

EMERGENCY OPERATIONS PLAN

CITY OF LEAWOOD



Developed to be a local element of the Integrated Emergency Management System (IEMS) of Johnson County, Kansas and the State of Kansas under the guidelines established by

The Kansas Division of Emergency Management
And
The Federal Emergency Management Agency

Original Adoption: 2003
Revised: January, 2015

FOREWORD

GENERAL

Leawood is a predominately residential community in the Kansas City metropolitan area that occupies 14.7 square miles on the eastern edge of Johnson County, Kansas. The City is two and one quarter (2.25) miles wide (east to west) and seven (7) miles long (north to south) with a current population of approximately 31,000 residents. There are two (2) miles of interstate highway that divide the City between north and south, approximately forty (40) feet of railway, and several miles of arterial roadway. Commercial areas consist of upscale shopping centers, churches, service stations, a water treatment plant, small retail shops, restaurants, grocery stores, and office buildings.

EMERGENCY PLANNING

This Emergency Operations Plan (EOP) is designed to interface with surrounding jurisdictions and/or Johnson County. Because Leawood is a relatively small community, with limited resources, the City will be interdependent on all surrounding agencies, public and private, during a disaster or major emergency. This EOP is written to consider all relevant hazards identified in the Johnson County Hazard Analysis. *(See Johnson County Emergency Operations Plan)* It defines the policies, procedures, and responsibilities necessary for the management of emergency operations during a disaster or major emergency. The Police, Fire, Public Works, and Parks & Recreation Departments also maintain a Department Emergency Operations Plan, while all other City departments listed under Administration, shall take necessary steps to maintain a continuity of operations plan. These supplemental documents provide specific information and guidelines for departmental operations during a disaster or major emergency.

DISCLAIMER

This plan has been prepared to meet state and federal requirements and should provide the overall guidelines necessary for the City of Leawood to operate in a disaster or major emergency. Although every effort has been made to consider all necessary response and recovery provisions should a disaster or major emergency threaten the City, it is impossible to forecast every situation. Individuals and departments having responsibilities set forth in this plan must maintain the flexibility and freedom to make adjustments as conditions warrant.

NON-DISCRIMINATION STATEMENT



In accord with various Federal and State civil rights legislation, the City of Leawood does not discriminate against individuals regardless of race, ethnicity, color, religion, gender, national origin, age, marital status, medical condition or disability.

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AUTHORITY AND PROMULGATION

This Local Emergency Operations Plan (LEOP) is adopted pursuant to K.S.A. 48-929 et seq.

Disaster planning includes:

Mitigation to reduce the probabilities and minimize the effects of a disaster,
Preparedness to respond to a disaster,
Response to a disaster, and
Recovery from a disaster.

This Plan includes the policies, guidance, and resources that will provide elected and appointed officials, City staff and employees, and private or volunteer agencies with the information necessary to function in a coordinated fashion before, during, and after a disaster or major emergency.

As City Administrator, I endorse this Plan and direct all personnel involved to take any actions necessary to implement and continually evaluate its effectiveness.

Date

Scott Lambers, City Administrator
City of Leawood

This Plan has been approved by the Governing Body and as Mayor of the City of Leawood, I endorse this plan and direct all personnel involved to take any actions necessary to implement this plan and continually evaluate its effectiveness.

Date

Peggy J. Dunn, Mayor
City of Leawood

RECORD OF DISTRIBUTION

A copy of this Emergency Operations Plan, including all appendices, department plans and/or annexes, has been distributed to the following individuals, departments, or agencies:

- Johnson County Emergency Management
- City of Leawood
 - Mayor
 - City Administrator
 - Emergency Operations Center
 - Fire Department (4)
 - Emergency Preparedness Coordinator (Deputy Fire Chief)
 - Police Department (4)
 - Public Works Department (3)
 - Planning & Development Department
 - Neighborhood Services
 - Information Services Department
 - Human Resources Department
 - Finance Department
 - Parks and Recreation Department (3)
 - City Attorney
 - Municipal Court (2)
 - City Clerk (3)

Total Copies: (30)

Note: These are original copies that will be distributed. Each department may copy and distribute additional copies as necessary to meet the intent of this plan.

THE BASIC PLAN

This section provides basic information regarding the Emergency Operations Plan (EOP) including purpose; plan maintenance; authorities and references; and hazard assessment.

PURPOSE

The purpose of this plan is to provide the framework within which local government, volunteer, and private sector agencies can operate in an integrated and coordinated fashion before, during, and after a disaster or major emergency.

PLAN MAINTENANCE

The Fire Department has overall responsibility for Emergency Preparedness in the City and will assist all departments in ensuring that a coordinated and effective approach is taken toward the management of any disaster or major emergency. The Emergency Manager shall be responsible for ensuring that the City's Emergency Operations Plan (EOP) is reviewed, exercised, and updated as necessary. Additionally, a Chief Officer appointed by the Fire Chief shall provide assistance to each department in order to ensure that department plans are periodically updated, and remain cohesive with the City Emergency Operations Plan.

AUTHORITIES & REFERENCES

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Emergency Management and Assistance, 44 C.F.R., Chapter 1.
- Emergency Planning and Community Right-to-Know Act of 1986
- (Public Law 99-499, October 17, 1986), Title III of the Superfund Amendments & Reauthorization Act (SARA).
- FEMA State and Local Guide (SLG) 101

State

- K.S.A. 12-16, 117
- K.S.A. 48-929 et seq.
- K.S.A. 48-932

County

- Johnson County Resolutions 023-03; 025-14; 054-11; 064-95; 115-95
- Johnson County Emergency Operations Plan
- Region L Multi-Jurisdictional Hazard Mitigation Plan

City of Leawood

- Code of the City of Leawood, Section 11-401: Proclamation of Emergency
- City of Leawood Ordinance No. 1482
- City of Leawood Resolution 1909

HAZARD ASSESSMENT

Leawood is located in an area exposed to various risks. Those risks are based upon three primary events; Natural Hazards, Technology Hazards and Terrorism/Weapons of Mass Destruction. The most predictable events are weather emergencies as they are common to the region. The following chart was taken from the Johnson County CEOP and is based upon scientific data for predictions and assumptions in emergency planning.

The values provided in the table are classified according to the magnitude of each hazard. Planning significance was formulated from the calculated priority risk index (CPRI). The CPRI considers four elements of risk: probability, magnitude/severity, warning time, and duration. For complete details see the Region L Multi-Jurisdictional Hazard Mitigation Plan.

