

CITY OF LEAWOOD, KANSAS



EMERGENCY OPERATIONS PLAN

**Original Publication: January 5, 2000
Revised: March 17, 2003**

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RESOLUTION NO. 1909

RESOLUTION APPROVING THE CITY OF LEAWOOD, KANSAS EMERGENCY OPERATIONS PLAN ["EOP"]

WHEREAS, the City has an Emergency Operations Plan [hereinafter 'EOP'] that provides the overall framework within which local governments, volunteers, and private sector agencies can operate in an integrated and coordinated fashion before, during, and after a disaster or major emergency; and

WHEREAS, the City of Leawood, Kansas [hereinafter 'City'] desires to be in compliance with all state and local regulations governing emergency operations in the event of a disaster or major emergency; and

WHEREAS, the City adopted an Emergency Operations Plan in January 2000; and

WHEREAS, the City now desires to revise the previously adopted EOP, attached hereto as Exhibit 'A.'

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LEAWOOD, KANSAS:

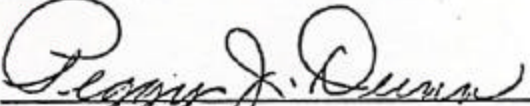
SECTION ONE: That the Governing Body hereby authorizes the adoption of the Emergency Operations Plan, [EOP] attached hereto as Exhibit 'A,' and incorporated herein by reference as if fully set out.

SECTION TWO: This resolution shall become effective upon passage.

PASSED by the Governing Body this 17th day of March 2003.

APPROVED by the Mayor this 17th day of March 2003.

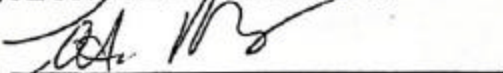
[SEAL]


Peggy J. Dunn, Mayor

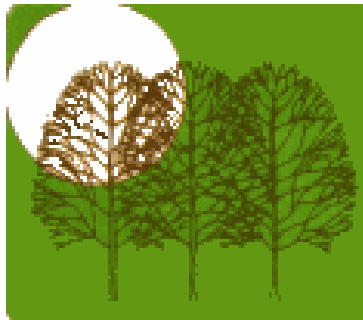
ATTEST:


Debra Harper, City Clerk

APPROVED AS TO FORM:


Patricia A. Bennett, City Attorney

CITY EMERGENCY OPERATIONS PLAN (EOP)



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

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 maintain an annex to this plan. These supplemental documents provide specific information and guidelines for departmental operations during a disaster or major emergency. (**Organizational charts for Administration, Police, Fire, Parks & Recreation, and Public Works are located in Appendix 10**)

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.

APPENDICES

Disaster Proclamation Forms (3)

City Hall Evacuation/Severe Weather Plan

Public Information Guidelines

Press Release Form

EOC Organizational Chart

EOC Floor Plan

EOC Operation Checklist

EOC Service Request Form

Organizational Charts

- Administration
- Police Department
- Fire Department
- Public Works Department
- Parks & Recreation Department

DEPARTMENT ANNEXES

- Finance Department
- Human Resources Department
- Information Services
- Legal Department
- Municipal Court
- Neighborhood Services
- Planning & Development Department

AUTHORITY AND PROMULGATION

This **Emergency Operations Plan (EOP)** 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.

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.

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 Deputy Fire Chief shall be responsible for ensuring that the City's Emergency Operations Plan (EOP) is reviewed, exercised, and updated as necessary. Additionally, the Deputy Chief shall provide assistance to each department in order to ensure that department plans and annexes 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

- Kansas Statutes Annotated (KSA), 48-904 et seq. as amended
- KSA 65-5701 et seq.
- KSA 12-16, 117
- Kansas Administrative Regulation (KAR) 56-2-1 through 56-2-2
- Kansas Planning Standards, October, 1996

County

- Johnson County Resolution 064-95
- Johnson County Resolution 115-95

City of Leawood

- Code of the City of Leawood
- City of Leawood Ordinance No. 1482

HAZARD ASSESSMENT

Analysis Process

The potential for a disaster or major emergency, which could affect the City of Leawood, is derived from the following sources:

- The Johnson County Hazard Analysis outlines potential hazards, their likelihood, and the vulnerability of the county to their occurrence. This analysis forecasts the most likely and most significant hazards that the county could face. (*See Johnson County EOP*)
- The most current Superfund Amendment & Reauthorization Act (SARA, Title III), hazardous materials facility reporting documents, and other research accomplished under the auspices of the Local Emergency Planning Committee (LEPC) and the State Emergency Response Commission (SERC), such as the Kansas Hazardous Materials Transportation Risk and Vulnerability Assessment. (*See Johnson County EOP*)
- Other significant risk/threat assessments as produced by various federal, state, and local government entities, as well as private organizations. Examples include: terrorism threat assessments by law enforcement agencies (FBI, KBI, etc.), earthquake severity zones as defined by the U.S. Geodetic Survey or the Kansas Geologic Survey, long range weather analysis by the National Weather Service (NWS), the Kansas Hazard Mitigation Plan and Floodplain Analysis, and maps produced by the National Flood Insurance Program (NFIP) of FEMA.

Types of Hazards

Natural Hazards

In general, the City of Leawood faces its greatest risk from severe weather. The most significant threats include high winds, lightning, and tornadoes during the spring and summer months, and ice/snow storms during the late fall, winter, and early spring months. The City is particularly vulnerable to such events in areas of high-density population and development. Leawood is also subject to flash flooding associated with severe thunderstorms but has a relatively low vulnerability to long-term river flooding. Current scientific research also assigns Johnson County a moderate earthquake risk.

Manmade & Technological Hazards

Risk from hazardous materials transportation accidents is moderately high due to the presence of a major interstate highway, a small section of railway, and several major arterial roadways that serve the industrial districts of the Kansas City metropolitan area. A HAZMAT transportation corridor study, conducted by the University of Kansas, ranked Johnson County as one of the top three “**at risk**” counties in the state. Wyandotte County, which borders Johnson County to the north, was also among the top three. The risk posed by fixed facility hazardous materials incidents in Leawood is significantly less than that of transportation incidents. There are facilities that store and use small amounts of such

materials, but the primary threat is from transportation accidents. Additionally, as part of a highly visible and affluent county in a major metropolitan area, the threat of domestic terrorism is rapidly increasing, as it is throughout the country.

Demographics

Leawood is primarily populated by middle to upper class residents. Historically, the hallmark of the City has been the promise of an enhanced quality of life and highly responsive service to its citizens. This long-standing expectation will significantly complicate the impact of a major emergency or disaster, and our ability to respond to it. On the other hand, the relative affluence of our residents and the consequential high levels of insurance should serve to facilitate long-term recovery. The residents of Johnson County in general, are served by a very effective public health/hospital system that should decrease the impact of illness or disease caused by epidemic, natural disasters, or chemical/biological terrorism.

Political Considerations

Leawood is part of a county that must function cooperatively in the multi-jurisdictional, bi-state Kansas City metropolitan area. The City is surrounded on the Kansas side by Overland Park and Prairie Village while sharing the state line with Kansas City, Missouri.

Summary

The City of Leawood is highly vulnerable due to rapid growth and development through out the City. This is complicated by historically high expectations of service. This vulnerability is mitigated by a highly responsive and well-developed infrastructure and social service delivery system in the City and County. However, any significantly disruptive event in the populated areas of Leawood or Johnson County will place severe stress on the response and recovery capabilities of the city and county governments, as well as private or volunteer agencies.

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
- **Since the restoration of electricity and/or natural gas may ignite fires, explosions, or create other hazards, it is critical that these restoration activities be coordinated with the Fire Department.**

ALARM RECEIPT/DISPATCH

911 calls in the City are initially answered by the Leawood Police Department while other calls for service may be received by telephone at City Hall or at other City buildings. Requests for the Fire Department for fire and medical emergencies, hazardous conditions, and other miscellaneous calls for service are routed and dispatched through the Johnson County Emergency Communications Center (ECC). Requests for other City services, including law enforcement, are handled and dispatched by the Leawood Police Department. Both communications centers are staffed 24/7 while other City administrative lines are only answered during normal business hours. During non-business hours those administrative lines are answered by an automated voice mail system. **At the discretion of the City Administrator, personnel may be assigned to answer administrative lines 24/7 during disaster operations.**

In a disaster or major emergency the ECC and Police Department will continue to process calls for service utilizing normal procedures, including automatic and mutual aid resources. However, both communications centers will quickly become overloaded with non-critical calls for service such as automatic alarms, power lines arcing, investigations, etc. The ECC has specific **overload** procedures in place that will give those types of calls directly to the Fire Department in mass, rather than dispatching them through the normal process. These types of calls in Leawood will be disseminated directly to the Fire Department by phone, fax, or intranet, as soon as practical. Using the City's 800 MHZ radio system and Nextel phones, these calls will be prioritized and handled by the Fire Department using staff vehicles and off duty Fire Department personnel. Code Enforcement Officers from Neighborhood Services may also be used to assist with these calls. **It is the intent of the City of Leawood to respond to all calls for service resulting from a disaster or major emergency.**

STAFFING/CALLBACK

Each department has established call back procedures that may be used for any emergency situation where additional staffing and/or modified scheduling is necessary. Each department shall maintain a current roster of all assigned personnel that includes any contact information. It is the responsibility of all personnel to ensure that contact information is current. The primary methods of alerting personnel in each department are through the use of alphanumeric pagers, Nextel/cell phones, and/or telephones. Police Department Communications may also be used to contact EOC members, support personnel, and other emergency response personnel, through a computerized paging system. **"Emergency Contact Information"** for EOC members, support personnel, and elected officials is maintained and kept with the EOC supplies and on the "common" computer drive. **During any incident that generates a high volume, intensity, or duration of calls, the City may institute a modified work schedule for all personnel. Additionally, all leave may be cancelled at the discretion of the City Administrator.**

In the event that any disaster or major emergency affects Johnson County and/or the Kansas City metropolitan area, all personnel are responsible for contacting their department, regardless of their ability to respond. If direct contact is impossible due to a complete failure or overload of all communications systems, personnel should proceed to their assigned work station as soon as safely possible.

EMERGENCY COMMUNICATIONS

The City's 800 MHZ radio system is used for day-to-day operations in the Police, Public Works, and Parks Departments, and will be used for disaster operations. The Fire Department uses a VHF high-band conventional radio system that is used by all fire and ems agencies in Johnson County. This system will continue to be used by the Fire Department during disaster operations. Should this communications system fail, calls to the Fire Department for service may be received directly from the Police Department through the City's 800 MHZ radio system. The 800 MHZ radio system and/or Nextel phones will provide primary communications between all departments within the City during a disaster.

*** The ECC has established emergency procedures for use during a failure of the radio and/or computer aided dispatching systems. (See the Fire Department Emergency Operations Plan for additional detail)**

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, Wal-Mart, and HyVee Food Stores 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
 - Proclamation Extension – Greater than seven (7) days by Governing Body majority vote
 - Proclamation Termination – By Mayor or Presiding Officer
- (Blank forms are located in Appendix 2 and on the City's "common" computer drive)*

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 a 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.

PUBLIC INFORMATION

Any available form of media should be used whenever possible to broadcast critical and timely public information. EOC Command will assign a Public Information Officer (PIO) during any major emergency or disaster to coordinate the release of such information. **Any media release that also affects the county, metropolitan area, etc. should be coordinated with Johnson County Emergency Management and/or the Mid-America Regional Council (MARC).** For issues specific to Leawood, local television and radio stations can be contacted directly by the City's Public Information Officer. Press release forms can be found in *Appendix 5* and on the City's "common" computer drive. Media contact information can be found on the "common" computer drive or with the EOC supplies. **This information is for emergency use only and must be kept confidential.**

For help in dealing with public information issues, Appendix 4 of this plan contains Guidelines for Crisis Information Management, taken from Chapter 12 of the Kansas Local Emergency Managers Handbook.

Once a Public Information Officer (PIO) has been assigned, all requests for information must be directed to the PIO. City employees, department heads, and elected officials shall direct any citizen or member of the media to the PIO, who will coordinate all interviews, press releases, etc. The PIO may then ask for a spokesperson from specific departments or to represent the governing body. This will ensure that all public information is coordinated, appropriate, and accurate.

EMERGENCY SHELTER

During any disaster or major emergency in which the citizens of Leawood are displaced from their homes, the City will provide and/or coordinate emergency sheltering, whenever possible. The City has the ability to shelter approximately fifty (50) people in the lower level of City Hall. (*Cots & bedding are kept at Fire Station #3*) **The City may also provide emergency transportation to an emergency shelter.** If our ability to shelter displaced citizens is exceeded, they will be directed to other shelters in surrounding communities. For extreme situations resulting in large numbers of displaced persons, the county's emergency shelter plan utilizes area schools and the American Red Cross for shelter operations. To prevent a duplication of efforts and resources, any shelter operations in the City must be coordinated with outside agencies including the Mid-America Regional Council, Johnson County Emergency Management, and surrounding cities. **(See Johnson County Emergency Operations Plan for more information)**

WARNING SYSTEMS

Due to the unpredictable nature of Kansas weather, all City employees must continually monitor weather conditions and reports in order to be prepared to respond appropriately, to maintain the safety of the public and City employees, prevent damage to property, and optimize our ability to respond to requests for service.

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 3 for City Hall Evacuation/Severe Weather Plan*)

Telephone Calling System

A computerized phone calling system shall be maintained in both the Police and Fire Departments. This system can be used to send critical instructions or messages regarding severe weather, evacuations, and other hazardous conditions in the City. The system can telephone several homes per minute in a given area to relay critical information to the residents.

SEEKING SHELTER DURING SEVERE WEATHER

If personnel, vehicles, and/or buildings are under immediate threat of severe weather that may cause damage or injury, each supervisor must evaluate the potential risk before committing resources.

Seeking shelter inside a sturdy structure should always be your 1st choice during dangerous weather!

If possible, seek shelter **in a building**. Proceed to the basement or lowest level using the stairs. Without a basement, take cover in the center of the building, in a small room. Stay away from windows and avoid large wide-open areas. Remember, **lowest level, smallest room, center part**. Stay away from west or south walls, or areas that open in those directions.

If under attack from a tornado while driving, **immediately abandon the vehicle** and seek shelter in a structure or low-lying area. If caught **in a vehicle** during other dangerous weather such as lightning, hail, etc., remain inside the vehicle, and if possible, seek shelter on the leeward side (*out of the wind*) of a significant structure. If that isn't possible, point the vehicle away from the approaching storm, remain in your seat belt, and cover your head & face to avoid injury from flying glass.

If caught **outside** during dangerous weather such as a tornado, severe thunderstorm, downburst, etc., seek shelter in a low-lying area such as a ditch or culvert, or against the foundation of a building on the leeward side. (*out of the wind*) Stay away from trees, electrical lines/poles, fences, etc., that may attract lightning. Be alert for flash floods. Cover your face and head with your hands, coat, etc., to avoid injury from flying debris.

Any injuries or damage to City personnel and/or property resulting from a disaster or other major emergency must be thoroughly documented and reported to the Legal Department and/or the Human Resources Department, as appropriate. If necessary to maintain the integrity or security of any City owned building, Public Works may be contacted to assist with emergency repairs.

DAMAGE TO PUBLIC/PRIVATE PROPERTY

City employees shall make every effort to avoid damage to public and/or private property while responding to any call for service. However, in the event damage does occur, the employee shall immediately notify their supervisor with the status and location. If private property is involved, contact shall also be made with the owner as soon as possible. If the involved vehicle or equipment is responding to an emergency call, and there are no serious injuries, the employee should make contact with the owner if possible, and then proceed on the call if possible. If the involved vehicle or equipment is responding to a non-emergency call, the employee should make contact with the owner if possible, and then notify the appropriate law enforcement agency. In all cases, the exact details of the accident shall be thoroughly documented by all involved City personnel. If possible the accident scene and damage should be photographed as well.

Any damage to public or private property shall be reported as soon as practically possible to the Legal Department.

ORGANIZATIONAL STRUCTURES

This section details the organizational structures that will be used by the City of Leawood during and after a disaster or major emergency. As much as practically possible those structures should be the same as those used in normal operations.

INCIDENT MANAGEMENT SYSTEM (IMS)

All emergency incidents in the City will be controlled using an Incident Management System (IMS). The purpose of IMS is to provide a functional and effective organizational structure that directs the command and control of activities and personnel at emergency incidents. IMS provides a clear line of authority directed by a single **Incident Commander**, who will delegate assignments based on incident priorities and “span of control”.

In response to a large incident such as a major emergency or disaster, where several departments and/or agencies are involved, a **Unified Command** approach will be used. Unified Command is critical toward providing a successful outcome during and after the incident. In a **Unified Command** structure, the individuals designated by their jurisdictions, or by departments within a single jurisdiction, must jointly determine objectives, strategies, and priorities. These individuals come together in a single command area where decision-making can be a coordinated effort. There is still a single Incident Commander, which is usually from the department or jurisdiction with the greatest involvement, who has overall responsibility for the incident. Incident Command or Unified Command usually refers to the command structure in the field, involving outside agencies, but is conceptually the same as the Emergency Operations Center (EOC). The primary focus of the EOC will be to support operations in the field including the Incident Management structure.

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 Department:	14801 Mission Road
Police Department:	9617 Lee Blvd.
Parks & Recreation:	2004 West 104 th Street
Public Works:	14303 Overbrook Road

CITY EMERGENCY OPERATIONS CENTER (EOC)

The City Emergency Operations Center (EOC) may be activated when a disaster or major emergency exists, or may exist, that poses a severe threat to either large numbers of people or a large area. These events will require coordination between elected officials, City staff, and outside agencies, and will most likely result in a disaster declaration. They will also usually require the expertise and resources of outside agencies, both public and private. The management of such a disaster or major emergency is best accomplished through an EOC, as it provides a location and means by which designated personnel can make decisions and provide the resources necessary to support and/or control emergency disaster operations, including recovery.

The **Maple Room** in the lower level of City Hall has been designated as the City's Emergency Operations Center. Since the room is not physically set up as the EOC during day-to-day operations, the City Administrator, or his designee, will determine the appropriate level of activation and authorize the EOC to be set up if necessary. In any activation, the City Administrator, or his designee, will specify the required response from the EOC organizational chart, such as all EOC members and support personnel, primary EOC members only, etc. (*See Line of Succession below and EOC organizational chart in Appendix 6*)

If City Hall is uninhabitable, two (2) other locations have been designated as alternate sites for the EOC. They are the **Police Department Squad Room** and the **Fire Department Administration Offices**. If it is necessary to use an alternate site, EOC Command will determine the most appropriate location based on the situation.

Regardless of its location or physical setup, the purpose and concept of the Emergency Operations Center (EOC) remains the same, and the procedures identified in this plan must be utilized.

Notification & Communications

The **EOC Paging Group** on the Global Address List in Outlook will be used to make an EOC pre-alert or activation. The **EOC Paging Group** and the **EOC Mail Group** on the Global Address List in Outlook will also be used to facilitate communications regarding such issues as briefings, press releases, shelter operations, etc. During non-business hours or when computer networks are not operational, Police Communications must be contacted to make an EOC pre-alert or activation, and/or facilitate communications. All messages must be clear, concise, and specific with regards to activation levels, required actions or personnel, etc. **EOC Command should use every means possible to ensure that the communications link is maintained between Command and EOC members.**

Authority to Activate

Any EOC member who has specific information regarding a threat or potential disaster may send a Pre-Alert to EOC members and support personnel. Any EOC member may also recommend the activation of the Emergency Operations Center but the authority to activate the EOC is assigned to the City Administrator.

Activation Levels & Required Actions

All EOC members and support staff are required to carry and/or monitor their pager or Nextel phone at all times unless another department member has been designated as a temporary replacement in the EOC, or unless authorized by the City Administrator.

Pre-Alert

A Pre-Alert is used to alert EOC members and support personnel that the potential exists for a disaster or major emergency. The Pre-Alert may be given to advise EOC members and support personnel regarding issues that have a high potential for causing a disaster or major emergency, such as a winter storm warning, tornado warning, increased terrorism alert, etc.

Required Action: Depending on the circumstances, EOC members may choose to alert additional personnel in their department, however no other action is necessary.

Level I Activation

A Level I activation can be used for any disaster or major emergency that has a significant impact on either a large area, or a large number of people. EOC Command will direct emergency operations from City Hall or another location without physically setting up the Emergency Operations Center in the Maple Room. This will allow individual departments, who may not be directly involved, to continue near normal operations during the activation.

Required Action: All EOC members are required to contact EOC Command, by phone or in person, to report status and receive direction. Members may be advised to call Extension 299 to leave information and/or listen to a recorded message. **All EOC support personnel will contact their Department Head to receive direction unless such direction has been pre-determined.** EOC members should then activate their department emergency procedures and proceed as directed.

Level II Activation

A Level II activation can be used for any disaster or major emergency that has a significant impact on either a large area, or a large number of people, **and it is essential to bring all EOC members and support staff together in one location.**

Required Action: The EOC will be set up in the Maple Room and all EOC members are required to report to the EOC immediately, unless otherwise directed by EOC Command. **All EOC support personnel will contact their Department Head to receive direction unless such direction has been pre-determined.** If EOC members or support personnel are unable to make contact, they should report immediately to the EOC or other pre-determined location.

EOC Setup

The EOC is not physically set up during day-to-day operations but can be put into place quickly by responding EOC members, or other designated personnel. The Deputy Fire Chief is responsible for maintaining the operational readiness of all EOC supplies, which are kept in the Walnut Room closet in portable containers. Information Services maintains a communications plan that details the setup of telephones, computers, fax machines, etc. for the EOC. Tables and chairs are located in the Oak Room closet and televisions are located on rolling carts in the lower level hallway. As EOC members and support personnel arrive, they will begin to set up the EOC according to the EOC floor plan, and then follow procedures as outlined in the EOC Operation Checklist. *(See Appendix 7 for the EOC floor plan and Appendix 8 for the EOC Operation Checklist)*

Security

It is critical that the Emergency Operations Center and its members are secure from intrusions and/or distractions at all times. Whenever available, the Municipal Court **Warrant Officer** is responsible for EOC security. At other times, the Police Department will be utilized to maintain security, if necessary. All EOC members and support personnel are required to carry and present their EOC identification card when entering any restricted area, including the Emergency Operations Center.

Requests for Service

Any request for service as a result of the disaster or major emergency must be handled in a timely and professional manner. Information Services will be responsible for setting up a call taking structure that allows calls to be answered by designated call takers at various extensions. The Human Resources Department is responsible for providing call takers beginning with the switchboard operator, and expanding as necessary. These call takers will use the **Service Request Form** to document all requests. *(Forms are located in Appendix 9, in the Walnut Room closet with EOC supplies, or on the “common” computer drive)*

Depending on the number of calls, a **Request Controller** may be designated by EOC Command and is responsible for:

1. Coordinating all requests for service that are received.
2. Assigning requests to the appropriate department.
3. Updating EOC wall status boards with any information that affects more than one department, or the City as a whole. Examples: roads closed or obstructed, shelters opened, areas evacuated, etc. If the EOC is not set up in the Maple Room, the Request Controller will post informational updates using the EOC Mail Group and/or EOC Paging Group.

