

# **EMERGENCY OPERATIONS PLAN**

## **CITY OF EARLHAM, IOWA**



**ADOPTED August 13, 2013**

**Amended July 9, 2018 (Res. No. 18-24)**

**RECORD OF CHANGES**

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

## **FOREWORD**

The basic purpose of this plan is to provide a guide for emergency operations. It is intended to assist city officials and emergency organizations to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions. It emphasizes the coordination, which must exist within and between services and levels of government, private and volunteer organizations, and the many individuals with emergency operations responsibilities or capabilities.

Although an organization may have the foresight to plan for anticipated situations, such planning is of little worth if the planning is not in written form. Personnel with intimate knowledge of unwritten plans may not be available at the very time it becomes necessary to implement them. A written plan will furnish a documentary record, which can be referred to as needed. This documentary record will serve to refresh the knowledge of key individuals and can be used to inform persons who become replacements.

**TRANSFER OF OFFICE**

THIS DOCUMENT SHALL REMAIN THE PROPERTY OF THE

**City of Earlham**

Upon termination of office because of resignation, election, suspension, or dismissal, the holder of this document shall transfer it to his or her successor.

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011	City Council Member _____
012	Madison County Emergency Management Coordinator

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# EMERGENCY OPERATIONS PLAN

## BASIC PLAN

### PURPOSE

This plan will enhance the ability of the City of Earlham to:

1. Identify hazards potentially impacting the safety, health, or lives of the citizens or property in the community;
2. Reduce vulnerability or avoid potential disasters;
3. Coordinate response to emergencies/disasters;
4. Establish capabilities for protecting citizens and property from the effects of disasters;
5. Ensure the continuity of government and preserve records;
6. Provide for the care of survivors;
7. Provide for the recovery and return to normal life after an emergency/disaster;
8. Repair essential facilities and utilities;
9. Support other areas in the county affected by disaster when possible; and
10. Support and assist in areas outside the city when possible.

This plan provides a link to procedures that will be used by county government. This city plan is to be used in conjunction with the Madison County Emergency Operations Plan (EOP).

## SITUATION AND ASSUMPTIONS

Several types of hazards including tornadoes, floods, blizzards, and other forms of a natural disaster pose a threat to the lives, property, or environment in Madison County. Technological hazards include transportation accidents such as plane or train accidents or the major accidental release of a hazardous material.

Outside assistance from adjacent and higher levels of government, and non-government organizations may be available under localized emergency conditions. However, it is assumed that during widespread disasters affecting large areas of the state or nation, outside aid could be severely limited or unavailable for long periods. In either case, the immediate, lifesaving aid must come from the jurisdictions affected.

The City of Earlham has capabilities, which, if effectively used in the event of any emergency, would maximize the survivability of life and property. These capabilities include the personnel, equipment, and other non-government professions and groups. Finally, they include knowledge of survival actions possessed by the population.

It is assumed that in anticipation of some natural disasters or civil disturbance situations, the city government may be able to take actions that could further increase capabilities.

The City of Earlham has a significant elderly population that requires extra planning and consideration in times of disaster.

There is no formal Emergency Operations Center for use by the City of Earlham. The central operations area in case of an emergency is located at City Hall.

There is no city Emergency Management Coordinator. It is assumed the chief elected officials of the town will coordinate any event.

This plan assumed that the Madison County Emergency Management Coordinator does not participate directly in the emergency operations of the city until county resources are requested. Then it is assumed the County Emergency Management Coordinator implements the county plan.

It is assumed that people will provide their own transportation in case of an evacuation.

## CONCEPT OF OPERATIONS:

City officials have primary responsibility for disasters that take place in the jurisdiction. They will activate the appropriate agencies/personnel to deal with the disaster. The chief elected official is responsible for coordinating the response of agencies/personnel and coordinating the response with county officials if county assistance is necessary.

The City shall consider the following actions when this plan is activated.

