City of Sheldon

Emergency Operations Plan

_____   _____
Copy No.   Assigned To

This document shall remain the property of the City of Sheldon. Upon termination
for reason of resignation, retirement suspension, or dismissal, the holder of this
document shall transfer it to his or her successor.

Foreword

The purpose of this plan is to provide a guide for emergency operations. It is intended to assist key town 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 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.

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Plan Administration

Adoption of Plan

The Sheldon Emergency Operations Plan has been adopted by the following administrative action.

Mayor:

_____   _____
(Signature)   (Date)

City Manager:

_____   _____
(Signature)   (Date)

Public Works Superintendent:

_____   _____
(Signature)   (Date)

City Clerk:

_____   _____
(Signature)   (Date)

Fire Chief:

_____   _____
(Signature)   (Date)

Police Chief:

_____   _____
(Signature)   (Date)

SCAT Director:

_____   _____
(Signature)   (Date)

City EMA Director:

_____   _____
(Signature)   (Date)

O'Brien County EMA Director:

_____   _____
(Signature)   (Date)

Plan Administration

Distribution List

Copy No.	Assigned To
1	Mayor
2	Mayor Pro Tem
3	City Manager
4	Public Works Superintendent
5	City Clerk
6	Fire Chief
7	City Hall
8	Police Chief
9	SCAT Director
11	City EMA Director
12	County EMA Director

Plan Administration

Record of Changes

Change Number	Date of Change	Date Entered

Local Disaster Declaration

Due to _____ which occurred on _____ causing severe damage to public and private property, disruption of utility service and endangerment of health and safety of the citizens of _____ _____ within the disaster area. Therefore, the _____ has declared a state of emergency authorized under Iowa State Statute and will execute the expenditure of emergency funds from all available sources, the invoking of mutual aid agreements, and the applying to the State of Iowa for assistance for damage assessment necessary for a Presidential Disaster Declaration.

_____
Mayor's Signature

_____
date

Witness my hand and seal of my office this _____day of _____, 20_____.

_____
County Auditor/Notary

Basic Plan

Basic Plan

I. Purpose.

A. The purpose of this plan is to enhance the ability of the City of Sheldon to:

1. Identify hazards which will impact 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 with the resources that are available.

8. Repair essential facilities and utilities.

9. Support other areas in the county affected by disaster when possible.

10. Support and assist in areas outside the county when possible.

B. This plan provides a link to procedures that will be used by county and local governments, and is designed to be used in conjunction with:

1. The O'Brien County Emergency Operations Plan (EOP).

2. SOGs prepared by local emergency response agencies.

3. Emergency Action Plans and Contingency Plans prepared by public and private sector organizations and facilities.

II. Situation and Assumptions.

A. Several types of hazards including tornadoes, floods, winter storms and other forms of a natural disaster pose a threat to the lives, property or environment in O'Brien County. Technological hazards include transportation accidents or the major accidental release of a hazardous material or intentional release of hazardous materials.

B. 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 of time. In either case, the immediate, lifesaving aid must come from the jurisdictions affected.

C.   The City of Sheldon has capabilities that, if effectively used in the event of any emergency, would maximize the survivability of life and property. These capabilities include the personnel, equipment, and skills of the city forces; the medical, health and allied professions; and other non-government professions and groups. Finally, they include knowledge of survival actions possessed by the population.

D.   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.

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

F.   It is assumed that there is no formal Emergency Operations Center for use by the City of Sheldon. The central operations area in case of an emergency is located at the Sheldon City Hall.

G.   This plan assumes that the County Emergency Management Director does participate directly in the emergency operations of the city especially if requested or if county resources are required. Then it is assumed the County Emergency Management Director implements the County Emergency Operations Plan.

H.   It is assumed that people will provide their own transportation in case of an evacuation. If transportation is needed, specific requests must be made early in the incident for county resources to provide buses or other forms of transportation.

III.   Concept of Operations.

A.   As a general rule, county officials will be primarily responsible for carrying out emergency functions outside city limits and city officials will have the corresponding responsibility within their city limits. Exceptions are organizations such as fire departments, schools, and medical facilities whose geographical boundaries do not coincide with corporate limits.

B.   City officials have primary responsibility for disasters, which take place in their jurisdiction. They will activate the appropriate agencies/personnel to deal with the disaster. The Mayor is responsible for coordinating the response of agencies/personnel and coordinating the response with county officials if county assistance is necessary.

    1.   Actions that the city and county should consider when this plan is activated.

        a)   City agencies assess the nature and scope of the emergency or disaster.

        b)   If the situation can be handled locally, do so using the procedures in this plan, as appropriate:

            (1)   The City of Sheldon City Manager coordinates all emergency response actions and acts as the city's Public

Information Officer (PIO).

(2) The City of Sheldon's Mayor declares a local state of emergency and notifies the O'Brien County Emergency Management Director of this action.

(3) Forward the local state of emergency declaration to the county the O'Brien County Emergency Management Agency.

(4) City emergency response officials/agencies respond according to the checklists outlined in the Attachments.

(5) The Mayor directs departments, agencies and personnel to respond to the situation.

(6) The Mayor issues directives as to travel restrictions on local roads and recommends protective actions if necessary.

(7) Notify the public of the situation and appropriate actions to take via the indoor and outdoor warning systems or radio stations.

(a) Work with O'Brien County PIO as well as media to ensure the correct information is circulated.

(8) Notify county officials informed of the situation and actions taken.

2. Request county assistance through the O'Brien County Emergency Management Director.

a) The County Emergency Management Director will assess the situation and make recommendations.

b) The County Emergency Management Director has the abilities to:

(1) Activate the County Emergency Operations Center.

