

RESOLUTION No. 13-36

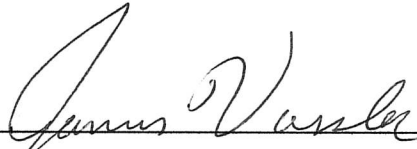
SALINE COUNTY LOCAL EMERGENCY OPERATIONS PLAN

Council Member Stanley Krause offers the following resolution and moves its adoption, seconded by Council Member Phyllis Ryan:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in Saline County, the City of Friend and other cities and villages in Saline County, the Friend City Council deems it advisable and in the best interests of the community and the County to approve the attached Saline County Local Emergency Operations Plan. Acceptance of this 2013 Local Emergency Operations Plan supersedes all previous approved Saline County Local Emergency Operations Plans.

PASSED AND APPROVED THIS 1ST DAY OF OCTOBER, 2013.




James Vossler, Mayor
City of Friend, Nebraska

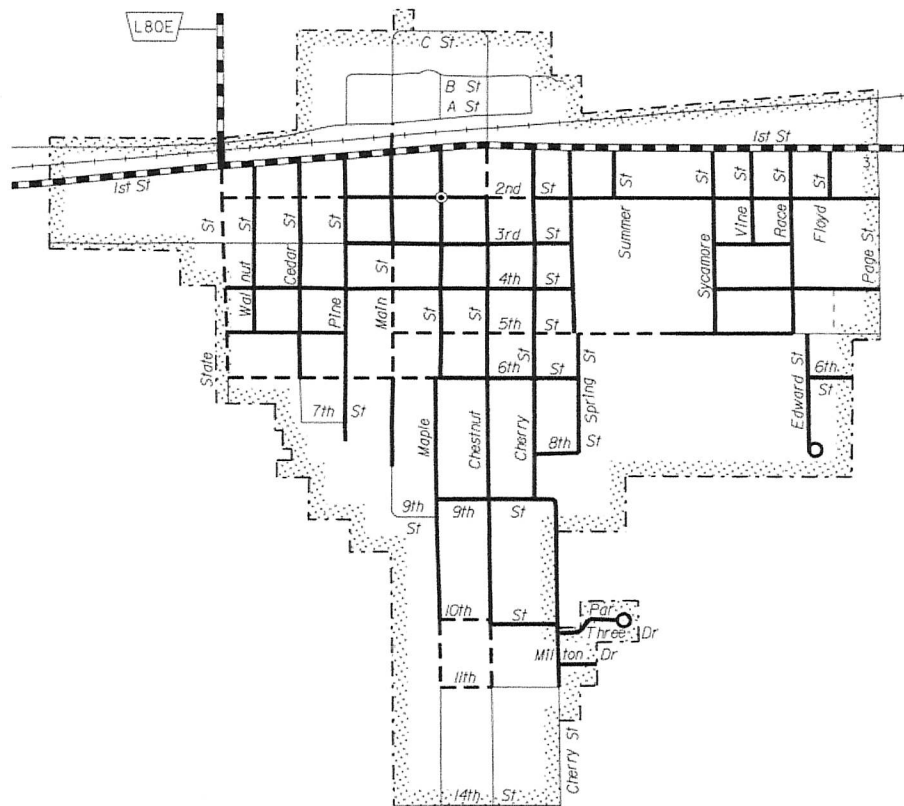
ATTEST:



Debbie Gilmer
Friend City Clerk

CITY OF FRIEND

LOCAL EMERGENCY OPERATIONS PLAN



FOR DISASTER RESPONSE AND RECOVERY

2013

CITY OF FRIEND LOCAL EMERGENCY OPERATIONS PLAN

TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
I. <u>Purpose</u>	1
II. <u>Planning Factors</u>	1
III. <u>Basic Disaster Operations</u>	2
IV. <u>Incident Command/Field Operations - First Responders</u>	5
Police Department	6
County Communications Center	8
Fire Department	8
Emergency Medical Services	9
Public Works/Utilities	10
Street Department	10
Electric Department/Power District	11
Water Division	12
Wastewater Division	13
Parks and Recreation Department	13
Landfill	14
V. <u>Emergency Operations Center</u>	14
Mayor/City Council	14
Mayor	15
Emergency Management Coordinator	17
City Attorney	19
Building Inspector	20
City Clerk/Treasurer	21
Purchasing Officer	22