<http://www.jocogov.org/dept/emergency-management/emergency-management-program/county-emergency-plans/mitigation-plan>

Regional Hazard Profile Summary for Johnson County						
Hazard Type	Probability	Magnitude	Warning Time	Duration	CPRI	Planning Significance
Tornado	4	4	4	1	3.70	High
Flood	4	3	3	4	3.55	High
Winter Storm	4	3	2	3	3.30	High
Windstorm	4	2	3	2	3.05	High
Utility/Infrastructure Failure	4	1	4	3	3.00	High
Drought	4	2	3	4	2.95	Moderate
Hazardous Materials	4	1	4	2	2.90	Moderate
Lightning	4	2	2	1	2.80	Moderate
Wildfire	4	1	4	1	2.80	Moderate
Civil Disorder	2	4	4	1	2.80	Moderate
Major Disease Outbreak	2	4	1	4	2.75	Moderate
Hailstorm	4	1	2	1	2.65	Moderate
Terrorism/Agro-terrorism	1	4	4	4	2.65	Moderate
Extreme Temperatures	3	2	1	4	2.50	Moderate
Agricultural Infestation	3	2	1	4	2.50	Moderate
Expansive Soils	3	1	1	4	2.20	Moderate
Dam and Levee Failure	1	3	3	3	2.10	Moderate
Radiological	1	3	3	3	2.10	Moderate
Landslide	1	2	4	1	1.75	Low
Soil Erosion and Dust	2	1	1	4	1.75	Low
Earthquake	1	2	4	1	1.75	Low
Land Subsidence	1	1	3	2	1.40	Low

OPERATIONAL CONCEPTS

This section provides the basic information and operational guidelines necessary for the City of Leawood to function during and after a disaster or major emergency.

CONTINUITY OF CITY GOVERNMENT

The City of Leawood intends to be in full compliance with all state and local statutes and regulations governing emergency operations in the event of a disaster or major emergency. To retain the maximum ability to continue operations during any type of major emergency or disaster, City services will be prioritized according to their necessity and our ability to deliver them.

Priority I

- Emergency Vehicle Access
- Emergency Medical Care
- Emergency Fire Services/Water Distribution
- Emergency Police Services
- Communications/Public Information

Priority II

- Emergency Shelter
- Vehicle access on arterial and collector roadways
- Debris removal

Priority III

- Vehicle access on all other City streets and roadways
- Non-emergency Police & Fire Services
- All other City Services

The City will work closely with area utility companies to restore the following services to homes and businesses in Leawood.

- Gas Service
- Electric Service
- Water Supply

EMERGENCY SUPPORT FUNCTIONS (ESFs)

The LEOP is developed based upon Emergency Support Functions (ESFs). There are 15 ESFs. They allow for manageable components of an emergency to be delegated to appropriate departments. Departments responsible for an ESF should manage specific tasks necessary to mitigate, prepare, respond and recover from disasters. Overall coordination of the 15 ESFs is the responsibility of the City’s Emergency Manager and Emergency Management Committee.

EMERGENCY SUPPORT FUNCTIONS (ESF) <i>Coordinating Department</i>	ROLES AND RESPONSIBILITIES <i>(not all inclusive)</i>
ESF-1 Transportation <i>Public Works</i>	<ul style="list-style-type: none"> • Movement of people, materials and resources • Assessment of transportation infrastructure, systems and resources • Coordination of transportation resources • Traffic restrictions and transportation safety (in partnership with ESF-3, ESF-4 and ESF-13)
ESF-2 Communications <i>Police Dispatch and Information Technology</i>	<ul style="list-style-type: none"> • Ensure for provision and coordination of voice and data communications • Restoration of communication infrastructure, network and systems
ESF-3 Public Works & Engineering <i>Community Dev, Public Works, Parks & Rec</i>	<ul style="list-style-type: none"> • Infrastructure protection, assessment and emergency restoration • Provision for coordination of municipal services resources • Engineering services • Debris management
ESF-4 Firefighting <i>Fire</i>	<ul style="list-style-type: none"> • Fire suppression • Incident management facilitation • Initial damage assessment
ESF-5 Emergency Management <i>Fire, Police and Emergency Management Committee</i>	<ul style="list-style-type: none"> • Preparedness education • Maintain LEOP and Training • Support for declaration • Request for county, state and federal aid • Collect and analyze disaster data • Guidance to field operations • Develop plans and briefings • Communicate event situation and status
ESF-6 Mass Care <i>Parks & Recreation</i>	<ul style="list-style-type: none"> • Liaison with American Red Cross • Shelter/Housing • Human Services

<p align="center">ESF-7 Resource Management <i>Fire, Police, Public Works, Finance</i> <i>(IS-703 preferred credential)</i></p>	<ul style="list-style-type: none"> • Resource identification, procurement and coordination • Facilities and logistics • Volunteer and donation management
<p align="center">ESF-8 Public Health & Medical Services <i>Fire, JO CO Med-Act</i></p>	<ul style="list-style-type: none"> • Emergency Medical Services
<p align="center">ESF-9 Search & Rescue <i>Fire and Police</i></p>	<ul style="list-style-type: none"> • Search and Rescue operations • Technical Rescue operations
<p align="center">ESF-10 Oil & Hazardous Materials <i>Fire</i></p>	<ul style="list-style-type: none"> • Hazardous Materials response and operations
<p align="center">ESF-11 Agriculture, Animal Welfare, & Natural Resources <i>Police and Animal Control</i></p>	<ul style="list-style-type: none"> • Animal welfare response • Animal rescue response and operations • Natural, cultural, historic resource preservation
<p align="center">ESF-12 Energy & Utilities <i>Public Works, Community Development</i></p>	<ul style="list-style-type: none"> • Energy and utility infrastructure assessment, repair and restoration
<p align="center">ESF-13 Public Safety & Security <i>Police and Fire</i></p>	<ul style="list-style-type: none"> • Coordination of law enforcement operations • Emergency shelters • Temporary morgue • Staging areas • Distribution/Dispensing sites • Other facilities, functions and/or assets
<p align="center">ESF-14 Assessment & Recovery <i>Community Development, Enterprise Systems, Information Technology, Finance</i></p>	<ul style="list-style-type: none"> • 2nd stage damage assessment • Economic assessment • Recovery planning • Coordination with other assistance programs
<p align="center">ESF-15 Public Information <i>Communications</i></p>	<ul style="list-style-type: none"> • Emergency Public Information Officer • Media and Community relations

ESF ROLES DEFINED

ESF-1 TRANSPORTATION

Disasters can create transportation needs within our community. This can include people, materials and resources. Routing changes may require use of barricades and signage. The Leawood Emergency Operations Plan will primarily utilize personnel from Municipal Services to support these needs.