(2) Implement the County Emergency Operations Plan.

(3) Respond with county resources as requested and available.

(4) Activate mutual aid agreements.

(5) Coordinate available county resources with city resources.

(6) Notify Iowa Emergency Management Department.

(7) Initiate the Damage Assessment process.

(8) Forward Initial Desk Report (IDR) form to Iowa Emergency Management Department.

        (9)   Assist city with prioritizing and allocating resources.

3.   If city and county resources are exhausted, the County Emergency Management Director can request state assistance through the Iowa Emergency Management Department.

    a)   If state assistance is requested, the Iowa Emergency Management Department Administrator, County Emergency Management Director, and the city chief elected official will assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.

    b)   The State Administrator of Emergency Management notifies the Governor and makes recommendations.

    c)   If state assistance is granted, procedures will be followed as stated in the Iowa Emergency Plan and the County EOP.

4.   Operation Policies.

    a)   Within city limits, city officials will be responsible for the direction and control of emergency operations, 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. (Refer to Attachments A – J of the Functional Annex for emergency responsibilities of key officials in this jurisdiction.)

    b)   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.

    c)   In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services to the maximum extent possible.

    d)   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, injuries to personnel, and damage to public facilities and equipment.
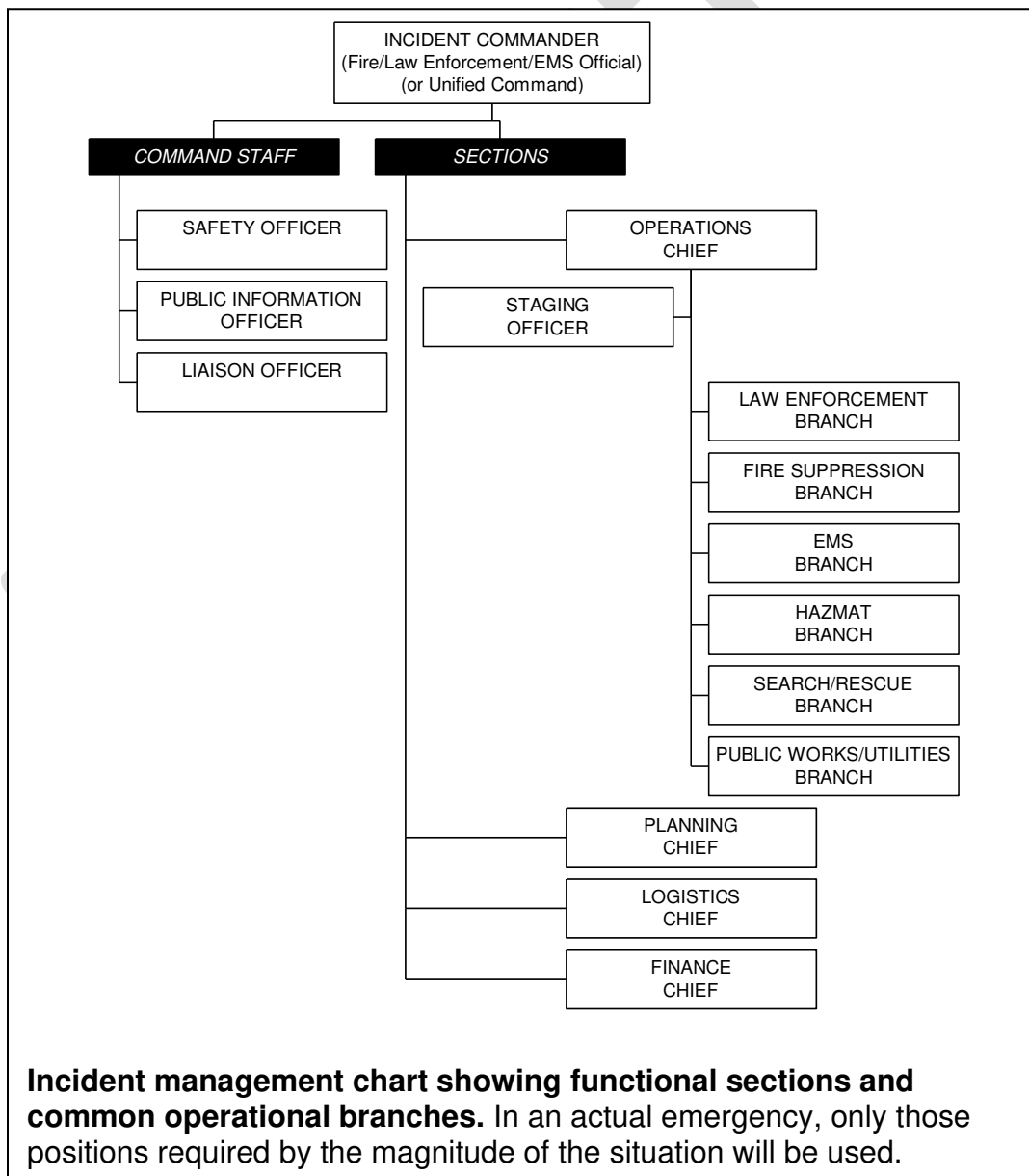
5. Lines of succession.

    a) The following lines of succession have been established:

    b) Mayor.

    c) Mayor Pro-Tem.

    d) City Manager

    e) Police Chief

    f) Fire Chief

    g) SCAT Director

    h) City EMA Director

    i) County EMA Director

IV. Organization/Responsibilities.

A. Incident management.

1. In responding to any emergency or disaster situation within City of Sheldon, emergency response agencies (e.g., Fire Services, Law Enforcement, EMS) will establish and use incident management to effectively organize and integrate multiple disciplines into one multi-functional organization.