To ensure that each request is handled in the most effective and efficient manner, all requests for assistance should flow through the Request Controller. Any request that comes directly to a department should be copied to the Request Controller to ensure coordination, proper documentation, and to prevent duplication.

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

This section outlines and assigns the responsibilities necessary for the City of Leawood to function during and after a disaster or major emergency.

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).

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.

No employee shall be relieved or dismissed from duty without approval from EOC Command, regardless of inclement weather, the closing of public buildings, etc.

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:

1. Maintaining current personnel rosters and lines of succession that provide for continuous leadership and authority during emergency operations, including EOC operations.
2. Maintaining a department emergency operations plan (EOP) or annex that will interface with the City EOP.

3. Negotiating, coordinating, and preparing automatic and mutual aid agreements, as appropriate, with surrounding jurisdictions.
4. Identifying emergency sources of critical equipment and/or supplies.
5. Securing and maintaining primary and secondary communications systems.
6. 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.
7. Providing for the protection of all department records, facilities, and equipment.
8. Providing emergency operations procedures as necessary to protect emergency response personnel.
9. Ensuring that all personnel are adequately trained to implement City and Department Emergency Operations plans and/or annexes in a disaster or major emergency.
10. Maintaining procedures detailing how the department intends to handle large volumes of calls for service, in a disaster or major emergency.

(See Appendix 10 for Department organizational charts)

EOC MEMBERS & SUPPORT STAFF

EOC members and support staff are responsible for immediately responding to all EOC activations as previously outlined in this plan, unless a replacement has been designated, or approval has been received from the City Administrator. The City Administrator commands the Emergency Operations Center and will make all major policy decisions and advise elected officials as necessary. Each EOC member, or their designee, will consult with EOC Command before implementing any major department action or releasing department personnel. Specific responsibilities for EOC members are outlined below. **(A (P) indicates primary EOC members and an (S) indicates support personnel. All other personnel on the EOC organizational chart are secondary members)**

It is critical to the success of any disaster operation that EOC Command, members, and support staff maintain a line of succession at all times that ensures EOC representation.

EOC COMMAND

Line of Succession

City Administrator
 Fire Chief*
 Police Chief*
 City Attorney*
 Information Services Director*

- **These personnel are responsible for notifying the City Administrator if unavailable to respond to any disaster or major emergency in the City of Leawood.**

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)

Planning & 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 Planning & 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.

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)

Neighborhood Services Administrator

1. Provide EOC Command with current department status reports.
2. Provide coordination between field operations and the EOC.
3. Coordinate resource support for Neighborhood Services operations.
4. Assist the Fire Department with non-emergency calls for service, as necessary.

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
PL	Planning & Development	FD	Fire Department	PW	Public Works
IS	Information Services	NS	Neighborhood Services	FN	Finance
HR	Human Resources	PD	Police Department	MC	Municipal Court

RESPONSIBILITY	AD	FN	IS	HR	PL	PR	FD	PW	PD	NS	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/Infrastructure Inspection					S			P		S		
Damage Assessment					S			P		S		
Mapping/Appraisal					O							
Facilities/Equipment Maintenance								O				
Utilities Management								O				

**STATE OF LOCAL DISASTER EMERGENCY
FOR THE
CITY OF LEAWOOD, KANSAS**

WHEREAS, on the _____ day of _____ 20____, I find that _____ has caused, or threatens to cause widespread or severe damage in the City of Leawood, Kansas, and

WHEREAS, such conditions hinder and endanger the health, safety, and welfare of persons and property within the City of Leawood, Kansas,

NOW, THEREFORE, I, _____, Mayor of the City of Leawood, Kansas, by virtue of the authority vested in this office by K.S.A. 48-932, do hereby PROCLAIM that a State of Local Disaster Emergency exists.

I DO FURTHER PROCLAIM that the area within the City of Leawood, Kansas covered by this proclamation is: _____.

I DO HEREBY INVOKE any and all rights and/or powers to perform such functions as are vested in this office by and through the provisions of the Kansas Emergency Preparedness Act.

I DO HEREBY PROCLAIM that this proclamation shall remain in effect for a period of seven (7) days from this date unless terminated earlier or renewed by consent of the Governing Body.

IN WITNESS WHEREOF, I, _____, Mayor of Leawood, Kansas, have hereunto affixed by signature as such Mayor on this _____ day of _____, 20____, at _____ o'clock __M.

CITY SEAL

**Mayor
City of Leawood**

ATTEST:

City Clerk

**EXTENSION OF A PROCLAMATION OF A
STATE OF LOCAL DISASTER EMERGENCY
FOR THE
CITY OF LEAWOOD, KANSAS**

WHEREAS, on the ____ day of _____ 20____, a Proclamation was issued declaring a State of Local Disaster Emergency within the City of Leawood, Kansas, and

WHEREAS, the condition caused by the _____,
for which a State of Local Disaster Emergency was declared, has not been abated, and

WHEREAS, on the ____ day of _____ 20____, the Governing Body consented to a continuance of the Proclamation of a State of Local Disaster Emergency,

NOW, THEREFORE, I, _____, Mayor of the City of Leawood, Kansas, by virtue of the authority vested in this office by K.S.A. 48-932 do hereby extend for _____ days, beyond the initial period, a State of Local Disaster Emergency, unless terminated earlier or renewed by consent of the Governing Body.

I DO FURTHER PROCLAIM that the area within the City of Leawood, Kansas covered by this extension is: _____
_____.

IN WITNESS WHEREOF, I, _____, Mayor of Leawood, Kansas, have hereunto affixed by signature as such Mayor on this ____ day of _____, 20____, at _____ o'clock__M.

CITY SEAL

**Mayor
City of Leawood**

ATTEST:

City Clerk

**TERMINATION OF A PROCLAMATION OF A
STATE OF LOCAL DISASTER EMERGENCY
FOR THE
CITY OF LEAWOOD, KANSAS**

WHEREAS, on the ____ day of _____ 20____, a Proclamation was issued declaring a State of Local Disaster Emergency within the City of Leawood, Kansas, and

WHEREAS, the condition caused by the _____, for which a State of Local Disaster Emergency was declared, has been abated,

NOW, THEREFORE, I, _____, Mayor of the City of Leawood, Kansas, do hereby proclaim that the State of Local Disaster Emergency hereto declared on the ____ day of _____, 20____, be and the same is hereby terminated.

IN WITNESS WHEREOF, I, _____, Mayor of Leawood, Kansas, have hereunto affixed by signature as such Mayor on this ____ day of _____, 20____, at ____ o'clock ____ M.

CITY SEAL

**Mayor
City of Leawood**

ATTEST:

City Clerk

LEAWOOD CITY HALL

PROCEDURES FOR EMERGENCY EVACUATION OR SHELTER DURING SEVERE WEATHER

RATIONALE

The purpose of this plan is to:

- 1) Outline procedures for evacuating City Hall in case of fire, bomb threat, hazardous materials incident, or any other hazardous condition that would threaten the welfare of those occupying the building.
- 2) Outline procedures for seeking shelter in the event that severe weather, tornado, or other natural disaster threatens City Hall or the surrounding area.

SCOPE

This plan applies to all City employees, elected and appointed officials, and members of the public who are occupying City Hall during an emergency that requires evacuation from the building or shelter from severe weather.

RESPONSIBILITY

It is the responsibility of each employee occupying City Hall, on a permanent or temporary basis, to become familiar with and follow the procedures set forth in this plan. This will ensure the safe and rapid movement of all occupants in the event of an emergency. *It is the responsibility of the Fire Department to periodically review and test this plan, as necessary.*

EMERGENCY NOTIFICATION PROCEDURES FOR CITY HALL

- Whenever threatening weather conditions exist in the Kansas City metropolitan area, all City employees should pay close attention to radio broadcasts and outdoor warning sirens. **Each quadrant and the lower level of City Hall are equipped with a NOAA weather radio and an emergency flashlight.**
- Upon receiving critical weather information from Police, Fire, or Public Works Departments, or the NOAA weather radio, the switchboard operator should keep City Hall occupants informed using Extension 799. **Any employee working at the front reception area should be familiar with emergency instructions and procedures, which are posted at the front counter.**

- Upon receiving notification of the need to evacuate City Hall, or that City Hall is under the immediate threat of severe weather, the switchboard operator shall immediately:
 - Activate the building intercom system using Extension 799. If the phone system is not operational, the switchboard operator shall send any available employees to notify each quadrant of the emergency.
 - Broadcast the following message twice:
 - For the Need to Evacuate - *“This is an emergency. All occupants of City Hall please evacuate the building immediately and move to the area of the flagpole on the street side of City Hall. This is an emergency.”*
 - For Severe Weather - *“This is an emergency. City Hall is under the threat of severe weather. All occupants please move to the Terrace Level as quickly as possible. This is an emergency.”*
 - Advise any available employees to check the breakroom and all restrooms since these areas will not hear the intercom system.
 - Notify the Library at 344-0252 of the threat to City Hall and/or the surrounding area. *If the phones are not working it may be necessary to send someone to notify the Library.*
 - Evacuate the building and proceed to the flagpole on the street side of the building, or proceed to the Terrace Level, depending on which emergency exists.

EVACUATION OF CITY HALL

The employee who first notices the need to evacuate the building is responsible for notifying the switchboard operator and then calling **911**. ***Do not attempt to notify Fire or Police using City extensions. To ensure the correct response in the shortest time, use 911.***

Everyone in the building shall evacuate immediately after the evacuation announcement is made or the fire alarm is sounded using the following routes:

Do Not Use The Elevator

1st Floor/West - West stairwell to west exit door or lobby area to front door

1st Floor/East - East stairwell to east exit door or lobby area to front door

2nd Floor/West - West stairwell down to west exit door or center stairs down to front door

2nd Floor/East - East stairwell down to east exit door or center stairs down to front door

Terrace Level – Doors on north side of lobby or west stairwell up to west exit door

The senior member present in each department shall ensure that everyone, including members of the public visiting their department, is evacuating the building.

Upon exiting a room or part of the building, be sure that all doors remain closed.

Everyone should immediately gather at the flagpole on the street side of City Hall.
The senior member of each department shall report the status of all department employees and/or citizens to the City Administrator, or his designee.

DO NOT RE-ENTER after leaving the building!

The City Administrator, or his designee, shall report the status of all occupants to the first arriving emergency responder.

Everyone shall remain outside the building until the Public Safety official in charge of the incident declares that it is safe to return to the building.

SEVERE WEATHER

- When information becomes available that City Hall is under threat from imminent severe weather, the switchboard operator will be notified. A message advising all occupants to seek immediate shelter shall be broadcast using Extension 799 and the Library will be notified at 344-0252.
- Everyone in the building shall proceed to the Terrace Level in a calm and orderly manner using their evacuation routes.

Do Not Use The Elevator

- The senior member present in each department shall ensure that everyone, including members of the public visiting their department, proceeds to the Terrace Level.
- Upon arrival in the Terrace Level, the senior member of each department shall report the status of all department employees and/or citizens to the City Administrator, or his designee.
- Everyone should gather in the main hallway. ***Stay away from windows.*** If necessary take a protective profile i.e., a sitting position with forearms and hands covering exposed head areas.
- When the threat is over, employees will be given instructions from the City Administrator, or his designee.

Media Relations-Managing The Hype And Political Pressures

GUIDELINES FOR CRISIS INFORMATION MANAGEMENT

Emergency Management, in general, relies largely on information management functions. During times of crisis, however, that link is accentuated due to the public's need to know, the media's desire for accurate, reliable information. Establishing a good relationship with the local media organizations before a disaster strikes, is a key goal toward an effective emergency public information structure, the media can be a positive force and can assist with:

- Providing pre-disaster, emergency preparedness education
- Warning citizens of an impending or on-going emergency
- Providing information and advice to victims and others
- Activating emergency response
- Facilitating effective recovery activities
- Public information professionals must be a part of all crisis information plans, however, other staff must be able and willing to contribute to the process of information dissemination through briefings, preparation of fact sheets and news releases etc.
- The media are prime transmitters of emergency information. They play a critical role in setting agendas and in determining outcomes. The media are generally more interested in politics than risks, more interested in danger than in safety.
- Be open and accessible to reporters. Respect their deadlines. Provide information tailored to the needs of each type of media, such as graphics and other visual aids for television. Provide background material for the media on complex risk issues. Follow-up on the ir stories with praise or criticism, as warranted. Try to establish long-term relationships of trust with editors and reports.
- The media and general public must be able to access official information from a credible source. Confusion and conflict results from release of information from more than one location. Speak with one voice.
- Share with the media the Hazards Analysis and Vulnerability Assessments conducted in the jurisdiction. Let them know that you are award of the possible threats, and have taken steps to coordinate the response to a disaster of that nature.
- Established and defined communications channels (both internal and external) must be activated for information to be disseminated to the media. Public information communications must be separate from operational communications.
- Official feedback channels should be established; i.e. public information staff should be able to monitor media reports and public perception of the event(s) and response activities.

- Internal information clearance (for release) should ensure the accuracy of information and its timely release.
- Public information staff should be able to authenticate or deny news stories per public queries without delay.

Dealing with the Media

DO'S AND DON'T'S FOR SPOKESPERSON

DO

- ✓ Ask who will be asking the questions
- ✓ Ask which topics they want to cover
- ✓ Caution them that you are not the right person to interview if there are topics you cannot discuss due to lack of knowledge, litigation, etc.
- ✓ Ask how long the interview will be and what the format will be
- ✓ Ask who else will be interviewed

DON'T

- ✓ Tell the news organization which reporter you prefer to work with
- ✓ Ask for specific questions in advance
- ✓ Insist that they promise not to ask about certain subjects
- ✓ Demand that your remarks not be edited
- ✓ Insist the reporters do not interview an adversary

Prior to Interview/News Conference

DO

- ✓ Obtain accurate information and be completely honest
- ✓ Decide what you want to say, and check to make sure you have the appropriate information

DON'T

- ✓ Try to fool the reporters and the public
- ✓ Believe you know it all
- ✓ Do not attempt to add humor to the message
- ✓ Do not make promises

During the Questions and Answer Session

DO

- ✓ Be honest and accurate. Your credibility depends on it
- ✓ Stick to you key points
- ✓ Lead, Take charge
- ✓ Raise your key messages
- ✓ Offer to find out information you don't have
- ✓ Explain the subject
- ✓ Avoid exaggeration and speculation
- ✓ Be aware of sensitive issues

- ✓ Stress the facts
- ✓ Explain the context
- ✓ Be forthcoming to the extent you've decided beforehand
- ✓ Give a reason if you can't talk about the subject
- ✓ State your points emphatically
- ✓ Correct big mistakes by stating that you did not give an adequate answer, and you would like a change to clear up the confusion
- ✓ Remember the media is interested in "What? When? Where? Who? How? And Why?"
- ✓ Stress any heroic efforts by individual responders
- ✓ Emphasize what is being done to address problems
- ✓ State your conclusions first to get your main point across, then back them up with the facts
- ✓ Try to be as open with the media as possible
- ✓ Do Stick to the facts. Answer the questions in a manner that will get your point across if the questions have deviated from the issue

DON'T

- ✓ Don't lie
- ✓ Don't improvise
- ✓ Don't react passively, but don't be overly aggressive or rude
- ✓ Don't dwell on negative allegations
- ✓ Don't guess because if you are wrong your credibility will be shot
- ✓ Don't use jargon. Using technical terms (such as military or police idioms) confuses the public or leads them to think you are hiding something
- ✓ Don't risk actions that may be found offensive at this time
- ✓ Don't Ethnic labels, and other inappropriate terms or disparaging characterizations of groups of individuals involved in the disaster may result in negative perception of the message you intend to deliver
- ✓ Don't discuss hypothetical questions
- ✓ Don't assume the facts speak for themselves
- ✓ Don't decide to reveal something that is confidential without considering its implications
- ✓ Don't dismiss a question with "No comment."
- ✓ Don't ask reporters for their opinions
- ✓ Don't demand that a botched answer not be used
- ✓ Don't be afraid to say that you don't have the answers to each of those questions at the present time
- ✓ Don't stress any individual errors or negligence
- ✓ Don't estimate monetary damages insurance coverage, etc
- ✓ Don't let your message get lost in the details
- ✓ Don't give one reporter exclusive information

After the Question and Answer Session

DO

- ✓ Remember, what you say is on the record
- ✓ Remember, it's all on the record
- ✓ Be careful around microphones and tape recorders
- ✓ Correct any mistakes you made in the Questions and Answer Session
- ✓ Volunteer to get additional information reporters needed
- ✓ Tell reporters to telephone if they have any questions about something you said
- ✓ Volunteer to be available if a reporter wants to go over something with you

- ✓ Call reporters in stories appear that are inaccurate, politely point out what is wrong

DON'T

- ✓ Don't assume interviews/conference is over
- ✓ Don't insist that some comment will now be out "off the record."
- ✓ Don't assume that a microphone is ever off
- ✓ Don't let sleeping dogs lie
- ✓ Don't ask, "How did I do?"
- ✓ Don't ask a reporter to show you a copy of the story in advance of publication or broadcast so you can correct it
- ✓ Don't call the reporter's boss to complain without first speaking to the reporter

Five Most Frequent Interview "Failures"

1. **Failure to take charge.** The spokesperson must be a leader. His/her role is not just to answer questions, but also to disseminate information.
2. **Failure to anticipate questions.** Don't just concentrate on assembling the factual details. Prepare for obvious questions. Remember, the public wants to know "Is it safe?"
3. **Failure to develop key message.** This is your opportunity to communicate with the public. Make sure you can take advantage of it by having your organization's message prepared and ready for use.
4. **Failure to stick to the facts.** Speculating or answering hypothetical questions can get you into trouble. Avoid "what if" questions by confining your answers to what is known.
5. **Failure to keep calm.** By not letting questions get under your skin, you will show a willingness to cooperate with courteous journalists, and convey an impression of candor. Keep cool.

Preparing for the Interview

1. **Learn who your audience is,** what issues they are concerned about. When the journalist or reporter calls to schedule the interview there are several items you should discuss:
 - Ask them how much they know about the issues. Take this opportunity to give them a brief background, or if they don't have the time, offer to send them some written materials, if the reporter does not have time to discuss the issues or background, you should take the opportunity to inform them, and their audience, during the interview.
 - Learn from the reporter what issues their audience is most concerned about. Often this will give you insight into what issues you need to be prepared to deal with. If the reporter does not give any guidance, take the opportunity to suggest areas that you will cover in the interview. If the reporter has little knowledge on the topic they will welcome your input.
 - Learn how much time you will have to explain the position of your county and your agency. Use that information in preparing for the interview.

2. **Decide what it is you want to convey and how much time you'll have to do it.** Think through the logical explanation about the agency, jurisdiction, how the current position was arrived at, and the actions taken to deal with the situation both now and in the future. Be prepared to answer criticism that the agency should have known of the hazards earlier, or taken action more quickly. At the same time, be prepared to respond to criticism that the county, or agency are overreacting to the situation. You must present a reasonable approach to dealing with the disaster/hazard, based on factual, credible information.
3. **Learn what others are saying about the risk so that you can defend the actions of your agency's position.** If presented with the statements about the environmental impact, be prepared to reconcile those statements with the local response, and your agency's actions.
4. **In dealing with disasters involving technological hazards, be familiar with the various exposure routes that could lead to risk, and those that would not.** If you do not have the information requested, do not hesitate to offer to find it, or to refer the question to the appropriate organizations (industry, local or state government agency).
5. **Prepare yourself to represent your agency or county, regardless of your own position.** Your audience will assume that you are the spokesperson. Any concern you may have should be discussed internally.

Tips on Dealing with the Media:

Some general assumptions can be made when dealing with the media:

- o Environmental risk is not a big story
- o Politics is more newsworthy than science
- o Reporters cover viewpoints, not facts
- o Reporters try to personalize the story
- o Claims of risk are usually more newsworthy than claims of safety
- o Reporters do their jobs with limited expertise and time

Non-Verbal Communication

When trust is low and concerns are high, non-verbal communication:

- o Provides up to 50-75% of the message content
- o Is intensely noticed
- o Is often interpreted negatively
- o Overrides verbal communication

Television

- o Television is said to be an emotional medium. Use the opportunity. Remember, you are the expert, and "news people, are people." Talk to them.
 - ✓ Viewers will often forget that content of your message but remember your style-how you looked, how you behaved, and the quality of your voice.
 - ✓ Check your appearance, and then forget it. Concentrate on the question asked.

- ✓ The way you are perceived on television is frequently quite different from the way you are accepted in person.
- ✓ Look straight ahead. Concentrate on the questions being asked. Be aware of any bad information built into the questions. If it's incorrect, correct it!
- ✓ Answer the questions in as brief a way as possible without being short, reticent or no communicative. Don't be glib or attempt to add a light touch.
- ✓ Your attitude should be open, friendly and helpful. Use "people talk." Don't attempt to change your voice or sound differently.
- ✓ Start any emergency statement with a direct-calmly expressed sentence about what is happening or expected to happen. Immediately follow with a description of what authorities have done in response.
- ✓ If you cannot control your anger or keep your voice in check during times of stress, have someone else act as spokesperson for most of the media presentation. Remain available for answering questions that the spokesperson cannot.
- ✓ Don't talk down to the public; they'll know it and resent it.

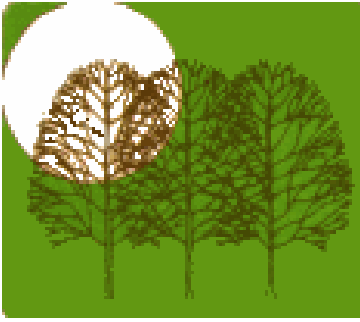
Newspaper and Radio

- ✓ Be candid, be honest- if you give a reporter any reason to be suspicious of your integrity, he/she will find a way to trip you up.
- ✓ Reporters may take your words out of context. Remind him/her that you want accuracy and fairness more than you want attention.
- ✓ Be prepared. Be ready to provide expert opinion to a non-expert and provide in the easiest possible way for him/her to understand it.
- ✓ Think of the public's interest in your story- that's usually the way a reporter looks at it.
- ✓ Don't risk off-the-record comments. The reporter's ground rules may not be the same as yours.
- ✓ Whatever you think is the most important is what you should say first, put people issues first. That's what is mostly likely to be quoted.
- ✓ Keep calm- don't lose your cool. If you lose your temper, that will be the story, not the substance of what you said.
- ✓ If a question offends you or distorts the subject, ask the reporter to reword it, or reword it yourself.