CITY of FRIEND LOCAL EMERGENCY OPERATIONS PLAN

I. PURPOSE

- A. The responsibility for the welfare of the residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination and management of both the prevention preparations and the disaster operations and recovery. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster. (Nebraska Emergency Management Act, 1996, section 81-829.46).
- B. The Emergency Preparedness Mission for the city of Friend is to ensure the coordination of city departments and personnel to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- C. This plan identifies the primary disaster responsibilities of city departments and personnel employed by the city. This plan is intended to supplement the Saline County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.
- D. It is in the best interest of the city of Friend that the named key officials meet at least once a year and after each disaster to review the Plan with the County Emergency Manager to determine that the Plan is current and reflects the roles and responsibilities as defined by statutes, resolutions and field operations.

II. PLANNING FACTORS

A. All-Hazards Approach

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

B. Vulnerable Populations

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

2. The community uses outdoor warning devices, the county public safety communications system and loudspeakers on emergency vehicles to warn the various access and functional needs populations.]

C. Primary Responsibility For Disaster Response and Recovery

1. The responsibility for the welfare of the residents during a disaster rests with the Mayor and the City Council. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster.
2. In the absence of the Mayor, the established line of succession is:
 - a. President of the City Council
 - b. Senior member of the City Council
 - c. An official as appointed/elected by the City Council (special election as necessary)

III. BASIC DISASTER OPERATIONS

A. Operations — Warning Phase

1. When alerted of a disaster situation, the Saline County Communications Center will begin notification of those on their emergency notification list.
2. The public may have already been warned by sirens or through the electronic media. If there are no automated warnings, dispatch (Communications Center) will activate the sirens as authorized. All Fire officers also have the ability to activate the sirens.

B. Operations — Actual Disaster

1. The first priority after a disaster has struck is lifesaving activities and the subsequent preservation of property. Responders will proceed to the scene of the disaster or staging area as soon as possible. Initial requests for Field Operations assistance will be channeled through the Saline County Communications Center.
2. After the initial response, the Emergency Operations Center (EOC) will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination and support of Field Operations.

3. Other agencies and groups not defined as first responders may be asked to provide additional disaster services as the city begins the process of recovery.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.
5. All responding departments, agencies and jurisdictions will follow the National Incident Management System (NIMS) protocols when conducting either individual or joint disaster response and recovery activities. This includes but is not limited to establishing unified or area incident command systems, the use of staging areas as needed, implementing multi-agency coordination systems and resource management including the identification and listing of all department, agency and jurisdiction disaster response resources (equipment, trained personnel, supplies, facilities) using the NIMS resource identification process.

C. Operations — Departmental Responsibilities

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

1. Field Operations (Tactical and Operational)
 - a. First responders (fire, law enforcement, public works, etc.) will provide the initial tactical response to a disaster.
 - b. These first responders will use the National Incident Management System by establishing Incident Command. A member of one of the first responder emergency units will provide the initial Incident Commander. This will be determined by the nature of the disaster. Incident Command may be transferred to another agency as disaster priorities change.
 - c. Because of the scope of the disaster, responders may incur additional responsibilities as defined in Section IV of this plan.
 - d. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.
2. Emergency Operations Center (EOC) (Strategic and Functional)

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

- a. Staffing will be determined by the severity of the situation.
- b. The County EOC is located at Wilber. This location provides communications capability, auxiliary power, and ample space with support equipment for disaster operations.
- c. The City's EOC would be located at the Friend Fire Station or Warren Memorial Hospital, both of which have communications capabilities, auxiliary power and ample space with support equipment for disaster operations.