   a) As illustrated by the following chart, incident management is comprised five functions: command, operations, planning, logistics and finance.
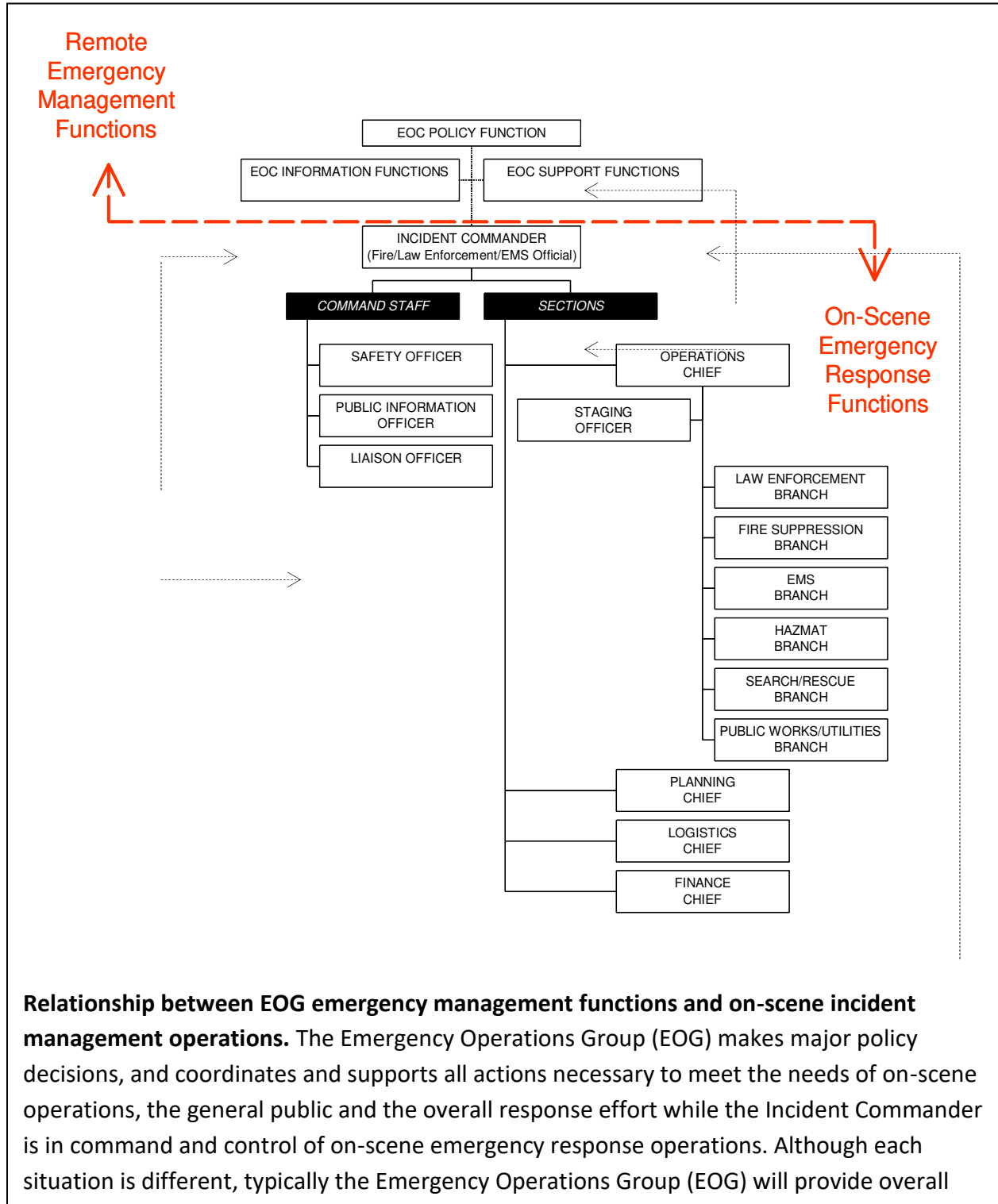
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                    INCIDENT COMMANDER
                 (Fire/Law Enforcement/EMS Official)
                        (or Unified Command)

      COMMAND STAFF                        SECTIONS

       SAFETY OFFICER                    OPERATIONS
                                            CHIEF
   PUBLIC INFORMATION
        OFFICER                         STAGING
                                        OFFICER
      LIAISON OFFICER
                                                  LAW ENFORCEMENT
                                                      BRANCH