1. Earlham Mayor assesses the nature and scope of the emergency or disaster with input from the Police Chief, Fire Chief, Rescue Captain, City Clerk, and Public Works Director.
2. If the situation can be handled locally, do so using the procedures in this plan, as appropriate.
  - a. The Mayor is responsible for all emergency response actions.
  - b. The Mayor declares a local state of emergency and notifies the Madison County Emergency Management Coordinator and/or Dispatch of this action.
  - c. Forward the local state of emergency declaration to the Madison County Emergency Management office.
  - e. The Mayor directs departments/personnel to respond to the situation.
  - f. Earlham emergency response officials/agencies respond according to the checklists outlined in the Attachments A-K.
  - g. The Mayor issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
  - h. The Mayor notifies the public of the situation and appropriate actions to take.
  - i. Keep county officials informed of the situation and actions taken.
3. If Earlham resources become exhausted or if special resources are required, the Mayor requests county assistance through Dispatch.
4. If assistance is requested, the Madison County Emergency Management Coordinator assesses the situation and makes recommendations.
5. The county will do the following (to the extent appropriate):
  - a. Activate the County Emergency Operations Center.
  - b. Implement the County Emergency Operations Plan.
  - c. Respond with county resources as requested and available.
  - d. Activate mutual aid agreements.



- e. Coordinate available county resources with Earlham resources.
  - f. Notify Iowa Homeland Security & Emergency Management Department.
  - g. Initiate the Damage Assessment process.
  - h. Forward Initial Desk Report (IDR) forms to the state Emergency Management Department.
  - i. Assist Earlham with prioritizing and allocating resources.
6. If Earlham and county resources are exhausted; the Madison County Emergency Management Coordinator can request state assistance through the State Homeland Security & Emergency Management Department.
  7. If state assistance is requested, the State Administrator, Madison County Emergency Management Coordinator, and the Mayor will assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.
  8. The State Administrator of Homeland Security & Emergency Management notifies the Governor and makes recommendations.
  9. If state assistance is granted, procedures will be followed as stated in the Iowa Emergency Plan and the Madison County EOP.

## **OPERATION POLICIES**

1. City officials will be responsible for the direction and control of emergency operations within city limits and will utilize the regular, auxiliary, or volunteer resources of city government. They will also be responsible for coordinating with others to provide for those emergency operations not within the capabilities of city government forces.
2. Within county boundaries but exclusive of incorporated cities, county officials will be responsible for direction and control of emergency operations and will utilize the regular, auxiliary, or volunteer resources of county government. They will also be responsible for coordinating with others to provide for those emergency operations not within the capabilities of county government forces.
3. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services to the maximum extent possible.
4. Each agency, department, or service government shall provide for the maintenance of records during an emergency. These records should include man-hours, equipment hours, supplies and materials consumed, personnel injuries, and damage to public facilities and equipment.

## **LINES OF SUCCESSION**

The following lines of succession have been established:

- A. Mayor
- B. Mayor Pro Tem (appointed by mayor)
- C. Mayor Pro Tem (elected by city council)
- D. County Sheriff

## **ORGANIZATION/RESPONSIBILITIES**

- A. Existing government is the basis for emergency operations.
- B. As a general rule, county officials will be primarily responsible for carrying out any emergency functions outside city limits and city officials will have the corresponding responsibility within their city limits. Exceptions are organizations such as fire departments, rescue units, and schools whose geographical boundaries do not coincide with city limits.
- C. Organizational Chart for the City of Earlham is located at City Hall.
- D. See Attachments A – J for emergency responsibilities of city officials in this jurisdiction.

## **ADMINISTRATION AND LOGISTICS**

- A. The Mayor may request support through the Madison County Emergency Management Coordinator. The Coordinator coordinates the request with the State Emergency Management Department. The Department then requests a Governor's Proclamation of Disaster to activate state resources. City and county resources must be exhausted before a Governor's Proclamation of Disaster can be requested.
- B. Support from federal and state agencies may be requested through the Madison County Emergency Management Coordinator. The Coordinator coordinates the request with the State Emergency Management Department. The Department then requests a Governor's Proclamation of Disaster to activate state resources. If local and state resources are exhausted, the Governor may request a Presidential Declaration to activate federal resources.

- C. State agencies, local government emergency responsibilities, and support functions are described in the Iowa Emergency Plan. This plan is available in the Madison County Emergency Management Coordinator’s Office.

## PLAN DEVELOPMENT AND MAINTENANCE

The Mayor shall be responsible for exercising, testing, evaluating, revising and updating this plan and its supporting documents (SOP's). The Mayor may appoint necessary persons to assist in plan development and maintenance. This process should take place at least annually. The Mayor is responsible for ensuring that after-action reviews of all exercises and major incidents are conducted.

