

**Union County**  
**Comprehensive Emergency**  
**Management Plan**



**Prepared By:**

**Union County**

**Emergency Management Agency**

**Jo Anne Duckworth,**

**Coordinator September 25, 2012**



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To the Elected Officials and Citizens of Union County, Iowa

As the Emergency Management Coordinator for Union County, I am tasked with providing a framework for performing emergency functions during a significant emergency or disaster. This new Emergency Operations Plan (EOP) has been prepared with substantial input from our First Responder Community and reflects the community values in preserving life, health and property. It is designed according to the National Incident Management System, Incident Command System, and in the State of Iowa mandated Essential Service Function format (ESF). This plan is also prepared in accordance with federal and Iowa statutes and will be tested, revised, and updated as required or when deemed necessary.

Union County strives to maintain a high level of readiness to respond to natural and man-made disasters. All departments, agencies, and private organizations work via an integrated emergency management program to plan for the mitigation of hazards, prepare for emergencies, and assist the County in returning to pre-disaster conditions.

This plan is intended to be implemented in conjunction with ongoing training and safety awareness efforts as part of an integrated, collaborative approach to safety. This approach includes a strong emphasis on planning, training, and exercising to foster a culture of preparedness Union County.

Sincerely,

Jo Anne Duckworth, Union County Emergency Management Coordinator.



## EXECUTIVE SUMMARY

The Comprehensive Emergency Management Plan (CEMP) is an operations oriented document authorized by Chapter 29C of the Iowa Code. The CEMP establishes the framework for an effective system to ensure that Union County and its municipalities will be adequately prepared to deal with the occurrence of emergencies and disasters. The plan outlines the roles and responsibilities of local government, state and federal agencies and volunteer organizations. The CEMP unites the efforts of these groups under the Emergency Support Function (ESF) format with a designated lead agency for a comprehensive approach to mitigation, planning, response and recovery from identified hazards.

The plan is structured to parallel state and federal activities set forth in the "State of Iowa Emergency Operations Plan", and the "National Response Framework", and describes how state, federal and other outside resources will be coordinated to supplement county resources and response.

The CEMP is divided into five sections:

**The Basic Plan** includes the purpose, scope, and methodology of the plan, direction and control, organizational structure, alert notification and warning, the four phases of Emergency Management (preparedness, response, recovery and mitigation) actions, responsibilities, authorities and references.

**The Emergency Support Function Annexes** group county resources and capabilities into functional areas that are most frequently needed in a county response.

**The Support Annexes** describes essential supporting aspects that are common to all incidents.

**The Incident Annexes** address the unique aspects of how we respond to specific types of incidents.

**The Appendices** are a collection of various items of information in support of and to supplement the previous sections of the CEMP.



**CITY OF AFTON**

**COMPHENSIVE EMERGENCYMANAGEMENT PLAN**

**Resolution NO.**

WHEREAS, the City Council of the City of Afton, Union County, Iowa, pursuant to Iowa Code is vested with the authority of administering the affairs of City of Afton, Union County, Iowa, and

WHEREAS, it has been determined that a County Comprehensive Emergency Management Plan has been developed in order to provide for a coordinated response to a disaster or emergency in the City of

Afton, Union County, Iowa; and

WHEREAS, the City Council of the City of Afton, deems it advisable and in the best interest of City of Afton to approve said Comprehensive Emergency Management Plan;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Afton, Union County, Iowa, the Union County Comprehensive Emergency Management Plan be, and hereby is, approved.

PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ .

**ATTEST: City of Afton, Union County, Iowa**

\_\_\_\_\_  
City Clerk, City of Afton

\_\_\_\_\_  
Mayor

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**CITY OF ARISPE**

**COMPHENSIVE EMERGENCYMANAGEMENT PLAN**

**Resolution NO.**

WHEREAS, the City Council of the City of Arispe, Union County, Iowa, pursuant to Iowa Code is vested

with the authority of administering the affairs of City of Arispe, Union County, Iowa; and

WHEREAS, it has been determined that a County Comprehensive Emergency Management Plan has been developed in order to provide for a coordinated response to a disaster or emergency in the City of Arispe, Union County, Iowa.

WHEREAS, the City Council of the City of Arispe, deems it advisable and in the best interest of City of Arispe to approve said Comprehensive Emergency Management Plan;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Arispe, Union County, Iowa, the Union County Comprehensive Emergency Management Plan be, and hereby is, approved.

PASSED AND APPROVED THIS                      DAY OF                      .

**ATTEST: City of Arispe, Union County, Iowa**

\_\_\_\_\_  
City Clerk, City of Arispe

\_\_\_\_\_  
Mayor

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**CITY OF CRESTON**

**COMPHENSIVE EMERGENCYMANAGEMENT**

**PLAN Resolution NO.**

WHEREAS, the City Council of the City of Creston, Union County, Iowa, pursuant to Iowa Code is vested with the authority of administering the affairs of City of Creston, Union County, Iowa; and

WHEREAS, it has been determined that a County Comprehensive Emergency Management Plan has been developed in order to provide for a coordinated response to a disaster or emergency in the City of Creston, Union County, Iowa.

WHEREAS, the City Council of the City of Creston, deems it advisable and in the best interest of City of Creston to approve said Comprehensive Emergency Management Plan;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Creston, Union County, Iowa, the Union County Comprehensive Emergency Management Plan be, and hereby is, approved.

PASSED AND APPROVED THIS                      DAY OF                      .

**ATTEST: City of Creston, Union County, Iowa**

\_\_\_\_\_  
City Clerk, City of Creston

\_\_\_\_\_  
Mayor

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**CITY OF CROMWELL**

**COMPHENSIVE EMERGENCYMANAGEMENT PLAN**

**Resolution NO. \_\_\_\_\_**

WHEREAS, the City Council of the City of Cromwell, Union County, Iowa, pursuant to Iowa Code is vested with the authority of administering the affairs of City of Arispe, Union County, Iowa; and

WHEREAS, it has been determined that a County Comprehensive Emergency Management Plan has been developed in order to provide for a coordinated response to a disaster or emergency in the City of Cromwell, Union County, Iowa.

WHEREAS, the City Council of the City of Cromwell, deems it advisable and in the best interest of City of Cromwell to approve said Comprehensive Emergency Management Plan;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cromwell, Union County, Iowa, the Union County Comprehensive Emergency Management Plan be, and hereby is, approved.

PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ .

**ATTEST: City of Cromwell, Union County, Iowa**

\_\_\_\_\_

City Clerk, City of Cromwell

\_\_\_\_\_

Mayor

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**CITY OF LORIMOR**  
**COMPHENSIVE EMERGENCYMANAGEMENT**  
**PLAN Resolution NO.**

WHEREAS, the City Council of the City of Lorimor, Union County, Iowa, pursuant to Iowa Code is vested with the authority of administering the affairs of City of Lorimor, Union County, Iowa; and

WHEREAS, it has been determined that a County Comprehensive Emergency Management Plan has been developed in order to provide for a coordinated response to a disaster or emergency in the City of Lorimor, Union County, Iowa.

WHEREAS, the City Council of the City of Lorimor, deems it advisable and in the best interest of City of Lorimor to approve said Comprehensive Emergency Management Plan;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lorimor, Union County, Iowa, the Union County Comprehensive Emergency Management Plan be, and hereby is, approved.

PASSED AND APPROVED THIS                      DAY OF                      .

**ATTEST: City of Lorimor, Union County, Iowa**

\_\_\_\_\_  
City Clerk, City of Lorimor

\_\_\_\_\_  
Mayor

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**CITY OF THAYER**

**COMPHENSIVE EMERGENCYMANAGEMENT PLAN**

**Resolution NO.**

WHEREAS, the City Council of the City of Thayer, Union County, Iowa, pursuant to Iowa Code is vested with the authority of administering the affairs of City of Thayer, Union County, Iowa, and

WHEREAS, it has been determined that a County Comprehensive Emergency Management Plan has been developed in order to provide for a coordinated response to a disaster or emergency in the City of Thayer, Union County, Iowa.

WHEREAS, the City Council of the City of Arispe, deems it advisable and in the best interest of City of Thayer to approve said Comprehensive Emergency Management Plan;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Thayer, Union County, Iowa, the Union County Comprehensive Emergency Management Plan be, and hereby is, approved.

PASSED AND APPROVED THIS                      DAY OF                      .

**ATTEST: City of Thayer, Union County, Iowa**

\_\_\_\_\_

City Clerk, City of Thayer

\_\_\_\_\_

Mayor

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**CITY OF SHANNON CITY  
COMPHENSIVE EMERGENCYMANAGEMENT  
PLAN Resolution NO.**

WHEREAS, the City Council of the City of Shannon City, Union County, Iowa, pursuant to Iowa Code is vested with the authority of administering the affairs of City of Shannon City, Union County, Iowa; and

WHEREAS, it has been determined that a County Comprehensive Emergency Management Plan has been developed in order to provide for a coordinated response to a disaster or emergency in the City of Shannon City, Union County, Iowa.

WHEREAS, the City Council of the City of Shannon City, deems it advisable and in the best interest of City of Shannon City to approve said Comprehensive Emergency Management Plan;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Shannon City, Union County, Iowa, the Union County Comprehensive Emergency Management Plan be, and hereby is, approved.

PASSED AND APPROVED THIS                      DAY OF                      .

**ATTEST: City of Shannon City, Union County, Iowa**

\_\_\_\_\_  
City Clerk, City of Shannon City

\_\_\_\_\_  
Mayor

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**UNION COUNTY EMERGENCYMANAGEMENT COMMISSION**



**COMPREHENSIVE EMERGENCYMANAGEMENT**

**PLAN Resolution NO.**

WHEREAS, the Union County Emergency Management Commission of Union County, Iowa, pursuant to Iowa Code is vested with the authority of administering the affairs of Union County Emergency Management in Union County, Iowa; and

WHEREAS, it has been determined that a County Comprehensive Emergency Management Plan has been developed in order to provide for a coordinated response to a disaster or emergency in Union County and its Political Jurisdictions.

WHEREAS, the Union County Emergency Management Commission, deems it advisable and in the best interest of Union County to approve said Comprehensive Emergency Management Plan;

NOW, THEREFORE, BE IT RESOLVED by the Union County Emergency Management Commission of Union County, Iowa, the Union County Comprehensive Emergency Management Plan be, and hereby is approved.

PASSED AND APPROVED THIS                      DAY OF                      .

**ATTEST: Union County Emergency Management Commission**

\_\_\_\_\_  
Union County Emergency Management Coordinator

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
City of Afton Commission Member

\_\_\_\_\_  
City of Arispe Commission Member

\_\_\_\_\_  
City of Creston Commission Member

\_\_\_\_\_  
City of Cromwell Commission Member



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City of Lorimor Commission Member

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City of Shannon City Commission Member

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City of Thayer Commission Member



## **Plan Instructions for Use**

This plan, when implemented, shall be used by Union County response organizations to obtain full and efficient use of existing resources, organizations, and systems in their response to emergencies and disasters that could and/or have occurred in the county. The following is the format that will be used;

### **Basic Plan**

Developed by the county emergency management agency, the Basic Plan details the policies, organization, concept of operations, and assignment of responsibilities needed for the Union County response and recovery operations. The Basic Plan includes attachments and Appendices as needed.

### **Emergency Support Function Annexes**

Each Emergency Support Function (ESF) maintains an annex to the Basic Plan detailing the concept of operations for the function. A standard outline will be used for each ESF Annex in order to ensure continuity of the CEMP and allow for easy reference.

### **Standard Operating Procedures**

Standard Operating Procedures (SOPs) are not contained in the plan, but must be developed by each ESF and/or agency, and are essential to the implementation of this document.

### **Checklists**

Detailed checklists are developed to implement ESF and agency SOPs. Checklists are simple, bullet-style documents to be used by operational personnel as a reminder for actions to take.

### **Decision Trees**

Decision Trees are developed to use as guidance when making decisions based on known factors affecting Emergency Operations.