3. Additional Disaster Services (Support)

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

D. Field Operations: Incident Command and the EOC

1. Both the field responders and the EOC staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the city. The use of the NIMS will help standardize communications and enhance coordination between incidents, initial responders, mutual aid, CEO's and supporting organizations.
2. Communications Capabilities: When the Incident Commander establishes a command post and the EOC is activated, each will maintain communications with each other.
3. EOC Briefings: The Incident Commander, first responders, City Departments and agencies working the disaster may be required to send a representative to report activities, accomplishments, needed support and supplies and the next operational priority in their area. From this report, the Incident Action Plan (IAP) is developed for the next specified operational period.
4. Security of the Disaster Area:
 - a. Security may be needed at all the highway points leading into Friend. The Saline County Sheriff's Department, Nebraska State Patrol and Nebraska Department of Roads can help with security.
 - b. Local resources will be used first for roadblocks and barricades; then other village/county/state roads departments may be asked to help.

The Incident Commander or Law Enforcement will contact the Communications Center to request additional resources from these agencies.

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

E. Operations — Administration

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

IV. INCIDENT COMMAND / FIELD OPERATIONS - FIRST RESPONDERS

A. Primary Field Operational Control for the Disaster

1. All City Departments will become familiar with an Incident Command System per HSPD-5, NIMS. This Incident Command System will be used to ensure one point of contact for field coordination.
2. The Incident Commander may select staging area(s) if needed. The Incident Commander will inform the EOC of the location(s) of the staging area(s).

B. Responsibilities List for Field Operations

1. In preparing this plan, city officials have assigned responsibilities for disaster response and recovery. These responsibilities address an "all-hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-inclusive; at the direction of either the Department Supervisor or the City Administrator (Mayor, if no City Administrator); city personnel may be requested to perform other disaster duties.
2. The task assignments for each City Department are written in general terms and purposely do not tell supervisors how to do their jobs. Each

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

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

1. Among the first responders to the disaster scene
2. Implements the appropriate National Incident Management System
3. Assesses communications capability as a priority action
4. Notifies off-duty Police Department personnel and, if required, other law enforcement agencies for assistance. About 20 people could be available from the Friend, Wilber and Crete Police Departments, Saline County Sheriff's Office, Nebraska State Patrol, and Game & Parks Commission.
5. If needed, in conjunction with the Fire Department, warns residents and businesses by public address systems, knocking on doors, or other means
6. Conducts any evacuation as required; including coordination with Emergency Management to select the best evacuation routes to the selected shelter (see Annex E for evacuation planning and operations guidelines)
7. Implements established procedures for roadblock locations to isolate Friend if entry control is necessary
8. Warns the public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected (see Annexes B and D for communications capabilities and strategies)
9. Coordinates with the EOC and Incident Command for transportation of access and functional needs evacuees
10. Coordinates with the EOC and Incident Command in selecting assembly points and exercises surveillance over the assembly points being used for loading buses used for evacuation
11. Assesses and determines the immediate needs for cleared routes to the hospital and coordinates with the EOC and Incident Command
12. Coordinates traffic control and crowd control in and around the disaster area

13. Coordinates with the Street Department for barricades, signs and flags at control points as established by the Police Department. This will also be coordinated with the EOC and Incident Command
14. Conducts search and rescue operations with Fire Department personnel
15. Assesses the need for other City Departments to respond, contacts the Superintendents of Departments and reports this to the EOC
16. May request opening the EOC for assistance in coordinating disaster response
17. Relocates to an alternate site, if the Police Station is damaged
18. May initially advise the EOC of area affected and gives general damage information
19. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual to the EOC
20. Sends a representative to the briefings at the EOC; informs the EOC/City Administrator/Mayor/Incident Commander of any problems
21. Secures the disaster area:
 - a. To include critical public facilities and residences
 - b. Checks volunteer ID cards
 - c. Checks permanent ID cards of City personnel
 - d. Controls EOC security from any interference with emergency operations
22. Prevents looting in disaster area
23. Prevents re-entry into damaged or contaminated buildings
24. Provides security at shelters, if needed
25. Provides security for visiting dignitaries.
26. Notifies the EOC of possible flooding problems
27. Picks up stray animals or implements other animal control measures using volunteers, veterinarians or animal control officers (see Annex H)
28. Deputizes additional personnel, as required

