixon County Sheriff and local law enforcement. Snow removal will be in accordance with existing procedures of the county Highway Department and city/village Public Works Departments.

2. Habitability Inspections (Annex K): subsequent to tornado strikes, high winds, floods or any other disaster effect which could cause structural damage, the appropriate local government will ensure that all affected structures, public and private, are inspected for safety. 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 throughout county by the local government officials in cooperation 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, will be the responsibility of local government and will generally be funded from locally available contingency funds. If a state disaster is proclaimed by the Governor, some costs will be reimbursable under the Governor's Emergency Fund on a matching basis. If a Presidential Disaster Declaration is obtained, matching federal assistance will be available. Because of this, all public recovery actions will be in compliance 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 health of the general public and workers involved. The Department of Environmental Quality is responsible for making 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 unexpected 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. Relief efforts will be coordinated by the American Red Cross and the State Department of Health and Human Services. Emphasis will be placed on assisting and supporting the aged, handicapped and infirm.

L. Mitigation

1. The County Board and the various City Councils and Village Boards should be aware of their responsibilities for maintaining an on-going program to eliminate hazards or minimize their effects. Allen, Emerson, Newcastle, Ponca, and Wakefield are in flood hazard areas and 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 in Dixon County are not considered to be in a flood hazard area.

2. To ensure continuity of mitigation efforts, Dixon County executives will hold post-disaster discussions 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 will be detailed in this Plan, and any necessary departures from business-as-usual methods will be noted.

B. Documentation

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

C. Resources

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

VIII. TRAINING AND EXERCISING

A. Training

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

B. Exercises

The conduct of exercises and drills of elements of this Plan on an ongoing basis are essential to the maintenance of an emergency response capability and for ensuring the adequacy of this Plan. The Dixon County Emergency Management Director will be responsible for training an exercise design team that will coordinate the overall exercise program. An exercise of the direction and control aspects of this Plan should be conducted on an annual basis. All exercises and drills will be critiqued and any follow-up activities conducted on a timely basis.

IX. PLAN DEVELOPMENT AND MAINTENANCE

A. Responsibility

This Plan is the principal source of documentation of Dixon County's emergency management activities. Almost every agency of government has responsibility for developing and maintaining some part of this Plan. Overall, coordination of this process will be carried out by the Dixon County Emergency Management Director. The planning process never ends and as situations change, new hazards are identified, or capabilities improve, the Plan should also change. Major changes involving emergency management policy will be approved by the chief executives. Routine changes such as corrections, updated staffing rosters, map annotations, reporting requirements, etc. may be approved by the Dixon County Emergency Management Director.

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 operating procedures will be considered to be 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. The Dixon 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 Dixon County and the other jurisdictions. This would normally occur after any significant change in elected officials. The Emergency Management Director will ensure that this is accomplished.

E. Distribution

The Dixon 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 xxi. 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 by control copy number and a distribution log maintained by the Dixon 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 July 2003, as revised

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

C. 2000 North American Emergency Response Guidebook

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

E. Nebraska Radiological Emergencies Response Handbook, April, 1989

EXECUTIVE GROUP

P = Primary
S = Supporting

FUNCTIONAL RESPONSIBILITY CHART

FUNCTION (ANNEX) / POSITION/ORGANIZATION	Continuity Of Government	Direction And Control (A)	Communications And Warning (B)	Damage Assessment (C)	Emergency Public Information (D)	Evacuation (E)	Fire Services (F)	Health And Medical (G)	Law Enforcement (H)	Mass Care (I)	Protective Shelter (J)	Public Works (K)	Resource Management (L)	Plan Maintenance		
Chairperson County Board of Supervisors	S	P			S											
Mayors of Cities	P	P			S											
Village Board Chairpersons	P	P			S											
County Supervisors	S	S														
City Council Members	S	S														
Village Board Members	S	S														

BE ADVISED THAT IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF, THE CHIEF ELECTED OFFICIAL WILL ASSUME RESPONSIBILITY FOR THAT POSITION

EMERGENCY MANAGEMENT ORGANIZATION

P = Primary
S = Supporting

FUNCTIONAL RESPONSIBILITY CHART

FUNCTION (ANNEX) / POSITION/ORGANIZATION	Continuity Of Government	Direction And Control (A)	Communications And Warning (B)	Damage Assessment (C)	Emergency Public Information (D)	Evacuation (E)	Fire Services (F)	Health And Medical (G)	Law Enforcement (H)	Mass Care (I)	Protective Shelter (J)	Public Works (K)	Resource Management (L)	Plan Maintenance	
Dixon County Emergency Management Coordinator	S	S	S	S	S	P	S	S	S	S	S	S	P	P	
Community Emergency Management Directors	S	S	S	S	S	P	S	S	S	S	S	S	S	S	
Public Information Officer		S			P									S	
Communications & Warning Officer		S	P	S	S									S	
Radiological Officer		S		S			S	S			S			S	
Medical Coordinator								P		S	S			S	
Public Health Coordinator				S				P		S	S			S	
Damage Assessment Coordinator				P											

COUNTY OFFICIALS

P = Primary
S = Supporting

FUNCTIONAL RESPONSIBILITY CHART

FUNCTION (ANNEX) / POSITION/ORGANIZATION	Continuity Of Government	Direction And Control (A)	Communications And Warning (B)	Damage Assessment (C)	Emergency Public Information (D)	Evacuation (E)	Fire Services (F)	Health And Medical (G)	Law Enforcement (H)	Mass Care (I)	Protective Shelter (J)	Public Works (K)	Resource Management (L)	Plan Maintenance	
Dixon County Sheriff			S	S		S			P					S	
County Attorney - Coroner	S	S						S							
County Assessor	S			S										S	
County Clerk	P													S	
County Treasurer	S														
Superintendent of Schools										S	S				
County Highway Superintendent			S			S			S		S	P	S	S	
Extension Educator				S				S					S		
County Emergency Board (CEB)				P			S			S	S		S		
Building Inspector				S							S				
County Engineer				S							S				

CITY OFFICIALS

P = Primary
S = Supporting

FUNCTIONAL RESPONSIBILITY CHART

FUNCTION (ANNEX) / POSITION/ORGANIZATION	Continuity Of Government	Direction And Control (A)	Communications And Warning (B)	Damage Assessment (C)	Emergency Public Information (D)	Evacuation (E)	Fire Services (F)	Health And Medical (G)	Law Enforcement (H)	Mass Care (I)	Protective Shelter (J)	Public Works (K)	Resource Management (L)	Plan Maintenance	
Police Chief				S		S			P					S	
Fire Chief			S	S		P	P	S	S					S	
City Attorney	S	S													
City Clerk	S														
Director of Public Works		S		S		S			S			P	S	S	
Utilities Commissioner		S		S								P	S	S	
Building Inspector				S							S	S			
Electrical Inspector				S								S			
City Engineer				S							S	S			
Parks and Recreation Director				S								S			
Street Commissioner				S								S			
City Physician															
Superintendent of Schools										S	S		S		

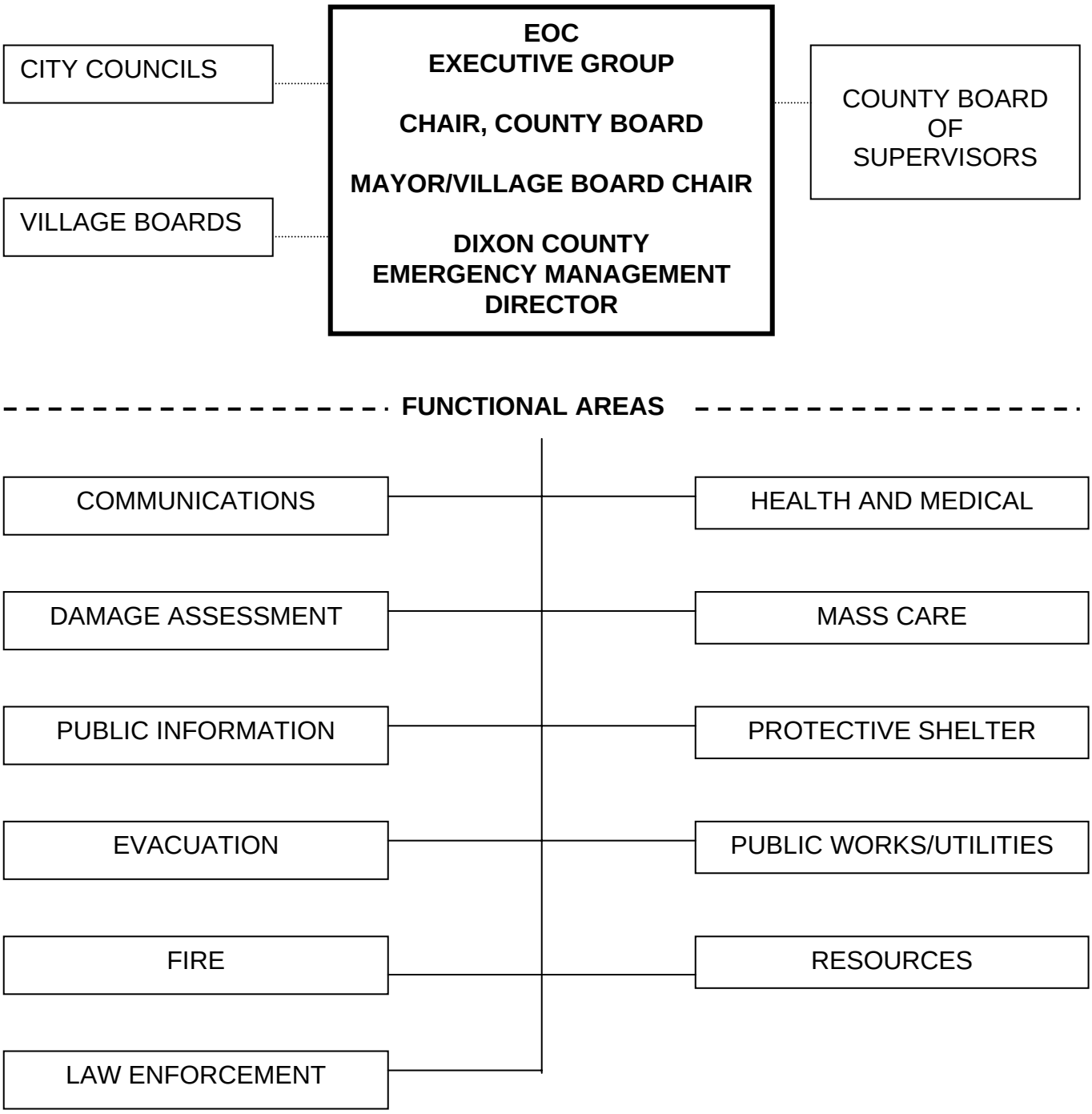
OTHER ORGANIZATIONS

P = Primary
S = Supporting

FUNCTIONAL RESPONSIBILITY CHART

FUNCTION (ANNEX) / POSITION/ORGANIZATION	Continuity Of Government	Direction And Control (A)	Communications And Warning (B)	Damage Assessment (C)	Emergency Public Information (D)	Evacuation (E)	Fire Services (F)	Health And Medical (G)	Law Enforcement (H)	Mass Care (I)	Protective Shelter (J)	Public Works (K)	Resource Management (L)	Plan Maintenance	
Nakota Disaster Lead Unit, Red Cross				S				S		P	S			S	
State Fire Marshal				S			P				S	S	S		
Nebraska State Patrol						S			P						
Northeast Nebraska Office State Dept Health & Human Services								P		S				S	
Dixon Co., Big 9, Northeast Mutual Aid Associations							S								
Amateur Radio Club			S	S						S	S				
Regional Telephone Companies			S	S								S			
Cable Companies			S	S								S			
Natural Gas Suppliers				S								S			
Electric Power Districts				S								S			
(See appropriate Annexes for lists of utility companies)															

DIRECTION AND CONTROL
ORGANIZATION CHART



DIRECTION AND CONTROL

I. PURPOSE

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

II. SITUATION

A. The Dixon County Emergency Operating Center (EOC) is located at the Sheriff's Office, Ponca.

1. The EOC is considered to be an adequate tornado shelter and has 185 square feet of operating space. Maximum staffing for this facility would be 10 persons.

2. Adequate auxiliary power is provided by a back up generator.

3. The Ponca EOC has a NAWAS (National Warning System) Drop and installed radio capability to communicate with law enforcement and fire/EMS departments. Six (6) telephone lines are operational with additional standby capability.

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

5. Alternate Emergency Operating Center: in the event the primary EOC is damaged or otherwise unavailable, a room in the new Fire Station 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.

B. Emergency Operating Centers for other jurisdictions are:

1. Fire Halls for Allen, Concord, Dixon, Emerson, Martinsburg, Newcastle, and Wakefield

2. An Emergency Response Vehicle for Maskell and Waterbury

C. The above listed EOCs would be supported by the Nebraska State Patrol Mobile Command Post, as necessary.

D. First Responders will use an Incident Command System. One of the first responding disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change. 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 Direction and Control function is carried out by the Emergency Operation Center Staff, comprised of the Chief Executives of government and key officials, as required.

B. The Chief Executives of government are responsible for their respective village, city, or county emergency operations including coordination of mutual aid and assuring effective use of resources. The Chairman of the Dixon County Board of Supervisors/Commissioners is responsible for all county emergency operations outside of corporate city or village limits. The Executive Group is comprised of these Chief Executives within Dixon County. They are:

1. County - Chairperson, Board of Supervisors/Commissioners

2. Cities - Mayors,

3. Villages - Chairperson of Village Boards.

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

D. EOC supporting staff are those offices, both governmental and private, which do not have a primary operational responsibility but which do possess the knowledge and professional expertise to be able to assess a situation and provide advice and/or make recommendations to the Executive Group. The

involvement of an office (or offices) will be dependent upon a number of variables, such as:

1. Geographical location of disaster,

2. Magnitude of disaster,

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

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

E. The Emergency Management Director's Direction and Control responsibilities may include, but are not limited to:

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

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

3. Develop EOC operating procedures,

4. Assist 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. Manage the operations of the EOC,

6. Coordinate implementation of mitigation efforts.

F. Lines of Succession

1. County Board of Supervisors/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. Dixon County Emergency Management

a. Dixon County Emergency Management Director,

b. Deputy Emergency Management Director,

c. Fire Chief of affected area,

d. Chief Law Enforcement Officer of affected area.

V. CONCEPT OF OPERATIONS

A. Activation of the Emergency Operating Center (EOC)

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

2. Immediate requests for assistance from Emergency Management will be channeled through the Dixon Co. Sheriff's Department Dispatch to the appropriate agency/organization.

3. The decision to activate the Emergency Operating Center will be based upon the severity of the emergency situation. The Dixon Co. Emergency Manager will determine the level of staffing required, based upon the situation, and will alert appropriate personnel, agencies, and organizations.

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

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

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

4. The on-scene commander may establish a field command post. The field command post will maintain close contact and coordination with the EOC.

5. The Emergency Management Director will notify the Nebraska Emergency Management Agency, (1-877-297-2368), upon the occurrence of any emergency or disaster that includes multi-agency response and is beyond normal day to day response activities. Using the Incident Status Report (Attachment 3) to report as much information as is known at the time of reporting. The information in bold letters is of immediate importance. The EM Director will report more information as it becomes available and at least once a day for the remainder of the incident

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

B. EOC Operations

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

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

b. Emergency Management Director,

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,

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

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

b. A detailed activity log of EOC operations maintained by the Emergency Management Director using local government administrative support,

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

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

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

5. EOC security is provided by the Sheriff’s Department.

C. EOC Coordination

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

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

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

4. Incident Command in the field and officials at the EOC must maintain contact with each other to effectively coordinate disaster operations.

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

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

D. Local Emergency Declaration

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

E. Local Disaster Declaration

1. When it appears that response and recovery efforts will exceed normal local capabilities, a Disaster Declaration may be declared by the Chief Executive. See Attachment 4.

2. Within 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. See Annex D.

3. A Disaster Declaration on official letterhead will be filed promptly with the Clerk of the affected jurisdiction and with the Nebraska Emergency Management Agency. The Emergency Management Director will fax (if possible) the local Declaration, then mail the hard copy original to the Nebraska Emergency Management Agency. See Sample Disaster Declaration, Attachment 4 to this Annex.

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

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

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

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

F. Request for Assistance

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

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

   a. Request for assistance from the state must be preceded by a local Disaster Declaration. See Attachment 4.

   b. This request for assistance will be made by the County Board of Supervisors through the Dixon County Emergency Management Director to the Nebraska Emergency Management Agency. See Attachment 5 for guidelines.

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

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

VI. ADMINISTRATIVE AND LOGISTICS

A. Fiscal

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

2. The Emergency Management Director will ensure that an annual review of this Annex is accomplished.

C. Exercises

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

D. Training

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 and/or the Federal Emergency Management Agency.

LIST OF ATTACHMENTS

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4	Sample Disaster Declaration	A-35
5	Emergency Disaster Checklist For Obtaining State/Federal Assistance	A-36
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TAB B	City of Wakefield Operations Plan	A-39
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COUNTY OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,
THE CHIEF EXECUTIVE OF THE COUNTY
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

EXECUTIVE GROUP	NAME	BUSINESS	HOME
Chair, County Board	Russell Fluery		755-2737
County Board Members	Jerry Schroeder	645-2243	635-2903
	David Schutte		584-2636
	Deloy Benne		287-9952
	Jan Von Minden		945-2461
	Darrel Curry		355-2675
	Darrel Magnuson		695-2608

EMERGENCY OPERATING STAFF			
Dixon County Emergency Management Director	Bruce Blatchford		755-4184
Deputy Emergency	Kevin Garvin		584-2271
Management Director	Jason Olesen		635-2566
Communications Officer	Dean Chase	755-2255	635-2014
Damage Assessment Coordinator	Amy Watchorn	755-2626	755-2783
County Emergency Board	Daryl McGhea	755 2277	355-2660
Public Information Officer	_____	_____	_____
Medical Coordinator	Bruce Blatchford	755-2255	755-4184
Public Health Coordinator	Bruce Blatchford	755-2255	755-4184

EMERGENCY OPERATING STAFF (continued)	NAME	BUSINESS	HOME
Mass Care Coordinator (Red Cross)		1-800-388-0370 402-441-6380	
Resource Coordinator	Kevin Garvin		584-2271v
Volunteer Coordinator	Bruce Blatchford	755-2255	755-2184
Social Services Coordinator	Mark Zimmer		987-3445
Salvation Army			
Area Agency on Aging	_____	_____	_____
Radiological Officer	Don Taylor	755-2255	755-2806
Local Emergency Planning Committee (LEPC) Chair	Marvin Nelson		584-2380
Dixon County Attorney	Dennis Hurley	494-4276	755-2608
Dixon County Clerk	Diane Mohr	755-2208	
Dixon County Engineer	_____	_____	_____
Dixon County Superintendent of Roads	Duane Upton		371-7444
Dixon County School Superintendent			
Law Enforcement			
Dixon County Sheriff	Dean Chase	755-2255	635-2104
Nebraska State Patrol		370-3456	
Game and Parks	Jeff Fields	755-2987	
Additional Communications			
Amateur Radio Club	Kevin Garvin		584-2271
_____REACT (CB Club)	_____	_____	_____
Civil Air Patrol. Lincoln, NE		402-309-7665	

CITY OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,
THE CHIEF EXECUTIVE OF EACH JURISDICTION
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

CITY OF PONCA OFFICIALS	NAME	BUSINESS	HOME
Mayor	Earl Bogard	755-4165	755-2337
City Council President	Monte Burk	800-416-2269	755-2736
City Council Members	Gail Reece	494-3023	755-2542
	Todd Anderson	712-255-3508	755-4170
	Royce Kollbaum	755-2735	755-2313
	Pete Temple		755-2768
	Dave Hansen	254-6855 ext103	755-2582
City Administrator/Clerk/Treasurer	Denise Peterson		755-4165
City Attorney	Dennis Hurley	494-4276	755-2989``
Police Chief	Paul Blatchford	755-2255	755-2617
Fire Chief	Mike Block		755-2651
EMS Captain	Bob Kneifl	755-2246	755-2828
Public Works/Utilities			
Public Works Director	Monte Burki	800-416-2269	755-2736
Utilities Director	Larry Kinnear	755-4165	755-4148
Street Department	Steve Brinkmann	755-4165	755-2577
Parks and Recreation	Scott Heaton	755-2221	755-4202
Building and Zoning	Mark Gehring	755-2241	755-4292
City Engineer	Bob Logue	258-4202	755-4262

Private Utilities	NPPD U.S. Energy Services	1-800-750-9277	_____

CITY OF PONCA EOC STAFF	NAME	BUSINESS	HOME
City Emergency Management Director	Mike Block	755-4102	755-4184
Communications Officer	_____	_____	_____
Support Communications Groups	_____	_____	_____
	_____	_____	_____
Public Information Officer	_____	_____	_____
Damage Assessment Coordinator	_____	_____	_____
Medical Coordinator	Jeff Knerl	755-2231	755-4280
Public Health Coordinator	_____	_____	_____
Mass Care Coordinator	_____	_____	_____
Resources Coordinator	_____	_____	_____
Volunteer Coordinator	_____	_____	_____
Volunteer Organizations	Volunteer Fire and Rescue		
	_____	_____	_____
	_____	_____	_____
Ministerial Association	_____	_____	_____
Radiological Officer	_____	_____	_____
City Schools Superintendent	Philip Wineland	755-2241	755-2766

CITY OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,
THE CHIEF EXECUTIVE OF EACH JURISDICTION
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

CITY OF WAKEFIELD OFFICIALS	NAME	BUSINESS	HOME
Mayor	Jim Clark	256-3731	287-2355
City Council President	Gerald Muller	287-2211	287-2448
City Council Members	Michael Loofe	287-2211	287-2844
	Larry Sherer	287-2868	287-2868
	Gerald Muller	287-2211	287-2448
	Terry Baker	287-2211	287-2628
City Administrator	Dan Zulkosky	287-2080	
City Clerk/Treasurer	Jean Fischer	287-2080	
City Attorney	Leland Miner	287-2410	287-2269
Police Chief	Dean Chase	755-2255	635-2104
Fire Chief	Dean Ulrich	287-2211	287-2926
EMS Captain	Larry Soderberg	287-2552	287-2731
Co-Captain	Johna Oswald	287-2194	
Public Works/Utilities			
Public Works Director	_____	_____	_____
Utilities Director	Jon Pretzer	287-2547	287-2036
Street Department	Dennis Biggerstaff	287-2547	
Parks and Recreation	_____	_____	_____
Building and Zoning	Nicki Decker	287-2080	287-3160
City Engineer	JEO	371-6416	

Private Utilities	NPPD (electric) Aquila (gas)	1-800-750-9277	_____

CITY OF WAKEFIELD EOC STAFF	NAME	BUSINESS	HOME
City Emergency Management Director	Bruce Blatchford	755-2255	755-2184
Communications Officer	_____	_____	_____
Support Communications Groups	_____	_____	_____
	_____	_____	_____
Public Information Officer	_____	_____	_____
Damage Assessment Coordinator	_____	_____	_____
Medical Coordinator	Dr. B.J. Martin	375-3800	
Public Health Coordinator	Dr. B.J. Martin	375-3800	
Mass Care Coordinator	Wayne Mercy Medical	375-3800	
Resources Coordinator	_____	_____	_____
Volunteer Coordinator	_____	_____	_____
Volunteer Organizations	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Ministerial Association	Ross Erickson	287-2692	287-2803
Radiological Officer	_____	_____	_____
City Schools Superintendent	Mike Moody	287-2012	

VILLAGE OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,
THE CHIEF EXECUTIVE OF EACH JURISDICTION
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

VILLAGE OF ALLEN OFFICIALS	NAME	BUSINESS	HOME
Board Chair	Jay Jones		635-2340
Village Board Members	Kevin Hoffman		635-2525
	Ray Brentlinger	584-2261	635-2295
	Eunice Diediker	584-9309	635-2918
	Judy Olson	635-2065	635-2603
Village Attorney	Dennis Hurley	494-4276	755-4276
Village Clerk/Treasurer	Jean I Rahn	635-2444	
Fire Chief	Ray Brentlinger	584-2261	635-2295
EMS Captain	Roger Kraft		635-9014
Law Enforcement	Dixon County Sheriff's Office		755-2255
Village Maintenance			
Street Department	Rick Chase	635-2444	635-5217
Village Engineer	JEO	371-6416	
Private Utilities	Northeast Nebraska Public Power District 1-800-750-9277		

VILLAGE OF ALLEN EOC STAFF

Emergency Management Director	Bruce Blatchford	755-2255	755-2184
Communications Officer	_____	_____	_____
Support Communications	_____	_____	_____
Public Information Officer	_____	_____	_____
Damage Assessment Coordinator	_____	_____	_____
Mass Care Coordinator	_____	_____	_____
Public Health Coordination	_____	_____	_____
Radiological Officer	_____	_____	_____
School Superintendent	Don Schmidt	635-2484	
Resource Coordination	_____	_____	_____
Volunteer Coordinator	_____	_____	_____
Volunteer Organizations	_____	_____	_____
	_____	_____	_____

VILLAGE OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,
THE CHIEF EXECUTIVE OF EACH JURISDICTION
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

VILLAGE OF DIXON OFFICIALS	NAME	BUSINESS	HOME
Board Chair	Jeff Hartung	584-2284	584-2489
Village Board Members	LeRoy Bathke		584-2429
	Tricia Grone		584-2201
	Marvin Nelson		584-2380
	John Young		584-2211
Village Attorney	Olds, Pieper & Connolly	375-3585	
Village Clerk	Anita Saunders	584-2401	
Fire Chief	LeRoy Bathke	584-2429	
EMS Captain	Marvin Nelson		584-2380
Law Enforcement	_____	_____	_____
Village Maintenance			
Street Department	John Young		584-2211
Village Engineer	Gilmore and Associates John Young		564-2807
Private Utilities	_____	_____	_____

VILLAGE OF DIXON EOC STAFF

Emergency Management Director	Marvin Nelson		584-2380
Communications Officer	_____	_____	_____
Support Communications	_____	_____	_____
Public Information Officer	_____	_____	_____
Damage Assessment Coordinator	_____	_____	_____
Mass Care Coordinator	_____	_____	_____
Public Health Coordination	_____	_____	_____
Radiological Officer	_____	_____	_____
School Superintendent	_____	_____	_____
Resource Coordination	_____	_____	_____
Volunteer Coordinator	_____	_____	_____
Volunteer Organizations	_____	_____	_____
	_____	_____	_____

VILLAGE OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,
THE CHIEF EXECUTIVE OF EACH JURISDICTION
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

VILLAGE OF CONCORD OFFICIALS	NAME	BUSINESS	HOME
Board Chair	Ron Harder		584-2317
Village Board Members	Bob Clarkson	584-2445	
	Steve Martindale		584-2345
	Doug Olson	584-2257	
Village Attorney			
Village Clerk/Treasurer	Joan Hanson		
Fire Chief	Derald Rice		584-2407
EMS Captain	Marvin Nelson	_____	584-2380
Law Enforcement	_____	_____	_____
Village Maintenance			
Street Department	_____	_____	_____
Village Engineer	_____	_____	_____
Private Utilities	_____	_____	_____

VILLAGE OF CONCORD EOC STAFF

Emergency Management Director	Bruce Blatchford	755-2255	755-2184
Communications Officer	_____	_____	_____
Support Communications	_____	_____	_____
Public Information Officer	_____	_____	_____
Damage Assessment Coordinator	_____	_____	_____
Mass Care Coordinator	_____	_____	_____
Public Health Coordination	_____	_____	_____
Radiological Officer	_____	_____	_____
School Superintendent	_____	_____	_____
Resource Coordination	_____	_____	_____
Volunteer Coordinator	_____	_____	_____
Volunteer Organizations	_____	_____	_____
	_____	_____	_____

VILLAGE OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,
THE CHIEF EXECUTIVE OF EACH JURISDICTION
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

VILLAGE OF EMERSON OFFICIALS	NAME	BUSINESS	HOME
Board Chair	Kathy Ostrand	375-3854	695-2129
Village Board Members	Dennis Koopman	695-2683	695-2561
	Bill Zeisler		695-2446
	Andy Olson	385-3025	695-2573
Village Attorney	Al Maul	385-3016	385-3531
Village Clerk/Treasurer	Sharon Utemark	695-2662	
Fire Chief	Dave Mahler		695-2737
EMS Captain	_____	_____	_____
Law Enforcement	Chuck Chinn	695-2550	695-2251
Village Maintenance			
Street Department	Dick McCabe	695-2662	695-2661
Village Engineer	Tyler Hevlin	443-4661	
Private Utilities	Aquila (gas)	_____	_____
	_____	_____	_____

VILLAGE OF EMERSON EOC STAFF

Emergency Management Director	Bruce Blatchford	755-2255	755-2184
Communications Officer	_____	_____	_____
Support Communications	_____	_____	_____
Public Information Officer	_____	_____	_____
Damage Assessment Coordinator	_____	_____	_____
Mass Care Coordinator	_____	_____	_____
Public Health Coordination	_____	_____	_____
Radiological Officer	_____	_____	_____
School Superintendent	Tom Becker	695-2621	287-3362
Resource Coordination	_____	_____	_____
Volunteer Coordinator	_____	_____	_____
Volunteer Organizations	_____	_____	_____
	_____	_____	_____

VILLAGE OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,
THE CHIEF EXECUTIVE OF EACH JURISDICTION
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

VILLAGE OF MARTINSBURG OFFICIALS	NAME	BUSINESS	HOME
Board Chair	Doug Smith, Mayor		945-2833
Village Board Members	Douglas Russell	_____	_____
	Lynn Stallbaum		
	Ed Stark		
Village Attorney	_____	_____	_____
Village Clerk	Troy Peters		
Fire Chief	Kent Sachau	_____	_____
EMS Captain	_____	_____	_____
Law Enforcement	_____	_____	_____
Village Maintenance			
Street/Water Department, Parks & Recreation	Ed Stark	_____	_____
Sewer Commissioner	Doug Smith		
Village Engineer	JEO Conslt. Inc, Norfolk	371-6416	_____
Private Utilities	NPPD (electricity)	_____	_____
	_____	_____	_____
	_____	_____	_____

VILLAGE OF MARTINSBURG EOC STAFF

Emergency Management Director	Bruce Blatchford	755-2255	755-2184
Communications Officer	_____	_____	_____
Support Communications	_____	_____	_____
Public Information Officer	_____	_____	_____
Damage Assessment Coordinator	_____	_____	_____
Mass Care Coordinator	_____	_____	_____
Public Health Coordination	_____	_____	_____
Radiological Officer	_____	_____	_____
School Superintendent	_____	_____	_____
Resource Coordination	_____	_____	_____
Volunteer Coordinator	_____	_____	_____
Volunteer Organizations	_____	_____	_____
	_____	_____	_____

VILLAGE OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,
THE CHIEF EXECUTIVE OF EACH JURISDICTION
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

VILLAGE OF MASKELL OFFICIALS	NAME	BUSINESS	HOME
Board Chair	Bob Wegner, Mayor		692-3611
Village Board Members	Jerry Nelson	_____	_____
	Nancy Nelson		
	Darrell Wieser		
	Alfred Hoesing		
Village Attorney	_____	_____	_____
Village Clerk/Treasurer	Jean Nelson		
Fire Chief	Kent Sachau		945-2213
EMS Captain	_____	_____	_____
Law Enforcement	_____	_____	_____
Village Maintenance			
Street Department	_____	_____	_____
Water Commissioner	Preston Nelson		
Village Engineer	Bruce Gilmore & Assoc.	_____	_____
Private Utilities	Ne NPPD	_____	_____
	_____	_____	_____
	_____	_____	_____

VILLAGE OF MASKELL EOC STAFF

Emergency Management Director	Bruce Blatchford	755-2255	755-2184
Communications Officer	_____	_____	_____
Support Communications	_____	_____	_____
Public Information Officer	_____	_____	_____
Damage Assessment Coordinator	_____	_____	_____
Mass Care Coordinator	_____	_____	_____
Public Health Coordination	_____	_____	_____
Radiological Officer	_____	_____	_____
School Superintendent	_____	_____	_____
Resource Coordination	_____	_____	_____
Volunteer Coordinator	_____	_____	_____
Volunteer Organizations	_____	_____	_____
	_____	_____	_____

VILLAGE OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,
THE CHIEF EXECUTIVE OF EACH JURISDICTION
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

VILLAGE OF NEWCASTLE OFFICIALS	NAME	BUSINESS	HOME
Board Chair	Leonard R. Marron	355-2644	355-9215
Village Board Members	Gene Blatchford	355-2231	355-9260
	Kevin Welchal		355-2539
	Glen Irwin		355-2227
	John Kniefl		355-2368
Village Attorney	Dennis Hurley	494-4276	755-2989
Village Clerk/Treasurer	Elsie Lund		
Fire Chief	Brent Kneifl	355-2275	355-2643
EMS Captain	Angie Kniefl		355-2643
Law Enforcement	James M. Olander	355-9277	355-2546
Village Maintenance			
Street Department	James M. Olander	355-9277	355-2546
Village Engineer	Richard Snyder	563-2236	910-4181 Cell Phone
Private Utilities	Ne NPPD	_____	_____

VILLAGE OF NEWCASTLE EOC STAFF

Emergency Management Director	Bruce Blatchford	755-2255	755-2184
Communications Officer	_____	_____	_____
Support Communications	_____	_____	_____
Public Information Officer	_____	_____	_____
Damage Assessment Coordinator	_____	_____	_____
Mass Care Coordinator	_____	_____	_____
Public Health Coordination	_____	_____	_____
Radiological Officer	_____	_____	_____
School Superintendent	_____	_____	_____
Resource Coordination	_____	_____	_____
Volunteer Coordinator	_____	_____	_____
Volunteer Organizations	_____	_____	_____
	_____	_____	_____

VILLAGE OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,
THE CHIEF EXECUTIVE OF EACH JURISDICTION
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

VILLAGE OF WATERBURY OFFICIALS	NAME	BUSINESS	HOME
Board Chair	Tim Beacon	_____	_____
Village Board Members	Becca Stingley	_____	_____
	Judy Beacom	_____	_____
	Mike Murphy	_____	_____
	Rick Kettleson	_____	_____
Village Attorney	_____	_____	_____
Village Clerk/Treasurer	Becca Stingley		
Fire Chief	_____	_____	_____
EMS Captain	_____	_____	_____
Law Enforcement	_____	_____	_____
Village Maintenance			
Street Department	_____	_____	_____
Water/Sewer Commissioner	Mike Murphy		
Village Engineer	Art May, Midwest Asst., Walthill		
Private Utilities	NPPD (electricity)	_____	_____
	_____	_____	_____
	_____	_____	_____

VILLAGE OF WATERBURY EOC STAFF

Emergency Management Director	Bruce Blatchford	755-2255	755-2184
Communications Officer	_____	_____	_____
Support Communications	_____	_____	_____
Public Information Officer	_____	_____	_____
Damage Assessment Coordinator	_____	_____	_____
Mass Care Coordinator	_____	_____	_____
Public Health Coordination	_____	_____	_____
Radiological Officer	_____	_____	_____
School Superintendent	_____	_____	_____
Resource Coordination	_____	_____	_____
Volunteer Coordinator	_____	_____	_____
Volunteer Organizations	_____	_____	_____
	_____	_____	_____

INCIDENT STATUS REPORT

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

Jurisdiction: _____ Caller Name: _____

Call back number: _____ Incident Commander: _____

Instructions: As soon as possible fill in as much information as you currently know. The information in **bold** is of immediate importance. Other information can be gathered as it becomes available. Please fill all of the information areas, put ***unknown*** in areas where you have no information and ***none*** where there is no damage or impact. Please fax or call the information into the State EOC as soon as *any* information is known, then fax or call in updates as new information becomes available or as it is requested by NEMA. Thank you. Fax 402 471-7433 or Call 877 297-2368

1. GENERAL INFORMATION:

1.1 General Location of Affected Area:

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

2. LOCAL ACTIONS:

2.1 Evacuation Ordered? Y N Size of Area: _____

2.2 Resources Deployed:

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

2.2.5 Mutual Aid Departments on scene: _____

_____

_____

2.2.6 Private Utilities: _____

3. DISASTER IMPACTS:

3.1 Number of: Fatalities _____ Injuries _____ Missing Persons _____

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

3.3 Number of Shelters Open: _____

3.4 Number of People Sheltered: _____

3.5 Anticipated Total Number of Persons: _____

3.6 Special Needs Citizens Identified and Cared For: Y N

3.7 Comfort locations for Emergency Workers established? Y N

3.8 Number of structures damaged:

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

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

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

Minor - Building is damaged and may be used under limited conditions with minor repairs.
Major - Building is damaged to the extent that it is no longer usable and may be returned to service only with extensive repairs.
Destroyed- Building is a total loss or damaged to the extent that it is no longer usable and is not economically feasible to repair

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

4. STATUS OF SERVICES:

4.1 Status of Electric Utility Service:

4.2 Status of Telephone Service:

4.3 Status of Schools:

4.4 Status of Government Offices:

4.5 Impacted Critical Facilities

4.5.1 Hospitals: _____

4.5.2 Water Treatment Plants: _____

4.5.3 WasteWater Plants: _____

4.5.6 Lift Stations: _____

4.5.7 Natural Gas: _____

4.5.8 Correctional: _____

4.5.9 Other: _____

5. TRANSPORTATION:

5.1 Streets: Extent of Damage

_____ _____
_____ _____
_____ _____
_____ _____

5.2 Roads:

_____ _____
_____ _____
_____ _____
_____ _____

5.3 Bridges:

_____ _____
_____ _____
_____ _____
_____ _____

5.4 Airport:

_____ _____
_____ _____
_____ _____
_____ _____

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

_____ _____
_____ _____
_____ _____

SAMPLE LOCAL DISASTER DECLARATION

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

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

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

DIXON COUNTY

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

Therefore, the Chair of the Dixon County Board of *Supervisors (or the Mayor/Board Chair of _____)* has declared a state of emergency authorized under Nebraska State Statute R.R.S. 81-829.50 on behalf of Dixon County *(or city/village),* and will execute for and on behalf of Dixon 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, Dixon County
Board of Supervisors
(or Mayor/Board Chair of affected jurisdiction or by appointed authorized representative)

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

_____
County (or City/Village) Clerk

_____
Date

EMERGENCY/DISASTER CHECKLIST
FOR OBTAINING STATE/FEDERAL ASSISTANCE

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

2. Have you requested mutual aid? YES NO

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

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

   If NO, Damage Assessment instructions are in Annex C.

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

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

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

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

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

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

   If NO, go to #9.

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

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

    If NO, notify as follows:

    Nebraslka Emergency Management Agency 1-877-297-2368 (toll free)

    - or the Dakota City NAWAS Warning Point

CITY OF PONCA

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2003

CITY OF PONCA
EMERGENCY PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE CITY OF PONCA

I. PURPOSE

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

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

II. PLANNING FACTORS

A. All-Hazards Approach

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

B. Vulnerable Populations

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

C. Primary Responsibility For Disaster Response and Recovery

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

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

   a. President of the City Council

   b. Most senior member of the City Council

   c. City Administrator

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

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

2. The public may have already been warned by sirens or through the electronic media; if not, the dispatcher will sound the sirens as needed.

B. Operations - Actual Disaster

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

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

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

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

C. Operations - Departmental Responsibilities

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

1. Field Operations

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

   b. These First Responders will use an Incident Command System. One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.

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

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

2. Emergency Operations Center (EOC)

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

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

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

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff.

D. Field Operations and the EOC Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the City of Ponca.

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

2. EOC Briefings

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

3. Security of the Disaster Area.

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

b. Roadblocks: Village/county/state roads departments can help with barricades. The Incident Commander or Law Enforcement will contact the Communications Center to request these resources from the County

Roads Department and/or the State Road Department for assistance, when needed.

c. Identification cards for access to the disaster area will be issued in Ponca and Dixon County; if more cards are needed, the Nebraska Emergency Management Agency in Lincoln can be called. ID cards are needed not only for local officials, but also for volunteers, the media, even residents when the disaster area has been secured. The Dixon County Emergency Management Director will distribute identification cards from the EOC or at the disaster access points.

E. Operations - Administration

Under the direction of the Mayor/City Administrator, the City Clerk/Treasurer and the Purchasing Officer will purchase or rent needed supplies, materials, and equipment for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's\Treasurer's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures for the disaster will be submitted to and documented by the City Clerk/Treasurer.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All City of Ponca Departments will become familiar with an Incident Command System. This Incident Command System will be used to ensure one point of contact for field coordination.

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

B. Responsibilities List For Field Operations

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

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

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

1. Among First Responders to disaster scene.

2. May implement Incident Command System.

3. Will assess communications capability as one of first priority actions.

4. Notify off-duty personnel of the Police Department and, if required, other law enforcement agencies of need for assistance. About 21 persons could be available from the: Ponca, Newcastle, and Emerson Police Departments, County Sheriff's Office, Nebraska State Patrol, Game and Park Commission.

5. If needed, in conjunction with the Fire Department, warn residents and businesses by public address systems, knocking on doors, or any other necessary methods.

6. Conduct evacuation, as required, including coordinating with Emergency Management to select best evacuation routes to selected shelter.

7. Implement established procedures for roadblock locations to isolate Ponca if total isolation of the City is necessary.

8. Warn public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected.

9. Coordinate with the EOC for special needs transportation out of area being evacuated.

10. Coordinate with the EOC in selecting assembly points and exercise surveillance over assembly points being used for loading buses, if needed for evacuation.

11. Assess and determine immediate needs for cleared routes to the hospital and coordinate with the EOC.

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

13. Coordinate with the Street Department for barricades, signs, and flags at control points as established by the Police Department - this will be coordinated with the EOC.

14. Conduct search and rescue operations - with Fire Department personnel.

15. Assess need for other City Departments to respond and contact Superintendent of Department; report this to the EOC.

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

17. If the Police Station is damaged, the alternate location for operations can be the new Fire Station.

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

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

20. Send representative to briefings at the EOC; in monitoring the pulse of the community, inform the EOC/City Administrator of any problems.

21. Secure the disaster area

    a. To include critical public facilities and residences

    b. Check volunteer ID cards

    c. Check permanent ID cards of City personnel

    d. Firmly control EOC security from any interference with emergency operations

22. Prevent looting in disaster area.

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

24. Provide security at shelters, if needed.

25. Provide security for visiting dignitaries.

26. Will notify the EOC of possible flooding problems.

27. Pick up stray animals.

28. Provide volunteer inmate labor.

29. Deputize additional personnel, as required.

30. Continue to cover police responsibilities in unaffected area

31. Designate and maintain lines of succession; in absence of Police Chief.

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

1. Maintain current call-down roster for phone and pagers for key city personnel and others such as the hospital, care centers, schools, and businesses.

2. Provide warning through sirens; if endangered area is isolated, telephone residents and/or businesses.

3. Monitor and disseminate further watches and/or warnings or advisories.

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

5. Coordinate emergency radio traffic.

6. May request additional assistance through the EOC.

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

1. Among First Responders to disaster scene.

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

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

4. Provide radiological monitoring at radiological accidents, including necessary coordination with Nebraska Health Department and the Nebraska Emergency Management Agency.

5. May implement Incident Command System.

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

7. Coordinate with Police Department in search and rescue operations.

8. Assist Police Department in evacuation efforts.

9. Assist Police Department in warning by public address system or door-to-door.

10. Assist Police Department in crowd control/security of the disaster area.

11. Assess need for other City Departments to respond and contact Department Superintendent; report this to the EOC.

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

13. Coordinate staging area with the EOC.

14. Provide back-up equipment for water pumping.

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

16. Send representative to briefings at the EOC; in monitoring the pulse of the community, inform the EOC/City Administrator of any problems.

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

18. Continue fire suppression operations.

19. Establish and maintain lines of succession.

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

1. May be among First Responders at disaster scene.

2. May implement Incident Command System.

3. Conduct triage operations, if needed.

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

5. Transport injured to the hospital; check with Police Department\EOC for open routes to hospital.

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

7. Send representative to briefings at the EOC; inform the EOC/City Administrator of any problems.

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

9. Establish/maintain lines of succession.

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

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

1. Street Department - Superintendent

   a. The call to respond to the disaster will initially come from dispatch at the Police Communications Center; the Superintendent will coordinate with the City Administrator on disaster work assignments.

   b. First priority after a disaster is to clear debris from routes needed for First Responders; next priority is arterials and collectors.

   c. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings with input from the City Administrator, Police Department, and other affected City Departments.

   d. Close streets, if requested by Police Department, to include transporting/erecting barricades, signs, flags at control points established by the Police Department.

   e. Post traffic directional signs, as needed, particularly for evacuation.

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

   g. Perform priority repairs to streets.

   h. Repair storm sewers.

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

   j. During flooding conditions, coordinate sandbagging operations for public buildings/entities.

   k. Assist the City Administrator in meeting requirements for disposal of disaster debris. Responsibilities for landfill operations are listed under City Administrator.

   l. Will establish additional temporary tree burning areas, as needed.

   m. If not being utilized, furnish heavy equipment and personnel to other City Departments.

n. Send representative to briefings at the EOC; inform the EOC/City Administrator of any problems.

