

RESOLUTION NO. 08-01

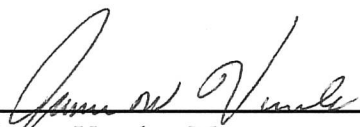
WHEREAS,the City Council of the City of Friend, Nebraska, pursuant to Nebraska Statute, is vested with the authority of administering the affairs of the City of Friend, Nebraska; and

WHEREAS,it has been determined that the City of Friend shall govern the operations of the city during an emergency or a disaster, and that those procedures have been developed as part of the Saline County Local Emergency Operations Plan in order to provide for a coordinated response to a disaster or emergency in Saline County and the cities and villages in Saline County; and


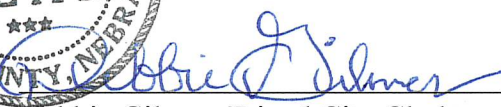
WHEREAS,the City Council of the City of Friend, Nebraska, deems it advisable and in the best interest of the City and the County to approve said procedures within the Local Emergency Operations Plan;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FRIEND, NEBRASKA: That the City of Friend Emergency Operations Plan and the Saline County Local Emergency Operations Plan be approved.

PASSED AND APPROVED THIS 2ND DAY OF JANUARY, 2008.



James Vossler, Mayor
City of Friend, Nebraska

Debbie Gilmer, Friend City Clerk

Fax Cover Sheet

City of Friend
235 Maple Street
Friend, NE 68359
402-947-2711
402-947-9041

| | |
|--|------------------------|
| Send to: Saline County Emergency Mgmt Agency | From: Debbie Gilmer |
| Attention: BJ Fictum | Date: 01-23-08 |
| Office Location: | Office Location: |
| Fax Number: 821-3327 | Phone Number: 947-2711 |

- Urgent
- Reply ASAP
- Please comment
- Please Review
- For your Information

Total pages, including cover: ~~8~~ 4

Comments:

Good Afternoon, BJ

Here is the resolution, along with the City/Village Officials and EOC Staff pages with additions/changes for the City of Friend, that I called you about earlier this afternoon.

Call me with questions, or to let me know if you need the originals.

Thank you and have a great weekend!

Debbie



SALINE COUNTY EMERGENCY MANAGEMENT AGENCY

Mailing Address: P.O. Box 865
223 South High
Wilber, Neb. 68465-0865

B.J. Fictum, Coordinator

EOC: 223 South High, Wilber, Nebraska
Telephone: (402) 821-3010; Fax: (402) 821-3327
Email: <scema@diodecom.net>

December 31, 2007

James Vossler, Mayor
City of Friend
Friend, Nebraska 68359

Dear Jim:

Season's Greetings from the Saline County Emergency Management Agency! We are at that time when we need to get approvals from each of the villages and cities within Saline County of their individual Emergency Operations Plans that are part of the five-year revision process for the Saline County Local Emergency Operations Plan (sometimes known as the 'Big Green Book').

I began this process last June (ref: June 10, 2007 letter to village boards/city councils) then it got put on the back burner when I was out of physical commission from August through October trying to heal from having a big ulcer removed from my left foot. That healing process is still ongoing as several bones in the foot still need to be realigned and that will take at least another year to complete, but I am at least back to work in the meantime.

I have taken your individual municipality's Emergency Operations Plan (which is a Tab in Annex A "Direction & Control") that you reviewed and corrected in 2007 and attached it. There shouldn't be any changes needed to that document EXCEPT the contact list with names, phone numbers, etc., for village and city officials. The contact list DOES NEED updating/correcting since I know of several changes since the last time we looked at those. Those two pages are included at the end of the enclosed sheets (they are the final 2-3 pages) and we ask that you check all the currently listed names, phone numbers and job assignments, and then try and fill in as many blanks as possible. It should be noted that the intent with providing as many phone numbers as possible for a person is not to disseminate those numbers, but only to serve as a quick reference should a disaster occur and that person need to be contacted.

Many of you also have a lot of blank lines under "EOC Staff" assignments. While it is not a requirement to fill all of those lines, please try and insert some names of qualified people who might be able to fill those positions should they be needed.