## UNION CO PLAN BOOK ASSIGNMENT

Book #	Assigned To:	Address	City & Zip	Representing	Format
1001	EMA Office	208 W. Taylor Street	Creston, IA 50801	MASTER BOOK	Paper
1002	Chief Dispatcher	302 N. Pine Street	Creston, IA 50801	U.C. LEC Dispatchers	CD
1003	Mayor	416 E. Filmore St.	Afton, IA 50830	City of Afton	CD
1004	Mayor	P.O. Box 254	Arispe, IA 50831	City of Arispe	CD
1005	Mayor	P.O. Box 449	Creston, IA 50801	City of Creston	CD
1006	Mayor	P.O. Box 43	Cromwell, IA 50842	City of Cromwell	CD
1007	Mayor	P.O. Box 125	Lorimor, IA 50149	City of Lorimor	CD
1008	Mayor	P.O. Box 346	Shannon City, IA 50861	City of Shannon City	CD
1009	Mayor	P.O. Box 13	Thayer, IA 50254	City of Thayer	CD
1010	Chair of BoS	300 N. Pine St.	Creston, IA 50801	Board of Supervisors	Paper/CD
1011	Sheriff	302 N. Pine St.	Creston, IA 50801	Sheriff	CD
1012		1700 W. Townline St.	Creston, IA 50801	GCH Hospital Operations	CD
1013		1700 W. Townline St.	Creston, IA 50801	GCH Ambulance/EMS	CD
1014	Fire Chief	500 N. Sumner Ave.	Creston, IA 50801	Creston Fire Department	CD
1015	Fire Chief	P.O. Box 47	Afton, IA 50830	Afton Fire Department	CD



**Union County Emergency Management**

# **Union County Comprehensive Emergency Management Plan - Basic Plan**

**Emergency Operations Plan**

Jo Anne Duckworth, EMC  
2012

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**BASIC PLAN****I. Introduction**

Chapter 29C Iowa Code 2003 and Iowa Administrative Section 605 Chapter 7 require the development of this document, the Union County Comprehensive Emergency Management Plan (CEMP). The CEMP shall be integrated into and coordinated with emergency management plans and programs of the State of Iowa and federal governments. The CEMP provides a framework through which Union County and its municipalities prepare for, respond to, recover from, and mitigate the impacts of various disasters that could adversely affect the health, safety and/or general welfare of its citizens.

The CEMP is operations-oriented and will address county coordination of inter-county evacuation, sheltering, and recovery; rapid and efficient usage of resources; communications and warning systems; annual exercises to test ability to respond to emergencies; and clearly defined responsibilities for county/municipal departments through an emergency support function (ESF) approach to planning and operations.

The CEMP describes the basic strategies assumptions and mechanisms through which the county will mobilize resources and conduct activities to guide and support local emergency efforts through response and recovery efforts. To facilitate effective intergovernmental operations, the CEMP adapts a functional approach that groups the type of assistance to be provided under ESF to address functional needs at the county and municipal level. Each ESF has a primary agency, which has been selected based on its expertise, authorities, resources, and capabilities in the functional area.

**A. Purpose**

The purpose of the CEMP is to establish uniform policies and procedures for the effective coordination and response to a variety of natural, manmade and technological disasters. These emergencies may differ in size and severity and affect the health, safety, and/or general welfare of the citizens of Union County. The CEMP has been designated to accomplish the following specific purposes:

1. Limit the vulnerability of the communities and citizens of Union County to damage, injury and loss of life and property resulting from natural, technological, or human-caused emergencies, and/or catastrophes.
2. Prepare for prompt and efficient response and recovery to protect lives and property affected by emergencies.
3. Respond to emergencies, making use of all systems, plans and resources necessary to preserve the health, safety and welfare of the citizens of Union County.

4. Recover from emergencies by providing for the rapid and orderly start of restoration and rehabilitation of persons and property affected by emergencies.
5. Provide an emergency management system encompassing all aspects of preparedness, response, recovery and mitigation.
6. Minimize damage to property, material shortages, and service system disruptions which would have an adverse impact on the citizens, the economy, and the overall well-being of the county.
7. Manage the emergency operations within the county by coordinating the use of resources available from municipal governments, the private sector, civic and volunteer organizations, and state and federal agencies.

#### **B. Scope**

The Basic Plan describes the various types of emergencies that are likely to occur in Union County. It further provides procedures for disseminating warnings, coordinating response, ordering evacuations, opening shelters, and for determining, assessing, and reporting the severity and magnitude of such emergencies. The Basic Plan establishes the concept under which the county and municipal governments will operate in response to natural and technological disasters by:

1. Establishing fundamental policies, program strategies and assumptions.
2. Establishing a concept of operations spanning the direction and control of an emergency from initial monitoring through post-disaster response and recovery.
3. Defining the responsibilities of elected and appointed local officials.
4. Defining the emergency roles and functions of county and municipal departments and agencies, private industries, and volunteer and civic organizations.
5. Creating a framework through the emergency support function concept for effective and coordinated utilization of county and municipal government resources.
6. The Plan establishes operational goals and objectives for the preparedness, response, recovery, and mitigation phases of Union County's emergency management process.

### **C. Methodology**

1. This plan and its implications for the design and develop of the CEMP is an important facet in the planning development cycle. It is only through a concentrated effort by all Union County agencies and organizations employing a wide variety of approaches to get maximum participation in the planning process. This plan is a product of various staffing, coordinating and research meetings with different departments and agencies. The primary and support agencies assigned to each ESF are responsible for coordinating the necessary updates to their respective ESFs.

## **II. Situation**

This section of the CEMP provides a summary of the County's population; the major hazards the county is vulnerable to; and several planning assumptions that were considered in the planning process.

A major or catastrophic emergency will overwhelm the capabilities of Union County and its municipalities to provide prompt and effective emergency response and short term recovery measures. Transportation infrastructure will be damaged and local transportation services will be disrupted. Widespread damage to commercial telecommunications facilities will be experienced and the ability of governmental response and emergency response agencies to communicate will be impaired.

In addition, homes, public buildings, and other critical facilities and equipment will be destroyed or severely damaged. Debris may make streets and highways impassable, making the movement of emergency supplies and resources will be seriously impeded. Public utilities will be damaged and either fully or partially inoperable. Many county and municipal emergency personnel will be victims of the emergency, preventing them from performing their assigned emergency duties. Numerous separate hazardous conditions and other emergencies as a result of the major event can be anticipated and further complicate the situation.

Hundreds of emergency victims may be forced from their homes and a large numbers of dead and injured could be expected. Many victims will be in life-threatening situations requiring immediate rescue and medical care. There will also be shortages of a wide variety of supplies necessary for emergency survival. Hospitals, nursing homes, pharmacies and other health/medical facilities will be severely damaged or destroyed, and those that remain in operation will be overwhelmed by the number of victims requiring medical attention. Food processing and distribution capabilities will be severely damaged or destroyed.

There will be damage to fixed facilities that generate, produce, use, store or dispose of hazardous materials into the environment. There will also be near-total disruption of energy sources and prolonged electric power failure.

**A. Hazard Analysis**

The Hazard Analysis completed for Union County identified the following hazards as the top hazards for the County. The hazards are ranked from highest to lowest priority.

Rank	Potential Hazard	Probability of Occurrence
1	Severe Thunderstorm, Heavy Rains, Lightning	Frequent
2	Ice Storms, Extensive Hail, Winter Storm	Likely
3	Tornado, High Wind Event	Likely
4	Drought, Extreme Heat/Cold	Occasional
5	Flooding, Flash Flooding	Occasional
6	Hazardous Materials Incident/ Highway Transportation Incidents	Frequent
7	Structural or Wildfire	Frequent
8	Structural Failure	Occasional
9	Rail Transportation Event	Occasional

**1. Severe Springs/Summer Storms**

From late spring through the summer months, Union County experiences significant thunderstorm activity. Although, most thunderstorms are of low intensity, there are several that will become violent. These violent storms can produce straight-line winds of up to 100 miles per hour, dangerous lightning, damaging hail and significant precipitation leading to flash flooding and flooding. These storms can cause significant damage to structures, agriculture, power and telephones transmission lines and may lead to personal injury or death to these within the storm area. Union County has several of these types of storms per year, with widespread damage noted throughout the County. NOAA historical data shows 143 of these types of storms from October 1, 2006 to June 30, 2012. The data indicates two injuries, due to these severe storms. The property damages created by these storms is over \$9.69 Million. In addition, crop damage estimates from these storms exceed \$24.490 Million. Many of these storms resulted in other hazards; i.e., power failures, tree damage and flooding. Furthermore, Union County is particularly susceptible to seeing such damage

figures and even more loss to human lives as our housing gets older and more manufactured homes are being built in the area.

## **2. Hail, Ice, and Winter Storms**

Historical data shows thirty-four Hail events and twenty Ice and Winter Storm events within Union County, resulting in over \$2.5 M in damages throughout the County. These storms also result in other hazards, such as power failures, transportation accidents, and fires.

## **3. Tornadoes and Severe Thunderstorm Events**

The Midwest has the reputation for the worst tornadoes in the country. Iowa, which is in a region called "Tornado Alley", has had several devastating tornadoes over the past several years. The part of Iowa area where Union County is located has experienced eight tornadoes since October, 2008. Two injuries and over \$5.87 M in damages to property and crops. Additionally, 37 other high wind events (winds in excess of 50 kts or 57.6 mph) and severe Thunderstorms add to this total. The losses in Union County due to these types of events during the same time period add an additional \$3.152 M. Union County will particularly susceptible to seeing such damage figures and even more loss to human lives as our housing gets older and more manufactured homes are being built in the area.

## **4. Drought, Extreme Heat, and Cold**

Union County has been in five drought situations since 1995. Drought conditions have a huge economic impact on Union County, with over \$2,145,150,000 in losses. Drought losses from 2012 are still unknown. Crops do not mature, wildlife and livestock are undernourished, land values decrease, and unemployment increases.

Union County susceptible to extreme temperatures. During winter, temperatures can drop to double digits below zero for extended periods. With wind chills, temperatures can reach -60 to -70 degrees F below zero. These temperatures are detrimental to equipment and extremely dangerous to anyone outside and not properly protected. They can also be dangerous to livestock.

Extreme summer temperatures can reach the upper 90's to low 100 degrees. These temperatures together with the common high humidity experienced in this area of Iowa can be dangerous to humans, pets, and livestock. Power for cooling can place a strain on power distribution systems leading to brown outs and blackouts.

**5. Flooding/Flash Flooding**

Each year, flooding is a possible threat for Union County. While localized flooding of agricultural land or flood prone green areas is common, there is always the possibility of populated areas being flooded.

Flooding resulting from riverbank overflowing is almost always caused by heavy rains within a drainage area and the subsequent inability of a river to accommodate the added runoff. There are several drainage areas within Union County which would be similarly affected, including Grand River, Thompson River, Platte River, Twelve Mile Creek, Three Mile Creek and several small streams.

**6. Hazardous Materials Incidents/ Highway Transportation Incidents**

Union County has 24 fixed environmental facility sites, with the majority in the Creston and Afton areas. No major events have occurred involving these sites and no major evacuations have occurred. Many of these types of minor incidents are not reported and contained on-site. Despite this fact, because of the volume of facilities counted as Tier Two under the Superfund Amendment and Reauthorizations Act (SARA) and despite more stringent safeguards, more and more potentially hazardous materials are being used in commercial, agricultural, and domestic activities.

Additionally, Union County has three major pipelines which cross the county at various points.

Union County historically has an average of 5 transportation hazmat incidents per year, with the possibility of many not being reported due to the type and location of these incidents (localized and remote).