- ✓ Be prepared to deal with reporters individually rather than in groups. You'll be better able to control the substance of what you say. But, be prepared to conduct mass conferences, if the incident warrants.
- ✓ Establish fair and uniform rules. These will be followed if enforced. Reporters can wait for an aspect of the story as long as no one is getting it ahead of them.
- ✓ Establish good access for your media spokesperson and insure that he/she remains fully informed so that he/she has credibility.

Telephone Interviews

- ✓ When a reporter calls, assume he/she wants information that will be published or recorded and broadcast. Always assume you are "on the record." Be aware that phone interviews are most likely recorded from start to finish.
- ✓ Establish whom you are talking to
- ✓ Establish what the information is for
- ✓ What are deadlines the reporter has to meet?
- ✓ Check reporter's knowledge...Listen! Then...fill in the background, answer the questions, or find out and call back.
- ✓ If the questions are asked in such a way that they are deviating from the issue, respond, making sure you get your point across
- ✓ Put people issues first
- ✓ If you can't answer, explain why. If possible, get someone who can help
- ✓ Always keep callback promises, provide references and/or research the material.



City of Leawood
4800 Town Center Drive
Leawood, Kansas 66211

Media Release

Date:

Time:

Summary:

Media Contact

Name:

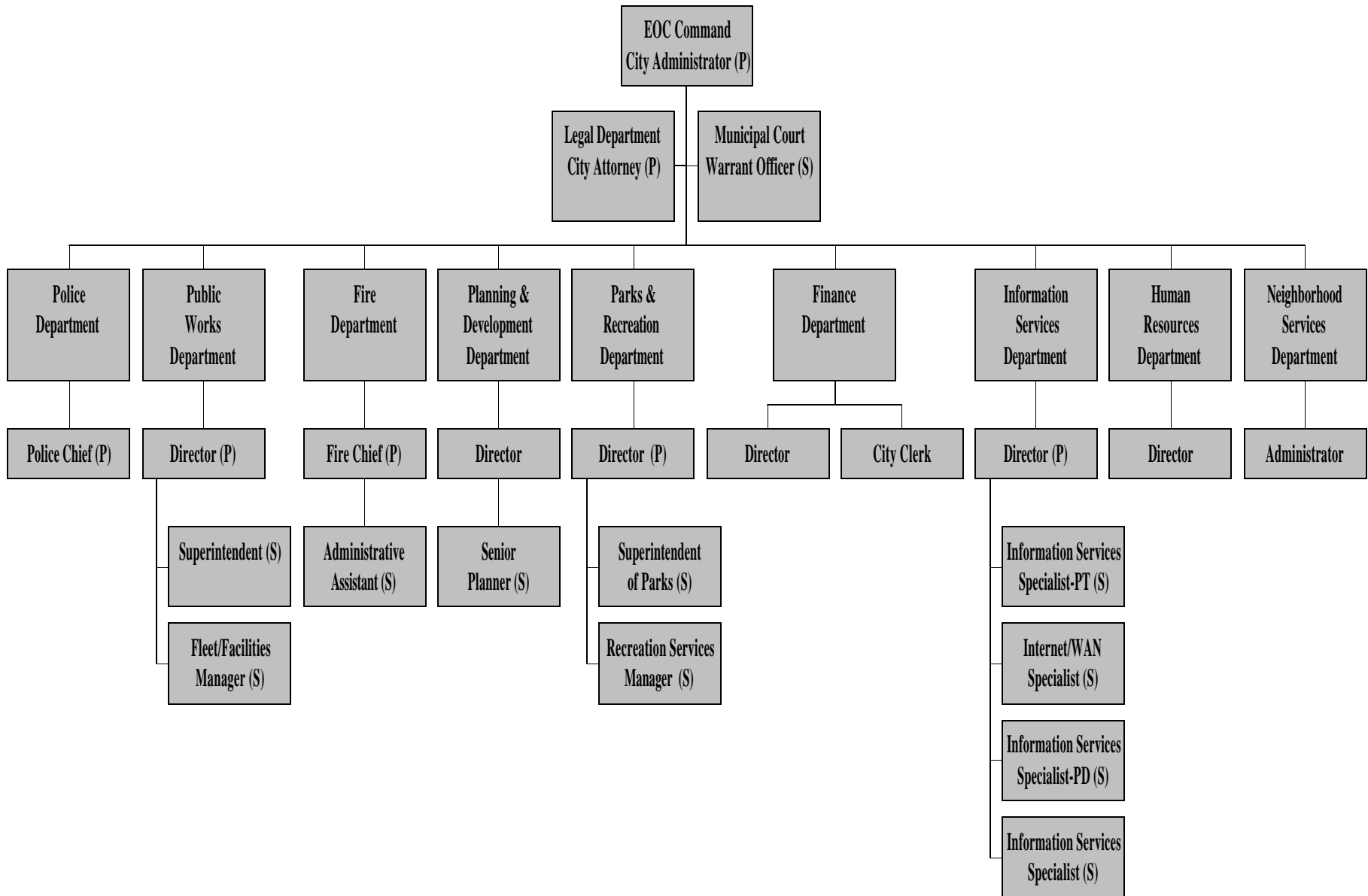
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Office #:

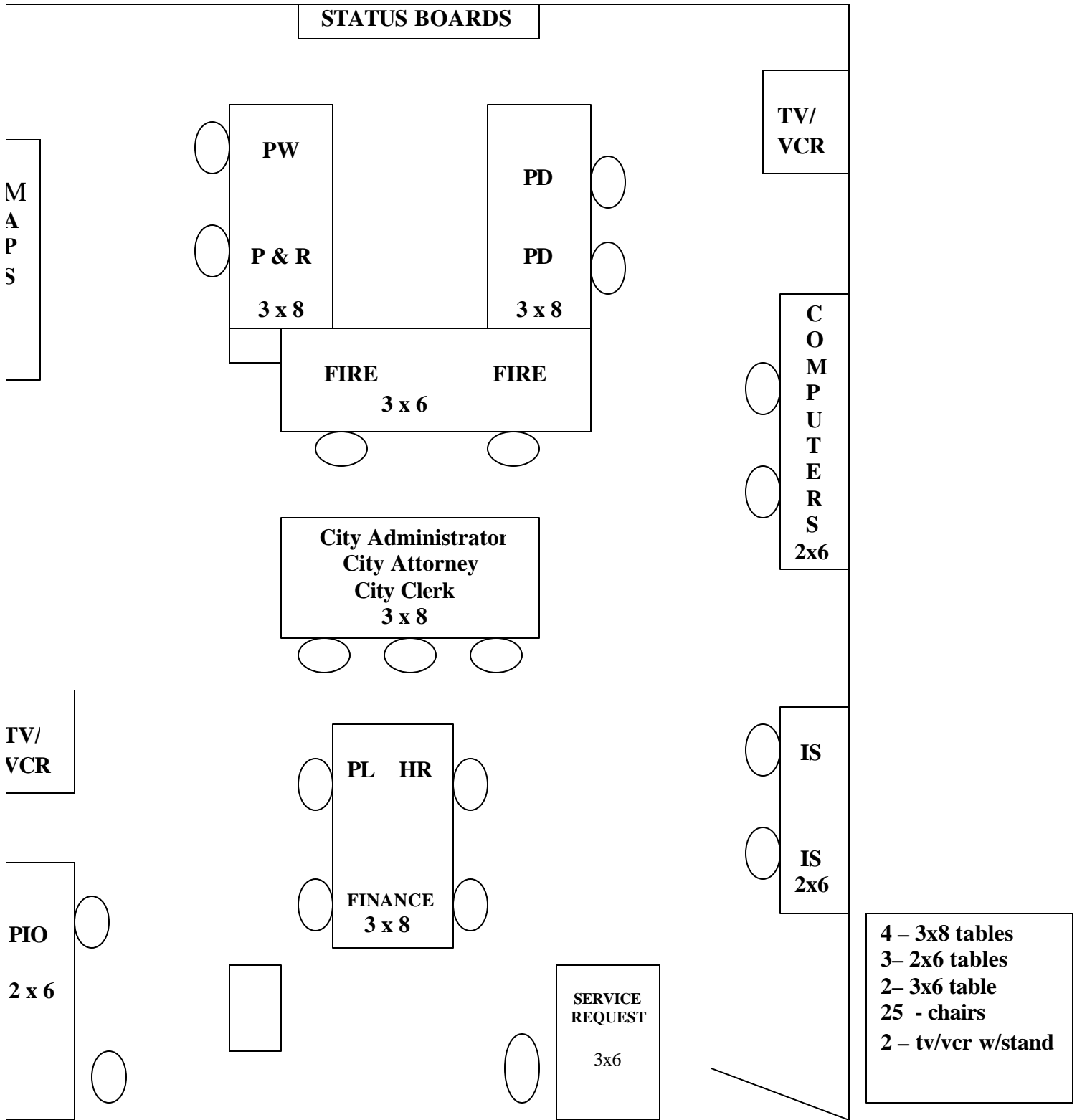
Cell #:

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**CITY OF LEAWOOD
EMERGENCY OPERATIONS CENTER (EOC)
MAPLE ROOM**



EOC OPERATION CHECKLIST

The following guidelines should allow the EOC to be set up and functional in the Maple Room, in a timely manner. Obviously certain departments or individuals are better qualified to handle specific items on this checklist. However, in a disaster or major emergency, the reality is that we never know who will be able to respond or in what order they will arrive at the EOC. Therefore, it is critical that all EOC members be familiar with these responsibilities:

Evaluate safety, security, and stability of the EOC.

- ❑ Is the building damaged?
 - ❑ Is the building secure?
 - ❑ Is PD needed for security?
 - ❑ Is the EOC adequately staffed?
 - ❑ Initiate additional calls if necessary
 - ❑ Check Extension 299 for messages
- (See IS Emergency Operations Procedures for pass code)**

Evaluate and secure adequate power supply.

- ❑ Does the building have electricity?
- ❑ Does the EOC have electricity?
- ❑ Is the emergency generator functional?

(Based on the above consider a back up EOC)

Set up the EOC according to the floor plan.

- ❑ As EOC members and support staff arrive they will begin to set up the EOC as needed according to the floor plan in Appendix 6 of the City EOP.

Evaluate and secure effective communications.

- ❑ Plastic containers in Walnut Room closet marked “EOC Supplies” contain a key to the radio room, IS Emergency Operations Procedures, telephones, etc.

Evaluate and secure adequate supplies for EOC operation.

- ❑ Plastic containers in Walnut Room closet marked “EOC Supplies” contain clerical supplies, flashlights, radio, vests, extension cords, etc.

Evaluate and secure other utilities.

- ❑ HVAC systems working?
- ❑ Drinking water available?
- ❑ Restrooms/showers working?

Assign a Public Information Officer (*EOC Command*)

Assign an EOC Request Controller if necessary (*EOC Command*)

Assess the Problem/Incident. (*EOC Members*)

Assess available resources. (*EOC Members*)

Identify needs. (*EOC Members*)

Contact elected officials and outside agencies as necessary.

- ❑ County EOC? (FD)
- ❑ Mayor/Governing Body? (*EOC Command*)
- ❑ Disaster declaration? (*EOC Command*)

Coordinate City emergency actions. (*EOC Command*)

Consider extended EOC operation.

- ❑ Food/Water?
- ❑ Relief personnel?
- ❑ Sleeping arrangements?

Re-evaluate (*EOC Members*)

EMERGENCY OPERATIONS CENTER (EOC) SERVICE REQUEST

To be completed by the call taker and forwarded to the appropriate department or EOC request controller, if assigned.

Time: _____ Date: _____ Call Taker: _____

Name: _____ Phone #: _____

Address/Location: _____

Request Detail: _____

To be completed by the call taker or EOC request controller, if assigned, and forwarded to the appropriate department.

Department Assigned: _____ Time: _____ Date: _____

**To be completed by the department and then returned to the EOC request controller.
If the request comes directly to the department, forward a copy to the EOC request controller.**

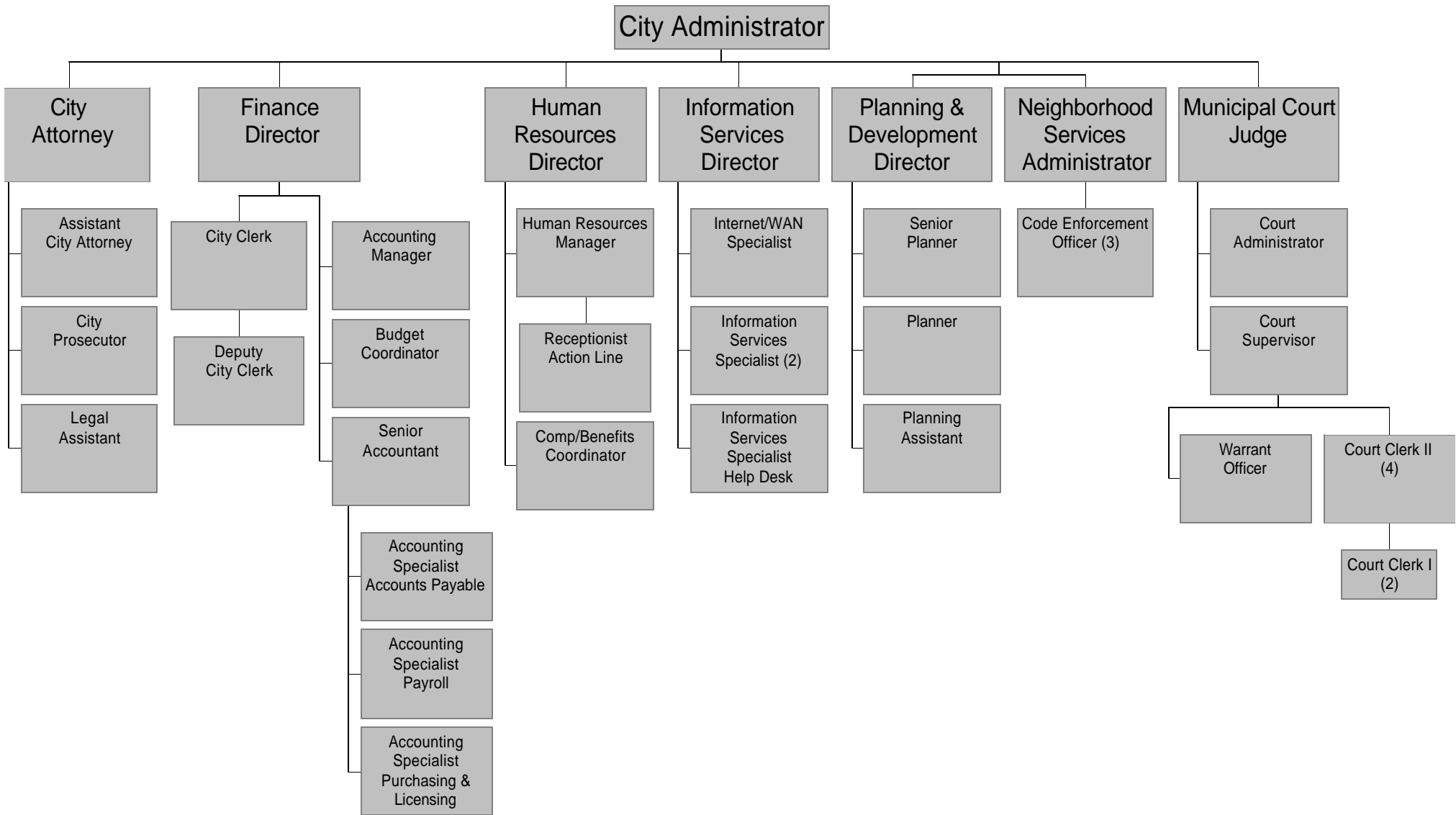
Assigned To: _____ Time: _____ Date: _____

Action Taken: _____

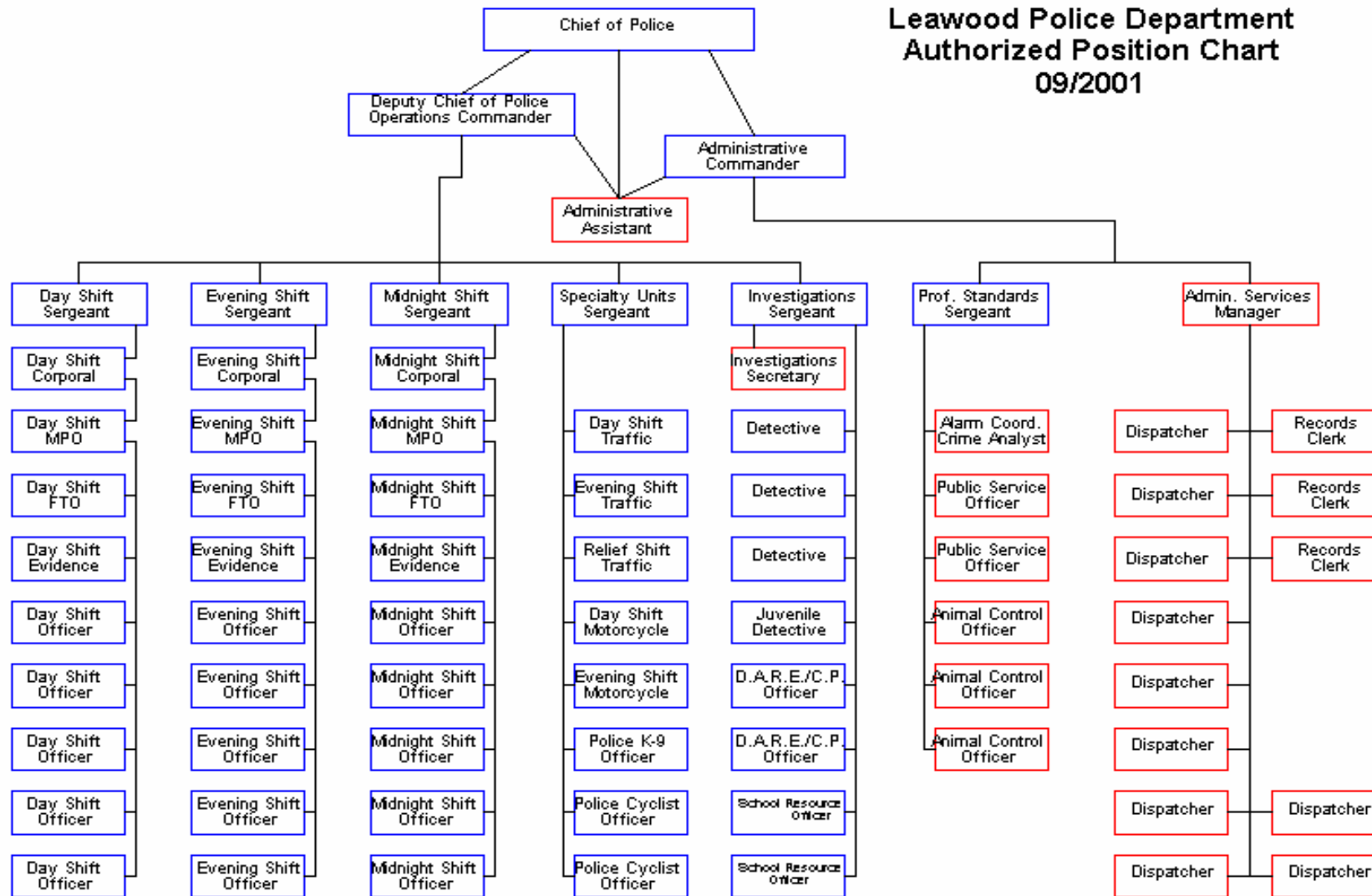
Completed: Yes No Time: _____ Date: _____
(Circle one)