2. City Electric Department - Superintendent

a. All department employees will report to the Street and Electric Shop for vehicles and mobile communications.

b. The first employee reporting will survey the sub-stations; survey overall damage to see if outside assistance will be required; alert City Administrator if need mutual aid.

c. De-energize downed power lines.

d. Restore service as prioritized.

e. Coordinate with the City Administrator and supplier in finding a temporary source of electricity should the City need it to restore utility service.

f. Keep the City Administrator and supplier informed of current situation and when service may be restored.

g. Send representative to briefings at the EOC; inform the EOC/City Administrator of any problems.

h. Safety inspect electric systems on public buildings damaged from the disaster; coordinate with the building inspector on these inspections.

i. Provide emergency lighting where needed for disaster operations.

j. Coordinate use of emergency power generators with the EOC.

k. If not being utilized, furnish heavy equipment and personnel to other City Departments.

3. Water and Waste Water Department - Superintendent

Water Division

a. Can assess each house individually.

b. Maintain water pressure and uncontaminated water supply.

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

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

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

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

g. Provide potable emergency water supply.

1) Locate suitable containers; fill with uncontaminated water.

2) Distribute to points as coordinated by the EOC; be aware of prioritized facilities needing water such as the hospital or care facilities.

h. Safety inspect water system.

i. If the disaster is a major water contamination, line of succession for direction and control is Mayor, Council President, City Administrator, Emergency Management Director, Water/Waste Water Department Superintendent.

Waste Water Division

a. Maintain sanitary sewer operations.

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

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

d. Contract for portable toilets and for their maintenance.

Both Water and Waste Water Divisions

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

b. Send one person to EOC briefings to represent both Divisions; inform the EOC/City Administrator of any problems.

4. Parks and Recreation Department - Director

a. Survey damage to parks.

b. Report to City Administrator for disaster work assignment.

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

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

e. Provide recreational equipment that may be used in the shelters for evacuees.

5. Landfill Operation

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

a. Meet the demand for greater disposal operations by:

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

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

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

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

d. In coordination with other affected City Departments and the EOC, establish temporary site for collection of debris.

e. Will ensure the Street Department establishes additional temporary tree burning area, if the one "permitted" burn site in Ponca is not adequate.

V. EMERGENCY OPERATIONS CENTER

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

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

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

2. Exercise emergency powers; provide policy decisions.

3. Sign Disaster Declaration.

4. Exercise final authority on subjects such as:

   a. Curfews

   b. Price restrictions

   c. Standards for contractors, craftsmen

   d. Temporary waivers for land use

   e. Other related legal responsibilities

   f. Evacuation decision

5. Approve emergency legislation for the city.

6. Mayor, Council President in Mayor's absence, may activate EOC.

7. Emergency Public Information (LEOP - Annex D)

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

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

   c. Emergency public information responsibilities include:

      1) An Information Center to:

         a) Release emergency directions and information to radio, television and newspaper.

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

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

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

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

B. City Administrator

The City Administrator is the administrative head of Ponca city- government and works under the direction of the Mayor who has final authority for all City Departments. The City Administrator has been delegated responsibility by the Mayor and Council to coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. The responsibilities of the City Administrator may include, but are not limited to:

1. Coordinate with the Mayor/City Council members and the Emergency Management Director during disaster operations.

2. The City Administrator will be alerted of a disaster situation by the dispatcher or Emergency Management Director; normally, the City Administrator will, in turn, call the Mayor.

3. May activate the EOC.

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

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

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

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

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

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

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

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

10. Coordinate with City Attorney on any legal emergency matters.

11. Respond to official inquiries.

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

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

14. Ensure the Building Inspector acting as Damage Assessment Coordinator has designated someone to document damage through photographs should there later be an application for state or federal assistance.

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

16. In conjunction with the Clerk/Treasurer, ensure that expenses for the disaster are documented by the City Clerk/Treasurer.

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

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

19. Advise disaster victims of temporary emergency housing.

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

21. Maintain "salvage depot" for unclaimed items.

C. Emergency Management Director

The Dixon 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 Ponca City Administrator. Disaster operations duties for the Emergency Management Director may include, but are not limited to:

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

2. Activate the EOC (normally called by the Dispatcher from the Police Department); assume overall coordination of emergency operations of disaster response/recovery.

3. In conjunction with the City Administrator, determine who is needed on the EOC Staff.

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

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

6. Track and record disaster events on a status board or flip chart; plot area of destruction on map; staff from the City Clerk/Treasurer's will be assigned this function.

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

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

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

10. Coordinate transportation that may be required for evacuation.

11. Advise in selection of assembly points for transportation.

12. Coordinate shelter operations the American Red Cross.

13. Recommend that the Mayor\Council declare an emergency; prepare the Disaster Declaration for signature of Mayor and witness of Clerk.

14. Coordinate with City Attorney on any legal emergency matters.

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

16. Coordinate staging areas with Field Operations.

17. Disseminate Identification cards for:

    a. Emergency workers

    b. Volunteers

    c. Disaster area residents

    d. Appointed/elected officials

18. Coordinate with the City Administrator in determining location for distribution of potable water; assure the public is notified concerning availability and location of water.

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

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

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

22. Annually review/update this Plan for the City of Ponca

D. City Attorney

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

    a. Curfews

    b. Price restrictions

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

    d. Temporary waivers for land use

    e. Other related legal duties

2. Draft emergency legislation for the city.

3. Provide assistance in negotiating contracts for emergency services.

E. Building Inspector (LEOP - Annex C)

1. Coordinate damage assessment on:

   a. Public entities

   b. Homes

   c. Businesses

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

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

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

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

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

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

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

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

10. Coordinate with the City Administrator in establishing point of contact for insurance adjusters and influx of builders and repairmen.

11. With the approval of the City Administrator, contract for needed structural engineering services.

12. Coordinate, as necessary, with the City Electric Superintendent on safety inspection of electric systems on public buildings damaged from the disaster.

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

F. City Clerk/Treasurer

1. Witness Disaster Declaration

2. Track and document all expenses for disaster operations from each City Department to include:

   a. Labor (regular and overtime)

   b. Equipment

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

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

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

5. In conjunction with the City Administrator, prepare necessary documentation required for state and federal disaster assistance applications.

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

7. Provide staff at EOC to track and record disaster events.

G. Purchasing Officer

1. Make emergency purchases, as required.

2. When a disaster is declared by the Mayor, implement the policy that delegates authority to department superintendents to purchase or lease emergency supplies and/or equipment.

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

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CITY OF WAKEFIELD

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2003

CITY OF WAKEFIELD
EMERGENCY PLAN

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EMERGENCY OPERATIONS PLAN
FOR
THE CITY OF WAKEFIELD

I. PURPOSE

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

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

II. PLANNING FACTORS

A. All-Hazards Approach

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

B. Vulnerable Populations

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

C. Primary Responsibility For Disaster Response and Recovery

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

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

   a. President of the City Council

   b. Most senior member of the Council

   c. City Admoinistrator

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

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

2. The public may have already been warned by sirens or through the electronic media; if not, the dispatcher will sound the sirens as needed.

B. Operations - Actual Disaster

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

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

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

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

C. Operations - Departmental Responsibilities

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

1. Field Operations

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

   b. These First Responders will use an Incident Command System. One of the First Responder disciplines will provide the initial Incident Commander; this will be determined by the nature of the disaster. Incident Command may be handed off to another agency as disaster priorities change.

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

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

2. Emergency Operations Center (EOC)

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

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

b. The EOC is located at the Fire Hall. This location provides communications capability, auxiliary power, and ample space with support equipment for disaster operations.

3. Additional Disaster Services

Other agencies and groups may be called upon for assistance after initial response to the disaster. These services may be requested by the Field Command or the EOC Staff.

D. Field Operations and the EOC Staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the City of Wakefield.

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

2. EOC Briefings

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

3. Security of the Disaster Area.

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

b. Roadblocks: Village/county/state roads departments can help with barricades. The Incident Commander or Law Enforcement will contact the Communications Center to request these resources from the County

Roads Department and/or the State Road Department for assistance, when needed.

c. Identification cards for access to the disaster area will be issued in Wakefield and Dixon County; if more cards are needed, the Nebraska Emergency Management Agency in Lincoln can be called. ID cards are needed not only for local officials, but also for volunteers, the media, even residents when the disaster area has been secured. The Dixon County Emergency Management Director will distribute identification cards from the EOC or at the disaster access points.

E. Operations - Administration

Under the direction of the Mayor/City Administrator, the City Clerk/Treasurer and the Purchasing Officer will purchase or rent needed supplies, materials, and equipment for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's\Treasurer's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures for the disaster will be submitted to and documented by the City Clerk/Treasurer.

IV. FIELD OPERATIONS

A. Primary Field Operational Control For The Disaster

1. All City of Wakefield Departments will become familiar with an Incident Command System. This Incident Command System will be used to ensure one point of contact for field coordination.

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

B. Responsibilities List For Field Operations

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

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

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

1. Among First Responders to disaster scene.

2. May implement Incident Command System.

3. Will assess communications capability as one of first priority actions.

4. Notify off-duty personnel of the Police Department and, if required, other law enforcement agencies of need for assistance. About 21 persons could be available from the: Ponca, Newcastle, and Emerson Police Departments, County Sheriff's Office, Nebraska State Patrol, Game and Park Commission.

5. If needed, in conjunction with the Fire Department, warn residents and businesses by public address systems, knocking on doors, or any other necessary methods.

6. Conduct evacuation, as required, including coordinating with Emergency Management to select best evacuation routes to selected shelter.

7. Implement established procedures for roadblock locations to isolate Wakefield if total isolation of the City is necessary.

8. Warn public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected.

9. Coordinate with the EOC for special needs transportation out of area being evacuated.

10. Coordinate with the EOC in selecting assembly points and exercise surveillance over assembly points being used for loading buses, if needed for evacuation.

11. Assess and determine immediate needs for cleared routes to the hospital and coordinate with the EOC.

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

13. Coordinate with the Street Department for barricades, signs, and flags at control points as established by the Police Department - this will be coordinated with the EOC.

14. Conduct search and rescue operations - with Fire Department personnel.

15. Assess need for other City Departments to respond and contact Superintendent of Department; report this to the EOC.

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

17. If the Police Station is damaged, the alternate location for operations can be the Fire Hall.

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

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

20. Send representative to briefings at the EOC; in monitoring the pulse of the community, inform the EOC/City Administrator of any problems.

21. Secure the disaster area

    a. To include critical public facilities and residences

    b. Check volunteer ID cards

    c. Check permanent ID cards of City personnel

    d. Firmly control EOC security from any interference with emergency operations

22. Prevent looting in disaster area.

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

24. Provide security at shelters, if needed.

25. Provide security for visiting dignitaries.

26. Will notify the EOC of possible flooding problems.

27. Pick up stray animals.

28. Provide volunteer inmate labor.

29. Deputize additional personnel, as required.

30. Continue to cover police responsibilities in unaffected area .

31. Designate and maintain lines of succession; in absence of Police Chief.

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

1. Maintain current call-down roster for phone and pagers for key city personnel and others such as the hospital, care centers, schools, and businesses.

2. Provide warning through sirens; if endangered area is isolated, telephone residents and/or businesses.

3. Monitor and disseminate further watches and/or warnings or advisories.

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

5. Coordinate emergency radio traffic.

6. May request additional assistance through the EOC.

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

1. Among First Responders to disaster scene.

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

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

4. Provide radiological monitoring at radiological accidents, including necessary coordination with Nebraska Health Department and the Nebraska Emergency Management Agency.

5. May implement Incident Command System.

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

7. Coordinate with Police Department in search and rescue operations.

8. Assist Police Department in evacuation efforts.

9. Assist Police Department in warning by public address system or door-to-door.

10. Assist Police Department in crowd control/security of the disaster area.

11. Assess need for other City Departments to respond and contact Department Superintendent; report this to the EOC.

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

13. Coordinate staging area with the EOC.

14. Provide back-up equipment for water pumping.

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

16. Send representative to briefings at the EOC; in monitoring the pulse of the community, inform the EOC/City Administrator of any problems.

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

18. Continue fire suppression operations.

19. Establish and maintain lines of succession.

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

1. May be among First Responders at disaster scene.

2. May implement Incident Command System.

3. Conduct triage operations, if needed.

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

5. Transport injured to the hospital; check with Police Department\EOC for open routes to hospital.

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

7. Send representative to briefings at the EOC; inform the EOC/City Administrator of any problems.

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

9. Establish/maintain lines of succession.

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

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

1. Street Department - Superintendent

   a. The call to respond to the disaster will initially come from dispatch at the Police Communications Center; the Superintendent will coordinate with the City Administrator on disaster work assignments.

   b. First priority after a disaster is to clear debris from routes needed for First Responders; next priority is arterials and collectors.

   c. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings with input from the City Administrator, Police Department, and other affected City Departments.

   d. Close streets, if requested by Police Department, to include transporting/erecting barricades, signs, flags at control points established by the Police Department.

   e. Post traffic directional signs, as needed, particularly for evacuation.

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

   g. Perform priority repairs to streets.

   h. Repair storm sewers.

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

   j. During flooding conditions, coordinate sandbagging operations for public buildings/entities.

   k. Assist the City Administrator in meeting requirements for disposal of disaster debris. Responsibilities for landfill operations are listed under City Administrator.

   l. Will establish additional temporary tree burning areas, as needed.

   m. If not being utilized, furnish heavy equipment and personnel to other City Departments.

n. Send representative to briefings at the EOC; inform the EOC/City Administrator of any problems.

2. City Electric Department - Superintendent

a. All department employees will report to the Street and Electric Shop for vehicles and mobile communications.

b. The first employee reporting will survey the sub-stations; survey overall damage to see if outside assistance will be required; alert City Administrator if need mutual aid.

c. De-energize downed power lines.

d. Restore service as prioritized.

e. Coordinate with the City Administrator and supplier in finding a temporary source of electricity should the City need it to restore utility service.

f. Keep the City Administrator and supplier informed of current situation and when service may be restored.

g. Send representative to briefings at the EOC; inform the EOC/City Administrator of any problems.

h. Safety inspect electric systems on public buildings damaged from the disaster; coordinate with the building inspector on these inspections.

i. Provide emergency lighting where needed for disaster operations.

j. Coordinate use of emergency power generators with the EOC.

k. If not being utilized, furnish heavy equipment and personnel to other City Departments.

3. Water and Waste Water Department - Superintendent

Water Division

a. Can assess each house individually.

b. Maintain water pressure and uncontaminated water supply.

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

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

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

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

g. Provide potable emergency water supply.

1) Locate suitable containers; fill with uncontaminated water.

2) Distribute to points as coordinated by the EOC; be aware of prioritized facilities needing water such as the hospital or care facilities.

h. Safety inspect water system.

i. If the disaster is a major water contamination, line of succession for direction and control is Mayor, Council President, City Administrator, Emergency Management Director, Water/Waste Water Department Superintendent.

Waste Water Division

a. Maintain sanitary sewer operations.

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

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

d. Contract for portable toilets and for their maintenance.

Both Water and Waste Water Divisions

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

b. Send one person to EOC briefings to represent both Divisions; inform the EOC/City Administrator of any problems.

4. Parks and Recreation Department - Director

a. Survey damage to parks.

b. Report to City Administrator for disaster work assignment.

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

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

e. Provide recreational equipment that may be used in the shelters for evacuees.

5. Landfill Operation

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

a. Meet the demand for greater disposal operations by:

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

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

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

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

d. In coordination with other affected City Departments and the EOC, establish temporary site for collection of debris.

e. Will ensure the Street Department establishes additional temporary tree burning area, if the one "permitted" burn site in Wakefield is not adequate.

V. EMERGENCY OPERATIONS CENTER

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

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

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

2. Exercise emergency powers; provide policy decisions.

3. Sign Disaster Declaration.

4. Exercise final authority on subjects such as:

   a. Curfews

   b. Price restrictions

   c. Standards for contractors, craftsmen

   d. Temporary waivers for land use

   e. Other related legal responsibilities

   f. Evacuation decision

5. Approve emergency legislation for the city.

6. Mayor, Council President in Mayor's absence, may activate EOC.

7. Emergency Public Information (LEOP - Annex D)

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

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

   c. Emergency public information responsibilities include:

      1) An Information Center to:

         a) Release emergency directions and information to radio, television and newspaper.

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

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

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

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

B. City Administrator

The City Administrator is the administrative head of Wakefield city government and works under the direction of the Mayor who has final authority for all City Departments. The City Administrator has been delegated responsibility by the Mayor and Council to coordinate with the Emergency Management Director in providing the direction and control function for disaster operations. The responsibilities of the City Administrator may include, but are not limited to:

1. Coordinate with the Mayor/City Council members and the Emergency Management Director during disaster operations.

2. The City Administrator will be alerted of a disaster situation by the dispatcher or Emergency Management Director; normally, the City Administrator will, in turn, call the Mayor.

3. May activate the EOC.

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

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

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

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

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

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

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

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

10. Coordinate with City Attorney on any legal emergency matters.

11. Respond to official inquiries.

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

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

14. Ensure the Building Inspector acting as Damage Assessment Coordinator has designated someone to document damage through photographs should there later be an application for state or federal assistance.

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

16. In conjunction with the Clerk/Treasurer, ensure that expenses for the disaster are documented by the City Clerk/Treasurer.

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

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

19. Advise disaster victims of temporary emergency housing.

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

21. Maintain "salvage depot" for unclaimed items.

C. Emergency Management Director

The Dixon 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 Wakefield City Administrator. Disaster operations duties for the Emergency Management Director may include, but are not limited to:

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

2. Activate the EOC (normally called by the Dispatcher from the Police Department); assume overall coordination of emergency operations of disaster response/recovery.

3. In conjunction with the City Administrator, determine who is needed on the EOC Staff.

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

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

6. Track and record disaster events on a status board or flip chart; plot area of destruction on map; staff from the City Clerk/Treasurer's will be assigned this function.

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

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

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

10. Coordinate transportation that may be required for evacuation.

11. Advise in selection of assembly points for transportation.

12. Coordinate shelter operations the American Red Cross.

13. Recommend that the Mayor\Council declare an emergency; prepare the Disaster Declaration for signature of Mayor and witness of Clerk.

14. Coordinate with City Attorney on any legal emergency matters.

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

16. Coordinate staging areas with Field Operations.

17. Disseminate Identification cards for:

    a. Emergency workers

    b. Volunteers

    c. Disaster area residents

    d. Appointed/elected officials

18. Coordinate with the City Administrator in determining location for distribution of potable water; assure the public is notified concerning availability and location of water.

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

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

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

22. Annually review/update this Plan for the City of Wakefield

D. City Attorney

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

    a. Curfews

    b. Price restrictions

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

    d. Temporary waivers for land use

    e. Other related legal duties

2. Draft emergency legislation for the city.

3. Provide assistance in negotiating contracts for emergency services.

E. Building Inspector (LEOP - Annex C)

1. Coordinate damage assessment on:

   a. Public entities

   b. Homes

   c. Businesses

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

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

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

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

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

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

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

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

10. Coordinate with the City Administrator in establishing point of contact for insurance adjusters and influx of builders and repairmen.

11. With the approval of the City Administrator, contract for needed structural engineering services.

12. Coordinate, as necessary, with the City Electric Superintendent on safety inspection of electric systems on public buildings damaged from the disaster.

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

F. City Clerk/Treasurer

1. Witness Disaster Declaration

2. Track and document all expenses for disaster operations from each City Department to include:

   a. Labor (regular and overtime)

   b. Equipment

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

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

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

5. In conjunction with the City Administrator, prepare necessary documentation required for state and federal disaster assistance applications.

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

7. Provide staff at EOC to track and record disaster events.

G. Purchasing Officer

1. Make emergency purchases, as required.

2. When a disaster is declared by the Mayor, implement the policy that delegates authority to department superintendents to purchase or lease emergency supplies and/or equipment.

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

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VILLAGE OF ALLEN

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2003

VILLAGE OF ALLEN
OPERATIONS PLAN

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VILLAGE OF ALLEN OPERATIONS PLAN

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

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

RESPONSIBILITY FOR DISASTER OPERATIONS

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

OVERVIEW OF DISASTER OPERATIONS

Warning will be given to the public to alert them of any disaster situation.

Field Operations: if there is an actual disaster, the first priority of First Responders in the affected area will be lifesaving activities and preservation of property in Allen.

Emergency Operations Center (EOC): an EOC will likely be opened to provide a site for officials to provide coordination of disaster operations. All support groups will work out of the EOC located at the Allen Fire Hall.

I. WARNINGS (Annex B)

A. Severe Weather Spotting Program: the Sioux Falls, SD National Weather Service will usually ask Dixon County Communications Center, by way of Dakota City NAWAS, to activate spotters when severe weather is a possibility. The Dixon County Communications Center will page out the request to weather spotters in each individual town. Spotters are primarily from Fire/EMS Departments and are equipped with radios. There are no designated spotting locations in and around Dixon County. Spotters radio their reports to their respective fire stations or to the Dixon County Communications Center. The Communications Center will, in turn, advise Emergency Management Officials as well as National Weather Service when conditions persist.

B. Citizens may also be alerted of danger by public address systems on emergency vehicles. If necessary, warning may be given door-to-door if time allows for this procedure.

C. Emergency information can be broadcast over radio stations KTFJ, Dakota City, WJAG/KEXL, Norfolk, KTCH, Wayne, WNAX, Yankton, KVTK/KVHT, Vermillion, SD, or KMNS, Sioux City, IA.

II. FIELD OPERATIONS

A. The first emergency responder to arrive at the scene will become the Incident Commander.

B. Communications (Annex B)

Emergency Communications: communications and warnings for Allen and Dixon County are handled through the Dixon County Communications Center in the Sheriff's Office located in Ponca. The Communications Center will give emergency information via pagers and radios to first responder agencies in Dixon County, including Law Enforcement, individual Fire Departments, EMS and the Dixon County Emergency Management personnel. A detailed listing of frequencies used in Dixon County is given in Attachment 2 to Annex B in the Dixon County Local Emergency Operations Plan (LEOP).

C. The Field needs to let the EOC know what they need for disaster operations!

D. Mutual aid for First Responders will be requested by the Incident Commander through the Communications Center.

III. LAW ENFORCEMENT (Annex H)

A. Law Enforcement personnel can communicate by radio with the Communications Center and the Fire & Rescue Departments.

B. Evacuation

1. People will be notified in the event that evacuation is necessary. The Village Board Chairperson can order an evacuation in Allen. The Incident Commander at the scene will, if time allows, consult with the Village Board Chairperson in situations requiring immediate evacuation; if immediate safety of the population is the consideration, the Incident Commander may order evacuation on-scene.

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

C. Law enforcement will work with other first responders in search and rescue.

D. Security of the Disaster Area.

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

2. Roadblocks: Village/county/state roads departments can help with barricades. The Incident Commander or Law Enforcement will contact the Communications Center to request these resources from the County Roads Department and/or the State Road Department for assistance, when needed.

3. Identification cards for access to the disaster area will be issued in Allen and Dixon County; if more cards are needed, the Nebraska Emergency Management Agency in Lincoln can be called. ID cards are needed not only for local officials, but also for volunteers, the media, even residents when the disaster area has been secured. The Dixon County Emergency Management Director will distribute identification cards from the EOC or at the disaster access points.

IV. FIRE DEPARTMENT (Annex F)

A. Fire Department personnel can communicate by radio with the Communications Center, the Sheriff's Department, and EMS as well as with each other.

B. The first emergency responder on scene assumes command, which is handed off to officers as they arrive.

C. The Fire Department will coordinate with other first responders in search and rescue.

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

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

2. In the event of a hazardous materials accident, the Incident Commander will determine if such incident poses a threat to people and/or property and will determine if evacuation is necessary.

3. Hazardous materials, including radiological in Allen are listed in Annex F, Appendix 1, Attachment 1 in the Dixon County LEOP.

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

A. EMS personnel can communicate by radio with the Communications Center, Law Enforcement, Fire Departments, and with each other.

B. The Incident Commander is the first emergency responder at the scene.

C. EMS will work with other first responders in search and rescue.

D. One person will be dedicated to radio communications; another may need one for setting up triage.

E. After triage, victims can be transported to hospitals in Wayne, South Sioux City or nearest receiving hospital.

VI. PUBLIC WORKS/UTILITIES (Annex K)

A. Utilities will provide personnel for emergency repairs.

B. Clearing emergency routes for initial disaster response and debris removal can be accomplished by contacting the Dixon County Road Department.

C. The Village Board Chairperson will authorize a tree dump; arrangements can be made to discard debris at a later time.

D. Heavy equipment for disaster operations is available from:

1. Dixon County Roads Department,

2. State Roads Department,

3. General contractors**,**

4. Implement dealers,

5. Farmers, if not affected by the disaster,

6. Nebraska Public Power District.

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

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

B. Direction and coordination for disaster operations will be exercised from the EOC; the Village Board Chairperson has primary responsibility and authority, by law, for disaster operations. The Village Board Chairperson line of succession is the President of the Village Board.

C. The Emergency Operating Center (EOC) will be set up in the Allen Fire Hall, if not damaged and is available at the time of the given disaster. There is auxiliary power at the EOC.

D. The Dixon County Emergency Management Director will work under the Village Board Chairperson direction in carrying out disaster duties. Other staff that may be called upon to work in the EOC are:

1. Communications dispatch (2-3 people),

2. Public Information Officer,

3. Representatives from: Law Enforcement, Fire Department, EMS, and Utilities,

4. Village Clerk,

5. Village Board Member(s).

E. The Dixon County Emergency Management Director can open the Emergency Operating Center. The Director will call the Nebraska Emergency Management Agency (NEMA) in Lincoln that the EOC has been opened.

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

G. A telephone list of officials and personnel can be found in Annex A Attachments 1 and 2 of the county LEOP.

H. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of Allen to respond to the disaster (Annex A, Attachment 3). Additional assistance will be requested "at the next level" from surrounding towns, from Dixon County and from mutual aid groups. The Dixon County Emergency Management Director will ensure that NEMA in Lincoln has received a copy of the Disaster Declaration.

VIII. COMMUNICATIONS AT THE EOC (Annex B)

Coordination between the EOC and the Field is very important. Communications capability at the EOC includes:

A. EOC personnel will be able to communicate by radio with the Dixon County Communications Center, Law Enforcement, Fire Department, and EMS,

B. Telephones,

C. Cell phones,

D. Additional assistance: Mobile Communications Vehicle from the Nebraska Emergency Management Agency.

IX. EMERGENCY PUBLIC INFORMATION (Annex D)

A. Official information/instructions will be released by the Village Board Chairperson, Public Information Officer or the Dixon County Emergency Management Director serving as an alternate. This Public Information Officer will work at the EOC, coordinating with the Village Board Chairperson, Emergency Management, and the Field Incident Commander.

B. Information being released to the public must be approved by the Chief Elected Official.

C. Official information or instructions to the public will be broadcast over radio stations KTFJ, Dakota City, WJAG/KEXL, Norfolk, KTCH, Wayne, WNAX, Yankton, KVTK/KVHT, Vermillion, SD, or KMNS, Sioux City, IA.

D. If needed, the Public Information Officer will conduct briefings at the EOC location or at the Courthouse 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). Dixon County is in Area 3 of the EAS network. See Annex B for more details.

X. SHELTERING (Annex I)

A. The Nakota Disaster Lead Unit, Lancaster Chapter of the American Red Cross (ARC) will open shelters under the direction of the Dixon County Emergency Management Director.

B. The Dixon County Emergency Management Director will call the ARC when sheltering is needed.

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

D. A list of shelters in Allen is in Attachment 1 to Annex I.

XI. RESOURCES (Annex L)

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

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

C. The Village Clerk will be the Volunteer Coordinator in Allen. Procedures are outlined in Attachment 3 to Annex L.

XII. DAMAGE ASSESSMENT (Annex C)

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

B. Assessment of damage will start as soon as lifesaving efforts have been taken care of.

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

1. Public Facilities: Public Works,

2. Residences: Insurance Adjusters, Insurance Agents,

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 Northeast Nebraska Area Agency on Aging, the Nakota Disaster Lead Unit, Lancaster Co., American Red Cross and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

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

XV. FINANCIAL ACCOUNTABILITY

The Allen Village Clerk will be responsible for tracking all expenses of the disaster, including overtime for paid personnel, supplies used, emergency purchases/rentals.

XVI. WHEN THE DISASTER IS BEYOND LOCAL CAPABILITIES

A. When local resources in Allen are clearly not sufficient to cope with disaster response needs, the chief executive may then request assistance from Dixon County and from Dixon County Emergency Management. If, in the determination of county officials, county resources and mutual aid are not adequate to cope with the situation, assistance may be requested of 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 Allen, 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.

VILLAGE OF CONCORD

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2003

VILLAGE OF CONCORD
OPERATIONS PLAN

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VILLAGE OF CONCORD OPERATIONS PLAN

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

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

RESPONSIBILITY FOR DISASTER OPERATIONS

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

OVERVIEW OF DISASTER OPERATIONS

Warning will be given to the public to alert them of any disaster situation.

Field Operations: if there is an actual disaster, the first priority of first responders in the affected area will be lifesaving activities and preservation of property in Concord.

Emergency Operations Center (EOC): an EOC will likely be opened to provide a site for officials to provide coordination of disaster operations. All support groups will work out of the EOC located at the Concord Fire Hall.

I. WARNINGS (Annex B)

A. Severe Weather Spotting Program: the Sioux Falls, SD National Weather Service will usually ask Dixon County Communications Center, by way of Dakota City NAWAS, to activate spotters when severe weather is a possibility. The Dixon County Communications Center will page out the request to weather spotters in each individual town. Spotters are primarily from Fire /EMS Departments and are equipped with radios. There are no designated spotting locations in and around Dixon County. Spotters radio their reports to their respective fire stations or to the Dixon County Communications Center. The Communications Center will, in turn, advise Emergency Management Officials as well as National Weather Service when conditions persist.

B. Citizens may also be alerted of danger by public address systems on emergency vehicles. If necessary, warning may be given door-to-door if time allows for this procedure.

C. Emergency information can be broadcast over radio stations KTFJ, Dakota City, WJAG/KEXL, Norfolk, KTCH, Wayne, WNAX, Yankton, KVTK/KVHT, Vermillion, SD, or KMNS, Sioux City, IA.

II. FIELD OPERATIONS

A. The first emergency responder to arrive at the scene will become the Incident Commander.

B. Communications (Annex B)

Emergency Communications: communications and warnings for Concord and Dixon County are handled through the Dixon County Communications Center in the Sheriff's Office, located in Ponca. The Communications Center will give emergency information via pagers and radios to first responder agencies in Dixon County, including Law Enforcement, individual Fire Departments, EMS and the Dixon County Emergency Management personnel. A detailed listing of frequencies used in Dixon County is given in Attachment 2 to Annex B in the Dixon County Local Emergency Operations Plan (LEOP).

C. The Field needs to let the EOC know what they need for disaster operations!

D. Mutual aid for first responders will be requested by the Incident Commander through the Communications Center.

III. LAW ENFORCEMENT (Annex H)

A. Law Enforcement personnel can communicate by radio with the Communications Center and the Fire & Rescue Departments.

B. Evacuation

1. People will be notified in the event that evacuation is necessary. The Village Board Chairperson can order an evacuation in Concord. The Incident Commander at the scene will, if time allows, consult with the Village Board Chairperson in situations requiring immediate evacuation; if immediate safety of the population is the consideration, the Incident Commander may order evacuation on-scene.

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

C. Law enforcement will work with other first responders in search and rescue.

D. Security of the Disaster Area.

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

2. Roadblocks: Village/county/state roads departments can help with barricades. The Incident Commander or Law Enforcement will contact the Communications Center to request these resources from the County Roads Department and/or the State Road Department for assistance, when needed.

3. Identification cards for access to the disaster area will be issued in Concord and Dixon County; if more cards are needed, the Nebraska Emergency Management Agency in Lincoln can be called. ID cards are needed not only for local officials, but also for volunteers, the media, even residents when the disaster area has been secured. The Dixon County Emergency Management Director will distribute identification cards from the EOC or at the disaster access points.

IV. FIRE DEPARTMENT (Annex F)

A. Fire Department personnel can communicate by radio with the Communications Center, the Sheriffs Department, and EMS as well as with each other.

B. The first emergency responder on scene assumes command, which is handed off to officers as they arrive.

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

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

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

2. In the event of a hazardous materials accident, the Incident Commander will determine if such incident poses a threat to people and/or property and will determine if evacuation is necessary.

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

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

A. EMS personnel can communicate by radio with the Communications Center, Law Enforcement, Fire Departments, and with each other.

B. The Incident Commander is the first emergency responder at the scene.

C. EMS will work with other first responders in search and rescue.

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

E. After triage, victims can be transported to hospitals in Wayne, South Sioux City or nearest receiving hospital.

VI. PUBLIC WORKS/UTILITIES (Annex K)

A. Utilities will provide personnel for emergency repairs.

B. Clearing emergency routes for initial disaster response and debris removal can be accomplished by contacting the Dixon County Road Department.

C. The Village Board Chairperson will authorize a tree dump; arrangements can be made to discard debris at a later time.

D. Heavy equipment for disaster operations is available from:

1. Dixon County Roads Department,

2. State Roads Department,

3. General contractors**,**

4. Implement dealers,

5. Farmers, if not affected by the disaster,

6. Nebraska Public Power District.

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

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

B. Direction and coordination for disaster operations will be exercised from the EOC; the Village Board Chairperson has primary responsibility and authority, by law, for disaster operations. The Village Board Chairperson line of succession is the President of the Village Board.

C. The Emergency Operating Center (EOC) will be set up in the Concord Fire Hall, if not damaged and is available at the time of the given disaster. There is auxiliary power at the EOC.

D. The Dixon County Emergency Management Director will work under the Village Board Chairperson direction in carrying out disaster duties. Other staff that may be called upon to work in the EOC are:

1. Communications dispatch (2-3 people),

2. Public Information Officer,

3. Representatives from: Law Enforcement, Fire Department, EMS, and Utilities,

4. Village Clerk,

5. Village Board Member(s).

E. The Dixon County Emergency Management Director can open the Emergency Operating Center. The Director will call the Nebraska Emergency Management Agency (NEMA) in Lincoln that the EOC has been opened.

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

G. A telephone list of officials and personnel can be found in Annex A Attachments 1 and 2 of the county LEOP.

H. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of Concord to respond to the disaster (Annex A, Attachment 3). Additional assistance will be requested "at the next level" from surrounding towns, from Dixon County and from mutual aid groups. The Dixon County Emergency Management Director will ensure that NEMA in Lincoln has received a copy of the Disaster Declaration.

VIII. COMMUNICATIONS AT THE EOC (Annex B)

Coordination between the EOC and the Field is very important. Communications capability at the EOC includes:

A. EOC personnel will be able to communicate by radio with the Dixon County Communications Center, Law Enforcement, Fire Department, and EMS,

B. Telephones,

C. Cell phones,

D. Additional assistance: Mobile Communications Vehicle from the Nebraska Emergency Management Agency.

IX. EMERGENCY PUBLIC INFORMATION (Annex D)

A. Official information/instructions will be released by the Village Board Chairperson, Public Information Officer or the Dixon County Emergency Management Director serving as an alternate. This Public Information Officer will work at the EOC, coordinating with the Village Board Chairperson, Emergency Management, and the Field Incident Commander.

B. Information being released to the public must be approved by the Chief Elected Official.

C. Official information or instructions to the public will be broadcast over radio stations KTFJ, Dakota City, WJAG/KEXL, Norfolk, KTCH, Wayne, WNAX, Yankton, KVTK/KVHT, Vermillion, SD, or KMNS, Sioux City, IA.

D. If needed, the Public Information Officer will conduct briefings at the EOC location or at the Courthouse 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). Dixon County is in Area 3 of the EAS network. See Annex B for more details.

X. SHELTERING (Annex I)

A. The Nakota Disaster Lead Unit, Lancaster Co., American Red Cross (ARC) will open shelters under the direction of the Concord County Emergency Management Director.

B. The Concord County Emergency Management Director will call the ARC when sheltering is needed.

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

D. A list of shelters in Concord is in Attachment 1 to Annex I.

XI. RESOURCES (Annex L)

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

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

C. The Village Clerk will be the Volunteer Coordinator in Concord. Procedures are outlined in Attachment 3 to Annex L.

XII. DAMAGE ASSESSMENT (Annex C)

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

B. Assessment of damage will start as soon as lifesaving efforts have been taken care of.

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

1. Public Facilities: Public Works,

2. Residences: Insurance Adjusters, Insurance Agents,

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 Northeast Nebraska Area Agency on Aging, the Nakota Disaster Lead Unit, Lancaster Co., American Red Cross and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

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

XV. FINANCIAL ACCOUNTABILITY

The Concord Village Clerk will be responsible for tracking all expenses of the disaster, including overtime for paid personnel, supplies used, emergency purchases/rentals.

XVI. WHEN THE DISASTER IS BEYOND LOCAL CAPABILITIES

A. When local resources in Concord are clearly not sufficient to cope with disaster response needs, the chief executive may then request assistance from Dixon County and from the Dixon County Emergency Management. If, in the determination of county officials, county resources and mutual aid are not adequate to cope with the situation, assistance may be requested of 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 Concord, 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.

VILLAGE OF DIXON

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2003

VILLAGE OF DIXON
OPERATIONS PLAN

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VILLAGE OF DIXON OPERATIONS PLAN

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

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

RESPONSIBILITY FOR DISASTER OPERATIONS

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

OVERVIEW OF DISASTER OPERATIONS

Warning will be given to the public to alert them of any disaster situation.

Field Operations: if there is an actual disaster, the first priority of first responders in the affected area will be lifesaving activities and preservation of property in Dixon.

Emergency Operations Center (EOC): an EOC will likely be opened to provide a site for officials to provide coordination of disaster operations. All support groups will work out of the EOC located at the Dixon Fire Hall.

I. WARNINGS (Annex B)

A. Severe Weather Spotting Program: the Sioux Falls, SD National Weather Service will usually ask Dixon County Communications Center, by way of Dakota City NAWAS, to activate spotters when severe weather is a possibility. The Dixon County Communications Center will page out the request to weather spotters in each individual town. Spotters are primarily from Fire /EMS Departments and are equipped with radios. There are no designated spotting locations in and around Dixon County. Spotters radio their reports to their respective fire stations or to the Dixon County Communications Center. The Communications Center will, in turn, advise Emergency Management Officials as well as National Weather Service when conditions persist.

B. Citizens may also be alerted of danger by public address systems on emergency vehicles. If necessary, warning may be given door-to-door if time allows for this procedure.

C. Emergency information can be broadcast over radio stations KTFJ, Dakota City, WJAG/KEXL, Norfolk, KTCH, Wayne, WNAX, Yankton, KVTK/KVHT, Vermillion, SD, or KMNS, Sioux City, IA.

II. FIELD OPERATIONS

A. The first emergency responder to arrive at the scene will become the Incident Commander.

B. Communications (Annex B)

Emergency Communications: communications and warnings for Dixon and Dixon County are handled through the Dixon County Communications Center in the Sheriff's Office located in Ponca. The Communications Center will give emergency information via pagers and radios to first responder agencies in Dixon County, including Law Enforcement, individual Fire Departments, EMS and the Dixon County Emergency Management personnel. A detailed listing of frequencies used in Dixon County is given in Attachment 2 to Annex B in the Dixon County Local Emergency Operations Plan (LEOP).

C. The Field needs to let the EOC know what they need for disaster operations!

D. Mutual aid for first responders will be requested by the Incident Commander through the Communications Center.

III. LAW ENFORCEMENT (Annex H)

A. Law Enforcement personnel can communicate by radio with the Communications Center and the Fire & Rescue Departments.

B. Evacuation

1. People will be notified in the event that evacuation is necessary. The Village Board Chairperson can order an evacuation in Dixon. The Incident Commander at the scene will, if time allows, consult with the Village Board Chairperson in situations requiring immediate evacuation; if immediate safety of the population is the consideration, the Incident Commander may order evacuation on-scene.

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

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

D. Security of the Disaster Area.

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

2. Roadblocks: Village/county/state roads departments can help with barricades. The Incident Commander or Law Enforcement will contact the Communications Center to request these resources from the County Roads Department and/or the State Road Department for assistance, when needed.

3. Identification cards for access to the disaster area will be issued in Dixon and Dixon County; if more cards are needed, the Nebraska Emergency Management Agency in Lincoln can be called. ID cards are needed not only for local officials, but also for volunteers, the media, even residents when the disaster area has been secured. The Dixon County Emergency Management Director will distribute identification cards from the EOC or at the disaster access points.

IV. FIRE DEPARTMENT (Annex F)

A. Fire Department personnel can communicate by radio with the Communications Center, the Sheriffs Department, and EMS as well as with each other.

B. The first emergency responder on scene assumes command, which is handed off to officers as they arrive.

C. The Fire Department will coordinate with other first responders in search and rescue.

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

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

2. In the event of a hazardous materials accident, the Incident Commander will determine if such an incident poses a threat to people and/or property and will determine if evacuation is necessary.

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

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

A. EMS personnel can communicate by radio with the Communications Center, Law Enforcement, Fire Departments, and with each other.

B. The Incident Commander is the first emergency responder at the scene.

C. EMS will work with other first responders in search and rescue.

D. One person will be dedicated to radio communications; may need one for setting up triage.

E. After triage, victims can be transported to hospitals in Wayne, South Sioux City or nearest receiving hospital.

VI. PUBLIC WORKS/UTILITIES (Annex K)

A. Utilities will provide personnel for emergency repairs.

B. Clearing emergency routes for initial disaster response and debris removal can be accomplished by contacting the Dixon County Road Department.

C. The Village Board Chairperson will authorize a tree dump; arrangements can be made to discard debris at a later time.

D. Heavy equipment for disaster operations is available from:

1. Dixon County Roads Department,

2. State Roads Department,

3. General contractors**,**

4. Implement dealers,

5. Farmers, if not affected by the disaster,

6. Nebraska Public Power District.

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

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

B. Direction and coordination for disaster operations will be exercised from the EOC; the Village Board Chairperson has primary responsibility and authority, by law, for disaster operations. The Village Board Chairperson line of succession is the President of the Village Board.

C. The Emergency Operating Center (EOC) will be set up in the Dixon Fire Hall, if not damaged and is available at the time of the given disaster. There is auxiliary power at the EOC.

D. The Dixon County Emergency Management Director will work under the Village Board Chairperson direction in carrying out disaster duties. Other staff that also may be called upon to work in the EOC are:

1. Communications dispatch (2-3 people),

2. Public Information Officer,

3. Representatives from: Law Enforcement, Fire Department, EMS, and Utilities,

4. Village Clerk,

5. Village Board Member(s).

E. The Dixon County Emergency Management Director can open the Emergency Operating Center. The Director will call the Nebraska Emergency Management Agency (NEMA) in Lincoln that the EOC has been opened.

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

G. A telephone list of officials and personnel can be found in Annex A Attachments 1 and 2 of the county LEOP.

H. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of Dixon to respond to the disaster (Annex A, Attachment 3). Additional assistance will be requested "at the next level" from surrounding towns, from Dixon County and from mutual aid groups. The Dixon County Emergency Management Director will ensure that NEMA in Lincoln has received a copy of the Disaster Declaration.

VIII. COMMUNICATIONS AT THE EOC (Annex B)

Coordination between the EOC and the Field is very important. Communications capability at the EOC includes:

A. EOC personnel will be able to communicate by radio with the Dixon County Communications Center, Law Enforcement, Fire Department, and EMS,

B. Telephones,

C. Cell phones,

D. Additional assistance: Mobile Communications Vehicle from the Nebraska Emergency Management Agency.

IX. EMERGENCY PUBLIC INFORMATION (Annex D)

A. Official information/instructions will be released by the Village Board Chairperson, Public Information Officer or the Dixon County Emergency Management Director serving as an alternate. This Public Information Officer will work at the EOC, coordinating with the Village Board Chairperson, Emergency Management, and the Field Incident Commander.

B. Information being released to the public must be approved by the Chief Elected Official.

B. Official information or instructions to the public will be broadcast over radio stations KTFJ, Dakota City, WJAG/KEXL, Norfolk, KTCH, Wayne, WNAX, Yankton, KVTK/KVHT, Vermillion, SD, or KMNS, Sioux City, IA.

D. If needed, the Public Information Officer will conduct briefings at the EOC location or at the Courthouse 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). Dixon County is in Area 3 of the EAS network. See Annex B for more details.

X. SHELTERING (Annex I)

A. The Nakota Disaster Lead Unit, Lancaster Co., Chapter of the American Red Cross (ARC) open shelters under the direction of the Dixon County Emergency Management Director.