**7. Structural and Wild Fires**

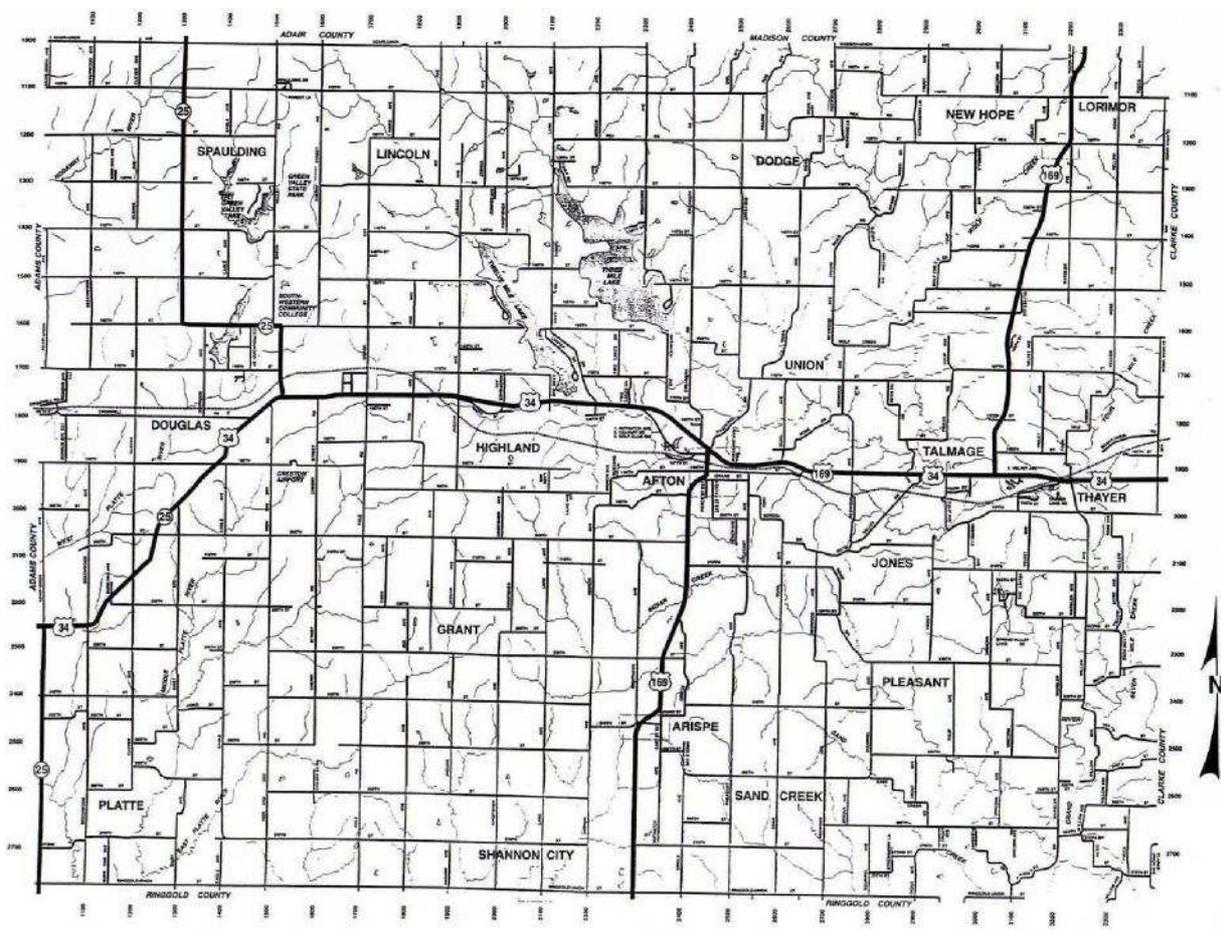
Structural fires are fires involving the structural components of residential or commercial buildings and can be caused by a variety of things. Wild fires occur when conditions are favorable such as during periods of drought when natural vegetation would be drier and subject to combustibility. Many are caused by dry grass, prairie burnings that have gone out of control, and tossed cigarette butts. Between 1984 and 2009, Union County has seen approximately 700 structural and 800 wild fires.

**8. Structural Failure**

Structural failure occurs when a structure loses its load carrying capacity collapses either fully or partially. Each year in Union County there are between 5 and 10 structural failures. These structures can include roads, bridges, towers and buildings.

**9. Rail Transportation Event**

A rail transportation incident occurs when a train accident directly threatens life or property or adversely affects a community’s ability to provide emergency services. These can occur due to a variety of causes: human error, faulty signals, improperly maintained rail cars, or problems with the track. Results can range from minor “track hops” to catastrophic hazardous materials spills. Each year in Union County between 5 and 10 rail transportation incidents occur.



## Union County

### Geographic Information

Union County is located in Southwest Iowa. The county covers an area of 426 square miles, with a current population of 12,534.

Union County is a land of four seasons. The county receives an average 33.96 inches of rain per year. The average yearly snowfall is 27.3 inches. The number of days with any measureable precipitation is 113.3.

On average, there are 59 sunny days in Union County. The average high temperature in July is around 86 degrees. The average low temperature in January is approximately 11 degrees.

Information from the Union County Assessor's office breaks down countywide land use allocation inventory as follows:

#### Land Use

<b>Type</b>	<b>Acreage</b>	<b>% Total</b>
Agriculture	189,728.982	69.6 %
Open Space	66,918.997	24.6 %
Commercial	1,536.247	0.6 %
Residential	2,074.109	0.8 %
Water	3,204.487	1.2 %
Roads	8,081.328	3.0 %
<b>TOTAL COUNTY ACRES</b>	<b>272,453.365</b>	<b>100%</b>

Creston is the County Seat.

Union County is a basically rural/suburban county and heavily dependent on agriculture and small businesses. Population estimates according to the 2010 US Census lists the population of the County at 12,534 persons. Union County residents not within incorporated areas account for 3,023 of the total population of the County.

The Cities within Union County are as follows:

City Name	2010 Census Data
Arispe	100
Afton	845
Creston	7,834
Cromwell	107
Lorimor	360
Shannon City	71
Thayer	59

## Transportation

### 1. Roads

Union County serves as a regional hub for transportation with an airport, one railroad line, and US Hwy 34, which runs east/west US Hwy 169 which runs north/south, and State Hwy 25 which runs north/south through the county. Citizens, businesses, and industries of Union County can easily gain convenient access to other areas of the state, and to areas outside the State. In addition to the U.S. and State Highways in the county, there are approximately 701.9 miles of rural secondary roads for all systems of area services and farm-to-market access.

### 2. Aviation

Cherry Street Road. The Airport serves every type of aircraft, short of large commercial airlines. The Iowa DOT classifies the airport as an enhanced service airport. The Creston Municipal airport supports two runway facilities. Runway 16/34 is paved and is 4,901 feet in length and 75 feet in width. The asphalt surfaced runway has a 15,000 pound single wheel load. Medium intensity edge and threshold lights are in place. Runways 16 and 34 are equipped with runway end identifier lights (REIL) and visual approach slope indicators (VASI). Runway 4/22 is turf and is 1,692 feet in length and 100 feet in width. A non-precision instrument (NPI) approach may be made to Runway 34. NDB or GPS RWY 34. Runway 16/34 is served by a connecting taxiway and turnarounds. The airport has a rotating beacon, lighted wind indicator, segmented circle and non-directional beacon (NDB). An Automated Weather Observing System (AWOS III) is located on the field. Landside facilities include a terminal building, aircraft storage hangars, fuel facilities, apron area and vehicle parking. The 720 square foot terminal building was constructed in 1986.

Aircraft storage facilities are noted as follows:

Tee Unknown 8 9,620 square feet

Tee Unknown 10 8,502 square feet

Conventional 1993 1 (shop) 7,000 square feet

The airport has storage space for 19 aircraft.

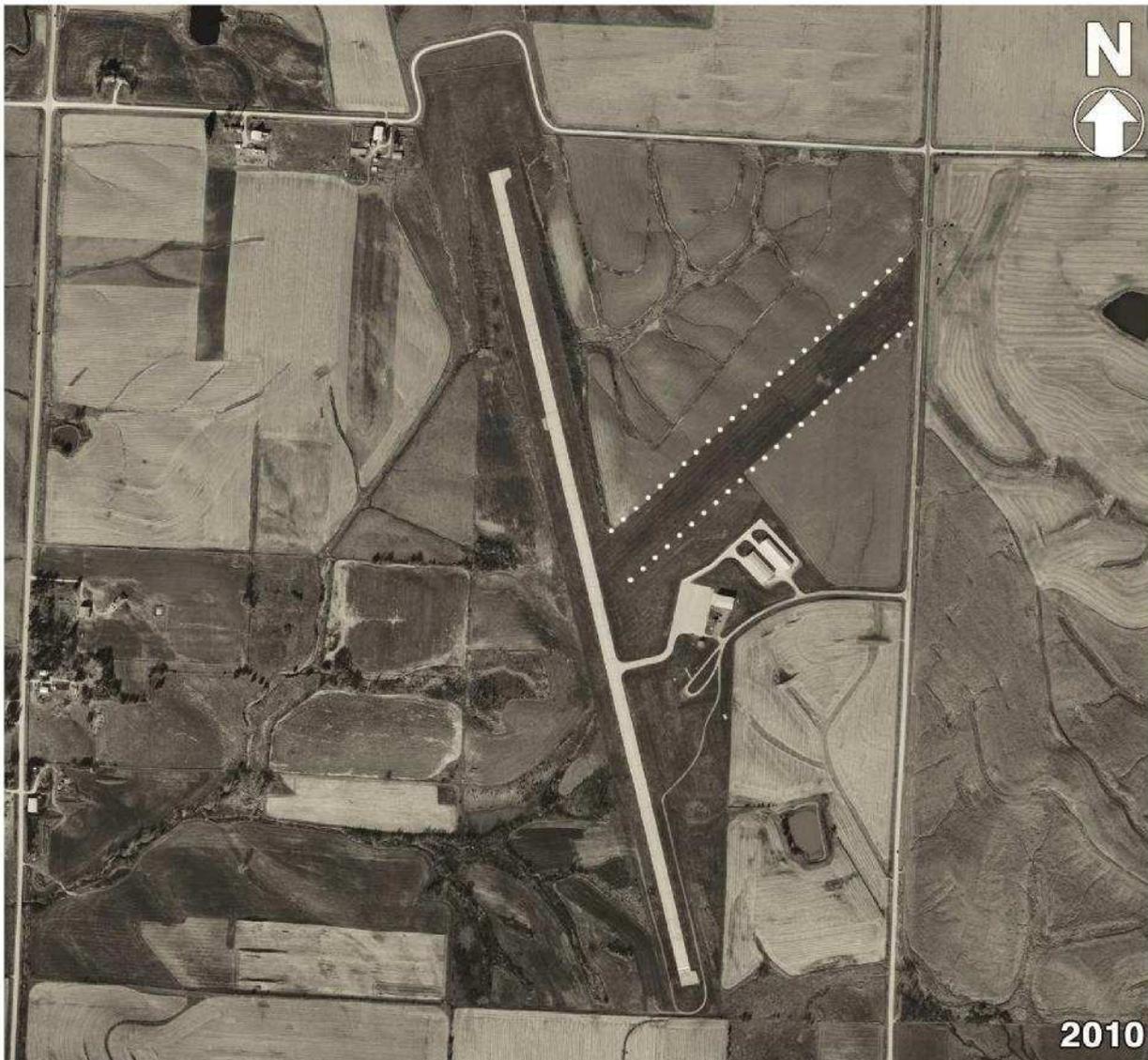
Fuel (100LL) storage is provided by two 1,000 gallon underground tanks. Jet A fuel is stored in a 3,000 gallon underground tank. The fuel is dispensed by pump. The concrete surfaced (6,600 square yards) apron provides eight aircraft tie downs.

Parking is available for 12 vehicles.

#### EXISTING SERVICES

Aeronautical services provided by the FBO include fuel (100LL and Jet A) and aircraft storage. The terminal building provides a pilot lounge, rest rooms, and other amenities.

The Iowa Department of Transportation estimated the annual operations at the airport as 6,604 uses. The usage is split between itinerant operations at 3,962 and local based operations at 2,642 in 2007. Usage by both local and itinerant operations is expected to increase over the next several years as improvements are made to the airport.



Creston Municipal Airport – Aerial View

### 3. Mass Transportation

The Southern Iowa Trolley provides bus transportation throughout Union County as well as Adair, Adams, Clarke, Decatur, Ringgold, and Taylor counties. Southern Iowa Trolley is a demand-response/subscription transportation service. They provide service Monday through Friday 7 AM to 5 PM to the general public and will operate on weekends by contract. Their fleet includes handicap accessibility.

### 4. Railroads

There is One (1) Class 1(one) Railroad in Union County. The Burlington Northern Santa Fe (BNSF) is a Class 1 rail line running multiple trains daily throughout the

year on an East/West line. The BNSF carries various loads including, coal, grain, chemicals, mixed loads and hazardous wastes. The BNSF is among the largest railroads in the U.S. today with operating mileage totaling over 32,000 miles covering 28 states and two Canadian provinces. BNSF covers the western two-thirds of the U.S. from major Pacific Northwest and California ports to the Midwest, Southeast and Southwest, and from Canada to Mexico. The railroad operates 675 miles of track in Iowa which runs from Burlington to Glenwood in southern Iowa (Amtrak also operates on this stretch under trackage rights) and northward from Sioux City in Northwest Iowa. The BNSF also operates several branch lines that stem off its main line, including a line from Des Moines to Albia. The railroad employs over 38,000 people.