What I am asking is that you pass the attached resolution, which approves your EOP; make any corrections/additions to the staffing lists and then mail them back to me (or contact me so I can pick them up in person) as soon as possible to facilitate quick completion of the LEOP revision.

NOTE: The resolution file has all the resolutions for the county. Just print yours off (after making any needed corrections) and sign and attest it.

If you have any questions or need some assistance, please feel free to contact me at (402) 821-3010 or via email at <scema@diodecom.net>.

B.J. Fictum, Saline County EM Coordinator

City of Friend

From: "BJ Fictum" <scema@diodecom.net>
To: <cityoffriend@alltel.net>
Sent: Tuesday, January 01, 2008 4:33 PM
Attach: Ltr to Friend LEOP update 12-07.pdf; Resolutions.doc; Friend City Plan 07.doc
Subject: Resolution/Documents for Council Meeting

Jim:

Attached are three files for your next City Council meeting. There is a resolution approving Friend's Emergency Operations Plan as part of the county plan (I started doing this last June but then got ill and was out for 4 months so things got sidetracked), then there is the actual Friend EOP with a contact list of names/numbers (the contact list needs to be updated, the actual EOP shouldn't since it was updated last year, but just never approved), then there is a letter than explains all this. Hopefully you can figure it out. If not, call me at 821-3010 or 826-7200 (I think I have pneumonia so I might be in the hospital by then, but I can explain it easier that way).

In the Resolutions file, just print out which page is yours...not everyone else's.

BJ Fictum, Coordinator
Saline County Emergency Management Agency
PO Box 865; EOC: 225 South Court
Wilber, Nebraska 68465-0865
Phone: 402-821-3010; fax: 402-821-3327
Email: scema@diodecom.net

CITY OF FRIEND, NEBRASKA
EMERGENCY OPERATIONS PLANI. PURPOSE

- A. 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.
- B. This plan identifies the primary disaster responsibilities of city departments and personnel employed by the City of Friend. 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.

II. PLANNING FACTORSA. All-Hazards Approach

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

B. Vulnerable Populations

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

C. Primary Responsibility For Disaster Response and Recovery

- 1. The primary responsibility for the welfare of Friend residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination of disaster operations as well as executive decisions necessary to provide an effective response/recovery to the disaster.
- 2. In the absence of the Mayor, the established line of succession is:
 - a. Mayor
 - b. President of the City Council

III. BASIC DISASTER OPERATIONS

A. Operations — Warning Phase

1. When alerted of a disaster situation, the County Communications Center in Wilber will begin notification of those on their emergency notification list.
2. The public may have already been warned by sirens or through the electronic media; if not, the dispatcher will sound the sirens as needed.

B. Operations — Actual Disaster

1. The first priority after a disaster has struck is lifesaving activities and subsequent preservation of property. First Responders will proceed to the scene of the disaster as soon as possible. Initial requests for assistance in Field Operations will be channeled through the County Communications Center.
2. After initial response, the Emergency Operations Center will likely be activated to provide a site for local officials and other designated personnel to implement direction and provide coordination between Field Operations and the EOC, or an Emergency Operating Location (EOL) operated from within the city.
3. Other agencies and groups not defined as First Responders may be called upon to provide additional disaster services as the City begins the process of recovery from the disaster.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.

C. Operations — Departmental Responsibilities

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

1. Field Operations

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

- c. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this PLAN.
- d. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

2. Emergency Operations Center (EOC)

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

- a. Staffing will be determined by the severity of the situation.
- b. The EOC is located at Fire Hall. This location provides communications capability, auxiliary power, and ample space with support equipment for disaster operations.

3. Additional Disaster Services

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

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

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

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

E. Operations — Administration

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

IV. FIELD OPERATIONSA. Primary Field Operational Control For The Disaster

1. All City of Friend Departments will become familiar with an Incident Command System. This Incident Command System will be used to ensure one point of contact for field coordination.
2. If the disaster operation dictates, the Incident Commander may select staging area(s). The Incident Commander will inform the EOC of the location of the staging areas.

