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# City of Sedgwick

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Disaster Plan Review 2011

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# Objectives

- Review the city disaster plan
  - Review responsibilities of department heads
  - Work through a tabletop disaster scenario
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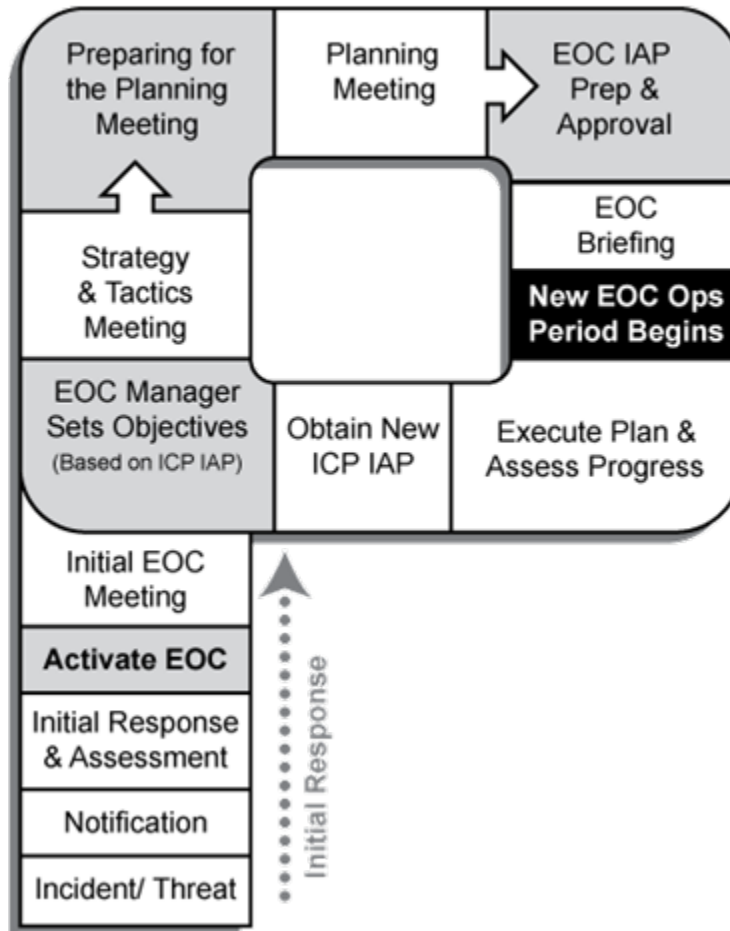
# Scenario: Tornado in Sedgwick

- On a spring evening in Sedgwick, a tornado strikes through town
    - All structures east of the railroad tracks to Hoover Rd. are destroyed
    - Critical infrastructure destroyed: east water tower, all phone and power lines, (other)
    - Unknown number of injuries or fatalities
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# Review: the NIMS Planning 'P'

Skamania County Emergency Management

## EOC Operational Period Planning Cycle



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# OPS Phase I: First 24 Hours

- Police Chief, Incident Command
    - Provide security to disaster area
    - Placement of road blocks and other traffic restrictions
    - Coordinate with other department heads to ensure optimal efficiency
    - Coordinate with incoming citizen volunteers to ensure proper placement and accountability
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# OPS Phase I: First 24 Hours

- City Administrator
    - Collect and disseminate information to Mayor and City Council
    - Assist in the assessment of damages and collect other pertinent field data
    - Maintain current inventory and resource list of emergency equipment and supplies
    - Coordinate with Mayor and City Council to enact Disaster Declaration if needed
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# OPS Phase I: First 24 Hours

- City Superintendent
    - Restore and maintain utility services as able
    - Clear roadways and enable traffic
    - Survey and assess damage; mark danger zones
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# OPS Phase I: First 24 Hours

## ■ City Clerk

- ❑ Coordinate with Incident Command to determine the extent of shelters needed for displaced residents
  - ❑ Coordinate and assist with Salvation Army, Red Cross, or other volunteer agencies as needed
  - ❑ Provide staff to assist with registration for disaster victims and families
  - ❑ Safeguard vital records and documents
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# OPS Phase I: First 24 Hours

- Director of Emergency Services
    - Execute Search and Rescue Operations
    - Declare and evacuate restricted zones and danger zones
    - Suppression of fires as needed
    - Mitigation or entry denial of any hazardous material contamination sites
    - Treat, transport or shelter, and log all injured individuals who need care
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# OPS Phase II: Ongoing OPS Cycles

- Police Chief, Incident Command
    - Establish Operational Cycles and conduct IAP (Incident Action Plan) meetings
    - Continue to provide security to needed areas
    - Ensure reliable means of communication open from critical city staff to necessary agencies
    - Establish or relieve branches of the ICS (Incident Command System) as needed
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# OPS Phase II: Ongoing OPS Cycles

- City Administrator
    - Serve as liaison between Incident Command and the Governing Body
    - Advise Mayor and Council on matters relating to Public Finance; coordinate with department heads for purchasing of necessary equipment and supplies
    - Work in conjunction with other government agencies, volunteer groups and individuals as needed
    - Coordinate with City Attorney on emergency legal matters
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# OPS Phase II: Ongoing OPS Cycles

- City Superintendent
    - Water Supply: Maintain pressure and isolate contaminations as able
    - Wastewater: Maintain sewer system and notify KDHE of critical accidents/system failures as necessary and able
    - Streets: Continue to clear debris and erect barricades as necessary
    - Determine sites for dumping and/or burning of debris
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# OPS Phase II: Ongoing OPS Cycles

- City Clerk
    - Track and Document all expenses for disaster operations, including labor, equipment, and materials
    - Act as Central Purchasing and Supply Manager
    - Respond to, and maintain, a message log of inquiries
    - Maintain vital statistics and prepare reports of those statistics
    - Oversee office staff and ensure adequate office personnel
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# OPS Phase II: Ongoing OPS Cycles

- Director of Emergency Services
    - Continue ongoing rescue and fire suppression activities
    - Ensure preventative fire measures as necessary
    - Continue ongoing patient care activities, manage and maintain any injured victim shelters
    - Maintain records of injured or evacuated citizens and keep that list current with the City Office
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# OPS Phase III: Operations Close-Out

- Police Chief, Incident Command
    - Close unneeded branches of the ICS and determine when operational cycles can cease
    - Open areas to the public as appropriate
    - Work towards a return to 'normalization' of the city as appropriate
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# OPS Phase III: Operations Close-Out

- City Administrator
    - Coordinate with other department heads to compile close-out data and reports
    - Continue to provide Council and Mayor with updated information
    - Close out and assist interactions with any outside agencies
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# OPS Phase III: Operations Close-Out

- City Superintendent
    - Work towards the normalization of all city utilities, roads, and waterways
    - Provide a final assessment survey of damage
    - Supervise ongoing cleanup activities
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# OPS Phase III: Operations Close-Out

## ■ City Clerk

- Provide final expense report of labor, equipment, and materials used in the disaster relief effort
  - Audit all funds expended and keep detailed records of expenses and disbursements
  - Compile final report of vital statistics and data
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# OPS Phase III: Operations Close-Out

- Director of Emergency Services
    - Coordinate with area hospitals to provide all necessary PCR's (Patient Care Reports)
    - Provide City Clerk with all pertinent data on fire damages, patients cared for and transported, and hazardous material spill areas
    - Conduct a post-incident and CSD (Critical Scene Debriefing) with all fire/ems staff
    - Conduct an After-Incident review with outside mutual aid agencies
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# Conclusion

- Questions?