B. The Dixon County Emergency Management Director will call the ARC when sheltering is needed.

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

D. A list of shelters in Dixon is in Attachment 1 to Annex I.

XI. RESOURCES (Annex L)

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

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

C. The Village Clerk will be the Volunteer Coordinator in Dixon. Procedures are outlined in Attachment 3 to Annex L.

XII. DAMAGE ASSESSMENT (Annex C)

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

B. Assessment of damage will start as soon as lifesaving efforts have been taken care of.

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

1. Public Facilities: Public Works,

2. Residences: Insurance Adjusters, Insurance Agents,

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 Northeast Nebraska Area Agency on Aging, the Nakota Disaster Lead Unit, Lancaster Co., Chapter of the American Red Cross and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

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

XV. FINANCIAL ACCOUNTABILITY

The Dixon Village Clerk will be responsible for tracking all expenses of the disaster, including overtime for paid personnel, supplies used, emergency purchases/rentals.

XVI. WHEN THE DISASTER IS BEYOND LOCAL CAPABILITIES

A. When local resources in Dixon are clearly not sufficient to cope with disaster response needs, the chief executive may then request assistance from Dixon County and from Dixon County Emergency Management. If, in the determination of county officials, county resources and mutual aid are not adequate to cope with the situation, assistance may be requested of 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 Dixon, 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.

VILLAGE OF EMERSON

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2003

VILLAGE OF EMERSON
OPERATIONS PLAN

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VILLAGE OF EMERSON OPERATIONS PLAN

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

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

RESPONSIBILITY FOR DISASTER OPERATIONS

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

OVERVIEW OF DISASTER OPERATIONS

Warning will be given to the public to alert them of any disaster situation.

Field Operations: if there is an actual disaster, the first priority of first responders in the affected area will be lifesaving activities and preservation of property in Emerson.

Emergency Operations Center (EOC): an EOC will likely be opened to provide a site for officials to provide coordination of disaster operations. All support groups will work out of the EOC located at the Emerson Fire Hall.

I. WARNINGS (Annex B)

A. Severe Weather Spotting Program: the Sioux Falls, SD National Weather Service will usually ask Dakota County Communications Center to activate spotters when severe weather is a possibility. The Dakota County Communications Center will page out the request to weather spotters in each individual town. Spotters are primarily from Fire /EMS Departments and are equipped with radios. There are no designated spotting locations in and around Dixon County. Spotters radio their reports to their respective fire stations or to the Dixon or Dakota County Communications Center. The Communications Center will, in turn, advise the various county Emergency Management Officials as well as National Weather Service when conditions persist.

B. Citizens may also be alerted of danger by public address systems on emergency vehicles. If necessary, warning may be given door-to-door if time allows for this procedure.

C. Emergency information can be broadcast over radio stations KTFJ, Dakota City, WJAG/KEXL, Norfolk, KTCH, Wayne, WNAX, Yankton, KVTK/KVHT, Vermillion, SD, or KMNS, Sioux City, IA.

II. FIELD OPERATIONS

A. The first emergency responder to arrive at the scene will become the Incident Commander.

B. Communications (Annex B)

Emergency Communications: communications and warnings for Dixon County are handled through the Dixon County Communications Center in the Sheriff's Office located in Ponca. Emerson, situated within three counties is served by the Dakota County Communications Center. The Communications Center will give emergency information via pagers and radios to first responder agencies in Dixon/Dakota Counties, including Law Enforcement, individual Fire Departments, EMS and the Dixon/Dakota County Emergency Management personnel. A detailed listing of frequencies used in Dixon County is given in Attachment 2 to Annex B in the Dixon County Local Emergency Operations Plan (LEOP).

C. The Field needs to let the EOC know what they need for disaster operations!

D. Mutual aid for First Responders will be requested by the Incident Commander through the Communications Center.

III. LAW ENFORCEMENT (Annex H)

A. Law Enforcement personnel can communicate by radio with the Communications Center and the Fire & Rescue Departments.

B. Evacuation

1. People will be notified in the event that evacuation is necessary. The Village Board Chairperson can order an evacuation in Emerson. The Incident Commander at the scene will, if time allows, consult with the Village Board Chairperson in situations requiring immediate evacuation; if immediate safety of the population is the consideration, the Incident Commander may order evacuation on-scene.

2. If residents need transportation during evacuation, they may call the Communications Center who will relay the need to the Dakota County Emergency Manager or the Emergency Operations Center; if the EOC has not yet been opened, the Communications Center will call the Incident Commander. Transportation resources are listed in Annex L of the Dixon

County LEOP. In the Field, if the Incident Commander sees needs for transportation during evacuation, he will notify the EOC.

C. Law enforcement will work with other first responders in search and rescue.

D. Security of the Disaster Area.

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

2. Roadblocks: Village/county/state roads departments can help with barricades. The Incident Commander or Law Enforcement will contact the Communications Center to request these resources from the County Roads Department and/or the State Road Department for assistance, when needed.

3. Identification cards for access to the disaster area will be issued in Emerson and Dixon County; if more cards are needed, the Nebraska Emergency Management Agency in Lincoln can be called. ID cards are needed not only for local officials, but also for volunteers, the media, and even residents when the disaster area has been secured. The Dixon County Emergency Management Director will distribute identification cards from the EOC or at the disaster access points.

IV. FIRE DEPARTMENT (Annex F)

A. Fire Department personnel can communicate by radio with the Communications Center, the Sheriffs Department, and EMS as well as with each other.

B. The first emergency responder on scene assumes command, which is handed off to officers as they arrive.

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

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

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

2. In the event of a hazardous materials accident, the Incident Commander will determine if such incident poses a threat to people and/or property and will determine if evacuation is necessary.

3. Hazardous materials, including radiological, in Emerson are listed in Annex F, Appendix 1, Attachment 1 in the Dixon County LEOP.

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

A. EMS personnel can communicate by radio with the Communications Center, Law Enforcement, Fire Departments, and with each other.

B. The Incident Commander is the first emergency responder at the scene.

C. EMS will work with other first responders in search and rescue.

D. One person will be dedicated to radio communications; may need one for setting up triage.

E. After triage, victims can be transported to hospitals in Wayne, South Sioux City or nearest receiving hospital.

VI. PUBLIC WORKS/UTILITIES (Annex K)

A. Utilities will provide personnel for emergency repairs.

B. Clearing emergency routes for initial disaster response and debris removal can be accomplished by contacting the Dixon/Dakota County Road Departments.

C. The Village Board Chairperson will authorize a tree dump; arrangements can be made to discard debris at a later time.

D. Heavy equipment for disaster operations is available from:

1. Dixon/Dakota County Roads Departments,

2. State Roads Department,

3. General contractors**,**

4. Implement dealers,

5. Farmers, if not affected by the disaster,

6. Nebraska Public Power District.

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

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

B. Direction and coordination for disaster operations will be exercised from the EOC; the Village Board Chairperson has primary responsibility and authority, by law, for disaster operations. The Village Board Chairperson line of succession is the President of the Village Board.

C. The Emergency Operating Center (EOC) will be set up in the Emerson Fire Hall, if not damaged and is available at the time of the given disaster. There is auxiliary power at the EOC.

D. The Dixon County Emergency Management Director will work under the Village Board Chairperson direction in carrying out disaster duties. Other staff that may be called upon to work in the EOC are:

1. Communications dispatch (2-3 people),

2. Public Information Officer,

3. Representatives from: Law Enforcement, Fire Department, EMS, and Utilities,

4. Village Clerk,

5. Village Board Member(s).

E. The Dixon County Emergency Management Director can open the Emergency Operating Center. The Director will call the Nebraska Emergency Management Agency (NEMA) in Lincoln that the EOC has been opened.

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

G. A telephone list of officials and personnel can be found in Annex A Attachments 1 and 2 of the county LEOP.

H. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of Emerson to respond to the disaster (Annex A, Attachment 3). Additional assistance will be requested "at the next level" from surrounding towns, from Dixon County and from mutual aid groups. The Dixon County Emergency Management Director will ensure that NEMA in Lincoln has received a copy of the Disaster Declaration.

VIII. COMMUNICATIONS AT THE EOC (Annex B)

Coordination between the EOC and the Field is very important. Communications capability at the EOC includes:

A. EOC personnel will be able to communicate by radio with the Dixon County Communications Center, Law Enforcement, Fire Department, and EMS,

B. Telephones,

C. Cell phones,

D. Additional assistance: Mobile Communications Vehicle from the Nebraska Emergency Management Agency.

IX. EMERGENCY PUBLIC INFORMATION (Annex D)

A. Official information/instructions will be released by the Village Board Chairperson, Public Information Officer or the Dixon County Emergency Management Director serving as an alternate. This Public Information Officer will work at the EOC, coordinating with the Village Board Chairperson, Emergency Management, and the Field Incident Commander.

B. Information being released to the public must be approved by the Chief Elected Official.

C. Official information or instructions to the public will be broadcast over radio stations KTFJ, Dakota City, WJAG/KEXL, Norfolk, KTCH, Wayne, WNAX, Yankton, KVTK/KVHT, Vermillion, SD, or KMNS, Sioux City, IA.

D. If needed, the Public Information Officer will conduct briefings at the EOC location or at the Courthouse 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). Dixon County is in Area 3 of the EAS network. See Annex B for more details.

X. SHELTERING (Annex I)

A. The Nakota Disaster Lead Unit, Lancaster Co., Chapter of the American Red Cross (ARC) will open shelters under the direction of the Dixon County Emergency Management Director.

B. The Dixon County Emergency Management Director will call the ARC when sheltering is needed.

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

D. A list of shelters in Emerson is in Attachment 1 to Annex I.

XI. RESOURCES (Annex L)

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

B. The Dixon/Dakota County Road Departments maintain a list of heavy equipment, transportation resources, and generators that can be used in disaster operations. A list of these resources for all of Dixon County is in Attachments 1 and 2 to Annex L in the LEOP.

C. The Village Clerk will be the Volunteer Coordinator in Emerson. Procedures are outlined in Attachment 3 to Annex L.

XII. DAMAGE ASSESSMENT (Annex C)

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

B. Assessment of damage will start as soon as lifesaving efforts have been taken care of.

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

1. Public Facilities: Public Works,

2. Residences: Insurance Adjusters, Insurance Agents,

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 Northeast Nebraska Area Agency on Aging,

the Nakota Disaster Lead Unit, Lancaster Co., the American Red Cross and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

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

XV. FINANCIAL ACCOUNTABILITY

The Emerson Village Clerk will be responsible for tracking all expenses of the disaster, including overtime for paid personnel, supplies used, emergency purchases/rentals.

XVI. WHEN THE DISASTER IS BEYOND LOCAL CAPABILITIES

A. When local resources in Emerson are clearly not sufficient to cope with disaster response needs, the chief executive may then request assistance from Dixon County and from Dixon County Emergency Management. If, in the determination of county officials, county resources and mutual aid are not adequate to cope with the situation, assistance may be requested of 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 Emerson, 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.

VILLAGE OF MARTINSBURG

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2003

VILLAGE OF MARTINSBURG
OPERATIONS PLAN

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VILLAGE OF MARTINSBURG OPERATIONS PLAN

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

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

RESPONSIBILITY FOR DISASTER OPERATIONS

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

OVERVIEW OF DISASTER OPERATIONS

Warning will be given to the public to alert them of any disaster situation.

Field Operations: if there is an actual disaster, the first priority of first responders in the affected area will be lifesaving activities and preservation of property in Martinsburg.

Emergency Operations Center (EOC): an EOC will likely be opened to provide a site for officials to provide coordination of disaster operations. All support groups will work out of the EOC located at the Martinsburg Fire Hall.

I. WARNINGS (Annex B)

A. Severe Weather Spotting Program: the Sioux Falls, SD National Weather Service will usually ask Dixon County Communications Center, by way of Dakota City NAWAS, to activate spotters when severe weather is a possibility. The Dixon County Communications Center will page out the request to weather spotters in each individual town. Spotters are primarily from Fire /EMS Departments and are equipped with radios. There are no designated spotting locations in and around Dixon County. Spotters radio their reports to their respective fire stations or to the Dixon County Communications Center. The Communications Center will, in turn, advise Emergency Management Officials as well as National Weather Service when conditions persist.

B. Citizens may also be alerted of danger by public address systems on emergency vehicles. If necessary, warning may be given door-to-door if time allows for this procedure.

C. Emergency information can be broadcast over radio stations KTFJ, Dakota City, WJAG/KEXL, Norfolk, KTCH, Wayne, WNAX, Yankton, KVTK/KVHT, Vermillion, SD, or KMNS, Sioux City, IA.

II. FIELD OPERATIONS

A. The first emergency responder to arrive at the scene will become the Incident Commander.

B. Communications (Annex B)

Emergency Communications: communications and warnings for Martinsburg and Dixon County are handled through the Dixon County Communications Center in the Sheriff's Office located in Ponca. The Communications Center will give emergency information via pagers and radios to first responder agencies in Dixon County, including Law Enforcement, individual Fire Departments, EMS and the Dixon County Emergency Management personnel. A detailed listing of frequencies used in Dixon County is given in Attachment 2 to Annex B in the Dixon County Local Emergency Operations Plan (LEOP).

C. The Field needs to let the EOC know what they need for disaster operations!

D. Mutual aid for first responders will be requested by the Incident Commander through the Communications Center.

III. LAW ENFORCEMENT (Annex H)

A. Law Enforcement personnel can communicate by radio with the Communications Center and the Fire & Rescue Departments.

B. Evacuation

1. People will be notified in the event that evacuation is necessary. The Village Board Chairperson can order an evacuation in Martinsburg. The Incident Commander at the scene will, if time allows, consult with the Village Board Chairperson in situations requiring immediate evacuation; if immediate safety of the population is the consideration, the Incident Commander may order evacuation on-scene.

2. If residents need transportation during evacuation, they may call the Communications Center who will relay the need to the Dixon County Emergency Manager or the Emergency Operations Center; if the EOC has

not yet been opened, the Communications Center will call the Incident Commander. Transportation resources are listed in Annex L of the Dixon County LEOP. In the Field, if the Incident Commander sees needs for transportation during evacuation, he will notify the EOC.

C. Law enforcement will work with other first responders in search and rescue.

D. Security of the Disaster Area.

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

2. Roadblocks: Village/county/state roads departments can help with barricades. The Incident Commander or Law Enforcement will contact the Communications Center to request these resources from the County Roads Department and/or the State Road Department for assistance, when needed.

3. Identification cards for access to the disaster area will be issued in Martinsburg and Dixon County; if more cards are needed, the Nebraska Emergency Management Agency in Lincoln can be called. ID cards are needed not only for local officials, but also for volunteers, the media, even residents when the disaster area has been secured. The Dixon County Emergency Management Director will distribute identification cards from the EOC or at the disaster access points.

IV. FIRE DEPARTMENT (Annex F)

A. Fire Department personnel can communicate by radio with the Communications Center, the Sheriffs Department, and EMS as well as with each other.

B. The first emergency responder on scene assumes command, which is handed off to officers as they arrive.

C. The Fire Department will coordinate with other first responders in search and rescue.

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

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

2. In the event of a hazardous materials accident, the Incident Commander will determine if such incident poses a threat to people and/or property and will determine if evacuation is necessary.

3. Hazardous materials, including radiological, in Martinsburg are listed in Annex F, Appendix 1, Attachment 1 in the Dixon County LEOP.

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

A. EMS personnel can communicate by radio with the Communications Center, Law Enforcement, Fire Departments, and with each other.

B. The Incident Commander is the first one at the scene.

C. EMS will work with other first responders in search and rescue.

D. One person will be dedicated to radio communications; may need one for setting up triage.

E. After triage, victims can be transported to hospitals in Wayne, South Sioux City or nearest receiving hospital.

VI. PUBLIC WORKS/UTILITIES (Annex K)

A. Utilities will provide personnel for emergency repairs.

B. Clearing emergency routes for initial disaster response and debris removal can be accomplished by contacting the Dixon County Road Department.

C. The Village Board Chairperson will authorize a tree dump; arrangements can be made to discard debris at a later time.

D. Heavy equipment for disaster operations is available from:

1. Dixon County Roads Department,

2. State Roads Department,

3. General contractors,

4. Implement dealers,

5. Farmers, if not affected by the disaster,

6. Nebraska Public Power District.

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

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

B. Direction and coordination for disaster operations will be exercised from the EOC; the Village Board Chairperson has primary responsibility and authority, by law, for disaster operations. The Village Board Chairperson line of succession is the President of the Village Board.

C. The Emergency Operating Center (EOC) will be set up in the Martinsburg Fire Hall, if not damaged and is available at the time of the given disaster. There is auxiliary power at the EOC.

D. The Dixon County Emergency Management Director will work under the Village Board Chairperson direction in carrying out disaster duties. Other staff that may be called upon to work in the EOC are:

1. Communications dispatch (2-3 people),

2. Public Information Officer,

3. Representatives from: Law Enforcement, Fire Department, EMS, and Utilities,

4. Village Clerk,

5. Village Board Member(s).

E. The Dixon County Emergency Management Director can open the Emergency Operating Center. The Director will call the Nebraska Emergency Management Agency (NEMA) in Lincoln that the EOC has been opened.

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

G. A telephone list of officials and personnel can be found in Annex A Attachments 1 and 2 of the county LEOP.

H. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of Martinsburg to respond to the disaster (Annex A, Attachment 3). Additional assistance will be requested "at the next level" from surrounding towns, from Dixon County and from mutual aid groups. The Dixon County Emergency Management Director will ensure that NEMA in Lincoln has received a copy of the Disaster Declaration.

VIII. COMMUNICATIONS AT THE EOC (Annex B)

Coordination between the EOC and the Field is very important. Communications capability at the EOC includes:

A. EOC personnel will be able to communicate by radio with the Dixon County Communications Center, Law Enforcement, Fire Department, and EMS,

B. Telephones,

C. Cell phones,

D. Additional assistance: Mobile Communications Vehicle from the Nebraska Emergency Management Agency.

IX. EMERGENCY PUBLIC INFORMATION (Annex D)

A. Official information/instructions will be released by the Village Board Chairperson, Public Information Officer or the Dixon County Emergency Management Director serving as an alternate. This Public Information Officer will work at the EOC, coordinating with the Village Board Chairperson, Emergency Management, and the Field Incident Commander.

B. Information being released to the public must be approved by the Chief Elected Official.

C. Official information or instructions to the public will be broadcast over radio stations KTFJ, Dakota City, WJAG/KEXL, Norfolk, KTCH, Wayne, WNAX, Yankton, KVTK/KVHT, Vermillion, SD, or KMNS, Sioux City, IA.

D. If needed, the Public Information Officer will conduct briefings at the EOC location or at the Courthouse 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). Dixon County is in Area 3 of the EAS network. See Annex B for more details.

X. SHELTERING (Annex I)

A. The Nakota Disaster Lead Unit, Lancaster Co., American Red Cross (ARC) will open shelters under the direction of the Dixon County Emergency Management Director.

B. The Dixon County Emergency Management Director will call the ARC when sheltering is needed.

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

D. A list of shelters in Martinsburg is in Attachment 1 to Annex I.

XI. RESOURCES (Annex L)

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

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

C. The Village Clerk will be the Volunteer Coordinator in Martinsburg. Procedures are outlined in Attachment 3 to Annex L.

XII. DAMAGE ASSESSMENT (Annex C)

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

B. Assessment of damage will start as soon as lifesaving efforts have been taken care of.

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

1. Public Facilities: Public Works,

2. Residences: Insurance Adjusters, Insurance Agents,

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 Northeast Nebraska Area Agency on Aging, the Nakota Disaster Lead Unit, Lancaster Co., the American Red Cross and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

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

XV. FINANCIAL ACCOUNTABILITY

The Martinsburg Village Clerk will be responsible for tracking all expenses of the disaster, including overtime for paid personnel, supplies used, emergency purchases/rentals.

XVI. WHEN THE DISASTER IS BEYOND LOCAL CAPABILITIES

A. When local resources in Martinsburg are clearly not sufficient to cope with disaster response needs, the chief executive may then request assistance from Dixon County and from Dixon County Emergency Management. If, in the determination of county officials, county resources and mutual aid are not adequate to cope with the situation, assistance may be requested of 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 Martinsburg, 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.

VILLAGE OF MASKELL

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2003

VILLAGE OF MASKELL
OPERATIONS PLAN

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VILLAGE OF MASKELL OPERATIONS PLAN

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

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

RESPONSIBILITY FOR DISASTER OPERATIONS

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

OVERVIEW OF DISASTER OPERATIONS

Warning will be given to the public to alert them of any disaster situation.

Field Operations: if there is an actual disaster, the first priority of first responders in the affected area will be lifesaving activities and preservation of property in Maskell.

Emergency Operations Center (EOC): an EOC will likely be opened to provide a site for officials to provide coordination of disaster operations. All support groups will work out of the EOC, probable an emergency vehicle.

I. WARNINGS (Annex B)

A. Severe Weather Spotting Program: the Sioux Falls, SD National Weather Service will usually ask Dixon County Communications Center, by way of Dakota City NAWAS, to activate spotters when severe weather is a possibility. The Dixon County Communications Center will page out the request to weather spotters in each individual town. Spotters are primarily from surrounding Fire /EMS Departments and are equipped with radios. There are no designated spotting locations in and around Dixon County. Spotters radio their reports to their respective fire stations or to the Dixon County Communications Center. The Communications Center will, in turn, advise Emergency Management Officials as well as National Weather Service when conditions persist.

B. Citizens may also be alerted of danger by public address systems on emergency vehicles. If necessary, warning may be given door-to-door if time allows for this procedure.

C. Emergency information can be broadcast over radio stations KTFJ, Dakota City, WJAG/KEXL, Norfolk, KTCH, Wayne, WNAX, Yankton, KVTK/KVHT, Vermillion, SD, or KMNS, Sioux City, IA.

II. FIELD OPERATIONS

A. The first emergency responder to arrive at the scene will become the Incident Commander.

B. Communications (Annex B)

Emergency Communications: communications and warnings for Maskell and Dixon County are handled through the Dixon County Communications Center in the Sheriff's Office located in Ponca. The Communications Center will give emergency information via pagers and radios to first responder agencies in Dixon County, including Law Enforcement, individual Fire Departments, EMS and the Dixon County Emergency Management personnel. A detailed listing of frequencies used in Dixon County is given in Attachment 2 to Annex B in the Dixon County Local Emergency Operations Plan (LEOP).

C. The Field needs to let the EOC know what they need for disaster operations!

D. Mutual aid for first responders will be requested by the Incident Commander through the Communications Center.

III. LAW ENFORCEMENT (Annex H)

A. Law Enforcement personnel can communicate by radio with the Communications Center and the Fire & Rescue Departments.

B. Evacuation

1. People will be notified in the event that evacuation is necessary. The Village Board Chairperson can order an evacuation in Maskell. The Incident Commander at the scene will, if time allows, consult with the Village Board Chairperson in situations requiring immediate evacuation; if immediate safety of the population is the consideration, the Incident Commander may order evacuation on-scene.

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

C. Law enforcement will work with other first responders in search and rescue.

D. Security of the Disaster Area.

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

2. Roadblocks: Village/county/state roads departments can help with barricades. The Incident Commander or Law Enforcement will contact the Communications Center to request these resources from the County Roads Department and/or the State Road Department for assistance, when needed.

3. Identification cards for access to the disaster area will be issued in Maskell and Dixon County; if more cards are needed, the Nebraska Emergency Management Agency in Lincoln can be called. ID cards are needed not only for local officials, but also for volunteers, the media, even residents when the disaster area has been secured. The Dixon County Emergency Management Director will distribute identification cards from the EOC or at the disaster access points.

IV. FIRE DEPARTMENT (Annex F)

A. Fire Department personnel can communicate by radio with the Communications Center, the Sheriffs Department, and EMS as well as with each other.

B. The first emergency responder on scene assumes command, which is handed off to officers as they arrive.

C. The Fire Department will coordinate with other first responders in search and rescue.

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

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

2. In the event of a hazardous materials accident, the Incident Commander will determine if such incident poses a threat to people and/or property and will determine if evacuation is necessary.

3. Hazardous materials, including radiological, in Maskell are listed in Annex F, Appendix 1, Attachment 1 in the Dixon County LEOP.

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

A. EMS personnel can communicate by radio with the Communications Center, Law Enforcement, Fire Departments, and with each other.

B. The Incident Commander is the first emergency responder at the scene.

C. EMS will work with other first responders in search and rescue.

D. One person will be dedicated to radio communications; may need one for setting up triage.

E. After triage, victims can be transported to hospitals in Wayne, South Sioux City or nearest receiving hospital.

VI. PUBLIC WORKS/UTILITIES (Annex K)

A. Utilities will provide personnel for emergency repairs.

B. Clearing emergency routes for initial disaster response and debris removal can be accomplished by contacting the Dixon County Road Department.

C. The Village Board Chairperson will authorize a tree dump; arrangements can be made to discard debris at a later time.

D. Heavy equipment for disaster operations is available from:

1. Dixon County Roads Department,

2. State Roads Department,

3. General contractors**,**

4. Implement dealers,

5. Farmers, if not affected by the disaster,

6. Nebraska Public Power District.

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

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

B. Direction and coordination for disaster operations will be exercised from the EOC; the Village Board Chairperson has primary responsibility and authority, by law, for disaster operations. The Village Board Chairperson line of succession is the President of the Village Board.

C. The Emergency Operating Center (EOC) will be set up in the Maskell Fire Hall, if not damaged and is available at the time of the given disaster. There is no auxiliary power at the EOC.

D. The Dixon County Emergency Management Director will work under the Village Board Chairperson direction in carrying out disaster duties. Other staff that may be called upon to work in the EOC are:

1. Communications dispatch (2-3 people),

2. Public Information Officer,

3. Representatives from: Law Enforcement, Fire Department, EMS, and Utilities,

4. Village Clerk,

5. Village Board Member(s).

E. The Dixon County Emergency Management Director can open the Emergency Operating Center. The Director will call the Nebraska Emergency Management Agency (NEMA) in Lincoln that the EOC has been opened.

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

G. A telephone list of officials and personnel can be found in Annex A Attachments 1 and 2 of the county LEOP.

H. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of Maskell to respond to the disaster (Annex A, Attachment 3). Additional assistance will be requested "at the next level" from surrounding towns, from Dixon County and from mutual aid groups. The Dixon County Emergency Management Director will ensure that NEMA in Lincoln has received a copy of the Disaster Declaration.

VIII. COMMUNICATIONS AT THE EOC (Annex B)

Coordination between the EOC and the Field is very important. Communications capability at the EOC includes:

A. EOC personnel will be able to communicate by radio with the Dixon County Communications Center, Law Enforcement, Fire Department, and EMS,

B. Telephones,

C. Cell phones,

D. Additional assistance: Mobile Communications Vehicle from the Nebraska Emergency Management Agency.

IX. EMERGENCY PUBLIC INFORMATION (Annex D)

A. Official information/instructions will be released by the Village Board Chairperson, Public Information Officer or the Dixon County Emergency Management Director serving as an alternate. This Public Information Officer will work at the EOC, coordinating with the Village Board Chairperson, Emergency Management, and the Field Incident Commander.

B. Information being released to the public must be approved by the Chief Elected Official.

C. Official information or instructions to the public will be broadcast over radio stations KTFJ, Dakota City, WJAG/KEXL, Norfolk, KTCH, Wayne, WNAX, Yankton, KVTK/KVHT, Vermillion, SD, or KMNS, Sioux City, IA.

D. If needed, the Public Information Officer will conduct briefings at the EOC location or at the Courthouse 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). Dixon County is in Area 3 of the EAS network. See Annex B for more details.

X. SHELTERING (Annex I)

A. The Nakota Disaster Lead Unit, Lancaster Co., Chapter of the American Red Cross (ARC) will open shelters under the direction of the Dixon County Emergency Management Director.

B. The Dixon County Emergency Management Director will call the ARC when sheltering is needed.

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

D. A list of shelters in Maskell is in Attachment 1 to Annex I.

XI. RESOURCES (Annex L)

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

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

C. The Village Clerk will be the Volunteer Coordinator in Maskell. Procedures are outlined in Attachment 3 to Annex L.

XII. DAMAGE ASSESSMENT (Annex C)

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

B. Assessment of damage will start as soon as lifesaving efforts have been taken care of.

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

1. Public Facilities: Public Works,

2. Residences: Insurance Adjusters, Insurance Agents,

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 Northeast Nebraska Area Agency on Aging, the Nakota Disaster Lead Unit, Lancaster Co., the American Red Cross and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

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

XV. FINANCIAL ACCOUNTABILITY

The Maskell Village Clerk will be responsible for tracking all expenses of the disaster, including overtime for paid personnel, supplies used, emergency purchases/rentals.

XVI. WHEN THE DISASTER IS BEYOND LOCAL CAPABILITIES

A. When local resources in Maskell are clearly not sufficient to cope with disaster response needs, the chief executive may then request assistance from Dixon County and from Dixon County Emergency Management. If, in the determination of county officials, county resources and mutual aid are not adequate to cope with the situation, assistance may be requested of 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 Maskell, 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.

VILLAGE OF NEWCASTLE

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2003

VILLAGE OF NEWCASTLE
OPERATIONS PLAN

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VILLAGE OF NEWCASTLE OPERATIONS PLAN

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

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

RESPONSIBILITY FOR DISASTER OPERATIONS

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

OVERVIEW OF DISASTER OPERATIONS

Warning will be given to the public to alert them of any disaster situation.

Field Operations: if there is an actual disaster, the first priority of first responders in the affected area will be lifesaving activities and preservation of property in Newcastle.

Emergency Operations Center (EOC): an EOC will likely be opened to provide a site for officials to provide coordination of disaster operations. All support groups will work out of the EOC located at the Newcastle Fire Hall.

I. WARNINGS (Annex B)

A. Severe Weather Spotting Program: the Sioux Falls, SD National Weather Service will usually ask Dixon County Communications Center, by way of Dakota City NAWAS, to activate spotters when severe weather is a possibility. The Dixon County Communications Center will page out the request to weather spotters in each individual town. Spotters are primarily from Fire /EMS Departments and are equipped with radios. There are no designated spotting locations in and around Dixon County. Spotters radio their reports to their respective fire stations or to the Dixon County Communications Center. The Communications Center will, in turn, advise Emergency Management Officials as well as National Weather Service when conditions persist.

B. Citizens may also be alerted of danger by public address systems on emergency vehicles. If necessary, warning may be given door-to-door if time allows for this procedure.

C. Emergency information can be broadcast over radio stations KTFJ, Dakota City, WJAG/KEXL, Norfolk, KTCH, Wayne, WNAX, Yankton, KVTK/KVHT, Vermillion, SD, or KMNS, Sioux City, IA.

II. FIELD OPERATIONS

A. The first emergency responder to arrive at the scene will become the Incident Commander.

B. Communications (Annex B)

Emergency Communications: communications and warnings for Newcastle and Dixon County are handled through the Dixon County Communications Center in the Sheriff's Office located in Ponca. The Communications Center will give emergency information via pagers and radios to first responder agencies in Dixon County, including Law Enforcement, individual Fire Departments, EMS and the Dixon County Emergency Management personnel. A detailed listing of frequencies used in Dixon County is given in Attachment 2 to Annex B in the Dixon County Local Emergency Operations Plan (LEOP).

C. The Field needs to let the EOC know what they need for disaster operations!

D. Mutual aid for first responders will be requested by the Incident Commander through the Communications Center.

III. LAW ENFORCEMENT (Annex H)

A. Law Enforcement personnel can communicate by radio with the Communications Center and the Fire & Rescue Departments.

B. Evacuation

1. People will be notified in the event that evacuation is necessary. The Village Board Chairperson can order an evacuation in Newcastle. The Incident Commander at the scene will, if time allows, consult with the Village Board Chairperson in situations requiring immediate evacuation; if immediate safety of the population is the consideration, the Incident Commander may order evacuation on-scene.

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

C. Law enforcement will work with other first responders in search and rescue.

D. Security of the Disaster Area.

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

2. Roadblocks: Village/county/state roads departments can help with barricades. The Incident Commander or Law Enforcement will contact the Communications Center to request these resources from the County Roads Department and/or the State Road Department for assistance, when needed.

3. Identification cards for access to the disaster area will be issued in Newcastle and Dixon County; if more cards are needed, the Nebraska Emergency Management Agency in Lincoln can be called. ID cards are needed not only for local officials, but also for volunteers, the media, even residents when the disaster area has been secured. The Dixon County Emergency Management Director will distribute identification cards from the EOC or at the disaster access points.

IV. FIRE DEPARTMENT (Annex F)

A. Fire Department personnel can communicate by radio with the Communications Center, the Sheriffs Department, and EMS as well as with each other.

B. The first emergency responder on scene assumes command, which is handed off to officers as they arrive.

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

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

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

2. In the event of a hazardous materials accident, the Incident Commander will determine if such incident poses a threat to people and/or property and will determine if evacuation is necessary.

3. Hazardous materials, including radiological in Newcastle are listed in Annex F, Appendix 1, Attachment 1 in the Dixon County LEOP.

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

A. EMS personnel can communicate by radio with the Communications Center, Law Enforcement, Fire Departments, and with each other.

B. The Incident Commander is the first emergency responder at the scene.

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

D. One person will be dedicated to radio communications; may need one for setting up triage.

E. After triage, victims can be transported to hospitals in Wayne, South Sioux City or nearest receiving hospital.

VI. PUBLIC WORKS/UTILITIES (Annex K)

A. Utilities will provide personnel for emergency repairs.

B. Clearing emergency routes for initial disaster response and debris removal can be accomplished by contacting the Dixon County Road Department.

C. The Village Board Chairperson will authorize a tree dump; arrangements can be made to discard debris at a later time.

D. Heavy equipment for disaster operations is available from:

1. Dixon County Roads Department,

2. State Roads Department,

3. General contractors**,**

4. Implement dealers,

5. Farmers, if not affected by the disaster,

6. Nebraska Public Power District.

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

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

B. Direction and coordination for disaster operations will be exercised from the EOC; the Village Board Chairperson has primary responsibility and authority, by law, for disaster operations. The Village Board Chairperson line of succession is the President of the Village Board.

C. The Emergency Operating Center (EOC) will be set up in the Newcastle Fire Hall, if not damaged and is available at the time of the given disaster. There is auxiliary power at the EOC.

D. The Dixon County Emergency Management Director will work under the Village Board Chairperson direction in carrying out disaster duties. Other staff that may be called upon to work in the EOC are:

1. Communications dispatch (2-3 people),

2. Public Information Officer,

3. Representatives from: Law Enforcement, Fire Department, EMS, and Utilities,

4. Village Clerk,

5. Village Board Member(s).

E. The Dixon County Emergency Management Director can open the Emergency Operating Center. The Director will call the Nebraska Emergency Management Agency (NEMA) in Lincoln that the EOC has been opened.

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

G. A telephone list of officials and personnel can be found in Annex A Attachments 1 and 2 of the county LEOP.

H. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of Newcastle to respond to the disaster (Annex A, Attachment 3). Additional assistance will be requested "at the next level" from surrounding towns, from Dixon County and from mutual aid groups. The Dixon County Emergency Management Director will ensure that NEMA in Lincoln has received a copy of the Disaster Declaration.

VIII. COMMUNICATIONS AT THE EOC (Annex B)

Coordination between the EOC and the Field is very important. Communications capability at the EOC includes:

A. EOC personnel will be able to communicate by radio with the Dixon County Communications Center, Law Enforcement, Fire Department, and EMS,

B. Telephones,

C. Cell phones,

D. Additional assistance: Mobile Communications Vehicle from the Nebraska Emergency Management Agency.

IX. EMERGENCY PUBLIC INFORMATION (Annex D)

A. Official information/instructions will be released by the Village Board Chairperson, Public Information Officer or the Dixon County Emergency Management Director serving as an alternate. This Public Information Officer will work at the EOC, coordinating with the Village Board Chairperson, Emergency Management, and the Field Incident Commander.

B. Information being released to the public must be approved by the Chief Elected Official.

C. Official information or instructions to the public will be broadcast over radio stations KTFJ, Dakota City, WJAG/KEXL, Norfolk, KTCH, Wayne, WNAX, Yankton, KVTK/KVHT, Vermillion, SD, or KMNS, Sioux City, IA.

D. If needed, the Public Information Officer will conduct briefings at the EOC location or at the Courthouse 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). Dixon County is in Area 3 of the EAS network. See Annex B for more details.

X. SHELTERING (Annex I)

A. The Nakota Disaster Lead Unit, Lancaster Co., the American Red Cross (ARC) will open shelters under the direction of the Dixon County Emergency Management Director.

B. The Dixon County Emergency Management Director will call the ARC when sheltering is needed.

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

D. A list of shelters in Newcastle is in Attachment 1 to Annex I.

XI. RESOURCES (Annex L)

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

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

C. The Village Clerk will be the Volunteer Coordinator in Newcastle. Procedures are outlined in Attachment 3 to Annex L.

XII. DAMAGE ASSESSMENT (Annex C)

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

B. Assessment of damage will start as soon as lifesaving efforts have been taken care of.

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

1. Public Facilities: Public Works,

2. Residences: Insurance Adjusters, Insurance Agents,

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 Northeast Nebraska Area Agency on Aging, the Nakota Disaster Lead Unit, Lancaster Co., American Red Cross and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

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

XV. FINANCIAL ACCOUNTABILITY

The Newcastle Village Clerk will be responsible for tracking all expenses of the disaster, including overtime for paid personnel, supplies used, emergency purchases/rentals.

XVI. WHEN THE DISASTER IS BEYOND LOCAL CAPABILITIES

A. When local resources in Newcastle are clearly not sufficient to cope with disaster response needs, the chief executive may then request assistance from Dixon County and from Dixon County Emergency Management. If, in the determination of county officials, county resources and mutual aid are not adequate to cope with the situation, assistance may be requested of 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 Newcastle, 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.

VILLAGE OF WATERBURY

OPERATIONS PLAN

FOR DISASTER RESPONSE AND RECOVERY

2003

VILLAGE OF WATERBURY
OPERATIONS PLAN

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VILLAGE OF WATERBURY OPERATIONS PLAN

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

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

RESPONSIBILITY FOR DISASTER OPERATIONS

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

OVERVIEW OF DISASTER OPERATIONS

Warning will be given to the public to alert them of any disaster situation.

Field Operations: if there is an actual disaster, the first priority of First Responders in the affected area will be lifesaving activities and preservation of property in Waterbury.

Emergency Operations Center (EOC): an EOC will likely be opened to provide a site for officials to provide coordination of disaster operations. All support groups will work out of the EOC probably located in an emergency vehicle.

I. WARNINGS (Annex B)

A. Severe Weather Spotting Program: the Sioux Falls, SD National Weather Service will usually ask Dixon County Communications Center to activate spotters when severe weather is a possibility. The Dixon County Communications Center will page out the request to weather spotters in each individual town. Spotters are primarily from Fire /EMS Departments and are equipped with radios. There are no designated spotting locations in and around Dixon County. Spotters radio their reports to their respective fire stations or to the Dixon County Communications Center. The Communications Center will, in turn, advise Emergency Management Officials as well as National Weather Service when conditions persist.

B. Citizens may also be alerted of danger by public address systems on emergency vehicles. If necessary, warning may be given door-to-door if time allows for this procedure.

C. Emergency information can be broadcast over radio stations KTFJ, Dakota City, WJAG/KEXL, Norfolk, KTCH, Wayne, WNAX, Yankton, KVTK/KVHT, Vermillion, SD, or KMNS, Sioux City, IA.

II. FIELD OPERATIONS

A. The first one to arrive at the scene will become the Incident Commander.

B. Communications (Annex B)

Emergency Communications: communications and warnings for Waterbury and Dixon County are handled through the Dixon County Communications Center in the Sheriff's Office located in Ponca. The Communications Center will give emergency information via pagers and radios to first responder agencies in Dixon County, including Law Enforcement, individual Fire Departments, EMS and the Dixon County Emergency Management personnel. A detailed listing of frequencies used in Dixon County is given in Attachment 2 to Annex B in the Dixon County Local Emergency Operations Plan (LEOP).

C. The Field needs to let the EOC know what they need for disaster operations!

D. Mutual aid for First Responders will be requested by the Incident Commander through the Communications Center.

III. LAW ENFORCEMENT (Annex H)

A. Law Enforcement personnel can communicate by radio with the Communications Center and the Fire & Rescue Departments.

B. Evacuation

1. People will be notified in the event that evacuation is necessary. The Village Board Chairperson can order an evacuation in Waterbury. The Incident Commander at the scene will, if time allows, consult with the Village Board Chairperson in situations requiring immediate evacuation; if immediate safety of the population is the consideration, the Incident Commander may order evacuation on-scene.

2. If residents need transportation during evacuation, they may call the Communications Center who will relay the need to the Dixon County Emergency Manager or the Emergency Operations Center; if the EOC has not yet been opened, the Communications Center will call the Incident

Commander. Transportation resources are listed in Annex L of the Dixon County LEOP. In the Field, if the Incident Commander sees needs for transportation during evacuation, he will notify the EOC.

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

D. Security of the Disaster Area.

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

2. Roadblocks: Village/county/state roads departments can help with barricades. The Incident Commander or Law Enforcement will contact the Communications Center to request these resources from the County Roads Department and/or the State Road Department for assistance, when needed.

3. Identification cards for access to the disaster area will be issued in Waterbury and Dixon County; if more cards are needed, the Nebraska Emergency Management Agency in Lincoln can be called. ID cards are needed not only for local officials, but also for volunteers, the media, even residents when the disaster area has been secured. The Dixon County Emergency Management Director will distribute identification cards from the EOC or at the disaster access points.

IV. FIRE DEPARTMENT (Annex F)

A. Fire Department personnel can communicate by radio with the Communications Center, the Sheriffs Department, and EMS as well as with each other.

B. The first one on scene assumes command, which is handed off to officers as they arrive.

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

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

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

2. In the event of a hazardous materials accident, the Incident Commander will determine if such incident poses a threat to people and/or property and will determine if evacuation is necessary.

3. Hazardous materials, including radiological, in Waterbury are listed in Annex F, Appendix 1, Attachment 1 in the Dixon County LEOP.

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

A. EMS personnel can communicate by radio with the Communications Center, Law Enforcement, Fire Departments, and with each other.

B. The Incident Commander is the first one at the scene.

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

D. One person will be dedicated to radio communications; another may be needed for setting up triage.

E. After triage, victims can be transported to hospitals in Wayne, South Sioux City or nearest receiving hospital.

VI. PUBLIC WORKS/UTILITIES (Annex K)

A. Utilities will provide personnel for emergency repairs.

B. Clearing emergency routes for initial disaster response and debris removal can be accomplished by contacting the Dixon County Road Department.

C. The Village Board Chairperson will authorize a tree dump; arrangements can be made to discard debris at a later time.

D. Heavy equipment for disaster operations is available from:

1. Dixon County Roads Department,

2. State Roads Department,

3. General contractors**,**

4. Implement dealers,

5. Farmers, if not affected by the disaster,

6. Nebraska Public Power District.

7. ____.

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

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

B. Direction and coordination for disaster operations will be exercised from the EOC; the Village Board Chairperson has primary responsibility and authority, by law, for disaster operations. The Village Board Chairperson line of succession is the President of the Village Board.

C. The Emergency Operating Center (EOC) will be set up in the Waterbury Fire Hall, if not damaged and is available at the time of the given disaster. There is no auxiliary power at the EOC.

D. The Dixon County Emergency Management Director will work under the Village Board Chairperson direction in carrying out disaster duties. Other staff that may be called upon to work in the EOC are:

1. Communications dispatch (2-3 people),

2. Public Information Officer,

3. Representatives from: Law Enforcement, Fire Department, EMS, and Utilities,

4. Village Clerk,

5. Village Board Member(s).

E. The Dixon County Emergency Management Director can open the Emergency Operating Center. The Director will call the Nebraska Emergency Management Agency (NEMA) in Lincoln that the EOC has been opened.

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

G. A telephone list of officials and personnel can be found in Annex A Attachments 1 and 2 of the county LEOP.

H. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of Waterbury to respond to the disaster (Annex A, Attachment 3). Additional assistance will be requested "at the next level" from surrounding towns, from Dixon County and from mutual aid groups. The Dixon

County Emergency Management Director will ensure that NEMA in Lincoln has received a copy of the Disaster Declaration.

VIII. COMMUNICATIONS AT THE EOC (Annex B)

Coordination between the EOC and the Field is very important. Communications capability at the EOC includes:

A. EOC personnel will be able to communicate by radio with the Dixon County Communications Center, Law Enforcement, Fire Department, and EMS,

B. Telephones,

C. Cell phones,

D. Additional assistance: Mobile Communications Vehicle from the Nebraska Emergency Management Agency.

IX. EMERGENCY PUBLIC INFORMATION (Annex D)

A. Official information/instructions will be released by the Village Board Chairperson, Public Information Officer or the Dixon County Emergency Management Director serving as an alternate. This Public Information Officer will work at the EOC, coordinating with the Village Board Chairperson, Emergency Management, and the Field Incident Commander.

B. Information being released to the public must be approved by the Chief Elected Official.

C. Official information or instructions to the public will be broadcast over radio stations KTFJ, Dakota City, WJAG/KEXL, Norfolk, KTCH, Wayne, WNAX, Yankton, KVTK/KVHT, Vermillion, SD, or KMNS, Sioux City, IA.

D. If needed, the Public Information Officer will conduct briefings at the EOC location or at the Courthouse 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). Dixon County is in Area 3 of the EAS network. See Annex B for more details.