The plan development and maintenance process is necessary to keep the plan from becoming outdated beyond usability, to continually refine the plan, and keep those responsible for implementing the plan familiar with its contents.

## FUNCTIONAL OPERATIONS CHECKLISTS

- ❑ **NOTIFICATION and WARNING**—Notifying the public of probable impending disaster in time to take protective action. Includes operation of all communications services for control centers and operational forces.  
**Responsibility:** Police Department
- ❑ **DIRECTION and CONTROL** – Management of a community’s survival recovery efforts and the operations itself.  
**Responsibility:** Mayor
- ❑ **EMERGENCY PUBLIC INFORMATION**– Providing information and directions to the public about appropriate protective actions. Government spokesperson to the media.  
**Responsibility:** Public information officer
- ❑ **SEARCH & RESCUE** – Searching for and rescuing trapped, injured, or missing people.  
**Responsibility:** Fire Department; Police Department
- ❑ **HEALTH and MEDICAL** – Providing appropriate health and medical care or services to the stricken population.  
**Responsibility:** Rescue Unit

- ❑ **EVACUATION, TRAFFIC CONTROL, AND SECURITY** – Managing movement of people from the path of the threat or a disaster to an area of relative safety; protecting life and property; controlling movement of persons and emergency equipment necessary to protect persons and counteract the emergency situation.  
**Responsibility:** Police Department
- ❑ **FIRE PROTECTION**–Deploying firefighting resources to prevent or contain fires and rescue trapped or injured people.  
**Responsibility:** Fire Department
- ❑ **DAMAGE ASSESSMENT** – Monitoring and analyzing a disaster and assessing physical damage; collecting information essential to recovery efforts and future mitigation.  
**Responsibility:** Madison County Emergency Management Coordinator; Mayor; City Clerk; Public Works Department
- ❑ **CONGREGATE CARE** – Providing shelter, lodging, food, clothing and sanitation to the disrupted population.  
**Responsibility:** Rescue Captain; Red Cross; Salvation Army
- ❑ **DEBRIS CLEARANCE** – Removal of debris resulting from a disaster from public roads, highways, and facilities. Removal of debris from private property is generally the responsibility of the property owner.  
**Responsibility:** Public Works Department
- ❑ **UTILITIES RESTORATION**– Restoration of public works and utilities damaged by an emergency/disaster.  
**Responsibility:** Public Works Department; utility companies
- ❑ **RADIOLOGICAL/HAZARDOUS MATERIALS PROTECTION**– Response to, containment of, and recovery from hazardous material accidents.  
**Responsibility:** Fire Department; Police Department

## ATTACHMENT A

### Direction and Control

#### MAYOR

The Mayor is responsible for the overall management of the City of Earlham. The Mayor has the authority to take command of the police and govern the City by proclamation, upon making a determination that a time of emergency or public danger exists. Within the city limits, the Mayor has all the powers conferred upon the Sheriff to suppress disorders. (Code of Iowa, Sec. 372.14[2])

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

Mayor should:

- Notify other city officials.
- Warn key facilities.
- Authorize activation of sirens or other warning systems.
- If conditions warrant, report to the pre-designated meeting place. The pre-designated center for operations is City Hall.
- Activate the Alerting List:
  - Elected Officials
  - Fire Chief
  - Rescue Captain
  - Police Chief
  - Public Works Director
  - City Clerk
  - Madison County Emergency Management Coordinator
- Make sure those who have a part in the plan understand what they are to do (i.e. report to a pre-designated meeting place or do a specific task).
- Ensure that the person designated to provide an initial damage assessment and casualty report has been activated.
- Ensure that initial disaster assessment information is relayed to the Madison County Emergency Management Coordinator.

- ❑ Evaluate available resources, including personnel. If deficiencies exist, take action to obtain the needed resources.
- ❑ Ensure all agencies represented in the city EOC have communications both to their staff at their department offices and their staff at the incident site.
- ❑ Activate public warning system. This may consist of SIRENS, DOOR-TO-DOOR, TELEPHONE FAN OUT. Develop procedures on how alert, watch, and warning would be handled before a disaster or emergency.
- ❑ Establish communications with the Madison County Emergency Management office or with the county EOC if it is activated. The communications equipment available is Radio, Telephone, Cell Phone, and Pager. Establish communications with Command Post if established.
- ❑ Be prepared to issue a declaration of emergency.
- ❑ Designate and notify the Public Information Officer (PIO) or serve in that capacity.
- ❑ Ensure that all department heads have begun to keep separate and accurate records of disaster-related expenditures.
- ❑ Determine whether county, state or federal assistance should be requested. (City resources must be fully committed before county, state, or federal assistance will be made available. If assistance is requested, specify the type and amount of assistance needed.)
- ❑ Appoint mass care coordinator
- ❑ Appoint public health services/emergency medical services coordinator