                                                  FIRE SUPPRESSION
                                                      BRANCH

                                                        EMS
                                                      BRANCH

                                                     HAZMAT
                                                      BRANCH

                                                  SEARCH/RESCUE
                                                      BRANCH

                                               PUBLIC WORKS/UTILITIES
                                                      BRANCH

                              PLANNING
                                CHIEF

                              LOGISTICS
                                CHIEF

                              FINANCE
                                CHIEF
```

Incident management chart showing functional sections and common operational branches. In an actual emergency, only those positions required by the magnitude of the situation will be used.

b) The Incident Commander (or Unified Command) is responsible for ensuring that all functions are effectively coordinated to fulfill the established objectives that were developed for the emergency at hand, and has command and control authority over all on-scene operations.

c) Establishing incident management.

(1) The ranking individual on the first emergency response unit (e.g., Fire Services, Law Enforcement, EMS) to arrive on-scene will establish incident management and assume command as per their organization's SOGs.

(2) As additional emergency response units arrive on-scene, command:

(a) Will be transferred to the agency having primary jurisdiction of the situation (e.g., Fire Services, Law Enforcement, EMS).

(b) Passed up the lead organization's chain of command.

d) <u>Unified Command will be established for situations that involve multiple jurisdictions and/or agencies.</u>

B. Emergency Operations Group (EOG).

1. In a major emergency or disaster, that cannot be managed solely by the on-scene incident commander, the Mayor will alert the City Emergency Operations Group and request key officials to meet at the designated Central Operations Center (Refer to Plan Attachment A1- Group Alerting List)

a) The Emergency Operations Group will consist of the:

(1) Mayor.

(2) City Manager.

(3) Police Chief.

(4) Fire Chief.

(5) City Public Works Director.

(6) SCAT Director.

(7) City Clerk.

(8) City EMA Director.

(9) City Attorney

(10) County EMA Director

C.   As illustrated by the following chart, the Emergency Operations Group will make major policy decisions (EOC POLICY FUNCTION), and coordinate and support all actions necessary to meet the needs of on-scene operations, the general public and the overall response effort.

Relationship between EOG emergency management functions and on-scene incident management operations. The Emergency Operations Group (EOG) makes major policy decisions, and coordinates and supports all actions necessary to meet the needs of on-scene operations, the general public and the overall response effort while the Incident Commander is in command and control of on-scene emergency response operations. Although each situation is different, typically the Emergency Operations Group (EOG) will provide overall

V. Administration and Logistics.

A. The Mayor may request support through the County Emergency Management Director. The County Emergency Management Director 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 County Emergency Management Director. The County Emergency Management Director 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.

VI. Plan Development and Maintenance.

A. The Mayor shall be responsible for exercising or testing, evaluating and revising and updating this plan and its supporting documents (SOG's). The Mayor/ City Manager 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.

B. 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 Annexes

Annex A- Direction and Control

I.   City Manager.

A.   The City Manager is responsible for the overall management of the City of Sheldon and shall act as the Public Information Officer.

B.   Emergency/disaster checklist.

1.   City Manager should:

☐   Notify other City officials.

☐   Warn key facilities.

☐   May authorize activation of all warning systems.

☐   If conditions warrant, report to the pre-designated meeting place at Sheldon Community Center and notify Emergency Operations Group (Refer to Plan Attachment A1 — Emergency Operations Group Alerting List).

☐   Establish and maintain communications with on-scene incident commander or unified command.

2.   Activate the alerting list:

☐   Mayor

☐   City Manager

☐   SCAT Director

☐   Fire Chief

☐   Police Chief

☐   Public Works Department Superintendent

☐   City Clerk

☐   City EMA Director

☐   City Attorney

☐   County EMA Director

3.   Ensure that:

☐ Those who have a part in the plan understand what they are to do (e.g., report to a pre-designated meeting place or do a specific task).

☐ The person designated to provide an initial damage assessment and casualty report has been activated.

(1) O'Brien County EMA Director

☐ Initial disaster assessment information is conducted and relayed to the County Emergency Management Director.

☐ The Public Information Officer (PIO) and/or designated person shall provide information to the public and provide proper and accurate information to the media.

(1) Will work with Incident Command and County EMA Director so information is accurate and the same.

☐ All department/agency heads have begun to keep separate and accurate records of disaster-related expenditures and have logged their activities.

☐ Evaluate available resources, including personnel. If deficiencies exist, take action to obtain the needed resources.

☐ Be prepared to issue a declaration of emergency. (Refer to attached Local Disaster Declaration.)

☐ Determine whether or not county, state or federal assistance should be requested. (City resources must be fully committed before county, state or federal assistance will be available. If assistance is requested, specify the type and amount of assistance needed.)

☐ Appoint mass care coordinator or request the assistance from O'Brien County Emergency Management Agency.

☐ Appoint public health services/emergency medical services coordinator.

(1) SCAT Officer or Designee

II. City Clerk.

A. The City Clerk is responsible for assigned activities in City of Sheldon.

B. Emergency/disaster checklist.

☐ Report to the chief elected official of the City.

☐ Maintain records indicating city expenses incurred due to the disaster

Assist in the damage assessment process by:

☐ Collecting damage assessment information and provide to County Emergency Management Director.

☐ Providing information regarding the dollar values of property damaged as a result of the disaster.

☐ Providing information (name, telephone number, etc.) regarding the owners of the property which has been damaged/destroyed as a result of the disaster.