B. Responsibilities List For Field Operations

1. In preparing this plan, Friend government officials have assigned responsibilities for disaster response and recovery. Responsibilities address an "all-hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-inclusive; at the direction of either the Department Supervisor or the Mayor, city personnel may be requested to perform other disaster duties.
2. The task assignments for each City Department are written in general terms and purposely do not tell supervisors how to do their jobs. Each Department should develop guidelines for their specific operations in a disaster situation.

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

1. Among First Responders to disaster scene.
2. May implement Incident Command System.
3. Will assess communications capability as one of first priority actions.
4. Notify off-duty personnel of the Police Department and, if required, other law enforcement agencies of need for assistance. About 19 persons could be available from the: Friend Police Department, County Sheriff's Office, Nebraska State Patrol, Game and Park Commission.
5. If needed, in conjunction with the Fire Department, warn residents and businesses by public address systems, knocking on doors, or any other necessary methods.
6. Conduct evacuation, as required, including coordinating with Emergency Management to select best evacuation routes to selected shelter.
7. Implement established procedures for roadblock locations to isolate Friend if total isolation of the City is necessary.

8. Warn public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected.
9. Coordinate with the EOC for special needs transportation out of area being evacuated.
10. Coordinate with the EOC in selecting assembly points and exercise surveillance over assembly points being used for loading buses, if needed for evacuation.
11. Assess and determine immediate needs for cleared routes to the hospital and coordinate with the EOC.
12. Coordinate traffic control and crowd control in and around the disaster area
13. Coordinate with the Street Department for barricades, signs, and flags at control points as established by the Police Department — this will be coordinated with the EOC.
14. Conduct search and rescue operations — with Fire Department personnel.
15. Assess need for other City Departments to respond and contact Superintendent of Department; report this to the EOC.
16. May request the EOC be opened for assistance in coordinating disaster response.
17. If the Police Station is damaged, the alternate location for operations can be the Friend Fire Hall.
18. May initially advise the EOC of area affected and give general damage information.
19. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
20. Send representative to briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Mayor of any problems.
21. Secure the disaster area
 - a. To include critical public facilities and residences
 - b. Check volunteer ID cards
 - c. Check permanent ID cards of City personnel

- d. Firmly control EOC security from any interference with emergency operations
22. Prevent looting in disaster area.
 23. Prevent re-entry into damaged or contaminated buildings.
 24. Provide security at shelters, if needed.
 25. Provide security for visiting dignitaries.
 26. Will notify the EOC of possible flooding problems.
 27. Pick up stray animals.
 28. Provide volunteer inmate labor.
 29. Deputize additional personnel, as required.
 30. Continue to cover police responsibilities in unaffected area.
 31. Designate and maintain lines of succession, in absence of Police Chief.
- D. Communications Center — Police Department (LEOP — Annex B)
1. Maintain current call-down roster for phone and pagers for key city personnel and others such as the hospital, care centers, schools, and businesses.
 2. Provide warning through sirens; if endangered area is isolated, telephone residents and/or businesses.
 3. Monitor and disseminate further watches and/or warnings or advisories.
 4. After initial request for first response, make necessary notifications to include notifying the Mayor, Mayor, and Emergency Management Director.
 5. Coordinate emergency radio traffic.
 6. May request additional assistance through the EOC.
- E. Fire Department — Fire Chief (LEOP — Annex F)
1. Among First Responders to disaster scene.
 2. Will assume primary operational control of fire suppression and explosions.