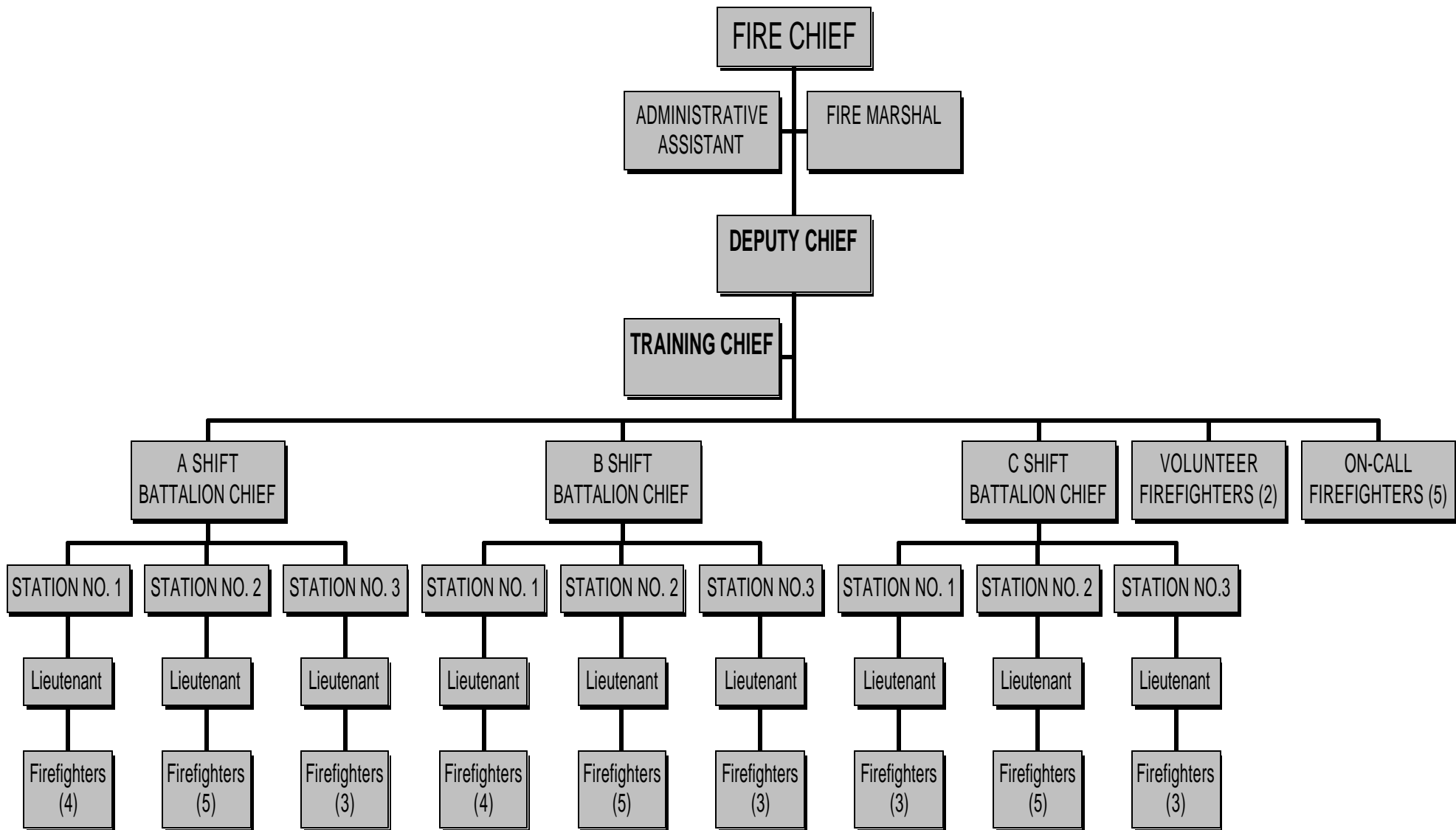
Explain: _____

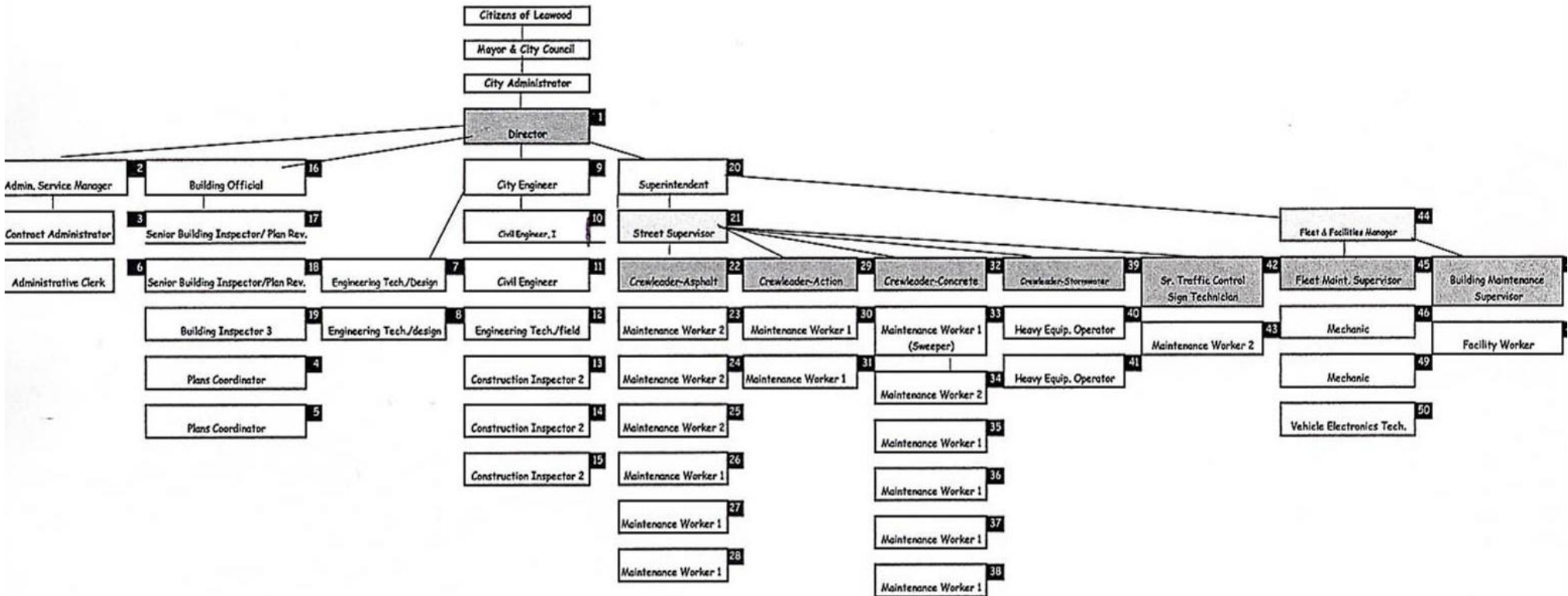
After a service request has been completed, update status boards and/or EOC mail group if necessary, and then forward completed forms to the EOC or other designated location. Copies should be kept for all service requests.



Leawood Police Department Authorized Position Chart 09/2001







LEAWOOD, KANSAS
 PUBLIC WORKS DEPARTMENT
 EOP - Appendix 1
 ORGANIZATIONAL CHART
 as of 3/26/2003

PARKS AND RECREATION DEPARTMENT 2003 ORGANIZATIONAL CHART

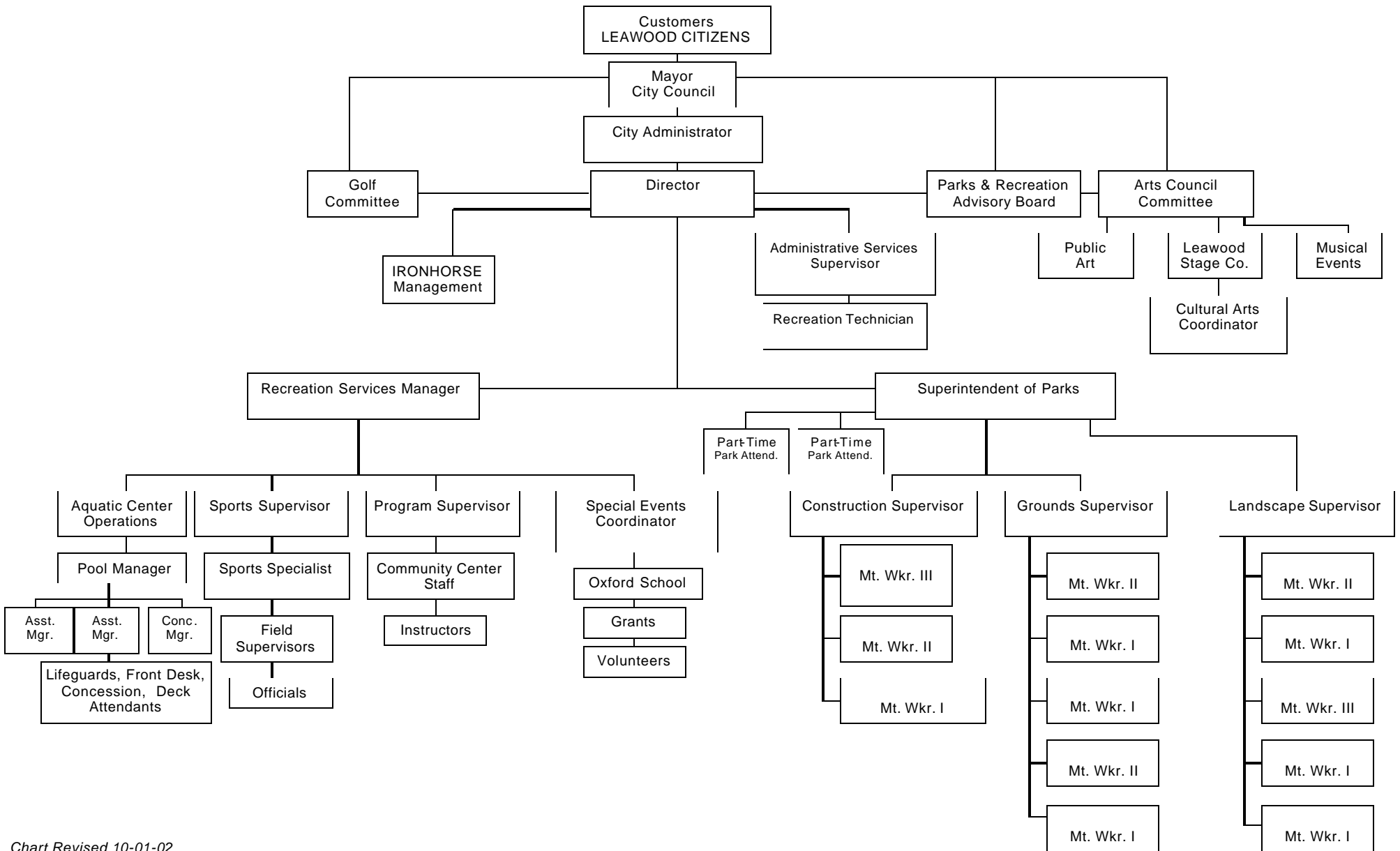


Chart Revised 10-01-02

EMERGENCY OPERATIONS PLAN



Developed to outline the Police Department's roles and responsibilities as an element of the Integrated Emergency Management System (IEMS) of the City of Leawood and Johnson County under the guidelines established by:

The Kansas Division of Emergency Management

&

The Federal Emergency Management Agency

FOREWORD

GENERAL

The Police Department operates from their primary facility located at 9617 Lee Blvd. It is operated on a 24-hour basis, with a total staff of approximately 53 sworn officers and approximately 20 civilian support personnel. The patrol unit centers around 3 eight-hour shifts, consisting of a Sergeant and/or a Corporal, and a minimum of 4 district officers. Several other support units also interact with this scheme, i.e. Investigations, Traffic, Bike Patrol, K-9, Dare, etc. The command staff consists of the Chief of Police, a Deputy Chief of Police/ Operations Commander (Major), and an Administrative Commander (Captain).

EMERGENCY PLANNING

The Police Department's Emergency Operations Plan (EOP) is written to consider all relevant hazards identified in the Johnson County Hazard Analysis and is designed to interface with the City's Emergency Operations Plan. It defines, to the maximum extent possible, the policies, procedures, and responsibilities for Police Department personnel during a major emergency or disaster.

DISCLAIMER

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

**Supplemental documents referenced in this plan,
are maintained in the Leawood Police Department,
Administration Offices at 9617 Lee Blvd.,
Leawood, Kansas 66206**

AUTHORITY AND PROMULGATION

This plan has been developed, as a part of the City Emergency Operations Plan, to identify the policies, guidance, and resources that will provide Police Department personnel with the information necessary to function in a coordinated fashion before, during, and after a disaster.

As Police Chief, I endorse this plan and direct all personnel involved to take any actions necessary to implement and continually evaluate its effectiveness.

Sidney R. Mitchell
Chief of Police
Leawood KS, Police Department

THE BASIC PLAN

PURPOSE

The purpose of this plan is to provide the overall framework within which the Police Department will function before, during, and after a disaster or major emergency.

PLAN MAINTENANCE

The Operations Commander shall be responsible for ensuring that the Police Department Emergency Operations Plan (EOP) is reviewed, exercised, and updated as necessary.

AUTHORITIES & REFERENCES

See City EOP.

HAZARD ASSESSMENT

See City EOP.

OPERATIONAL CONCEPTS

GENERAL

The Leawood Police Department intends to be in full compliance with the operational concepts as set forth in the City Emergency Operations Plan. (EOP)

ORGANIZATIONAL STRUCTURES

The Police Department will utilize the same organizational structures for a major emergency or disaster as outlined in the Police Department Chain of Command and Organizational Chart. (*See General Order #107*)

DAMAGE TO PROPERTY

Police Station

Any damage to the police station must be reported immediately to the on-call Duty Officer. If necessary to maintain the integrity or security of the station, Public Works should be contacted for major repairs. Any radio or tower repairs are to be immediately routed to the appropriate repair authority.

Vehicles & Equipment

One of the primary considerations during a disaster or major emergency is emergency vehicle access. Roadways covered with debris will not only damage vehicles, but also will delay or prevent response. Police Department personnel must use good judgement before attempting to drive over any debris or obstruction.

POLICE DEPARTMENT ACCESS

In the event any roadway is obstructed, preventing access of emergency vehicles, Dispatch will be contacted immediately. They will then initiate emergency access procedures for Public Works and Parks and Recreation.

COMMUNICATIONS

Primary communications are accomplished via radio and/or cellular telephones through the Leawood Police Department Communications Center.

PUBLIC INFORMATION

The highest-ranking supervisor is designated to fulfill the role of the department Public Information Officer (PIO), however, at the supervisor's discretion, any department member may be designated to function in that capacity if needed. Once the City EOC is activated, all activities of the department PIO will be coordinated through the EOC.

CALL BACK PROCEDURES

The Police Department has established certain call back procedures to be used for emergency operations.

WARNING SYSTEMS

All Police Department personnel, by the nature of their jobs, are expected to stay keenly aware of any potential for a disaster or major emergency.

Severe Weather

The Police Department Communications Center is responsible for constant monitoring of Emergency Preparedness and National Weather Service broadcasts and other media sources during severe weather watches. If a severe weather report is received, Communications will be responsible for immediately notifying the officers on duty and updating any changes as they are reported.

Storm Sirens

The Fire Department is responsible for the maintenance of the emergency warning sirens.

Tornado Warning

As soon as a warning is received, whether or not the storm sirens have been activated, patrol will immediately activate the supplemental warning plan via their patrol unit's siren and public address system. (*See General Order #123*)

Police Station

If the need arises to warn employees or citizens of potential or approaching emergencies, the occupants of the police station can be warned by the department intercom system.

DIRECTION AND CONTROL

GENERAL

The Police Department operates a para-military organization. All operations, including those during and after a disaster are controlled through the chain of command as outlined in the department organizational chart. (*See General Order #107*)

LINES OF SUCCESSION

Department Operations Center

1. Chief of Police
2. Deputy Chief of Police / Operations Commander (Major)*
3. Administrative Services Commander (Captain)*
4. Sergeant*
5. Corporal*

*** These personnel are responsible for notifying the Police Chief if unavailable to respond to any disaster or major emergency in the City of Leawood.**

Department Roster

The Executive Secretary of the Police Department is responsible for maintaining an updated department roster.

REQUESTS FOR OUTSIDE ASSISTANCE

Any requests for outside law enforcement assistance, must be routed through the Department Operations Center, then forwarded to Communications for outside agency contact.

DEPARTMENT OPERATIONS CENTER (DOC)

Location

The Police Department will utilize its primary facility at 9617 Lee Blvd. as the Department Operations Center.

Maintenance

The Operations Commander is responsible for maintaining the police station and all back-up power supplies.

Need for DOC Activation

The purpose of the D.O.C. is to maintain control and accountability of departmental assets, including personnel.

Authority to Activate

Any supervisor has the authority to activate a Department Operations Center.

Procedure Upon Activation

Once the D.O.C. is activated police dispatch is responsible for calling out all department personnel. The Officer in Charge will be responsible for assignment of personnel as they respond.

Procedures for Operation

1. Evaluate the safety and stability of the DOC
2. Secure adequate power supply
 - Emergency generator
3. Secure effective communications
 - Telephones
 - Radios
 - Cellular phones
4. Notify City EOC of ongoing status
5. Notify off-duty personnel as directed
6. Organize response units
7. Evaluate other utilities
8. If the 911 system is down, Fire Department Alarms may be routed through Police Communications to the Fire Department's DOC via 800mhz radios.
9. Secure adequate supplies for sustained operations (fuel, food, water, etc.)

Extended DOC Operation

If it becomes necessary to extend DOC operations beyond 12 hours, DOC command will establish a rotation for DOC members. If necessary, the Fire Department has cots and bedding located at Station #3.

ASSIGNED RESPONSIBILITIES

LAW ENFORCEMENT

The Police Department is responsible for law enforcement within the city limits of Leawood. In the event of a disaster, the department will continue in its function to uphold the laws and maintain order. Every possible effort will be made to protect the lives and property of the citizens and employees of the City of Leawood.

TRAFFIC CONTROL

The Police Department is responsible for all traffic control activities within the City. Our primary objective will be the unobstructed flow of emergency vehicles as needed. Once this is accomplished, normal public flow of traffic will be given secondary status. With regard to traffic signals, our efforts will be coordinated with Public Works to return the signals to operational status as soon as possible, or to arrange for placement of temporary signs.

EVACUATION

The Police Department is responsible for any evacuation activities within the City. Should a large area need to be evacuated rapidly, patrol units will mobilize throughout the affected area, utilizing their vehicle's siren and public address system to immediately notify as many people as possible. Additional officers and support personnel may also conduct a door-to-door notification if deemed applicable to the situation at hand. The utmost consideration should be given to the personal safety of the emergency workers involved. **Support may be received from Parks Maintenance personnel for evacuation of non-hazardous areas. Any request for support should be directed to the Superintendent of Parks or his designee.**

SEARCH AND RESCUE

The Fire Department has primary responsibility for search and rescue activities within the City. The Police Department will function as a secondary/support unit to assist in their efforts as staffing allows. Actual deployment will be coordinated through the Fire Department Incident Commander.

LEGAL/CONSUMER PROTECTION

The Police Department will function in a secondary/support role in this area. Realizing that in the event of a disaster, the potential for fraudulent services from outside sources will more than likely infiltrate the area, every effort will be made to identify these activities and perpetrators as soon as possible, and cease their activity.



EMERGENCY OPERATIONS PLAN

Developed as an element
of the Integrated Emergency Management System (IEMS)
of the City of Leawood and Johnson County, Kansas
under the guidelines established by:

The Kansas Division of Emergency Management

&

The Federal Emergency Management Agency

FOREWORD

GENERAL

The **Leawood Fire Department** provides service from three (3) fire stations twenty-four (24) hours a day, seven (7) days a week. Shift personnel, directed by a Shift Commander, are divided into three (3) battalions that rotate on a 24-hour basis to staff three (3) engine companies, one (1) ladder truck, and two (2) basic life support ambulances with transport capability. Other staff personnel include the Fire Chief, Deputy Chief, Fire Marshal, Training Chief, and Administrative Assistant. On-call firefighters and volunteers can provide additional support and automatic/mutual aid agreements enable the Fire Department to give and/or receive support from other fire/ems agencies in the Kansas City metropolitan area. Some of the emergency services provided include response to fires, explosions, hazardous materials spills, and technical rescue incidents such as ice, water, trench or building collapse, etc. ***The Fire Department has no specialized rescue units however all personnel have training in all areas of technical rescue.*** All Fire Department personnel are certified Emergency Medical Technicians that can provide basic life support until paramedics arrive. In addition, the Fire Department responds to a wide variety of non-emergency calls for service such as smoke detector installation, utility shut-off, assistance moving an invalid, animal rescue, etc. Shift personnel also participate in other non-emergency activities such as fire prevention, public education, and business inspections.

EMERGENCY PLANNING

The Fire Department's Emergency Operations Plan (EOP) is written to consider all relevant hazards identified in the Johnson County Hazard Analysis and is designed to interface with the City's Emergency Operations Plan. It defines, to the maximum extent possible, the policies, procedures, and responsibilities for Fire Department personnel during a major emergency or disaster.

DISCLAIMER

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

**Supplemental documents referenced in this plan,
are maintained in the Leawood Fire Department
Administration Offices at 14801 Mission Road,
Leawood, Kansas 66224.**

AUTHORITY AND PROMULGATION

This plan has been developed, as a part of the City Emergency Operations Plan, to identify the policies, guidance, and resources that will provide Fire Department personnel with the information necessary to function in a coordinated fashion before, during, and after a disaster.

As Fire Chief, I endorse this plan and direct all personnel involved to take any actions necessary to implement and continually evaluate its effectiveness.

***Ben C. Florance, Fire Chief
Leawood Fire Department***

THE BASIC PLAN

PURPOSE

The purpose of this plan is to provide the overall framework within which the Fire Department will function before, during, and after a disaster or major emergency.

PLAN MAINTENANCE

The Deputy Chief shall be responsible for ensuring that the Fire Department Emergency Operations Plan (EOP) is reviewed, exercised, and updated as necessary.

AUTHORITIES & REFERENCES

See City EOP.

HAZARD ASSESSMENT

See City EOP.

OPERATIONAL CONCEPTS

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

ALARM RECEIPT/DISPATCH

911 calls in the City are initially answered by the Leawood Police Department while other calls for service may be received by telephone at City Hall or at other city buildings. Requests for the Fire Department for fire and medical emergencies, hazardous conditions, and other miscellaneous calls for service are routed and dispatched through the Johnson County Emergency Communications Center (ECC). Requests for other City services, including law enforcement, are handled and dispatched by the Leawood Police Department. Both communications centers are staffed 24/7 while other city administrative lines are only answered during normal business hours. During non-business hours those administrative lines are answered by an automated voice mail system.

At the discretion of the City Administrator, personnel may be assigned to answer administrative lines 24/7 during disaster operations.

FIRE DEPARTMENT RESPONSE

The Fire Department has established a “**response matrix**” with the Johnson County Emergency Communications Center (ECC), which identifies specific response guidelines for a variety of fire and medical call types. This “response matrix”, along with automatic and mutual aid agreements, will dictate our response to calls for service within the City as well as surrounding areas. For emergency medical calls the ECC uses a Priority Medical Dispatch System (PMD) to screen calls and determine response.

Response During a Disaster

The City of Leawood has identified emergency medical care and emergency fire services as two (2) top priorities. (See *Continuity of City Government in the City EOP*) During a disaster or major emergency the Fire Department will receive a tremendous number of calls for service ranging from structural collapse, or other life threatening emergencies, to requests for assistance shutting off utilities. During normal operations the ECC prioritizes and dispatches all calls according to their urgency and/or seriousness.

During a disaster, or other high volume call situation, the ECC has adopted an **overload policy** that will further prioritize fire related calls and dispatch only those of a serious nature. All other calls for service such as automatic alarms, power lines arcing, requests for help shutting off utilities, etc. will be given a low priority and placed in an **Overload Investigation** category. These types of calls in Leawood will be disseminated directly to the Fire Department by phone, fax, or intranet, as soon as practical.

Using the City's 800 MHZ radio system and Nextel phones, these calls will be prioritized and handled by the Fire Department using staff vehicles and off duty personnel and/or Code Enforcement inspectors. **Once these calls are completed it must be reported to the ECC to ensure their removal from the system. (See Johnson County System Overload Procedures)**

The Incident Commander may request, through the ECC, that airspace in the immediate vicinity of the incident be restricted or that utility companies shut off gas, electricity, or water to an affected area, if necessary to eliminate hazardous conditions or reduce property damage.

STAFFING/CALLBACK

The Fire Department has established call back procedures that may be used for any emergency incident where additional staffing or modified scheduling is necessary. The **Administrative Assistant** shall maintain a current roster of Fire Department personnel that includes all contact information. Updates to this roster shall be provided to each fire station and all Chief officers whenever changes are made. It is the responsibility of all personnel to ensure that contact information is current. The primary methods of alerting Fire Department personnel are through the use of alphanumeric pagers, Nextel/cell phones, and/or telephones. *(See Administrative Policy 04 – Personnel Notification/Callback for detailed information)* Police Department Communications may also be used to contact any member of the Fire Department through an alphanumeric paging system.

During any incident that generates a high volume, intensity, or duration of calls the Fire Department may institute a modified work schedule for all personnel. Additionally, all leave may be cancelled at the discretion of the Fire Chief.