30. Continues with police responsibilities and services in unaffected areas
31. Designates and maintains the lines of succession in the absence of the Police Chief

D. Communications Center (LEOP Annex B)

1. Maintains a current call-down roster of phones and pagers for key city personnel and others such as the hospital, care centers, schools, and businesses
2. Provides warning through sirens; if the endangered area is isolated, telephones residents and/or businesses and initiates other warnings systems for identified special populations
3. Monitors and disseminates further watches and/or warnings or advisories
4. After the initial request for first response, makes the necessary notifications to include notifying the Mayor and the Emergency Management Coordinator
5. Coordinates emergency radio traffic
6. May request additional assistance through the EOC

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

1. Among the first responders to disaster scene
2. Assumes the operational control for fire suppression and explosions
3. If properly trained, serve as a hazardous materials responder; provides measures to minimize dangers from hazardous materials
4. Provides radiological monitoring at radiological accidents, including the necessary coordination with Nebraska Health and Human Services System Regulation and Licensure and the Nebraska Emergency Management Agency
5. Implements the Incident Command System per NIMS
6. May request opening the EOC for assistance in coordinating and supporting disaster response
7. Coordinates with Law Enforcement in search and rescue operations
8. Assists Law Enforcement in evacuation efforts

9. Assists Law Enforcement in warning by public address system or door-to-door
 10. Assists Law Enforcement in crowd control/security of the disaster area
 11. Assesses need for other City Departments to respond and contacts the Department Superintendent(s); reports this to the EOC
 12. Implements mutual aid agreements with other jurisdictions, as needed
 13. Coordinates the staging area with the EOC and Incident Command
 14. Provides backup equipment for water pumping
 15. Assists in safety inspections to assure the integrity of a structure before permitting re-occupancy
 16. Sends a representative to briefings at the EOC; informs the EOC/ Mayor/Incident Commander of any problems
 17. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC
 18. Continues fire suppression operations
 19. Establishes and maintains the lines of succession in the absence of the Fire Chief
- F. Emergency Medical Services — Rescue Chief (LEOP Annex G)
1. May be among the first responders at the disaster scene
 2. Implements the Incident Command System per NIMS
 3. Conducts triage operations, if needed
 4. Operates emergency medical units to provide emergency treatment to injured personnel at the scene
 5. Transports injured to the hospital; checks with Police Department\EOC for open routes to hospital
 6. Implements mutual aid agreements with other jurisdictions as necessary, allowing hospital staff to stay at their facility to receive injured
 7. Sends a representative to briefings at the EOC and informs the EOC/ Mayor/Incident Commander of any problems

8. Continues emergency medical services for the remainder of the City
9. Establishes and maintains the lines of succession

G. Public Works/Utilities (LEOP Annex K)

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

2. Street Department

The call to respond to the disaster will probably come from dispatch at the Saline County Communications Center. The Superintendent will coordinate with the Mayor and/or Incident Commander on disaster work assignments. Tasks may include but are not limited to:

- a. Developing a response priority/plan to clear debris from the primary routes needed for First Responders; then clearing the arterials and collectors
- b. Assessing and reporting street damage to the EOC; systematically clearing the streets as prioritized at the EOC briefings with input from the Mayor, Incident Commander, Police Department, and other affected City Departments
- c. Closing streets, if requested by Law Enforcement or the Incident Commander, by transporting and erecting barricades, signs, and flags at control points established by Law Enforcement
- d. Posting traffic directional signs, as needed, particularly for evacuation
- e. Clearing debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants
- f. Performing priority repairs to streets
- g. Clearing inlets and repairing storm sewers
- h. Providing emergency repair and maintenance of vehicles and equipment during disaster operations
- i. During flooding conditions, coordinating sandbagging operations for public buildings/entities