#### CITY CLERK

The City Clerk is responsible for their assigned activities in Earlham. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

- ❑ Report immediately to the Mayor.
- ❑ Maintain records indicating city expenses incurred due to the disaster.
- ❑ Assist in the damage assessment process by:
  - ❑ Collect Initial Desk Report information and provide to the Madison County Emergency Management Coordinator.
  - ❑ Provide information regarding the dollar values of property damaged due to the disaster.

## EMERGENCY PUBLIC INFORMATION

The Mayor is responsible for public information activities in Earlham. The following tasks represent a checklist of actions to consider in an emergency or disaster situation.

- ❑ The Mayor shall appoint a Public Information Officer (PIO) to coordinate emergency public information or serve as the PIO directly.
- ❑ News releases and other public information should be cleared through the Mayor or in his absence, the Mayor Pro Tem.
- ❑ The Public Information Officer (PIO) will function as the sole point of contact for the news media and public officials.
- ❑ Maintain liaison with the EOC and CP in order to stay abreast of situation.
- ❑ Establish news media briefing room and brief the media at periodic intervals.
- ❑ If the situation escalates and the county EOC is activated, coordinate with the County PIO to prepare news releases.
- ❑ Conduct press tours of disaster areas within the city as the situation stabilizes.
- ❑ Assist the county in establishing a Joint Public Information Center.
- ❑ Assist the county with establishing a Rumor Control Center.
- ❑ Issue protective action recommendations or public service advisories as directed by the Mayor.

## ATTACHMENT C

### FIRE SERVICES

The Earlham Fire Department is responsible for fire services activities in Earlham. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

- ❑ Establish and/or respond to designated staging area or command post as directed by on-scene personnel.
- ❑ Assist Law Enforcement in warning the affected population.
- ❑ Coordinate searches involving fires, personal injury, and hazardous materials incidents.
- ❑ Assist Law Enforcement in search and rescue operations.
- ❑ Protect critical facilities and resources.
- ❑ Designate a person to record the arrival and deployment of emergency personnel and equipment.
- ❑ Assist Law Enforcement with evacuation, if needed.
- ❑ Assist the city public works department and utilities with shutting down gas and electric services, if necessary.
- ❑ The Incident Command Systems will be used at all incidents
- ❑ Assist with traffic control.
- ❑ Assist with debris clearance.
- ❑ If the County EOC is activated, establish and maintain contact with the person representing fire services.
- ❑ If additional assistance is necessary, utilize mutual aid agreements and/or contracts with other fire departments.
- ❑ If hazardous materials are involved request mutual aid with Des Moines Fire Dept. for control.



## ATTACHMENT D

### PUBLIC WORKS/PUBLIC UTILITIES

The following tasks represent a checklist of actions the Public Works Department should consider in an emergency or disaster situation.

- ❑ Ensure that all department personnel have been alerted and that they report as the situation directs.
- ❑ Review the disaster situation with field personnel and report situation to the Mayor.
- ❑ Maintain transportation routes.
- ❑ If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
- ❑ Coordinate with Law Enforcement travel restrictions/road closures within the city.
- ❑ Provide emergency generators and lighting.
- ❑ Assist with traffic control and access to the affected area.
- ❑ Assist with search and rescue activities as may be requested.
- ❑ Assist private utilities with the shutdown of gas and electric services.
- ❑ As necessary, establish a staging area for public works.
- ❑ Report public facility damage information to the Damage Assessment Team.
- ❑ If the County EOC is activated, establish and maintain contact with the County Roads representative.
- ❑ Repair and maintain the water supply, including entering into contracts with private contractors for the purchase and hauling of safe and sanitary drinking water, if necessary.
- ❑ If emergency power is not available at this time, the Public Works Director shall determine if an emergency condition exists to enact water conservation and rationing program until service can be restored.
- ❑ It is the duty of the Public Works Director to oversee the sewage treatment facility in order that it may be kept in as good a working order as possible under the circumstances.
- ❑ In the event of any major disaster, it shall be the responsibility of the Public Works Director to notify the utility companies affected that there is a problem with their utility.
- ❑ Utility companies will then repair any damage to their parts of the systems. Upon receiving the call, these utilities shall contact the Public Works Director when they arrive on the scene to determine where the most critical areas may be.