ESF-1 Coordinator - The Director of Public Works (or designee) will serve as the ESF-1 Coordinator and report directly to the EOC while guiding the activities of the ESF-1 team. The ESF-1 Coordinator will provide ongoing feedback to the EOC regarding transportation goals, objectives and obstacles. This includes situation/status reports for development of Action Plans.

ESF-1 Team Members - Public Works Personnel will be the primary team members for Transportation needs during a large scale event. Team members will receive instructions from the Coordinator. Duties may include supervision of transportation crews, operation of equipment and vehicles, or liaison with other outside agencies.

ESF-1 Outside Agency Support - If the ESF-1 needs exceed Leawood's resources then the ESF-1 Coordinator will inform the EOC and request assistance. Assistance may come from private agencies, neighboring communities, from Johnson County or State of Kansas.

ESF-1 Operations - Transportation may include one or more of the following:

- Driving emergency workers to job sites
- Transporting personnel to and from lodging, staging, meetings, etc.
- Delivering documents, supplies and equipment as needed
- Evacuation of citizens to other locations
- Setting up barricades and signs for roadway routing
- Operation of equipment to clear roadways

ESF-2 COMMUNICATIONS

Maintaining effective, accurate and reliable communications are essential when disaster strikes. The two City departments who will be most relied upon are Police Department Dispatch and Information Technology (I.T.). Communications through use of radios, landline phones, cell phones, network computer systems and wireless data will be the focus of communication needs.

ESF-2 Coordinator - The Director of I.T. (or designee) will serve as ESF-2 Coordinator and report directly to the EOC while guiding the activities of the ESF-2 team. The ESF-2 Coordinator will provide ongoing feedback to the EOC regarding communication needs, obstacles, goals and objectives. This includes situation/status reports for development of Action Plans. The ESF-2 Coordinator may choose to utilize a Deputy Coordinator from the Police Department for specific duties typically under their responsibility.

ESF-2 Team members - I.T. and PD Personnel will be the primary team members for Communications needs during a large scale event. Team members will receive instructions from the Coordinator or Deputy Coordinator. ESF-2 Team members can expect to utilize their abilities for establishing a reliable and effective system of communication for the EOC and field crews.

ESF-2 Outside Agency Support -The Johnson County Emergency Communications Center (ECC) will be a significant part of the communications role. Leawood communications personnel will coordinate with ECC as needed. Other support agencies such as telephone, cable and wireless carriers will likely be included.

ESF-2 Operations - Communications may include one or more of the following:

- Radio systems and equipment
- Landline telephone systems
- Wireless telephone systems
- Fiber optic systems
- Paging systems
- Video/security cameras

ESF-3 PUBLIC WORKS AND ENGINEERING

Most of the post disaster work is achieved by field crews operating equipment and machinery to re-establish the City's critical infrastructure. This includes roadway access, building inspection and restoration, bridge assessment, utilities and debris management.

ESF-3 Coordinator - The Director of Public Works (or designee) will serve as the ESF-3 Coordinator and report directly to the EOC while guiding the activities of the ESF-3 team. The ESF-3 Coordinator will provide ongoing feedback to the EOC regarding infrastructure and debris needs, obstacles, goals and objectives. This includes situation/status reports for development of Action Plans. The ESF-3 Coordinator may choose to utilize a Deputy Coordinator from Community Development.

ESF-3 Team Members - Public Works Personnel will be the primary team members for the Public Works component while Community Development and Parks & Recreation will assist. Team members will receive instructions from the Coordinator and/or Deputy Coordinator. Duties may include supervision of crews, operation of equipment and vehicles, field assessments of structures, roadways and bridges, creating reports and liaison with outside agencies.

ESF-3 Outside Agency Support - If the ESF-3 needs exceed Leawood's resources then the ESF-3 Coordinator will inform the EOC and request assistance. Assistance may come from private agencies, neighboring communities, from Johnson County or State of Kansas.

ESF-3 Operations - Public Works and Engineering may include one or more of the following:

- Clearing roadways
- Facility restoration
- Debris removal
- Utility restoration
- Inspection and Engineering considerations

ESF-4 FIREFIGHTING

This is specifically the fire mitigation component of a large scale incident or disaster. Fire suppression activity will be the responsibility of the Leawood Fire Department and its resources with support from automatic and mutual aid agencies when required. Fire crews will serve as initial reconnaissance to conduct damage assessments, identify target areas for search and rescue as well as present and potential hazards.

ESF-4 Coordinator - The Fire Chief (or designee) will serve as the ESF-4 Coordinator and report directly to the EOC while guiding the activities of the ESF-4 team. The Fire Chief may be serving in the role of EOC Director, in which case he/she will assign another Chief Officer as ESF-4 Coordinator. The ESF-4 Coordinator will provide ongoing feedback to the EOC regarding fire mitigation, obstacles, goals and objectives. This includes situation/status reports for development of Action Plans.

ESF-4 Team Members - Firefighters will be the primary team members for the Firefighting function. Team members will receive instructions from the Coordinator.

ESF-4 Outside Agency Support - Established automatic and mutual aid systems will provide initial support personnel and equipment. Additional resource needs are available through county and state provisions.

ESF-4 Operations - Firefighting and Damage Assessment.

ESF-5 EMERGENCY MANAGEMENT

Coordination of resources and actions to manage disaster response and recovery is the responsibility of the EOC Director with support from the EOC Team. Emergency Management applies to all individuals and agencies in Leawood involved in disaster response and recovery operations.

ESF-5 Coordinator - The Fire Chief (or designee) will serve as the ESF-5 Coordinator and Emergency Manager for the City of Leawood. The Emergency Manager will serve as Chair of the City Emergency Management Committee and oversee planning, training and program sustainment.

ESF-5 Team Members - The Emergency Management Committee will carry out most of the work for ongoing program activity such as planning, training and development of procedures. In the event of an EOC activation there could be a wide array of employees called upon to serve in various capacities.

ESF-5 Outside Agency Support - Leawood will continue to work closely with Johnson County Emergency Management for support of our LEOP and utilization of the county CEOP in the event of an escalating incident.