- j. Assisting the Mayor in meeting requirements for the disposal of disaster debris.
 - k. Establishing temporary debris collection or disposal sites, additional temporary tree burning areas, as needed and as approved by the Department of Environmental Quality.
 - l. If not being utilized, furnishing heavy equipment and personnel to other City Departments
 - m. Sending a representative to the briefings at the EOC; informing the EOC, Mayor and Incident Commander of accomplishments, needs and any problems
 - n. Maintaining records of all overtime, operational expenses, repair costs, in-stock supplies used; supplies, equipment and labor procured during the response and recovery
3. City Electric Department
- a. All department employees will report to their normal shop for vehicles, mobile communications and assignments. If their work reporting stations are inaccessible, they will receive further information during the notification or recall process.
 - b. The first qualified employee reporting may survey the sub-stations; survey overall damage to see if outside assistance will be required and will alert the Superintendent if mutual aid is needed. This will also be reported to the EOC.
 - c. Electrical Supervisor/director will direct and coordinate activities that:
 - i. De-energizes downed power lines
 - ii. Restores service as prioritized
 - iii. Coordinates with the Mayor and Incident Command and supplier in finding a temporary source of electricity should the city need it to restore utility service
 - iv. Keeps the Mayor and Incident Command and supplier informed of the current situation and when service may be restored
 - v. Sends representatives to briefings at the EOC; inform the EOC/ Mayor/Incident Commander of any problems.

- vi. Safety inspects the electric systems on damaged public buildings; coordinates with the building inspector on these inspections
- vii. Provides emergency lighting where needed for disaster operations
- viii. Coordinate the use of emergency power generators with the EOC and Incident Command
- ix. Furnish available heavy equipment and personnel to other City Departments

4. Water and Wastewater Department — Superintendent

a. Water Division

- i. Can assess each house individually
- ii. Maintain water pressure and uncontaminated water supply
- iii. Where possible, ensures an adequate water supply to the fire hydrants in case of major fire
- iv. Is prepared to isolate the water system where there is a possibility of contamination from a hazardous materials spill
- v. Repairs the water tower and/or mains, as prioritized; isolates ruptured or damaged mains until repairs can be made
- vi. Coordinates water testing with the State Health and Human Services System
- vii. Provides potable emergency water supply:
 - a. Locates suitable containers; fills with uncontaminated, potable water
 - b. Distributes water to locations as coordinated by the EOC; is aware of prioritized facilities needing water such as the hospital or care facilities
- viii. Safety inspects the water system

b. Wastewater Division

- i. Maintains the sanitary sewer operations

- ii. Is prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system
- iii. Safety inspects the wastewater system if damaged from the disaster
- iv. Contracts for portable toilets and for their maintenance
- c. Both Water and Wastewater Divisions
 - i. If not being utilized, may be required to furnish equipment, such as vehicles, and personnel to other City Departments
 - ii. Sends one person to EOC briefings to represent both Divisions; informs the EOC/Mayor/Incident Commander of any problems
- 5. Parks and Recreation Department — Director
 - a. Surveys damage to parks
 - b. Reports to the Mayor for disaster work assignment
 - c. If not being utilized, furnishes equipment/personnel to other City Departments; will primarily assist Street Department
 - d. Will attend or be represented at EOC briefings; informs the EOC/Mayor of any problems in disaster clean-up/repair

6. Landfill Operation

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

- a. Meet the demand for greater disposal operations by:
 - i. Requesting an extension of hours as needed for debris disposal
 - ii. Requesting signs or guides in the landfill area to organize disposal efforts
- b. Obtain permission from DEQ for normally unauthorized items (to the extent possible) to go to the landfill; find alternatives for disposal of unauthorized items
- c. Maintain a "salvage depot" for recovered, unclaimed damaged property which is removed from public or private property