☐ Delegate authority to department directors to permit acquisition of equipment and supplies needed following a disaster.

☐ Assign department directors account numbers to which emergency expenditures may be charged.

☐ Contact O'Brien County Emergency Management Agency to coordinate needed services.

☐ Contact the City Attorney regarding any temporary contracts or legal advise regarding the emergency.

☐ Keep logs of city activities.

Annex B- Warning/Communication

III. **Warning and Communications Function.**

A. The warning and communications function is responsible for warning and communications in the City of Sheldon.

B. The following tasks represent a checklist of actions this function should consider in an emergency or disaster situation.

IV. **O'Brien County Communications Center.**

A. The O'Brien County Communication Center located in Primghar is responsible for warning and communications activities in Sheldon. In a watch, warning or actual emergency/disaster the O'Brien County Communications Center will warn the following:

☐ Appropriate Emergency Responders (Fire Department, Police, EMA, SCAT).

☐ City Emergency Management and Volunteer Spotters.

☐ O'Brien County Emergency Management Director.

V. **Incident Commander**

A. The Incident Commander will:

1. Establish communications at command post, if established.

2. Ensure the following personnel are notified:

☐ Members on activation list (Refer to Plan Attachment A1 — Emergency Operations Group Alerting List).

☐ Special facilities (involved in the incident)

3. 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.

☐ See Attachment A-1 Emergency Operations Group Alerting List

4. Activate public warning systems. These may include :

☐ Outdoor warning systems (sirens) activated by O'Brien County Communications Center and the Sheldon Police Department.

☐ O'Brien County Alert as well as Iowa Alert activated by O'Brien County Emergency Management.

☐   Door to door notification (if needed).

5.   Establish communications with the County Emergency Management Agency office or with the county EOC if it is activated.
The O'Brien County Emergency Operations Center is located at:

O'Brien County Communications Center

240 1st Street N.E.

Primghar, IA 51245

Phone Number: 712-757-3415

Fax Number: 712-757-5445

O'Brien County Emergency Management

Phone Number: 712-757-4305

Cell Number: 712-260-5874

Attachment B- 911 System Failure

I.   Situation.

A.   An 911 System is used for emergency reporting and the dispatching of emergency response personnel in O'Brien County.

B.   Failure of the 911 System will hinder citizen reporting of emergencies and the prompt dispatching of emergency response services, and result in a threat to public health and safety.

II.   Mitigation.

A.   The City of Sheldon has taken the following actions to minimize the adverse consequences of an 911 Systems failure.

1.   The protocol to be followed in the event of a 911 system failure has been established and will be followed by the O'Brien County Communications Center and the O'Brien County Emergency Management Director.

III.   Preparedness.

A.   The City of Sheldon has taken the following actions to prepare for an 911 Systems failure.

1.   The protocol to be followed in the event of a 911 system failure has been established and will be followed by the O'Brien County Communications Center and the O'Brien County Emergency Management Director.

IV.   Response.

A.   The O'Brien County Communications Center will contact the duty officers via police radio or telephone of the 911 system failure.

B.   The O'Brien County Communications Center will contact local radio and television station to alert the public.

V.   Recovery.

A.   Actions for recovery will be handled through the O'Brien County Communications Center.

Annex C- Emergency Public Information

I. **Sheldon Mayor.**

    A.   The Mayor shall appoint a Public Information Officer (PIO) (City Manager or Designee) to coordinate emergency public information as provided by incident command.

    B.   News releases and other public information should be cleared through the City Manager.

II. **Public Information Officer.**

    A.   The City Manager/ or designee has been designated as the Public Information Officer for the City of Sheldon.

    B.   Emergency/disaster checklist.

- [ ] Function as the sole point of contact for the news media and public officials.

- [ ] Maintain liaison with the EOC and command post 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.

- [ ] Issue protective action recommendations or public service advisories as directed by the City Manager.

Annex D- Fire Services

I.   **Fire Services.**

A.   The Sheldon Fire Department is responsible for fire protection and other emergency response services in the Sheldon Fire District.

1.   Fire Department duties and responsibilities include, but are not limited to responding to:

a)   Fires.

b)   Hazardous materials incidents.

c)   Vehicular accidents.

d)   Search and rescue situations.

B.   Emergency/disaster checklists.

1.   Operate under the Incident Command System to ensure proper communications.

2.   If Fire Department is first on the scene or lead agency.

☐   Establish on-scene command, control and communications – as required establish a command post and staging area.

☐   Establish accountability to track personnel and equipment by arrival time and deployment.

☐   Size-up situation to identify response priorities (e.g., life safety, incident stabilization, and property conservation) objectives, on-scene risk management and tactics.

☐   Perform actions within the mission of the Fire Services to meet response objectives.

☐   Request mutual aid as required by the magnitude of the situation.

☐   If the County EOC is activated, establish and maintain contact with the person representing Fire Services in the County Emergency Operations Center.

3.   If not the lead agency the Fire Department will:

☐   Respond to Incident Commander or staging area for information and instructions.

☐   Assist Law Enforcement in warning the affected population as appropriate.

☐ Assist Law Enforcement in non-fire search and rescue operations.

☐ Assist Law Enforcement with evacuation, if needed.

☐ Assist in the protection of critical facilities and resources.

☐ Assist the City Public Works Department and Private Utilities with shutting down gas and electric services, if necessary.

☐ Assist with traffic control.

☐ Assist with debris clearance.

☐ Assist in other operations as directed.

4. If Regional Hazmat Team is needed:

☐ Incident Command can call for the Sioux City Haz-Mat Team to respond.

(1) If contacted, also notify O'Brien County EMA of the call.

☐ Sioux City Hazmat Team must operate under an incident management system under the local jurisdictional control.

☐ Assist with resource management and decontamination.