X. SHELTERING (Annex I)

A. The Nakota Disaster Lead Unit, Lancaster Co., American Red Cross (ARC) will open shelters under the direction of the Dixon County Emergency Management Director.

B. The Dixon County Emergency Management Director will call the ARC when sheltering is needed.

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

D. A list of shelters in Waterbury is in Attachment 1 to Annex I.

XI. RESOURCES (Annex L)

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

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

C. The Village Clerk will be the Volunteer Coordinator in Waterbury. Procedures are outlined in Attachment 3 to Annex L.

XII. DAMAGE ASSESSMENT (Annex C)

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

B. Assessment of damage will start as soon as lifesaving efforts have been taken care of.

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

1. Public Facilities: Public Works,

2. Residences: Insurance Adjusters, Insurance Agents,

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 Northeast Nebraska Area Agency on Aging, the Nakota Disaster Lead Unit, Lancaster Co., American Red Cross and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

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

XV. FINANCIAL ACCOUNTABILITY

The Waterbury Village Clerk will be responsible for tracking all expenses of the disaster, including overtime for paid personnel, supplies used, emergency purchases/rentals.

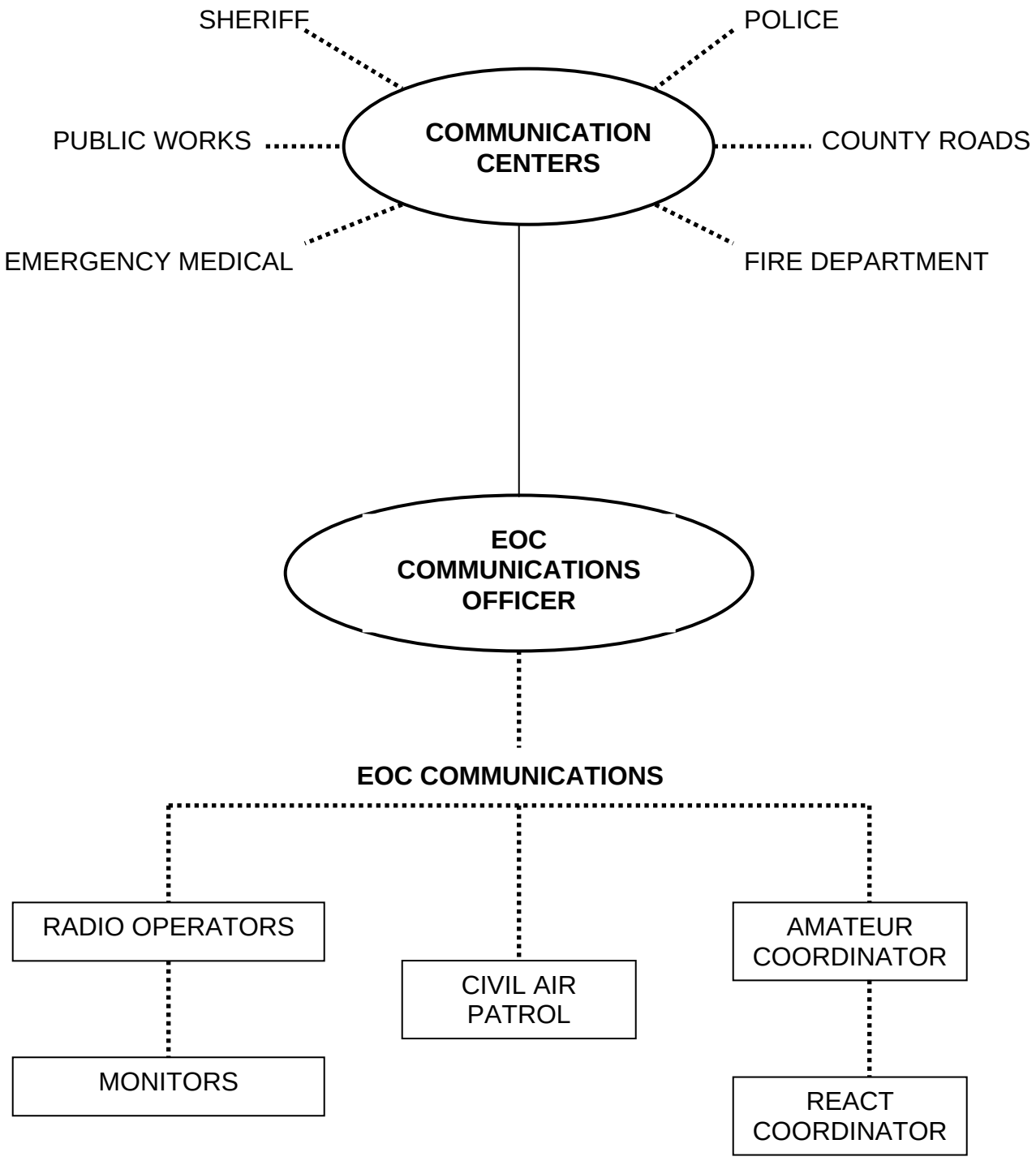
XVI. WHEN THE DISASTER IS BEYOND LOCAL CAPABILITIES

A. When local resources in Waterbury are clearly not sufficient to cope with disaster response needs, the chief executive may then request assistance from Dixon County and from Dixon County Emergency Management. If, in the determination of county officials, county resources and mutual aid are not adequate to cope with the situation, assistance may be requested of 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 Waterbury, 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.

COMMUNICATIONS AND WARNING



COMMUNICATIONS AND WARNING

I. PURPOSE

This Annex provides information and guidance concerning available communications and warning systems within Dixon County. The total communications and warning system is discussed, and procedures for its use during emergency operations are outlined.

II. SITUATION

A countywide communications center is located in the Dixon County Sheriff's Office at the Courthouse in Ponca. The Ponca Police Department and Dixon County Sheriff are staffed on a 24-hour basis. Sufficient communications and warning equipment is available to provide communications necessary for most emergency situations. In disasters, augmentation may be required.

A. Hazards vary in predictability and speed of onset; therefore, time available for warning may vary from ample to none.

B. Dixon County has twelve (12) facilities, including Ponca State Park, recreation areas, a retirement apartment complex, nursing homes and schools requiring specific warning that a hazard exists. Emergency response vehicles may be needed to help warn these facilities.

C. Agreements exist between the United States, Russia, and other countries to reduce the risk of nuclear war because of an accidental, unauthorized, or other unexplained incident involving a nuclear weapon. Warning would be disseminated over the National Warning System (NAWAS) 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 Dixon County upon notification of a disaster.

IV. ORGANIZATION/RESPONSIBILITIES

The communications and warning function will be under the direction and coordination of the Communications Officer of each emergency service, i.e., the Dixon County Sheriff, the Fire and Police Departments, and the Dixon County Hospital because they operate from separate facilities.

A. The Communications Officer is responsible for the supervision of all activities within their respective communications center, to include a current roster of personnel to ensure recall on short notice.

B. Emergency Management Communications: assists jurisdictions by recruiting and coordinating amateur, REACT/CB, Civil Air Patrol, and Business Band radio operators and their equipment.

V. CONCEPT OF OPERATIONS

A. Communications

1. The Emergency Operation Center (EOC)

a. The EOC is equipped with adequate communications equipment to transmit and receive pertinent information. (See Attachment 3 for communications capabilities.)

b. In the event of commercial power failure, a 10KW generator will provide power for essential equipment in the EOC and communications center.

c. Telephone service during emergency operations is accommodated through six (6) installed and readily available telephone lines from the Ponca EOC to the local telephone exchange.

1) Cellular phones will quickly fail due to system overload or loss of one or more cellular towers in or near the county. Prior arrangements with the cellular provider(s) may enable use of selected cellular phones.

2) Priority of service restoration, both cellular and non-cellular, shall be established by the Executive Group and/or the Communications Coordinator.

2. Dixon County Communications Center (911)

a. The Dixon County Communication Center is located in the Sheriff's Department, Ponca, and provides services to various public safety agencies, including the Ponca, Emerson, Newcastle Police and the

Dixon County Sheriff. Radio frequencies used on a daily basis are listed in Attachment 3.

b. The Dixon County Communications Center is a warning point in the National Warning System (NAWAS). Warnings will be received via the 39.9 MHz radio net to include the National Weather Service's severe weather warnings.

3. Ponca Police Department Communications Center

a. The City of Ponca Police Department is a warning point in the National Warning System (NAWAS). Warnings will be received via the 39.9 MHz radio net to include the National Weather Service's severe weather warnings. Radio frequencies used on a daily basis are listed in Attachment 3.

b. Antennas are located atop the courthouse and hill ¾ mile N. of Ponca.

c. The Emerson Police Department is a warning point in the National Warning System (NAWAS). Warnings will be received via the 39.9 MHz radio net to include the National Weather Service's severe weather warnings. Radio frequencies used on a daily basis are listed in Attachment 3.

d. Antennas are located Fire Hall in Emerson.

e. The Newcastle Police Department is a warning point in the National Warning System (NAWAS). Warnings will be received via the 39.9 MHz radio net to include the National Weather Service's severe weather warnings. Radio frequencies used on a daily basis are listed in Attachment 3.

f. Antennas are located Fire Hall in Newcastle.

4. Dixon County Sheriff's Office

a. The Dixon County Sheriff's Office is located, third floor of the Courthouse at 302 3rd St in Ponca. The frequencies used on a daily basis are listed in Attachment 3.

b. Antennas are located on the Courthouse and ¾ miles N. of Ponca.

c. 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 Norfolk and provides service to Dixon County. The frequencies used on a daily basis are listed in Attachment 3.

   b. The Nebraska State Mobile Command Post can provide communications resources with an emphasis on law enforcement operations. By using programmable equipment it will be capable of transmitting and receiving on any frequency within the following ranges:

      1) VHF Low Band 29.7 to 50.0 MHz.

      2) VHF High Band 148.0 to 174.0 MHz.

      3) UHF 450.0 to 470.0 MHz.

6. Other Jurisdictions

   Communication capabilities exist in other jurisdictions within Dixon County and are listed in Attachment 3.

7. Amateur Radio

   The Siouxland Amateur Radio Club may support Dixon County by providing additional communications to support the Emergency Management response and recovery operations in the event of a disaster. Amateur radio operators will relocate with their equipment to the designated operating location.

8. REACT (or CB Club)

   During disaster situations, a regional REACT may provide emergency communication support to Dixon County.

9. Civil Air Patrol

   During disaster situations, members of the Nebraska Wing of the Civil Air Patrol can support Dixon County disaster relief operations with VHF and HF frequency radio, as well as assist with damage assessment, disaster welfare inquiries and aerial reconnaissance/damage assessment.

10. Communication Protection

    a. Lightning will be guarded against by using standard lightning protective techniques during severe weather.

b. Wind can damage antennas, but with sufficient planning, alternate or temporary antennas can be utilized.

B. Warning

1. The National Warning System (NAWAS): a Federal system of high priority, dedicated communications. The Nebraska Emergency Management Agency Communications Officer is responsible for operation of the system. Maintenance is performed by the telephone company.

   a. The Nebraska NAWAS System is that part of the National Warning System within the State.

   b. The State Warning Point is established at the Nebraska State Patrol Headquarters, and the State Emergency Operating Center is designated as the Alternate State Warning Point.

   c. Although warning information can originate from several sources, all relevant warning information is passed via NAWAS to all warning points within the State.

   d. From the NAWAS warning points, information is disseminated to county warning points, without NAWAS, by the Sheriff's Radio Network (39.9 MHz). This system is outlined on the map of the Nebraska Emergency Management Warning Network (Attachment 6).

2. Notification of Officials

   a. The Sheriff’s Dispatcher will alert city/county officials, the Dixon County Emergency Management Director and others on the Dixon County EOC staff immediately after initiating public warning. See Attachment 1. Refer to tornado watch/warning procedures.

   b. Pagers are utilized to provide warning to various governmental and non-governmental agencies. See Attachment 2. Pagers are activated by the Dispatcher.

3. Warning The Public

   a. The Fire Departments will provide warning to the public by activating all fixed sirens in Dixon County, either simultaneously or individually.

   b. The authority to activate the sirens in all towns and rests with the individual Fire Chief.

c. Warning to the public may also be provided by loudspeakers or sirens on emergency vehicles or by immediate broadcast via Radio Station WNAX.

4. Tornado Watch:

Dixon County has an established tornado-spotting program with assistance from trained rural spotters, radio amateurs, and law enforcement personnel. Reports from REACT and amateur spotters are made to the Dispatcher who in turn contacts the National Weather Service via telephone. Reports from the public, rural spotters, and law enforcement personnel are made direct to their respective agency.

5. Flood Watch/Warning

a. Emergency Preparedness Plans for the Gavins Point Dam have been developed by the Lewis/Clark Natural Resources District. These plans include Notification Lists whereby the Dixon County Sheriff will contact residents in the area and agencies involved should a hazardous situation occur: Reference Annex E, Appendix 1 for operational procedures.

b. Flood watch/warning procedures are conducted by US Corps of Engineers for the Missouri River and the County Highway Superintendent and Sheriff in Dixon County. During periods when the potential for severe flooding is increased, the Highway Supervisor obtains scheduled river gauge readings and forwards the information to the National Weather Service Office in Valley and to the National Weather Service Forecast Center in Kansas City where flood watches/warnings are issued.

c. The public is notified by all means available, generally by commercial radio and television.

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, shall notify, immediately after the release, the Community Emergency Coordinator (CEC) identified in Annex F, IV, B, for 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.

b. A transportation incident of a substance subject to 302(a) requirements shall satisfy notification requirements by dialing 911 or, in the absence of a 911 system, calling the operator.

c. The notification requirements under section 304(b) will be met by using the "Hazardous Materials Incident Report" Annex F Appendix 1 Attachment 3. This information should be given to the extent known at the time of notification.

d. The public is notified by all means available, generally by commercial radio and television.

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7. The Nebraska Emergency Alert System (EAS): provides disaster information and instruction to the public through the electronic media. Local officials, have the authority to request activation of the Nebraska EAS Web by contacting their Local Station (LP-1 or LP as listed in the Nebraska Plan EAS) to provide information to the people in that operational area. See Attachment 5.

8. Cable TV Access: if conditions warrant, the capability exists to override cable television in Ponca to broadcast emergency information and can be accessed by the Cable Company.

9. 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

Dixon County law enforcement agencies will maintain records of all expenses incurred by their communications activities. The Executive Group will ensure that adequate records of local government expenses are maintained.

B. Training

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.

C. Plan Maintenance

The Communications Officer(s) will be responsible for assisting the Emergency Management Director in the maintenance and improvement of this Annex. The Annex will be reviewed, updated, and modified as necessary, but not less than annually.

LIST OF ATTACHMENTS

Attachment #	Item	Page
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2	Pager Distribution List	B-11
3	County Communication Capabilities	B-12
4	NAWAS Network (Map and Directions)	B-13
5	Nebraska EAS Operational Areas	B-15

NOTIFICATION CHART

NAWAS WARNING POINT
DAKOTA COUNTY

NAWAS FANOUT 39.9
DIXON COUNTY
SHERIFF'S OFFICE

DIXON COUNTY
COMMUNICATIONS CENTER

MEDIA	GOVERNMENTAL	FIRE DEPARTMENTS	NON-GOVERNMENTAL
KTFJ-Dakota City	County Sheriff	Allen VFD/EMS	Ponca Public School
WJAG/KEXL-Norfolk	Emerson Police	Concord VFD/EMS	
KMNS-Sioux City	Newcastle Police	Dixon VFD/EMS	Elms Health Care
KTCH-Wayne	Ponca Police	Emerson VFD	Wakefield Health Care
WNAX-Yankton	Dixon Co. Emerg. Mgt.	Martinsburg VFD/EMS	Ash St Apartments
KTIV-Sioux City	County Board Chair	Newcastle VFD/EMS	Wakefield Health Center
KCAU	County Board Members	Ponca VFD/EMS	Pioneer Square Apts
KMEG	Mayor of Ponca	Wakefield VFD/EMS	Ponca State Park
KPTH	Mayor of Wakefield	EMS Allen/Waterbury	
	Chair, Village of Allen		
	Chair, Village of Concord		
	Chair, Village of Dixon		
	Chair, Village of Emerson		
	Chair, Village of Martinsburg		
	Chair, Village of Maskell		
	Chair, Village of Waterbury		
	Chair, Village of Newcastle		
	County Highway Dept		

PAGER DISTRIBUTION LIST

NAME or TITLE	TYPE Radio/Phone	NUMBER (if phone type)	HOW ACTIVATED?
Allen VFD/EMS	radio		Dixon Co. Dispatch
Concord VFD	phone		
Dixon VFD/EMS	radio		Cedar Co. Dispatch
Emerson VFD/EMS	radio		Dakota Co. Dispatch
Martinsburg VFD/EMS	phone		Dixon Co. Dispatch
Ponca VFD/EMS	radio		Dixon Co. Dispatch
Wakefield VFD/EMS	radio		Dixon Co. Dispatch
Newcastle VFD/EMS	phone		
Dixon County Sheriff	phone		Dixon Co. Dispatch
Ponca Police Dept	phone		
Newcastle Police Dept	phone		

For confidential reasons numbers not listed here.
Current list maintained in Dixon County Communications Center.

DIXON COUNTY COMMUNICATIONS

AGENCY/ADDRESS	FREQUENCY/ CAPABILITY	FUNCTION
EOC	39.90 T/R 155.820 T/R 39.94 T/R	Law Enforcement/Fire
Police Communications Center	39.90 T/R	Law Enforcement
Dixon County Sheriff's Office	39.90 T/R	Law Enforcement
County Courthouse	39.94 T/R	Law Enforcement

National Warning System
(NAWAS)
Emergency Management Warning Procedures

Tests:

The State Warning Point for NAWAS is at the Nebraska State Patrol Headquarters, Lincoln. A daily operational test, using a dedicated telephone line, is sent to each Nebraska Warning Point (see map).

The Alternate State Warning Point is at the NEMA Emergency Operating Center, Lincoln. A weekly roll call or Fan-out test designated as, **"TEST, TEN-ONE-ZERO-ONE (10-101)"** 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 its 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".

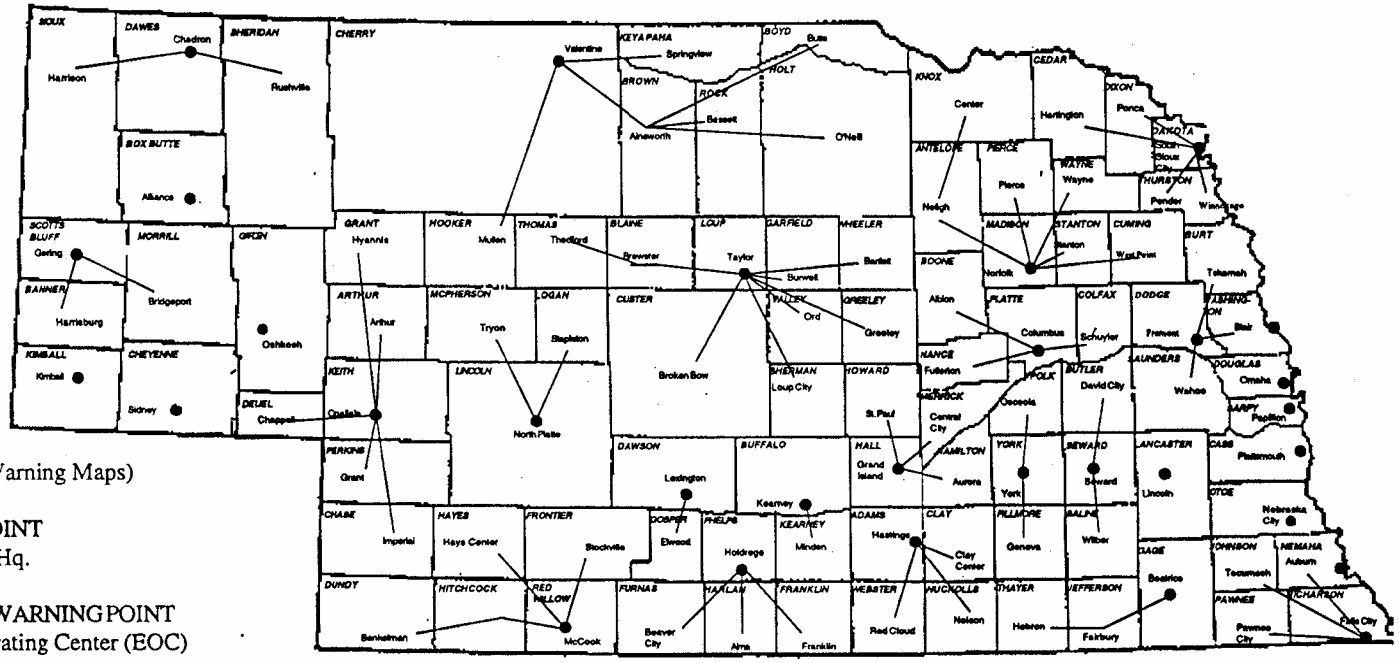
Warning or Attack:

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 disseminate any warnings over the secondary warning network (39.9 MHz., Sheriff's radio network, see map on opposite side) thereby alerting each county in the State.

Locations:
Due to the large number of stations involved (93 counties), 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.

The dissemination of the warning and warning information within the counties and municipalities is the responsibility of the Sheriff and/or local Police in accordance with the county Local Emergency Operations Plan (LEOP). The goal of the "Attack/Warning" is to reach all persons potentially affected in adequate time to either "Take Cover" or complete other necessary actions.

Nebraska Emergency Management Warning Network



February 1999
(Supersedes previous Warning Maps)

STATE WARNING POINT
Nebraska State Patrol Hq.
Lincoln, Nebraska
ALTERNATE STATE WARNING POINT
State Emergency Operating Center (EOC)
Lincoln, Nebraska

- NAWAS - (National Warning System)
  Special Telephone Lines

— RADIO - (Sheriff's Net)
  39.9 MHz

Each Warning Point can ascertain its area of warning responsibility by following the arrows from a Warning Point

Warning Points will relay the warning or test to its respective counties.

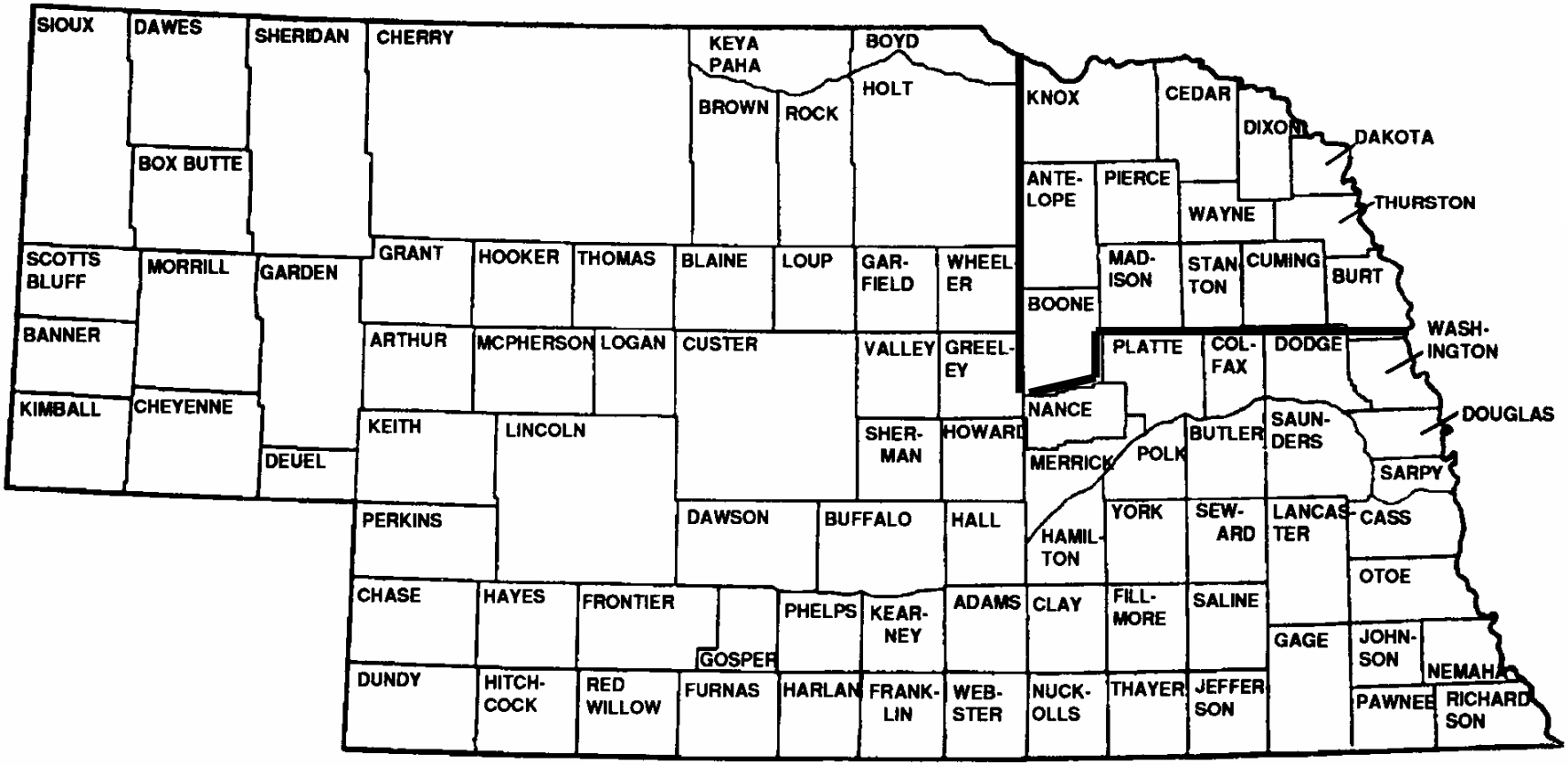
All persons involved in the Nebraska Warning System should be aware that the Emergency Management FAN-OUT TESTS are termed,
"Test, Ten-One-Zero-One".

NEBRASKA NAWAS SERVICE POINTS

*Alliance, Police Department
*Beatrice, Police Department
*Chadron, Police Department
*Cheyenne County, Sheriff's Office
Cheyenne, Wyoming Weather
*Columbus, Police Department
Cooper Nuclear Power Station
*Dakota County, Emergency Management Agency
Ft. Calhoun Nuclear Power Station
*Fremont, Police Department
Fremont EOC
*Garden County, Sheriff's Office
Goodland, Kansas Weather
*Grand Island 911 Center
Grand Island EOC
*Hastings, Emergency Center
Hastings EOC
Hastings Weather
*Holdrege, Police Department
*Kearney Buffalo Co. CommCenter
Kearney EOC
*Kimball Consolidated Comm Ctr
Kimball EOC
*Lexington, Police Department
*Lincoln Emergency Communications
Lincoln EOC
*McCook, Police Department
Nebraska Public Power, Doniphan
*Norfolk, Police Department
*North Platte, Police Department
North Platte Weather Service
*Ogallala, Police Department
*Omaha Commo, Div., Public Safety Dept.
Omaha/Valley Weather Service
*Otoe County, Sheriff's Office
Otoe County EOC
*Papillion, Sarpy Co Sheriff's Office
*Plattsmouth, Sheriff's Office
*Richardson County, Sheriff's Office
Richardson County EOC
*Scotts Bluff County Consolidated Communications Center
*Seward, Sheriff's Office
Sioux Falls Weather, South Dakota
*Taylor, Reg 26 Communications Center
*Valentine, Cherry Co Sheriff's Office
*York, Sheriff's Office
York EOC

24 Hour Active Warning Points

Nebraska Emergency Alert System Operational Area 3



Local Stations (LP-1) in Area 3

Dakota City KTFJ-AM 1250
Norfolk WJAG-AM/KEXL-FM 780/106.7
West Point KTIC-AM 840

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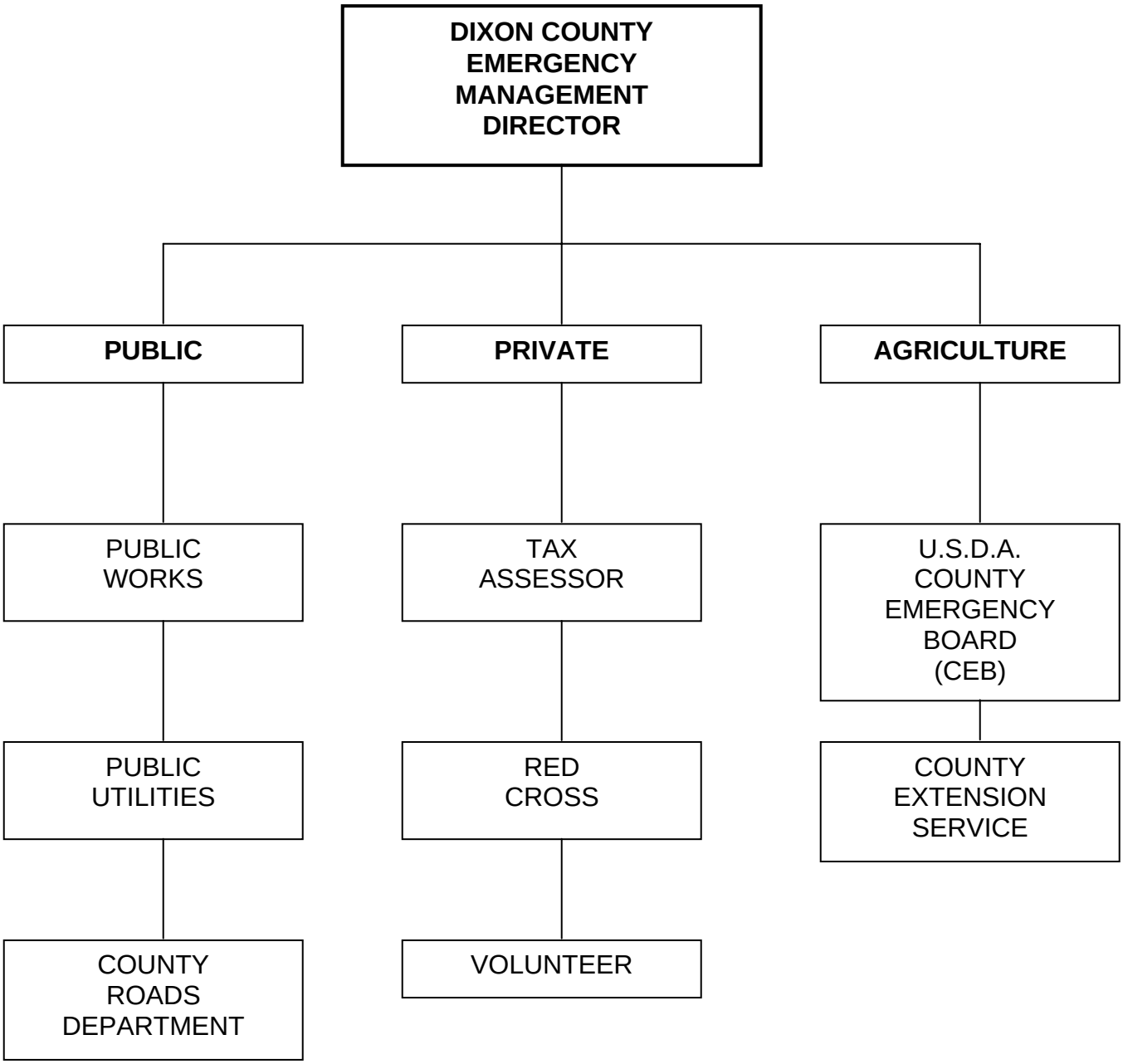
DAMAGE ASSESSMENT



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

Dixon County is situated in an area considered highly susceptible to numerous disasters that have the potential to cause extensive damage to both public and private property. In the event of a disaster, planned damage assessment procedures are essential for effective response and recovery operations.

III. ASSUMPTIONS

A. The prompt and accurate assessment of damage to public and private property following a disaster will be of vital concern to local officials. A rapid response will have a direct bearing on the manner in which recovery is affected in Dixon County.

B. For any emergency involving radiological materials, the Nebraska Health and Human Services System has sole responsibility for making technical assessments. However, it is conceivable that the Department could request some assistance from local radiological staff during an emergency.

C. The State Department of Environmental Quality is responsible for decisions on the scope of clean up operations from a hazardous materials incident.

IV. ORGANIZATION/RESPONSIBILITIES

A. Incident Assessment

The Dixon County Emergency Manager will coordinate the gathering of damage assessment information necessary to complete the Incident Status Report, Annex A, Attachment 3, and for keeping the information updated during the course of the incident. Other responsibilities include, but are not limited to, the following:

1. Establish point of contact with officials of affected jurisdictions and determine approximate area affected.

2. Gather information from all sources, both public and private, that have been affected by the incident as quickly as it is available.

3. Provide updated information gathered from both public and private entities to the Executive Group and the Nebraska Emergency Management Agency using the same Incident Status Report from Annex A used to initially report the incident. See Annex A, Attachment 3.

4. Coordinate with the Public Information Officer to keep the public informed of hazardous conditions.

B. Record Keeping

Each public and private agency will keep complete records of resources and personnel involved in the response to the emergency or disaster for use in determining the extent of impact of the incident on the jurisdiction.

C. Agricultural Damage Assessment

The Farm Service Agency (FSA) will accomplish assessment of agricultural damages with assistance from other USDA agencies, as needed. All information will be forwarded to the USDA State Emergency Board and may be available to the Dixon County Emergency Management Director.

D. Radiological/HazMat Damage Assessment – Industrial/Transportation Incident/Accident

1. In the event of a radiological incident, local damage assessment response will be limited to obtaining radiological readings to detect the actual hazard. The Health and Human Services System will accomplish detailed hazard assessment to determine possible threat to population and livestock. See Annex F, Appendix 1.

2. In case of a hazardous materials incident, local response will be limited to the level of training as defined by standards set by their employer in compliance with OSHA and EPA regulations.

E. Inspections

Safety inspection of residences and businesses to determine habitability will be accomplished by the city/village/county engineers, assisted by Fire and Utility personnel. The assistance of the State Fire Marshal may be requested. Data obtained during safety inspections will be included in damage assessment reports.

V. CONCEPT OF OPERATIONS

A. Initial Assessment

1. Conduct initial assessment of the facilities considered critical for emergency operations, the health, welfare and safety of the people and for timely dissemination of public information. Early identification of problems affecting the population will enable the Executive Group to make prompt and efficient decisions concerning resources available and needed.

2. Initial information may include a rough idea of the area involved. Later information would indicate the number of homes, businesses and public buildings involved.

3. After rescue operations have been concluded, more detailed information should be gathered to complete the Incident Status Report. This information will be gathered from the organizations and agencies involved and provided to the Executive Group and NEMA.

B. Detailed Damage Assessment

Using the information from the completed Incident Status Report, Annex A, Attachment 3, and at the request of local government, the decision will be made to gather the information necessary to declare a State or Federal Disaster. If there is a possibility of a Federal declaration, a joint Federal/State team will complete a Preliminary Damage Assessment (PDA).

1. The Nebraska Emergency Management Agency and the Federal Emergency Management Agency will send teams of damage assessment officials who will work with local officials to gather the necessary information and complete the proper forms.

   a. The teams will conduct training and briefing to Local Officials on how they will conduct their assessment.

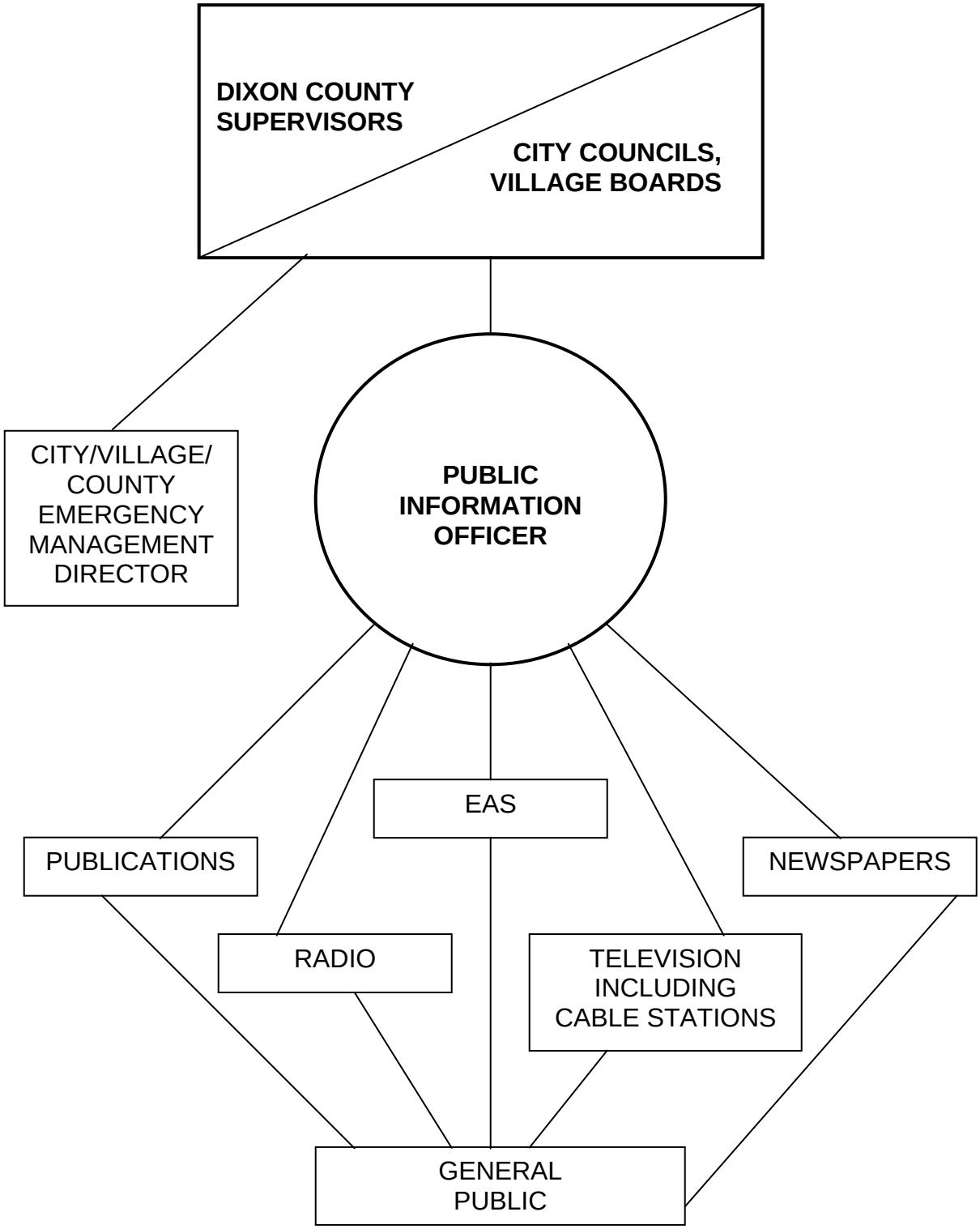
   b. The teams will provide forms and personnel to complete the assessment.

2. Local officials will provide assistance to aid the State and Federal team members in the gathering of information and records of resources and personnel needed to complete the assessment.

VI. ADMINISTRATION AND LOGISTICS

The Emergency Management Director will review and update this annex annually.

EMERGENCY PUBLIC INFORMATION



EMERGENCY PUBLIC INFORMATION

I. PURPOSE

The purpose of this Annex is to establish procedures for rapid dissemination of emergency public information and to outline the resources available. During an emergency/disaster, all levels of government are responsible for keeping the public informed of the situation as it develops. It is through a speedy and precise public information program that the populace will be advised of whether or not any hazard exists and gain knowledge of any necessary actions they will need to take to ensure their safety and survival.

II. SITUATION

A. Radio station KTFJ AM 1250 MHz, in Dakota City is the primary Emergency Alert Station for Nebraska Operational Area 3, which includes Dixon County. Initial weather alerts and warnings and national emergency warnings are disseminated from this station.

B. Dixon County officials will primarily use television and radio to broadcast emergency instructions and information directed to people within the County.

C. Emergency public information may be disseminated in the Ponca area through an over-ride capability of the Great Plains Cable Television.

D. There are two (2) weekly newspapers in Dixon County. Newspapers will be used for disseminating written instructions to the general public.

III. ASSUMPTIONS AND PLANNING FACTORS

A. There are known groups of non-English speaking people in Dixon County. Every household has members who can adequately read the newspaper and/or understand spoken English.

B. Provisions have been implemented in Dixon County for disseminating emergency information to persons with special needs.

C. During and after a disaster, specific protective action information and advice to the public would be essential to maximize survival and protect property. Most or all members of the public would comply with official advice received by them.

IV. ORGANIZATION/RESPONSIBILITIES

A. Public information activities are directed by the Public Information Officer (PIO). The PIO is responsible for the collection, coordination, and dissemination of emergency public information.

B. The Public Information Officer has been appointed by, and is the official spokesperson for the Mayor/Board Chair and/or County Supervisors (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 and the Dixon County Emergency Management Director.

C. The PIO may appoint a supporting staff to assist in the public information functions and ensure the capability of extended operations. Supporting functions may include:

1. Rumor Control,

2. Distribution of emergency information, including broadcast and printed materials,

3. Coordination of emergency public information supplies and equipment requirements as well as volunteer support staff.

D. The Public Information Officer at the Nebraska Emergency Management Agency, in a disaster situation, has the following responsibilities:

1. Coordinates with and supports the Governor’s Office,

2. Coordinates with and supports the local government PIO,

3. Releases information concerning the state's involvement and/or activities.

E. The federal agency's PIO, when federal support is activated, will have the following responsibilities:

1. Coordinates with and supports the state and local governments PIO,

2. Releases information concerning the federal government's involvement and/or activities.

F. Volunteer and private organizations PIO should coordinate with the local Public Information Officer and release information concerning their own efforts.

V. CONCEPT OF OPERATIONS

A. Coordination

1. The public information program requires a coordinated flow of information from all levels of government and private agencies through a central release point to ensure that only accurate information is presented. See Attachment 1. This will be accomplished through:

   a. Coordination and exchange of information between all staff, department heads, and the PIO.

   b. Collecting, compiling, and verifying information before authorizing releases.

   c. Releasing information to the media at briefings by the Public Information Officer or an authorized representative.

   d. Establishing Rumor Control where citizens having questions can receive accurate and verified information. The set-up of Rumor Control must be coordinated with the Communications Officer to ensure adequate public service telephone capabilities. The telephone numbers for Rumor Control would be publicized by the media. In addition to answering questions from the public, telephone operators will pass rumor trends on to the PIO and assistance requests to the EOC.

2. Information regarding emergency shelters, feeding, and assistance programs will be disseminated throughout any emergency/disaster period.

3. As a situation develops, public education will be increased to use all available media resources.

4. Disaster information on radio/television and in the newspapers may be monitored to ensure the public is receiving accurate and timely information.

B. Information Dissemination

1. Media Release Center (MRC) Joint Information Center (JIC)

   a. The Media Release Center is a designated point where the PIO will conduct news briefings and conferences. Dixon County Sheriff's Office has been designated as the location where media briefings will be conducted.

   b. Briefings and conferences will be held at regularly scheduled intervals which will be determined at the time of the disaster.

2. Radio and Television

   a. Information requiring immediate broadcast for a local area will be released to radio and television stations located in Sioux City, Iowa. A list of local radio/television /cable stations is included in attachment 2. Routine information will be given to the media through the Media Release Center briefings.

   b. Procedures for activation of the Emergency Alert System (EAS): implementation of the EAS system will be through Dakota County Sheriff's Office (Nebraska EAS Operational Area 3) in accordance with the Emergency Alert System Plan.

3. Printed materials such as newspaper releases, flyers, brochures, etc. will be prepared and/or approved by the Executive Group and distributed at the direction of the Public Information Officer.

C. Support From State Agencies

1. The Nebraska Emergency Management Agency is responsible for the collection, correlation, and dissemination of disaster-related information to appropriate state agencies and the Governor's Office. The Nebraska Emergency Management Agency will designate a Public Information Officer who will, during a State of Emergency, coordinate all state public affairs/information efforts with the Governor's Office.

2. The Nebraska Emergency Management Agency has established procedures for rapid dissemination of hazard warning and disaster-related information to local government primarily through the National Warning System (NAWAS) and to the public through the Emergency Alert System (EAS).

3. The Nebraska Emergency Management Agency will coordinate use of the state warning system to ensure that all methods of dissemination are available.

4. The Nebraska Education Television Network, in conjunction with the Nebraska Commission for the Hearing Impaired, will, by law, provide text decoding to the hearing impaired for all programming to include area and statewide disaster warnings.

5. The Nebraska Emergency Management Agency's Public Information Officer will work closely with the local government and provide assistance, particularly in preparing and disseminating information to the public concerning disaster recovery centers.

6. State agencies will support local governments by providing reports of potential and existing widespread hazardous conditions.

7. The Nebraska State Patrol, in coordination with the Department of Roads, will provide road conditions to affected agencies, the media, and the general public.

8. Subsequent to a Presidential Declaration, the Public Information Officers of all state agencies involved in disaster recovery efforts will coordinate activities with the federal agencies involved through the PIO from the Nebraska Emergency Management Agency and the Governor's Office.