- d. In coordination with other affected City Departments, the EOC, and Incident Commander establishes temporary site(s) for debris disposal/storage, separation, storage, recycling
- e. Will establish an additional temporary tree-burning area, if the one "permitted" burn site in Friend is not adequate

V. EMERGENCY OPERATIONS CENTER

A. Mayor/City Council (LEOP Annex A)

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

1. Making executive decisions; establish effective disaster response policy
2. Exercising emergency powers; provide policy decisions.
3. Signing the Disaster Declaration
4. Exercising the final authority on subjects such as:
 - a. Curfews
 - b. Price restrictions
 - c. Standards for contractors, craftsmen
 - d. Temporary waivers for land use
 - e. Other related legal responsibilities
 - f. Evacuation decisions
5. Approving emergency legislation for the city
6. Activating the EOC; notifying the Emergency Manager
7. Emergency Public Information (LEOP Annex D)
 - a. The Mayor will ensure that the public is given timely and accurate information through the Public Information Officer (PIO).
 - b. The Mayor will designate a PIO at the time of the disaster if one is not appointed.

- c. The PIO will establish an Information Center to:
 - i. Release emergency directions and information to radio, television and newspaper;
 - ii. Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates;
 - iii. Maintains liaison with the EOC and the Incident Commander to stay abreast of current information;
 - iv. Serves as the source through which the media will gain access to public officials, if required;
 - v. Provides current and accurate information to the general public making inquiries.

B. Mayor

The Mayor's responsibilities may include, but are not limited to:

1. Coordinating with the City Council members, the Emergency Management Coordinator and the Incident Commander during disaster operations
2. The Mayor will be alerted of a disaster situation by the dispatcher or Emergency Management Coordinator
3. Activating the EOC
4. Reporting to the EOC to monitor the disaster incident through situation reports and data coming into the EOC; visiting the various areas of the disaster, as necessary
5. In conjunction with the Emergency Management Coordinator, determining EOC staffing
6. Providing over-all coordination of all City Departments and purchasing for handling the disaster effort
7. In conjunction with needs of Field Operations and Emergency Management:
 - a. Recruiting any city personnel not involved in disaster response who could assist in emergency duties

- b. Forming a clerical pool and provide any other support personnel needed to staff the EOC (may include recording disaster events, maintaining status boards, word processing, answering inquiries, telephoning, etc.)
8. Maintaining current inventory and resource list of emergency equipment and supplies
9. Coordinating citywide resources that may be used in disaster response/recovery
10. Coordinating with the City Attorney on any legal emergency matters.
11. Responding to official inquiries
12. If a number of public buildings and/or streets have been affected by the disaster, assisting in prioritizing the return to service
13. Coordinating with the Building Inspector in recovery and rebuilding efforts
14. Ensuring the Building Inspector has designated someone to photographically document damage should there be a later application for state or federal assistance
15. Designating appropriate staff to photograph debris piles before disposal
16. In conjunction with the Clerk, ensuring that the City Clerk documents expenses for the disaster including the donation of supplies, equipment, services and volunteer labor
17. Assisting the Emergency Management Coordinator in determining the location(s) for the distribution of potable water and requesting the Water Department to provide potable water to the public; then through the Public Information Officer, notifying the public of the availability and location(s) of water
18. Working with the Emergency Management Coordinator in providing liaison with local contractors, businesses, and industries to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required in the disaster situation
19. Advising disaster victims of temporary emergency housing
20. Establishing a point of contact for cash donations from the community for disaster victims/efforts and establishing guidelines in distributing the money. Also maintain an accepted, standardized accounting system to track appropriate financial donations.