☐ Ensure that all on-scene emergency responders have received hazardous material training appropriate for anticipated duties and responsibilities, and that records of initial and in-service training are available if required.

Annex E- Public Works/Utilities

I. **Public Works.**

A. The Sheldon Public Works Department is responsible for public works (streets, water, and sewer) activities in the City of Sheldon.

B. Emergency/disaster checklist.

1. Public Works Director.

☐ 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 City Manager.

☐ In the event of major disaster, notify affected Private Utility Companies that there is a problem with their utility.

☐ As necessary, establish a staging area for Public Works. Consider church parking lots.

☐ Report public facility damage information to the Damage Assessment Team.

☐ If the County EOC is activated, establish and maintain contact with the County Engineer.

2. Municipal Water System.

☐ Public Works Director will coordinate repair, decontamination and restoration of the municipal water system.

☐ If necessary enter into contracts with private contractors for the purchase and hauling of safe and sanitary drinking water.

☐ Following water system failure or contamination, the Public Works Director will determine if an emergency condition exists, and as required enact a water conservation and rationing program until service can be restored.

☐ If an emergency condition exists, the Public Works Director will establish and maintain communication with the Fire Department on the availability of firefighting water so that the Fire Department can take appropriate protective actions. Consider rural water systems.

3. Sewage Treatment Facility.

☐ It is the duty of the Public Works Director to oversee the sewage treatment facility so that it is maintained in as good a working order as possible under emergency/disaster circumstances.

4. Street Department.

☐ Maintain transportation routes.

☐ Coordinate with Law Enforcement travel restrictions/road closures within the city.

☐ Assist with traffic control and access to the affected area.

☐ Clear debris to ensure emergency response.

☐ Communicate with Law Enforcement and the Fire Department in order that they might effectively seal off an entire area.

☐ Notify the Iowa Department of Transportation and Dispatch if a State Highway is blocked

☐ Make emergency repairs on streets, and other structures.

☐ Establish detour routings.

☐ As required request assistance from the County Engineer and private contractors.

5. Other Public Works duties and responsibilities.

☐ When assistance is requested from another agency (e.g., Fire Department, Law Enforcement or EMS) report to Incident Commander or staging area for information and instructions.

☐ Contact to collect trash, garbage, and transport to selected sites for disposal.

☐ If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.

☐ Provide emergency generators and lighting.

☐   Assist with urban search and rescue activities as may be requested.

☐   Assist other Private Utilities with the shutdown of their services.

II.   **Electric Utility.**

A.   Mid American Energy provides electric service to the City of Sheldon.

B.   The following tasks represent a checklist of actions for the electric utility should consider in an emergency or disaster situation.

☐   When assistance is requested from another agency (e.g., Fire Department, Law Enforcement, EMA, or EMS) report to Incident Commander or staging area for information and instructions.

☐   Disconnect electric service to buildings and structures in fire and non-fire situations as requested by on-scene personnel.

☐   Respond to all emergencies involving power plants substations, and transmission, distribution and local service lines.

☐   In a major emergency or disaster, establish and maintain communication with the Public Works Director to:

- To determine critical service areas,

- Report on the status emergency repairs, including estimated time of completion.

- Establish and maintain communications with utilities superintendent.

III.   **Gas Utility.**

A.   Mid American Energy provides natural gas service to the City of Sheldon.

B.   The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

☐   When assistance is requested from another agency (e.g., Fire Department, Law Enforcement, EMA, or EMS) report to Incident Commander or staging area for information and instructions.

☐   Disconnect gas service to buildings and structures in fire and non-fire situations as requested by on-scene personnel.

☐   Respond to natural gas leaks.

☐   In a major emergency or disaster, establish and maintain communication with the Public Works Director to:

- To determine critical service areas,

- Report on the status emergency repairs, including estimated time of completion.

Annex F- Resource Management

I.   **Mayor/City Manager.**

A.   Local government is responsible for providing administrative guidance concerning resource management, including the utilization of volunteers.

B.   The Mayor/City Manager has designated the City Clerk as Resource Manager.

II.   **Resource Manager.**

A.   Pre-emergency/disaster checklist.

☐   Prepare standard operating guidelines for resource management.

☐   Prepare and maintain an up to date list local resources. (Refer to — Resource List).

B.   Emergency/disaster checklist.

☐   Report to the Mayor/City Manager with the Resource Management Inventory.

☐   Implement resource management SOGs and provide overall coordination or resource management activities.

☐   Advise the Mayor/City Manager on the available resources to respond or recover from the incident.

☐   Coordinate with the Director of Public Works and the Fire Chief in staging resources. Only those resources with potential for utilization will be retained in the staging areas.

☐   Maintain 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.

☐   Maintain contact with other city departments to find out what assistance is necessary.

Annex G- Law Enforcement

II.   Sheldon Police Department.

A.   The City of Sheldon has their own police department.

1.   Even though we have our own police department we can also request assistance from the O'Brien County Sheriff's Office and the Iowa State Patrol for additional resources in the event of a major emergency or disaster.

2.   In their mission to serve and protect the public, Sheldon Police Department are the "First Responders" to many types of emergencies.

B.   Emergency/disaster checklists.

1.   Operate under the Incident Command System to ensure proper communications.

2.   If Law Enforcement is first on the scene or lead agency.

☐   Establish on-scene command, control and communications – as required establish a command post and staging area.

☐   Establish accountability to track personnel and equipment by arrival time and deployment.

☐   Size-up situation to identify response priorities (e.g., life safety, incident stabilization and property conservation), objectives, on-scene risk management and tactics.

☐   Perform actions within the mission of Law Enforcement to meet response objectives.