- ❑ It is the responsibility of the Public Works Department to clean and maintain passable city streets. They shall also communicate with the police and fire departments in order that they might effectively seal off an entire area. They shall notify the Iowa Department of Transportation of any state highways that are blocked. Further assistance can be obtained from the county engineer and private contractors.
- ❑ Make emergency repairs on streets, bridges, viaducts, and other structures.
- ❑ Establish detour routings.
- ❑ Collect debris, and transport to selected sites for disposal.

## ATTACHMENT E

### RESOURCE MANAGEMENT

The local government is responsible for providing administrative guidance concerning resource management and systems and utilizing volunteers. A list of resources available to the jurisdiction that may be utilized in an emergency operation is essential to effectively responding to and efficiently recovering from an incident.

The City Clerk shall:

- ❑ Be the resource manager and shall be responsible for developing and maintaining a list of resources available to the city.
- ❑ Be responsible for developing Standard Operating Guidelines for Resource Management.
- ❑ Maintain a resource list as a separate document from the emergency operations plan.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

- ❑ Upon notification of an emergency or disaster, the City Clerk will report to the Mayor with the Resource Management Inventory.
- ❑ The City Clerk will implement resource management SOPs and provide overall coordination or resource management activities.
- ❑ The City Clerk will advise the Mayor on the available resources to respond or recover from the incident.
- ❑ The City Clerk will coordinate with the Public Works Director staging resources. (Public Works is responsible for staging areas). Only those resources with potential for utilization will be retained in the staging areas.
- ❑ The City Clerk will be responsible for records for accounting of materials and supplies used and funds expended in support of emergency or disaster operations for possible reimbursement by the federal government.
- ❑ The City Clerk will maintain contact with city departments to find out what assistance is necessary.

## ATTACHMENT F

### LAW ENFORCEMENT

The Earlham Police Department is responsible for law enforcement activities in Earlham. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

- ❑ Ensure that all Police Department staff has been notified and that they report as situation directs.
- ❑ Direct the designated law enforcement representative to report a designated location where they are needed.
- ❑ Secure the affected area, perform traffic, and crowd control.
- ❑ Participate in warning the public as situation warrants.
- ❑ Determine scope of incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
- ❑ Direct officer(s) to close off the damage site area and to stop all in-bound traffic. Set up an emergency pass system.
- ❑ Report above information to appropriate law enforcement agencies.
- ❑ Establish a staging area in the city; designate a Command Post; and establish initial command until relieved.
- ❑ Law enforcement shall have primary responsibility for the organizing and conducting standard search and rescue operations.
- ❑ Enforce curfew restrictions in the affected area.
- ❑ Coordinate the removal of vehicles blocking evacuation or other response activities.
- ❑ As necessary, shelter in-place or evacuate prisoners as may be appropriate from the affected area.
- ❑ Assist the medical examiner with mortuary services.
- ❑ Assist with search and rescue activities.
- ❑ If the County EOC is activated, establish and maintain contact with the person representing law enforcement.
- ❑ Anticipate Police Department's needs for manpower and equipment 24-hours in advance. If additional assistance is needed, utilize mutual aid agreements with other police departments.

## ATTACHMENT G

### EVACUATION/SHELTER-IN-PLACE

The Mayor is responsible for issuing evacuation orders in Earlham. However, the on-scene command authority can make a decision to evacuate when there is an immediate need in order to protect lives and provide for public safety. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