In the event that any disaster or major emergency affects Johnson County and/or the Kansas City Metropolitan area, all Fire Department personnel are responsible for contacting the Fire Department regardless of their ability to respond. If direct contact is impossible due to complete failure or overload of all communications systems Fire Department personnel should proceed to their assigned station as soon as safely possible.

EMERGENCY COMMUNICATIONS

Primary communications for the Fire Department during day-to-day operations, as well as in a disaster or major emergency, is accomplished by a VHF high-band conventional radio system through the Johnson County Emergency Communications Center (ECC). Should that radio system fail, calls for service may be received directly from the Police Department through the City's 800 MHZ radio system. The 800 MHZ radio system and/or Nextel phones are also used for communications between departments within the City.

The ECC has established emergency procedures for use during a failure of the radio and/or computer aided dispatching systems. *(See Johnson County System Overload Procedures)*

FIRE DEPARTMENT ACCESS

Many disasters such as tornadoes, explosions, structural collapse, etc. will cause streets to become impassable. During any disaster or major emergency, emergency vehicle access is a top priority. (See *Continuity of City Government in the City EOP*) In the event any roadway is obstructed preventing access of emergency vehicles, Police Department Communications should be contacted immediately with specific information, such as exact location and types of obstructions. The Police Department is responsible for contacting Public Works and Parks & Recreation to activate their emergency response procedures as necessary to provide access for emergency vehicles.

When large areas are affected by events such as floods, tornadoes, or other severe weather, delaying or preventing access, the ECC should also be contacted immediately to dispatch units from other directions. A Command Post and staging area should be established outside the affected area using IMS procedures for large-scale incidents. Search teams may be sent into affected areas on foot to assess damage and/or injuries, and provide reports until roadway access can be made safely.

Obstructions in streets and roadways are one of the primary hazards associated with severe weather. Roadways covered with debris may damage vehicles and delay or prevent response. Hazards such as downed power lines and natural gas leaks are also common safety concerns. Company officers must use good judgment in assessing the potential risk to personnel and equipment before attempting to drive vehicles over any debris or obstruction in the roadway or before sending personnel on foot into any damaged area.

EMERGENCY SUPPLIES

The Fire Department may authorize the emergency procurement of materials, supplies, equipment, or services when normal procurement methods would threaten the protection of property and/or the health and welfare of any person. Existing agreements with vendors such as Sam's Cub, Wal-Mart, and HyVee Food Stores will be used to provide essential 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.

AUTOMATIC/MUTUAL AID

The Fire Chief is responsible for ensuring that all automatic and mutual aid agreements are current and filed with the City Clerk.

REQUESTS FOR OUTSIDE ASSISTANCE

Emergency requests from the Incident Commander for outside assistance will be routed through the Johnson County Emergency Communications Center (ECC). If the City Emergency Operations Center has been activated, non-emergency requests for personnel and/or resources should be routed through the City EOC, depending on the urgency of the request. **At the very least these requests must be coordinated with the City EOC to prevent duplication of essential resources during a disaster or major emergency.**

PUBLIC INFORMATION

Communicating with each other and the public is also a top priority during a disaster or major emergency. (*See Continuity of City Government in the City EOP*) During any disaster or major emergency the Incident Commander or other Chief officer shall designate a Public Information Officer. (PIO) The PIO is responsible for assembling and distributing current and updated press releases regarding the incident. Press release forms will be available in the Command vehicle, by computer, and on file with the Administrative Assistant. The **Administrative Assistant** is responsible for maintaining an updated media contact list. Once a City Public Information Officer has been assigned, all activities of the Fire Department PIO shall be coordinated through the City Public Information Officer (PIO).

For help in dealing with public information issues, Appendix 4 of the City EOP contains Guidelines for Crisis Information Management, taken from Chapter 12 of the Kansas Local Emergency Manager's Handbook.

Once a Public Information Officer (PIO) has been assigned, all requests for information must be directed to the PIO. Fire Department personnel shall direct any citizen or member of the media to the PIO, who will coordinate all interviews, press releases, etc. This will ensure that all public information is coordinated, appropriate, and accurate.

THREAT FROM DANGEROUS WEATHER

Due to the unpredictable nature of Kansas weather, all Fire Department personnel must continually monitor weather conditions and reports in order to be prepared to respond appropriately to maintain the safety of assigned personnel, prevent damage to equipment, and optimize the ability to respond to calls for assistance.

Severe Weather Warnings

The Fire Department has immediate access to weather reports from The National Weather Service and Johnson County Emergency Management. If a warning is issued that affects or may affect the City, each station officer is responsible for notifying all assigned personnel. The Shift Commander is responsible for notifying all administrative and off-duty personnel via alphanumeric page or telephone. During regular business hours the Fire Department will also notify the City Hall switchboard operator by telephone whenever a warning is issued.

Emergency Warning Sirens

Emergency warning sirens are distributed through out the City to provide advance warning to people outside in case of severe weather or other major emergencies. The Fire Department is responsible for the maintenance of the warning sirens within the City. Police Department Communications will assign officers to monitor warning sirens during the monthly test and will maintain a database of monthly siren activation. The Deputy Chief shall monitor that report and coordinate repairs as necessary. The Fire Department is also responsible for budgeting for the periodic replacement of emergency warning sirens.

If personnel, vehicles, and/or stations are under immediate threat of severe weather that may cause damage or injury, each responsible officer must evaluate the potential risk before committing resources. If the decision is made to seek shelter, the Emergency Communications Center (ECC) and the Shift Commander must be notified as soon as possible. In all cases where it is necessary for Fire Department personnel to seek shelter, they should don full protective clothing and secure communications.

SEEKING SHELTER DURING SEVERE WEATHER

If possible, seek shelter **in a building**. *Seeking shelter inside a sturdy structure should always be your 1st choice during dangerous weather!* Proceed to the basement or lowest level using the stairs. Without a basement, take cover in the center of the building, in a small room. Stay away from windows and avoid large wide-open areas. Remember, lowest level, smallest room, center part. Stay away from west or south walls, or areas that open in those directions.

If under attack from a tornado while driving, **immediately abandon the vehicle** and seek shelter in a structure or low-lying area. If caught **in a vehicle** during other dangerous weather such as lightning, hail, etc., remain inside the vehicle, and if possible, seek shelter on the leeward side (*out of the wind*) of a significant structure. If that isn't possible, point the vehicle away from the approaching storm, remain in your seat belt, and cover your head & face to avoid injury from flying glass.

If caught **outside** during dangerous weather such as a tornado, severe thunderstorm, downburst, etc., seek shelter in a low-lying area such as a ditch or culvert, or against the foundation of a building on the leeward side. (*out of the wind*) Stay away from trees, electrical lines/poles, fences, etc., that may attract lightning. Be alert for flash floods. Cover your face and head with your hands, coat, etc., to avoid injury from flying debris.

If the station officer determines that a **fire station** is under imminent attack from dangerous weather that may be life threatening or may damage the building, an order will be given to seek shelter in the station. Employees or citizens occupying fire stations should be notified using the station intercom system or face-to-face, as necessary. **In all situations, full protective clothing including head and eye protection should be used.**

If the order is given to seek shelter, the following procedures should be followed:

1. The station officer shall notify the Shift Commander as soon as possible, and the Shift Commander will notify the Emergency Communications Center (ECC)
2. All personnel shall secure protective clothing.
3. Secure communications equipment including VHF radios, 800 MHZ radios, and Nextel phones.
4. Seek shelter in the following locations:
 - Station No. 1 – south restroom area adjacent to the exercise room
 - Station No. 2 – center hallway in basement
 - Station No. 3 – workshop adjacent to the apparatus bay
5. Once the severe weather has passed the station officer shall account for all personnel and assess conditions. As soon as possible the Shift Commander shall be advised of personnel, vehicle, and building status and units will be placed back in service with the ECC.

Any injuries or damage to City personnel and/or property resulting from a disaster or other major emergency must be thoroughly documented and reported to the Legal Department and/or the Human Resource Department, as appropriate.

If necessary to maintain the integrity or security of the stations, Public Works may be contacted to assist with emergency repairs and specific procedures have been posted at each station regarding the loss of electricity or natural gas service. (*See Procedures for Loss of Electricity/Natural Gas*)

DAMAGE TO PUBLIC/PRIVATE PROPERTY

Fire Department personnel shall make every effort to avoid damage to public and/or private property while responding to any call for service. However, in the event damage does occur, the company officer shall immediately notify the Emergency Communications Center and the Shift Commander with their status and location. If private property is involved contact shall also be made with the owner as soon as possible. If the involved apparatus is responding on an emergency call and there are no serious injuries, the company officer should make contact with the owner if possible, and then proceed on the call if vehicle damage permits. If the involved apparatus is responding on a non-emergency call, the company officer should make contact with the owner if possible, and then notify the appropriate law enforcement agency. In all cases, the exact details of the accident shall be thoroughly documented by all involved Fire Department personnel.

Any damage to public or private property shall also be reported as soon as practically possible to the Legal Department.

ORGANIZATIONAL STRUCTURES

This section details the organizational structures that will be used by the Fire Department during and after a disaster or major emergency.

GENERAL

The Fire Department intends to be in full compliance with the organizational structure as set forth in the City Emergency Operations Plan. (EOP) The Fire Department operates as a para-military organization during day-to-day operations and that same organization will remain in effect during any major emergency or disaster. All operations will be directed through the chain of command as outlined in the Fire Department organizational chart and Administrative Policy 02 - Organizational Structure & Line Of Authority. (*See Administrative Assistant for current organizational chart and AP 02*)

INCIDENT MANAGEMENT SYSTEM (IMS)

The purpose of the incident management system is to provide a functional and effective organizational structure that directs the command and control of activities and personnel at emergency incidents. IMS provides a clear line of authority directed by a single Incident Commander.

In response to a large incident such as a major emergency or disaster, where several departments and/or agencies may be involved, a **Unified Command** approach will be used. Unified Command is critical toward providing a successful outcome during and after any major incident. In a Unified Command structure, the individuals designated by their jurisdictions, or by departments within a single jurisdiction, must jointly determine objectives, strategies, and priorities. These individuals will come together in a single command area where decision-making can be a coordinated effort. There is still a single Incident Commander, which is usually from the department or jurisdiction with the greatest involvement, who has overall responsibility for the incident.

The Fire Department has adopted the National Fire Service Incident Management System (NFSIMS) along with modifications from the Heart of America Metro-Chiefs Incident Management System. This system is used on a daily basis to manage and control personnel and emergency operations and will be used during any major emergency or disaster.

DEPARTMENT OPERATIONS CENTER (DOC)

The purpose of the Department Operations Center is to provide a location from which the Fire Department can maintain control and accountability of departmental assets including personnel, during any disaster or major emergency that is beyond the scope of normal operations. In the event of a failure in the primary communications system or during overload situations, the DOC may be used to receive, dispatch, and/or direct Fire Department alarms.

Location

The Fire Department Administration building located adjacent to Fire Station #3 is designated as the Department Operations Center. This facility is stocked with the necessary communications and clerical supplies, and has an

emergency power supply capable of sustaining operations. Depending on the area affected by the disaster, Fire Station #1 or #2 may serve as a back up DOC if the Administration building is uninhabitable.

Authority to Activate

Any Chief officer may recommend activation of the Department Operations Center but the authority to activate the DOC is assigned to the Fire Chief or his designee.

Guidelines for Operation

- Evaluate the safety and stability of the building.
- Verify adequate power supply from emergency generator.
- Secure effective communications.
- Notify the Incident Commander and the City EOC of ongoing status.
- Contact off-duty personnel as directed.
- Organize response companies.
- Evaluate other utilities.
- Secure adequate supplies for sustained operations.

Extended Operations

If it becomes necessary to extend operations beyond 12 hours, a rotation will be established for DOC members.

DIRECTION AND CONTROL

This section gives direction to Fire Department personnel and addresses the responsibilities assigned to the Fire Department by the City Emergency Operations Plan.

GENERAL

Each Fire Department 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 the Fire Chief or his designee. All supervisory personnel shall ensure that their assigned personnel are prepared to carry out any and all assignments as outlined in this plan or the City Emergency Operations Plan.

No employee shall be relieved or dismissed from duty without approval from the Fire Chief regardless of inclement weather, the closing of public buildings, etc.

GENERAL RESPONSIBILITIES

The Fire Department will:

1. Provide the Incident Commander (IC) for all incidents where the Fire Department is the primary agency with responsibility. In all other instances, a Fire Department representative will serve as a resource to the Incident Commander for the agency with primary responsibility.
2. Control and/or extinguish all fires at the scene of a major emergency or disaster.
3. Survey the affected area for hazards that would be dangerous to life and/or property such as hazardous materials, biological or chemical agents, explosive devices, etc., or assist any responding agencies such as bomb squads, hazardous materials units, etc.
4. Provide or assist in the rescue and triage of disaster victims.
5. Provide or assist with emergency medical care including treatment and transport of disaster victims or responders.
6. Coordinate disaster operations with all responding local, state, or federal agencies.
7. Provide for fire protection, emergency medical care, and other calls for service to areas of the City not affected by the disaster.

CITY EMERGENCY OPERATIONS CENTER (EOC)

The Emergency Operations Center (EOC) may be activated when a disaster or major emergency exists, or may exist, that poses a severe threat to either large numbers of people or a large area. These events will require coordination between elected officials, City staff, and outside agencies, and will most likely result in a disaster declaration. They will also usually require the expertise and resources of outside agencies, both public and private. The management of such a disaster or major emergency is best accomplished through an EOC, as it provides a location and means by which designated personnel can make decisions and provide the resources necessary to support and/or control emergency disaster operations, including recovery.

For specific information regarding location, notification, activation levels, etc. of the EOC, see the City Emergency Operations Plan.

EOC RESPONSIBILITIES

The responsibilities for the Fire Department representative in the City EOC are to:

1. Provide EOC Command with current field status reports.
2. Assist with EOC management and advise EOC members on technical issues related to emergency operations.
3. Provide coordination between Fire Department Operations and the EOC.
4. Serve as the liaison between Johnson County Emergency Management and the City EOC.
5. Coordinate resource support for Fire Department operations.

In addition the **Administrative Assistant** for the Fire Department has the following support responsibilities in the City EOC:

1. Provide administrative assistance to the Fire Department representative.
2. Ensure that appropriate disaster declaration forms are filed in a timely manner with Johnson County Emergency Management and the City Clerk.
3. Document Fire Department operations.
4. Maintain current media contact information
5. Assist with press releases and other information dissemination.

LINE OF SUCCESSION

During a disaster or major emergency it is critical that a continuity of command and control be maintained. If the City's Emergency Operations Center is activated, the following line of succession will represent the Fire Department:

1. Fire Chief
2. Deputy Chief*
3. Fire Marshal*
4. Training Chief*
5. Off Duty Battalion Chiefs*

Support Personnel:

Administrative Assistant* - This individual provides support to the Fire Chief or his designee in the City EOC. If she is not available to respond the Fire Chief may designate a replacement.

***These personnel are responsible for notifying the Fire Chief if unavailable to respond to any disaster or major emergency in the City of Leawood.**

DEPARTMENT RESPONSIBILITIES

Water Supply

Johnson County Water District #1 is responsible for maintaining the water distribution system in Leawood and the Fire Department maintains maps that show hydrant locations. The Fire Department maps also show other water sources in the City, such as ponds and creeks. In the event of a failure of the water distribution system, each fire engine carries 500 gallons of water that can be used in initial fire suppression while drafting and/or shuttle operations are initiated using tankers and engines from mutual aid departments. The Fire Department also maintains twenty (20) feet of hard suction hose that may be used to draft water from a static water source. In non-emergency situations, Public Works can be contacted to provide small portable pumps and drafting hose that may be used to draft water from pools, ponds, etc.

Specialized Capabilities: The Fire Department operates no specialty units. However, several rural fire departments in the area have water tankers, dump tanks, and other miscellaneous drafting equipment that can be requested through the ECC.

Critical Resources: A listing of critical resources that may be requested during any man-made or natural disaster can be found in the Metropolitan Emergency Resources Catalog (ERC), or in the Johnson County Emergency Operations Plan. Any emergency request may be made through the ECC. Non-emergency requests should be sent to the City Emergency Operations Center.

Fire Suppression/Rescue

A disaster such as a tornado will generate a large number of fires, explosions, natural gas leaks, etc. In addition, those types of disasters will result in structural collapse and other destruction, which may cause victims to become severely injured and/or trapped. The Fire Department is responsible for fire suppression and rescue activities at any disaster scene. Fire Department personnel have received advanced training in fire suppression techniques and basic training in areas of technical rescue such as search techniques, building collapse, high & low angle rescue, etc.

Specialized Capabilities: The Fire Department operates no specialty units. However, several specialized units are located throughout the metropolitan area, available for response if requested. Some of these include:

Aerial Search/Surveillance
Ice Rescue
Dive/Swift Water Rescue

Confined Space/Trench Rescue
High Angle Rescue
Search & Rescue Dogs

Critical Resources: A listing of critical resources that may be requested during any man-made or natural disaster can be found in the Metropolitan Emergency Resources Catalog (ERC), or in the Johnson County Emergency Operations Plan. Any emergency request may be made through the ECC. Non-emergency requests should be sent to the City Emergency Operations Center. Miscellaneous search supplies such as batteries, scene tape, spray paint, etc. can be obtained through normal procurement methods and vendors.

Emergency Medical Care

The Fire Department is responsible for providing and/or assisting with pre-hospital emergency medical care, which may include the triage, treatment, and/or transportation of disaster victims. A disaster or major emergency will usually generate a high volume of emergency medical calls. While the #1 priority for the Fire Department is always life safety, Fire Department personnel will be overwhelmed with other critical priorities such as search and rescue, fire suppression, etc. Therefore, Johnson County Med-Act will be the primary provider of emergency medical care in a disaster. They have emergency procedures in place to handle the large number of victims that may result from a disaster or major emergency. In addition, Leawood is a participant in the Regional Mass Casualty Incident (MCI) Plan, which includes fire departments, ambulance services, hospitals, etc. in the Kansas City metropolitan area. (*See Regional Mass Casualty Incident (MCI) Plan*)

Specialized Capabilities: All Fire Department personnel are trained as Emergency Medical Technicians and the department operates two (2) Basic Life Support (BLS) ambulances with transporting capability. Johnson County Med-Act provides transporting ambulances staffed by paramedics that will provide Advanced Life Support (ALS) response to the City.

Critical Resources: A variety of medical response resources may be requested from Johnson County Med-Act and other participants in the Regional Mass Casualty Incident Plan, through the ECC.

Hazardous Materials Management

It is the responsibility of the Fire Department to respond to hazardous materials incidents or other hazardous conditions such as chemical/biological emergencies, bomb threats, etc. Fire Department personnel have received Operations level training in hazardous materials and response to terrorism, including response to WMD incidents, explosive devices, etc. The Police Department will provide site security and/or evacuation while Public works can be requested to provide assistance such as barricades, sand/dirt for preventing runoff, etc.

Specialized Capabilities: The Fire Department operates no specialty units such as a hazardous materials unit, bomb squad, etc. However, several specialized units are located throughout the metropolitan area available for response if requested. Some of these include:

Explosive Ordinance Disposal
Hazardous Materials Response
Tactical Medical Response Team

Critical Resources: A listing of critical resources that may be requested during any man-made or natural disaster can be found in the Metropolitan Emergency Resources Catalog (ERC), or in the Johnson County Emergency Operations Plan. Any emergency request may be made through the ECC. Non-emergency requests should be sent to the City Emergency Operations Center.

**PUBLIC WORKS DEPARTMENT
LEAWOOD, KANSAS**



**EMERGENCY
OPERATIONS PLAN**

Developed to outline the Public Works Department's role and responsibilities as an integral part of the Emergency Management System (EMS) of the City of Leawood and Johnson County under the guidelines established by:

The Kansas Division of Emergency Management

and

The Federal Emergency Management Agency

FOREWORD

GENERAL

The Public Works Department employs 49 full time employees divided into eight (8) divisions. The divisions include: Administration, Building Codes Administration, Engineering/Design, Engineering/Inspections, Facility Maintenance, Fleet Maintenance, Street Maintenance, and Stormwater Maintenance. (See appendix 1 for a detailed organizational chart). The department is located at two facilities. The Administration Services, Building Codes Administration, Engineering/Design, and Engineering/Inspection Division employees are located at the Leawood City Hall, 4800 Town Center Drive, Leawood, Kansas, 66211, (913) 339-6700. The Fleet/Facility Maintenance, Street Maintenance, and Stormwater Maintenance Divisions are located at the Public Works Facility, 14303 Overbrook Road, Leawood, Kansas, 66224, (913) 681-6902.

EMERGENCY PLANNING

The Public Works Department's Emergency Operations Plan (EOP) is designed to interface with the City's Emergency Operations Plan. This EOP is written to consider all relevant hazards identified in the Johnson County Hazard Analysis. It defines, to the maximum extent appropriate, the policies, procedures, and responsibilities for the management of the emergency operations within the constraints of existing resources and operational capabilities.

DISCLAIMER

This plan has been prepared to meet state and federal requirements and should provide the overall guidelines necessary for the Public Works Department to function in the event of a major emergency or disaster. Although every effort has been made to consider all necessary response and recovery provisions should a disaster or major emergency threaten the City of Leawood, it's 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.

**Supplemental documents listed below and referenced in this plan
are maintained in the Leawood Public Works Department,
Administration Services Division, Leawood City Hall,
4800 Town Center Drive, Leawood, Kansas 66211**

SUPPLEMENTAL DOCUMENTS

- Organizational Chart
- Employee Roster
- Utility Contacts
 - Private Utility Contractors (under contract with Leawood for maintenance work)
- Public Works Department – Emergency Call Numbers
- Traffic Signal Map
- Snow Removal Policy
- Equipment Inventory
- Current (supply) Vendors
- State of Kansas Damage Assessment Forms
- Equipment Tire Sizes

AUTHORITY AND PROMULGATION

This plan has been developed, as a part of the City Emergency Operations Plan, to identify the policies, guidance, and resources that will provide Public Works personnel with the information necessary to function in a coordinated fashion before, during, and after a disaster.

As the Director of Public Works, I endorse this plan and direct all personnel involved to take any actions necessary to implement and continually evaluate its effectiveness.

*Joe Johnson, P.E., Director of Public Works
Leawood Public Works Department*

THE BASIC PLAN

PURPOSE

The purpose of this plan is to provide the overall framework in which the Public Works Department will function in a coordinated effort with other departments or entities before, during, and after a disaster or major emergency.

PLAN MAINTENANCE

The Director of Public Works shall be responsible for ensuring that the Department Emergency Operations Plan (EOP) is reviewed, exercised, and updated as necessary. Updating the plan shall include but not be limited to: maintaining accurate vehicle/equipment inventories, maintaining accurate personnel rosters, and insuring all personnel are adequately trained in City and department emergency response procedures.