D. Support From Federal Agencies

1. The National Weather Service has the primary responsibility for issuing weather related disaster warnings to the public.

2. Under a Presidential emergency or a major disaster declaration, the Federal Emergency Management Agency's Public Information Officer will coordinate and be responsible for release of public information concerning federal assistance.

E. Support From Volunteer Agencies And Organizations

Volunteer and private organizations will be evaluating the situation and making internal determinations of the level of assistance they can provide. Each organization in coordination with state and local government will be providing public information concerning their efforts.

F. Support From Media

Agreements have been made with local media organizations to ensure rapid dissemination of emergency public information.

VI. ADMINISTRATION AND LOGISTICS

A. The Public Information Officer should meet annually with local government officials, the Emergency Management Director, and media representatives to review this Annex and coordinate operating procedures.

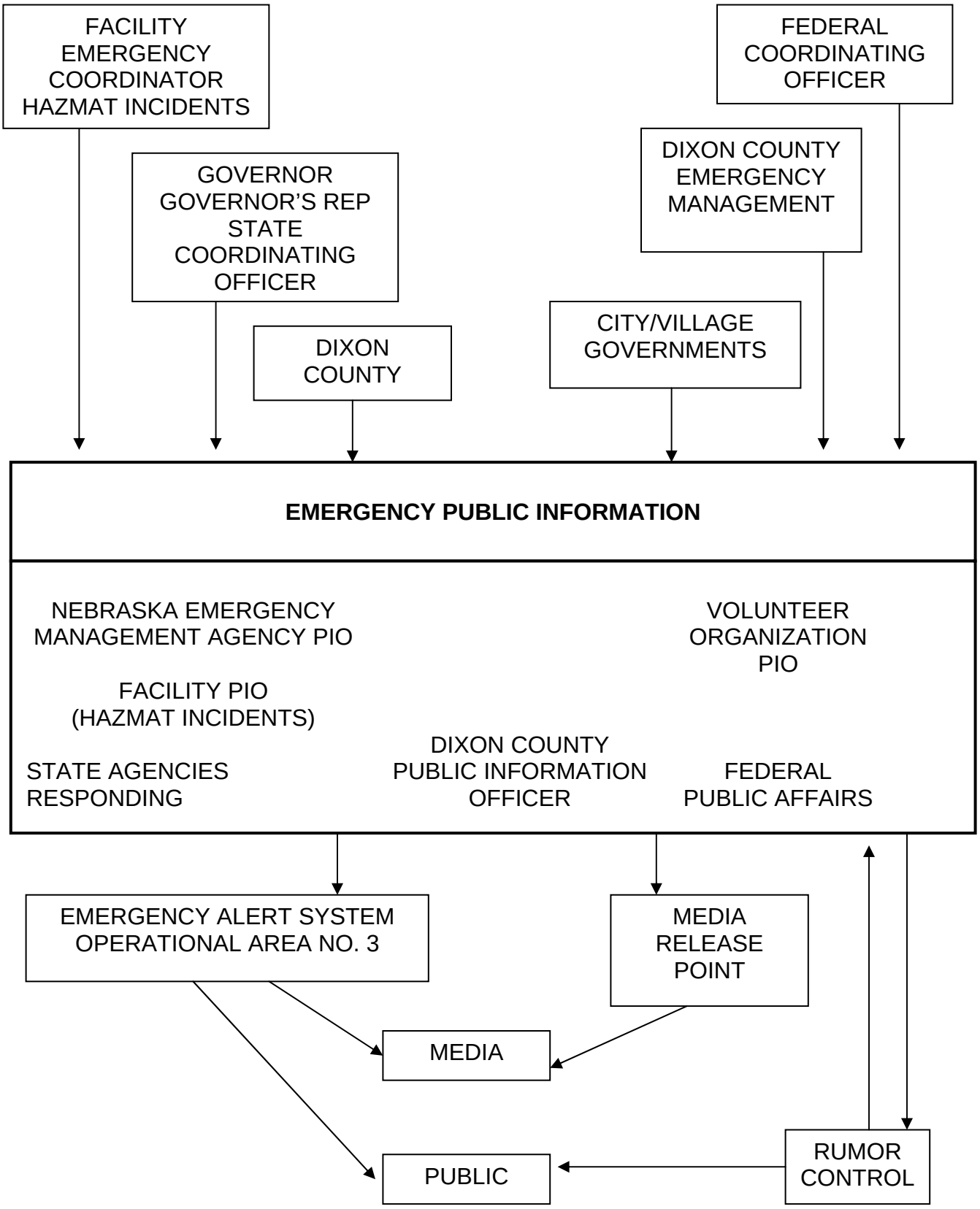
B. The Emergency Management Director will revise this Annex based upon the recommendations of the PIO.

C. Every effort will be made to incorporate media involvement in exercises of this Plan.

LIST OF ATTACHMENTS

Attachment #	Item	Page
1	Information Flow Chart	D-8
2	Public Information Resources	D-9

INFORMATION FLOW



PUBLIC INFORMATION RESOURCES

RADIO

EAS PRIMARY STATION:

KTFJ 1250 AM Dakota City NE	Phone: FAX: Hotline: Contact:	
WJAG 780 AM / KEXL 106.7 FM 309 Braasch Ave PO Box 789 Norfolk, NE 68701	Phone: FAX: Hotline : Contact: E-mail:	402-371-0780 402-371-1010 wjagkexl@wjag.com
WNAX 570 AM East Highway 50 Yankton, SD	Phone: FAX: Hotline: Contact:	800-843-0089 605-665-7442
KMNS 620 AM 901 Stueben St. Sioux City, IA 51102	Phone: FAX: Hotline: Contact:	712-255-6397
KTCH 1590 AM Highway 35 West Wayne, NE 68787	Phone: FAX: Hotline: Contact:	402-375-3700 402-375-5402
KVTK, KVHT Vermillion, SD	Phone:	605-624-2662

TELEVISION

	Phone: FAX: Hotline: Contact:	
	Phone: FAX: Hotline: Contact:	

CABLE TELEVISION

CenCom 110 Elk PO Box 70 Jackson, NE	Phone: FAX: Contact:	1-800-841-5951
HunTel 1605 Washington St. Blair, NE	Phone: FAX: Contact:	1-877-2253
Great Plains Cable television PO Box 500 Blair	Phone: FAX: Contact:	1-888-343-8014

NEWSPAPERS

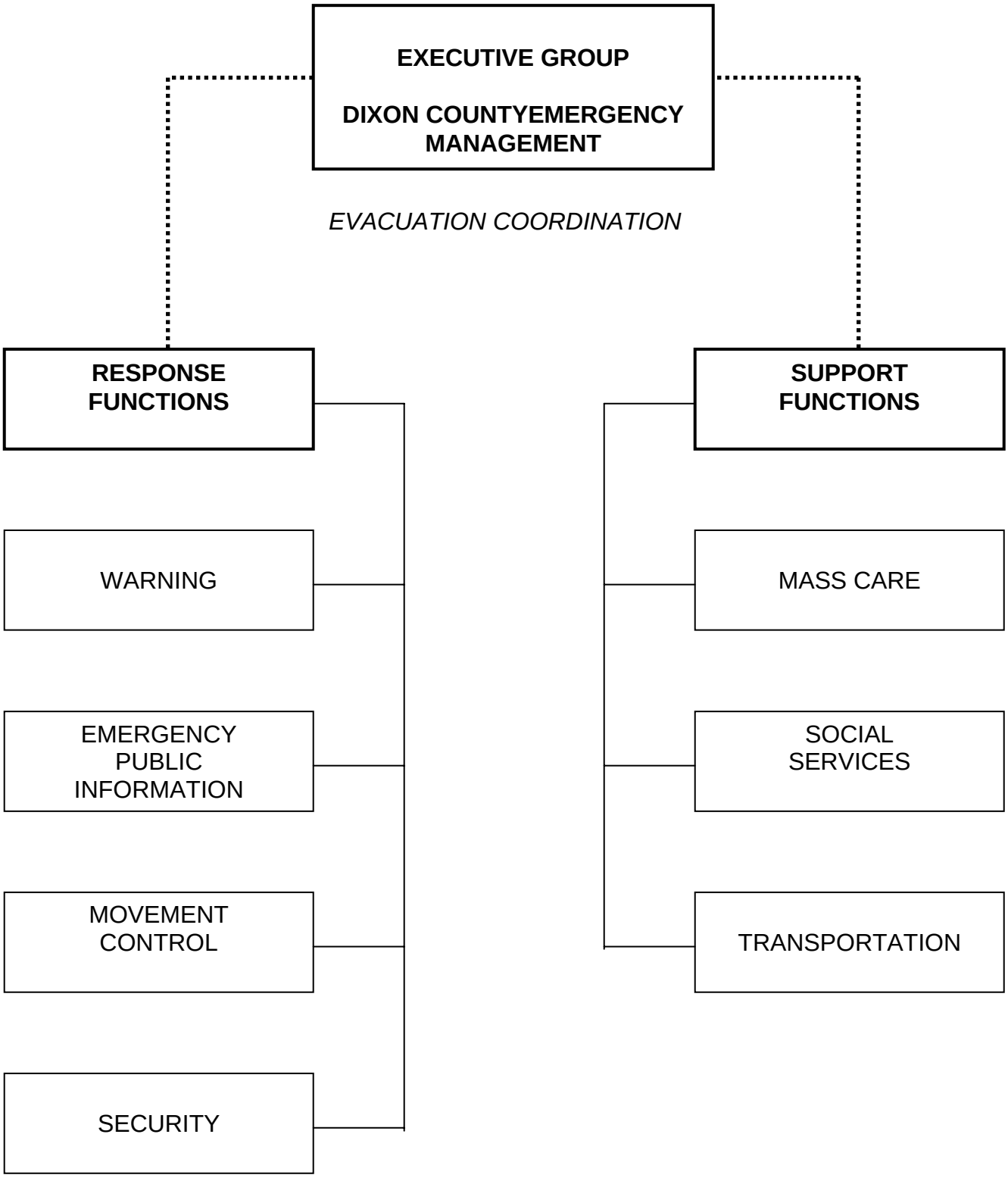
Weekly

Nebraska Journal Leader 110 East Street PO Box 545 Ponca, NE 68770	Phone: FAX: Contact:	402-755-2203 Richard Volkman
Wakefield Republican 244 Main St. PO Box 110 Wakefield, NE 68784-0110	Phone: FAX: Contact:	402-287-2323 Wm. Rischmuller

PRINTERS

Phone:
FAX:
Contact:

EVACUATION


EXECUTIVE GROUP
DIXON COUNTYEMERGENCY MANAGEMENT
EVACUATION COORDINATION
RESPONSE FUNCTIONS
SUPPORT FUNCTIONS
WARNING
EMERGENCY PUBLIC INFORMATION
MOVEMENT CONTROL
SECURITY
MASS CARE
SOCIAL SERVICES
TRANSPORTATION

EVACUATION

I. PURPOSE

To provide for the timely and orderly evacuation of all or any part of Dixon County when it is determined that such action is the most effective means available for protecting the population.

II. SITUATION

A. The Dixon County Hazard Analysis identifies hazards which could result in the need to evacuate. The most probable of these are tornadoes, hazardous material spills and fire.

B. Some degree of flooding along the Missouri River occurs on an almost annual basis. While much of this involves lowland agricultural flooding, damage to public property (bridges, highways, and county roads) is a primary concern. Maps showing the 100-year floodplain are located at village and city halls and Court House. The County could also be affected by failure of the Gavins Point Dam located in Yankton, SD. See, Appendix 1 for flooding details.

C. Anhydrous ammonia and other hazardous materials are stored throughout the county. An accident could require the evacuation of a large number of residents. Transportation accidents on Highway 20, 35, 12, 9, 116, 15 or Burlington Northern Santa Fe/Nebraska Northeastern Railroads, 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 2100. Other facilities which could pose special evacuation problems are nursing homes located in Ponca and Wakefield.

III. ASSUMPTIONS AND PLANNING FACTORS

A. While some evacuations allow time for planning, the worse case assumption is that there will be little or no warning of the need to evacuate. This decision to evacuate could occur day or night.

B. Maximum traffic congestion should be expected.

C. There would not normally be time to obtain manpower support from outside the county. Local government resources could be severely stressed.

D. Evacuees will have little preparation time and may require maximum support in reception centers, particularly in the areas of food, bedding, clothes, and medical supplies.

E. Reception centers may not be fully set up to handle the evacuees.

F. Voluntary evacuation probably will not have occurred; however, voluntary evacuation could occur after the public has been advised of a potential problem or danger, even though the situation does not warrant an official evacuation. Under this situation:

1. Voluntary evacuation in excess of 50 percent of the residents of the affected area is a possibility if there is an extended danger period.

2. News reports of a hazard situation may cause some voluntary evacuation.

3. If evacuation is directed for a small area, then voluntary evacuation of adjacent areas should be expected.

4. A large percentage of voluntary evacuees will leave because they have a place to go such as to relatives, friends, etc.

G. Some people will refuse to evacuate.

H. State and federal highways receive priority snow removal by the Department of Roads and may therefore be expected to be open at all times. County roads in the area are mainly graveled, and the road nets are sufficiently developed that alternate routes can be developed if temporary closures are experienced. Priority school bus routes, which receive county priority clearance, will also support area evacuation.

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 on-scene command authority can make a decision to evacuate. Key organizational requirements are:

A. Local Emergency Management Director

Responsible for advising the Executive Group on the evacuation decision, for coordinating evacuation support activities, providing for special transportation needs, and managing resources.

B. Law Enforcement Agencies

Responsible for conducting actual evacuation efforts, for designating evacuation routes, providing traffic and movement control, and establishing security of the evacuated area. If necessary, they will also assist in warning the public.

C. Fire Departments

For hazardous material and fire incidents, responsible for on-scene control and for advising executives on the evacuation decision. Also responsible for fire security in evacuated areas and assistance in warning the public.

D. Public Works Director / County Highway Superintendent / Street Superintendent

Responsible for maintenance of evacuation routes and for providing traffic control devices.

E. Public Information Officer

Responsible for dissemination of emergency information advising the public of what evacuation actions to take.

F. American Red Cross

Responsible for coordinating mass care activities including registration, lodging, and feeding. This effort may be supported by the Salvation Army and other service organizations. Mass care operations are defined in Annex I.

G. Dakota County Office, State Department of Health and Human Services

Will ensure that Social Service programs are continued and supported by other area programs, such as Northeast Nebraska 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.

H. Game and Parks Commission

Will assist evacuation efforts in state parks and recreation areas during major emergency/disaster operations, then support other law enforcement agencies.

I. Affected Facilities (Hazardous Materials Incident)

The Facility Emergency Coordinator will advise officials if the facility management recommends evacuation or in-place shelter.

V. CONCEPT OF OPERATIONS

A. Direction and Control

The Emergency Operating Center may have been activated because of the primary hazard event. Executive direction and control of the incident and any ensuing evacuation may be conducted from the EOC as outlined in Annex A. The Emergency Management Director may coordinate all evacuation support activities.

B. Evacuation Order

1. In situations where rapid evacuation is critical to the continued health and safety of the population, the Incident Commander may order an evacuation. During floods, evacuation orders will generally be initiated after evaluation and recommendation of Gavins Point Dam, Yankton, SD. Dam failure/flooding considerations are in Appendix 1 of this Annex. In the event of a radiological incident/accident, the evacuation order will be based on the recommendation of the State Health and Human Services System.

2. Evacuation will normally be ordered by the chief executive of the affected political subdivision.

C. Evacuation Decision Considerations

Evacuation may be only one of several protective action alternatives. Care must be exercised by decision makers to ensure that a directed evacuation will not place the affected population into a more dangerous situation than posed by the primary hazard. When ordering the evacuation, the following considerations should be addressed:

1. Weather conditions,

2. Evacuation routes, their capacities and susceptibilities to hazards,

3. The availability and readiness of shelters for evacuees,

4. Modes of transportation for evacuees and for those unable to provide their own,

5. The location in the evacuation area of special needs groups such as nursing homes or the hospital. These may pose unique evacuation problems and the evacuation itself could be more life threatening than the initial hazard.

6. In the event of a hazardous material incident the choice needs to be made between evacuation and in-place shelter. The decision should be based on the speed, 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 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: on slow moving events, pre-evacuation notice should be given to affected residents. Residents should be advised that they may have to move out with little or no notice. Consideration should be given to early evacuation of schools and large gatherings. Hospital and nursing homes will be kept fully advised of the situation and be given earliest possible warning because of the extra time required in 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 who refuse to follow evacuation instructions will be left alone until all who are willing to leave have been provided for. Time permitting, further efforts may be made to persuade them to evacuate.

3. Emergency Public Information: the Public Information Officer will ensure that evacuation information is disseminated to the media in a timely manner. Instructions to the public such as traffic routes to be followed, location of temporary reception centers as well as situation updates will be issued as that information becomes available. Specific public information guidelines are contained in Annex D.

F. Movement

It is anticipated that the primary evacuation mode will be in private vehicles. Actual evacuation movement efforts will be conducted by the law enforcement agencies involved.

1. Evacuation routes will be selected at the time of the evacuation decision. Movement instructions will be part of the warning and subsequent public information releases.

2. 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.

3. Law Enforcement will coordinate use of wrecker services needed to clear disabled vehicles.

4. Traffic control devices such as signs and barricades will be provided by Public Works/City Street Department and County Highway Department.

G. Transportation

The Dixon County Emergency Management Director will determine requirements for special transportation and coordinate the use of transportation resources to support the evacuation.

1. Assembly Area: if the potential evacuated population is of significant size, there could be many people without private transportation. Convenient centralized locations in the evacuation area, such as schools or churches, will be identified as assembly areas. These locations will be announced in evacuation instructions issued by the Public Information Officer. Residents will be instructed to go to the assembly areas for transportation.

2. Special Needs Transportation: there could be cases where elderly, infirm or handicapped persons in the evacuation area will not be able to get to the assembly point or would need special type of transport. The Dixon County Emergency Management will make provisions for the use of government or volunteer vehicles to transport these individuals. The public will be instructed to notify the Dixon County Emergency Management of any special transportation problems.

3. Health Care Transportation: the evacuation of nursing homes or the hospital pose special transportation problems. The Dixon County Emergency Management will coordinate with the respective institution administrator to determine specific transportation needs. Ambulances from fire departments within Dixon County are the primary resource for medical transport.

4. Transportation Resources: buses operated by the school, handi-buses operated by the Northeast Nebraska Area Agency on Aging, and would all be available during emergencies. The Dixon County Emergency Management maintains a listing of all such resources. See Annex L.

H. Mass Care of Evacuees

While many evacuees will go to the homes of friends and relatives, there may be requirements for temporary mass lodging and feeding. Mass care of evacuees will be managed by the American Red Cross. Mass Care operations are covered in Annex I.

I. Health Care Facilities

Evacuations of health care facilities create special problems and may extend the time required to clear the affected area. Health care evacuation considerations are addressed in Annex G.

J. Schools

1. All schools have internal emergency evacuation plans.

2. Dixon County Schools have 40 radio-equipped buses capable of carrying a total of 2200 passengers. Under normal circumstances, no additional buses would be necessary.

K. Access Control

Law enforcement agencies will establish a perimeter control to provide security and protection of property. An access pass system will be established.

L. Re-entry

Reoccupation of an evacuated area requires the same considerations, coordination, and control of the items undertaken in the original evacuation. The re-entry decision and order will be made by chief executives after the threat has passed and the evacuated area has been inspected by fire, law, health, and utilities personnel for safety. Some specific re-entry considerations are:

1. Ensure that the threat which caused evacuation is over,

2. If needed, ensure that homes have been inspected to determine if they are safe to return to,

3. Determine the number of persons in shelter who will have to be transported back to their homes,

4. If homes have been damaged, determine the long term housing requirements,

5. Coordinate traffic control and movement back to the area,

6. Inform the public of proper re-entry actions, particularly cautions they should take with regard to reactivating utilities. In addition, issue proper clean-up instructions, if necessary.

M. State Support

Under disaster conditions, evacuation support and resources may be available from a number of state agencies. Assistance will generally be requested through the Nebraska Emergency Management Agency. Assistance includes manpower, transportation, supplies, and technical advice. The following agencies may become involved in the emergency evacuation of an area.

1. Department of Roads: the Department of Roads will provide updated information on road conditions, load bearing capacities and usability to support evacuation or rerouting of traffic. They will also provide equipment and manpower to maintain or repair roads and bridges to usable condition in support of an evacuation. Personnel may assist in traffic control by erecting barricades, warning lights and signs, or providing manpower.

2. Health and Human Services System: the Nebraska Health and Human Services System will make recommendations to local authorities and the Nebraska Emergency Management Agency regarding health problems within an area which may dictate that evacuation of that area is necessary. Special consideration will be given to hospital and nursing home evacuation. If an evacuation is initiated, maintenance of the health standards in reception areas will be closely monitored. The prevention of overcrowding, spread of disease, and development of unsanitary conditions/practices is a responsibility of this agency.

3. State Fire Marshal: 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.

VI. ADMINISTRATIVE

The Dixon County Emergency Management Director is responsible for annual review and update of this Annex.

LIST OF ATTACHMENTS

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Appendix 1	Flood\Dam Failure Evacuation	E-11

FLOOD/DAM FAILURE EVACUATION

I. PURPOSE

To identify actions required to evacuate the population and protect facilities threatened by flood or dam failure.

II. SITUATION

A. Missouri River Basin

1. Dixon County lies within the Missouri River Basin. The flow of the Missouri River is well controlled so that flooding on the mainstream is infrequent. However, damaging floods occur periodically on some of the tributaries. Many of the areas between the plains and the valley are steep and concentrate runoff from high intensity storms. The distribution systems serving these lands are thus subject to damage. Heavy winter snows and rapid spring melt could overstress the system of flood control impoundment's resulting in flooding in Dixon County.

2. Approximately six (6) percent of the population of the county reside within the 100-year flood plain as defined on the National Flood Insurance Maps which are located in Dixon Court House.

B. Dam Failure - General

1. Dams are designed and maintained according to the best safety practices. Dams have failed in the past. The following conditions may or could become critical, adversely affecting any dam:

   a. Flood pools higher than previously attained,

   b. Unexpected drop in pool level,

   c. Pool near maximum level and rising,

   d. Excessive rainfall,

   e. Large discharge through spillway or spillways,

   f. Earthquake,

   g. Erosion, landslide, seepage, settlement, cracks.

2. Under the National Dam Safety Inspection Program, a dam is classified according to loss of life and property damages which would occur downstream should the dam fail. Such a classification does not mean that the dam is considered unsafe. The following classes of dams are defined accordingly:

   a. A high hazard dam: a dam located where failure may cause loss of life, serious damage to homes, industrial and commercial buildings, important public utilities, main highways, or railroads. Dams addressed in this Appendix fit this category.

   b. A significant hazard dam: a dam located in predominantly rural or agricultural areas where failure may damage isolated homes, main highways or minor railroads, or cause interruption of use or service of relatively important public utilities.

   c. A low hazard dam: a dam located in rural or agricultural areas where failure may damage farm buildings, agriculture land, or township and county roads.

C. Dams Which Could Affect Dixon County

1. Gavins Point Dam,

   Owner: U.S. Corps of Engineers
   Lewis and Clerk Lake

   Emergency Preparedness Plan:

   Inundation Area: Would affect a large area of the northern and eastern borders of Dixon County.

2. Buckskin,

   Owner: Lewis& Clark DNR

   Emergency Preparedness Plan: N/A

   Inundation Area:

3. Powder Creek

   Owner: Lewis & Clark DNR

   Emergency Preparedness Plan: N/a

   Inundation Area:

III. RESPONSIBILITIES

A. The National Weather Service is responsible for notifying and advising local government when conditions exist that could cause flooding.

B. The owner/operator of each dam, as listed in Section II C, is responsible for the safe operation and maintenance of dam structures. They are also responsible for notification or alerting local jurisdictions promptly in the event of a threat situation, which could affect persons downstream.

C. Local government responsibilities are as defined elsewhere in this Plan for all hazards. In addition, the Dixon County Emergency Management Agency is responsible for monitoring high water conditions and for coordinating warning systems. The County Highway Superintendent is primarily responsible for maintaining the flood gauge system, and along with Public Works Directors, making recommendation on evacuation decisions. Other flooding responsibilities:

1. Dixon County Emergency Management, local Public Works personnel and volunteers will provide sandbagging activity emergency dike/levee repair, construction of temporary dikes.

2. Dixon County Emergency Management will monitor conditions of local dams and coordinate sandbagging or effect temporary repairs, if necessary.

3. Dixon County Highway Superintendent will inspect bridges and approaches to bridges after water subsides to determine safety of use.

D. The Dixon County Emergency Management is responsible for disseminating warnings concerning dam failures or emergencies to all affected local governments.

IV. CONCEPT OF OPERATIONS

This section will address unique aspects of evacuation under threat of flood or dam failure.

A. Notification Of Threat

1. General flooding – Missouri River: the potential for flooding will be closely monitored by the National Weather Service and the Nebraska Emergency Management Agency as well as other state agencies. Advisories will be passed by these agencies to the Dixon County Emergency Management Director. Such information will be augmented by local monitoring of river conditions.

2. Flash flood: notification of the potential for flash flooding will be received from the National Weather Service in the form of flash flood watches or warnings.

3. Dam failure or emergency release: dam owners or operators will advise the Dixon County Sheriff of potential or actual problems at their respective dams. See Section II B and appropriate Dam Emergency Plan.

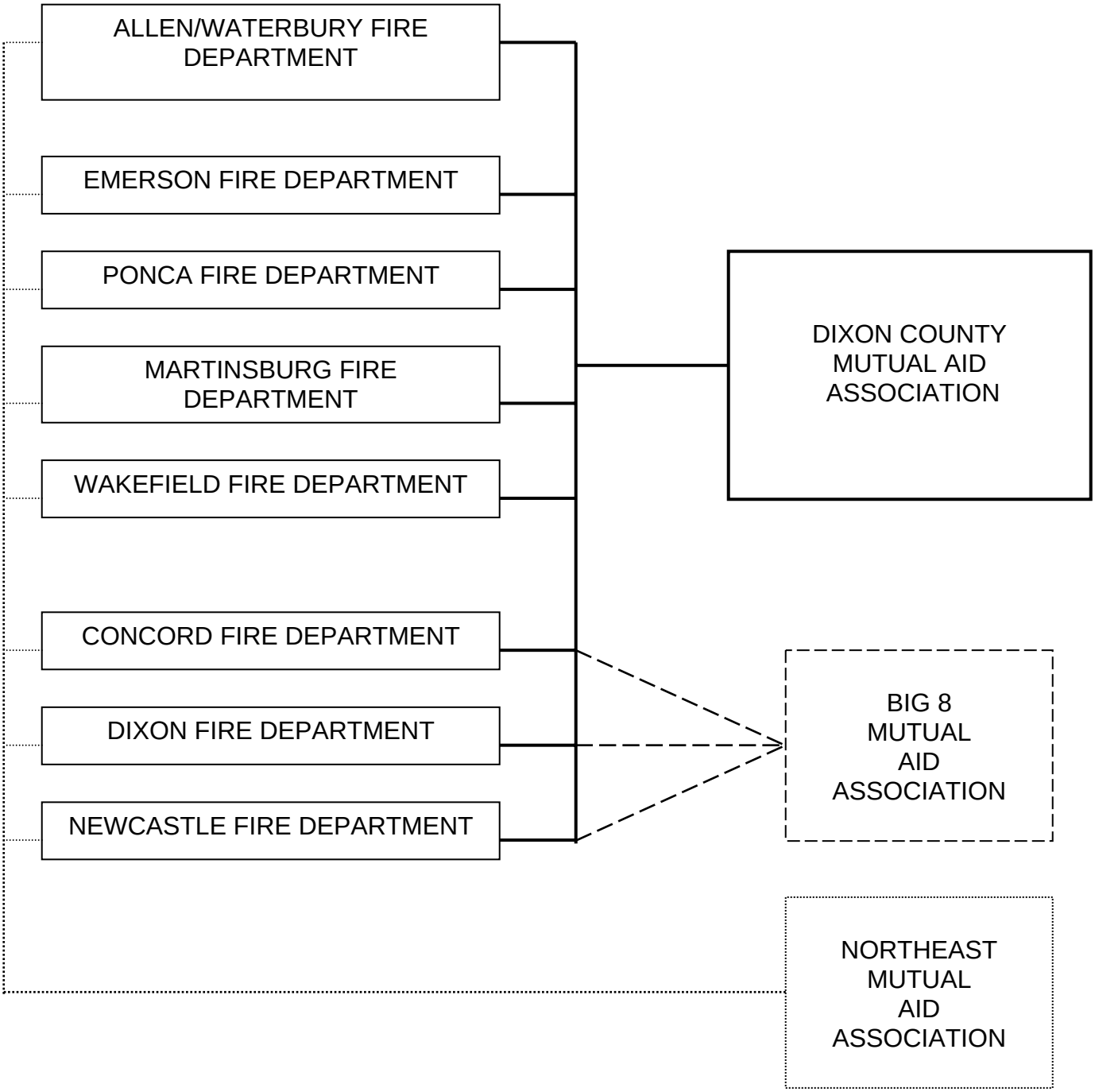
B. Increased Readiness Measures

1. On receipt of a flood watch, the Dixon 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 Dixon County Emergency Management 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 Dixon County Emergency Management Emergency Management Director will notify all support agencies and organizations.

FIRE SERVICES



FIRE SERVICES

I. PURPOSE

The purpose of this Annex is to provide 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. Dixon County is vulnerable to various severe weather phenomena and failure of man-made structures which have the potential to destroy property and cause loss of life.

B. There are major vehicular and rail transportation routes which pass through the county. Both truck and train traffic transport hazardous materials. In addition, there are a number of sites within the county for hazardous material storage. Because of this, the potential exists for both accidents and incidents involving hazardous materials.

C. A risk analysis of fixed facilities and known transportation routes where potential release situations with possible consequences beyond the boundaries of the facility or adjacent to the transportation route was completed in conjunction with SARA Title III planning.

D. Dixon County is served by eight Fire Departments, five of which operate Rescue Squads. See Attachment 1. All Fire Departments are members of the Northeast Mutual Aid Association.

E. There are no Private/Company Fire Brigades located in Dixon County.

III. ASSUMPTIONS AND PLANNING FACTORS

A. Existing fire personnel and equipment will be able to handle most emergency situations through their own resources or mutual aid.

B. Clearing roads to permit passage of emergency vehicles will be a high priority responsibility of Public Works subsequent to any disaster. See Annex K.

C. Law enforcement will handle on-scene traffic and crowd control to permit access for emergency personnel and equipment.

D. In the event of a radiological incident/accident involving Dixon County, radiological response activities of local Fire Departments will be advised by the

Nebraska Department Of Health And Human Services Regulations and Licensure.

IV. ORGANIZATION/RESPONSIBILITIES

A. The primary responsibilities of the Fire Services are: prevention and suppression of fires, rescue services, and response to hazardous material incidents.

B. The 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 individual jurisdiction or fire district is responsible for the coordination, planning, training, and development of Fire Department operational policy for the jurisdiction including:

1. Fire Fighting,

2. Coordination of Fire Services during a natural disaster,

3. Acting in his role as CEC, coordinate 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 the event of a situation which affects more than one of the Fire Departments in the county and a central 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 and/or incident command system and policies of his/her department.

b. Coordinate and direct volunteers assisting the Fire Department.

c. Maintain current file of information submitted under Title III to include:

1) List of reporting facilities and the Facility Emergency Coordinators (FEC).

2) Material Safety Data Sheets (MSDS), Inventory lists or Tier II reports.

d. Preplan response to facilities where hazardous materials are produced, used, or stored.

e. Coordinate fire inspections for homes or commercial buildings during or after a disaster to ascertain if the facility is safe for occupancy.

2. Senior Fire Officer

a. Direct the level of response, request mutual aid or other assistance, and make all decisions concerning the Fire Department's actions and policies during emergency operations.

b. Direct search and rescue operations.

c. Request the Medical Coordinator in the event of a Multiple Casualty Incident (MCI) if required. See Annex G.

d. Authorize Fire Department personnel and equipment to respond to mutual aid requests.

G. Lines 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 Dixon County Emergency Management Director to coordinate additional support.

   b. Request assistance from state and/or other agencies/organizations required at the scene.

B. Hazardous Materials

Specific policies, responsibilities, and operational procedures for hazardous material response 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 initial response, and, if possible, containment of hazardous material incidents within their level of training and certification. The incident commander will coordinate with law enforcement regarding:

   a. Defining hazard area,

   b. Limiting access requirements,

   c. Providing advice on hazards involved and making recommendations to local executives.

2. Direct advisory or technical support will be requested through the Communications Center.

   a. Accidents involving chemicals:

      1) Chemtrec (1-800-424-9300),

2) State Fire Marshal's Office,

3) Nebraska Department of Environmental Quality,

b. Accidents involving radioactive materials

1) 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.

2) Each Fire Chief will ensure that personnel are selected and trained in both radiological monitoring equipment operation and agency emergency response procedures before responding to a radiological incident.

3) In addition, all major hazardous material incidents will be reported to the Dixon County Emergency Management Director for coordinating additional support and for notification of/reporting to appropriate state agencies.

C. Searches

1. The Senior Fire Officer of the jurisdiction will coordinate all searches involving

a. Fires,

b. Personal injuries.

2. Law enforcement officials are responsible for searches involving

a. Lost or missing persons,

b. Fugitives,

c. Bomb scares.

3. The State Department of Aeronautics is responsible for all searches involving missing or downed aircraft other than military.

4. When a search extends beyond the capabilities of the coordinating agency, the Dixon County Emergency Management Director will be notified to coordinate additional requirements.

5. Additional resources (personnel, equipment, supplies) may be available through:

   a. Mutual Aid,

   b. Local, state, and/or federal agencies,

   c. Volunteer organizations.

D. Rescue

Rescue operations are usually performed by the Fire Department. Annex G has a detailed description of emergency medical operations. Each jurisdiction is responsible for providing rescue, emergency treatment, and transportation for the seriously ill or injured. This is accomplished through:

1. The local Fire Department's Rescue Unit. See Annex G, Attachment 2, for EMS resources.

2. An adjacent Fire Department's Rescue Unit when the local Fire Department does not operate a Rescue Unit or when the Rescue Unit is unavailable. Fire Departments have signed agreements outlining Rescue Unit's jurisdictions and mutual aid agreements.

3. The Rescue Units of the individual Fire Departments have the capability to provide basic life support only. Siouxland Paramedics, Mercy Air Care, Sioux City, IA (1-800-367-9469) and Life Net, Norfolk, NE (1-888-481-7040) will have to be called if Advance Life Support Service is required. Ponca has one qualified ALS-EMT.

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 Dixon County Mutual Aid Association Resource Directory and the Dixon 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 Dixon County may go on full time status with twelve (12) hour shifts. An exception will be individuals who are considered by the Executive Group to be key personnel in other areas.

2. Mutual aid information may be coordinated through the EOC.

3. The fire districts within Dixon County will maintain their normal jurisdictional responsibilities.

VI. ADMINISTRATIVE AND LOGISTICS

A. Administration

Normal administrative records of utilization of personnel, equipment. and materials will be maintained by individual Fire Departments. Accurate record keeping will identify specific needs in the event of a major disaster which can readily be provided to the Resources Coordinator. See 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. 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.

D. General

Some of the information contained in this Annex may also be found in the publication "Rural Fire Plan, Dixon County Mutual Aid Association". Additional detailed information specifically pertaining to the Mutual Aid Association is contained in these publications and has not been duplicated in this Plan.

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DIXON COUNTY FIRE RESOURCES

FIRE DEPARTMENT	PHONE	AERIAL	PUMPER	TANKER	PUMPER/ TANKER	GRASS WEED TRUCK	UTILITY TRUCK	RESCUE	OTHER
ALLEN/WATERBURY	911 635-2141		2	2		1		2 Amb.	2 dump tanks
CONCORD	911 254-6884		1	2		1			2 dump tanks
DIXON	911 254-6884		1	2		1		1 Amb.	
EMERSON	911 695-2431		1					2 Amb.	
MARTINSBURG	911 945-2025		1	2		2			1 First Responder
NEWCASTLE	911 355-2370		1					2 Amb.	
PONCA	911 755-2781		1	2	1	2	cascade	2 Amb.	River boat, Rope rescue
WAKEFIELD	911 287-2574		2	2	2		cascade	2 Amb.	

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. Dixon County is vulnerable to various hazardous materials. Agricultural and industrial chemicals, explosive and combustible materials are stored in and transported throughout the county regularly.

1. There are facilities within the county with the potential of a release beyond the boundaries of the facility.

   a. Some facilities store extremely hazardous material over Title III threshold levels. See Attachment 1 for listing of facilities.

   b. Some facilities produce, use or store hazardous materials that are not required to be reported under Title III. See Attachment 1.

2. Hazardous materials, including radiological materials, transported on Highway 35,9,12 or 20, rail, river barge, pipelines, or aircraft could be involved in an accident causing a spill or the potential for a spill. See Attachment 2 for location of routes.

3. There are several areas particularly vulnerable to hazardous material spills.

   a. Locations may contribute to additional risk because of their proximity to facilities with hazardous materials. See Attachment 1 for these locations.

   b. Special populations, such as schools, hospitals, or nursing homes, are subject to additional risk due to their proximity to facilities with hazardous substances. See Attachment 1.

4. Some areas of Dixon County because of sensitive environment, land use patterns or water supplies are particularly vulnerable. See Attachment 1.

5. Weather and time variables, like time of day and month of year, may impact on the response to a HazMat incident.

C. OSHA and EPA regulations define levels of training required for response to a hazardous materials incident. The level of training for each person who may respond to an incident must be certified by his/her employer. Responders will not perform any function they are not trained and equipped to execute**.**

1. There are No HazMat Response Teams in Dixon County, trained and equipped to respond to a hazardous material spill.

2. 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 are trained to handle some but not all hazardous materials incidents.

3. Facilities that use and store hazardous materials may have response equipment.

D. There are many different ways an individual can be exposed to radioactive materials. In Dixon 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. Registered users of radioactive material in Dixon County are:

	Licensee	Purpose
1.	Ponca Medical Clinic	Medical
2.	Ponca Family Dentistry	Dental

III. ASSUMPTIONS

A. The fire department or law enforcement agency responding to an accident scene will usually be the first to discover the presence of hazardous materials either spilling or with the potential to spill. These personnel usually have had some training in handling this type of incident

B. It is imperative that the hazardous material involved in the incident be identified as early as possible for the safety not only of the general populace, but for the

first responders as well. Knowledge of the agent involved will determine the specific response required.

C. This plan considers any incident/accident involving radioactive materials that could have an impact on Dixon County. The most likely scenario would be a transportation accident. It is unlikely that the shipping container would rupture due to the impact; however, attendant with each vehicle accident is the distinct possibility of fire or explosion. These could either melt the protective lead containers or create rupture allowing a release of the radioactive materials. In the early stages of this type incident/accident, local capabilities are usually stressed because assistance from persons with special radiological knowledge and expertise may not be immediately available.

D. In the event of a radiological incident/accident, response personnel will notify the Nebraska State Patrol in Lincoln (402) 471-4545. The first responder calling the State Patrol should gather as much of the information as possible from the Hazardous Materials Reporting Form (Attachment 3) prior to placing the call.

IV. RESPONSIBILITIES

A. The Fire Department is responsible for:

1. Coordination with the Facility Emergency Coordinator on response to hazardous substances in the facility.

2. Initial response and containment, if possible.

3. Coordination and the establishment of a command post at the scene.

4. Assuring that first responders receive sufficient direction to be able to handle the situation properly.

5. Planning for possible in-place-shelter or evacuation of buildings or areas involved.

6. Coordination with law enforcement defining the hazard area.

7. Request State Emergency Response Team (SERT) 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. Traffic and crowd control.

3. Evacuation movement.

4. Training their personnel.

C. Dixon County Emergency Management Agency is responsible for:

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. Ensuring that an appropriate training program is developed and conducted which will provide the unique skills and capabilities required for radiological operations within the various departments of government. Emergency response agencies such as law enforcement, fire, and rescue services are considered primary responders to a radiological incident.

D. Radiological Responders

1. Radiological Officer

a. Dixon County does not have an assigned and trained Radiological Officer (RO)

b. The RO works with the Dixon County Emergency Management Director, the Nebraska Emergency Management Agency, and the Nebraska Health and Human Services System to develop and maintain a radiological program in the jurisdiction. The RO is involved in recruiting and training Radiological Monitors, makes quarterly operational checks of assigned monitoring equipment and reviews response plans.

2. Radiological Monitor

a. Dixon 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 RO also identifies radiological hazards, recommends protective actions, works with the local responders, continues monitoring and makes technical recommendations to the Incident Commander until all regulatory agencies declare the site safe.

c. Local government agencies may be responsible for decontamination of their equipment and vehicles.

E. State Agencies

1. Nebraska Emergency Management Agency: coordinate state agency response and provide assistance and support as determined by the situation.

2. The Nebraska Department of Environmental Quality (NDEQ)

a. Provide technical assistance for determining areas likely to be affected by an on-going release.

b. Providing technical assistance relevant to the containment and cleanup of hazardous materials incidents. They are also responsible for warning downstream water users, where applicable.

c. Approve clean-up plan and notify the responsible person when satisfactory clean-up is achieved.

d. Give prior approval to all disposal actions.

e. May require a report, following the clean-up, from the responsible person describing all aspects of the incident including cause of the release, monitoring requirements (long and short term), clean-up and disposal methods, and steps to prevent a similar occurrence. If the clean-up is to be long-term, the Department may require interim status reports.

f. NDEQ is the main point of contact with the Regional Response Team (RRT), for requesting assistance, resources and coordination with Federal Agencies for response, clean-up and recovery actions.

3. The State Department of Health and Human Services System (HHSS)

a. The Department of Health and Human Services Regulation and Licensure (HHS-R&L), under the authority of R.R.S. 71-3513, has responsibility to issue regulations and require actions to be taken to meet any radiological emergency. Once notified of an accident/incident

involving radioactive materials, HHS-R&L is responsible for health hazard assessment and controlling/directing all safety, containment, decontamination, and clean-up actions.

b. Notify the public of the potential health effects of a HazMat incident.

4. The State Fire Marshal: supports the local fire department's response in all working fires and hazardous materials incidents.

5. The Nebraska Department of Agriculture: can provide additional technical assistance for a suspected or actual pesticide release.

F. Federal Government

1. U.S. Nuclear Regulatory Commission (USNRC)

a. Coordinates the overall federal technical response to a radiological emergency.

b. Provides technical advice to state or local agencies.

c. Assesses the nature and extent of the radiological emergency and the potential consequences to the health and safety of the public.

2. Environmental Protection Agency (EPA)

a. Emergency planning and response branch provides technical assistance in hazardous material spills under the National Contingency Plan.

b. Establishes radiological protective action guides (PAGs) and recommends appropriate protective measures.

c. During emergency operations provides personnel, equipment, and laboratory support to assist DOE in monitoring activities.

d. Assumes the responsibility from the Department Of Energy for the intermediate and long-term monitoring function.

e. Can provide resources through the Regional Response Team (RRT). The RRT can be activated through the NDEQ.

f. Office of Water and Hazardous Materials provides assistance with pesticide incidents.

g. Section 123 of SARA authorizes EPA to reimburse local governments, who qualify, for expenses incurred in carrying out temporary emergency measures in response to hazardous substance threats. Reimbursement

is available only to local governments. To be eligible for these funds, EPA must be notified within 24 hours of the incident by calling the National Response Center at 1-800-424-8802. An application package may be obtained by calling the Superfund Hotline 1-800-424-9346.

3. Department of Energy (DOE) during federal support operations will provide the personnel, on-scene technical director, and equipment for radiological monitoring and assessment activities.

4. Department of Transportation (DOT): under Public Law 93-633, Section 109 (d) (2), the DOT is required to provide information and advice in transportation emergencies involving hazardous materials. The DOT will also investigate transportation accidents and inspect for violations under their authority.

5. National Response Center (NRC): receives and relays notices of releases to the appropriate On-scene Commander (OSC), disseminates OSC and RRT reports to the National Response Team (NRT), and provides facilities for the NRT to use in coordinating a national response action.

G. Industry

1. Owner or Operator

a. The owner is required to notify the State Department of Environmental Quality upon discovery of a release of certain hazardous materials.

b. The owner or operator will designate a Facility Emergency Coordinator who will participate in the planning process and who will notify the Community Emergency Coordinator for the Local Emergency Planning Committee, the State Emergency Response Commission (SERC) of any state likely to be affected by the release, the National Response Center (NRC), and any other persons to whom the facility is to give notification.

c. The Facility Emergency Coordinator will make available to the Community Emergency Coordinator any information needed for implementing this emergency plan including advise on response, evacuation and in-place shelter options.