☐   Request mutual aid as required by the magnitude of the situation.

☐   If the County EOC is activated, establish and maintain contact with the person representing Law Enforcement.

3.   If assistance is requested from another agency.

☐   Report to Incident Commander or staging area for information and instructions.

4.   Law Enforcement should consider the following tasks in an emergency or disaster situation.

☐   Ensure that all Law Enforcement staff have 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, and 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.

☐ Law Enforcement shall have primary responsibility for the organizing and conducting standard search and rescue operations.

5. Other responsibilities may include:

☐ Enforce curfew restrictions in the affected area.

☐ Coordinate the removal of vehicles blocking evacuation or other response activities.

☐ Assist the medical examiner with mortuary services.

☐ Assist with search and rescue activities.
   o Follow Incident Command

☐ If the County EOC is activated, establish and maintain contact with the person representing Law Enforcement.

6. Anticipate your department's needs for manpower and equipment 24-hours in advance. If additional assistance is needed, utilize mutual aid agreements with other Law Enforcement agencies.

Annex H- Evacuation/ Shelter-In-Place

I. **Mayor/City Manager.**

    A.   The Mayor of the City of Sheldon is responsible for issuing evacuation requests in the City of Sheldon limits. 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.

II. **Evacuation/Shelter-In-Place Operations.**

    A.   Emergency/disaster checklist.

        1.   Alert and coordinate evacuation/shelter-in-place operations with the following key organizations/agencies:

- ☐ Law Enforcement.
- ☐ Fire Departments/SCAT.
- ☐ Public Information Officer.
- ☐ Public Works Director/County Engineer.
- ☐ City Emergency Management Director
- ☐ City EMS Director & Volunteers.
- ☐ County EMA Director

        2.   Other considerations and actions.

- ☐ Consider precautionary evacuation for special needs populations; they require more time to evacuate.
- ☐ Before an evacuation is announced, make sure there is a place for them to go. Give adequate directions.
- ☐ Coordinate intentions on evacuation with Law Enforcement, and Emergency Management before announcing an evacuation order. Carrying out evacuation requests is the responsibility of the local emergency services. They may need to request adequate back-up.
- ☐ Coordinate evacuation request with Public Information Officer.
- ☐ Determine if mutual aid assistance is needed to carry out the evacuation. Contact the County Emergency Management Director for assistance.
- ☐ Arrange for security of evacuated area.

☐ Encourage persons utilizing private vehicles to take persons without transportation whenever possible.

☐ Utilize the Sheldon Community School District buses, Rides, Village Northwest Unlimited, emergency vehicles, and other transportation agencies to ensure transportation is provided, if available.

☐ Coordinate sheltering for evacuees prior to evacuation.

III. Evacuation.

A. Evacuate means move all people from a threatened area to a safer place.

B. **To perform an evacuation there must be enough time for people to:**

☐ **Be warned.**

☐ **Get ready.**

☐ **Leave an area.**

If there is enough time, evacuation is the best protective action.

C. Conducting an evacuation:

☐ Announce evacuation using procedures outlined in the Public Warning/Communications Attachment to this Annex.

☐ Send evacuees to a definite place, by a specific route, far enough away so they will not have to be moved again if the wind shifts.

☐ Begin evacuating people nearby and those outdoors in direct view of the scene.

☐ When additional help arrives, expand the area to be evacuated downwind and crosswind.

☐ Even after people move to the distances recommended, they may not be completely safe from harm.

(Refer to attached Evacuation Instructions.)

IV. In-Place Shelter.

A. Shelter in-place means people should seek shelter inside a building and remain inside until the danger passes. Vehicles are not as effective as buildings for in-place protection.

B. **Sheltering in-place should be considered when:**

☐ **When the projected toxicity of the release does not justify evacuation.**

☐ **Evacuation would cause greater risk than in-place sheltering.**

☐ **When an evacuation cannot be performed.**

C. **In-place protection may __not__ be the best option if:**

☐ **The vapors are flammable.**

☐ **It will take a long time for the gas to clear the area.**

☐ **Buildings cannot be closed tightly.**

D. Conducting in-place-sheltering — inform public to:

☐ Get inside your home or other building as quickly as possible.

☐ Close all doors, windows, fireplaces, vents, or other openings. Use duct tape, foil, or plastic wrap to seal locks.

☐ Turn off all heating, ventilation, and air conditioning systems. Close your vents.

☐ Close drapes, curtains and shades. Stay away from external windows.

☐ Use stairwells whenever possible. Limit use of elevators.

☐ Use telephones only if you need emergency service.

☐ Turn on radio or television for information. Tune into the Emergency Alert System or NOAA Weather Radio.

☐ Stay inside until authorities announce that it is safe to come out.

(Refer to attached In-Place-Sheltering Instructions.)

In-Place Protection Instructions

It may be necessary to shelter-in-place in the event of a hazardous materials spill that has vapors or hazardous chemicals in the immediate vicinity of businesses or residences. Evacuation may not be an option if there is inadequate time to divert the public to a place of safety. There are times that evacuations may do more harm than good and place individuals directly in the hazardous environment.

1.   Get inside your home or other building as quickly as possible.

2.   Close all doors, windows, fireplaces, vents, or other openings. Use duct tape, foil, or plastic wrap to seal locks.

3.   Turn off all heating, ventilation, and air conditioning systems. Close your vents.

4.   Close drapes, curtains and shades. Stay away from external windows.

5.   Use stairwells whenever possible. Limit use of elevators.

6.   Use telephones only if you need emergency service.

7.   Turn on radio or television for information. Tune into the NWS Weather Radio.

8.   Stay inside until authorities announce that it is safe to come out.

Evacuation Instructions

1. Stay calm.

2. Gather your family, and a neighbor or someone else who needs help.

3. If the evacuation is requested, take essential items (diapers, baby food, clothes, money, personal toiletries, medicines, etc.

4. Turn off all appliances (stove, lights, heaters, etc.)

5. Lock your house.

6. Do not use more cars than you have to.

7. Keep windows & vents in the car closed.

8. Go immediately to the home of a friend or relative outside the evacuation area, or to a shelter or staging area located at: _____