3. If properly trained, serve as hazardous materials responder; provide measures to minimize dangers from hazardous materials.
 4. Provide radiological monitoring at radiological accidents, including necessary coordination with Nebraska Health Department and the Nebraska Emergency Management Agency.
 5. May implement Incident Command System.
 6. May request the EOC be opened for assistance in coordinating disaster response.
 7. Coordinate with Police Department in search and rescue operations.
 8. Assist Police Department in evacuation efforts.
 9. Assist Police Department in warning by public address system or door-to-door.
 10. Assist Police Department in crowd control/security of the disaster area.
 11. Assess need for other City Departments to respond and contact Department Superintendent; report this to the EOC.
 12. Implement mutual aid agreements with other jurisdictions, as needed.
 13. Coordinate staging area with the EOC.
 14. Provide back-up equipment for water pumping.
 15. Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy.
 16. Send representative to briefings at the EOC; in monitoring the pulse of the community, inform the EOC/Mayor of any problems.
 17. Refer inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
 18. Continue fire suppression operations.
 19. Establish and maintain lines of succession.
- F. Emergency Medical Services — Rescue Chief (LEOP — Annex G)
1. May be among First Responders at disaster scene.

2. May implement Incident Command System.
3. Conduct triage operations, if needed.
4. Operate emergency medical units to provide emergency treatment to injured personnel at the scene.
5. Transport injured to the hospital and dead to morgue; check with Police Department\EOC for open routes to hospital.
6. Implement mutual aid agreements with other jurisdictions as necessary, thus allowing hospital staff to stay at their facility to receive injured.
7. Send representative to briefings at the EOC; inform the EOC/Mayor of any problems.
8. Continue emergency medical services for the remainder of the City.
9. Establish/maintain lines of succession.

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

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

1. Street Department — Superintendent
 - a. The call to respond to the disaster will initially come from dispatch at the Police Communications Center; the Superintendent will coordinate with the Mayor on disaster work assignments.
 - b. First priority after a disaster is to clear debris from routes needed for First Responders; next priority is arterials and collectors.
 - c. Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC Briefings with input from the Mayor, Police Department, and other affected City Departments.
 - d. Close streets, if requested by Police Department, to include transporting/erecting barricades, signs, flags at control points established by the Police Department.
 - e. Post traffic directional signs, as needed, particularly for evacuation.
 - f. Clear debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.

- g. Perform priority repairs to streets.
 - h. Repair storm sewers.
 - i. Provide emergency repair and maintenance of vehicles and equipment during disaster operations.
 - j. During flooding conditions, coordinate sandbagging operations for public buildings/entities.
 - k. Assist the Mayor in meeting requirements for disposal of disaster debris. Responsibilities for landfill operations are listed under Mayor.
 - l. Will establish additional temporary tree burning areas, as needed.
 - m. If not being utilized, furnish heavy equipment and personnel to other City Departments.
 - n. Send representative to briefings at the EOC; inform the EOC/Mayor of any problems.
2. City Electric Department — Superintendent
- a. All department employees will report to the Street and Electric Shop for vehicles and mobile communications.
 - b. The first employee reporting will survey the sub-stations; survey overall damage to see if outside assistance will be required; alert Mayor if need mutual aid.
 - c. De-energize downed power lines.
 - d. Restore service as prioritized.
 - e. Coordinate with the Mayor and supplier in finding a temporary source of electricity should the City need it to restore utility service.
 - f. Keep the Mayor and supplier informed of current situation and when service may be restored.
 - g. Send representative to briefings at the EOC; inform the EOC/Mayor of any problems.
 - h. Safety inspect electric systems on public buildings damaged from the disaster; coordinate with the building inspector on these inspections.
 - i. Provide emergency lighting where needed for disaster operations.

- j. Coordinate use of emergency power generators with the EOC.
- k. If not being utilized, furnish heavy equipment and personnel to other City Departments.

3. Water and Waste Water Department — Superintendent

Water Division

- a. Can assess each house individually.
- b. Maintain water pressure and uncontaminated water supply.
- c. Ensure, if possible, an adequate water supply to the fire hydrants in case of major fire.
- d. Be prepared to isolate water system where there is a possibility of contamination from a hazardous materials spill.
- e. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made.
- f. Coordinate water testing with the State Health and Human Services System.
- g. Provide potable emergency water supply.
 - 1) Locate suitable containers; fill with uncontaminated water.
 - 2) Distribute to points as coordinated by the EOC; be aware of prioritized facilities needing water such as the hospital or care facilities.
- h. Safety inspects water system.
- i. If the disaster is a major water contamination, line of succession for direction and control is Mayor, Council President, Mayor, Emergency Management Director, Water/Waste Water Department Superintendent.