2. Shipper: 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. DOT regulations also require him to inform the carrier of any special precautions that must be taken in the transport of his goods. If called in case of an accident, the

shipper is also required to provide whatever details about his shipment that are necessary and helpful. The shipper may wish to offer assistance in confining and cleaning up any accident involving his shipment. The shipper must also provide a list of 24-hour telephone contacts of persons familiar with the technical details of the shipment.

3. Carrier: 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. 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). 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. During recovery, the carrier also has the basic responsibility to see that the cleanup/decontamination is completed.

4. Licensees: users/custodians of radioactive materials are authorized by the license authority of the NRC. Licensees operating within the states generally fall into one or two categories. They either must comply with the Nebraska Radiation Control Act (RRS 71-3501 to 71-3519) or they must be covered by an appropriate reciprocal procedure. Radioactive materials licensees are engaged in medical, industrial, or construction activities at fixed locations and/or temporary job sites. In the event of a radiological incident, licensees must respond as required by HHS-R&L regulations. Licensees may assume the responsibilities of 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 has been designated as the Community Emergency Coordinator. The Incident Commander shall make determinations necessary 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 request assistance if the situation is beyond local and/or mutual aid capabilities.

4. When the incident is identified as having a radiological material involved and the rescue of injured personnel has been completed and an initial safety perimeter established, all other activities will be accomplished under the direction of HHS-R&L. That agency will be notified via Nebraska State Patrol Communications as soon as possible after the initiation of the hazardous event.

5. The Dixon County Emergency Management Director will alert volunteer and charitable organizations that may provide assistance to evacuees.

B. Initial Response

1. The incident commander, upon determination that a release of a hazardous substances has occurred, or is likely to occur, will identify the area to be isolated by a controlled perimeter, the area of population likely to be affected by such release, and report this information to the dispatch center to relay to other responding agencies.

2. Determine the nature of the material from either the placard, label, or shipping papers from the shipper/owner.

3. Identify, evaluate, and assess the problem and its potential. Consider that some effects of the incident may not be noticeable for some time.

4. Contact CHEMTREC (1-800-424-9300) for information to determine the most effective handling of the incident.

5. The State Emergency Response Team (SERT) may be requested through the Nebraska State Patrol to aid the responding units. NSP will dispatch the closest members of the team to the scene to provide guidance and technical assistance to the Incident Commander.

C. Emergency Public Information

It is important to provide accurate information to the public so they know what to do immediately to protect them.

1. The Public Information Officer will coordinate the dissemination of information concerning the incident with the Chief Executive Officer and Dixon County Emergency Management Director 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 Dixon County are listed in Annex D, Attachment 1.

D. Evacuation / In-place-shelter

1. The Incident Commander will make the decision to shelter in-place or evacuate the hazard area based on the recommendations of CHEMTREC, the DOT Emergency Response Guidebook, the manufacturer, and/or state or federal agency advisors.

2. Policy and procedures for evacuation are defined in Annex E. In-place – sheltering procedures are in Annex J. Procedures for movement of evacuees are in Annex H. Procedures for 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. Cleanup and disposal should be accomplished by the responsible party as specified by publications and agencies depending on the material involved.

3. The manufacturer is a source of advice and information for a chemical decontamination team.

4. The Regional Response Team (RRT), composed of representatives of Federal Agencies may be convened by the Federal On-Scene Coordinator to provide advise or recommendations during a response to a major hazardous materials incident.

F. Health and Safety

Federal law requires the presence of a Safety Officer on every hazardous materials site. The Safety Officer will:

1. Determine the types of respiratory or other protective equipment required for workers.

2. Treat victims if accurate diagnosis can be obtained. Some effects may not be noticeable for some time. Information should be obtained to identify all persons at the scene even if no immediate medical problems appear.

3. Get emergency medical information and other pertinent information from CHEMTREC (800-424-9300).

4. Notify local supporting hospitals of the hazardous substance's identity and the number of persons affected.

5. Have standby medical personnel ready to provide service to those working on the material. Provide medical checkup for all who have been exposed.

6. Every precaution should be taken to minimize exposure of emergency workers to radiation. Dosimeters are included in all monitoring sets issued to emergency response personnel. Once the presence of radioactive material is detected, the on-scene commander will ensure that personnel wear dosimeters and/or TLDs (if available). The Dixon 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, if the responders are properly trained and equipped.

H. Explosive Handling

Only trained specialists should attempt to remove or defuse an explosive device when found.

1. Police, key officials, and the State Patrol Office will be notified immediately. Other agencies that might be notified depending on the circumstances are the State Fire Marshal and the Nebraska Emergency Management Agency.

2. If it is a military device, notify the nearest military installation.

3. If terrorist activity is suspected use the procedures outlined in Appendix 1 to Annex H.

VI. TRAINING AND EXERCISE

A. Training

1. In addition to the training required for normal operations, fire, law enforcement and medical personnel should be trained to respond to a hazardous material incident to the level determined by their employer in accordance with OSHA and EPA regulations.

2. Radiological Officers and all Radiological Monitors will receive initial radiological training. This training should specifically relate to their area of individual responsibility.

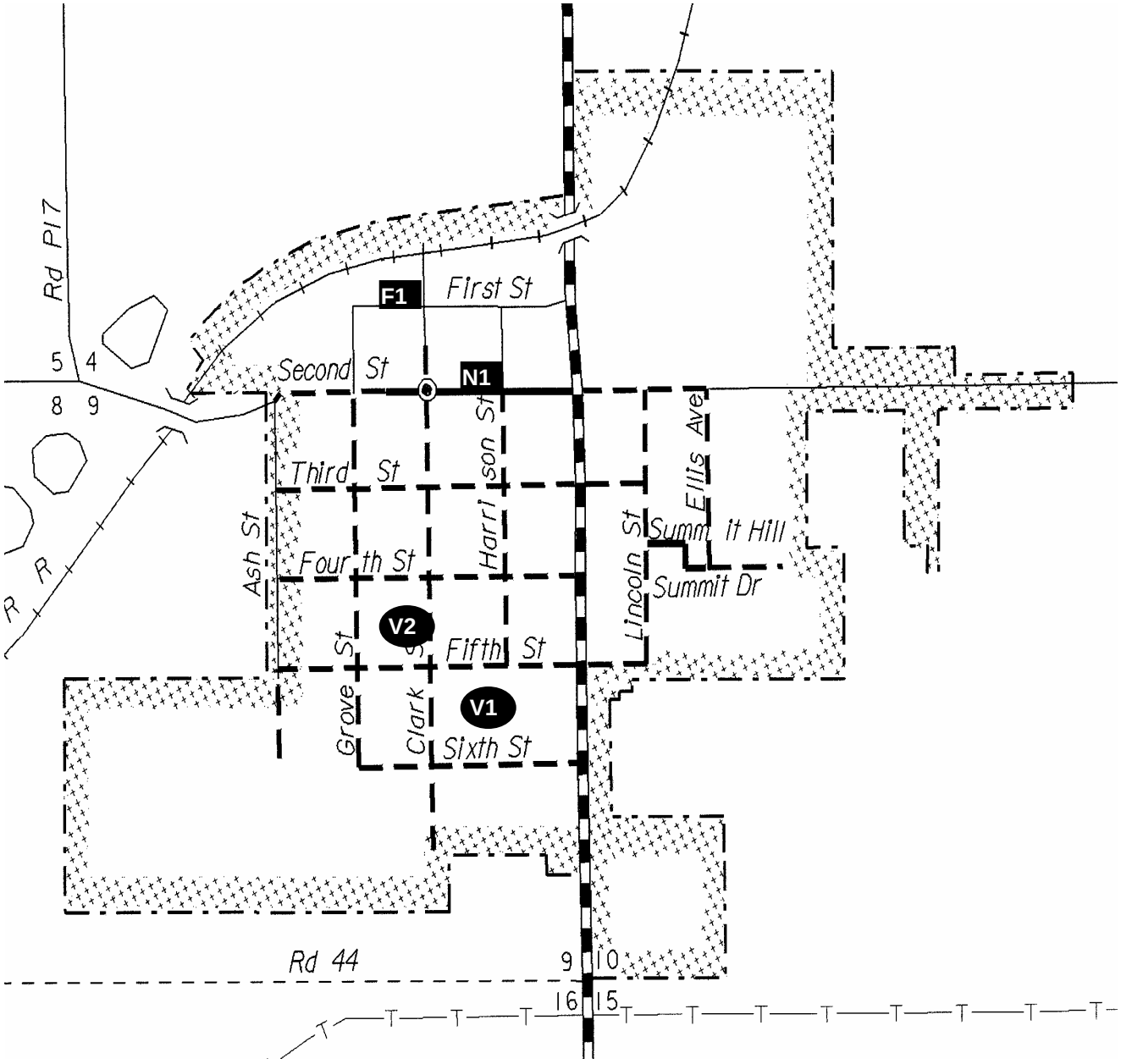
B. Exercise

An exercise involving response to a hazardous material incident should be conducted annually.

FACILITIES AND VULNERABLE AREAS IN ALLEN

Map Ref.	Facility Name	Location	Owner/ Operator
Reporting Under Section 302 of Title III - Extremely Hazardous Substances			
F1.	Northeast Cooperative	117 W 1st Street	Harold Johnson
F2.			
F3.			
F4.			
F5.			
F6.			
F7.			
F8.			
F9.			
F10.			
Facilities reporting under Section 312 - Community Right-to-Know			
N1.	Northeast Cooperative (Propane)	114 E 2nd Street	Harold Johnson
N2.			
N3.			
N4.			
N5.			
N6.			
N7.			
N8.			
N9.			
N10.			
Vulnerable Areas			
V1.	Allen Consolidated Schools	125 E 5th St.	Monte Miller
V2.	Allen Daycare	124 W 4th St.	Trisha Grone
V3.			
V4.			
V5.			

ALLEN



HAZARDOUS MATERIALS FACILITIES
and
VULNERABLE AREAS

Facility: Northeast Cooperative
Map Ref: F1
Facility Coordinator: Harold Johnson

Address: 117 W 1st St.
Allen, NE

Home Phone: (402) 287-2565
Business Phone: (402) 635-2312

On-Site Emergency Response Plan, dated _____

	Reported Substances	Largest Amount Stored	Largest Single Container
1.	Strychnine *	3	J
2.	Terbufos *	3	J
3.	Picloran	2	N
4.	Pendimethalin	2	N
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____

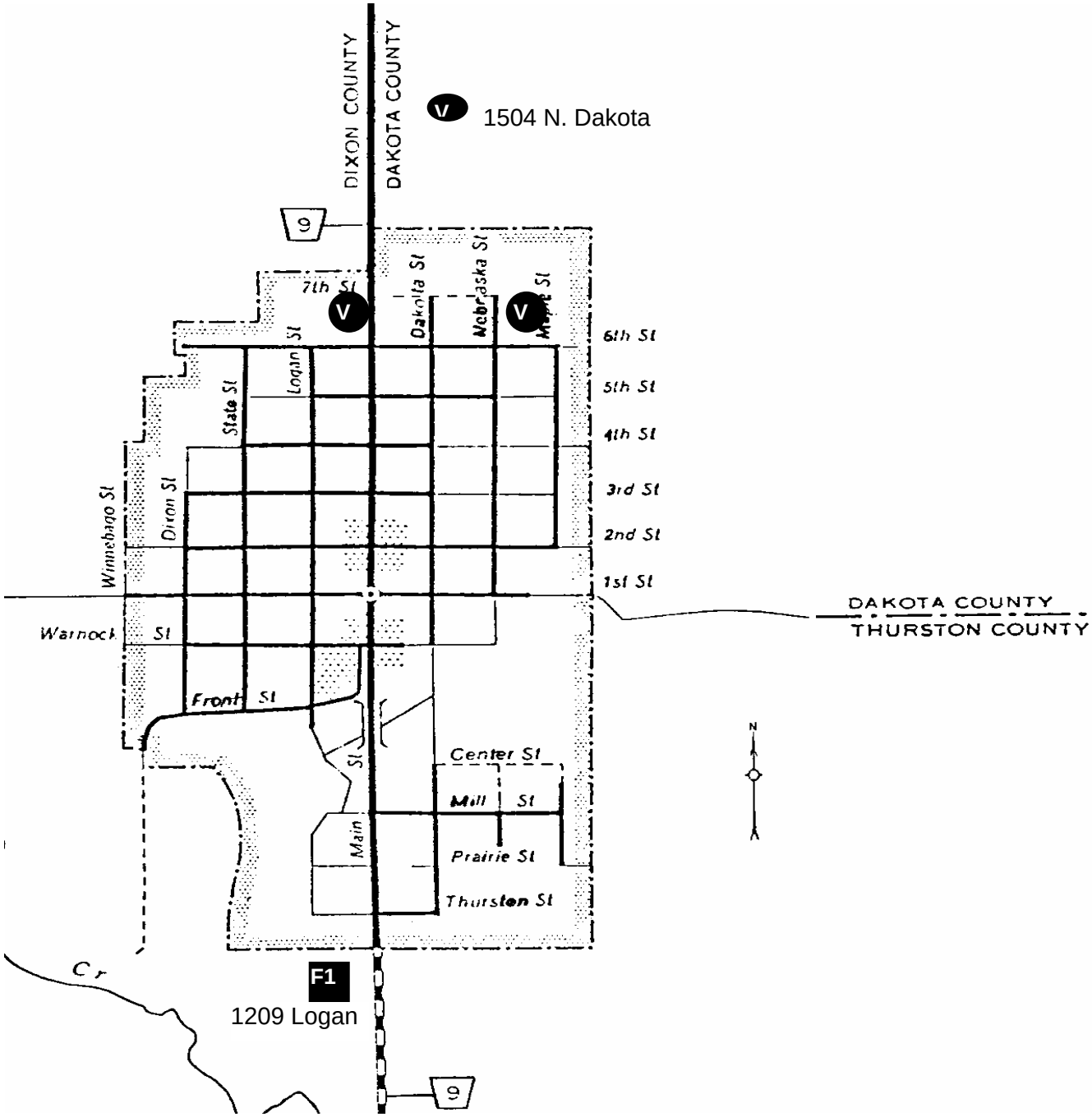
Emergency Equipment Available (Type and Description)	Vulnerable Facilities (Map Ref.)
Fire Extinguisher	V1, V2

*Extremely Hazardous Substance from SARA Title III 302 list.

HAZARDOUS MATERIALS FACILITIES and VULNERABLE AREAS IN EMERSON

Map Ref.	Facility Name	Location	Owner/ Operator
Reporting Under Section 302 of Title III - Extremely Hazardous Substances			
F1.	Farmers Coop Assn Fertilizer	1209 Logan	Harold Johnson
F2.			
F3.			
F4.			
F5.			
F6.			
F7.			
F8.			
F9.			
F10.			
Facilities reporting under Section 312 - Community Right-to-Know			
N1.			
N2.			
N3.			
N4.			
N5.			
N6.			
N7.			
N8.			
N9.			
Vulnerable Areas			
V1.	Emerson Hubbard High School	1504 Dakota St.	Superintendent
V2.	Emerson Hubbard Elementary School	609 N. Main St.	Superintendent
V3.	Heritage of Emerson	607 Nebraska St.	Facility Admin
V4.			
V5.			

EMERSON



HAZARDOUS MATERIALS FACILITIES
and
VULNERABLE AREAS

Facility: Farmers Cooperative Assn.
Map Ref: F1
Facility Coordinator: Harold Johnson

Address: 1209 Logan St.

Home Phone: (402) 287-2565
Business Phone: (402) 695-2380

On-Site Emergency Response Plan, dated _____

	Reported Substances	Largest Amount Stored	Largest Single Container
1.	Strychnine *	3	J
2.	Trifluralin	4	A
3.	Dicamba	3	A
4.	Picloran	2	N
5.	Chlorpyrifos	2	J
7.	Acetochlor	4	A
8.	Pendimethalin	3	E
9.	Metolachlor	4	A
10.	Cyfluthrin	4	J
11.	Terbufos *	2	J
12.	Fuel Oil #1, #2	N/A	A
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____

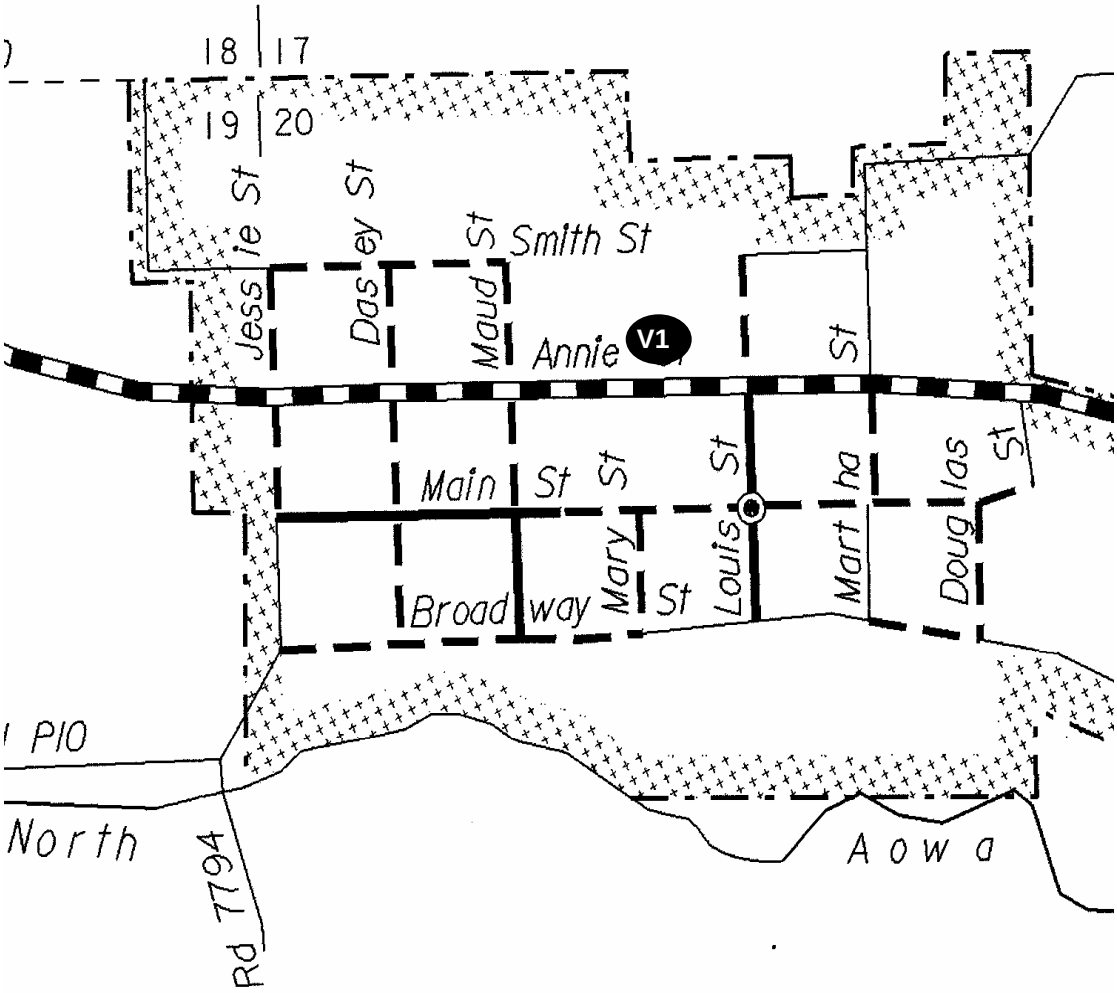
Emergency Equipment Available (Type and Description)	Vulnerable Facilities (Map Ref.)
Fire Extinguisher	V1, V2, v3

*Extremely Hazardous Substance from SARA Title III 302 list.

FACILITIES AND VULNERABLE AREAS IN NEWCASTLE

Map Ref.	Facility Name	Location	Owner/ Operator
Reporting Under Section 302 of Title III - Extremely Hazardous Substances			
F1.	Precision Agronomy	58376 Hwy. 12	Brian Todd
F2.			
F3.			
F4.			
F5.			
F6.			
F7.			
F8.			
F9.			
F10.			
Facilities reporting under Section 312 - Community Right-to-Know			
N1.			
N2.			
N3.			
N4.			
N5.			
N6.			
N7.			
N8.			
N9.			
N10.			
Vulnerable Areas			
V1.	Newcastle Public school	Annie & Hwy. 12	
V2.	Newcastle Low Rent Housing		
V4.			
V5.			

NEWCASTLE



¼ mile east

F1

HAZARDOUS MATERIALS FACILITIES
and
VULNERABLE AREAS

Facility: Precision Agronomy
Map Ref: F1
Facility Coordinator: Brian Todd

Address: 58376 Hwy12, Newcastle

Home Phone: (402) 355-2556
Business Phone: (402) 355-2275

On-Site Emergency Response Plan, dated _____

	Reported Substances	Largest Amount Stored	Largest Single Container
1.	Paraquat Dichloride *	2	N
2.	Acetochlor	4	N
3.	Glyphosate	4	N
4.	CAS 13071-799 (Counter ™)	2	J
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____

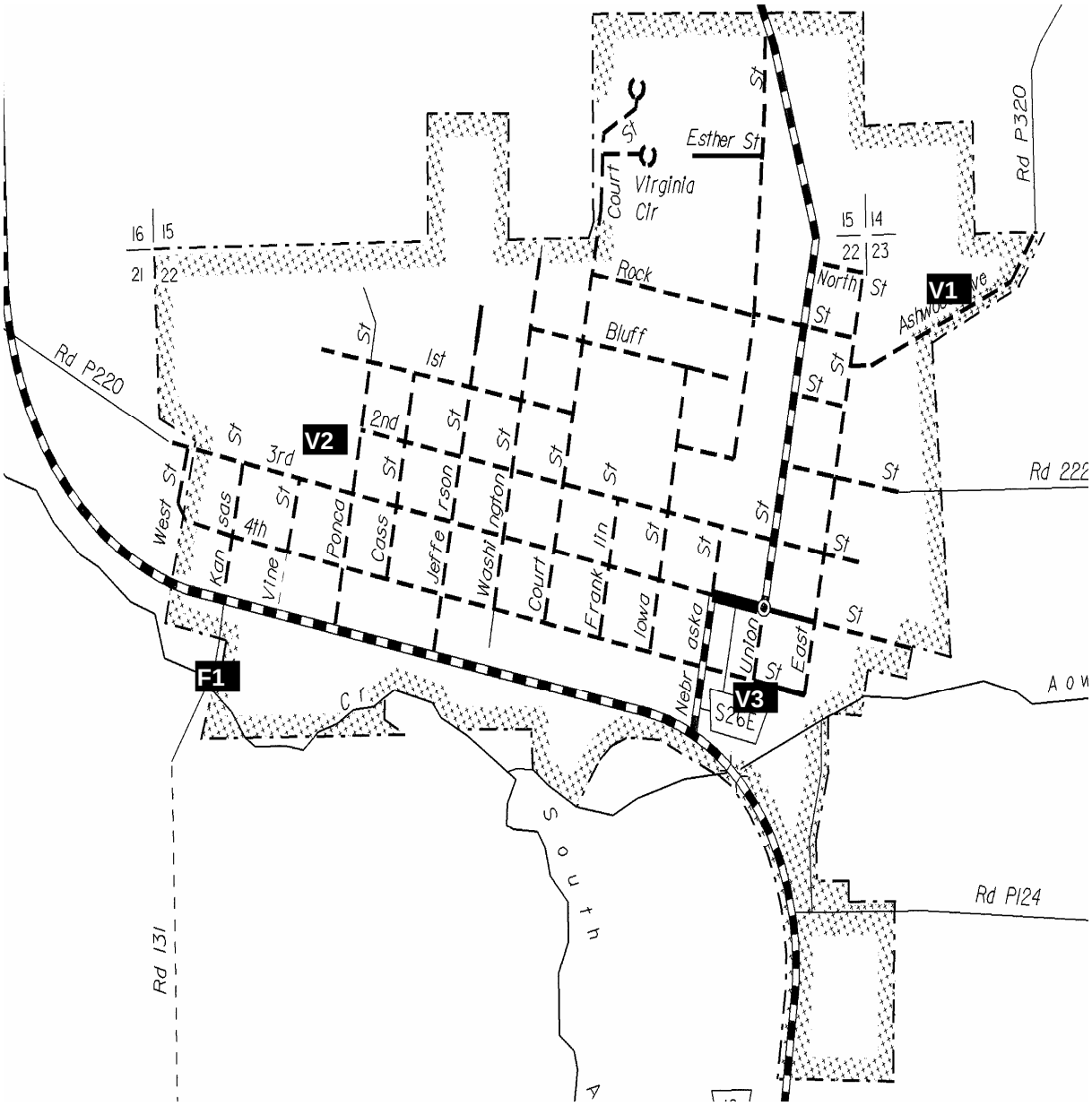
Emergency Equipment Available (Type and Description)	Vulnerable Facilities (Map Ref.)
Fire Extinguisher	V1, V2

*Extremely Hazardous Substance from SARA Title III 302 list.

FACILITIES AND VULNERABLE AREAS
IN
PONCA

Map Ref.	Facility Name	Location	Owner/ Operator
Reporting Under Section 302 of Title III - Extremely Hazardous Substances			
F1.	Northeast Cooperative	58140 Hwy. 12	Harold Johnson
F2.	_____	_____	_____
F3.	_____	_____	_____
F4.	_____	_____	_____
F5.	_____	_____	_____
F6.	_____	_____	_____
F7.	_____	_____	_____
F8.	_____	_____	_____
F9.	_____	_____	_____
F10.	_____	_____	_____
Facilities reporting under Section 312 - Community Right-to-Know			
N1.	_____	_____	_____
N2.	_____	_____	_____
N3.	_____	_____	_____
N4.	_____	_____	_____
N5.	_____	_____	_____
N6.	_____	_____	_____
N7.	_____	_____	_____
N8.	_____	_____	_____
N9.	_____	_____	_____
N10.	_____	_____	_____
Vulnerable Areas			
V1.	Elms Health Care	101 Ballpark Rd.	_____
V2.	Ponca Public School	308 W 3rd St.	Phil Wineland
V3.	Pioneer Square	126 W 4th St.	_____
V4.	_____	_____	_____
V5.	_____	_____	_____

PONCA



HAZARDOUS MATERIALS FACILITIES
and
VULNERABLE AREAS

Facility: Northeast Cooperative
Map Ref: F1
Facility Coordinator: Harold Johnson

Address: 58140 Hwy. 12
Ponca

Home Phone: (402) 287-2565
Business Phone: (402) 755-2247

On-Site Emergency Response Plan, dated _____

	Reported Substances	Largest Amount Stored	Largest Single Container
1.	Strychnine *	2	J
2.	Propane	4	L
3.	Gasoline	4	A
4.	Terbufos	3	J
5.	Picloran	2	N
6.	Fuel Oils #1, #2	5	A
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____

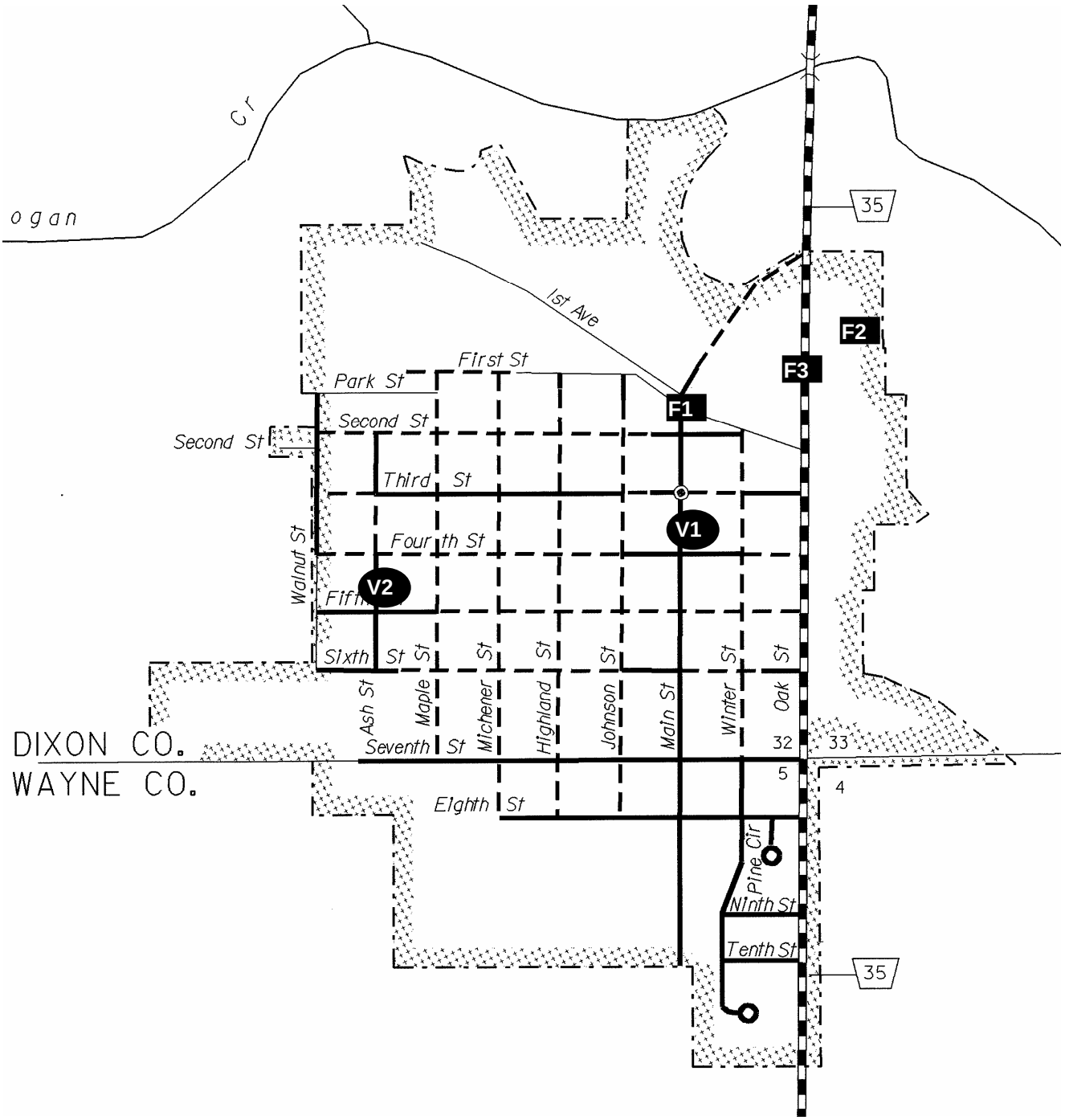
Emergency Equipment Available (Type and Description)	Vulnerable Facilities (Map Ref.)
Fire Extinguisher	V1, V2, V3

*Extremely Hazardous Substance from SARA Title III 302 list.

FACILITIES AND VULNERABLE AREAS IN WAKEFIELD

Map Ref.	Facility Name	Location	Owner/ Operator
Reporting Under Section 302 of Title III - Extremely Hazardous Substances			
F1.	Michael Foods EPC/MG Waldbaum Co.	105 N. Main St.	Paul Saunders
F2.	Northeast Cooperative	N. Hwy. 35	Richard Bramer
F3.	Precision Agronomy	N.Hwy 35	Richard Fisher
F4.			
F5.			
F6.			
F7.			
F8.			
F9.			
F10.			
Facilities reporting under Section 312 - Community Right-to-Know			
N1.			
N2.			
N3.			
N4.			
N5.			
N6.			
N7.			
N8.			
N9.			
N10.			
Vulnerable Areas			
V1.	Wakefield School	409 Main	287-2012
V2.	Wakefield Care Center	306 Ash	287-2244
V3.			
V4.			
V5.			

WAKEFIELD



HAZARDOUS MATERIALS FACILITIES
And
VULNERABLE AREAS

Facility: Michael Foods EPC/MG Waldbaum Co.
Map Ref: F1
Facility Coordinator: Paul Saunders

Address: 105 Main St.
Wakefield

Home phone: 287-2211
Business phone:

On-Site Emergency Response Plan, dated _____

	Reported Substances	Largest Amount Stored	Largest Single Container
1.	Phosphoric Acid *	4	C
2.	Ammonia Solution * (greater than 44%)	4	R
3.	Chlorine *	4	L
4.	Peracitiic Acid *	3	D
5.	Sodium Hypochlorite *	3	E
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____

Emergency Equipment Available (Type and Description)	Vulnerable Facilities (Map Ref.)

*Extremely Hazardous Substance from SARA Title III 302 list

Facility: Northeast Cooperative
Map Ref: F2
Facility Coordinator: Richard Bramer

Address: N. Highway 35

Home phone: 287-2709
Business phone: 287-2565

On-Site Emergency Response Plan, dated _____

	Reported Substances DATA FROM 2002	Largest Amount Stored	Largest Single Container
1.	Paraquat Dichloride *	1	N
2.	Chlorpyrifos	5	L
3.	Gasoline	3	A
4.	Terbufos *	4	J
5.	Pendimethalin	1	J
6.	Permethrin	2	N
7.	Oil and Lubricants	4	R
8.	Cyfluthrin	3	J
9.	Picloran	2	N
10.	Ammonia, Anhydrous *	5	L
11.	Fuel Oils #1, #2	4	A
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____

Emergency Equipment Available (Type and Description)	Vulnerable Facilities (Map Ref.)

*Extremely Hazardous Substance from SARA Title III 302 list

Facility: Precision Agronomy
Map Ref: F3
Facility Coordinator: Richard Fisher

Address: N. Hwy 35
Wakefield

Home Phone:
Business Phone: 287-2222

On-Site Emergency Response Plan, dated _____

	Reported Substances	Largest Amount Stored	Largest Single Container
1.	Terbufos *	2	J
2.	Tebupirimphos	4	J
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____

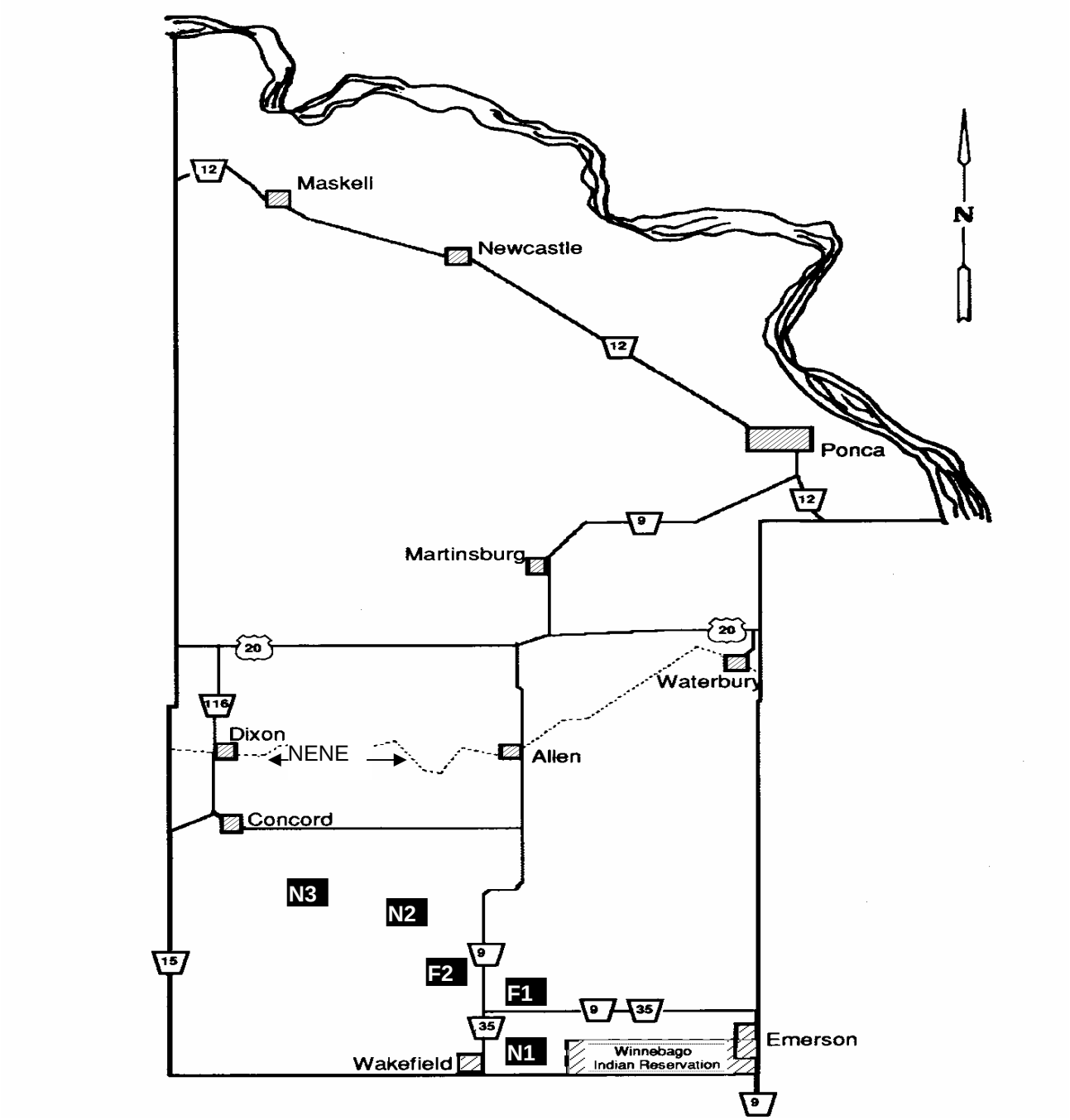
Emergency Equipment Available (Type and Description)	Vulnerable Facilities (Map Ref.)

*Extremely Hazardous Substance from SARA Title III 302 list

FACILITIES AND VULNERABLE AREAS IN RURAL DIXON COUNTY

Map Ref.	Facility Name	Location	Owner/ Operator
Reporting Under Section 302 of Title III - Extremely Hazardous Substances			
F1.	Big Red Farms	58535 Hwy. 35	Tom Gustafson
F2.	Husker Pride – Crystal Farms _	58365 861 Rd.	Tom Gustafson
F3.	_____	_____	_____ F4.
	_____	_____	_____
F5.	_____	_____	_____
F6.	_____	_____	_____
F7.	_____	_____	_____
F8.	_____	_____	_____
F9.	_____	_____	_____
F10.	_____	_____	_____
Facilities reporting under Section 312 - Community Right-to-Know			
N1.	Gardner Grower I	85850 586 Ave.	Tom Gustafson
N2.	Gardner Grower II	85850 586 Ave.	Tom Gustafson
N3.	Gardner Grower III (Diesel #1, #2)	57961 864 Rd.	Tom Gustafson
N4.	_____	_____	_____
N5.	_____	_____	_____
N6.	_____	_____	_____
N7.	_____	_____	_____
N8.	_____	_____	_____
N9.	_____	_____	_____
N10.	_____	_____	_____
Vulnerable Areas			
V1.	_____	_____	_____
V2.	_____	_____	_____
V3.	_____	_____	_____
V4.	_____	_____	_____
V5.	_____	_____	_____

DIXON COUNTY



HAZARDOUS MATERIALS FACILITIES
and
VULNERABLE AREAS

Facility: Big Red Farms
Map Ref: F1
Facility Coordinator: Tom Gustafson

Address: Highway 9/35
58535 Hwy. 35
Wakefield

Home Phone: 287-2660
Business Phone: 287-2211

On-Site Emergency Response Plan, dated _____

	Reported Substances	Largest Amount Stored	Largest Single Container
1.	Formaldehyde Solution*	3	C
2.	Chlorine *	3	L
3.	Diesel Fuel #1, #2	4	C
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____

Emergency Equipment Available (Type and Description)	Vulnerable Facilities (Map Ref.)

*Extremely Hazardous Substance from SARA Title III 302 list

Facility: Husker Pride – Crystal Farms
Map Ref: F2
Facility Coordinator: Tom Gustafson

Address: Highway 58365 861 Rd.
Wakefield

Home Phone: 287-5207
Business: 287-2211

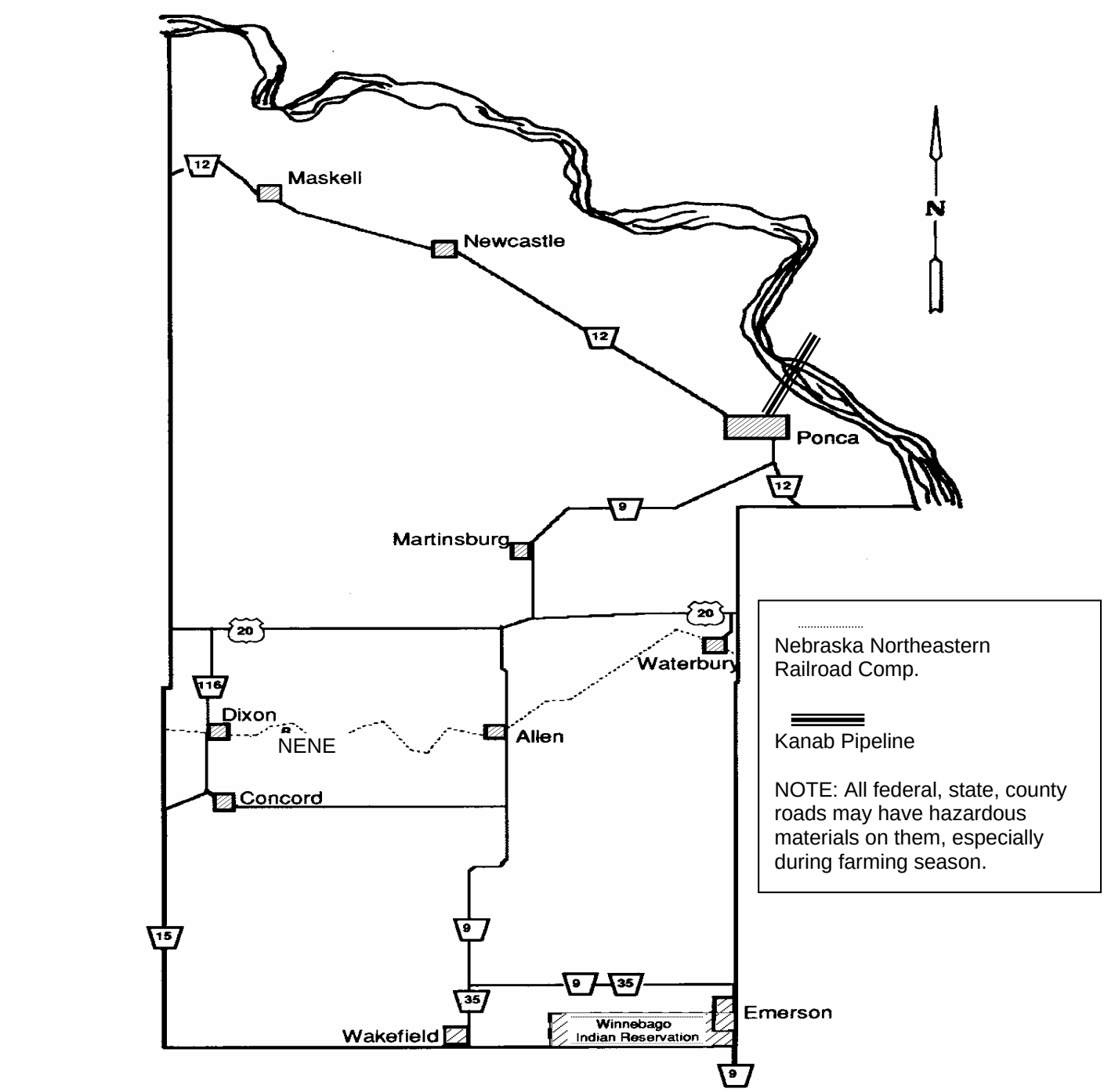
On-Site Emergency Response Plan, dated _____

	Reported Substances	Largest Amount Stored	Largest Single Container
1.	Ammonia Solution * (with greater than 44%)	3	R
2.	Chlorine *	3	L
3.	Diesel Fuels #1, #2	4	C
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
4.	_____	_____	_____
15.	_____	_____	_____

Emergency Equipment Available (Type and Description)	Vulnerable Facilities (Map Ref.)

*Extremely Hazardous Substance from SARA Title III 302 list

DIXON COUNTY



HAZARDOUS MATERIALS
TRANSPORTATION ROUTES

HAZARDOUS MATERIAL INCIDENT REPORT

Anyone giving or receiving a report of an incident should obtain as much of the following information as possible.