- ❑ Involve key organizational participants:
  - ❑ Law enforcement
  - ❑ Fire Departments/Rescue Department
  - ❑ Public Information Officer
  - ❑ Public Works Director/County Engineer
  - ❑ Chapter of the American Red Cross
  - ❑ County Office, State Department of Human Services
  - ❑ County Emergency Management Coordinator
  - ❑ Superintendent of Earlham School District
- ❑ Consider precautionary evacuation for special needs populations, which may require more time to evacuate.
- ❑ Before an evacuation is announced, make sure there is a place for them to go and adequate directions.
- ❑ Coordinate evacuation intentions with Law Enforcement before announcing an evacuation order. Carrying out evacuation is the responsibility of Law Enforcement, and they may need to request adequate back up.
- ❑ Coordinate evacuation order with Public Information Officer.
- ❑ Determine if assistance is needed to carry out the evacuation; and if so, contact the Madison County Emergency Management Coordinator for assistance.
- ❑ Provide for security of evacuated area.
- ❑ Encourage persons utilizing private vehicles to take persons without transportation whenever possible.
- ❑ Ensure transportation is provided.
- ❑ Coordinate sheltering for evacuees before evacuation. This is generally the responsibility of the Police Chief.

In-Place Shelter is recommended when the projected toxicity of the release does not justify evacuation or when there are risks and threats associated with the movement and evacuation of residents. In many circumstances, effective protection can be found in home or other facilities. If in-place shelter actions are to be implemented, announcements should be made using measures outlined in the public notification and warning section of these procedures. The IC or Mayor must decide which actions and recommendations will be implemented.

Typical protective actions for in-place shelter include:

- ❑ Close all doors. Close and lock all windows. Seal gaps under doorways and windows with wet towels or thick tape.
- ❑ Set ventilation systems to 100% recirculation. If not possible, turn off system.
- ❑ Turn off all heating systems or air conditioners. Some newer heating systems take fresh air from outside the structure to combust fuel. These types of heating systems must be turned off.
- ❑ Seal any gaps around window air conditioners, bathroom exhaust fans, range vents, dryer vents with duct tape or wet cloth.
- ❑ Close fireplace dampers.
- ❑ Close as many internal doors as possible.
- ❑ If explosion is possible, close drapes curtains and shades over windows. Stay away from windows.
- ❑ If you suspect that the gas or vapor has entered the structure you are in, hold a wet cloth over your nose and mouth.

<b>In-Place Shelter Options</b>				
<b>SHELTER</b>	<b>ADDRESS</b>	<b>CONTACT</b>	<b>OFFICE</b>	<b>CELL</b>
<b>City Hall</b>	140 S. Chestnut Avenue	Mary Sue Hibbs	758-2281	240-5927
<b>Community Center</b>	150 E. 1 <sup>st</sup> Street	Amy Willem	758-2281	782-2684
<b>Earlham Library</b>	120 S. Chestnut Avenue	Justina Wuebker	758-2121	712-297-0161
<b>Earlham School</b>	535 N. Chestnut Avenue	Michael Wright	758-2214	418-8957
<b>Church of Christ</b>	535 NW 6 <sup>th</sup> Street	Steve Allison	758-2787	971-0861

## ATTACHMENT H

### MASS CARE

The Rescue Captain will serve as the Human Services Coordinator and is responsible for human services activities in Earlham. The Coordinator will organize human service activities with a representative from the Madison County Department of Public Health. This person will keep the County Human Services Officer informed of all human services activities performed, underway, or planned within the city. The following tasks represent a checklist of actions this person must consider in an emergency or disaster situation.

- ❑ Coordinate activities of city departments that provide human service type services.
- ❑ Coordinate with Red Cross in opening and managing shelters in the city.
- ❑ Provide food for emergency workers in the city.
- ❑ Work with Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs.
- ❑ Provide necessary outreach services to citizens affected by emergency or disaster.
- ❑ Distribute emergency literature to disaster victims given instructions and assistance pertaining to their immediate needs.
- ❑ Provide psychological counseling and crisis intervention to disaster victims.
- ❑ If County EOC is activated, establish and maintain contact with the person representing Human Services. If the County EOC is not activated, establish and maintain contact with the County Human Services Officer.
- ❑ Coordinate mass care needs of the city with the county mass care coordinator.
- ❑ Designate several buildings in the town that may be used for mass care.
- ❑ Provide for care, health and sheltering of animals.

## ATTACHMENT I

### EMERGENCY MEDICAL SERVICES

The Earlham Rescue Unit is responsible for responding to emergency situations involving human injuries and coordinating all emergency medical services in Earlham. The following tasks represent a checklist of actions to consider in an emergency or disaster situation.

- ❑ Assure that public health needs of disaster victims are met.
- ❑ Assume primary operational control for health-related emergencies such as pollution, contamination, diseases and epidemics.
- ❑ Coordinate medical transportation for victims.
- ❑ Establish a staging area.