ESF-5 Operations -

- Preparedness education
- Maintain LEOP and Training
- Support for declaration
- Request for county, state and federal aid
- Collect and analyze disaster data
- Guidance to field operations
- Develop plans and briefings
- Communicate event situation and status

ESF-6 MASS CARE

Provisions for relocating citizens and employees to temporary locations for shelter, food, relief items and information is the responsibility of Parks & Recreation. More than likely this

will include coordinating with other agencies such as American Red Cross or Salvation Army.

ESF-6 Coordinator - Parks & Recreation will serve as the ESF-6 Coordinator. ESF-6 Coordinator will report directly to the EOC while guiding the activities of the ESF-6 team. The ESF-6 Coordinator will provide ongoing feedback to the EOC regarding mass care needs, obstacles, goals and objectives. This includes situation/status reports for development of Action Plans.

ESF-6 Team Members - Parks & Recreation employees will be the primary team members for the Mass Care function. Team members will receive instructions from the Coordinator.

ESF-6 Outside Agency Support - The American Red Cross will be a primary support agency for mass care. Additional supporting agencies may be utilized according to specific needs.

ESF-6 Operations -

- Temporary shelter
- Food service
- Relief items
- Information

ESF-7 RESOURCE MANAGEMENT

Large scale emergency mitigation requires vast resources. ESF-7 is a logistical role with responsibility for locating, obtaining, allocating and distributing resources. In the EOC this function works under the Logistics Chief. City resources will be utilized and depleted prior to requesting outside support. Additional support must follow established guidelines as outlined in the Johnson County CEOP.

ESF-7 Coordinators - The Public Works Director and Finance Director will serve together as the ESF-7 Coordinators. ESF-7 Coordinators will report directly to the EOC while guiding the activities of the ESF-7 team. The ESF-7 Coordinators will provide ongoing feedback to the EOC regarding resource needs, obstacles, goals and objectives. This includes situation/status reports for development of Action Plans.

ESF-7 Team Members - Depending upon the types of resources needed this team could include employees from Police, Facilities and Finance. Team members will follow an organized approach to resources and ensure accurate documentation. If resource allocation cannot be achieved through established resources then requests will be elevated up to the county level.

ESF-7 Outside Agency Support - The American Red Cross will be a primary support agency for mass care. Additional supporting agencies may be utilized according to specific needs.

ESF-7 Operations -

- Temporary shelter
- Food service
- Relief items
- Information

ESF- 8 PUBLIC HEALTH AND MEDICAL

Emergency Medical Service is provided by the Leawood Fire Department. Fire Department personnel are trained at a minimum level of EMT-Basic up to Paramedic.

Leawood also utilizes the Advanced Life Support service and ambulance transportation of Johnson County Med Act.

ESF-8 Coordinator - A Fire Department Chief Officer appointed by the Fire Chief will serve as the ESF-8 Coordinator. ESF-8 Coordinator will report directly to the EOC while guiding the activities of the ESF-8 team. The ESF-8 Coordinator will provide ongoing feedback to the EOC regarding resource needs, obstacles, goals and objectives. This includes situation/status reports for development of Action Plans.

ESF-8 Team Members - The primary workforce for ESF-8 will consist of Leawood Firefighters and Johnson County Med Act personnel. If these resources are depleted then automatic and mutual aid systems will be implemented to obtain assistance. Additional resource needs would be elevated up to the county level.

ESF-8 Outside Agency Support - Leawood utilizes the services of Johnson County Med Act. There are existing automatic and mutual aid systems in place for further resourcing.

ESF-8 Operations -

- Triage
- Treatment
- Transport

ESF-9 SEARCH AND RESCUE

In disaster emergencies there is often the need for an extensive search to locate victims, complex operations to extricate from debris, high risk rescue operations, removal or marking locations of deceased. Search and Rescue activity will be the responsibility of the Leawood Fire Department and its resources to the extent feasible with support from automatic and mutual aid agencies. Fire crews will utilize technical rescue equipment and procedures. Specialized resources beyond Leawood's capability will be requested through appropriate established procedures.

ESF-9 Coordinator - The Fire Chief (or designee) will serve as the ESF-9 Coordinator and report directly to the EOC while guiding the activities of the ESF-9 team. The Fire Chief may be serving in the role of EOC Director, in which case he/she will assign another Chief Officer as ESF-9 Coordinator. The ESF-9 Coordinator will provide ongoing feedback to the EOC regarding search and rescue, obstacles, goals and objectives. This includes situation/status reports for development of Action Plans.

ESF-9 Team Members - Firefighters will be the primary team members for the Search and Rescue function. Team members will receive instructions from the Coordinator. Teams may receive specialized support from outside agencies with equipment or personnel unique to the situation (i.e. Olathe collapse rescue equipment and trained experts).

ESF-9 Outside Agency Support - Leawood may utilize neighboring agencies with specialized equipment and personnel by implementing mutual aid requests. If resource needs exceed these capabilities then the request will be elevated to the county or higher.

ESF-9 Operations -

- Searching through debris and rubble
- Conduct rescue operations
- Operate technical rescue equipment (i.e. confined space, rope/rigging, water rescue, trench rescue, collapse rescue, explosives and hazardous materials)

ESF-10 OIL AND HAZARDOUS MATERIALS

Hazardous materials create true emergency situations when released in an uncontrolled manner during disasters. They pose a danger to humans, damage property and degrade the environment. Leawood has numerous opportunities for hazardous materials emergencies due to the commercial use and transport volume traveling through the city. The Department is able to mitigate minor hazardous materials incidents without outside support, however, complex or large incidents require use of outside agencies with Haz Mat Teams or private Haz Mat companies.

ESF-10 Coordinator - The Fire Chief (or designee) will serve as the ESF-10 Coordinator and report directly to the EOC while guiding the activities of the ESF-10 team. The Fire Chief may be serving in the role of EOC Director, in which case he/she will assign another Chief Officer as ESF-10 Coordinator. The ESF-10 Coordinator will provide ongoing feedback to the EOC regarding Haz-Mat operations, obstacles, goals and objectives. This includes situation/status reports for development of Action Plans.

ESF-10 Team Members - Firefighters will be the primary team members for the Hazardous Materials function. Team members will receive instructions from the Coordinator. Teams may receive specialized support from outside agencies with equipment or personnel unique to the situation (i.e. Overland Park or Olathe Haz Mat Teams).

ESF-10 Outside Agency Support - Leawood may utilize neighboring agencies with specialized equipment and personnel by implementing mutual aid requests. If resource needs exceed these capabilities then the request will be elevated to the county or higher.