* Time Report _____a.m./p.m. * Date_____

* NAME OF PERSON CALLING_____

* REPRESENTING _____ TITLE OR POSITION_____

* TELEPHONE NUMBER WHERE PERSON CALLING MAY BE REACHED_____

* LOCATION OF INCIDENT:

*City_____*County_____

* Exact location of area involved:_____

* HAZARDOUS MATERIAL INVOLVED:

* Chemical name:_____
* Quantity spilled/released (if known):_____
* Physical form (e.g., liquid, solid, or gas):_____
* Duration of release:_____
* Media into which the release occurred (e.g. land, air):_____
* Manufacturer:_____
* Measurements from radiation detection instruments: _____

DESCRIPTION OF INCIDENT:

A. Time and date of incident:_____ a.m./p.m. ____/____/20____

B. Weather conditions (wind, atmospheric conditions, etc.)_____

C. Current status of incident:

1. Is the incident area secured?_____
2. Was there an explosion?_____Fire?_____
3. Are there people injured?_____
4. Advise regarding necessary medical attention? (if known)_____
5. Precautions to take as a result of the release (if known)_____
_____

D. Report taken by: _____Agency_____

*Information that must be obtained for Federal Reporting Requirements

HAZARDOUS MATERIALS INCIDENT NOTIFICATION

INCIDENT OCCURS

I. Spill or release from a fix facility.

Responsibility of facility owner/operator to notify;

1. Local response organizations by dialing 911 or appropriate number,

2. Nebraska Department of Environmental Quality (NDEQ) (Monday through Friday 0800 – 1700, (402) 471-2186, after-hours, weekends, and holidays), Nebraska State Patrol, (402) 471-4545,

3. National Response Center (NRC) hot line (800) 424-8802

4. The Community Emergency Coordinator (CEC) designated by the Local Emergency Planning Committee (LEPC).

II. Transportation accident.

By law, dial 911 or the operator.

III. Responsibility of local response organization, Incident Commander (IC):

A. Incident at Fixed facility;

1. Operate under the Incident Management System (IMS),

2 Confirm the appropriate notifications have been made by responsible party, if not make notifications to NDEQ, NRC, and CEC.

B. Transportation accident;

1. Operate under the Incident Management System (IMS),

2. Incident Commander should see that above notifications are made to NDEQ, NRC, and CEC.

EMERGENCY NOTIFICATION ROSTER

Groups	Phone
State Assistance	
State Emergency Response Commission	402-471-3241
State Dept. of Environmental Quality	402-471-2186
State Emergency Management Agency	402-471-7421
After Hours	877-297-2368
State Fire Marshal	402-471-2027
State Patrol	402-471-4545
State Department of Health and Human Services	402-471-2541
Other Emergency Assistance 24 HRS	
Chemtrec	800-424-9300
National Response Center	800-424-8802
Union Pacific Railroad	800-877-0511
Burlington Northern Santa Fe Railroad	817-234-6164

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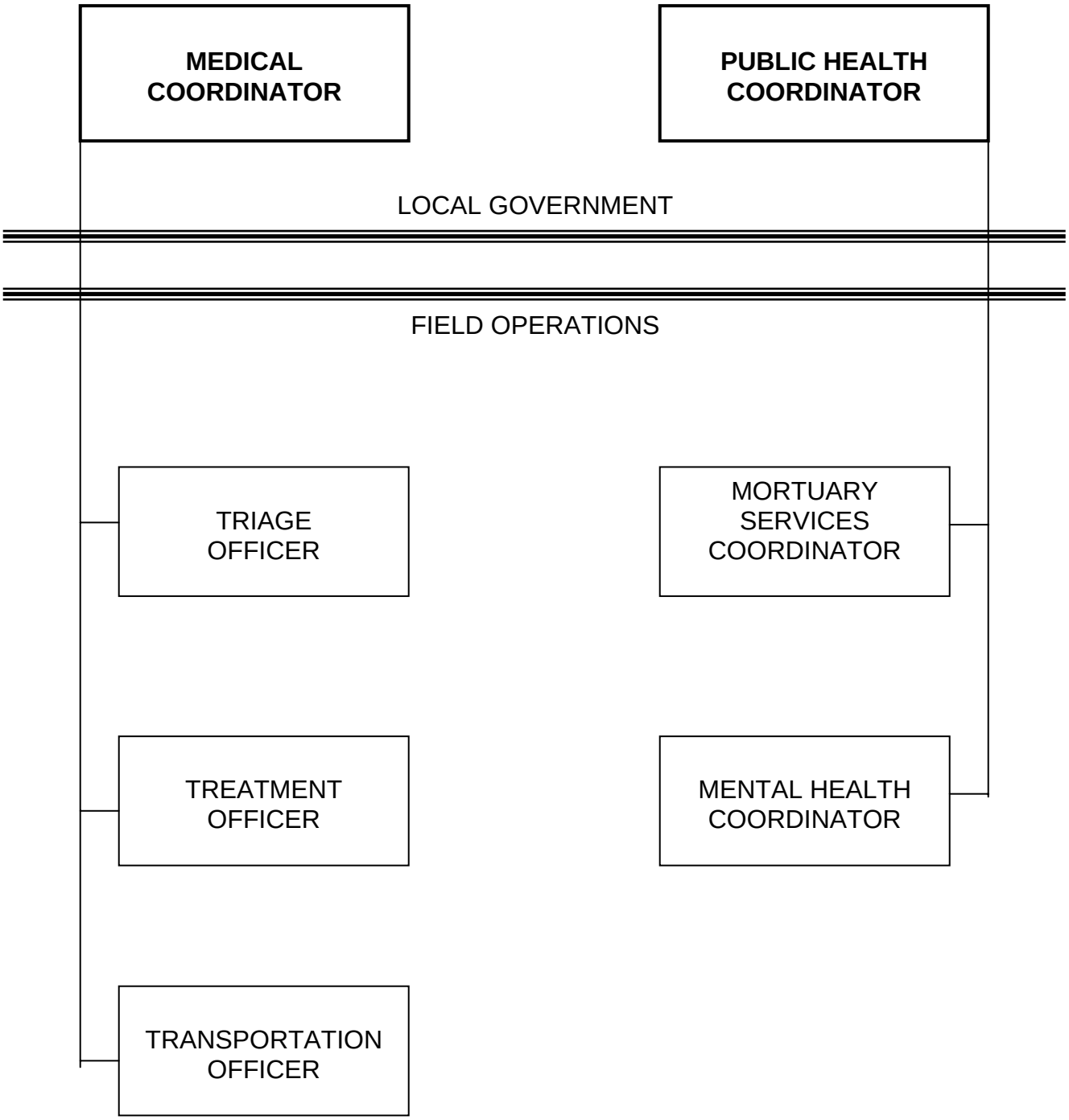
HEALTH AND HUMAN SERVICES



HEALTH AND HUMAN SERVICES

I. PURPOSE

A. Medical

To provide a coordinated response for medical care and treatment for the ill and injured during or as a result of a disaster.

B. Public Health

To provide public health services during, or as a result of, disasters by instituting environmental sanitation measures, testing of public and potable water supplies, and mental health services.

C. Social Services

To provide for the coordination of public welfare and human needs of disaster survivors and/or special needs groups in time of disaster.

II. SITUATION

A. The potential exists for a multiple casualty incident resulting from explosion, fire, bus accident, etc. which would stress emergency medical services.

B. There is no hospital in Dixon County.

C. There are two nursing homes in Dixon County licensed by the Nebraska Health and Human Services, Department of Regulation and Licensure, and two assisted living facilities for a total licensed capacity of 121 persons. (See Attachment 1.)

D. There are eight Emergency Medical Services (EMS) within Dixon County. See Attachment 2 for EMS resources.

E. There are three clinics in Dixon County with a total medical staff of ten RNs, five X-Ray technicians, and two Lab Techs.

F. There is no Dixon County office of the Department of Health and Human Services. The Northeast Nebraska Public Health Department, Dakota County (primary) and Wayne County (secondary); the Northeast Area Agency on Aging, Madison County 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 may be considered a disaster.

B. Mutual Aid and outside resources will be available to assist Dixon County in natural and technological emergencies/disasters.

C. Any nursing or assisted living facilities evacuating patients in Dixon County will provide the medical records of patients, professional staff, and as many supplies and equipment as practical.

D. Any emergency or disaster situation can potentially lead to public health problems, depending upon the nature of the incident. Complications might include disease, sanitation problems, contamination of food and water, overload of mortuary services capabilities, and community mental health problems.

E. People not normally clients of the local Social Services agency may require some form of public assistance under disaster conditions.

IV. ORGANIZATION/RESPONSIBILITIES

A. Medical, Public Health, and Social Services Operations are each described separately, but close coordination is required to fulfill the overall responsibility of safeguarding and minimizing the adverse health factors which may affect our citizens during and/or after an emergency or disaster. To provide a coordinated and effective response, the health and human services functions have been separated into two areas, local government support and field operations.
(See chart on page G-1)

1. Local government support and coordination: This entails coordinating emergency services such as law enforcement, fire, rescue, and public works, and providing logistical support where required. Both the Medical Coordinator and Public Health Coordinator represent their respective functions on the EOC Staff.

2. Field operations: While this Plan sets forth some basic requirements and staffing, Standard Operating Procedures should be developed by the health and medical professionals detailing implementing instructions and responsibilities.

B. Health and Medical responsibilities are:

1. Emergency Medical Services:

a. Basic life support is the responsibility of each fire district rescue squad or ambulance service in each jurisdiction. Advanced Life Support Services (ALS) is the responsibility of the nearest hospital of the area of the disaster.

1) The notification for emergency medical assistance comes from Dixon County dispatch via radio.

2) The rescue squad chief or senior EMS will coordinate field operations and transport of victims with area hospitals.

3) Rescue squad chief will notify the receiving hospital(s) as soon as possible if the patient being transported is potentially contaminated from a HazMat incident and provide information about the hazardous substance involved.

4) 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.

5) 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 the nearest hospital for directing patient transport to receiving hospitals and/or medical facilities.

b. Air ambulance support would be requested from Life Net, Omaha (contact Faith Regional in Norfolk), or Marion Air Care of Sioux City, IA.

2. Medical Coordination

a. A member of the EOC staff will appoint a Medical Coordinator in the event a disaster extends beyond mutual aid capabilities. The Medical Coordinator will act as a liaison between the medical community and the local government.

b. When an incident occurs which requires medical field operations, the Medical Coordinator will support medical mutual aid requests and coordinate additional requirements.

c. The Medical Coordinator, with the support of the Resource Coordinator and/or Emergency Management Director, will obtain supplies and/or equipment to support medical operations in the event of an actual or anticipated shortage.

3. Public Health Coordination

a. The Dixon/Dakota County Health Director serves as Public Health Coordinator and is responsible for coordinating activities required to safeguard public health and minimize the spread of disease. He/She will act as liaison between public health officials and the local government.

b. The Public Health Coordinator will coordinate with the Emergency Management Director, County Emergency Board, and other agencies as applicable.

c. The Public Health Coordinator will assess the need for crisis counseling for disaster survivors and disaster workers. If crisis counseling is deemed necessary, the Public Health Coordinator will request assistance from and coordinate with the local ministerial association and/or the Public Health Coordinator in providing the necessary services.

d. The Public Health Coordinator is responsible for assessing the hazard relating to any existing or anticipated public health threats and the environmental impact of an accident. Specific responsibilities include, but are not limited to, the following:

1) Safe drinking supplies: determine and map affected area; notify population against use of contaminated water source and where to obtain safe drinking water; request help from the State Health Laboratory in Lincoln; initiate emergency water disinfection procedures if contamination is not due to chemicals; and advise that all private wells in affected area be sample tested as soon as possible and notify lab to obtain extra supply of sample containers.

2) Sanitary emergency sewage disposal: obtain portable toilets for use at disaster scene for clean-up crews and for use in public areas such as group homes, public buildings, etc. where service has been interrupted; advise public of emergency individual sewage disposal procedures.

3) Vector control: survey and map affected area; initiate cleanup of organic matter that might decay or provide for vectors; drain trapped water; utilize fogger and power spray equipment over potential breeding sites and request assistance of Weed District if additional equipment or personnel is needed.

4) Safe food supplies: notify Nebraska Department of Agriculture to report extent of involvement and request assistance to obtain emergency quarantine powers; initiate disposal of contaminated food.

5) Disease control: contact State Epidemiologist as to need for immunization of exposed persons and for possible quarantine; contact Home Health to make arrangements if immunization is deemed necessary and if quarantine is necessary.

6) Re-entry: recommend when it is safe to re-occupy an area after evacuation caused by a hazardous material incident.

4. Mortuary Services

a. The County Attorney is responsible for coordinating the interment of the dead in a disaster when normal capabilities are exceeded. This may include:

1) Assigning bodies to local funeral homes,

2) Establishing temporary morgue facilities,

3) Coordinating emergency interment.

b. Emergency Morgue: if a request for an emergency morgue is made through the Sheriff's Office, then the County Attorney acting as coroner, will:

1) Obtain use of a suitable building that is easily accessible to the disaster area,

2) Notify EOC of morgue location,

3) Coordinate with all area funeral homes for preservation of the bodies,

4) If conditions warrant, request refrigerated truck from local trucking company to hold bodies pending transfer to funeral homes.

5. Mental Health Coordinator:

a. The Mental Health Coordinator will work closely with the Social Services Coordinator and will coordinate crisis counseling to disaster victims and their families and to emergency workers in the field, at medical facilities, disaster recovery centers, command posts, etc. This may include:

1) Coordinating with the local ministerial association,

2) Establishing an outreach program,

3) Coordinating public education material with the Public Information Officer.

b. The Mental Health Coordinator will make recommendations and provide status reports to the Public Health Coordinator.

c. The local Ministerial Association with possible referral to the Region VI Mental Health Center will accomplish initial crisis counseling.

d. Critical Incident Stress Management (CISM) Teams are available for debriefings, defusings, and/or demobilizations to fire, EMS, law enforcement, dispatchers, and emergency management personnel following a disaster/emergency situation. Contact is made through the Nebraska State Patrol Troop area where the disaster/emergency situation is located.

6. Social Services Coordinator

The Administrator of the Northeast Public Health Department, 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.

7. Community Services

a. Various community services programs function as vital support on a routine basis and are an important resource in disaster response and recovery activities. Their ability to respond to community needs is based on the organized efforts of many volunteers. Services provided by the community include, but are not limited to:

1) Food for disaster survivors,

2) Clothing,

3) Temporary shelter.

b. Churches and church groups are a vital community resource and function as support organizations to provide response and recovery assistance to disaster survivors. They may provide:

1) Food to disaster survivors,

2) Clean-up and recovery,

3) Crisis counseling for disaster survivors/workers.

c. In addition to the local church groups, assistance in disaster recovery activities can be obtained from the Mennonite Disaster Service, the Adventists Community Services, and other non-profit, volunteer-based, disaster recovery organizations. Most of these organizations are affiliated with Voluntary Organizations Active in Disaster (VOAD). Contact with these groups can be made through the Nebraska Emergency Management Agency.

d. The Northeast Nebraska Area Agency on Aging assesses the needs of the elderly population in Dixon 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 Dixon County Handi-Bus Program assists by providing the handicapped and elderly with transportation services.

V. CONCEPT OF OPERATIONS

A. Multiple Casualty Incident

1. The first unit will establish a command post that is responsible for patient care operations at the scene including personnel assignment.

2. The lead Emergency Medical Technician will triage and assign priority categories based on urgency and chance of survival.

3. The command post will be in communication with the nearest hospital. Determination of receiving facility will be predicated on medical facility patient loads and nature of injuries.

4. The Incident Commander 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. The receiving hospital will coordinate with law enforcement officials on additional security requirements at the hospital.

6. Shortage (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 nursing and assisted living homes are responsible for developing internal procedures for:

   a. Assessing and preparing patients for evacuation,

   b. Assuring medical records are transported with patients,

   c. Identifying and transporting essential medications and supplies.

2. The Administrator, or designated representative, of the affected facility(s) will coordinate evacuation requirements, including transportation, with the EOC.

3. Receiving facilities will be in accordance with the Hospital Emergency Plans.

C. Support to Medical Professionals

The hospital will work closely with local emergency responders 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 and coordination.

D. Public Health Threats

1. In the event of an anticipated, or actual public health threat, the Public Health Coordinator or the Emergency Management Director will notify the Nebraska Emergency Management Agency to coordinate State assistance for Dixon County.

2. In the event of water shortages, Public Works should coordinate with the 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 Dixon County.

E. Social Services

To provide for an effective response to a disaster situation, the Social Services Coordinator will coordinate the efforts of various agencies to meet individual human needs. During actual or impending disaster situations requiring the lodging and feeding of a considerable number of people, procedures outlined in Annex I, Mass Care, will be supported by Health and Human Services agencies.

1. Disaster Recovery Center (DRC): Upon a Presidential Disaster Declaration, a representative of Health and Human Services may participate in the Disaster Recovery Center. The DRCs will provide information to individuals on the various disaster assistance programs available as a result of the Presidential Disaster Declaration. The Center will also provide a bank of telephones for individuals to make direct application for assistance.

2. Special Needs: Disaster survivors and special needs groups may require assistance to meet their necessary expenses and serious needs (food, clothing, housing, medical and financial). The Dixon County Office of the Department of Health and Human Services, in coordination with community services and the Area Agency on Aging, will identify any special needs groups and in the event of a disaster, ensure that their needs are provided for.

3. Counseling: Disaster survivors will be provided emergency counseling services by mental health professionals and members of the local ministerial association. This counseling may occur at several locations and will be coordinated between the Mental Health Coordinator and the Public Health Director.

4. Evacuation: Elderly, infirm and special needs groups: Health and Human Services, in coordination the Area Agency on Aging and Handi-Bus Service will attempt to identify and assist any residents who may be unable to evacuate on their own. This service will be stressed in emergency public information releases and should be coordinated with the PIO.

VI. ADMINISTRATIVE AND LOGISTICS

A. The Emergency Management Director will update and/or revise this Annex based upon the correlation of information provided by the Medical, Public Health and Social Services Coordinators.

B. Exercising

1. Every effort will be made to incorporate local involvement into the hospital and nursing home's annual exercise.

2. Emergency medical professionals and volunteers will be utilized in these exercises to the maximum extent possible.

C. Training

In addition to the training required for normal operations, 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.

LIST OF ATTACHMENTS

Attachment #	Item	Page
1	Health and Medical Resources	G-12
2	Emergency Medical Resources	G-15
Appendix #		
1	Mass Vaccination Plan	G-16

HEALTH AND MEDICAL RESOURCES

WITHIN DIXON COUNTY

LICENSED HOSPITALS	CAPACITY	PHONE NUMBER
There are no hospitals in Dixon County.		
NURSING HOMES		
Elms Health Care Center Box 628, 101 Ballpark Road Ponca, NE 68770	50	402-755-2233
Wakefield Health Care Center 308 Ash Street Wakefield, NE 68784	49	402-287-2244
ASSISTED LIVING		
Ash Street Apartments 310 Ash Street Wakefield	6	402-287-2244
Wakefield Health Care Center 306 Ash Street Wakefield	16	402-287-2244
CLINICS		
Ponca Medical Clinic Jeff Knerl MD 111 East Second Street Ponca, NE 68770		402-755-2231
Emerson Mercy Medical Clinic 1012 South Main Emerson, NE 68733		402-695-2453
Wakefield Mercy Medical Clinic 308 Ash St Wakefield		402-287-2267

HOME HEALTH

St. Luke's Home Health 402-755-4217
111 East 2nd St.
Ponca

MENTAL HEALTH

Behavioral Health Specialists Inc 402-388-4113
1104 2nd St
Crofton

Regional IV Services 402-373-4358
607 S. Broadway
Bloomfield

MORTUARIES FOR MULTI-CASUALTY INCIDENTS (MCI)

Bressler/Munderloh 287-2331
510 Oak
Wakefield

Mohr Funeral Home 755-2202
218 East St.
Ponca

Munderloh-Thompson Chapel Funeral Home 287-2633
799 E 7th St.
Wakefield

OUTSIDE DIXON COUNTY

HOSPITALS

Providence Medical Center 402-375-3800
1200 Providence Road
Wayne, NE 68787

Pender Care Center 402-385-3072
200 Valley View Drive
Pender, NE

St. Luke's Hospital 712-279-3141
2720 Stone Park Blvd.
Sioux City, Iowa 51104

Mercy Medical Center 712-279-2010
801 5th
Sioux City, Iowa

Sioux Valley Vermillion Hospital 605-624-2611
20 South Plum St.
Vermillion, South Dakota

AMBULANCES

Ground Service

AIR SERVICE

Lincoln

Star Care Five 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)

Sioux City, IA

Marion Air Care, 1 (800) 367-9469

DIXON COUNTY EMERGENCY MEDICAL RESOURCES

RESCUE UNITS	PHONE NUMBER	# of FIRST RESPONDER UNITS	# of FIRST RESPONDERS	# of BASIC LIFE SUPPORT	# of ADVANCED LIFE SUPPORT	# of EMTS	# of PARA-MEDICS	JAWS OF LIFE	Services: A/D, EMT-IV, -A/V
ALLEN/ WATERBURY	911	NO	28	YES	NO	10		YES	2: A/D, AM
EMERSON	911	YES	35	YES	NO	17		YES	YES
NEWCASTLE	911	NO	30	YES	NO	15		YES	YES
PONCA	911	NO	34	YES	YES*	16	1	YES	A/D
WAKEFIELD	911	NO	23	YES	NO	21		YES	A/D
MARTINSBURG	911	YES		YES	NO			NO	NO
CONCORD **	911								
DIXON	911	YES	11	YES	NO	4		NO	A/D
** Supported by Dixon					* Ponca has one trained ALS				

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MASS VACCINATION PLAN

I. Purpose

To provide a rapid and coordinated response for the citizens and transients of Dixon County for a Mass Administration of Vaccines and Prophylactic Medications in the event of a bioterrorism outbreak or other medical needs.

II. Situation

A. Dixon County Emergency Management Agency along with Northeast Nebraska Public Health District (PHD), Wayne Hospital, Nebraska Health and Human Services Systems (HHS), Centers for Disease Control (CDC) and Nebraska Emergency Management Agency have identified numerous hazards that would give cause to do a mass vaccination clinic. Any outbreak would affect all the citizens and transients of Dixon County. Population range could vary depending on the time of outbreaks.

B. Transient population needing vaccination would be citizens not counted in Dixon County's vaccine allotment.

C. On a local level, initial response will be by local authorities, using the Incident Management System (IMS).

D. The decision to mass vaccinate would come from the President of the United States under the advisement of the CDC. The Governor of Nebraska would declare a state of emergency.

III. Assumptions and Planning Factors

A. All the population in Dixon County will 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, HHHS and PHD will provide direction to Dixon County in the event of an actual emergency. Dixon County's general plan for mass vaccine clinics and potential follow up clinics is as follows.

A. Dixon County's Mass Vaccination Clinic will be located at:

   1. South Sioux City, NE is the primary site.

   2. Hartington, NE is the secondary site.

B. Dixon 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 Supervisors.

   2. The list of volunteers is on file and continually updated. Copies of this list are kept at the Northeast Nebraska Public Health District, with the volunteer coordinator and with the Dixon 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 an event may come to the Emergency Management Director, Wayne Hospital or Law Enforcement. At that time, all clinic core team members will be contacted.

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 Dixon 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

   1. Dixon County Emergency Management personnel will transfer vaccine to Dixon County.

   2. The vaccine will be signed off to a designated person at the clinic. If the vaccine comes before the clinic is activated it will be delivered to the Dixon

County Law Enforcement Center. The vaccine will be signed for by the County Sheriff or the Ponca Police Chief and placed in the evidence room.

3. The vaccine will be guarded at all times and will be under the direction of the supply manager. Certain vaccines may require special precautions.

4. All precautions will be taken when working with and around the vaccine, according to the guidelines provided.

F. Purchase and storage of supplies

1. In order to be prepared as possible for an emergency clinic, general supplies will be purchased ahead of time.

2. Before supplies will be purchased, storage space at Wayne Hospital will be requested. This location would make rotation of stock convenient, and therefore make it less likely that supplies purchased in advanced could deteriorate if not used by their expiration dates.

3. If storage space is not available at Wayne Hospital, available storage space at the Ponca Medical Clinic will be used.

4. If supplies are to be purchased in advance of a possible clinic, a list of needed supplies and the estimated cost will be put together by the supply manager.

5. In case of any potential countywide clinic, the Dixon County Board of Commissioners/Supervisors will be asked for funding for supplies necessary to run a clinic.

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 will be limited at the clinic site. Several designated parking lots will be used and shuttle service will be provided to transport the public:

H. Dixon County residents and transients will be notified as soon as possible of the mass vaccination plan and instructions for participation.

1. The local and designated media, see Annex D, will be utilized.

2. Local emergency management procedures will be followed as outlined in Annex B, Communications and Warning.

3. The public will be given a local number to call for more information and further instructions.

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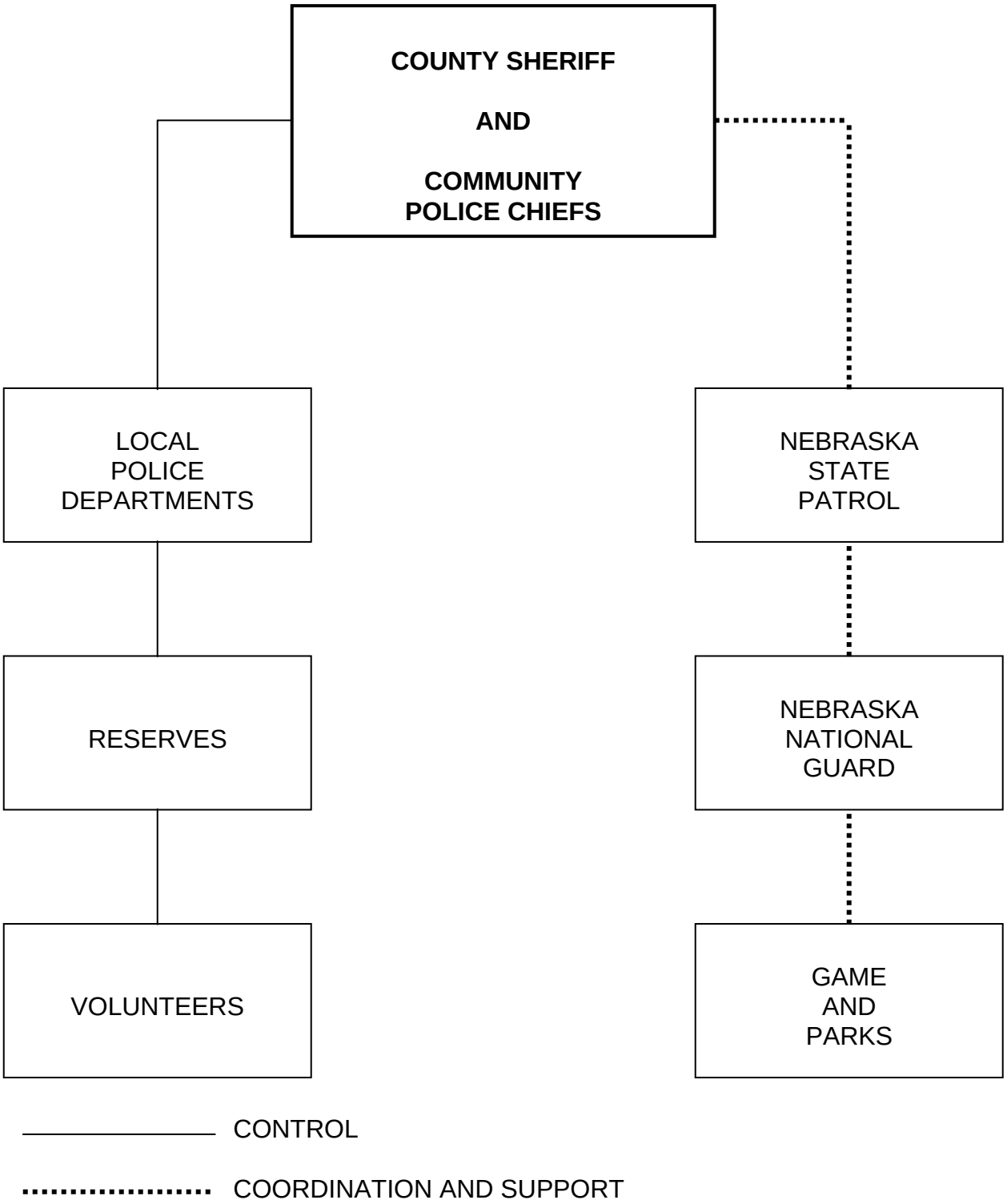
LAW ENFORCEMENT



LAW ENFORCEMENT

I. PURPOSE

This Annex assigns responsibilities and provides coordination between the law enforcement agencies operating during disasters to ensure the safety of all citizens in Dixon County, maintain law and order, protect public and private property, and provide protection for essential industries, supplies, and facilities.

II. SITUATION

During disasters, law enforcement agencies will need to expand their normal operations to provide increased control, protection, and security. Mutual aid, state and federal law enforcement agencies may be available to support local law enforcement. There are five (5) law enforcement agencies in Dixon County. See Attachment 1.

III. ASSUMPTIONS AND PLANNING FACTORS

Local law enforcement activities will generally increase significantly during disaster operations. Additional law enforcement resources and services may be available through existing law enforcement agency mutual aid agreements. If local capabilities are overwhelmed, outside support may be obtained from state and federal law enforcement agencies. Areas that may require support are:

A. Traffic and crowd control,

B. Evacuation,

C. Search and rescue operations,

D. Security,

E. Acts of terrorism or other federal crimes,

F. Civil disobedience,

IV. ORGANIZATION/RESPONSIBILITIES

The Dixon County Sheriff and city/village police departments are responsible for law enforcement within their respective jurisdictions. Troopers from the Nebraska State

Patrol are available to support local law enforcement requirements. Nebraska National Guard units are available to provide support subsequent to a Governor's Disaster Proclamation. 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. Dixon County Sheriff

1. Directs the Dixon 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 Dixon 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 Dixon 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: neither the County Sheriff nor the municipality Police have reserve law enforcement personnel who are qualified and will be used.

2. Volunteers: if utilized, will assist law enforcement personnel, as directed.

3. Nebraska National Guard: under disaster emergency conditions proclaimed by the Governor, 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 Dixon County law enforcement resources during evacuation activities.

   d. Providing transportation and communications resources.

   e. Traffic management, including road blocks.

   f. Providing aerial reconnaissance of disaster areas.

   g. Assisting with crowd control and riots.

   h. Providing support during acts of terrorism.

V. CONCEPT OF OPERATIONS

A. General

Emergency law enforcement operations will be an expansion of normal operations and responsibilities. Each law enforcement agency is responsible for providing law enforcement for its jurisdiction. Upon request, they may assist in similar functions outside their jurisdictional area.

B. Coordination

1. In an event involving a number of individual law enforcement agencies, it will be the responsibility of each agency chief to ensure that effective coordination and cooperation between agencies is accomplished.

2. If the Emergency Operations Center (EOC) is activated, the affected jurisdiction's law enforcement chief will have the responsibility of advising and making recommendations to the Executive Group.

C. Warning

Law enforcement personnel may support warning procedures by using emergency vehicles with sirens and public address systems to ensure notification of all residents in an affected area.

D. Traffic and Crowd Control

Law enforcement agencies have the major responsibility of providing traffic and crowd control to ensure a safe and orderly evacuation of the disaster area.

1. Law enforcement units will be located at traffic control points on streets and roads designated as evacuation routes.

2. Where possible, evacuation routes will be confined to all-weather roads to provide easy accessibility and minimize the possible effects of inclement weather on evacuation operations.

3. Emergency routes will be designated as necessary. Directives banning parking on emergency routes will be issued by the law enforcement chief or the Executive Group.

4. The broadcast of timely advice on the progress of the evacuation will be of utmost importance.

5. Spontaneous evacuation from the hazard area can be anticipated prior to an order for evacuation.

E. Security and Access Control

Individual jurisdictions will maintain regular security protection. Law enforcement personnel will establish and enforce policies and procedures for movement in restricted disaster areas.

1. Security

a. Security will be provided by the law enforcement agency having primary jurisdiction.

b. Upon activation of the Emergency Operations Center, a security guard may be posted to prohibit unauthorized personnel from entering the operational area.

c. A curfew may be established by declaration of the Chief Executive.

d. Law enforcement personnel will provide security for emergency response forces during disaster operations and establish a secure cordon around the disaster site(s).

2. Access Control

a. Members of the EOC Staff will coordinate emergency worker identification requirements with law enforcement officials.

b. Access control will be established for the disaster area and control points will be established to control entry into the area.

c. Other than immediate response emergency personnel, entry into a disaster area will be controlled by the establishment of a pass system.

d. If a segment of the population is evacuated, control points will be established on routes providing access to the evacuated area. Operational responsibility will be coordinated among the various law enforcement agencies.

3. Passes and Identification

a. Dixon County Emergency Management personnel can be provided with the brown local government emergency response card by the Nebraska Emergency Management Agency. Possession of this card permits full-time entry into restricted disaster areas.

b. The Emergency Management Director will determine need and issue volunteers the brown card that automatically expires 15 days after date of issuance.

c. All Village/City employees are issued identification cards by Emergency Management. 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 brown card on a temporary as-needed basis by the appropriate law enforcement agency in coordination with the 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 Dixon County may go on full time status with 12-hour shifts to maintain a 24-hour capability. An exception will be individuals who are considered by the Executive Group to be key personnel in other areas.

2. Mutual aid information may be coordinated through the EOC by the law enforcement chiefs.

H. Damage Assessment

Law enforcement agencies will support damage assessment by providing the initial definition of the disaster area and maintaining security of damaged areas and essential facilities to include cordoning of disaster site.

I. Radioactive Materials Incident/Accident

Each law enforcement chief should select personnel to be trained in both radiological monitoring equipment operation and agency emergency response procedures.

J. Hazardous Materials Incident

In the event of a hazardous materials incident, the 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 Dixon County is transported to and confined in Ponca, Nebraska. The facility has the capability to house 12 prisoners. If a need arose to temporarily control a group of riotous or rowdy persons exceeding the capacity of the jail facility, the County Sheriff would be responsible for selecting a temporary control area.

2. The protection or evacuation of the prisoner population is the responsibility of the jurisdiction. In a situation dictating movement of prisoners, movement will be to the Cedar Co. Jail Facility in Hartington. The Jail Facility in Pender will be used if additional space is needed.

3. Transportation requirements will be coordinated through Sheriff's Office and Police Departments. Secured Vans will normally be used.

L. Animal Control/Pet Disaster Planning

Policies for animal control will be determined by the Dixon County Sheriff's Office working with an area Humane Society or local veterinary clinic. Disposition of loose animals will be the responsibility of these organizations. During sheltering situations, Red Cross disaster shelters do not accept pets because of the state's health and safety regulations. Service animals (seeing-eye dogs) that assist people with disabilities are the only animals allowed in Red Cross shelters. See Attachment 2.

VI. ADMINISTRATION AND LOGISTICS

A. Exercises

Law enforcement personnel will participate in exercises designed to examine the feasibility of this Dixon County Local Emergency Operating Plan.

B. Plan Maintenance

The Emergency Management Director, in coordination with law enforcement, is responsible for annual review and update of this Annex.

LIST OF ATTACHMENTS

Attachment #	Item	Page
1	Law Enforcement Resources	H-9
2	Pets In Shelters	H-10
APPENDIX 1	TERRORISM	H-11

DIXON COUNTY LAW ENFORCEMENT RESOURCES

RESOURCES	SHERIFF'S DEPT	NEBRASKA STATE PATROL	PONCA POLICE DEPT	NEWCASTLE POLICE DEPT.	EMERSON POLICE DEPT.	GAME & PARKS
Sheriff	**1**					**1**
Deputies	**9**					
Police Chief			**1**	**1**	**1**	
Assistant Chief			**1**			
Officers			**2**	**1**		
Troopers						
Reserves						
Total	**10**		**4**	**2**	**1**	**1**
Vehicles with radios	**2**		**1**	**1**	**1**	**1**
Mobile Command Vehicle						

PETS IN SHELTERS

Family disaster planning should also include pets. Household pet planning should include the following steps:

1. Locate a safe place for the pets before disaster strikes. Friends or relatives outside the affected area may shelter your animals.

2. Prepare a list of boarding facilities and veterinarians who could shelter animals in an emergency; include 24 hour phone numbers.

3. Call hotels and motels in your immediate area and a reasonable distance from the home. Ask whether they accept pets, under what conditions, and whether they are restricted as to the size or number of animals.

4. Call local boarding kennels.

5. Assemble a Portable Pet Disaster Supplies Kit: Essential supplies will be needed, regardless of the time the family will be away. A portable pet disaster supply kit should be assembled and kept in a sturdy container in an accessible place.

    a. Medication and medical records (stored in a water proof container),

    b. A first aid kit,

    c. Current photos of the pet(s),

    d. Food, portable bowls, cat litter/pan, and can opener,

    e. Instructions on the pet(s)' feeding schedules, diet, and special circumstances (allergies, difficulty chewing/swallowing, diabetes, etc.)

    f. Sturdy leashes, harnesses, and/or carriers to transport pets.

6. Know what to do as a disaster approaches:

    a. Call ahead to confirm emergency shelter arrangements for you and your pet.

    b. Check to be sure your pet disaster supplies are ready to take at a moment's notice.

    c. Eliminate search time for your pets by sheltering them in one central place (a barn, the house, the basement, storm cellar, etc.).

    d. Make sure all dogs and cats are wearing collars that are securely fastened with up-to-date identifications. If available, attach the name, address, and phone number of the temporary shelter the family will be at, or the information of the friend/relative where you'll be staying. Temporary tags may be purchased or adhesive tape attached to the pet's I.D. tag may be used for additional information.

TERRORISM

I. PURPOSE

A. Introduction

1. In June 1995, the White House issued Presidential Decision Directive 39, "United States Policy On Counter-terrorism," to reduce the nation's vulnerability to terrorism, to include nuclear, biological, chemical, and other weapons of mass destruction. The Directive establishes the Federal Bureau of Investigation (FBI) as the lead agency in charge of Crisis Management and the Federal Emergency Management Agency (FEMA) as the lead federal agency in charge of Consequence Management.

2. Terrorism, as defined by the Federal Bureau of Investigation is the unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives. It must incorporate all four of these elements before an incident is considered to be an act of terrorism.

B. Purpose Of This Appendix

1. To provide guidelines for assessing threats and reducing a community's vulnerability to terrorism.

2. To assist in developing a comprehensive and integrated plan for local governments to work in cooperation with state and federal agencies in responding to and managing the "crisis" of terrorism, including the use of nuclear, biological, chemical, and other weapons of mass destruction (WMD).

3. To provide guidance in coordinating "consequence" recovery activities in the community after a terrorist incident.

II. SITUATION

A. Scope Of This Appendix

1. This Appendix applies to all threats or acts of terrorism within Dixon 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.

B. Response and recovery to a terrorist act encompasses two areas - Crisis Management and Consequence Management, respectively.

1. Crisis Management (response): includes measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve threats or acts of terrorism.

a. On the local level, initial response will be by local authorities, using an Incident Management System.

b. When the incident becomes identified as a terrorist act or there is a credible threat, Presidential Decision Directive 39 directs the FBI to become the lead agency. Local and state responders will coordinate in their functional responsibilities with the FBI.

2. Consequence Management (recovery): includes measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism.

a. On the local level, Emergency Management is responsible for the Consequence Management of the operation.

b. When the incident is beyond local capability, the State of Nebraska will provide assistance, as required.

c. When the incident is identified as a terrorist act, Presidential Decision Directive 39 states that the Federal Emergency Management Agency will retain federal responsibility for Consequence Management.

C. 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 response and implementation of Crisis Management as described in this Appendix. Consequence Management may be initiated to support responders and to protect health and safety of the community's citizens.

III. ASSUMPTIONS AND PLANNING FACTORS

A. All communities are vulnerable to acts of terrorism.

B. Terrorist events may occur with little or no warning and involve one or more of a variety of tactics to include WMD, bombing, hostage taking, etc.

C. The fact that an emergency situation was a result of a terrorist act may not be determined until days, weeks, or months after the event has occurred.

D. The local Emergency Management organization is based on a broad, functionally oriented, multi-hazard approach to disasters that can be quickly and effectively integrated with all levels of government.

E. 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.

F. Terrorism against a large population may overwhelm local and state government almost immediately; major events involving WMD may overwhelm federal capabilities as well.

G. If protective capabilities are not available, responders cannot be required to put their own lives at risk in order to enter a perimeter contaminated with nuclear, biological, or chemical (NBC) material. It is possible that the perimeter will be closed until the effects of the NBC material have degraded to levels that are safe for first responders.

IV. CONCEPT OF OPERATIONS

A. Hazardous Analysis

Emergency Management, in coordination with law enforcement and any 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. Once it is suspected or determined that the incident may have been a result of a terrorist act, the following agencies will be notified:

   a. Federal Bureau of Investigation

   b. Nebraska State Patrol,

   c. Nebraska Emergency Management Agency,

2. In responding to any terrorist event in a local community, the Incident Management System (IMS) will be utilized to effectively organize and integrate the various disciplines into one multi-functional organization.

3. The local Emergency Management organization will provide the framework under which local resources will be coordinated and deployed to support response efforts; EM will also be responsible for coordinating recovery efforts from a terrorist incident.

C. Site Assessment

1. The area will be quickly evaluated in terms of responder safety and public health in order to identify the need to implement protective actions.

2. The need for protective equipment by response personnel will be assessed.

3. Evacuation or in-place protection of the general population in the affected area will be determined.

4. When a secondary device is suspected or discovered, the area must be evacuated immediately.

5. Security and access control measures in and around the disaster site will be implemented immediately by first responders to ensure public and responder safety as well as facilitate response and recovery initiatives.

6. Local law enforcement will immediately begin working with all responders to ensure that the crime scene is preserved to the maximum extent possible.

D. Beyond Local Capability

1. Response to a terrorist event will involve multiple jurisdictions and levels of government. Upon arrival of state and federal resources at the local scene, response and recovery operations will be structured to include federal, state and local representation.

2. The overall lead agency after a terrorist act will be the FBI with primary responsibility for Crisis Management. FEMA will be the Federal Coordinating Agency for Consequence Management. In both cases, the FBI and FEMA will work in consultation with local, state, and other federal liaisons and agencies.

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. Members of UC are jointly responsible for the development of objectives, priorities, and an overall strategy to effectively address the situation.

F. Crisis Management - Unified Command

1. All agencies involved in emergency response in the field report to one Unified Command Post and follow one Incident Action Plan (IAP).

2. Factors determining agencies responding will be:

   a. The terrorist tactics employed,

   b. The challenges presented by the scope and nature of the incident,

   c. The target group involved,

   d. The response and recovery capabilities of the community impacted.

3. The Operations Section Chief, designated by the Unified Commander, will be responsible for the implementation of the Incident Action Plan. The designation of the Operations Section Chief is based on a variety of factors that may include such things as:

   a. Existing statutory authority,

   b. Which agency has the most involvement for that operational period,

   c. The amount of resources involved,

   d. Mutual knowledge of the individual's qualifications.

G. Joint Operations Center:

The FBI Field Office responsible for the incident site can modify its Command Post to function as a Joint Operations Center (JOC). Selected local, state, and federal Consequence Management agencies may be requested to serve in three areas at the JOC:

1. Command Group (multi-agency),

2. Support Group (media – public information functions),

3. Consequence Management Group (liaisons).

H. Consequence Management

1. As the terrorism event unfolds, local Emergency Management and the Nebraska Emergency Management Agency will each conduct operations at their respective Emergency Operations Centers. Procedures for coordination between local and state agencies will be maintained as in any other disaster.

2. Local representatives may be requested to serve in the Joint Operations Center structure as established by the FBI.

I. Technical Support

1. Once federal authorities have been notified of a suspected, threatened, or actual terrorist incident, both the FBI and FEMA can request federal agencies to support operations. These agencies/teams will be comprised of members who have the technical expertise to deal with a full range of terrorist tactics to include nuclear, biological, and chemical incidents.

   a. The FBI may deploy a Domestic Emergency Support Team (DEST) to provide expert advice/assistance to the on-scene commander in the event of a major terrorism event.

   b. FEMA can activate a Catastrophic Disaster Response Group (CDRG), rapidly deploy an Emergency Support Team (EST) to the scene, and/or request response of federal agencies that have been assigned duties under the functions of the Federal 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.

J. 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. As such, they should be trained in looking at all incidents as a potential crime scene that may provide evidence in determining the cause of the event and in identifying the responsible parties. First responders will have to review and modify their response procedures to ensure that the crime scene can be preserved to the extent possible without compromising functional responsibilities or standards of service.

K. Accessibility Policies

1. Once the life-saving activities and investigation of the crime scene are completed and the area is considered safe, the area will be made accessible to damage assessment teams, restoration teams, property owners, insurance adjusters, media, etc. However, access to the area may still be limited depending on the extent of damage sustained, general conditions of the area, and who is requesting access.

2. Accessibility and reentry policies will be developed in cooperation with the appropriate local, state, and federal officials. Policies will define:

   a. Who will be given access to the damaged areas,

   b. Any time restrictions regarding access,

   c. Whether escorts will be necessary,

   d. What protective equipment will be required, if any, to enter the area.

3. Methods to facilitate identification and accountability of emergency workers, media, property owners, insurance adjusters, etc. will also be developed for safety and security purposes, utilizing some system of colored badges, name tags, arm bands, etc. Security personnel will be responsible for enforcing these policies and procedures.

4. Areas on site that pose a potential hazard or risk will be identified and cordoned off with the appropriate isolation and warning devices.

V. RESPONSIBILITIES

A. Crisis Management:

There are Crisis Management procedures that are unique in responding to a terrorist act.

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.

B. Consequence Management

Emergency Management is responsible for coordinating public information, damage assessment, sheltering, volunteer coordination, human services, and resource management.