#### A. Demographics

##### Populations of Cities of Union County, 2010 Census

Union County	12,534
Afton, City of	845
Arispe, City of	100
Creston, City of	7,834
Cromwell, City of	107
Lorimor, City of	360
Shannon City, City of	71
Thayer, City of	59
Unincorporated Population	3,158

##### Population by Age of Union County, 2010

Subject	Number	Percentage
Under 5 years	829	6.6 %
5 to 9 years	813	6.5%
10 to 14 years	826	6.6%
15 to 19 years	867	6.9%
20 to 24 years	737	5.9%
25 to 34 years	1,398	11.0%
35 to 44 years	1,368	10.9%
45 to 54 years	1,813	14.5%
54 to 59 years	<b>868</b>	6.9%
60 to 64 years	782	6.2%
65 to 74 years	1,103	8.8%
75 to 84 years	780	6.2%
85 years and older	384	3.1%

### 1. Special Facilities/Populations

Special facilities/populations are those that would be, in effect, more vulnerable to the effects of given hazards than the general inventory of facilities or the general population. This could include portable or mobile buildings which are unable to withstand the effects of a natural disaster such as straight line winds or tornado winds, or a population that is not able to protect itself without assistance, such as a hospital or nursing home.

The county anticipates the needs of persons requiring special attention during disaster situations will become more prevalent each year. In fiscal year 2010, the state will be developing special needs registration system.

The number of **group home facilities** and other **special facilities** in Union County is as follows:

<u>Type</u>	<u>Number of Facilities</u>
Nursing Homes	4
Assisted Living	2
Disabled Person Services	5
Hospitals	1
Addiction Treatment Center	0
Ambulatory Surgical Center	1
Retirement Homes	26
Senior Centers	1
Schools:	
Headstart	2
Pre-School	4
Elementary	1
Middle School	1
High School	1
Colleges	1
Mobile Home Parks	4

### 2. Non-English Speaking Population

According to the United States Census Bureau in 2010, the vast majority of the residents of Union County spoke English as a first language. The next most often spoken language was Spanish, yet it was only 1.7% of the population. The complete breakdown is included in the chart below.

#### Languages Spoken at Home (Union, IA) 2000 Census

<u>Subject</u>	<u>Number</u>	<u>Percent</u>
Population 5 years and over	11,544	100.0%
English Only	11,241	97.3%

Spanish	197	2.7%
Speak English less than very well	57	.5%
Other Indo-European	50	.5%
Speak English less than very well	11	.1%
Asian Language	54	.5%
Speak English less than very well	13	.1%
Other	0	0 %

**3. Homeless Population**

Homelessness is a concern in the United States. According to 2000 statistics, there were NO homeless individuals in Union County.

**4. Transient Population**

Union County is the retail hub for South Central and Southwest Iowa, attracting large numbers of people each day. Various industries have business representatives visiting the county for a single day to a week at a time. A major contributor to the temporary population influx is our Community College and tourism. Creston and Union County with its many tourism activities attracts thousands of tourists and summer residents each year. Creston is also host to several events each year that attract large numbers of visitors, including a week long fourth of July celebration, a three-day Hot Air Balloon Festival, and a several Community College and High School events. Additionally Afton hosts the week-long Union County Fair and Lorimor hosts a Fall Harvest Days Weekend Celebration. Union County also has some of the best hunting and fishing in the State, Fishing tournaments at two of our lakes occur on a weekly basis. Field Trials and other hunting-related events occur during these seasons.

**Union County Lodging Inventory**

Number of Establishments	Number of Rooms
17	206

**D. Economic Profile**

Union County’s largest industry in regards to workers is the Education industry. This is due to Southwestern Community College making it the largest. The second largest industry is Manufacturing. Union County’s total labor force was 6840 as of 2009. From this, 380 are now unemployed.

**2008 Employment and Unemployment Statistics**

<b>Year 2008</b>	<b>Yearly Average</b>
Labor Force	6,703
Employment	6,403
Unemployment	300
Unemployment Rate	4.5%

**2007 Employment Statistics**

	<b>No. of Establishments</b>	<b>No. of Employees</b>	<b>Annual Payroll (\$1,000)</b>
Manufacturing	12	1,450	47,732
Wholesale Trade	16	146	4,054
Retail Trade	60	779	15,094
Real Estate, Rental & Leasing	18	46	861
Professional, Scientific & Technical Services	17	60	1,863
Administrative	13	193	4,191
Educational Services	3	10	84
Health Care and Social Assistance	38	904	24,824
Arts, Entertainment & Recreation	10	73	430
Accommodation & Food Services	27	344	2,754
Other Services, Not Public Admin	30	139	2,644

According to the 2010 U.S. Census Bureau, there were a total of 5,937 housing units in Union County.

**Cost of Owner- Occupied Housing Units in Union County, 2010 Census (4.044 units)**

Less than \$50,000	859
\$50,000 to \$99,999	1,452
\$100,000 to \$149,999	714
\$150,000 to \$199,999	397
\$200,000 to \$299,999	336
\$300,000 to \$499,999	283
\$500,000 and over	3

**III. Concept of Operations**

**A. General**

1. The emergency management program addresses the four integral components of emergency management; preparedness, response, recovery and mitigation. The Comprehensive Emergency Management Program addresses these components in detail. Figure 1 summarizes the emergency management system.



**The Emergency Management System**

**Figure 1**

2. The basic concept for emergency operations in Union County calls for a coordinated effort and graduated response by personnel and equipment from municipal, county, and other agencies/organizations in preparation for, and in response to, emergencies and/or disasters. The municipal governments will bear the initial responsibility for disaster response and recovery operations within their jurisdiction. When a municipality’s resources are inadequate or have been depleted, assistance will be requested from the county. If the requested assistance is beyond the county’s capability, it will request state and federal assistance from the State Emergency Operations Center (SEOC). To ensure an adequate and

timely response by emergency personnel and the maximum protection and relief to citizens of Union County prior to, during and after a disaster, the concept also provides for:

- a. Preparation for, and mitigation of, natural and technological disaster.
- b. Early warning and alert of citizens and officials.
- c. Reporting of all natural disasters between levels of government.
- d. Establishment of the Emergency Operations Center (EOC) and the organization for command and control of emergency response personnel.
- e. Movement of citizens from disaster danger areas to shelters or safe areas.
- f. Shelter and care of evacuees.
- g. Damage assessment reports and procedures.
- h. Return of evacuees when authorized by the appropriate authorities after the disaster danger has past.
- i. Recovery operations.

3. The Union County EMA Commission, Union County and all municipalities are signatories to the Iowa Mutual Aid Concept (IMAC). If resources within the county are insufficient for disaster response and recovery operations, mutual aid will be requested from the SEOC, or other local jurisdictions in the State.

4. During disaster operations, numerous private sector and private nonprofit organizations provide resources upon request of the emergency management coordinator and the EOC staff. Included among these are the American Red Cross, the Salvation Army, various church-related groups, United Way, and Chamber of Commerce, etc.

## **B. Authority**

In the event of a natural disaster or any significant emergency affecting the county, the EOC will be activated by the Chairman of the Board of Supervisors, the county sheriff, or the county emergency management coordinator. Upon EOC activation, the emergency management coordinator reports directly to the county EOC and is designated the EOC Director (EOC-D). All county departments and municipal representatives will come under the Operational Control of the EOC-D. The Chairman of the Board of Supervisors or their designated representative shall be the County Disaster Preparedness Officer (CDPO), and will call into session the Executive Policy Group (EPG). The EPG is the decision making body for the EOC. The CDPO will chair the EPG. The EPG, as a minimum, will consist of the Chairman of the Board of Supervisors or their representative, the auditor or his/her representative, and the County Administrative Officer, and the county emergency management coordinator. Others may be added at the discretion of the CDPO.

## **C. EOC Activation**

The county must be able to respond quickly and effectively to developing events. When an event or potential event is first detected, the emergency management agency may initiate Level I activation (monitoring).

When a major or catastrophic emergency has occurred or is imminent, the County Board of Supervisors, or their designated representative, may issue a declaration of a local state of emergency. Such an action will activate immediately all portions of this Plan. In the absence of a local state of emergency, the emergency management coordinator may activate portions of this plan in accordance with the appropriate levels of mobilization to facilitate response readiness or monitoring activities.

After initial activation is accomplished, the CDPO will call together the executive policy group. While emergency response actions necessary to protect public health and safety are being implemented, the executive policy group will convene to provide guidance and direction to the CDPO to facilitate the rapid deployment of resources, fully activate the county's EOC, and implement this plan.

The executive policy group may through the CDPO, direct county evacuations, open shelters, and request state assistance. They may also activate mutual aid agreements with neighboring counties, and may broker mutual aid agreements between municipalities within the county.

## 1. EOC Activation Levels

To facilitate the use of the EOC for disasters resulting from a variety of hazards, graded levels of response to varying levels of events have been identified. An event may escalate through the different activation levels sequentially.

- **Level I: Monitoring**

- Command and General Staff positions, other than Incident Command are not activated
- No Incident Action Plan (IAP) required
- The Incident is contained within first operational period and often within an hour to a few hours after resources arrive on scene.
- EXAMPLES: NSW and IHSEMD Briefing**

- **Level II: Limited Activation**

- Command and general staff functions are activated as needed
- Several resources are required to mitigate the incident
- The agency administrator may have briefings and ensure the complexity analysis and delegation of authority is updated.  No written Incident Action Plan is required, but documented operational briefing will be completed for all incoming resources.

- ✓ May include operational plans including objectives and priorities
  - ✓ **EXAMPLES:** Incidents such as storms, down airplane, major accident with multiple injuries, etc. Limited response required.
- **Level III: Partial Activation**
    - ✓ When local capabilities are exceeded, the appropriate EOC positions should be added to match the complexity of the incident.
    - ✓ Some or all of the Command and general staff positions may be activated, as well as ESF's.
    - ✓ The incident may extend into multiple operational periods
    - ✓ A written IAP may be required for each operational period.
    - ✓ **EXAMPLES: Chemical leak with evacuation or hostage stand-off.**
- **Level IV: Full Activation**
    - ✓ Incident extends capabilities for local control and is expected to go into multiple operational periods.
    - ✓ Most or all Command and General Staff positions are filled.
    - ✓ A written IAP is required for each operational period.
    - ✓ Many ESF Positions are needed and staffed
    - ✓ A Joint information Center may be established with multiple agency PIOs.
    - ✓ Incident may include several counties. WebEOC may be used.
    - ✓ Damage assessments, shelter sites, or coordination with state/federal officials may be required.
    - ✓ All EOC staff shall keep logs and utilize message handling. This may include status boards, WebEOC, resource tracking, and recovery planning.
    - ✓ **EXAMPLES: Include devastating storm or flood.**
- **Level V: Advanced Operations**
    - ✓ This type of incident is most complex, involving all the procedures/resources for lesser incidents and requiring national resources to safely and effectively manage, operate, and recover.
    - ✓ All Command and General Staff positions are activated. Most ESF positions are activated.
    - ✓ The Agency Administrator will have routine briefings.
    - ✓ All EOC staff will keep logs and utilize message handling. This may include status boards, WebEOC, resource tracking, and recovery planning.
    - ✓ This will likely be a very long-term event with long-term recovery issues.
    - ✓ State and Federal agencies will be involved.

- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.
- EXAMPLES: Terrorist Attack or Devastating Disaster spread over a wide area.**

### **B. Location(s) of the Emergency Operations Center**

When activated for a declared State of Emergency, the EOC serves as the county's central coordination, command and control point for emergency related operations and activities, and requests for deployment of resources. In the event the primary EOC is threatened, the secondary or alternate EOC will be activated.

- Primary EOC: Creston-Union County LEC  
302 N. Pine Street, Creston, IA 50801
- Secondary EOC Creston Fire Department  
500 N. Sumner Ave., Creston, IA 50801
- Alternate EOC Union County Emergency Management Office  
208 W. Taylor St., Creston, IA 50801

### **EOC Operational Focus**

Emergency operations span three separate but contiguous phases: emergency response, relief, and recovery. For the purpose of this plan, operations will focus on emergency response and relief efforts and measures to be taken for a smooth transition into intermediate and long term recovery from a major or catastrophic emergency. The scope of these operations and response actions will include:

- Providing emergency notification and warning.
- Describing emergency mobilization procedures.
- Delineating emergency decision-making processes.
- Describing types and methods of implementation of emergency protective actions.
- Conducting rapid assessment of emergency impacts and immediate emergency resource needs.
- Providing security to the hardest hit areas.
- Coordinating information and instructions to the public.
- Conducting emergency relief operations to victims.
- Conducting preliminary damage assessments to determine the need for State and/or Federal Assistance.
- Summarizing procedures for requesting Federal disaster assistance.
- Relaxation of protective actions and coordination of re-entry into evacuated areas.
- Restoration of essential public facilities and services.