ESF-10 Operations -

- Identify hazardous materials
- Mitigate if within scope of Fire Department equipment and training
- Support outside specialized Haz Mat Teams with decontamination, equipment, safe zone research and planning

ESF-11 AGRICULTURE, ANIMAL WELFARE & NATURAL RESOURCES

The mission of the ESF-11 Agriculture, Animal Welfare, and Natural Resources Team is to ensure the provision of Food Safety and Security, Natural, Cultural, and Historical sites, Animal Welfare, and Animal and Plant Disease response required to meet the needs generated by disasters affecting Leawood. There is little need for agricultural or food safety provisions. Therefore, most of the ESF-11 activity will be driven by Police and Animal Control.

ESF-11 Coordinator - A Police Department supervisor of Animal Control (or designee) will serve as the ESF-11 Coordinator and report directly to the EOC while guiding the activities of the ESF-11 team. The ESF-11 Coordinator will provide ongoing feedback to the EOC regarding animal control and security, obstacles, goals and objectives. This includes situation/status reports for development of Action Plans.

ESF-11 Team Members - Animal Control Officers will be the primary team members for the ESF-11 function. Team members will receive instructions from the Coordinator.

ESF-11 Outside Agency Support - This team may receive specialized support from outside agencies with equipment or personnel unique to the situation

ESF-11 Operations -

- Rescue animals
- Provide for shelter, feeding and care of homeless animals
- Protect and preserve agricultural and food resources

ESF-12 ENERGY AND UTILITIES

Disasters often result in loss of utility services. Certain hazards are associated with damaged utility systems such as down power lines, flowing natural gas and broken water lines. Although these services fall under the responsibility of utility agencies, backup systems can be provided by Leawood resources.

ESF-12 Coordinator - The Director of Public Works (or designee) will serve as the ESF-12 Coordinator and report directly to the EOC while guiding the activities of the ESF-12 team. The Coordinator may choose a Co-Coordinator such as the Director of Community Development for technical guidance. The ESF-12 Coordinator will provide ongoing feedback to the EOC regarding energy and utility services, obstacles, goals and objectives. This includes situation/status reports for development of Action Plans.

ESF-12 Team Members - Public Works employees will be the primary team members for the Energy and Utility function. Support from Community Development may be beneficial for alternative energy and utility options. Team members will receive instructions from the Coordinator.

ESF-12 Outside Agency Support - Teams may receive specialized support from outside agencies with equipment or personnel unique to the situation (i.e. engineers and utility companies).

ESF-12 Operations -

- Assess energy and utility needs
- Establish alternative utility provisions for Leawood employees to continue services
- Coordinate restoration efforts with utility providers
- Provide utility conservation and preservation guidance to the EOC

ESF-13 PUBLIC SAFETY AND SECURITY

The provision of security during emergency operations is important for responder safety, to avoid interference from unauthorized persons, to protect and preserve evidence and ensure privacy for those affected by tragedy.

ESF-13 Coordinator - The Police Chief (or designee) will serve as the ESF-13 Coordinator and report directly to the EOC while guiding the activities of the ESF-13 team. Due to the direct interaction with Fire personnel this function will often be a shared responsibility. The ESF-13 Coordinator will provide ongoing feedback to the EOC regarding public safety/security, obstacles, goals and objectives. This includes situation/status reports for development of Action Plans.

ESF-13 Team Members - Police Officers will be the primary team members for the Public Safety and Security function. Support from the Fire Department may be required due to handling and transfer of persons, property and evidence. Team members will receive instructions from the Coordinator.

ESF-13 Outside Agency Support - If the Leawood Police resources are depleted and there exists a need for additional support, the request will be made through established mutual aid systems. If further need for resources exists, then the request will be elevated to the county or higher for assistance (i.e. Johnson County Sherriff, Kansas Highway Patrol).

ESF-13 Operations -

- Coordination of law enforcement operations
- Provide security at emergency shelters, staging areas, and distribution/dispensing areas
- Provide security at temporary morgue
- Provide special security for facilities and/or assets
- Provide security during public appearances, announcements and press conferences

ESF-14 ASSESSMENT AND RECOVERY

Immediately following a disaster there must be an assessment made of the overall impact and damage. Additionally, the plan for recovery begins early in the incident. This function provides for assessing, analyzing and reporting damage while developing a plan for recovery.

ESF - 14 Coordinator - The Director of Community Development (or designee) will serve as the ESF-14 Coordinator and report directly to the EOC while guiding the activities of the ESF-14 team. The Coordinator may require support from Information Technology (I.T.) and the Finance Department. The Coordinator will provide ongoing feedback to the EOC regarding assessment and recovery, obstacles, goals and objectives. This includes situation/status reports for development of Action Plans.

ESF - 14 Team Members - Personnel from Community Development will comprise the primary members of the ESF - 14 Team. Support from I.T. and Finance will likely be necessary. Fire and Police field assessment crews provide rapid disaster assessment info Team Members will receive instructions from the ESF - 14 Coordinator.

ESF - 14 Outside Agency Support - Outside agency support will only be necessary if the event escalates to a jurisdictional authority beyond Leawood. If State or Federal assistance is required, then the Leawood ESF - 14 Coordinator and team will support as needed.

ESF - 14 Operations -

- Fire and Police personnel conduct field assessments
- Data are analyzed and reported
- Recovery plans developed (see Johnson County CEOP for guidance. (<http://www.jocoem.org/planning/ceop.shtml>))

ESF-15 PUBLIC INFORMATION

The mission of the ESF-15 Public Information function is to ensure the provision and coordination of accurate, consistent, and timely information to meet the needs generated by disasters affecting Leawood. Incident related information is important for individuals, families, businesses and industry directly or indirectly impacted by the event.

ESF - 15 Coordinator - The Communications Division will serve as the ESF-15 Coordinator and report directly to the EOC while guiding the activities of the ESF-15 team. The

Coordinator will work with the EOC Director, Public Information Officer (PIO) and Governing Body to ensure messages are aligned with strategic goals and objectives. The Coordinator will provide ongoing feedback to the EOC regarding communication, obstacles, goals and objectives. This includes situation/status reports for development of Action Plans.

ESF - 15 Team Members - Personnel from Communications and the event PIO will be the primary members of the ESF - 15 Team. Team Members will receive instructions from the ESF - 14 Coordinator.

ESF - 15 Outside Agency Support - Communications can greatly help or hurt the management of an emergency. Careful control of information is vital. Working with media, government agencies and social media requires careful planning and delivery.