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

C. Emergency Management Coordinator

The Saline County Emergency Management Coordinator will act as a disaster operations advisor to the Mayor and City Council. In performing the direction and control function for coordinating disaster operations, the Emergency Management Coordinator will work closely with the City Administrator. Disaster operations duties for the Emergency Management Coordinator may include, but are not limited to:

1. Being responsible for the EOC readiness to include adequate communications systems, status/ICS boards, maps, office supplies/equipment, printed logs/forms, alternate power or an alternate location;
2. Activating the EOC; assumes overall operational management and coordination for the support of emergency functions of the disaster response and recovery;
3. In conjunction with the Mayor, determining who is needed on the EOC staff;
4. Maintaining a current call-down list of EOC Staff with an established procedure for calling in the staff;
5. Coordinating additional communications support, such as amateur radio operators, staff to take calls for "rumor control," etc.
6. Tracking and recording disaster events electronically, or on a status board or flip chart; plotting areas of destruction on maps; staff from the City Clerk's Office may be assigned this function;
7. Conducting EOC briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often briefings are needed;
8. Coordinating with the City Departments as well as local businesses, private groups, volunteers, and adjacent jurisdictions called for mutual aid and with Saline County government if the situation dictates.
9. Requesting the Public Information Officer to provide emergency information to the public concerning an evacuation;
10. Coordinating transportation that may be required for evacuation;
11. Advising in the selection of assembly points for transportation;
12. Coordinating shelter operations with the American Red Cross;

13. Recommending that the Mayor/Council declare an emergency; preparing the Disaster Declaration for the signature of the Mayor and the witness of the Clerk;
14. Coordinating with the City Attorney on any legal emergency matters;
15. Coordinating with the ARC and Saline County Aging Services on disaster needs of individuals to provide necessary outreach services and assistance in recovery;
16. Coordinating staging areas with Field Operations;
17. Disseminating Identification cards for:
 - a. Emergency workers
 - b. Volunteers
 - c. Disaster area residents
 - d. Appointed/elected officials
18. Coordinating with the Mayor in determining potable water distribution locations; assuring that the public is notified concerning the availability and location of water;
19. Working with the Mayor in providing liaison with local contractors, businesses and industry to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required;
20. Making formal requests to the next higher levels of government for assistance if the disaster response is beyond the capability of the City;
21. Providing pre-event training opportunities for personnel who will respond to a disaster;
22. Reviewing and updating this Plan for the City of Friend annually.

D. City Attorney

1. Reviews the Nebraska Emergency Management Act and provides emergency legal counsel to city officials on subjects such as:
 - a. Curfews
 - b. Price restrictions

10. Coordinates with the City Administrator in establishing a point of contact for insurance adjusters and the influx of builders and repairmen;
11. Contracts, with the approval of the Mayor, for needed structural engineering services;
12. Coordinates, as necessary, with the City Electric Superintendent on the safety inspections of the electric systems on damaged public buildings;
13. Ensures that all incoming contractors register through the Building Inspector's office.

F. City Clerk/Treasurer

1. Witnesses the Disaster Declaration
2. Tracks and documents all expenses for the disaster operations from each City Department to include:
 - a. Labor (regular and overtime, temporary help and volunteer time).
 - b. Equipment usage, rentals, repairs due to the disaster.
 - c. Materials (to include parts and supplies used from the City's inventory) and
 - d. Accounts for the reception and disbursements of all appropriate financial aid, equipment, supplies, volunteer labor and donations.
3. Coordinates with the Purchasing Officer in assigning (at the time of the disaster) an account number for emergency expenditures;
4. Provides financial statistics and summaries for the cost of the disaster, when requested;
5. In conjunction with the Mayor, prepares the necessary documentation required for state and federal disaster assistance applications;
6. Provides staff for the EOC to track and record disaster events.
7. Work as or closely with the Volunteer Coordinator in Friend. Procedures are outlined in Attachment 3 to Annex L.

G. Purchasing Officer

1. Makes emergency purchases, as required

2. When the Mayor declares a disaster, implements the policy that delegates authority to department superintendents to purchase or lease emergency supplies and/or equipment
3. Coordinates with the City Clerk/Treasurer in assigning department superintendents an account number for emergency expenditures.