ATTACHMENT J

**PROCLAMATION OF EMERGENCY # \_\_\_\_\_  
DECLARING A STATE OF EMERGENCY IN THE CITY OF EARLHAM, IOWA**

**WHEREAS,** The Mayor has the authority to take command of the police and govern the City by proclamation, upon making a determination that a time of emergency or public danger exists (Code of Iowa, Sec. 372.14[2]); and

**WHEREAS,** Within the city limits, the Mayor has all the powers conferred upon the Sheriff to suppress disorders; and

**WHEREAS,** Commencing on **DATE**, the City of Earlham, Iowa, sustained severe losses and threats to life and property from **CAUSE OF EMERGENCY** that caused **DAMAGE RESULTING FROM EMERGENCY**; and

**WHEREAS,** The following conditions exist as a result of the disaster emergency: **ONGOING NEEDS RESULTING FROM EMERGENCY**; and

**WHEREAS,** **The severity and magnitude of the emergency is beyond the timely and effective response capability of local resources; and there are insufficient regularly appropriated funds to cover these expenses.**

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor of Earlham does proclaim a state of disaster emergency to exist in the City of Earlham per Iowa Code Section 372.14. This declaration of disaster emergency will invoke the City's Emergency Operations Plan.

**FURTHERMORE,** it is requested that the Madison County Emergency Management Coordinator provide additional county resources, as needed, in coordination with city government in response to the emergency and request the Governor of the State of Iowa declare a Disaster Emergency to exist and provide disaster assistance to the City of Earlham in its response and recovery from this event.

SIGNED AND ADOPTED on this **DAY** day of **MONTH, YEAR**.

\_\_\_\_\_  
**MAYOR NAME**, Mayor

ATTEST:

\_\_\_\_\_  
**CLERK NAME**, City Clerk

**CENTER FOR EMERGENCY OPERATIONS  
ALERTING LIST**

<b>CITY OF EARLHAM</b>				
Earlham City Hall, 140 S. Chestnut Ave., Earlham, Iowa 50072 (515-758-2281)				
<b>POSITION</b>	<b>NAME</b>	<b>HOME</b>	<b>CELL</b>	<b>EMAIL</b>
<b>Mayor</b>	Jeff Lillie	758-3041	975-1562	jlilliej@hotmail.com
<b>Mayor Pro Tem</b>	Chris Swalla	758-3986	641-740-1502	chrslori01@msn.com
<b>City Council</b>	Scott Petersen	758-3932	577-3408	<a href="mailto:petedog_68@yahoo.com">petedog_68@yahoo.com</a>
<b>City Council</b>	Brant Payne	758-2875	240-0793	bppwillie@gmail.com
<b>City Council</b>	Brock Fredericksen		577-3170	brockf1@yahoo.com
<b>City Council</b>	Adam Griswold	778-3644	710-9801	griswold77@msn.com
<b>City Clerk</b>	Mary Sue Hibbs	834-2218	240-5927	marysuehibbs@yahoo.com
<b>Billing Clerk</b>	Amy Willem	758-2967	782-6584	amywillem@hotmail.com
<b>Public Works Super.</b>	Gary Coffman	834-2716	250-9558	garycoffmancityofearlham@gmail.com
<b>Public Works #2</b>	Adam Gordon	371-1652	250-9024	
<b>Public Works #3</b>	Lynn Boyle		681-6376	boylefarms@aol.com
<b>Police Chief</b>	Jason Heimdal	313-3661	250-1533	police31@earlham-ia.org
<b>Police Officer</b>	Justin Sand		205-9430	Earlham32@yahoo.com
<b>Fire Chief</b>	Shawn Boyle	758-2088	975-1722	sboyle@ecsdcards.com
<b>Rescue Captain</b>	Dave Hopp	834-9124	979-5130	earlhamrescue@gmail.com
<b>City Attorney</b>	Sam Braland	758-2267	724-2511	shb@nyblaw.com
<b>MADISON COUNTY</b>				
	<b>NAME</b>	<b>OFFICE</b>	<b>CELL</b>	
<b>Sheriff</b>	James Barnes	462-3575	201-7088	jbarnes@madisoncoia.us
<b>E.M. Coordinator</b>	Todd Brown	462-4255	229-4717	tbrown@madisoncoia.us
<b>Hospital</b>		462-2373		
<b>Public Health</b>	Shawn Miller	462-9051		smiller@madisoncoia.us
<b>Medical Examiner</b>	Joe Kimball	462-2950		jxlsr@g.com
<b>OTHER</b>				
		<b>OFFICE</b>	<b>CELL</b>	
<b>MidAmerican Energy</b>		888-427-5632		
<b>Century Link</b>		800-475-7526		
<b>American Red Cross</b>		243-4054		
<b>Salvation Army</b>		282-3599		
<b>ChemTrec</b>		800-424-9300		