ESF - 15 Operations -

- Establish clear methods to inform the public of factual information
- Coordinate briefings
- Establish a P.I.O
- Coordinate dignitary tours and briefings
- Manage restricted information

DEPARTMENT EMERGENCY OPERATIONS PLAN OR ANNEX

Each department shall maintain a department emergency operations plan or annex, which will integrate with the City EOP. At a minimum, these documents must provide:

- A defined chain of command which provides procedures for designating a person in charge of the department and able to respond at all times.
- Identification of personnel that will be essential during a major emergency or disaster, to meet the City's emergency needs and priorities.
- Procedures necessary to overcome or restore interrupted services or utilities in assigned buildings.
- Procedures for primary and secondary communications.
- Procedures necessary to safeguard assigned property, equipment, and department records.
- Procedures for recalling off-duty personnel including where and to whom they report.
- Procedures detailing how the department will manage assigned responsibilities.
- Procedures outlining the operation of the department operations center (DOC).

EMERGENCY SUPPLIES

The City of Leawood may authorize the emergency procurement of materials, supplies, equipment, and/or services when normal procurement methods would threaten the continuity of City government, the protection of property, or the health and welfare of any person. Existing agreements with vendors such as Sam's Club and Wal-Mart will be used to provide necessary supplies such as food, water, batteries, etc. to sustain emergency operations. Public Works maintains emergency vendor lists for vehicle supplies or services such as tire repair, fuel, etc. *(Refer to Section 1-306 of the City Code for detailed information regarding emergency purchasing)*

PROVISIONS FOR CITY EMPLOYEES

The City of Leawood values the knowledge, skills, and abilities of all its employees. Those employees, along with their families and property, are vulnerable to the same hazards and risks associated with a major emergency or disaster as the citizens of Leawood.

Therefore, the City must do everything necessary to ensure that those human resources are available to serve the City's emergency needs. Whenever possible, the City will work to assist its employees and their immediate families when they are directly impacted by a disaster or major emergency. The Human Resources Department will strive to minimize the impact on employees and their families when employees are required to work far beyond normal working hours, or in adverse conditions, in response to a disaster or major emergency. *During these situations, a special hot line # will be established where family members can get updates on employees and other pertinent information.*

(To help prepare for disaster situations and reduce their impact, each employee is strongly encouraged to design a family preparedness plan along with emergency preparedness kits for their homes and vehicles.)

DISASTER / EMERGENCY DECLARATION

In accordance with K.S.A. 48-932, the Mayor may declare a State of Local Disaster Emergency within the City of Leawood. This declaration activates response and recovery assistance from Johnson County and establishes the legal framework for state and federal assistance. The decision to declare a State of Local Disaster Emergency should be based on a finding that a disaster has occurred or the threat thereof is imminent.

In the Mayor's absence, the "Presiding Officer" of the City Council shall be responsible for a disaster declaration and the Presiding Officer is hereby declared to be the Principal Executive Officer referenced in Chapter 48 of the Kansas Statutes. (See City Clerk for current "Appointment of Presiding Officers") In the event of the absence of the Mayor and Presiding Officer from the City, or in the event the Mayor and Presiding Officer are incapacitated, the Governing Body may declare a State of Local Disaster Emergency, by a majority vote of the remaining members.

DECLARATION FORMS

- State of Local Disaster Emergency Proclamation - Up to 7 days by Mayor or Presiding Officer

EOC Command should immediately notify Johnson County Emergency Management upon disaster declaration or pending declaration. This information will help Johnson County in deciding to declare a disaster. Declaration forms shall be prepared and presented to the Mayor or Presiding Officer for signature approval and then forwarded to the County. All forms must be given prompt and general publicity, according to applicable Kansas state statutes, and then filed with the City Clerk.

If Johnson County has already declared a disaster, it is not necessary for the City of Leawood to declare, since every city in the county is covered under a county declaration.

REQUESTS FOR OUTSIDE ASSISTANCE

During a disaster or major emergency, requests for emergency assistance for Police or Fire Services will continue to be handled through normal procedures, using automatic and/or mutual aid resources. However, non-emergency requests should be requested through the City Emergency Operations Center (EOC), and then forwarded to Johnson County. Any request from the City for assistance from outside the county must flow through the Johnson County Emergency Operations Center. This process will prevent the duplication of essential resources during a disaster or major emergency.

RECOVERY ASSISTANCE

The following points are essential toward understanding the recovery process with regards to assistance and financial reimbursement following a major emergency or disaster:

- A county declaration allows the county, including all affected cities, to receive help and resources from the state while a state declaration sets the stage for the county to receive federal assistance from a Presidential declaration. A Presidential declaration allows not only help and resources but also financial assistance for private parties and public entities. The exact parameters of the federal assistance will not be known until the declaration is actually approved.
- The state is able to provide physical assistance through the various state agencies but provides no funds to reimburse local governments during or after a disaster. Federal declarations on the other hand, activate both physical and monetary resources. However, state and local cost sharing is normally required.
- Any request for reimbursement must be supported by detailed documentation.
- Federal assistance covers only uninsured loss for private parties or public entities, and may be in the form of grants or low interest loans.
- Once a federal disaster is declared, FEMA will set up 1-800 # for individuals to apply for assistance or get information.
- Public assistance covers items such as overtime, equipment damaged or purchased as a result of the disaster, damage to the infrastructure, and debris removal. Once a federal disaster is declared, FEMA will set up an "Applicant's Briefing" to review the exact parameters of the public assistance available.

WARNING SYSTEMS

The City has developed warning systems based on the hazard analysis outlined in this plan. General warning system procedures are outlined below and each department's responsibilities, if any, are outlined in their department emergency operations plan or annex. These systems will be used to relay critical information such as the need to seek shelter or evacuate. Each City building will be equipped with at least one (1) NOAA weather radio, which will be set to monitor weather conditions in Johnson County.

** Nothing in this section is intended to prevent independent actions by any employee or supervisor, if such actions would result in more timely warnings for residents and/or employees.*

Severe Weather Warnings

Police Communications, Public Works, and Fire Department personnel will monitor severe weather reports from the National Weather Service and/or Johnson County Emergency

Management. Any weather report that may affect the City shall be relayed promptly through alphanumeric pagers, two-way radios, telephones, and/or email as necessary to alert all personnel working in City buildings, or assigned in the field. That information is also typically broadcast on radio and television to the general public.