9. Officers and/or emergency personnel may be stationed at intersections along the way to direct you.

10. If you need transportation, call: _____

11. Children at the following schools:

    _____

    Will be evacuated to:

    _____

    _____

12. Do not drive to your child's school. Pick your child up from the authorities at the shelter.

13. The hazardous material is toxic. Signs & symptoms of over exposure are:

    _____

    _____

14. If you have any of these signs or symptoms, seek medical attention help at:

    _____

    _____

15. Do not use telephones unless you need emergency service

16. Pets: Carrier, food, collar, leash, medicines, proof of vaccinations, etc.

17. Other:

Annex H- Mass Care

I. **Responsibility for Mass Care.**

    A.   It is the responsibility of the public officials to ensure that evacuees have a place to stay.

    B.   It is imperative that the City work with the County Emergency Management Agency and volunteers to establishing emergency shelters to house and care for evacuees in a disaster (if needed and available).

II. **Designated Shelters.**

    A.   The city's primary shelter site is:

        1.   Sheldon Community Schools.

        2.   Contact person for the facility is: District Administration

    B.   The city's alternate shelter site is:

        1.   Northwest Iowa Community College.

        2.   Contact person for the facility is: College Administration

    C.   In the event of large scale evacuation (such as a hazardous materials incident) where most or all of the community is evacuated, nearby community shelter sites upwind or far enough away from the incident may be activated.

        1.   Try to remain within the school district if possible.

        2.   A volunteer coordinator and County Emergency Management Services must coordinate these sites.

        3.   Evacuation points must be identified and buses provided for those without transportation.

    D.   Care for pets will be provided for at The Dog House and Sheldon Vet Clinic. (or a vet clinic located outside of Sheldon)

III. **Mass Care Coordination.**

- 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.
- Work with O'Brien County Emergency Management Agency to determine if a Multi-Agency Resource Center (MARC) is needed to assist individuals impacted by the disaster.

Annex J- Public Health Services/ Emergency Medical Services

I.   Public Health and Emergency Medical Services Liaison.

A.   The Sheldon Ambulance Director will serve as the Public Health and Emergency Medical Services Liaison and is responsible for public health and emergency medical services activities in the City of Sheldon.

B.   The Public Health and Emergency Medical Services Liaison will coordinate health services activities with a representative from the O'Brien County Public Health Department, and other various health service facilities in Sheldon. Example: Sanford Health Center, Christian Retirement Home, Sanford Senior Care, Fieldcrest, Cobble Creek, and VNU.

II.   Pre-Emergency/Disaster Checklist.

☐   Ensure all ambulance personnel are trained in triage and mass casualty response and utilize triage using the appropriate triage tags.

☐   Ensure that mutual aid agreements are established for medical emergencies.

III.   Emergency/Disaster Checklist.

C.   Assume primary operational control for health-related emergencies such as pollution, contamination, diseases and epidemics.

D.   Operate under the Incident Command System to ensure proper communications.

E.   If Emergency Medical Services is first on the scene or lead agency.

☐   Establish on-scene command, control and communications – as required establish a command post and staging area.

☐   Establish accountability to track personnel and equipment by arrival time and deployment.

☐   Size-up situation to identify response priorities (e.g., life safety, incident stabilization and property conservation) objectives, on-scene risk management and tactics.

☐   Perform actions within the mission of Emergency Medical Services to meet response objectives.

☐   Request mutual as required by the magnitude of the situation.

☐ If the County EOC is activated, establish and maintain contact with the person representing Emergency Medical Services.

F. If not the lead agency the Emergency Medical Services will:

☐ Report to Incident Commander or staging area for information and instructions.

A. Other Emergency Medical Services related functions.

☐ Coordinate evacuation of senior housing and other medical facilities as needed.

☐ Coordinate emergency medical care to victims (hospitals and ambulances).

☐ Coordinate medical transportation for victims.

☐ Assure that public health needs of disaster victims are met.

☐ Assist with patient tracking.

☐ Stand by at HAZMAT incidents to conduct medical monitoring and assist with decontamination and medical emergencies.

Continuity of Vital Services Annex

Attachment A- Business Preservation

I. Situation.

  A. Essential administrative functions including, municipal business, the delivery of public services and recordkeeping are performed at the Sheldon Community Services Center.

  B. Should the Community Center become unusable due to fire, structural damage, hazardous material contamination or other conditions, essential records might be destroyed and the City of Sheldon would be unable to conduct city business and provide essential services to the public. This could result in community hardship, particularly in the aftermath of major emergency or disaster.

II. Mitigation.

  A. The City of Sheldon has taken the following actions to minimize the adverse consequences of damage to, or destruction of its Community Center

  1. The Fire Chief will perform periodic inspections of the Community Center to identify and correct potential fire hazards.

  2. The City of Sheldon has a vault with City essential records.

III. Preparedness.

  A. Alternate Community Center.

  1. The Sheldon Street Department, Water Department and the Event Center have been identified as substitute Community Centers.

  B. Replacement of essential equipment.

  1. The City Clerk shall maintain a list of essential equipment that may need to be replaced should the Sheldon Community Center become unusable.

  C. Preservation of vital records.

  1. City Clerk will be responsible for ensuring that backup copies are made of all essential records and kept at safe and secure locations.

IV. Response.

  A. The City Manager will notify key officials and the public that the Community Center has been relocated to the Sheldon Street Department, Water Department, or Event Center.

  B. The City Manager will coordinate the relocation including:

  1. The emergency procurement of essential equipment and supplies.

  2. Recover and relocate backup copies of essential records.

V. **Recovery.**

    A.   The County EMA Director will coordinate damage assessment and reconstruction activities.

<u>Attachments</u>

Attachment A - Emergency Notification/Contacts

Attachment B - Resource List

Attachment C - Maps