Wastewater Division

- a. Maintain sanitary sewer operations.
- b. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.
- c. Safety inspects waste water system if damaged from the disaster.

- d. Contract for porta-johns and for their maintenance.

Both Water and Wastewater Divisions

- a. If not being utilized, may be required to furnish equipment and personnel to other City Departments, such as vehicles to Police Department.
- b. Send one person to EOC briefings to represent both Divisions; inform the EOC/Mayor of any problems.

4. Parks and Recreation Department — Director

- a. Survey damage to parks.
- b. Report to Mayor for disaster work assignment.
- c. If not being utilized, furnish equipment/personnel to other City Departments; will primarily assist Street Department.
- d. Will attend or be represented at EOC briefings; inform the EOC/Mayor of any problems in disaster clean-up/repair.
- e. Provide recreational equipment that may be used in the shelters for evacuees.

5. Landfill Operation

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

- a. Meet the demand for greater disposal operations by:
 - 1) Requesting extension of hours as needed for debris disposal.
 - 2) Requesting signs or guides in landfill area to organize disposal efforts.
- b. Obtain permission for normally unauthorized items (to the extent possible) at the landfill; find alternatives for disposal of unauthorized items.
- c. Maintain “salvage depot” for unclaimed damaged property, which is removed from public or private property.
- d. In coordination with other affected City Departments and the EOC, establish temporary site for collection of debris.

- e. Will ensure the Street Department establishes additional temporary tree burning area, if the one “permitted” burn site in 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. Make executive decisions; establish policy needed to effectively respond to the disaster.
2. Exercise emergency powers; provide policy decisions.
3. Sign Disaster Declaration.
4. Exercise final authority on subjects such as:
 - a. Curfews
 - b. Price restrictions
 - c. Standards for contractors, craftsmen
 - d. Temporary waivers for land use
 - e. Other related legal responsibilities
 - f. Evacuation decision
5. Approve emergency legislation for the city.
6. Mayor, Council President in Mayor’s absence, may activate EOC.
7. Emergency Public Information (LEOP — Annex D)
 - a. The Mayor will ensure that the public is given timely and accurate information through the Public Information Officer (PIO).
 - b. The Mayor will designate a PIO at the time of the disaster if one is not appointed.
 - c. Emergency public information responsibilities include:
 - 1) An Information Center to:

- a) Release emergency directions and information to radio, television and newspaper.
- b) Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.
- d. Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information.
- e. Serve as the source through which the media will gain access to public officials, if required.
- f. Provide current and accurate information to the general public making inquiries.

B. Mayor

The Mayor is the administrative head of Friend city government and works under the direction of the Mayor who has final authority for all City Departments. The Mayor has been delegated responsibility by the Mayor and Council to coordinate with the Emergency Management Director in providing the direction and control function for disaster operations.

The responsibilities of the Mayor may include, but are not limited to:

1. Coordinate with the Mayor/City Council members and the Emergency Management Director during disaster operations.
2. The Mayor will be alerted of a disaster situation by the dispatcher or Emergency Management Director; normally, the Mayor will, in turn, call the Mayor.
3. May activate the EOC.
4. Report to the EOC to monitor the disaster incident through situation reports and data coming into the EOC. Visit the various areas of the disaster, as necessary.
5. In conjunction with the Emergency Management Director, determine EOC staffing.
6. Provide over-all coordination of all City Departments and purchasing for handling the disaster effort.
7. In conjunction with needs of Field Operations and Emergency Management:

- a. Recruit any city personnel not involved in disaster response who could assist in emergency duties.
 - b. Form clerical pool and provide any other support personnel needed to staff the EOC — may include recording disaster events, maintaining status boards, typing, answering inquiries, telephoning, etc.
8. Maintain current inventory and resource list of emergency equipment and supplies.
 9. Coordinate citywide resources that may be used in disaster response/recovery.
 10. Coordinate with City Attorney on any legal emergency matters.
 11. Respond to official inquiries.
 12. If a number of public buildings and/or streets have been affected by the disaster, assist in prioritizing return to service.
 13. Coordinate with the Building Inspector in recovery and rebuilding efforts.
 14. Ensure the Building Inspector acting as Damage Assessment Coordinator has designated someone to document damage through photographs should there later be an application for state or federal assistance.
 15. Designate appropriate staff to photograph debris piles before disposal.
 16. In conjunction with the Clerk/Treasurer, ensure that the City Clerk/Treasurer documents expenses for the disaster.
 17. Assist Emergency Management Director in determining location for distribution of potable water and request Water Department to provide potable water to the public; through the Public Information Officer, notify the public concerning availability and location of water.
 18. Work with the Emergency Management Director in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.
 19. Advise disaster victims of temporary emergency housing.
 20. Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money.
 21. Maintain “salvage depot” for unclaimed items.

C. Emergency Management Director

The Saline County Emergency Management Director will act as a disaster operations advisor to the Mayor and City Council. In performing the direction and control function for coordinating disaster operations, the Emergency Management Director will work closely with the Friend Mayor.

Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for readiness of the EOC to include an adequate communications system, status boards, maps, office supplies/equipment, printed logs and forms, alternate power or alternate location.
2. Activate the EOC (normally called by the Dispatcher from the Police Department); assume overall coordination of emergency operations of disaster response/recovery.
3. In conjunction with the Mayor, determine who is needed on the EOC Staff.
4. Maintain a current call-down list of EOC Staff with an established procedure for calling in the Staff.
5. Coordinate additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.
6. Track and record disaster events on a status board or flip chart; plot area of destruction on map; staff from the City Clerk/Treasurer's will be assigned this function.
7. Conduct EOC Briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often Briefings are needed.
8. Coordinate with City Departments as well as local businesses and private groups, volunteers, adjacent jurisdictions called upon for mutual aid, and with Saline County government if the situation dictates.
9. Request Public Information Officer to provide emergency information to the public concerning an evacuation.
10. Coordinate transportation that may be required for evacuation.
11. Advise in selection of assembly points for transportation.
12. Coordinate shelter operations the American Red Cross.

13. Recommend that the Mayor\Council declare an emergency; prepare the Disaster Declaration for signature of Mayor and witness of Clerk.
 14. Coordinate with City Attorney on any legal emergency matters.
 15. Coordinate with the ARC/Social Services/Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.
 16. Coordinate staging areas with Field Operations.
 17. Disseminate Identification cards for:
 - a. Emergency workers
 - b. Volunteers
 - c. Disaster area residents
 - d. Appointed/elected officials
 18. Coordinate with the Mayor in determining location for distribution of potable water; assure the public is notified concerning availability and location of water.
 19. Work with the Mayor in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.
 20. Work with Public Health Solutions District Health Department on issues involving public health and welfare.
 21. Make formal request to the next higher levels of government for assistance if disaster response is beyond the capability of the City.
 22. Provide training for personnel who will respond to a disaster.
 23. Annually review/update this Plan for the City of Friend
- D. City Attorney
1. Provide emergency legal counsel to city officials on subjects such as:
 - a. Curfews
 - b. Price restrictions

- c. Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
 - d. Temporary waivers for land use
 - e. Other related legal duties
 2. Draft emergency legislation for the city.
 3. Provide assistance in negotiating contracts for emergency services.
- E. Building Inspector (LEOP — Annex C)
 1. Coordinate damage assessment on:
 - a. Public entities
 - b. Homes
 - c. Businesses
 2. In compiling information, define property appraisals/values and insurance coverage as well as damage sustained.
 3. Work with the American Red Cross damage assessment team to assure all homes have been surveyed for damage.
 4. In conjunction with the Mayor, assure someone is designated to photograph and record public and private damage should there be an application for state or federal assistance.
 5. Compile all damage assessment reports into a summary document for use by EOC Staff.
 6. Assure safety inspections are conducted for public and private buildings and issue temporary occupancy permits for temporary housing.
 7. Prepare demolition orders for all unsafe structures and provide assistance in coordination of demolition work.
 8. Assure that rebuilding is in compliance with the City's master development plan.
 9. Coordinate first with local contractors/lumber yards to restore damaged public facilities.