## DEFINITIONS OF EMERGENCY FUNCTIONS

1. WARNING - Receiving warning of an impending disaster or emergency and transmitting that warning both to key public officials and to the public of the jurisdiction concerned.
2. COMMUNICATIONS - Anticipating emergency communication needs as well as well as providing communications during an emergency.
3. DIRECTION AND CONTROL - Key public officials (mayor, supervisors, town manager, Emergency Management coordinator, sheriff, police chief, etc.) exercising overall coordination of emergency operations from the Emergency Operations Center.
4. EMERGENCY PUBLIC INFORMATION - The systematic release of official information and guidance concerning a disaster to newspapers, radio and TV stations, and the public.
5. RESOURCE MANAGEMENT - The effective allocation and coordinated utilization of all resources (manpower, equipment, facilities, and supplies) made available to a jurisdiction stricken by a disaster.
6. LAW ENFORCEMENT - Enforcement of current laws/ordinances or emergency orders to limit access to the disaster area, protect property and lives, maintain order, and assist with other immediate emergency measures.
7. FIRE SERVICES - The emergency protection of lives and property from the results of a disaster, including but not limited to fires, building collapse, and other situations where fire departments have the trained personnel and/or equipment needed.
8. SEARCH AND RESCUE - The organized, systematic search and rescue of lives trapped or missing because of a disaster or emergency.
9. EMERGENCY MEDICAL SERVICES - All the emergency medical care procedures required from the onset of injury or disease until a patient is in an established medical care facility. This includes such things as triage (sorting of victims at the scene), emergency first aid, medical transportation, hospital care, and post-hospital out patient care.
10. EMERGENCY PUBLIC HEALTH AND MORTUARY SERVICES - Health threatening problems arising from a disaster including such things as inspection if food and water supplies (public or private), sewage and waste disposal systems, public feeding and housing facilities, control of disease carriers, epidemic control, and the proper collection, identification, and disposition of the dead.
11. UTILITIES RESTORATION - The restoration of service with priorities to those with a critical need for emergency operations.
12. EVACUATION AND MASS TRANSPORTATION - The large scale emergency evacuation of people, movement of injured, and transportation of supplies and equipment.
13. DEBRIS REMOVAL - The establishment of priorities and the removal of debris to 1) clear emergency routes, 2) aid in restorations of essential utilities, 3) gain access to isolated areas, and 4) remove potential health and safety hazards.

14. DAMAGE ASSESSMENT - Assessing: 1) the physical damage suffered in order to determine operational status and organize the disaster response, and 2) the monetary loss incurred as the basis for seeking a state or federal disaster declaration which could make the jurisdiction eligible for financial assistance.
15. HUMAN SERVICES - Means social services activities, counseling, inquiry about persons, and the temporary feeding, clothing, and housing in situations not of a sufficient scope to justify activation of a mass care system.
16. MASS CARE - Is the registration, housing, feeding, clothing, and other essential s provided for a large number of people displaced from their homes by disaster.
17. PUBLIC WORKS - Is the flexible emergency response capability for engineering, construction, and repair and restoration of essential public facilities and services and services and provides for debris removal.
18. PROTECTIVE SHELTER - Is the provision of appropriate shelter to protect people from the effects of a disaster.
19. RADIOLOGICAL PROTECTION - Is the detection, monitoring, and exposure control in emergencies involving radioactive material.

## ACRONYMS

CP	COMMAND POST
DNR	DEPARTMENT OF NATURAL RESOURCES
EMD	EMERGENCY MANAGEMENT DIVISION
EMS	EMERGENCY MEDICAL SERVICES
EOC	EMERGENCY OPERATIONS CENTER
EOP	EMERGENCY OPERATIONS PLAN
PIO	PUBLIC INFORMATION OFFICER