AUTHORITIES AND REFERENCES

See City EOP.

HAZARD ASSESSMENT

See City EOP.

OPERATIONAL CONCEPTS

GENERAL

The City of Leawood Public Works Department intends to be in full compliance with the operational concepts as set forth in the City Emergency Operations Plan (EOP).

ORGANIZATIONAL STRUCTURES

The Public Works Department will utilize the same organizational structure for a major emergency or disaster as outlined in the Public Works Department organizational chart. (*See department organizational chart*) Department divisions are: Administration, Building Codes Administration, Engineering/Design, Engineering/Inspections, Facility Maintenance, Fleet Maintenance, Stormwater Maintenance, and Street Maintenance.

The Public Works Facility located at 14303 Overbrook Road has been designated the Departmental Operations Center (DOC). If the Public Works Facility is not functional during or after an emergency event, the Director of Public Works and/or Public Works Superintendent or their designee will identify an alternate location. The Departmental Operations Center is designed to maintain control and accountability of departmental assets during an incident.

COMMUNICATIONS

The primary method of communication will be City two-way radio system, land telephone lines, and cellular telephones. In the event the primary communication equipment is inoperable, other communication methods as described in the City's EOP will be utilized.

PUBLIC INFORMATION

The Director of Public Works, or his designee, is the Department Public Information Officer (PIO). However, once the City EOC (Emergency Operations Center) is activated, all activities of the department PIO will be coordinated through the City EOC.

DIRECTION AND CONTROL

GENERAL

Each Public Works 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 the Director or his designee. All supervisory personnel shall ensure that their assigned personnel are prepared to carry out any and all assignments as outlined in this plan or the City Emergency Operations Plan.

The Public Works Department operates in a structured hierarchy. All operations, including those during and after a disaster are controlled through the chain of command as outlined in the department organizational chart.

EMERGENCY CALL BACK PROCEDURES

At the general direction of the EOC command, the Director of Public Works or designee may be required to take the following actions:

- Cancel scheduled employee leave
- Require all personnel to work beyond normal shift hours for an extended period
- Call back department personnel with no refusals allowed
- Alter normal organizational structure to complete required tasks

The Public Works Department has established call back procedures that may be used for any emergency incident where additional staffing or modified scheduling is necessary. The **Administrative Service Manager** shall maintain a current roster of Public Works Department personnel that includes all contact information. Updates to this roster shall be provided to Supervisor whenever changes are made. It is the responsibility of all personnel to ensure that contact information is current. The primary methods of alerting Public Works Department personnel are through the use of alphanumeric pagers, Nextel/cell phones, and/or telephones.

CITY EMERGENCY OPERATIONS CENTER (EOC)

The Emergency Operations Center (EOC) may be activated when a disaster or major emergency exists, or may exist, that poses a severe threat to either large numbers of people or a large area. These events will require coordination between elected officials, City staff, and outside agencies, and will most likely result in a disaster declaration. They will also usually require the expertise and resources of outside agencies, both public and private. The management of such a disaster or major emergency is best accomplished through an EOC, as it provides a location and means by which designated personnel can make decisions and provide the resources necessary to support and/or control emergency disaster operations, including recovery.

For specific information regarding location, notification, activation levels, etc. of the EOC, see the City Emergency Operations Plan.

LINE OF SUCCESSION

During a disaster or major emergency it is critical that a continuity of command and control be maintained. If the City's Emergency Operations Center is activated, the following line of succession will represent the Public Works Department:

1. Director of Public Works
2. Superintendent of Public Works*
3. City Engineer*
4. Fleet and Facility Manager*
5. Building Codes Official*

*** These personnel are responsible for notifying the Director of Public Works if unavailable to respond to any disaster or major emergency in Leawood.**

MANDATORY FIRST RESPONDER

1. Director of Public Works or designee
2. Superintendent of Public Works or designee
3. Fleet and Facilities Manager or designee

Fleet and Facilities Manager or designee will respond to the designated EOC upon activation to insure power and other needed mechanical elements are functioning.

THREAT FROM DANGEROUS WEATHER

If the supervisor determines that the **Public Works Maintenance Facility** is under immediate danger from inclement weather that may be life threatening or may damage the building, an order will be given to seek shelter in the building. Employees or citizens occupying the building should be notified using the intercom system, Nextel phones, or face-to-face, as necessary. See City EOP for further information.

If the order is given to seek shelter, the following procedures should be followed:

1. Secure communications equipment including, 800 MHZ radios, and Nextel phones.
2. Seek shelter in the following locations:
Interior room of the facility - sign shop, mechanical room, communication room
3. The supervisor shall notify the Emergency Operations Center (EOC) as soon as possible.
4. Once the severe weather has passed the supervisors shall account for all personnel and assess conditions. As soon as possible the Director shall be advised of personnel, vehicle, and building status and units will be placed back in service with the ECC.

Any injuries or damage to City personnel and/or property resulting from a disaster or other major emergency must be thoroughly documented and reported to the City Legal Department and/or the Human Resource Department, as appropriate. This is also critical to ensure eligibility for reimbursement should a federal disaster be declared.

EMERGENCY RESPONSE DUTIES

Director:

Member of the EOC (maintain communications from EOC to Superintendent or Supervisor in field.).
Communications would include but not be limited to: up to date road/bridge conditions, detours, identifying inaccessible areas, flooding, weather, power/utility outages, equipment/manpower levels, identification of damaged buildings and structures, etc.
Provide direction and communicate with support resources for the Public Works field personnel.
Provide up dated field information to EOC commander and/or public relations designee.

Superintendent:

Primary backup member of the EOC (Directors absence).
Oversee/direct the activities of the Public Works Maintenance Divisions.
Notify/Call-back employees needed for response.
Communications link between the EOC (Director) and field personnel.
Coordinate field assessment reports and other communications from P.W. field personnel.
Maintain accurate equipment/personnel availability and location records.
Schedule equipment and personnel.
Receive, record, and prioritize citizen or public calls on Public Works phone lines.
Duties as assigned.

City Engineer:

Backup member of the EOC. (Directors absence).
Oversee the Engineering Inspection and Design Division activities for work performed in the city right-of-way for utility and infrastructure repairs.
Maintain a current list of repair activities of utility companies working in the city.
Supervise and monitor the activities of the construction inspectors.
Duties as assigned.

Fleet and Facilities Maintenance Manager:

Communicate with Superintendent and Director of Public Works on status of facilities and equipment/vehicles.
Notify/Call-back employees needed for response.
Assign and dispatch personnel.
Maintain emergency power and lighting to city buildings.
Maintain or arrange for vehicle and equipment fueling.
Insure timely emergency repairs on City facilities and equipment.
Develop and maintain a current list of vendors (see Current Vendor List) to assist in responding to emergency repair/maintenance needs.
Solicit and maintain letters of agreement with vendors to prioritize deliveries and services for emergency response vehicles and facilities.
Duties as assigned.

Building Code Official:

Communicate with Director of Public Works or Designee on status of divisional operations.
Notify/Call-back building inspection employees needed for response.
Assign and dispatch building inspection personnel.
Supervise the activities of building inspectors.
Oversee the structural assessments and place carding of unsafe structures.
Document and post locations (addresses) of damaged structures.
Prepare written assessments and/or reports as required.
Duties as assigned.

Supervisor:

Notify/Call-back any employees needed for response.
Assign and dispatch crews.
Oversee the field duties of the Public Works crews.
Communicate equipment and personnel needs to Superintendent and/or Director of Public Works.
Communicate damage/emergency conditions to Superintendent and/or Director of Public Works.
Maintain work response records i.e. (work hours, supplies, equipment, vendor contacts, tasks performed).
Assist in scheduling employees and equipment.
Duties as assigned.

Administrative, Engineering, Building Inspectors, Crew-leaders/Maintenance Workers:

Duties as assigned to assist Public Works and/or other departments as need or assigned.

DEPARTMENT OPERATIONS CENTER (DOC)

DOC Line of Succession

1. Superintendent of Public Works
2. Fleet and Facilities Manager or designee
3. Street Maintenance Division Supervisor
4. Designated Maintenance Crewleader

Location

The Public Works Department has designated the Public Works Facility located at 14303 Overbrook Road the primary Department Operations Center. The designee listed above will activate the operations center and contact all required personnel (See Public Works Employee Roster). If the Public Works Facility is damaged or inoperative, the Director of Public Works or designee will designate an alternate site.

Maintenance

The Fleet and Facilities Manager or designee is responsible for maintaining the Public Works Facility and all back-up power supplies.

Procedures for Operation

1. Evaluate the safety and stability of the DOC. (Superintendent of P/W and Fleet/Facility)
2. Secure adequate power supply, emergency or portable generators. (Fleet/Facility)
3. Ensure all doors are operational. (Fleet/Facility)
4. Secure effective communications (telephone, two-way radio, cellular phones) (Fleet/Facility)
5. Notify Incident Command and City EOC of ongoing status. Superintendent of P/W
6. Notify off-duty personnel as directed. Superintendent of P/W
7. Organize response companies. (Superintendent of P/W/ or Fleet/Facility)
8. Evaluate other utilities. (Fleet/Facility)
9. Secure adequate supplies for sustained operations (fuel, food, etc.). (Fleet/Facility)

Upon activation of the DOC, the maintenance division will respond as directed by EOC command or the Director of Public Works or his designee. The level of response will be based on the severity and nature of the incident, as well as anticipated requirements for support.

Upon establishing operation of the Departments Operations Center, the Maintenance Superintendent or designee will notify the Director of Public Works or designee as to the operational capabilities, staffing levels, and damage assessment if any to the facility.

When off duty Maintenance Workers become aware of an emergency within the city limits of Leawood has occurred, they are required to make contact with their supervisor or report immediately to the Public Works Facility.

Upon arrival at the Public Works Facility, the employees will notify the senior maintenance division employee of their arrival.

All employees will remain at the Public Works Facility until given specific assignments or are relieved from duty. If it becomes necessary to extend the DOC operation beyond 12 hours, EOC Command or DOC Command will establish a rotation for employees.

When the DOC is activated independent of the EOC, the Director of Public Works or designee, at their discretion, may notify the City Administrator of the activation, and will authorize the de-activation of the DOC upon the completion of emergency response action.

The DOC will be de-activated only on the authorization from EOC Command through the Director of Public Works or designee.

ASSIGNED RESPONSIBILITIES BY DIVISION

BUILDING CODES ADMINISTRATION

DAMAGE ASSESMENT (Primary)

Damage assessments shall include, but are not limited to the following:

1. Damage to residential, commercial and public structures.
2. Damage to overall housing stock.
3. Damaged or noticeable loss of utilities; water, gas, electricity, etc.

The Division of Building Codes Administration shall assess structural damage located within residential, commercial, and public districts. In order to ensure public safety and welfare, this division shall be required to perform structural inspections of all substantially damaged structures. It shall be determined upon inspection whether or not the structure is safe to enter. Such findings shall be declared and legibly posted upon the exterior of the affected structure. Staff shall maintain authority to cause structures to become shored, barricaded or in extreme cases may cause an unsafe structure to become partially or completely demolished when the safety of the public remains threatened in spite of all other reasonable efforts. Kansas Damage Assessment Forms shall be utilized during the course of each inspection.

Non-structural damage located within residential, commercial, and public districts shall fall under the authority of the Planning & Development Department.

ENGINEERING INSPECTION AND DESIGN

UTILITIES MANAGEMENT (Primary)

The Public Works Engineering Inspection and Design Division will notify the appropriate City or utility company of any known outages, damage or hazards and will keep a list of damage locations to expedite the right-of-way permit process. **Due to the danger of fire and/or explosion from electrical or natural gas restoration, the Fire Department must be notified before restoration activities occur.**

The Public Works Department will maintain a list of current emergency phone numbers and contacts for bordering cities and utility companies with facilities located within the City of Leawood.

WATER SUPPLY (Primary)

In the event of a water supply outage, the Public Works Engineering/Inspections Division shall contact the appropriate Water District to report outages, coordinate repair schedules and issue emergency right of way work permits for repairs within the City right of way. The Public Works Street Division will also provide assistance to the Fire Department by providing various sized pumps, plastic tanks, and other city owned equipment to haul water (non-potable) to support fire-fighting duties. The Public Works Department will also work with agencies such as: water district, bottled water companies, grocery stores, county, state, or federal agencies, private contractors to provide drinking water for distribution at a pre-determined site.

ROAD & BRIDGE CONDITIONS (Primary)

The Public Works Department will provide support for road conditions. The Inspection and Design Divisions will assign construction inspectors and registered licensed Engineers to evaluate the condition of roads and structural condition of bridges to assure access during emergency operations.

DAMAGE ASSESSMENT (Secondary)

The Public Works Department will provide for damage assessment. The Inspection and Design Divisions will assign construction inspectors and registered licensed Engineers to evaluate and prepare damage assessment reports for City infrastructure. (See Kansas Damage Assessment Forms) Public Works Maintenance will provide assistance as needed to complete damage assessment tasks.

FLEET AND FACILITIES MAINTENANCE

FACILITIES/EQUIPMENT MAINTENANCE (Primary)

The Public Works Fleet & Facility Maintenance Division is responsible for the maintenance and repair of city owned facilities and equipment. A representative from the Fleet & Facility Maintenance Division will respond with the activation of the EOC. In the event of an emergency/disaster the immediate primary function of the division is to assist in the inspection of EOC building to insure the building is safe for occupancy. The division will insure the EOC has electricity (normal service or emergency generator) and other elements such as lights, heating/cooling, building security (alarm functional, windows and doors are secure). The division will provide assistance to information services as needed in setting up or modifying communications hardware. The division will also assist in the inspections, maintenance, and repair of all city buildings to assure they are safe for occupancy, assist in the preparation of damage assessment reports, and work with any contractors that would be hired to repair or maintain city facilities following an emergency/disaster.

City equipment will be repaired or maintained in a priority of emergency response importance. (See Equipment Inventory) The division will take measures to secure adequate quantities of fuel, lubricants, parts, and personnel to support the maintenance and repair requirements of the emergency operation.

STREET AND STORMWATER MAINTENANCE

DEBRIS REMOVAL (Primary)

It is the responsibility of the Public Works Maintenance Division to initially clear debris from roadways and other public property to maintain access for emergency equipment and personnel. The removal of debris from roadways and public property will be the responsibility of the Public Works Department. This work may be performed by Public Works Maintenance Crews or through the use of outside contractors. The Public Works Department may contact the City's Parks Department for assistance in the clearing, removal, or overseeing contractors for debris removal. The point of contact with the Parks Department for assistance is the Parks Superintendent.

If the Governing Body, City Administrator, or EOC command authorizes, the Public Works Department through its maintenance crews or use of outside contractors will provide curbside debris pick up for residents and following an emergency or disaster. The Street Maintenance Division will identify the affected area, type of

debris, establish guidelines (type of allowable debris, hours of pick-up, preparation before pick-up, etc) for debris pick up, schedule equipment and personnel, contractors and remove the debris. Any debris suspected as hazardous materials will be reported immediately to the Fire and Police Department. If the amount of debris is significant, the debris will be picked up, hauled to a designated staging location and stored until the debris can be processed.

Processing of the debris shall include but not be limited to: burning, recycling (chipping into mulch), or hauled to an approved landfill. A complete activity and cost report shall be completed and turned into the Director of Public Works at the conclusion of the debris removal program.

ROADWAY ACCESS (Primary)

It is the responsibility of the Public Works Department to insure that city roadways are accessible to traffic. In a snow event the roadways will be cleared in accordance with the City of Leawood Snow and Ice Removal Policy. Public Works Maintenance will notify the Police and Fire Department of all roadway obstructions. Following a disaster or emergency the maintenance division will maintain access to City roadways. If hazards (utility lines down, fire/police department blockade, or other obstruction) exist, causing a prolonged blockage of the roadway, the maintenance division will set up and maintain proper detour routes to assist traffic in navigating around the road closure. The Maintenance Division will open the roadway at the earliest opportunity. If there is debris to be cleaned up from the roadway blockage, the debris will be removed in a manner that is described in the debris removal assignment.

HAZARDOUS MATERIAL MANAGEMENT (Support)

The Public Works Department will provide assistance to the Fire and Police Departments for hazardous material management. The division will provide limited traffic control, detour routing, equipment and personnel for spill containment (when health hazards are not present), and other duties as assigned.

TRAFFIC CONTROL (Support)

The Public Works Department will provide support for traffic control to the Police Department. A listing of the maintenance and responsible parties for all of the traffic signals that are in or border the City of Leawood can be found in the Traffic Signal Map. At the request of the Police Department, the Public Works Department (Engineering/Design Division) will provide assistance in contacting repair contractors, adjust signal timings, program flash mode, and assist in contacting neighboring cities to provide assistance. The Maintenance Division will provide barricades, set up 4-way stop signs at uncontrolled intersections, set up appropriate detour signs, and provide other assistance as needed.

**PARKS & RECREATION DEPARTMENT
LEAWOOD, KANSAS**



**EMERGENCY
OPERATIONS PLAN**

Developed to outline the Parks & Recreation Department's role and responsibilities as an integral part of the Emergency Management System (EMS) of the City of Leawood and Johnson County under the guidelines established by:

The Kansas Division of Emergency Management

and

The Federal Emergency Management Agency

FOREWORD

GENERAL

The Parks & Recreation Department employs 25 full time employees divided into ten (10) divisions. The divisions include: Administration, Park Maintenance, Pool Operations, Programming, Sports, Special Events, Community Theater, Historic Programs, Arts Council and Outdoor Programming (See Appendix 1 for a detailed organizational chart). The department is located at two facilities. The Administration, Programming, Sports, Pool Operations, Special Events, Community Theater, Historic Programs and Arts Council are located at the Leawood City Hall, 4800 Town Center Drive, Leawood, Kansas 66211. The Park Maintenance Division is located at the Parks Maintenance Facility, 2008 West 104th Street, Leawood, Kansas, 66206. In addition, seasonal employees in Pool Operations are located at the Leawood Aquatics Center in the City Park, 10601 Lee Blvd. seasonally, Memorial Day through Labor Day weekend.

EMERGENCY PLANNING

The Park & Recreation Department's Emergency Operations Plan (EOP) is designed to interface with the City's Emergency Operations Plan. This EOP is written to consider all relevant hazards identified in the Johnson County Hazard Analysis. It defines, to the maximum extent appropriate, the policies, procedures, and responsibilities for the management of emergency operations within the constraints of existing resources and operational capabilities.

DISCLAIMER

This plan has been prepared to meet state and federal requirements and should provide the overall guidelines necessary for the Parks & Recreation Department to function in the event of a major emergency or disaster. Although every effort has been made to consider all necessary response and recovery provisions should a disaster or major emergency threaten the City of Leawood, 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.

**Supplemental documents listed below and referenced in this plan,
are maintained in the Leawood Parks & Recreation Department,
Administration Services Division, Leawood City Hall,
4800 Town Center Drive, Leawood, Kansas 66211**

SUPPLEMENTAL DOCUMENTS

- **Organizational Chart**
- **Employee Roster**
- **Equipment Inventory**
- **Current (supply) Vendors**

AUTHORITY AND PROMULGATION

This plan has been developed, as a part of the City Emergency Operations Plan, to identify the policies, guidance, and resources that will provide Parks & Recreation personnel with the information necessary to function in a coordinated fashion before, during, and after a disaster.

As the Director of Parks & Recreation, I endorse this plan and the City Emergency Operations Plan, and direct all personnel involved to take any actions necessary to implement and continually evaluate the effectiveness of both.

*Chris Claxton, CPRP, Director of Parks & Recreation
Leawood Parks & Recreation Department*

THE BASIC PLAN

PURPOSE

The purpose of this plan is to provide the overall framework in which the Parks & Recreation Department will function in a coordinated effort with other departments or entities before, during, and after a disaster or major emergency.

PLAN MAINTENANCE

The Director of Parks & Recreation shall be responsible for ensuring that the Department Emergency Operations Plan (EOP) is reviewed, exercised, and updated as necessary. Updating the plan shall include but not be limited to: maintaining accurate vehicle/equipment inventories, maintaining accurate personnel rosters, and insuring all personnel are adequately trained in City and department emergency response procedures.

AUTHORITIES AND REFERENCES

See City EOP.

HAZARD ASSESSMENT

See City EOP.

OPERATIONAL CONCEPTS

GENERAL

The Parks & Recreation Department intends to be in full compliance with the operational concepts as set forth in the City Emergency Operations Plan (EOP).

ORGANIZATIONAL STRUCTURES

The Parks & Recreation Department will utilize the same organizational structure for a major emergency or disaster as outlined in the Parks & Recreation Department organizational chart. (See department organizational chart).

The Park Maintenance Facility, located at 2008 West 104th Street, has been designated the Department Operations Center (DOC). If the Park Maintenance Facility is not functional during or after an emergency event, the Director of Parks & Recreation and/or Superintendent of Parks, or their designee, will identify an alternate location. The Department Operations Center will be designed to maintain control and accountability of departmental assets during an incident.

COMMUNICATIONS

The primary method of communication will be the City 800 MHZ radio system, telephones, cellular telephones, and pagers. In the event the primary communication equipment is inoperable, other communication methods as described in the City's EOP will be utilized.

PUBLIC INFORMATION

The Director of Parks & Recreation will function as the Department Public Information Officer (PIO) unless otherwise designated. However, once the City Emergency Operations Center (EOC) is activated, all activities of the Department PIO will be coordinated through the City PIO.

DIRECTION AND CONTROL

GENERAL

Each Parks & Recreation Department 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 the Director or her designee. All supervisory personnel shall ensure that their assigned personnel are prepared to carry out any and all assignments as outlined in this plan or the City Emergency Operations Plan.

The Parks & Recreation Department operates in a structured hierarchy. All operations, including those during and after a disaster are controlled through the chain of command as outlined in the department organizational chart. (See department organizational chart).

EMERGENCY CALL BACK PROCEDURES

At the general direction of the EOC Command, the Director of Parks & Recreation or her designee may be required to take the following actions:

- Cancel scheduled employee leave
- Require all personnel to work beyond normal shift hours for an extended period
- Call back department personnel with no refusals allowed
- Alter normal organizational structure to complete required tasks

Employee contact procedures:

- City owned mobile phones
- Employee home phone number
- Employee provided secondary contact numbers

The Director will contact the Superintendent of Parks and the Recreation Services Manager. The Superintendent will contact Maintenance Supervisors, each of whom will contact their maintenance staff.

The Recreation Services Manager will contact the Recreation Program Supervisor, Sports Supervisor, Special Events Coordinator, and Administrative Services Manager.