10. Coordinate with the Mayor in establishing point of contact for insurance adjusters and influx of builders and repairmen.
11. With the approval of the Mayor, contract for needed structural engineering services.
12. Coordinate, as necessary, with the City Electric Superintendent on safety inspection of electric systems on public buildings damaged from the disaster.
13. Ensure all incoming contractors register through the Building Inspector's office.

F. City Clerk/Treasurer

1. Witness Disaster Declaration
2. Track and document all expenses for disaster operations from each City Department to include:
 - a. Labor (regular and overtime)
 - b. Equipment
 - c. Materials (to include parts and supplies used from the City's inventory)
3. Coordinate with the Purchasing Officer in assigning (at the time of the disaster) an account number for emergency expenditures.
4. Provide financial statistics and summaries for the cost of the disaster, when requested.
5. In conjunction with the Mayor, prepare necessary documentation required for state and federal disaster assistance applications.
6. In initial disaster response, can assist at the Communications Center.
7. Provide staff at EOC to track and record disaster events.

G. Purchasing Officer

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

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

CITY/VILLAGE OFFICIALS AND EOC STAFF

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

CITY OF FRIEND OFFICIALS

| | | Cell | Home |
|-------------------------------|-------------------------|-----------------|-------------|
| Mayor | James Vossler | 643-0360 | 947-4131 |
| City Council President | Harlan Schrock | <u>826-7658</u> | 947-4481 |
| City Council Members | Dan Drake | 641-1015 | 947-8311 |
| | Dan Fricke | 641-5634 | 947-2189 |
| | Dale Lawver | <u>450-2582</u> | 947-2166 |
| City Clerk/Treasurer | Debbie Gilmer | 643-0356 | 947-6976 |
| City Attorney | Michael Mullally-Seward | 643-8275 | 643-4581w |
| Police Chief | Mark McFarland | 947-1140 | 947-5531w |
| Fire Chief | Brent Milton | 641-5821 | 947-4301 |
| EMS Captain | Ray Rohrig | 641-1482 | 947-2102 |
| <u>Public Works/Utilities</u> | | | |
| Utilities Superintendent | Patrick Gates | 641-5147 | 947-3891 |
| City Engineer | Kirkham Michael | _____ | 255-3840w |
| <u>Private Utilities:</u> | | | |
| | Aquila | 800-303-0357 | |
| | Windstream | 611 | |
| | Galaxy Cablevision | 800-365-6988 | |

CITY OF FRIEND EOC STAFF

| | <u>NAME</u> | <u>BUSINESS</u> | <u>HOME</u> |
|-------------------------------|----------------------|------------------------|--------------------|
| City EM Coordinator | <u>James Vossler</u> | <u>643-0360</u> | <u>947-4131</u> |
| Communications Officer | _____ | _____ | _____ |
| Support Communications Groups | _____ | _____ | _____ |

| | | | |
|-------------------------------|---|------------------|------------------|
| Public Information Officer | _____ | _____ | _____ |
| Damage Assessment Coordinator | _____ | _____ | _____ |
| Medical Coordinator | <u>Dr. McKeeman</u> | <u>947-2021w</u> | <u>947-7981h</u> |
| Public Health Coordinator | _____ | _____ | _____ |
| Mass Care Coordinator | _____ | _____ | _____ |
| Resources Coordinator | _____ | _____ | _____ |
| Volunteer Coordinator | _____ | _____ | _____ |
| Volunteer Organizations | _____ | _____ | _____ |
| Ministerial Association | _____ | _____ | _____ |
| Radiological Officer | _____ | _____ | _____ |
| City Schools Superintendent | Chris Effken | 947-2781 | 947-2230 |
| | (Mr. Effken has resigned as of the end of the 2007-2008 school year.) | | |