VI. ADMINISTRATION AND LOGISTICS

A. Records

All agencies will maintain records of their expenses incurred in response and recovery activities to a terrorism event.

B. Training

Emergency Management training for response and recovery to terrorism is available to jurisdictions by contacting the Training Office at the Nebraska Emergency Management Agency in Lincoln.

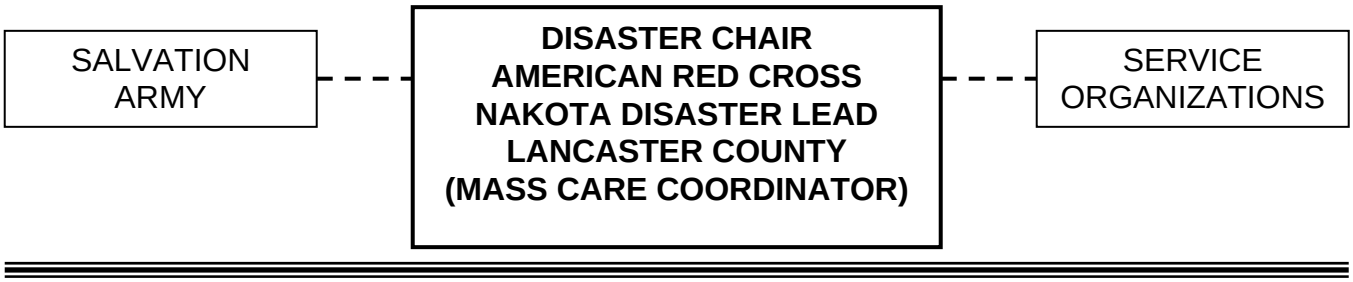
C. Exercising

After the planning and training elements on counter-terrorism have been completed, an exercise addressing potential threats in the community should be conducted.

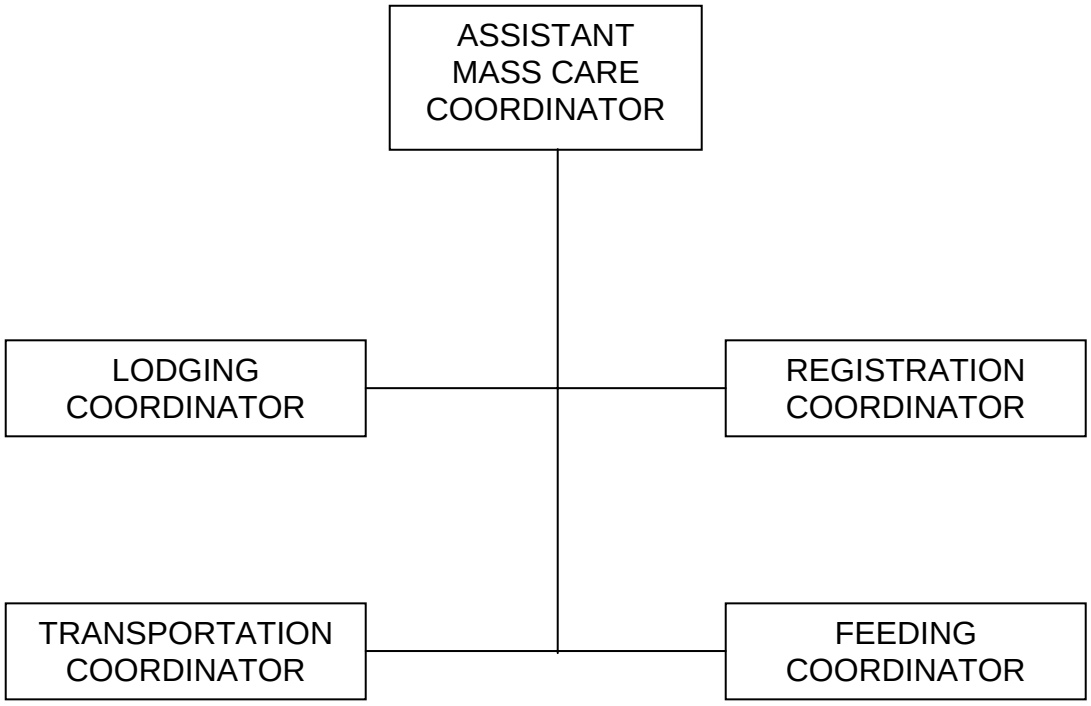
D. Annex Maintenance

The Dixon County Emergency Management Director will be responsible for maintenance and improvement of this Appendix. The Appendix will be reviewed and updated as necessary but not less than annually.

MASS CARE



EMERGENCY MANAGEMENT ORGANIZATION



MASS CARE

I. PURPOSE

The purpose of this Annex is to establish plans, procedures, policy and guidelines for the providing of temporary lodging, feeding, and general welfare of persons forced to leave their homes due to any kind of emergency, disaster or precautionary evacuation.

II. SITUATION

A. The Dixon County Emergency Management Director has identified numerous hazards that could cause an evacuation of some portion of Dixon County. See Annex E. Although the county has a resident population of approximately 6,339 there is no conceivable hazard, which would require mass care of the full population. The most likely scenarios range from a few families to as many as 1,000 persons that could result from hazardous material incidents, tornados, fires, etc.

B. Transient population needing mass care could be motorists stranded due to a sudden blizzard or the overnight occupants of the one motel and the State Park lodging if an accident or disaster requires their evacuation. Motel facilities are located along Highway 12 in the eastern part of Ponca, NE.

C. Buildings with a capability to lodge and feed evacuees are identified by the Emergency Manager or the Red Cross. See Attachment 1.

III. ASSUMPTIONS AND PLANNING FACTORS

A. The Nakota Disaster Lead, Lancaster County of the American Red Cross will manage and coordinate mass care operations. Dixon County and local government will support all mass care activities, particularly as the requirements becomes greater and the Red Cross nears its limit in resources.

B. Other professional and volunteer organizations which normally respond to disaster situations will do so.

C. Assistance from outside the county through mutual aid agreements and from state and federal level emergency oriented agencies may be available.

D. Facilities planned for mass care use will be available at the time of need. Lodging facility capacities are based on 40 - 60 square feet per space.

E. Experience has shown that under localized emergency conditions, a high percentage (50 percent or more) of evacuees will seek shelter with friends or relatives rather than go to established shelters.

F. Essential public and private services will be continued during a mass care situation. Normal activities in some schools and churches may have to be curtailed or discontinued.

G. If the threat of an evacuation is due to a visible hazard or has been discussed in the media, some spontaneous evacuation will occur prior to an implementing order. Therefore, mass care operations may have to commence early in any disaster period.

IV. ORGANIZATION/RESPONSIBILITIES

The ultimate responsibility for the care of evacuees in Dixon County rests with local governments. In most emergencies, some level of government support will be required. The appropriate City/Village Emergency Management Director, with the support of the Dixon County Emergency Management Director will act for their jurisdictions in coordinating mass care activities until the Red Cross can respond.

A. Emergency Management Directors

The Emergency Management Director or designee will be responsible for identifying appropriate lodging and feeding facilities, coordinating utilization of transportation resources, supporting registration of evacuees, and overseeing lodging and feeding operations. Depending on the magnitude of mass care requirements, the Emergency Management Director may appoint additional mass care staff.

B. Nakota Disaster Lead, Lancaster County of the American Red Cross

The Nakota Disaster Lead, Lancaster County of the American Red Cross will carryout the Mass Care coordination function. The nature and scope of the emergency will determine specific actions to be taken by the Red Cross, but in any case, the Red Cross will be responsible for carrying out its mandated responsibilities as indicated in the Act of Congress, January 5, 1905, as amended, 36 U.S.C. The Red Cross will not assume responsibility for government functions but will support state and local government and will provide assistance to individuals and families as indicated and within the realm of existing Red Cross disaster relief policies. Red Cross will coordinate registration of evacuees, shelter, feeding and other support as the situation may indicate. The Red Cross will be responsible for only those costs committed by its authorized representative.

C. Supporting Organizations

1. The Salvation Army and other disaster relief organizations may support mass care operations as provided for in their plans and procedures.

2. The USDA County Emergency Board (CEB) maintains a listing of food, feed, and seed facilities located within the county which may be of assistance for mass care operations.

V. CONCEPT OF OPERATIONS

A. American Red Cross Functions

The Nakota Disaster Lead, Lancaster County of the American Red Cross will manage lodging and mass feeding operations. They will work with the 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:

   a. Provide shelter managers,

   b. Select shelter sites in coordination with the Emergency Management Director and have a signed shelter agreement between ARC and the facility management,

   c. Provide food service,

   d. Provide disaster health service through Red Cross staff in cooperation with the Emergency Medical Services and the Public Health Coordinators. Services may include first aid, replacement of medication, immunizations, mental health services etc.,

   e. Maintain records,

   f. Staff Lodging,

   g. Maintain Red Cross shelter identity,

   h. Maintain order,

   I. Provide evacuee locator and welfare inquiry services,

j. Establish first aid stations in reception and care facilities, as necessary.

2. Feeding: as needed, meals and snacks will be provided to evacuees and workers through both mobile units and fixed feeding sites. Red Cross will be responsible for meal planning, coordination of mobile feeding, identifying feeding sites and resources for the procurement of food and related supplies. Some specific functions will be:

   a. Select feeding sites in coordination with the 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 accomplish registration of evacuees, and as applicable, will share numbers with appropriate government agencies concerning those evacuees who are housed in Red Cross shelters.

B. Salvation Army Functions

There is no Salvation Army Chapter in Dixon County. The Salvation Army may provide support from other communities.

C. Lodging/Feeding Facilities

1. Facility List: a listing of available lodging/feeding facilities is contained in Attachment 1

2. Selection: the designation of specific lodging and feeding facilities will depend on the actual situation and the location of the hazard area. Selected facilities will be located far enough from the hazard area so that there is no possibility of the threat extending to the mass care facility. The best possible facilities will be selected from the list in Attachment 1 or from lists maintained by the Red Cross.

3. Agreements: agreements for use of some facilities have been obtained by the Red Cross. The 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 action will commence to receive evacuees. Initial action will include opening the Registration Center and selected lodging/feeding facilities.

E. Registration of Evacuees

Registration will be conducted at the designated lodging facilities in accordance with Red Cross procedures. If 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.

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 Ham Amateur Radio Club and the Civil Air Patrol. Welfare search missions will be carried out by local volunteer groups in Dixon County. Welfare inquiry listings, along with registration listings, will be coordinated with the EOC and law enforcement agencies for comparison with missing persons lists.

G. Emergency Public Information

The American Red Cross and the 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 Dixon County Emergency Management Director will determine transportation and other resource needs and coordinate utilization of resources. The Emergency Management Director maintains a resource directory.

VI. ADMINISTRATION AND LOGISTICS

A. Records

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. Training

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 Dixon County Emergency Management Director.

LIST OF ATTACHMENTS

Attachment	Title	Page
1	Listing Of Mass Care Facilities	I-8
2	Sample Registration Form	I-10

LISTING OF MASS CARE FACILITIES
(1993 data)

Location	Facility	Lodging Address	Feeding Capacity	Lodging Capability
Allen				
	Allen Public School	125 East 5th	Yes	800
	United Methodist Church	402 Summit	No	180
	First Lutheran Church	502 South Hwy 9	No	180
Total capacity of listed facilities in Allen: 1160				
Concord				
	Evangelical Free Church	609 Broadway	No	220
	Concordia Lutheran Church	616 Iowa	No	190
	St. Paul's Lutheran Church	58085 867 Road	No	190
Total capacity of listed facilities in Concord: 600				
Dixon				
	St. Anne's Parish Hall	510 Browning	No	150
	Dixon City Hall	305 2nd Street	No	300
Total capacity of listed facilities in Dixon: 450				
Emerson				
	Sacred Heart Church		No	300
	St. Luke's Lutheran Church		No	300
Total capacity of listed facilities in Emerson: 600				
Martinsburg				
	Trinity Lutheran Church	5106 Douglas	No	190
Total capacity of facilities listed in Martinsburg:190				

***** Handicapped Accessible

^ Primary Choices For Feeding Facility

Maskell

Faith Lutheran Church	401 main	No	170

Total capacity of listed facilities in Maskell: 170

Newcastle

Newcastle Public School	408 Annie Street	Yes	1600
United Church of Christ	306 Annie Street	No	300
St. Peter's church	401 Annie Street	No	400
Gospel Chapel church	58250 Rd 881	No	400

Total capacity of listed facilities in Newcastle: 2700

Ponca

Ponca Public School	505 W 3rd Street	Yes	2000
Evangelical Free Church	704 W 4th Street	No	200
Salem Lutheran Church	103 E 2nd Street	No	700
St. Joseph Church	421 W 2nd Street	No	300

Total capacity of listed facilities in Ponca: 3200

Wakefield

Christian Church of Wakefield	3rd & Johnson	No	690
Evangelical Covenant Church	802 Winter	No	700
Presbyterian Church	216 W 3rd	No	300
St. john's Lutheran Church	West 7th Maple	No	300
Salem Lutheran Church	411 Winter	No	300

Total capacity of listed facilities in Wakefield: 2290

Total Capacity of listed facilities in Dixon County: 11,430

***** Handicapped Accessible

^ Primary Choices For Feeding Facility

Date In

REGISTRATION FORM FOR EVACUEES
ASSIGNED TO CONGREGATE CARE HOUSING/VOLUNTEER HOMES

Date Out

1 _____ (Age) _____ (Sex) _____
(Name-Head of Household)

2 _____ (Age) _____ (Sex) _____
(Spouse)

3 _____ (Age) _____ (Sex) _____
(Family Member)

4 _____ (Age) _____ (Sex) _____
(Family Member) (Continue On Back If Needed)

5 _____
(Home Address) (Telephone #)

6 _____
(Special Physical/Medical Requirements)

7 _____ 8 _____
(Assigned Housing) (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 _____ (Age) _____ (Sex) _____
(Name-Head of Household)

2 _____ (Age) _____ (Sex) _____
(Spouse)

3 _____ (Age) _____ (Sex) _____
(Family Member)

4 _____ (Age) _____ (Sex) _____
(Family Member) (Continue On Back If Needed)

5 _____
(Home Address) (Telephone #)

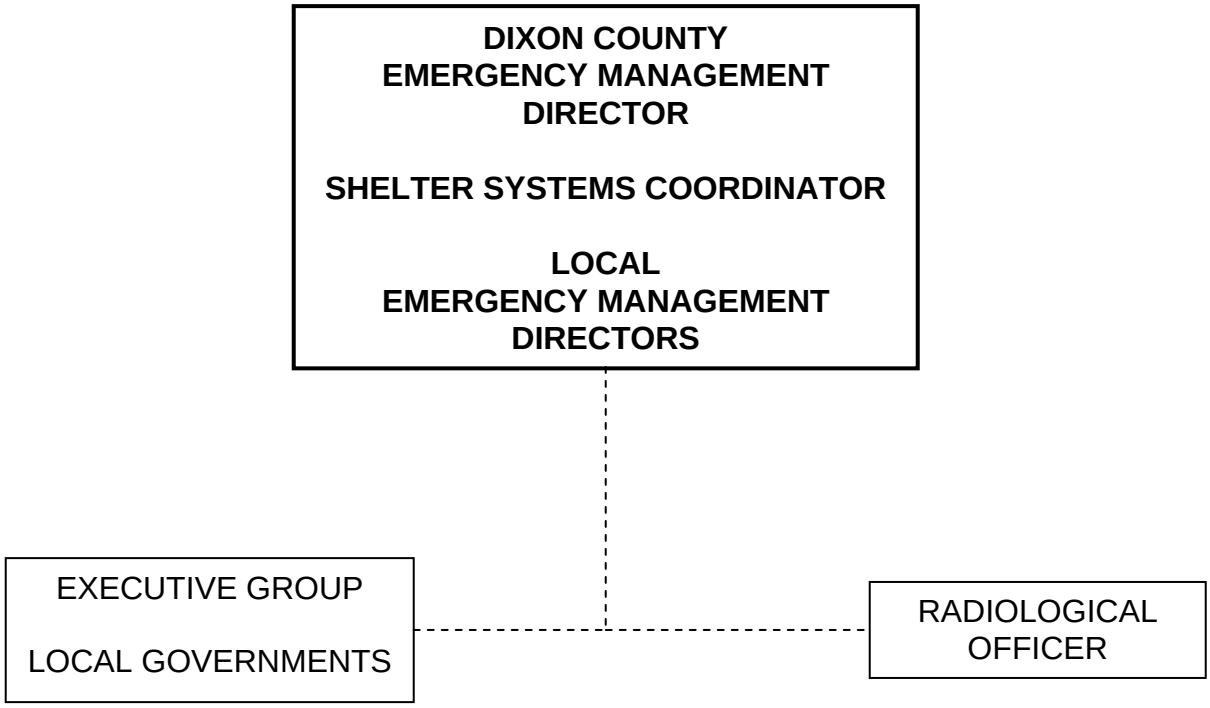
6 _____
(Special Physical/Medical Requirements)

7 _____
(Assigned Feeding-If Applicable)

8 _____
(Name of Friend/Relative/Hotel) (Address) (Telephone #)

9 _____
NOTIFY IN EMERGENCY (Address) (Telephone #)

PROTECTIVE SHELTER



PROTECTIVE SHELTER

I. PURPOSE

The purpose of this Annex is to outline procedures necessary for the protective sheltering of Dixon County citizens and transients if severe weather, nuclear crisis, or other hazardous events make it necessary.

II. SITUATION

A. The single most severe natural phenomena that Dixon County and its communities are susceptible to requiring the use of protective shelter is the destructive effects of tornadoes.

B. There are no specific buildings currently identified as tornado shelters. The public will be advised to seek shelter in the nearest and best possible shelter per the policy in this Annex, section V, Concept of Operations.

C. Although not specifically identified as tornado shelters, there are enough public buildings in the urban areas to provide protection for that segment of the public not at home when a tornado warning is received. These buildings will generally be open during daytime "working" hours.

D. There are a number of other natural phenomena identified in the hazard analysis which, while posing a potentially severe threat, would require minimal, if any, protective shelter.

III. ASSUMPTIONS AND PLANNING FACTORS

A. Sufficient warning time will exist to enable residents to go into protective shelter.

B. Buildings designated as protective shelter will be available at the time of need.

C. Protective shelter actions during severe weather will be short term, spontaneous, and consist primarily of a relatively small sector of the county residents seeking immediate shelter. Minimal governmental action will be required.

IV. ORGANIZATION/RESPONSIBILITIES

A. Organization

Protective sheltering programs in the various communities may be carried out by the Dixon County Emergency Management Director assisted by local Emergency Management Directors, where appointed.

B. Responsibilities

Some general activities which should be accomplished on a continuing basis are:

1. Maintain current listing of shelter facilities,

2. Maintain current listing of shelter resources needed (i.e., supplies, equipment, material).

V. CONCEPT OF OPERATIONS

A. Tornado Warning

In providing for the protection of the population from tornadoes or any other violent weather phenomena, there are a number of actions which should be taken.

1. In general, climatological conditions which are conducive to the formation of tornadoes can be recognized. When these conditions exist, the National Weather Service will issue a tornado WATCH. If the WATCH area includes Dixon County, or any portion of the county, that information will be transmitted to the public by both radio and television. During a tornado WATCH condition, people can continue their normal activities.

2. If a tornado is indicated by radar or actually sighted, a tornado WARNING will be issued. The WARNING will include:

   a. The location where the tornado has been sighted,

   b. The tornado's estimated speed and the general direction in which it is moving,

   c. A time span during which the tornado poses an actual threat.

3. When a tornado WARNING is issued, people in the threatened area should immediately seek shelter and remain there until the WARNING period has expired and no further WARNINGS have been issued. A WARNING period could be extended because:

   a. The existing tornado may persist for a longer period than originally estimated, or

   b. There may be additional sightings.

B. Tornado Shelter Policies/Actions

Basic policies should be established governing public actions in the event of a tornado warning or strike. The Dixon County Emergency Management Director in coordination with the Public Information Officer will ensure that the public is made aware of the policies. The policies are:

1. People in public buildings when a tornado WARNING is issued will remain in the building seeking shelter in the safest area of the building. Generally, the basement will provide the best overall protection. If there is no basement, small span rooms close to the center of the building on the lowest floor will provide the best protection.

2. People outdoors on foot or in vehicles should immediately go to the nearest building perceived capable of providing protection.

3. People in homes should stay in the homes seeking shelter in the safest area. The basement usually offers the greatest protection. If there is no basement, a room in the center of the house, such as a bathroom, will provide the best protection.

4. Mobile homes, even those that are "tied down", provide practically no protection from extremely high winds and/or tornado activity. If a severe weather situation arises dictating taking protective shelter actions, mobile home residents who are at home will immediately take shelter in the tornado shelter facility nearest their park.

5. People living in rural areas should seek shelter in their homes or storm cellars if available. People in vehicles should not try to outrun a tornado. Generally it is best to leave the vehicle and seek shelter in a ditch or culvert. If this is done, there is a need to be alert to the danger of flash flooding from the rainfall that usually accompanies tornado conditions.

6. People congregated in large open area activities should, if during daytime, proceed to the nearest building area for protection, or, if at night, go to buildings which are open or to their homes.

7. Rural residents attending open area activities such as sporting events or the county fair should not attempt to drive home unless the direction of travel is absolutely ascertained to take them away from the known tornado area. Even then, severe weather phenomena usually accompanying a tornado condition could pose a severe driving hazard. Urban residents are encouraged to provide shelter in their homes if public buildings are not open.

8. During night time hours, people in public buildings, such as theaters, restaurants, recreational facilities, auditoriums, and schools for sporting or social events should remain in the building and seek protection in what is

perceived to be the safest area of the building. Generally, a basement will provide the best overall protection. If there is no basement, small span rooms close to the center of the building on the main floor will provide the best protection. Large, wide span rooms, corridors with exterior doors, and rooms with many windows should be avoided.

9. Special Population Groups

   a. School children: when schools are in session, school children, teachers, and staff should respond as directed by an existing school disaster/tornado plan for protection during a tornado. If a specific plan does not exist, teachers will gather the students in the most solid area of the school structure such as rest rooms or interior corridors without exterior openings. Large span rooms such as auditoriums, gymnasiums, or corridors that do have exterior openings and rooms with windows should not be used. If the school structure does not have protective capability and time permits, school children should be moved to the nearest structure which would provide protection.

   b. Hospital patients and staff: ambulatory patients should be moved to the area of the building providing the best protection such as the basement or a small span, interior room on the main floor. Patients who cannot be moved will be protected in their rooms by the best method available.

   c. Nursing homes: ambulatory residents should be moved to the area of the building providing the best protection such as the basement or a small span interior room on the main floor. Residents who cannot be moved should be protected in their rooms by the best method available.

   d. Recreation Areas: visitors to Ponca State Park should respond to a tornado warning in accordance with the current safety plan for the park.

C. Hazardous Materials Incident

In the event of a HazMat spill or accident, it is sometimes safer to keep affected citizens inside with doors and windows closed. A warning should be given to:

1. Move inside,

2. Close all doors, windows, dampers, fans,

3. Shut off all ventilation systems,

4. Move to a small room and seal the door and windows with plastic and tape, and

5. Tune your radio to the EAS station.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. Public Tornado Shelter: The Dixon 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 agreement for use of the facility. Where possible, tornado shelters are clearly marked.

2. Special Facilities: The Emergency Management Director may assist school officials, administrators of hospitals and nursing homes, and directors of other special institutions in determining the safest area in their facility or, of the nearest protective facility. The Emergency Management Director may also aid in the development of a disaster plan for their facility.

B. Logistics

Records of supplies, materials, and equipment used will be maintained to assist the Resources Coordinator in making a determination of resources remaining and to support requests for outside assistance (Reference: Annex L).

C. Training

The Emergency Management Director will encourage the development of training exercises and drills for the various public institutions. Upon request, the Director will conduct briefings and will advise and assist in developing emergency plans and conducting exercises (drills).

D. Public Education

The Dixon County Emergency Management Director will work directly with the Public Information Officer to provide:

1. Periodic spot announcements to the public on pertinent aspects of the protective shelter program.

2. Ensure availability and currency of information to be provided the public in the event a protective shelter situation arises.

LIST OF ATTACHMENTS

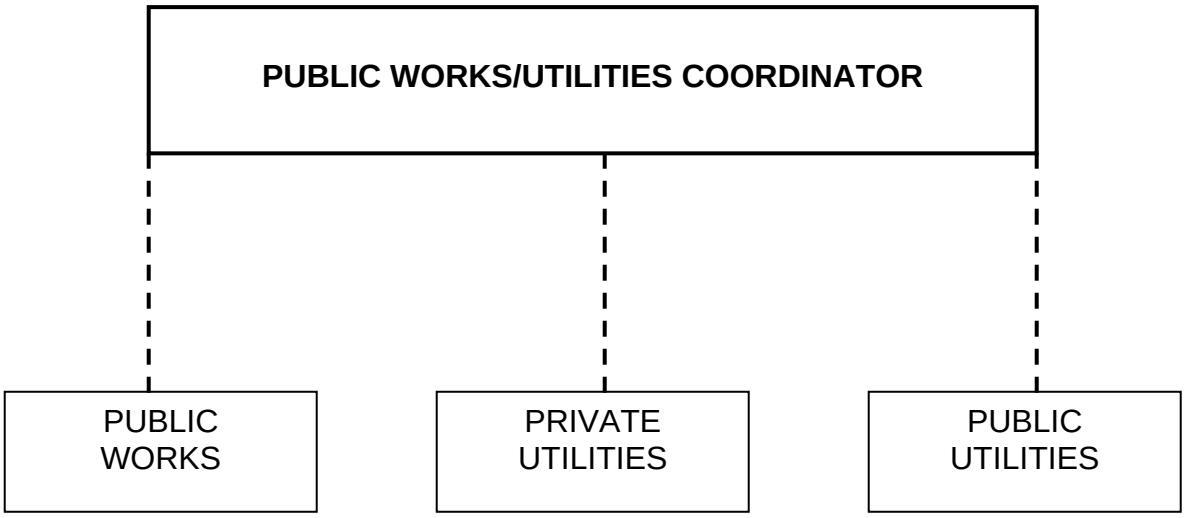
Attachment #	Item	Page
1	Tornado Shelters	J-8

TORNADO SHELTERS

Name of Facility	Location

There are no public buildings identified as tornado shelters.

PUBLIC WORKS / UTILITIES



STREETS AND ROADS
DEBRIS CLEARANCE

NATURAL GAS
TELEPHONE
TV CABLE SYSTEM
_____
_____

ELECTRICITY
WATER
SEWER

- - - - - - - - - COORDINATION

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 and restoration of public access.

II. SITUATION

Dixon County and its communities are subject to a number of natural and man-made hazards which could result in the disruption of public works/utility services to the population, limit the movement of portions of the resident population, or have a general deterring effect on the safety and welfare of the people.

III. ASSUMPTION AND PLANNING FACTORS

A. The continued operation of public works and utility services throughout Dixon County is essential for effective and efficient response and recovery actions to any disaster situation.

B. The primary responsibilities of both county and urban public works departments will be the restoration and maintenance of essential public services.

C. Private utility companies will cooperate with government services.

D. The County Road Department and each town's street department will maintain roads/streets in a condition to facilitate traffic movement.

E. Assistance from outside the county will be available through mutual aid and other existing agreements.

IV. ORGANIZATION/RESPONSIBILITIES

A. The County Roads Superintendent will serve as the Public Works/Utilities Coordinator. This Coordinator will be a member of the EOC staff for the purpose of collecting information and ensuring coordination among the Executive Group, various department heads, and government/private utilities.

B. Each of the individual departments within the Public Works/Utilities function will be responsible for emergency/disaster operations within their normal operational

areas. Specific disaster procedures will be outlined in departmental Standard Operating Guidelines (SOG).

C. Mutual aid resource support will be coordinated by each department.

D. Private utilities are responsible for restoration of their services.

V. CONCEPT OF OPERATIONS

Generally, department heads will continue to operate from their daily location, but their primary action during disaster operations will be to assess damage, then prioritize and restore interrupted services. The Public Works/Utilities Coordinator may work with each affected department head in coordinating recovery from the disaster.

A. Specific actions of the Public Works/Utilities Coordinator may include, but are not limited to:

1. Coordinate with the head of affected organizations, both public and private.

2. May assist departments in determining staging areas for incoming assistance and coordinating mutual aid support.

3. Gather information on damage in the public works/utilities area:

a. Assess general damage in the public works/utilities area by obtaining damage reports from affected departments; present summary to the Executive Group at EOC briefings.

b. Ensure departments are documenting actual damage with photographs that can later be used for disaster assistance requests. Pictures of debris piles should also be taken before disposal of the debris; dimensions need to be included with the photos.

c. Alert departments to track disaster operation expenses. Examples of fiscal expenditures which should be recorded, fully detailed, and maintained are:

1) Personnel costs, including:

a) Department employee overtime,

b) Additional help hired for disaster-related work.

2) Equipment:

a) Hours of actual use of department equipment in disaster operations,

b) Rental or lease equipment.

3) Materials and supplies, from stock *or* purchased, that are used in direct support of emergency operations and recovery actions.

4) Ad hoc contracts entered into for emergency operations and recovery actions.

4. Attachment 1 to this Annex lists the providers of public works and utilities services in each community in Dixon County. If needed, the Public Works/Utilities Coordinator may work with department heads and the EOC in prioritizing restoration service.

5. Subsequent to a situation which has caused general structural damage, in coordination with inspectors, ensure that all affected structures, public and private, are inspected for safety and habitability.

6. Attend EOC briefings.

7. Departments under the various public works/utility functions that are not directly involved in disaster operations may be asked by the Public Works/Utilities Coordinator to provide support in restoration/recovery activities.

B. Restoration of Services

The Public Works/Utilities Coordinator will ensure that the following is accomplished, as applicable to disaster recovery:

1. Public Works

a. Roads and Street Departments

1) Assess damage to streets and roads.

2) May assist in establishing detour routings; provide barricades for traffic control.

3) Provide priority service/repair to roads and streets designated as primary evacuation routes or to those needed for emergency vehicle traffic for initial disaster response.

4) Make emergency repairs, then permanent repairs on roads/streets, bridges, other structures.

5) If weather conditions dictate, early implementation of existing snow removal plans will be accomplished. Planning for snow removal will include expanding snow removal activity to facilitate movement of vehicles supporting emergency operations.

b. Debris Clearance and Trash Removal

1) Clear fallen debris from streets and roads.

2) Remove debris from public and private property (as established by jurisdiction's policy) and transport to selected sites for disposal.

2. Utilities

The Public Works/Utilities Coordinator will ensure timely restoration of interrupted community power, natural gas, water/sewer, and telephone service. This may include, but is not limited to, the following:

a. Ensure utility repairs are made, as prioritized, to key facilities necessary for disaster operations.

b. Provide emergency power. Existing emergency power systems will be checked and refueled as needed during any disaster. Action will be taken to ensure that emergency power is available for at least the key facilities listed in Annex C, Attachment 1, if electricity cannot be restored to all of the community.

c. Provide adequate supplies of potable water and identify sources of additional supplies, if needed.

d. 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, AND TRAINING

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. Training

The individuals responsible for disaster public works/utilities functions will participate in training exercises conducted for the Emergency Operations Center Staff.

C. 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 Emergency Management Director for inclusion in LEOP updates/revisions.

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.

LIST OF ATTACHMENTS

Attachment #	Item	Page
1	Public Works/Utility Services	K-7

PUBLIC WORKS/UTILITY SERVICES

ALLEN

A. Northeast NPPD
B. N/A
C. Village
D. Village
E. NEBCOM
F. Village
G. Cencom

CONCORD

A. Northeast NPPD
B. Aquila
C. Village
D. Village
E. NNTC
F. Village
G. Cencom

DIXON

A. Northeast NPPD
B. N/A
C. Village
D. Village
E. NTTC
F. Village
G. Cencom

MASKELL

A. Northeast NPPD
B. N/A
C. Village
D. Village
E. NNTC
F. Village
G. Cencom

NEWCASTLE

A. Northeast NNPD
B. N/A
C. Village
D. Village
E. NTTC
F. Village
G. Cencom

PONCA

A. Northeast NPPD
B. US Energy
C. City
D. City
E. Great Plains
F. City
G Great Plains

LEGEND

A. ELECTRICAL SERVICES PROVIDED BY:
B. NATURAL GAS SERVICE PROVIDED BY:
C. WATER SERVICE PROVIDED BY:
D. SEWAGE SERVICE PROVIDED BY:
E. TELEPHONE SERVICE PROVIDED BY:
F. STREET/ROAD MAINTENANCE BY:
G. CABLE SERVICE PROVIDED BY:

MARTINSBURG

A. Northeast NPPD
B. N/A
C. Village
D. Village
E. NNTC
F. Village
G. Cencom

WATERBURY

A. Northeast NPPD
B. N/A
C. N/A
D. N/A
E. NEBCOM
F. N/A
G. Cencom

WAKEFIELD

A. Northeast NPPD
B. Aquila
C. City
D. City
E. Quest
F. City
G. HunTel

EMERSON

A. Loup Valley Public Power
B. KN Energy
C. N/A
D. N/A
E. Quest
F. N/A
G. N/A

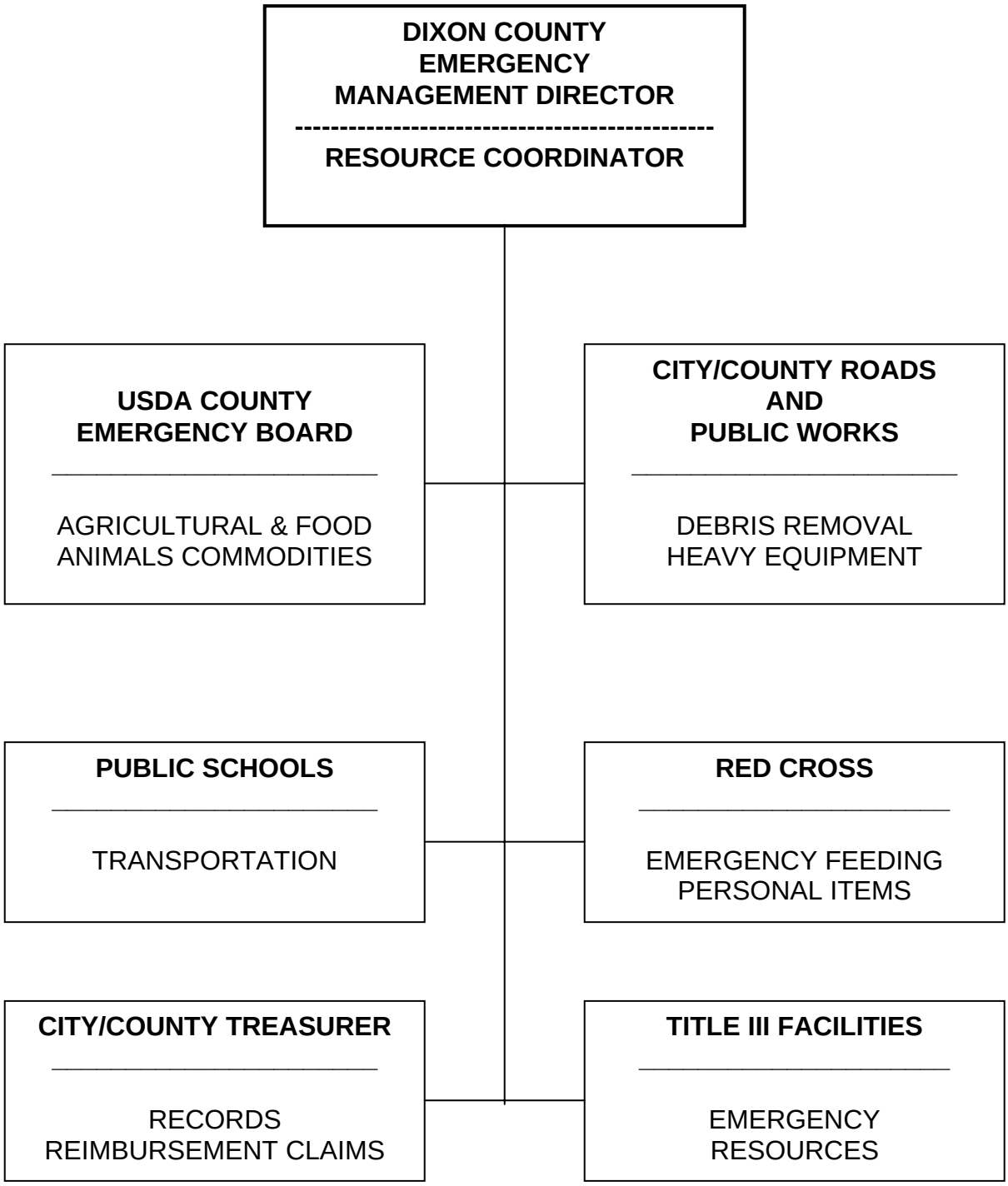
LEGEND

A. ELECTRICAL SERVICES PROVIDED BY:
B. NATURAL GAS SERVICE PROVIDED BY:
C. WATER SERVICE PROVIDED BY:
D. SEWAGE SERVICE PROVIDED BY:
E. TELEPHONE SERVICE PROVIDED BY:
F. STREET/ROAD MAINTENANCE BY:
G. CABLE SERVICE PROVIDED BY:

RURAL DIXON COUNTY

A. Northeast Nebraska PPD
B. N/A
C. Private
D. Private
E. NNTC
F. Co. Hwy.
G. N/A

RESOURCE MANAGEMENT



RESOURCE MANAGEMENT

I. PURPOSE

To provide guidelines for the procurement, storage, control, and allocation of materials and equipment, and for the coordination of a volunteer labor force which could be required in the event of a disaster situation within Dixon County.

II. SITUATION

A. The Dixon 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 resources within the County.

B. Dixon County, its communities, agencies, and businesses have sufficient resources to support activities associated with most emergency or disaster operations. A resource listing is maintained by the Dixon County Emergency Management.

III. ASSUMPTIONS AND PLANNING FACTORS

A. 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.

B. County, cities, and villages will support resource actions as needed.

C. Para-professional and volunteer agencies will provide resource support (equipment and manpower) within their capabilities.

D. 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.

E. Assistance will be available from other counties through mutual aid agreements.

F. Citizens within Dixon 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 Resource Coordinator.

G. Following a local declaration of emergency, support may be available through state emergency resources to supplement local deficiencies, critical requirements, and replacement of expended emergency resources.

IV. ORGANIZATION AND RESPONSIBILITIES

A. The Dixon County Emergency Management has been appointed as the Resource Coordinator and is responsible for the overall Resource Management activities within the county and is a member of the Emergency Operating Center (EOC) Staff. The Resource Coordinator will:

1. Advise the Executive Group on current status and recommend actions to be taken (i.e., implementing emergency ordinances required for price controls, procuring equipment, rationing, etc.).

2. Initiate and control actions needed to comply with the desires and decision of the Executive Group.

3. Coordinate the actions of the various agencies, offices, groups, and individuals involved with utilization and control of local resources.

4. Maintain an inventory of available resources and recommend to the Executive Group the most efficient use of existing/remaining resources.

5. On direction of the Executive Group, assume direct control of resources identified as critical items to assure most efficient utilization.

B. Because of the potential magnitude and complexity of the resource program, the Resource Coordinator may select a supporting staff.

C. A Volunteer Coordinator may be named to work with the Resource Coordinator. The Volunteer Coordinator will coordinate the work requirements from the disaster with the volunteer assets. Guidelines for carrying out this responsibility are in Attachment 3 to this Annex.

D. The various supervisors or department heads of local government agencies and private organizations will be responsible for managing the resources of their individual agencies/organizations when supporting overall disaster resource needs.

E. The USDA County Emergency Board maintains an inventory of agricultural products and food animal resources and will act in an advisory capacity regarding availability, use and protection of these resources. This board can assist the Resource Coordinator in the management and requisition of needed materials and supplies.

F. The County Roads Superintendent, City/Village Streets and Public Works Department will assist in the management and requisition of heavy equipment (trucks, earth moving equipment, etc.), dirt or sand, barricades, and in the coordination of debris removal. The Resource Coordinator will ensure that resource listings are prepared and maintained.

G. Unless otherwise determined, equipment provided by the various agencies and private organizations will be maintained and parked in the "yards".

H. The Resource Coordinator will coordinate the requisition and management of needed public transportation resources (buses, handi-vans, etc.).

I. The Facility Emergency Coordinator (FEC) of each Title III facility will coordinate the requisition and management of the facility owned emergency resources.

J. The American Red Cross will assume the lead role in providing for persons displaced from their homes due to an emergency or disaster. In accordance with established procedures, the Red Cross will procure the necessary food and personal care items needed.

K. The County and/or City/Village Clerk's Office will assist the Resource Coordinator in developing and implementing a system of records for evaluating status of resources and supplies and completing reports and procedures to verify and obtain reimbursement claims from local, state, and federal governments.

V. CONCEPT OF OPERATIONS

The accomplishment of Resource Management will require full support from governmental and private sectors. Some resource categories and local sources are:

A. Food products will be obtained from local food retail and wholesale sources.

B. Manual labor materials and hardware items will be obtained from local hardware stores and lumberyards.

C. Transportation needs will primarily be obtained from buses from the schools of the affected jurisdiction. A transportation resource listing is maintained by the Resource Coordinator/Emergency Management Director. 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. See Attachment 1.

1. Specialized transportation: includes alternate vehicles for use as ambulances or handi-buses.

2. Public transportation: includes buses to support an evacuation.

3. Movement of supplies and materials: includes tractor-trailers, vans, pickups, and trucks.

D. All vehicles designated as essential to emergency operations will be serviced by local government during the actual operational period. Disaster related costs should be documented.

E. Manpower requirements will be obtained through local government and private agency's utilization of their own personal resources, volunteer agencies, fraternal and social organizations, and job service sources. Private citizens wishing to volunteer will register with a Volunteer Coordinator. Procedures for managing a volunteer work force are discussed in Attachment 3 to this Annex.

F. Heavy equipment resources will come primarily from government agencies such as the Dixon 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, if required. See Attachment 2 for a listing of heavy equipment resources.

VI. ADMINISTRATION AND LOGISTICS

A. The County, City/Village Clerks will maintain official records and accounting of materials and supplies used and funds expended in support of emergency operations for possible reimbursements by local, state, or federal governments. All department heads will maintain appropriate records regarding specific contracts, contractual agreements, employee overtime, and equipment operating costs.

B. The Resource Coordinator will review this Annex annually and provide information to the Dixon County Emergency Management Director.

LIST OF ATTACHMENTS

Attachment #	Item	Page
1	Transportation Resources	L-6
2	Heavy Equipment Resources	L-7
3	Procedures For Volunteer Coordination	L-8

TRANSPORTATION RESOURCES

AVAILABLE BUSES/VANS

Contact NAME	PHONE	Buses	CAPACITY	Vans (*W/Lift)
Dixon Co. Schools		40	2200	

Dixon County Totals

TOTAL BUSES 40

TOTAL VANS

TOTAL CAPACITY

HEAVY EQUIPMENT RESOURCES

COMPANY	NAME	PHONE	TYPE OF EQUIPMENT
Dixon Co. Highway	Maintenance Shop in Allen	635-2020	8: Motor Graders 2: Crawlers 4: Scrapers 2: Backhoes 2: Crane Heavy Trucks
Dakota City		see list in Sheriff's office	
Nebraska Dept. of Roads		see list in Sheriff's office	
Book Construction, Ponca		755-2754	

Current listing to be updated June 2003. Each Fire Chief to know of resources within their jurisdictions and nearest mutual aid units.

PROCEDURES FOR VOLUNTEER COORDINATION

I. The Volunteer Coordinator will coordinate the work requirements from the disaster with the volunteer assets.

A. The Volunteer Coordinator will work with the Resources Coordinator.

B. Dependent upon the situation, the Volunteer Coordinator may need an additional three to five people to carry out the responsibilities of this function.

II. Procedures and responsibilities of volunteer coordination:

A. The Resources Coordinator will receive the requests for assistance in priority order from the EOC.

B. Volunteers will register at a location designated by the Resources Coordinator and/or the Volunteer Coordinator. This information will be given to the EOC.

C. The Resources Coordinator will work with the Public Information Officer in coordinating public announcements concerning the location where volunteers will register as well as any other necessary information regarding this effort.

D. Registration of volunteers should include:

1. A registration card (pre-printed, if possible) with:

a. Name

b. Individual or organization represented

c. Equipment assets available

d. Supervisor or name/phone number for notification if there is an emergency

2. Being assigned work appropriate to capability and possible equipment assets of the volunteer,

3. Signing a liability statement before receiving a work assignment,

4. Giving the volunteer a pass/identification card to the disaster area. It is recommended these cards be reissued daily.

E. In registering the volunteers, the Volunteer Coordinator must ensure that volunteers return to the registration desk after completing their work assignment to notify the Coordinator that the work has, in fact, been completed. If volunteers wish to continue working, they will receive a new assignment.

F. The Volunteer Coordinator will update the Resources Coordinator frequently on:

1. Personnel and equipment being volunteered,

2. Work being accomplished in the disaster area.