CITY EMERGENCY OPERATIONS CENTER (EOC)

The Emergency Operations Center (EOC) may be activated when a disaster or major emergency exists, or may exist, that poses a severe threat to either large numbers of people or a large area. These events will require coordination between elected officials, City staff, and outside agencies, and will most likely result in a disaster declaration. They will also usually require the expertise and resources of outside agencies, both public and private. The management of such a disaster or major emergency is best accomplished through an EOC, as it provides a location and means by which designated personnel can make decisions and provide the resources necessary to support and/or control emergency disaster operations, including recovery.

For specific information regarding location, notification, activation levels, etc. of the EOC, see the City Emergency Operations Plan.

LINE OF SUCCESSION

City Emergency Operations Center

1. Director of Parks & Recreation
2. Superintendent of Parks*
3. Manager of Recreation Services*
4. Landscape Supervisor*
5. Construction Supervisor*
6. Grounds Supervisor*

*** These personnel are responsible for notifying the Director of Parks & Recreation if unavailable to respond to any disaster or major emergency in Leawood.**

EMERGENCY RESPONSE DUTIES

Director:

- Member of the EOC (maintains communications from EOC to Superintendent of Parks). Communications would include but not be limited to: up to date road/bridge conditions, detours, identifying inaccessible areas, flooding, weather, power/utility outages, equipment/manpower levels, etc.
- Provides direction and communicates with support resources for the Parks & Recreation field personnel.
- Provides updated field information to EOC Command and/or PIO.

Superintendent of Parks:

- Backup member of the EOC (Director's absence).
- Oversees/directs the activities of the Park Maintenance Division.
- Notify/Call-back employees needed for response.
- Communications link between the EOC (Director) and field personnel.
- Coordinate field assessment reports and other communications from P&R field personnel.
- Maintains accurate equipment/personnel availability and location records.
- Schedules equipment and personnel.
- Receives, records, and prioritizes citizen or public calls on Park & Recreation phone lines.

Recreation Services Manager:

- Backup member of EOC (Superintendent of Parks absence or replaces Superintendent of Parks to enable his return to the field)
- Oversees/directs the activities of the Recreation Division
- Notifies/Calls-back employees needed for response
- Coordinates donation management needs of the EOC
- Coordinate shelter operations

Landscape Supervisor:

- Backup Superintendent of Parks role
- Assigns and dispatches crews.
- Oversees field duties of Parks crews/activities.
- Communicates equipment /personnel needs to the Superintendent of Parks.
- Communicates damage/property or emergency conditions to Superintendent/Director.
- Other duties as assigned.

Construction Supervisor:

- Backup Landscape Supervisor role.
- Assigns and dispatches crews.
- Oversees field duties of Parks crews/activities.
- Communicates needs of personnel/equipment to the Superintendent.
- Communicates damage/property or emergency conditions to the Superintendent.
- Other duties as assigned.

Grounds Supervisor:

- Backup Construction Supervisor role.
- Assigns and dispatches crews.
- Oversees field duties of Parks crews/activities.
- Communicates equipment/personnel needs to the Superintendent.
- Communicates damage/property or emergency conditions to the Superintendent.
- Other duties as assigned.

Maintenance Workers/Administrative

- Miscellaneous duties as assigned

DEPARTMENT OPERATIONS CENTER (DOC)

DOC Line of Succession

1. Superintendent of Parks
2. Landscape Supervisor
3. Construction Supervisor
4. Grounds Supervisor

Location

The Parks & Recreation Department has designated the Park Maintenance Facility located at 2008 W. 104th Street, as the primary Department Operations Center. The designee listed above will activate the DOC and contact all required personnel. If the Park Maintenance Facility is damaged or inoperative, the Director of Parks & Recreation or her designee will designate an alternate site.

Procedures for DOC Operation

Upon activation of the DOC, the maintenance division will respond as directed by the Director of Parks & Recreation or her designee. The level of response will be based on the severity and nature of the incident, as well as anticipated requirements for support.

Upon establishing operation of the Departments Operations Center, the Superintendent of Parks or his designee will notify the Director of Parks & Recreation or her designee, as to the operational capabilities, staffing levels, and damage if any, to the facility.

When off duty Maintenance Workers become aware that a disaster or major emergency within the city limits of Leawood has occurred, they are required to make contact with their supervisor, or report immediately to the Park Maintenance Facility.

Upon arrival at the Park Maintenance Facility, the employees will notify the senior maintenance division employee of their arrival.

All employees will remain at the Park Maintenance Facility until given specific assignments or until relieved from duty. If it becomes necessary to extend the DOC operation beyond 12 hours, DOC Command will establish a rotation for employees.

When the DOC is activated, independent of the EOC, the Director of Parks & Recreation or her designee, at their discretion, may notify the City Administrator of the activation, and will authorize the de-activation of the DOC upon the completion of emergency response actions.

The DOC will be de-activated only on the authorization from the Director of Parks & Recreation or her designee.

ASSIGNED RESPONSIBILITIES

ROADWAY ACCESS (Support)

It is the responsibility of the Park Maintenance Division to assist Public Works in ensuring that City roadways are accessible to traffic. In a snow event Parks & Recreation personnel will assist in accordance with the City of Leawood Snow and Ice Removal Policy.

DEBRIS REMOVAL (Support)

Once the City has designated a process for debris removal, it is the responsibility of the Park Maintenance Division to assist Public Works in removing debris from roadways and other public property. The Superintendent of Parks will ensure that a complete activity and cost report is completed and forwarded to the Director of Public Works at the conclusion of the debris removal program.

EVACUATION (Support)

The Parks & Recreation Department will be available to the Police Department to assist in evacuation measures as needed. The Superintendent of Parks or his designee will serve as the coordinator between the Police Department and the Park Maintenance Division as far as the placement of staff for the required needs of the Police Department.

DONATIONS MANAGEMENT (Primary)

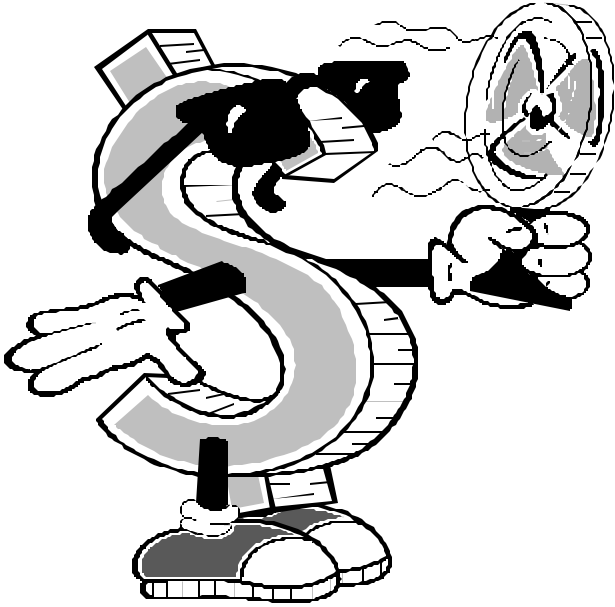
A variety of goods, services, and resources may be donated by the public or other organizations in response to a disaster or major emergency. The Parks & Recreation Department is responsible for the overall coordination and management of donated resources and supplies to include the following:

- Channel donations as appropriate to support emergency relief efforts
- Coordinate with Public Information Officer regarding judicious announcements about requests for specific types goods, services, and equipment needed
- Provide instructions for monetary donations to be made through existing relief organizations whenever possible
- Determine location(s) for donation collection, storage, and disbursement
- Accept, inventory, and log donations
- Issue receipts for donations if necessary

SHELTER MANAGEMENT (Primary)

When directed, the Recreation Division will open the community center as a shelter for the public. Upon activation, the Recreation Division will need to do the following:

- Bring cots and bedding from Fire Station #3 to set up a sleeping area.
- Set up tables and chairs.
- Assign a minimum of three (3) personnel to operate the shelter continuously.
- Contact the Finance Department to receive direction on purchasing food and/or other necessary supplies.
- Contact Information Services to coordinate needs for telephones, televisions, etc.
- Maintain a log of all persons utilizing the shelter.
- Clean and organize all areas and restock supplies as necessary.
- Maintain an inventory of all supplies used.



Finance Department Annex

Developed as a component
of the City of Leawood Emergency Operations Plan.

FOREWORD

GENERAL

The **Finance Department** is located at City Hall and consists of a Director, Finance Manager, Budget Coordinator, Senior Accountant, and three (3) Accounting Specialists. The department is responsible for handling, managing, budgeting, investing, and reporting the City's money.

EMERGENCY PLANNING

This annex is a part of the City Emergency Operations Plan (EOP) and is designed to interface with that plan as well other those of other City departments. It defines the organizational structure and emergency procedures necessary for the Finance Department to function during and after a major emergency or disaster.

DISCLAIMER

This annex has been prepared as part of the City Emergency Operations Plan and should provide the overall guidelines necessary for the Finance Department to function in the event of a major emergency or disaster. Although every effort has been made to consider all necessary response and recovery provisions should a disaster or major emergency threaten the City of Leawood, it is impossible to forecast every situation. Individuals having responsibilities set forth in this annex must maintain the flexibility and freedom to make adjustments as conditions warrant.

AUTHORITY AND PROMULGATION

This annex has been developed as a part of the City Emergency Operations Plan, to identify the policies, guidance, and resources that will provide Finance personnel with the information necessary to function in a coordinated fashion before, during, and after a disaster.

As the Director of Finance, I endorse this annex and the City Emergency Operations Plan, and direct all personnel involved to take any actions necessary to implement and continually evaluate the effectiveness of both.

*Kathleen Rogers, Director
Finance Department*

GENERAL INFORMATION

PURPOSE

The purpose of this annex is to provide the overall framework within which the Finance Department will function before, during, and after a disaster or major emergency. This annex will provide basic information and direction regarding the organizational structure, staffing and callback issues, and the responsibilities assigned to the Finance Department.

PLAN MAINTENANCE

The Finance Director shall be responsible for ensuring that this annex is reviewed, exercised, and updated as necessary.

ORGANIZATIONAL STRUCTURE

During a disaster or major emergency it is critical that a continuity of command and control be maintained. All Finance operations are directed through the chain of command as outlined below. If the City's Emergency Operations Center is activated, this line of succession will represent the Finance Department:

1. Director of Finance
2. Finance Manager*
3. Budget Coordinator*

*** These personnel are responsible for notifying the Director if unavailable to respond to any disaster or major emergency in the City of Leawood.**

STAFFING/CALLBACK

The Finance Department has established call back procedures that may be used for any emergency incident where additional staffing or modified scheduling is necessary. The **Finance Manager** shall maintain a current roster of finance personnel that includes all contact information. It is the responsibility of all personnel to ensure that contact information is current. In the event of an EOC activation, the **Director**, or designated replacement in the EOC, will be responsible for notifying other Finance Department personnel, as necessary. The primary methods of alerting Finance Department personnel are through the use of cell phones, and/or telephones.

DIRECTION & CONTROL

GENERAL

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

No employee shall be relieved or dismissed from duty without approval from the Director regardless of inclement weather, the closing of public buildings, etc.

CITY EMERGENCY OPERATIONS CENTER (EOC)

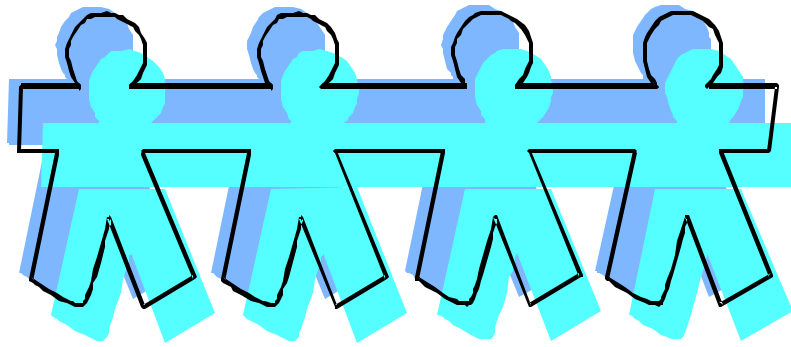
The Emergency Operations Center (EOC) may be activated when a disaster or major emergency exists, or may exist, that poses a severe threat to either large numbers of people or a large area. These events present an extreme threat to life and/or property and usually require the expertise and resources of outside agencies, both public and private. The management of such a disaster or major emergency is best accomplished through an Emergency Operations Center, as it provides a location and means by which designated personnel can make decisions and provide the resources necessary to support and/or control emergency disaster operations, including recovery.

The responsibilities for the Finance Department representative in the City EOC are to:

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 and emergency/disaster event.
6. Assist in securing agreements with outside vendors as designated by each department for critical emergency resources such as fuel, tires, food, etc.

DEPARTMENT RESPONSIBILITIES

If an event is declared a disaster by the state and/or federal government, the Finance Department will immediately begin working with state and federal agencies such as the Federal Emergency Management Agency (FEMA) and City departments, to ascertain and segregate those costs that may be considered for state and federal emergency funding and/or reimbursement.



Human Resources Department Annex

Developed as a component
of the City of Leawood Emergency Operations Plan.

FOREWORD

GENERAL

The **Human Resources Department** is located at City Hall and consists of a Director, Human Resources Manager, Human Resources Coordinator, and Receptionist/Action Center Coordinator. The department is responsible for developing and managing all human resources systems and programs that affect City employees and for providing comprehensive support to all City departments and employees in the following areas: recruitment/hiring, discipline/termination, consultation and administration, benefits and COBRA administration, worker compensation program management, job reclassification design and systems management, compensation program management, administration of the performance management system, employee and supervisor training and development, retirement programs administration, Federal and State mandate compliance and administration, administration of the City's Personnel Rules & Regulations, employee relations and administration of the employee grievance and appeal process, and support of a variety of employee committees and activities.

EMERGENCY PLANNING

This annex is a part of the City Emergency Operations Plan (EOP) and is designed to interface with that plan as well other those of other City departments. It defines the organizational structure, emergency procedures, and assigned responsibilities, necessary for the Human Resources Department to function during a major emergency or disaster.

DISCLAIMER

This annex has been prepared as part of the City Emergency Operations Plan and should provide the overall guidelines necessary for the Human Resources Department to function in the event of a major emergency or disaster. Although every effort has been made to consider all necessary response and recovery provisions should a disaster or major emergency threaten the City of Leawood, it is impossible to forecast every situation. Individuals having responsibilities set forth in this annex must maintain the flexibility and freedom to make adjustments as conditions warrant.

AUTHORITY AND PROMULGATION

This annex has been developed as a part of the City Emergency Operations Plan, to identify the policies, guidance, and resources that will provide Human Resources personnel with the information necessary to function in a coordinated fashion before, during, and after a disaster.

As the Director of Human Resources, I endorse this annex and the City Emergency Operations Plan, and direct all personnel involved to take any actions necessary to implement and continually evaluate the effectiveness of both.

*Colleen Browne, Director
Human Resources Department*

GENERAL INFORMATION

PURPOSE

The purpose of this annex is to provide the overall framework within which the Human Resources Department will function before, during, and after a disaster or major emergency. This annex will provide basic information and direction regarding the organizational structure, staffing and callback issues, and the responsibilities assigned to the Human Resources Department.

PLAN MAINTENANCE

The Human Resources Manager shall be responsible for ensuring that this annex is reviewed, exercised, and updated as necessary.

ORGANIZATIONAL STRUCTURE

During a disaster or major emergency it is critical that a continuity of command and control be maintained. All Human Resources operations are directed through the chain of command as outlined below. If the City's Emergency Operations Center is activated, this line of succession will represent the Human Resources Department:

1. Director of Human Resources
2. Human Resources Manager*
3. Human Resources Coordinator*
4. Receptionist/Action Center Coordinator*

*** These personnel are responsible for notifying the Director if unavailable to respond to any disaster or major emergency in the City of Leawood.**

STAFFING/CALLBACK

The Human Resources Department has established call back procedures that may be used for any emergency incident where additional staffing or modified scheduling is necessary. In the event of an EOC activation, the **Director of Human Resources** or designated replacement in the EOC will be responsible for notifying other Human Resources personnel, as necessary. The primary methods of alerting Human Resources personnel are through the use of Nextel/cell phones and/or telephones.

The **Human Resources Manager** shall maintain a current roster of Human Resources personnel that includes all contact information. It is the responsibility of all personnel to ensure that contact information is current.

The Human Resources Department will also maintain a list of all City employees that have no assigned responsibilities or duties relative to disaster operations. These employees may be used to assist in areas such as answering phones, assisting with shelter operations, as needed.

DIRECTION & CONTROL

GENERAL

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

No employee shall be relieved or dismissed from duty without approval from the Director regardless of inclement weather, the closing of public buildings, etc.

CITY EMERGENCY OPERATIONS CENTER (EOC)

The Emergency Operations Center (EOC) may be activated when a disaster or major emergency exists, or may exist, that poses a severe threat to either large numbers of people or a large area. These events present an extreme threat to life and/or property and usually require the expertise and resources of outside agencies, both public and private. The management of such a disaster or major emergency is best accomplished through an Emergency Operations Center, as it provides a location and means by which designated personnel can make decisions and provide the resources necessary to support and/or control emergency disaster operations, including recovery.

The responsibilities for the Human Resources Department representative in the City EOC are to:

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 EOPs.
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.

DEPARTMENT RESPONSIBILITIES

Personnel Management

The City of Leawood values the knowledge, skills, and abilities of all its employees. The City must do everything necessary to ensure that those human resources are available to serve the City's emergency needs. 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. 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 function as a liaison between employees and their families when employees are required to work far beyond normal working hours, or in adverse conditions of a disaster or major

emergency. Personnel Management includes areas such as worker's compensation, employee safety and risk management, and employee benefits/insurance issues.

Request for Service Management

Any request for service as a result of the disaster or major emergency must be handled in a timely and professional manner. Information Services will be responsible for setting up a call taking structure that allows for calls to be answered by designated call takers at various extensions. The Human Resources Department is responsible for providing those call takers beginning with the switchboard operator and expanding as necessary. These call takers will use the **Service Request Form** to document all requests. *(Forms are located in Appendix 8 of the City EOP, with EOC supplies in the Walnut Room closet, and on the City's "common" computer drive)*

Volunteer Management

During any disaster or major emergency, there may be several or many people who offer to volunteer their time and/or services to help disaster victims. The City may choose to use these volunteers in a variety of areas such as answering phones, assisting with shelter operations, victim counseling, etc. The Human Resources Department will be responsible for receiving and documenting volunteers, tracking volunteer abilities, and/or soliciting volunteers.

Leawood
Information Services
Voice, Data & Video



Information Services Department Annex

Developed as a component
of the City of Leawood Emergency Operations Plan.

FOREWORD

GENERAL

The **Information Services (I.S.) Department** is located at City Hall and consists of a Director, an Internet / WAN Specialist, (2) Information Services Specialists, and (1) Information Services Specialist / Help Desk position. The I.S. department is responsible for many of the City's voice, data, and video systems. This includes the network administration, programming, maintenance, purchasing, and installation of these systems.

EMERGENCY PLANNING

This annex is a part of the City Emergency Operations Plan (EOP) and is designed to interface with that plan as well other those of other City departments. It defines the organizational structure, emergency procedures, and assigned responsibilities, necessary for the Information Services Department to function during a major emergency or disaster.

DISCLAIMER

This annex has been prepared as part of the City Emergency Operations Plan and should provide the overall guidelines necessary for the Information Services Department to function in the event of a major emergency or disaster. Although every effort has been made to consider all necessary response and recovery provisions should a disaster or major emergency threaten the City of Leawood, it is impossible to forecast every situation. Individuals having responsibilities set forth in this annex must maintain the flexibility and freedom to make adjustments as conditions warrant.

AUTHORITY AND PROMULGATION

This annex has been developed as a part of the City Emergency Operations Plan, to identify the policies, guidance, and resources that will provide Information Services personnel with the information necessary to function in a coordinated fashion before, during, and after a disaster.

As the Director of Information Services, I endorse this annex and the City Emergency Operations Plan, and direct all personnel involved to take any actions necessary to implement and continually evaluate the effectiveness of both.

*Mark Andrasik, Director
Information Services Department*

GENERAL INFORMATION

PURPOSE

The purpose of this annex is to provide the overall framework within which the Information Services Department will function before, during, and after a disaster or major emergency. This annex will provide basic information and direction regarding the organizational structure, staffing and callback issues, and the responsibilities assigned to the Information Services Department.

PLAN MAINTENANCE

The Director of Information Services shall be responsible for ensuring that this annex is reviewed, exercised, and updated as necessary.

ORGANIZATIONAL STRUCTURE

During a disaster or major emergency it is critical that a continuity of command and control be maintained. All Information Services operations are directed through the chain of command as outlined below. If the City's Emergency Operations Center is activated, this line of succession will represent the Information Services Department:

1. Director of Information Services
2. Information Services Specialist (Part-Time)*
3. Internet / WAN Specialist*
4. Information Services Specialist (PD)*
5. Information Services Specialist / Help Desk*

*** These personnel are responsible for notifying the Director if unavailable to respond to any disaster or major emergency in the City of Leawood. All I.S. personnel are EOC Members and will be required upon activation of the EOC.**

STAFFING/CALLBACK

The Information Services Department has established call back procedures that may be used for any emergency incident where additional staffing or modified scheduling is necessary. The **Director of Information Services** shall maintain a current roster of Information Services personnel that includes all contact information. It is the responsibility of all personnel to ensure that contact information is current. All Information Services personnel are automatically notified on any EOC activation. The primary methods of alerting Information Services personnel are through the use of our Nextel/cell phones, and/or telephones.

DIRECTION & CONTROL

GENERAL

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

No employee shall be relieved or dismissed from duty without approval from the Director regardless of inclement weather, the closing of public buildings, etc.

CITY EMERGENCY OPERATIONS CENTER (EOC)

The Emergency Operations Center (EOC) may be activated when a disaster or major emergency exists, or may exist, that poses a severe threat to either large numbers of people or a large area. These events present an extreme threat to life and/or property and usually require the expertise and resources of outside agencies, both public and private. The management of such a disaster or major emergency is best accomplished through an Emergency Operations Center, as it provides a location and means by which designated personnel can make decisions and provide the resources necessary to support and/or control emergency disaster operations, including recovery.

The responsibilities for the Information Services Department representative in the City EOC are to:

1. Aid with the setup of the EOC.
2. Establish & maintain communications.
3. Support the administration and logistics functions of the EOC by identifying and obtaining technology to support emergency/disaster operations.