Emergency Warning Sirens

Outdoor emergency warning sirens, located strategically throughout the City, are used to notify people outdoors that there is a threat from severe weather or other emergency. The activation of these sirens is the responsibility of Johnson County Emergency Management, while maintenance of each siren in Leawood is the responsibility of the City. The operation of the warning sirens will be monitored monthly by the Police Department. The Fire Department will coordinate the maintenance and replacement of warning sirens, as needed. Upon notification of the failure of the emergency warning sirens, the Police Department may, if adequate time exists, patrol threatened neighborhoods to warn residents of pending emergencies. This will be done through the use of vehicle sirens and public address systems.

City Sponsored Activities

Any City department that sponsors or hosts outdoor activities for the public shall have emergency procedures in place for notifying, evacuating, and/or sheltering the public at all such activities and/or gatherings such as the public golf course, City parks and pools, outdoor concerts, etc.

Procedures for City Buildings

Each City building will have plans in place to warn employees and/or citizens of potential or approaching emergencies. These plans will detail the procedures necessary for the safe and orderly evacuation or sheltering of employees and visitors. **(See Appendix 2 for City Hall Evacuation/Severe Weather Plan)**

DEPARTMENT OPERATIONS CENTERS (DOC)

Each City department with primary field responsibilities must be able to maintain independent control and accountability of department personnel and equipment during a disaster or major emergency through a Department Operations Center (DOC). The departments listed below will maintain the emergency procedures necessary for operating a DOC from their assigned location.

Fire Dept. - 14801 Mission Road
Police Dept. - 4201 Town Center Dr.

Parks & Rec - 2004 West 104th Street
Public Works - 14303 Overbrook Rd

EMERGENCY OPERATIONS CENTER (EOC)

Managing disasters requires a command staff working in a physical location from which they collect data, develop plans, coordinate resources, direct operations and communicate accurate information. The command staff of an incident will operate from the EOC, maintaining direct communication with the Mayor, City Council and Management Team. The command staff applies both the National Incident Management System and the standard Incident Command System.

Location

Leawood Police Department, 4201 Town Center Drive

Activation

The following persons or their designee may activate the EOC:

- City Administrator
- Fire Chief
- Police Chief
- Public Works Director

Activation Levels

- Local Activation - Tactical focused this level of activation utilizes a mobile EOC with minimal resources and personnel. Support from other agencies is minimal. Examples include: extended standoff or bomb investigation and localized damaging storms.
- Limited Activation - A limited activation will be considered when an incident goes beyond routine activity requiring multi-department coordination of facilities, equipment, personnel and communications to address real or threatened loss of life, property or environmental damage. Staffing will include the Leawood Emergency Manager (or designee) and/or the director or designee from affected departments.
- Full Activation - A full activation will be initiated when a disaster or emergency event requires coordination of elected officials, city management, emergency services and support agencies to address real or threatened catastrophic loss of life, property or environmental damage. Staffing will include Fire and Police Command Staff, affected department director(s), relevant outside agency representatives and pertinent technical specialists.
- Communicating EOC Activation - When the decision is made to activate the EOC then Police Dispatch will utilize appropriate notification systems to inform personnel. The EOC director will notify elected officials and the management team.

Extended Operations

If it becomes necessary to extend EOC operations beyond 12 hours, EOC Command will establish a rotation for EOC members. Cots and bedding are stored at Fire Station #3 if needed. EOC members should bring the following supplies to the EOC:

- A copy of your department's emergency operations plan including all supplemental documents, rosters, resource lists, etc.
- Your pager, 2-way portable radio & charger, Nextel/cell phone & charger, and any other communications equipment you have.
- EOC identification card
- Any prescription medication you might need over the next 24-48 hours.
- Eyeglasses, if you need them, especially if you wear contacts.
- An extra pair of shoes, socks, clothes, coat, etc.
- Toiletry items/towel.

DIRECTION AND CONTROL

GENERAL RESPONSIBILITIES

Governing Body

The overall role of the City's elected officials is to periodically review policies and appropriate the funds necessary for the City Administrator and staff to plan and implement an Emergency Management Program. During an emergency, those elected officials as requested by EOC Command, may be called upon to authorize the imposition of required emergency powers, such as disaster declarations, evacuation orders, condemnations, etc. Elected officials may also determine how emergency expenditures will be financed. EOC Command shall authorize the notification and periodic update of the Mayor and Governing Body.

The Mayor or Presiding Officer shall serve as the official spokesperson for the Governing Body. However, all activities pertaining to the release and dissemination of information shall be coordinated through the City's Public Information Officer (PIO).

City Administrator

The City Administrator will determine how emergency expenditures will be financed subject to consultation with the Mayor or Presiding Officer, when feasible.

Employees

Each City employee shall be familiar with the contents of this plan, including all relevant City and Department Rules & Regulations and/or policies, as appropriate to ensure its execution. During any disaster or major emergency all employees are expected to report for work at their assigned workplace unless otherwise directed by their Department Head.

Department Heads

During any disaster or major emergency the Department Head is expected to direct and/or assign all personnel according to existing City and department plans and/or annexes.

At a minimum each Department Head shall be responsible for:

- a) Maintaining current personnel rosters and lines of succession that provide for continuous leadership and authority during emergency operations, including EOC operations.
- b) Maintaining a department emergency operations plan (EOP) or annex that will interface with the City EOP.
- c) Negotiating, coordinating, and preparing automatic and mutual aid agreements, as appropriate, with surrounding jurisdictions.
- d) Identifying emergency sources of critical equipment and/or supplies.
- e) Securing and maintaining primary and secondary communications systems.
- f) Participating in periodic exercises designed to evaluate the effectiveness of the City Emergency Operations Center and City or Department Emergency Operations plans and/or annexes.
- g) Providing for the protection of all department records, facilities, and equipment.
- h) Providing emergency operations procedures as necessary to protect emergency response personnel.

- i) Ensuring that all personnel are adequately trained to implement City and Department Emergency Operations plans and/or annexes in a disaster or major emergency.
- j) Maintaining procedures detailing how the department intends to handle large volumes of calls for service, in a disaster or major emergency.

EOC MEMBERS & SUPPORT STAFF

The City Administrator commands the Emergency Operations Center and will make all major policy decisions and advise elected officials as necessary. A (P) indicates primary EOC members and an (S) indicates support personnel. All other personnel on the EOC organizational chart are secondary members.