- Preparing for Federal disaster assistance (public and private).
- Coordination of resources and materials.
- Coordination of volunteer organizations.
- Dissemination of information and instructions to the public.
- Restoration of public infrastructure damaged by the emergency or disaster.

### **C. EOC Notification**

Once the decision has been made to activate the EOC, notification of the EOC staff will be initiated by the emergency management coordinator or other emergency management personnel. Primary notification will be through multiple systems including but not limited to telephones, cell phones, paging systems, computer networks, and radio systems. Each EOC staff member shall be notified that the "EOC has been activated" and that they should immediately report to the EOC. They will also be given a number to contact to verify receipt of this notification.

Emergency management will maintain a current list of all EOC staff positions. EOC staff personnel will immediately report any change in their contact information to the emergency management staff. EOC staffing shortfalls and subsequently identified EOC staffing requirements will be filled by personnel from each of the county departments and personnel from the City of Creston. Every department will develop and maintain a contact list of personnel that would be available to fill needed positions within the EOC. Each department will maintain these lists current and provide a quarterly status to emergency management.

### **D. EOC Roles and Responsibilities**

Staffing and responsibilities are as listed below. See ESF 5 for further information.

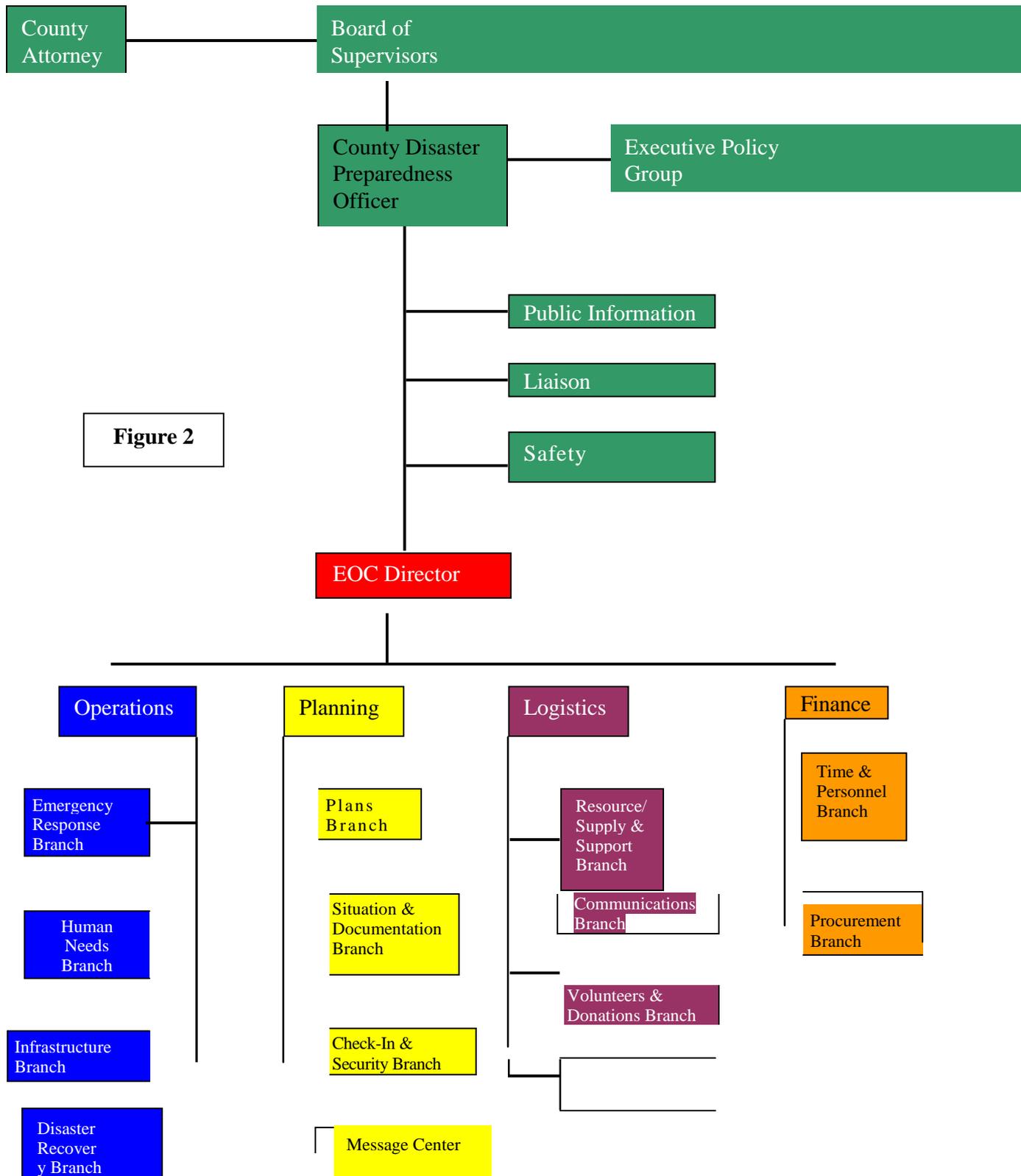


Figure 2

### **1. EOC Director**

The county emergency management coordinator will normally serve as the EOC Director (EOC-D); however, circumstances may dictate the designation of another individual to serve as the EOC-D. The County Disaster Preparedness Office (CDPO) will then designate the EOC-D. Once designated the EOC-D reports directly to the CDPO. The EOC-D is responsible for EOC activities including the development and implementation of strategic decisions and for approving the ordering and releasing of resources.

#### **The EOC-D will:**

- Obtain situation briefing from prior EOC-D (if applicable).
- Assess incident situation.
- Conduct initial briefing.
- Activate elements of the EOC staff.
- Brief the EOC staff.
- Ensure planning meetings are conducted.
- Approve and authorize implementation of incident action plan.
- Determine information needs and inform staff personnel of needs.
- Coordinate staff activity.
- Manage event operations.
- Approve requests for additional resources and requests for release of resources.
- Responsible for overseeing the mutual aid process, in coordination with the Liaison Officer.
- Coordinate with Executive Policy Group on event progress.
- Recommend that a "state-of-emergency" be declared when indicated.

### **2. Liaison Officer**

The Liaison Officer is the point of contact for assisting and cooperating agency and municipal representatives. This includes agency representatives from other fire agencies, support agencies, law enforcement, public works, state and federal agencies not yet represented in the EOC, and any teams responding from the State for assistance. The county will respond to local requests for assistance through the EOC Liaison Officer.

#### **The Liaison Officer will:**

- Obtain briefing from EOC-D.
- Shall be the point of contact for assisting/cooperating agencies, including those municipal representatives located within the EOC.

- Identify agency representatives from each agency including communications link and location.
- Respond to requests from event personnel for inter-organizational contacts.
- Monitor EOC operations to identify current or potential interagency/organizational problems.
- Coordinate with state assigned liaison officer.
- Maintain Unit Log.

### **3. Public Information Officer (PIO)**

The Public Information Officer is responsible for the formulation and release of information about the event to the news media, other appropriate agencies, and organizations, and the public.

#### **The Public Information Officer will:**

- Obtain briefing from EOC-D.
- Contact the jurisdictional agency (if event is not within the unincorporated areas of Union County to offer information coordination.
- Arrange for necessary workspace, materials, telephones, and assistance.
- Prepare for initial information summary as soon as possible after arrival.
- Observe constraints on the release of information imposed by CDPO.
- Obtain approval for release from CDPO.
- Release news-to-news media, post information in designated media information area and in operational area of the EOC.
- Attend meetings to update information releases.
- Arrange for meetings between media and event personnel.
- Respond to special requests for information.
- Provide copies of all news releases to State EOC (SEOC)
- As required establish a Joint Information Center (JIC).

### **4. Safety Officer**

The Safety Officer is responsible for monitoring and assessing hazardous or unsafe situations and developing measures for assuring EOC personnel safety. Although the safety officer may exercise emergency authority to stop or prevent unsafe acts when immediate action is required, the officer will generally correct unsafe acts or conditions through the regular line of authority. The officer maintains awareness of active and developing situations, approves the Medical Plan, and includes safety messages in each Incident Action Plan.

**The Safety Officer will:**

- Obtain briefing from the EOC-D.
- Identify potentially unsafe situations and pre-plan possible solutions.
- Participate in planning meetings.
- Review Incident Action Plans.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the EOC or in conjunction with EOC operation.
- Review and approve Medical Plan.
- Maintain Unit Log.

**5. Section Chiefs**

An individual may be designated as the Section Chief for a number of reasons. The individual may have a statutory responsibility to perform that function, or the individual has developed the necessary expertise to lead that section. Whatever the reason an individual is designated as a Section Chief, they have the necessary contacts and expertise to coordinate the activities support that function. Upon activation of the EOC, the lead agencies for Planning, Operations, Logistics and Finance functions will designate a Section Chief. It is up to the Section Chiefs discretion as to how many support agencies will need to be present with them in the EOC. However, due to the limited space available in the EOC, the attendance of support agencies will be closely coordinated with the emergency management coordinator.

The Section Chief will be responsible for obtaining all information relating to their functional activities and requirements caused by the emergency and disaster response. This information gathering may frequently require the Section Chief to step outside their traditional information gathering protocols. Information gathering and resource request will be coordinated through the Planning Section Chief in the EOC.

Within the EOC, requests for assistance will be tasked to the appropriate Functional Section Chief for completion. The Section Chief will be responsible for coordinating the delivery of that assistance.

The Section Chief will be responsible for identifying the particular resource or resources that will best accomplish the mission and coordinate the delivery of that resource to the local government.

**a. Planning Section**

The Planning Section is responsible for the collection, evaluation, dissemination and use of information about the development of the event and the status of resources. Information is needed to 1) understand the current situation; 2) predict probable course of incident events; 3) prepare alternative strategies and control operations for the incident. The EOC-D in conjunction with the Planning Section Chief, will issue mission statements to the Operations, Logistics and Finance Section Chiefs, for each identified resource shortfall. The Planning Section is comprised of four branches as follows:

- Plans Branch
- Situation and Documentation Branch
- Check-in and Security Branch
- Message Center

**The Planning Section Chief will:**

- Obtain briefing from EOC-D.
- Activate Planning Section branches.
- Establish information requirements and reporting schedules for all EOC organizational elements for use in preparing the Incident Action Plan.
- Establish a weather data collection system.
- Supervise preparation of Incident Action Plan.
- Assemble information on alternative strategies.
- Identify need for specialized resources.
- Perform operational planning for Planning Section.
- Provide periodic predictions on event potential.
- Compile and display event status summary information.
- Advise general staff of any significant changes in incident status.
- Supervise Planning Section branches.
- Prepare and distribute EOC-D orders.
- Instruct Planning Section branches in distribution of messages.
- Ensure that normal agency information collection and reporting requirements are met.
- Prepared recommendations for release of resources for submission to the CEO.
- Coordinate taking and processing of calls for service or assistance as follows:

Calls will be taken by the Call-Takers and prioritized according to the following guidelines:

- Priority 1 - Lives endangered – Immediate response required.
- Priority 2 – Timely operational response required.
- Priority 3 – Routine logistical/administrative.
  
- Priority numbers will be annotated in the appropriate spaces on the Message Forms and routed to the proper section(s) for handling. Request will be logged on the Incident Action Board.

#### **a.1 Plans Branch**

The Plans Branch is responsible for 1) coordinating and publishing the Incident Action Plan, 2) assembling information on alternate strategies and 3) providing periodic predictions on event potential.

##### **The Plans Branch Leader will:**

- Obtain briefing and special instructions from the Planning Section Chief.
- Prepare predictions at periodic intervals or upon request of the Planning Section Chief.
- Publish the Incident Action Plan.
- Maintain Unit Log.