DEPARTMENT RESPONSIBILITIES

Communications

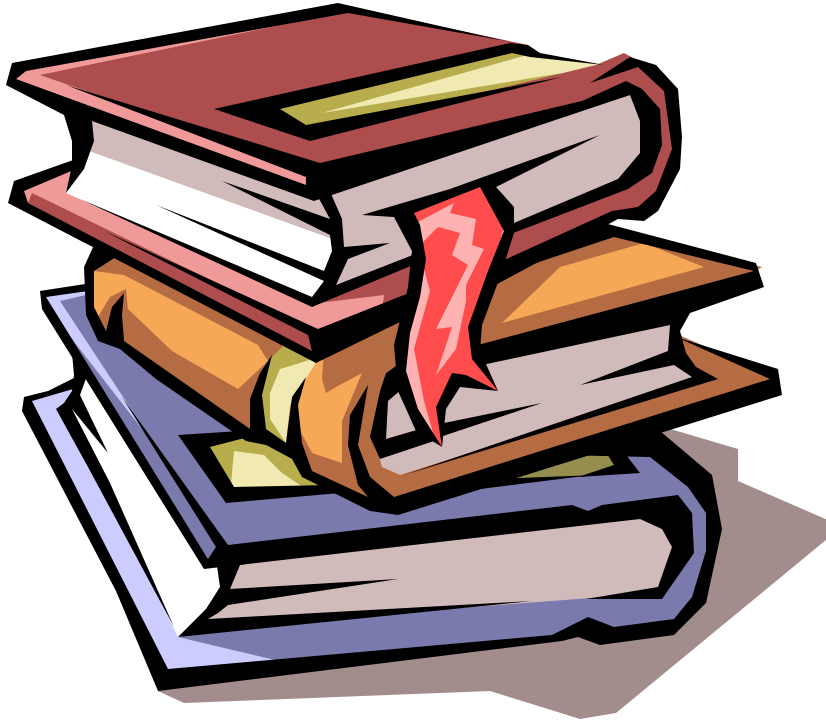
Determine and establish phone, radio, cell phone, and pager communications as necessary. See Information Services Communications / Systems Management Plan. (Specific and confidential Department Emergency Operations Procedures maintained by the Director and kept with EOC supplies in the Walnut Room closet)

Technology

Information Services must understand and use Leawood's existing voice, data, and video technology as appropriate and as dictated by the situation.

Request for Service Management

Any request for service as a result of the disaster or major emergency must be handled in a timely and professional manner. Information Services will be responsible for setting up a call taking structure that allows for calls to be answered by designated call takers at various extensions.



Legal Department Annex

Developed as a component
of the City of Leawood Emergency Operations Plan.

FOREWORD

GENERAL

The **Legal Department** is located at City Hall and consists of a City Attorney, Assistant City Attorney, City Prosecutor, and Legal Assistant. The department is responsible for preparing and reviewing all City Ordinances, Resolutions, Contracts and other legal documents. The department is also responsible for handling the insurance issues, other than workers' compensation and is charged with advising the Governing Body, City Committees and staff on legal issues.

EMERGENCY PLANNING

This annex is a part of the City Emergency Operations Plan (EOP) and is designed to interface with that plan as well other those of other City departments. It defines the organizational structure, emergency procedures, and assigned responsibilities, necessary for the Legal Department to function during a major emergency or disaster.

DISCLAIMER

This annex has been prepared as part of the City Emergency Operations Plan and should provide the overall guidelines necessary for the Legal Department to function in the event of a major emergency or disaster. Although every effort has been made to consider all necessary response and recovery provisions should a disaster or major emergency threaten the City of Leawood, it is impossible to forecast every situation. Individuals having responsibilities set forth in this annex must maintain the flexibility and freedom to make adjustments as conditions warrant.

AUTHORITY AND PROMULGATION

This annex has been developed as a part of the City Emergency Operations Plan, to identify the policies, guidance, and resources that will provide Legal Department personnel with the information necessary to function in a coordinated fashion before, during, and after a disaster.

As the City Attorney, I endorse this annex and the City Emergency Operations Plan, and direct all personnel involved to take any actions necessary to implement and continually evaluate the effectiveness of both.

Patricia Bennett, City Attorney
City of Leawood

GENERAL INFORMATION

PURPOSE

The purpose of this annex is to provide the overall framework within which the Legal Department will function before, during, and after a disaster or major emergency. This annex will provide basic information and direction regarding the organizational structure, staffing and callback issues, and the responsibilities assigned to the Legal Department.

PLAN MAINTENANCE

The City Attorney shall be responsible for ensuring that this annex is reviewed, exercised, and updated as necessary.

ORGANIZATIONAL STRUCTURE

During a disaster or major emergency it is critical that a continuity of command and control be maintained. All Legal Department activities are directed through the chain of command as outlined below. If the City's Emergency Operations Center is activated, this line of succession will represent the Legal Department:

1. City Attorney
2. Assistant City Attorney*
3. City Prosecutor*

*** These personnel are responsible for notifying the City Attorney if unavailable to respond to any disaster or major emergency in the City of Leawood.**

STAFFING/CALLBACK

The Legal Department has established call back procedures that may be used for any emergency incident where additional staffing or modified scheduling is necessary. The **Legal Assistant** shall maintain a current roster of Legal Department personnel that includes all contact information. It is the responsibility of all personnel to ensure that contact information is current. In the event of an EOC activation, the **City Attorney**, or designated replacement in the EOC, will be responsible for notifying other Legal Department personnel, as necessary. The primary methods of alerting Legal Department personnel is through the use of alphanumeric pagers, Nextel/cell phones, and/or telephones.

DIRECTION & CONTROL

GENERAL

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

No employee shall be relieved or dismissed from duty without approval from the City Attorney regardless of inclement weather, the closing of public buildings, etc.

CITY EMERGENCY OPERATIONS CENTER (EOC)

The Emergency Operations Center (EOC) may be activated when a disaster or major emergency exists, or may exist, that poses a severe threat to either large numbers of people or a large area. These events present an extreme threat to life and/or property and usually require the expertise and resources of outside agencies, both public and private. The management of such a disaster or major emergency is best accomplished through an Emergency Operations Center, as it provides a location and means by which designated personnel can make decisions and provide the resources necessary to support and/or control emergency disaster operations, including recovery.

The responsibilities for the Legal Department representative in the City EOC are to:

1. Provide legal advice and representation to EOC Command, EOC members, and elected officials.
2. Aid in the resolution of legal issues that may arise due to the implementation of any action resulting from the emergency or disaster.
3. 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.
4. If necessary, retain services of outside counsel having expertise in various areas.

DEPARTMENT RESPONSIBILITIES

None other than those listed above.



Municipal Court Department Annex

Developed as an component
of the City of Leawood Emergency Operations Plan.

FOREWORD

GENERAL

The **Municipal Court** is located at City Hall and consists of a Judge, Court Supervisor, Court Administrator, Warrant Officer, 2-Court Clerk I, 3-Court Clerk II, and two (2) part-time Court Clerk II. The department is responsible for all cases charged through the City of Leawood and maintaining the integrity of those cases.

EMERGENCY PLANNING

This annex is a part of the City Emergency Operations Plan (EOP) and is designed to interface with that plan as well other those of other City departments. It defines the organizational structure, emergency procedures, and assigned responsibilities, necessary for Municipal Court to function during a major emergency or disaster.

DISCLAIMER

This annex has been prepared as part of the City Emergency Operations Plan and should provide the overall guidelines necessary for the Municipal Court to function in the event of a major emergency or disaster. Although every effort has been made to consider all necessary response and recovery provisions should a disaster or major emergency threaten the City of Leawood, it is impossible to forecast every situation. Individuals having responsibilities set forth in this annex must maintain the flexibility and freedom to make adjustments as conditions warrant.

AUTHORITY AND PROMULGATION

This annex has been developed as a part of the City Emergency Operations Plan, to identify the policies, guidance, and resources that will provide Municipal Court personnel with the information necessary to function in a coordinated fashion before, during, and after a disaster.

As the Municipal Judge, I endorse this annex and the City Emergency Operations Plan, and direct all personnel involved to take any actions necessary to implement and continually evaluate the effectiveness of both.

Judge Renee Gurney
Municipal Court

GENERAL INFORMATION

PURPOSE

The purpose of this annex is to provide the overall framework within which the Municipal Court will function before, during, and after a disaster or major emergency. This annex will provide basic information and direction regarding the organizational structure, staffing and callback issues, and the responsibilities assigned to the Municipal Court.

PLAN MAINTENANCE

The Municipal Court Warrant Officer shall be responsible for ensuring that this annex is reviewed, exercised, and updated as necessary.

ORGANIZATIONAL STRUCTURE

During a disaster or major emergency it is critical that a continuity of command and control be maintained. All Municipal Court operations are directed through the chain of command as outlined below. If the City's Emergency Operations Center is activated, this line of succession will represent the Municipal Court:

1. Warrant Officer * **
2. Municipal Judge
3. Court Supervisor *

*** These personnel are responsible for notifying the Municipal Judge if unavailable to respond to any disaster or major emergency in the City of Leawood.**

**** The warrant officer will provide security for the EOC if needed and act as a liaison to the Municipal Judge.**

STAFFING/CALLBACK

The Municipal Court has established call back procedures that may be used for any emergency incident where additional staffing or modified scheduling is necessary. The **Warrant Officer** shall maintain a current roster of Municipal Court personnel that includes all contact information. It is the responsibility of all personnel to ensure that contact information is current. In the event of an EOC activation, the **Warrant Officer**, or designated replacement in the EOC, will be responsible for notifying other Municipal Court personnel, as necessary. The primary methods of alerting Municipal Court personnel are through the use of alphanumeric pagers, Nextel/cell phones, and/or telephones.

DIRECTION & CONTROL

GENERAL

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

No employee shall be relieved or dismissed from duty without approval from the Municipal Judge regardless of inclement weather, the closing of public buildings, etc.

CITY EMERGENCY OPERATIONS CENTER (EOC)

The Emergency Operations Center (EOC) may be activated when a disaster or major emergency exists, or may exist, that poses a severe threat to either large numbers of people or a large area. These events present an extreme threat to life and/or property and usually require the expertise and resources of outside agencies, both public and private. The management of such a disaster or major emergency is best accomplished through an Emergency Operations Center, as it provides a location and means by which designated personnel can make decisions and provide the resources necessary to support and/or control emergency disaster operations, including recovery. **If necessary the Leawood Municipal Court Warrant Officer may be utilized to maintain security as directed by EOC Command.**

DEPARTMENT RESPONSIBILITIES

Primary Roles for Court Staff

The primary responsibility for the Municipal Court staff is to maintain the integrity of the Court files. Once this has been completed, the Court staff will support the general operations of City Hall. This could include, but is not limited to, assisting in the call center, assisting with shelter operations, along with other duties as assigned.

Court Assessment

In the event the EOC is activated several factors need to be considered to determine the effectiveness of holding a Court session. Some factors include but are not limited to, the amount of staffing available, availability of the Courtroom, damage to City Hall, and the risk to the general public. The Warrant Officer will consider each of these factors and consult with the Municipal Judge before deciding whether or not to hold a Court Session. In the event the Courtroom is unavailable for an extended period of time, efforts will be made to secure an alternate location. Possible alternate locations are as follows:

- 1) Leawood Middle / Elementary School: 123rd St. and High Dr. Leawood, KS
- 2) Overland Park Municipal Court: 12400 Foster Overland Park, KS

It will be the responsibility of the Court staff to notify the appropriate media personnel in an effort to let the public know the new court date, time, and location. This will be done through the City Public Information Officer. (PIO) It will also be the responsibility of the Court staff to obtain the needed equipment and files to hold court at the alternate locations.



Neighborhood Services Department Annex

Developed as a component
of the City of Leawood Emergency Operations Plan.

FOREWORD

GENERAL

Neighborhood Services is located at City Hall and consists of a Neighborhood Services Administrator and three (3) full time Code Enforcement Officers. Normal functions include enforcement of the property maintenance and municipal code to ensure preservation of existing infrastructure. Duties generally include providing assistance to the many home associations throughout the City, as well as individual citizens. Neighborhood Services performs approximately 6,000 property inspections per year while traveling nearly 60,000 road miles, with the ability to internally dispatch up to four vehicles at any one time.

EMERGENCY PLANNING

This annex is a part of the City Emergency Operations Plan (EOP) and is designed to interface with that plan as well other those of other City departments. It defines the organizational structure, emergency procedures, and assigned responsibilities, necessary for Neighborhood Services to function during a major emergency or disaster.

DISCLAIMER

This annex has been prepared as part of the City Emergency Operations Plan and should provide the overall guidelines necessary for Neighborhood Services to function in the event of a major emergency or disaster. Although every effort has been made to consider all necessary response and recovery provisions should a disaster or major emergency threaten the City of Leawood, it is impossible to forecast every situation. Individuals having responsibilities set forth in this annex must maintain the flexibility and freedom to make adjustments as conditions warrant.

AUTHORITY AND PROMULGATION

This annex has been developed as a part of the City Emergency Operations Plan, to identify the policies, guidance, and resources that will provide Neighborhood Services personnel with the information necessary to function in a coordinated fashion before, during, and after a disaster.

As the Administrator of Neighborhood Services, I endorse this annex and the City Emergency Operations Plan, and direct all personnel involved to take any actions necessary to implement and continually evaluate the effectiveness of both.

*Jeff Cantrell, Administrator
Neighborhood Services*

GENERAL INFORMATION

PURPOSE

The purpose of this annex is to provide the overall framework within which Neighborhood Services will function before, during, and after a disaster or major emergency. This annex will provide basic information and direction regarding the organizational structure, staffing and callback issues, and the responsibilities assigned to Neighborhood Services personnel.

PLAN MAINTENANCE

The **Administrator** shall be responsible for ensuring that this annex is reviewed, exercised, and updated as necessary.

ORGANIZATIONAL STRUCTURE

During a disaster or major emergency it is critical that a continuity of command and control be maintained. All Neighborhood Services staff will be directed through the chain of command as outlined below. If the City's Emergency Operations Center is activated, this line of succession will represent Neighborhood Services:

1. Neighborhood Services Administrator
2. Code Enforcement Officer I*
3. Code Enforcement Officer II*
4. Code Enforcement Officer III*

*** These personnel are responsible for notifying the Neighborhood Services Administrator if unavailable to respond to any disaster or major emergency in the City of Leawood.**

STAFFING/CALLBACK

Neighborhood Services has established call back procedures that may be used for any emergency incident where additional staffing or modified scheduling is necessary. The **Administrator** shall maintain a current roster of personnel that includes all contact information. It is the responsibility of all personnel to ensure that the contact information is current. In the event of an EOC activation, the **Administrator**, or designated replacement in the EOC, will be responsible for notifying other Neighborhood Services personnel, as necessary. The primary methods of alerting such personnel are through the use of alphanumeric pagers, Nextel/cell phones, and/or telephones.

DIRECTION & CONTROL

GENERAL

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

No employee shall be relieved or dismissed from duty without approval from the Administrator regardless of inclement weather, the closing of public buildings, etc.

CITY EMERGENCY OPERATIONS CENTER (EOC)

The Emergency Operations Center (EOC) may be activated when a disaster or major emergency exists, or may exist, that poses a severe threat to either large numbers of people or a large area. These events present an extreme threat to life and/or property and usually require the expertise and resources of outside agencies, both public and private. The management of such a disaster or major emergency is best accomplished through an Emergency Operations Center, as it provides a location and means by which designated personnel can make decisions and provide the resources necessary to support and/or control emergency disaster operations, including recovery.

The responsibilities for the Neighborhood Services representative in the City EOC are to:

1. Provide EOC Command with current department status reports.
2. Provide coordination between field operations and the EOC.
3. Coordinate resource support for Neighborhood Services field operations.

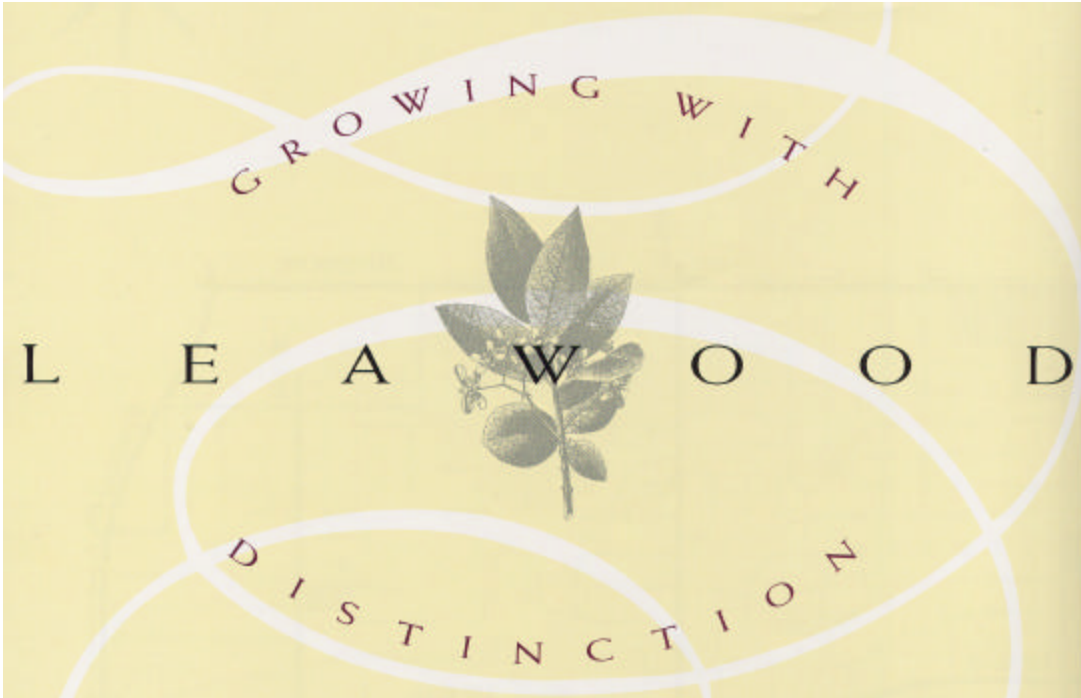
DEPARTMENT RESPONSIBILITIES

Damage Assessment

Depending upon the circumstances, varying types of damage may occur throughout the City. During such an event, Neighborhood Services staff will provide secondary support to Public Works in forming an accurate damage assessment of public and private infrastructure.

Requests for Service

Code Enforcement Officers may be assigned to assist the Fire Department checking the status of non-emergency requests for service such as automatic alarms, power lines arcing, shutting off utilities, etc.



Planning and Development Department Annex

Developed as a component
of the City of Leawood Emergency Operations Plan.

FOREWORD

GENERAL

The **Planning and Development Department** is located at City Hall and consists of a Director, Senior Planner, Planner, and Planning Assistant. The department is responsible for the coordination of commercial and residential development, including future growth patterns, statistics, mapping, zoning, and development plan review.

EMERGENCY PLANNING

This annex is a part of the City Emergency Operations Plan (EOP) and is designed to interface with that plan as well as those of other City departments. It defines the organizational structure, emergency procedures, and assigned responsibilities, necessary for the Planning and Development Department to function during a major emergency or disaster.

DISCLAIMER

This annex has been prepared as part of the City Emergency Operations Plan and should provide the overall guidelines necessary for the Planning and Development Department to function in the event of a major emergency or disaster. Although every effort has been made to consider all necessary response and recovery provisions should a disaster or major emergency threaten the City of Leawood, it is impossible to forecast every situation. Individuals having responsibilities set forth in this annex must maintain the flexibility and freedom to make adjustments as conditions warrant.

AUTHORITY AND PROMULGATION

This annex has been developed as a part of the City Emergency Operations Plan, to identify the policies, guidance, and resources that will provide Planning and Development personnel with the information necessary to function in a coordinated fashion before, during, and after a disaster.

As the Director of Planning and Development, I endorse this annex and the City Emergency Operations Plan, and direct all personnel involved to take any actions necessary to implement and continually evaluate the effectiveness of both.

*Diane M. Binckley, Director
Planning and Development Department*

GENERAL INFORMATION

PURPOSE

The purpose of this annex is to provide the overall framework within which the Planning and Development Department will function before, during, and after a disaster or major emergency. This annex will provide basic information and direction regarding the organizational structure, staffing and callback issues, and the responsibilities assigned to the Planning and Development Department.

PLAN MAINTENANCE

The Planning and Development Director shall be responsible for ensuring that this annex is reviewed, exercised, and updated as necessary.

ORGANIZATIONAL STRUCTURE

During a disaster or major emergency it is critical that a continuity of command and control be maintained. All Planning and Development operations are directed through the chain of command as outlined below. If the City's Emergency Operations Center is activated, this line of succession will represent the Planning and Development Department:

1. Director of Planning and Development
2. Senior Planner*
3. Planner*

*** These personnel are responsible for notifying the Director if unavailable to respond to any disaster or major emergency in the City of Leawood.**

STAFFING/CALLBACK

The Planning and Development Department has established call back procedures that may be used for any emergency incident where additional staffing or modified scheduling is necessary. The **Planning Assistant** shall maintain a current roster of Planning and Development personnel that includes all contact information. It is the responsibility of all personnel to ensure that contact information is current. In the event of an EOC activation, the **Director**, or designated replacement in the EOC, will be responsible for notifying other Planning & Development Department personnel, as necessary. The primary methods of alerting Planning and Development personnel are through the use of alphanumeric pagers, Nextel/cell phones, and/or telephones.

DIRECTION & CONTROL

GENERAL

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

No employee shall be relieved or dismissed from duty without approval from the Director regardless of inclement weather, the closing of public buildings, etc.

CITY EMERGENCY OPERATIONS CENTER (EOC)

The Emergency Operations Center (EOC) may be activated when a disaster or major emergency exists, or may exist, that poses a severe threat to either large numbers of people or a large area. These events present an extreme threat to life and/or property and usually require the expertise and resources of outside agencies, both public and private. The management of such a disaster or major emergency is best accomplished through an Emergency Operations Center, as it provides a location and means by which designated personnel can make decisions and provide the resources necessary to support and/or control emergency disaster operations, including recovery.

The responsibilities for the Planning and Development Department representative in the City EOC are to:

1. Provide EOC Command with current department status reports.
2. Provide coordination between field operations and the EOC.
3. Coordinate resource support for Planning & Development field 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.

DEPARTMENT RESPONSIBILITIES

Building/Infrastructure Inspection

The Planning and Development Department shall provide support to the Building Inspections Division of the Public Works Department as needed to inspect building and infrastructure damage. As a part of this support, the Planning Department will supply mapping for organizational purposes and for outlining areas of damage.

Damage Assessment

The Planning and Development Department shall provide support to Building Inspections Division and Neighborhood Services Division for Non-Structural Damage assessment. This shall include evaluating non-structural damage caused to residential, commercial and public buildings, and surrounding property.

Mapping and Appraisal

The Planning and Development Department shall provide maps of the City and of specific areas, which include streets, lots, property owners, appraised value, and other needed information as it pertains to damaged property. The Department shall provide number of units within areas and estimated population of specific areas and shall be responsible for statistical information as it relates to damage, population, and value.