EOC COMMAND LINE OF SUCCESSION

City Administrator
 Fire Chief*
 Police Chief*
 Public Works Director*
 Information Services Director*

City Administrator (P)

1. Supervise EOC operations and function as EOC Command.
2. Ensure that all City resources are made available and effectively utilized during response and recovery phases so as to minimize casualties and property damage.
3. Ensure that elected officials are informed in a timely manner, of the incident status to include: progress in combating, containing, and controlling the threat; urgent needs and concerns; sensitive issues; and developments requiring executive level decisions and/or actions.
4. Act as the City's representative at meetings with senior officials from county, state, and federal government, on issues concerning the disaster or major emergency.
5. Ensure that the public and the media are periodically updated through the use of a Public Information Officer (PIO).

City Attorney (P)

1. Provide legal advice and representation to EOC Command, EOC members, and elected officials.
2. Function as EOC Command according to the Line of Succession, if necessary.
3. Aid in the resolution of legal issues that may arise due to the implementation of any action resulting from the emergency or disaster.
4. Provide proprietary oversight in drafting and legislating ordinances, codes, and/or regulations; use available remedies and initiate appropriate legal action against parties responsible for the disaster, if appropriate.
5. If necessary, retain the services of outside counsel having expertise in various areas.

Information Services Director (P)

1. Maintain the communication and computerization systems for the EOC.
2. Function as EOC Command according to the Line of Succession, if necessary.
3. Provide support personnel to the EOC to ensure sufficient computer resources and network connectivity, and deal with any emergent information technology needs.

4. Assist the City Clerk and Finance Department with technology needs in regards to data collection.

Support Staff

Information Services Specialist-3 (S)

Internet/WAN Specialist (S)

Finance Director

1. Advise EOC Command concerning finance and budgetary issues.
2. Ensure appropriate accounting procedures are in place to quickly and accurately identify costs associated with the response to, and recovery from, disaster events.
3. Provide representation to the EOC as necessary to give advice concerning resource and financial issues generated by the emergency/disaster event.
4. Monitor the budgetary impact of the emergency/disaster event on the City.
5. Develop emergency procurement procedures required during an emergency/disaster event.
6. Assist in securing agreements not already in place with outside vendors, as designated by each department for critical emergency resources such as fuel, tires, food, etc.

City Clerk

1. Provide administrative assistance to EOC Command.
2. Maintain an accurate and complete record of all vital statistics resulting from the emergency.
3. Maintain and protect all City records and manage the overall operation of the City's Records Management Recovery plan.
4. Maintain a current list of "Presiding Officers" for the Governing Body.

Human Resources Director

1. Advise EOC Command concerning personnel issues.
2. Maintain a list of City personnel who have no pre-assigned responsibilities under this plan or department plans or annexes.
3. Support the administration and logistics functions of the EOC by identifying and obtaining personnel to support emergency/disaster operations.
4. Oversee, coordinate, and manage worker's compensation issues as necessary.
5. Serve as the liaison between employees and their families.
6. Assign call takers to receive and process "requests for service".
7. Coordinate and organize responding volunteers during and after a disaster or major emergency.

Fire Chief (P)

1. Provide EOC Command with current field status reports.
2. Function as EOC Command according to the Line of Succession, if necessary.
3. Advise EOC members on technical issues related to EOC operations.
4. Provide coordination between Fire Department operations and the EOC.
5. Serve as the liaison between Johnson County Emergency Management and the City EOC.
6. Coordinate resource support for Fire Department operations.

Support Staff

Administrative Assistant (S)

Police Chief (P)

1. Provide EOC Command with current field status reports.
2. Function as EOC Command according to the Line of Succession, if necessary.
3. Provide coordination between Police Department operations and the EOC.
4. Coordinate resource support for Police Department operations.

Public Works Director (P)

1. Provide EOC Command with current field status reports.
2. Provide coordination between Public Works operations and the EOC.
3. Coordinate resource support for Public Works operations.
4. Oversee vehicle and building operations and maintenance issues.
5. Advise EOC Command on building inspections or other related safety issues.
6. Provide EOC members with current information regarding accessibility issues resulting from road closings, bridge damage, etc.

Support Staff

Superintendent (S)

Fleet/Facilities Manager (S)

Community Development Director

1. Provide EOC Command with current department status reports.
2. Provide coordination between field operations and the EOC.
3. Coordinate resource support for Community Development operations.
4. Support emergency operations by providing "real time" tactical and strategic maps needed by EOC members and others involved in response and recovery operations.
5. Assist with damage assessment by providing information on issues such as appraised value, population, etc.
6. Assist the Fire Department with non-emergency calls for service, as necessary.

Support Staff

Senior Planner (S)

Parks & Recreation Director (P)

1. Provide EOC Command with current department status reports.
2. Provide coordination between field operations and the EOC.
3. Coordinate resource support for Parks & Recreation operations.
4. Provide for the collection, inventory, and distribution of donated materials.
5. Set up and coordinate shelter operations in the community center or other location, as directed.

Support Staff

Superintendent of Parks (S)

Recreation Services Manager (S)

Municipal Court Warrant Officer (S)

1. Provide security for City Hall and/or the Emergency Operations Center.
2. Function as a liaison between EOC Command and the Municipal Judge.

DEPARTMENT RESPONSIBILITY MATRIX

This matrix shows specific responsibilities for each department. An “O” indicates which department has responsibility for each area. If the responsibility is shared, a “P” indicates primary responsibility while an “S” indicates a support role.

- | | | |
|--------------------------------|---------------------------------|---------------------------|
| AD City Administrator | PR Parks & Recreation | LG Legal |
| FD Fire Department | PW Public Works | FN Finance |
| IS Information Services | CD Community Development | MC Municipal Court |
| HR Human Resources | PD Police Department | |

RESPONSIBILITY	AD	FN	IS	HR	PR	FD	PW	PD	CD	LG	MC
EOC Command	O										
Public Information/Elected Officials	O										
Data Collection/Records Management		P	S								
Legal/Consumer Protection								S		P	
Municipal Court Operations											O
EOC Security								S			P
Systems Management/Communications			O								
Resource Acquisition		O									
Emergency Funding		O									
Disaster Reimbursement		O									
Law Enforcement								O			
Traffic Control							S	P			
Evacuation					S			P			
Emergency Management Liaison						O					
Fire Suppression/Rescue						P		S			
Hazardous Materials Management						P	S				
Emergency Medical Care						O					
Debris Removal					S		P				
Roadway Access					S		P				
Water Supply						P	S				
Shelter Operations					O						
Donations Management					O						
Volunteer Management				O							
Personnel Management				O							
Request for Service Management				O							
Code Enforcement									P	S	
Building Inspection							S		P		
Damage Assessment							S		P		
Mapping/Appraisal											
Facilities/Equipment/Infrastructure							O				
Utilities Management							O				

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