#### **a.2 Situation and Documentation Branch**

The Situation and Documentation Branch is responsible for the collection and organization of incident status and situation information. They are also responsible for the evaluation, analysis, and display of information obtained for use by EOC personnel and upon review by the PIO in coordination with the EOC-D, may provide information for release to the media.

##### **The Situation and Documentation Branch Leader will:**

- Obtain briefing and special instruction from Planning Section Chief.
- Prepare and maintain EOC information displays.
- Collect incident data at earliest possible opportunity and continue for duration of incident.

- Post data on work displays and EOC displays at scheduled intervals.
- Participate in incident planning meetings as required by the County Disaster Preparedness Officer.
- Prepare the Incident Status Summary form.
- Provide photographic services and maps.
- Provide resource and situation status information in response to specific requests.
- Maintain Situation Branch records.
- Receive order to demobilize situation unit.
- Dismantle Situation Unit displays and place in storage.
- Maintain a list of expendable supplies that will need to be replenished.
- Maintain Unit Log.

### **a.3 Check-In/Security Branch**

The Check-In/Security Branch ensures that only authorized personnel are given access to the EOC; entrance and exit to the EOC will be strictly controlled. All personnel granted access to the EOC must be badged. Persons will enter EOC through Check-In and/will check out upon leaving or being relieved.

#### **The Check-In/Security Branch will:**

- Obtain briefing from the Planning Section Chief.
- Obtain work materials, including Check-in lists and participant badges.
- Issue EOC badges.
- Post sign so that arriving participants can easily find Check-in.
- Post sign so that media can easily find Media Center.
- Record Check-in information on Check-in lists.
- Transmit Check-in information to Planning Section Chief on regular prearranged schedule.
- Ensure that only authorized personnel gain access to the EOC.

### **a.4 Message Center**

The Message Center is responsible for documenting events, initiating messages, determining priority of messages and routing to proper section(s) for handling.

#### **The Message Center Leader will:**

- Complete phone extension assignments sheet and give a copy to each person in the EOC.
- Answer calls coming into the EOC and complete Message Form as Needed or forward call to appropriate section.
- Date and time stamp all incoming and outgoing messages.
- Assign priority to messages and route to proper section(s) for action.
- Assign message numbers to messages and log on Message Log.
- Document events on event board and update as appropriate.
- File all EOC/event messages when returned in time-received order.
- Update relief personnel as to Message Center status.
- Demobilize when advised.

#### **b. Operations Section**

The Operations Section is responsible for the management of all operations directly applicable to the primary mission. The Operations Chief advocates and supervises response organization elements in accordance with the Incident Action Plan and directs its execution. The Operations Chief also directs the preparation of unit operational plans, requests or releases of resources, makes expedient changes to the Incident Action Plan as necessary, and reports such to the County Disaster Preparedness Officer. The Operations Section is composed of three branches as follows:

- Emergency Response Branch
- Human Needs Branch
- Infrastructure Branch

#### **The Operations Section Chief will:**

- Obtain briefing from EOC-D.
- Develop operations portion of the Incident Action Plan.
- Brief and assign operations personnel in accordance with Incident Action Plan.
- Supervise operations.
- Determine need and request additional resources.
- Review suggested list of resources to be released and initiate recommendation for release or resources.

- Report information about special activities, events, and occurrences to the County Disaster Preparedness Officer.

### **Operations Branches**

The Branch Leaders report to the Operations Section Chief when activated. Each leader is responsible for the implementation of the assigned portion of the Incident Action Plan, assignment of resources within the branch, and reporting on progress of the operation and status of resources within the branch.

#### **Operations Branch Leader will:**

- Obtain briefing from Operations Section Chief.
- Implement Incident Action Plan for represented branch.
- Review division assignments and incident activities with subordinates and assign tasks.
- Ensure that incident communications and/or resources branch is advised of all changes in status of resources assigned to each branch.
- Coordinate activities with adjacent branches.
- Determine need for assistance on assigned tasks.
- Submit situation and resource status information to Operations Section Chief.
- Resolve logistics problems within branches.
- Participate in development of plans for the next operational period.
- Maintain Unit Log.

### **Emergency Response Branch**

The Emergency Response Branch is responsible for responding to immediate calls for assistance; coordinating and supervising evacuations and conducting search and rescue operations in all emergency situations; providing command, control and coordination of all State and local law enforcement personnel and equipment used to support law enforcement responsibilities; and coordinating the use of military assets supporting the emergency.

### **Human Needs Branch**

The Human Needs Branch is responsible for the opening and staffing of shelters, including the provision of nursing staff, security, and radio communications. The Human Needs Branch is also responsible for the

provision of food and water for shelter occupants, and when large mass care is initiated, and the coordination necessary to meet those needs.

#### **Infrastructure Branch**

The Infrastructure Branch is responsible for emergency debris clearance, temporary construction of emergency access routes, emergency restoration of critical facilities including potable water, water supply systems, and water for firefighting; emergency demolition or stabilization of structures deemed hazardous to public health; restoration of public facilities, and coordinate the provisions of emergency power and fuel to support response operations as well as provide power and fuel to normalize community function; and coordinate transportation of equipment and personnel.

#### **Disaster Recovery Branch**

The Disaster Recovery Branch is responsible for preliminary damage assessment, technical assistance and damage assessment including structural inspections; work with business and industry to maintain economic stability of communities and the county; work with the state and federal organizations to obtain recovery assistance to the county; and draft the After Action Report upon closing of the disaster.

### **c. Logistics Section**

The Logistics Section is responsible for providing facilities, services, and material in support of the event. The Section Chief participates in the development and implementation of the Incident Action Plan, coordinates the activation of the EOC and supervises the branches within the Logistics Section. The Logistics Section is comprised of three branches as follows:

- Resource/Support and Supply Branch
- Communications Branch
- Volunteers and Donations Branch

#### **The Logistics Section Chief will:**

- Obtain briefing from EOC-D.
- Plan organization of Logistics Section.
- Assign work locations and preliminary work tasks to section personnel.

- Assemble and brief agency representatives.
- Participate in preparation of the Incident Action Plan.
- Identify service and support requirements for planned and expected operations.
- Provide input to and review communication plan and safety plan.
- Coordinate and process request for additional resources.
- Review Incident Action Plan and estimate section needs for next operational period.
- Ensure Incident Communications Plan is prepared.
- Advise on current service and support requirements.
- Prepare service and support elements of the Incident Action Plan.
- Receive Demobilization Plan for Planning Section.
- Recommend release of unit resources and agencies in conformity with Demobilization Plan.

### **Resource/Supply and Support Branch**

The Resource Branch is responsible for 1) transportation of public to shelters and, when necessary, personnel, supplies, food, and equipment, 2) the preparation and processing of resource status change information, 3) the preparation and maintenance of displays, charts, and lists that reflect the current status and location of resources, transportation, and support vehicles, 4) maintaining a master Check-in list of resources assigned to an incident, 5) support of out-of-service resources, 6) coordination of fueling, service, maintenance, and repair of transportation vehicles, 7) implementing the traffic plan for the incident, 8) placing all orders for supplies and equipment for the incident/event, and 9) receiving and distributing of all supplies and equipment.

### **The Resource/Supply and Support Branch Leader will:**

- Report to and obtain briefing and special instructions from Logistic Section Chief.
- Using the Incident Briefing, prepare and maintain the EOC display including the organizational chart and resource allocation.
- Assign duties to Resource Branch personnel, if applicable.
- Participate in meetings as required by the Logistics Section Chief.
- Gather, post, and maintain incident resource status.
- Gather, post, and maintain resource status of transportation, support vehicles and personnel.
- Maintain master roster of all resources checked in through the EOC.
- Provide resource summary information to Situation and Documentation Branch as requested.

- **Dismantle and store Resource Branch displays.**
- **List expendable supplies that need replenishing.**
- **Implement traffic plan.**
- **Support out-of-service resources.**
- **Arrange for and activating fueling, maintenance, and repair of ground resources.**
- **Maintain inventory of support and transportation vehicles.**
- **Provide transportation services.**
- **Collect use information on rented equipment.**
- **Requisition maintenance and repair supplies such as fuel and spare parts.**
- **Obtain necessary agency order forms.**
- **Establish ordering procedures.**
- **Establish name and telephone numbers of agency personnel receiving orders.**
- **Set up filing system for ordering, receiving and distribution of supplies and equipment.**
- **Place orders in a timely manner.**
- **Consolidate orders when possible.**
- **Identify times and locations for delivery of supplies and equipment.**
- **Maintain inventory of supplies and equipment.**
- **Establish procedures for receiving supplies and equipment.**
- **Maintain Unit Log.**

#### **Communication Branch**

**The Communication Branch, under the direction of the Logistics Section Chief, is responsible for supervision of Incident Communications, distribution of communications equipment to EOC personnel, the maintenance and repair communications equipment and coordination with amateur radio personnel. The person assigned as Communications Unit Leader will coordinate with the Operations Section Chief to ensure that all communication needs are being met.**

**The primary agency for the Communications Branch is the Creston-Union County communications center. The support agencies for communications include:**

- **Creston – Union County Law Enforcement Center Dispatch**
- **SWIARA Amateur Radio**
- **Union County Emergency Management**

**The Communications Branch Leader will:**

- Obtain briefing from Section Chief.
- Advise on communications capabilities and/or limitations.
- Prepare and implement the Radio Communications Plan.
- Ensure the Incident Communications Center and Message Center is established.
- Ensure communications systems are installed and tested.
- Establish appropriate communications distribution location within the EOC.
- Ensure an equipment accountability system is established.
- Provide technical information as required on:
  - > Adequacy of communications systems currently in operation.
  - > Geographic limitation on communications systems.
  - > Equipment capabilities.
  - > Amount and type of equipment available.
  - > Anticipated problems in the use of communications equipment.
- Supervise communications activities.
- Maintain records on all communications equipment as appropriate.
- Ensure equipment is tested and repaired.
- Maintain Unit Log.

**Amateur Radio Coordinator**

The Amateur Radio Coordinator, under the direction of the Communications Unit Leader is responsible for coordinating the installation and testing of amateur radio equipment in the EOC.

**The Amateur Radio Coordinator will:**

- Obtain briefing from the Branch Leader or Section Chief.
- Advise on communications capabilities and/or limitations.
- Ensure communications systems are installed and tested.
- Provide technical information as required on:
  - Adequacy of communications systems currently in operation.
  - Geographic limitation on communications systems.
  - Equipment capabilities.
  - Amount and type of equipment available.
  - Anticipated problems in the use of communications equipment.

- Maintain records on all communications equipment as appropriate.
- Maintain Unit Log.

#### **Volunteers and Donation Branch**

The Volunteers and Donation Branch will coordinate the requirements for volunteers to assist with all phases of the emergency. The branch will coordinate for the housing and delivery of all donated goods for support to the emergency.

#### **d. Finance Section**

The Finance Section is responsible for all financial and cost analysis aspects of the incident and for supervising members of the Finance Section. The Finance Section is composed of two Branches; they are respectively, the Time/Personnel Branch and the Procurement/Cost Branch.

##### **The Finance Section Chief will:**

- Obtain briefing from the EOC-D.
- Attend planning meeting to gather information.
- Identify and order supplies and support needs for Finance Section.
- Develop operating plan for finance function on incident.
- Prepare work objectives for subordinates, brief staff, make assignments, and evaluate performance.
- Inform Chief Executive Officer and staff when section is fully operational.
- Meet with assisting and cooperating agency representatives as required.
- Provide input in all planning sessions on financial and cost analysis matters.
- Maintain contact with Union County Auditor's Office on finance matters.
- Ensure that all personnel time records are transmitted to home agencies according to policy.
- Participate in demobilizing planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.

##### **Time/Personnel Branch**

The Time/Personnel Branch is responsible for personnel time recording.

##### **The Time/Personnel Branch Leader will:**

- Obtain briefing from the Finance Section Chief.
- Determine incident requirements for time recording function.
- Establish contact with appropriate agency personnel/representatives.
- Organize and establish time unit.
- Initiate, gather, or update a time report from all applicable personnel assigned to the incident for each operational period.
- Ensure that all employee identification information is verified to be correct on the time report.
- Establish unit objectives, make assignments, and evaluate performance.
- Ensure that daily personnel time recording documents are prepared and comply with the time policy.
- Submit cost estimate data forms to Cost Unit as required.
- Provide for records security.
- Ensure that all records are current or complete prior to demobilization.
- Ensure that time reports are signed.
- Time reports from assisting agencies should be released to the respective agency representatives prior to demobilization.
- Brief Finance Section Chief on current problems, recommendations, outstanding issues, and follow-up requirements.
- Maintain Unit Log.

#### **Procurement/Cost Branch**

The Procurement/Cost Branch is responsible for administrating all financial matters pertaining to vendor contracts and collecting all cost data, performing cost effectiveness analyses, providing cost estimates, and cost saving recommendations for the incident.

#### **The Procurement/Cost Branch Leader will:**

- Obtain briefing from the Finance Section Chief.
- Contact appropriate branch leaders on incident needs and any special procedures.
- Coordinate with the Union County Auditor Office on cost reporting procedures.
- Obtain and record all cost data.
- Prepare resources-use cost estimate for planning.
- Prepare and sign contracts and use agreements as necessary.
- Establish contracts with supply vendors as required.
- Interpret contract/agreements, and resolve claims or disputes.
- Finalize all agreements and contracts.
- Make recommendations for cost savings to Finance Section Chief.

- Maintain cumulative incident cost records.
- Ensure that all cost documents are accurately prepared.
- Complete final processing and send documents for payment.
- Coordinate cost data in contracts with Finance Section Chief.
- Complete all records prior to demobilization.
- Maintain Unit Log.

**E. Emergency Support Function (ESF) Concept**

The Federal Response Plan, developed in 1992, describes the basic mechanisms and structures by which the federal government will mobilize resources and conduct activities to augment state and local response efforts. The Plan is designed to address the consequences of any disaster or emergency situation which there is a need for federal response assistance under the authorities of the Stafford Act (Public Law 93-288, as amended). The Federal Response Plan uses a functional approach to group the type of federal assistance that is most likely to be needed under 15 ESFs. Each ESF is assigned a primary agency and support agencies for one or more ESFs on their role and capabilities in a disaster.

Union County has adopted the ESF concept to facilitate coordination with state and federal agencies. The Union County Comprehensive Emergency Operations Plan contains the following ESFs:

**Emergency Support Functions**

ESF 1	Transportation
ESF 2	Communications
ESF 3	Public Works
ESF 4	Fire Operations
ESF 5	Emergency Management
ESF 6	Mass Care
ESF 7	Resource Support
ESF 8	Health and Medical
ESF 9	Search & Rescue
ESF 10	Hazardous Materials
ESF 11	Agriculture and Natural Resources
ESF 12	Energy
ESF 13	Public Safety and Security
ESF 14	Long-Term Community Recovery
ESF 15	External Affairs

HAZARD TYPE	LEAD AGENCY OR AGENCIES	PRIMARY ESF(s)
Floods (including flash floods)	Fire, EMA, Law Enforcement	4,5,13
Tornado	Fire, EMA, Law Enforcement	4,5,13
Severe Winter Weather	EMA, Fire, Law Enforcement	4,5,13
Earthquake	Fire, EMA	4,5
Hazardous Materials	Fire, EMA	4,5
Explosions	Fire, Law Enforcement	4,13
Epidemics, Disease, Pandemic Flu	Health Department, EMA	8, 5
Food Contamination	Health Department, Environmental Health	8
Riots, Civil Disturbances	Law Enforcement	13
Pipeline spill or explosion	Fire, EMA	4, 5
Water Supply contamination	Health Dept., Public Works, Environmental Health	8,3
Train derailment	Fire, EMA	4, 5
Building collapse	Fire, EMA, SAR	4,5, 9,14

Note- Agencies or ESFs not listed as primary agencies in the above table may be added depending on expertise and needs required during the response phase. Other agencies and ESFs may become lead or primary agencies when the event transitions from the response phase to the recovery phase.

**F. Union County Emergency Support Function (ESF) Primary Agencies**

- **ESF-1 - Transportation**  
 ESF-1 provides overall coordination of transportation assistance to city/county departments, other governmental and private agencies, and voluntary organizations requiring transportation capacity to perform disaster missions. A primary priority of this ESF will be the coordination of evacuation.  
**Primary Agency – Union County Emergency Management Agency**
- **ESF-2 - Communications**  
 ESF-2 will assure the provisions of required communications support to operations.  
**Primary Agency – Creston – Union County LEC Communications Center**
- **ESF-3 - Public Works**

ESF-3 is responsible for emergency debris clearance, temporary construction of emergency access routes, emergency restoration of critical facilities including potable water, water supply systems, and water for firefighting; emergency demolition or stabilization of structures deemed hazardous to public health; technical assistance and damage assessment including structural inspection. This ESF has two primary responsibilities; debris clearance and removal, and restoration of public facilities.

**Primary Agency – Union County Engineer’s Office/City Engineer-Public Works Offices**

- **ESF-4 - Fire Operations**

ESF-4 will detect and suppress wild-land, rural and urban fires resulting from or occurring coincidentally with a disaster. All fire personnel will report to this ESF.

**Primary Agency – Creston/Afton/Lorimor Fire Departments**

- **ESF-5 - Emergency Management**

ESF-5 will be responsible for the command and control of incident operations and the operation of the EOC.

**Primary Agency – Union County Emergency Management**

- **ESF-6 - Mass Care**

ESF-6 will coordinate efforts to provide sheltering, feeding and emergency first aid in the event of a potential or actual disaster; operate a Disaster Welfare Inquiry system regarding status of victims; and coordinate bulk distribution of emergency relief supplies to disaster victims.

**Primary Agency – American Red Cross**

- **ESF-7 - Resource Support**

ESF-7 will provide logistical and resource support during the response and early recovery phases to include emergency relief supplies, space, office equipment, office supplies, and telecommunications, contracting services, transportation services and personnel required to support response phase activities.

**Primary Agency – Union County Emergency Management Agency**

- **ESF-8) - Health and Medical Services**

ESF-8 will provide a coordinated response to medical needs following a disaster; provide a structure to receive assistance from Disaster Medical Assistance Teams (DMATs) and Volunteer medical personnel.

**Primary Agency – Union County Public Health**

- **ESF-9 - Search & Rescue**

ESF-9 activities included developing search patterns and procedures to locate disaster victims in damaged urban areas; and locating, extricating and providing for the immediate medical treatment of victims trapped in collapsed structures.

**Primary Agency – Creston/Afton/Lorimor Fire Departments**

- **ESF-10 - Hazardous Materials**

ESP-10 will respond to an actual or potential discharge and/or release of hazardous materials.

**Primary Agency – Creston FD/Afton FD/Lorimor FD**

- **ESF-11 – Agriculture, Natural Resources, and Pets**

ESF-11 will provide a coordinated response to natural disasters, foreign animal diseases or crop diseases that have or will impact agricultural assets, including crop and animal assets with Union County.

**Primary Agency – County Extension Service**

- **ESF-12 - Energy**

ESF-12 will facilitate restoration of energy systems following a disaster; coordinate the provisions of emergency power and fuel to support response operations as well as provide power and fuel to normalize community function.

**Primary Agency – Alliant Energy and other Independent Suppliers**

- **ESF-13 - Public Safety and Security**

ESF-13 will provide command, control and coordination of all state and local law enforcement operations.

**Primary Agency – Union County Sheriff's Office/City Police Departments**

- **ESF-14 - Long-Term Community Recovery**

ESF-14 will be responsible for developing recovery assistance management plan, the business recovery program, managing community assistance programs, and coordinating the contracting of recovery/reconstruction efforts; coordinating economic stabilization; establish long-term recovery goals and developing the after-action and lessons learned reports.

**Primary Agency – Southwest Iowa Community Organization After Disaster**

- **ESF-15 - External Affairs**

ESF 15 will provide emergency information to the general public, and provide information to the media in the event of a disaster.

**Primary Agency – County Public Information Officer/City Public Information Officers**

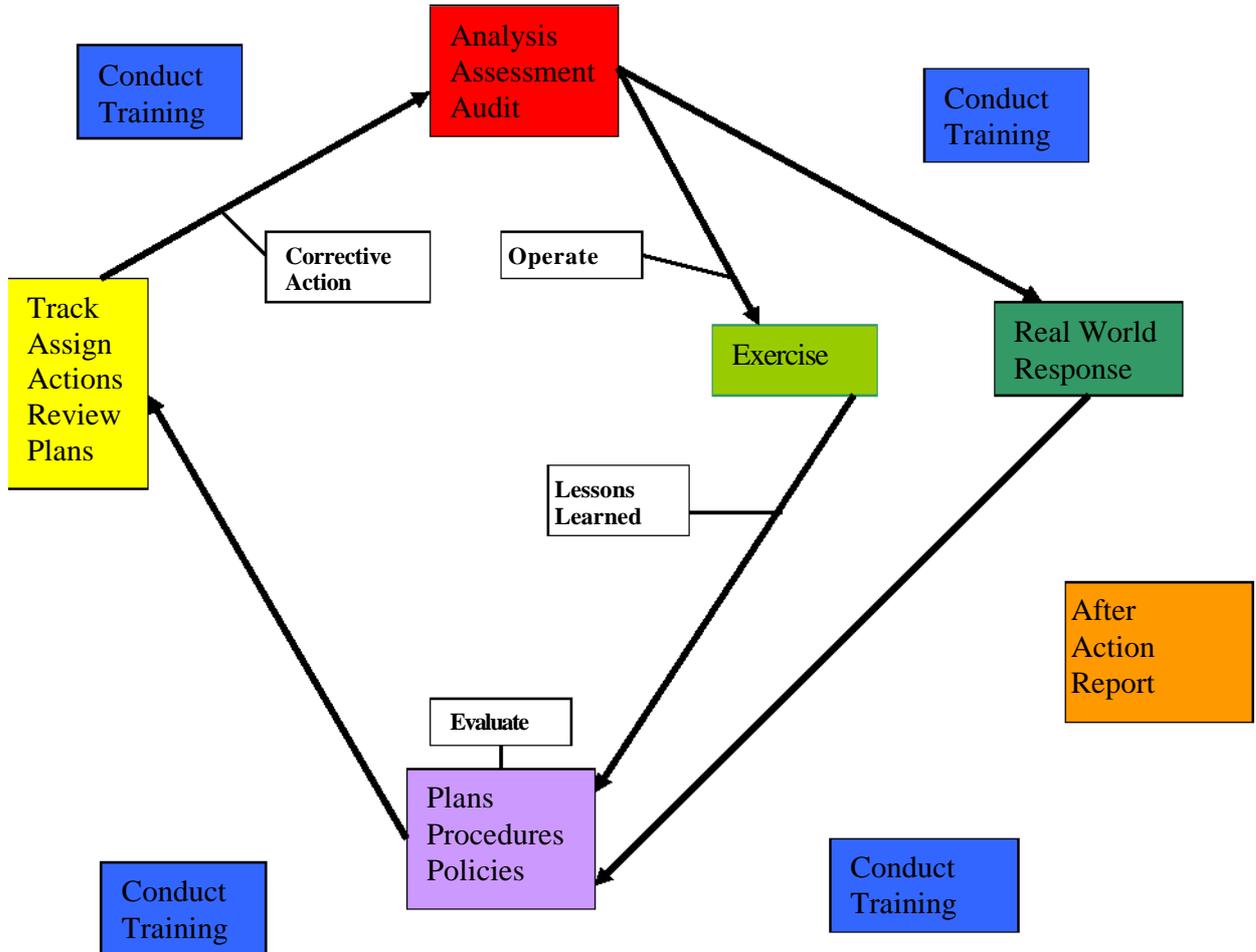
#### **IV. Training and Exercises**

The Union County Emergency Management Agency is the overall coordinator within Union County for emergency management training and exercises. County departments/authorities, municipalities and all other public and private emergency response agencies bear the responsibility of ensuring their personnel with emergency responsibilities are sufficiently trained. All agencies should take the necessary steps to ensure appropriate records are kept reflecting emergency training received by their personnel.

#### **A. Training Program**

1. The Emergency Management Agency will coordinate all disaster preparedness, response, recovery, and mitigation training provided to county personnel by the Iowa Homeland Security and Emergency Division (HSEMD) and FEMA. The emergency management agency will also provide schedules of the HSEMD training courses to appropriate county agencies.
2. Training for local emergency response personnel will be under all-hazards approach to emergency management. Training will ensure that current state and federal concepts on emergency preparedness, response, recovery and mitigation are provided.
3. The emergency management coordinator will be the point of contact for providing and coordinating training on the most current county, state and federal disaster policies and procedures. Representatives from county, municipalities, state and federal agencies in the local area, as well as volunteer agencies (e.g. Red Cross, Salvation Army, etc.) will participate and share information on respective roles and responsibilities during disasters.

Figure 3



**B. Exercise Program**

1. The emergency management agency ensures county plans and procedures are exercised and evaluated on a continuing basis. Exercise after-action reports will be completed and provided to participating agencies to ensure corrective action is taken. Subsequent exercises will ensure previous discrepancies are reevaluated.
2. Union County's exercise and training program will endeavor to involve all public and private agencies with emergency response functions. Primarily this includes the members of the EOC staff. Emergency management officials of adjoining counties may be invited to participate or observe when appropriate.
3. The emergency management agency will provide disaster exercise assistance to government and non-government agencies as requested. As resources allow, emergency management personnel will participate in hospital and nursing home disaster drills, as coordinated by the hospital and nursing home disaster planning committees.
4. Detailed planning will be accomplished on an interagency basis in preparation for county EOC sponsored exercises. Representatives of each participating agency will develop action items for their EOC participants to resolve during the actual exercise.

**D. Exercise and Training Requirements**

1. Annually
  - a. Conduct Exercises/Drills/Trainings as per the five (5) year HSEMD Exercise Schedule.
  - b. Conduct multi-hazard briefings and training meetings with department heads, municipal officials and all other government heads, and private emergency response agencies.
  - c. Brief elected and key appointed officials on emergency management activities and overall preparedness.
  - d. Conduct severe weather and emergency management seminars as requested.
  - e. Attend Federal Emergency Management Agency and Iowa Homeland Security and Emergency Management courses as subject matter and availability dictate.
  - f. Attend planning meetings as established by Union County Emergency Management Agency – Exercise Planning Committee.
2. On-going training

- a. Conduct disaster-planning meetings with hospitals, nursing homes/assisted living facilities, shelter agencies, emergency transportation representatives and home health care agencies.

## **V. Public Awareness and Education**

- A. County officials must strive to keep residents informed about disaster preparedness emergency operations and hazard mitigation. Public information in the disaster preparedness/emergency management area is divided into three phases: continuing education, pre-disaster preparation and post-disaster recovery and mitigation.
  - Continuing education is intended to increase awareness of disaster preparedness information.
  - Educate on ways to protect life and property.
  - Inform the public on the availability of further assistance and information.
  - Pre-disaster preparation informs the public of the imminent danger and provides details about evacuation procedures and sheltering.
  - During the post-disaster period, the public is informed about such things as disaster assistance, health precautions, long-term sheltering, etc.
- B. It is important, especially immediately before and after a disaster, to keep the public informed on all relevant matters to include government decisions, recommendations and instructions. Reliable official information is imperative to ensure against rumors that can cause panic, fear and confusion.
- C. The County Disaster Preparedness Officer has the overall responsibility for providing disaster preparedness, response and recovery information to the public. The County Public Information Officer (PIO) and the emergency management coordinator, in coordination with the media agencies will ensure that public service announcements are prepared to keep the public informed on disaster preparedness, response and recovery.
- D. Upon activation of the Union County Emergency Operations Center, the Union County PIO will direct the public information element of the EOC. ESF-15 will serve as the County's representative to all media (TV, radio and newspaper) and as the focal point for all public information.

## **VI. Plan Development and Maintenance**

### **A. Plan Development**

The Union County Comprehensive Emergency Management Plan (CEMP) will be updated and revised in cooperation with all county departments, organizations, corporate partners, and municipalities. The CEMP is a living document and is constantly reviewed and updated to reflect the changing situation and hazards that exist within Union County.

## **B. Plan Maintenance**

As was mentioned above, the CEMP is a living document so maintenance of this plan is on-going.

### **1. Basic Plan Review**

The Basic Plan is updated annually by the Union County Emergency Management Agency and submitted for review and approval to the Iowa Homeland Security and Emergency Management Division every two years.

### **2. Emergency Support Function Review**

The 15 Emergency Support Functions of the CEMP are updated by the primary agency designees. State of Iowa requirements are for 20% of the Response portion of the CEMP be submitted annually so that no part of the plan is more than five years old. EPCRA requirements are for an annual submission of the Hazardous Materials piece of the Response Plan (ESF 10 Hazardous Materials).

### **3. Incident and Support Annexes**

Currently, the CEMP includes the following:

#### **A. Support Annexes**

- Mitigation (Local Mitigation Strategy)
- Debris Management
- Private Sector Coordination
- Mass Facilities
- Mass Casualties
- Special Needs Populations
- Volunteer and Donations Management

#### **B. Incident Annexes**

- CBRNE Incidents
- Pandemic Influenza
- Foreign Animal Disease
- Severe Weather
- Terrorism Law Enforcement and Investigation

The support and incident annexes will be updated annually and submitted every two years to HSEMD for review and approval.

## **VII. References and Authorities**

### **A. Federal**

1. Public Law 103-337, which reenacted the Federal Civil Defense Act of 1950 into the Stafford Act
2. The Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL100-707 which amended PL 93-288)
3. Public Law 106-390, Disaster Mitigation Act of 2000
4. FEMA Public Assistance Guide (FEMA 322)

### **B. State**

1. Iowa Code Chapter 29C  
Iowa Mutual Aid Compact (IMAC), Iowa Code Chapter 29C.22
2. Iowa Code Chapter 30
3. Iowa Administrative Rules 605 Chapter 7

Union County Emergency Management Agency

# Emergency Support Function 1

Transportation

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## Emergency Support Function

### 1 Transportation

**ESF Coordinator:** Union County Emergency Management Agency

**Primary Agencies:** Union County Engineer's Office  
Union County Municipal and County Law Enforcement  
Municipal Public Works Departments

**Support Agencies:** Union County Emergency Management  
Creston – Union County E911 Center  
Southwest Iowa Amateur Radio Association  
Union County Conservation Office  
Union County School Districts Transportation Services  
Southern Iowa Trolley  
Creston City Municipal Airport

Iowa Department of Public Safety, Iowa State Patrol  
Iowa Department of Transportation  
Iowa Department of Natural Resources  
Iowa Homeland Security and Emergency Management Division  
Iowa National Guard  
Iowa State University Center for Transportation Research and Education

Department of Agriculture  
Department of Defense  
Department of Homeland Security  
Department of Transportation  
National Transportation Safety Board

## **I. INTRODUCTION**

### **A. Purpose**

The purpose of Emergency Support Function 1 (ESF-1), Transportation, is to provide for the coordination of transportation support to federal, state, and local governmental entities, and voluntary organizations requiring transportation capacity to perform response and recovery missions following a disaster and/or emergency in Union County.

### **B. Scope**

The countywide transportation system consists of roads, state and county highways, interstates, bridges, transit, trails, waterways, rail, and airports. Activities within the scope include:

- a. Coordinate transportation activities and resources during the response phase immediately following an emergency or disaster.
- b. Facilitate damage assessments to establish priorities and determine needs of available transportation resources.
- c. Coordinate temporary repair of critical transportation facilities and systems during the recovery phase from an emergency or disaster, including transit, roads and bridges, rail, and airport operations.
- d. Coordinate local, state, and federal agencies; cities; special purpose districts; and private partners.

## **II. POLICIES**

- A. For this ESF, the focus of the Union County Emergency Operations Center (EOC), will be to support Incident Command and county transportation response activities for emergencies and disasters that affect Union County.
- B. Local transportation planning will be directed toward satisfying three primary demands:
  1. Satisfy the requirements of special needs transportation.
  2. Provide transportation support and assistance to government entities, and voluntary organizations upon request.

3. To facilitate both obtaining and utilizing civil transportation capacity if such support is required.
- C. Impacted organizations will utilize, to the greatest extent possible, day-to-day policies to facilitate the integrity of transportation.
- D. Each primary and support agency will conduct inspections of its infrastructure after an emergency or disaster. The appropriate agency will prioritize repairs until Incident Command provides direction and control.
- E. Primary and support agencies will ensure that a continuity of operations plan is in place to maintain essential services.
- F. Primary and support agencies will participate in drills and exercises to test existing plans and procedures.
- G. All Union County and municipal agencies will maintain up-to-date contact lists at the EOC on essential personnel and NIMS compliant resource typing information on their equipment.
- H. Primary and support agencies will participate in post-disaster briefings and development of an After Action Report.

### **III. CONCEPT OF OPERATIONS**

- A. General
  1. In accordance with the Union County Comprehensive Emergency Management Plan (CEMP) and this ESF, the primary and support agencies are responsible for coordinating transportation response and services to assist in maintaining Union County's transportation system integrity through the Incident Command System.
  2. The Union County Emergency Operations Center (EOC) will collect damage assessment reports for transportation systems within the county as soon as possible after the event.
  3. Local jurisdictions will forward their requests for assistance to the EOC after exhaustion of jurisdictional and mutual aid resources. The EOC will prioritize and coordinate requests between and among various jurisdictions and agencies.

4. The EOC will develop guidance for the coordination of transportation resources and the identification of emergency transportation routes for the movement of people, equipment and supplies.
5. County departments, the private sector, volunteer organizations, federal agencies and other local jurisdictions may provide additional transportation. The requesting party and provider should develop prior agreements whenever possible for these resources that have associated fees.
6. When transportation requests exceed the capability of jurisdictions, agencies, and the county, the EOC will coordinate transportation activities with the State.
7. The EOC will coordinate the development of transportation evacuation plans among the primary agencies.
8. The Creston Municipal Airport will become the primary airfield for large aircraft transporting resources.
9. Mass evacuation operations may include the Creston, East Union and School district transportation resources and Southern Iowa Trolley resources, as well as private carriers.
10. Reconnaissance of disaster-impacted areas by aircraft may be essential.

B. Organization

1. Because a wide range of emergencies may require the implementation of the CEMP, the lead organization during those activations may shift depending on the incident, coordination will require a collaborative approach between all primary and support agencies.
2. All emergency operations, whether occurring on-site at the jurisdiction level or at the EOC, will follow the principles identified in the National Incident Management System (NIMS).

C. Procedures

1. If an emergency exists that requires external transportation resources, the required typed resource shall be identified and then requested through the EOC.

2. As appropriate and available, each primary and support agency will assign a representative to the EOC.

D. Phases of Emergency Management

1. Mitigation Activities

- a. Primary and support agencies will regularly inspect public transportation systems for deterioration and make necessary repairs to keep them in response ready condition.
- b. Maintain equipment in response ready operating condition.

2. Preparedness Activities

- a. Develop and maintain standard operating procedures and checklists dealing with transportation response.
- b. Ensure all employees receive training in their responsibilities according to departmental standard operating procedures and checklists.
- c. Develop and maintain a chain of command to ensure continuity within department.
- d. Assign and train personnel to appropriate level NIMS/ICS training in order to function effectively in Incident Command and assist in coordination of transportation issues.
- e. The list of roads, bridges, and transportation points in Attachment B are critical transportation links within Union County. All agencies should be aware of these and develop procedures to keep transportation operating in the event of an emergency or disaster.
- f. Each primary and support agency will provide the emergency management agency with current emergency contact information (24/7).

3. Response Activities

All Primary and Support Agencies

- a. Ensure representation at the EOC as appropriate and as available.
  - b. Report to the EOC any known or suspected damage to infrastructure of the primary agency or other infrastructure for which the agency is responsible.
4. Recovery Activities
- a. Primary agencies will conduct inspections of infrastructure after an emergency or disaster. The appropriate agency will prioritize repairs until the EOC provides direction.
  - b. All agencies involved in recovery efforts will complete detailed cost accounting. If a Presidential Disaster is declared, and there is a potential for federal and/or state assistance, this accounting will be critical to recovery and reimbursement.

#### IV. Responsibilities

##### Primary Agency Functions

Agency	Function
Union County Emergency Management Agency	<ul style="list-style-type: none"> <li>• Establishes and maintains a Primary and Alternate Emergency Operations Center.</li> <li>• Maintains a current inventory of transportation assets, including transit buses, trolleys, passenger vans, wheelchair equipped buses, and school buses.</li> <li>• Coordinates transportation of ambulatory and wheelchair bound persons.</li> <li>• Coordinates transportation and evacuation public information and communication.</li> <li>• Coordinates transportation assets.</li> </ul> <p>Primary responsibility for organizing and conducting a county evacuation operation.</p>

	<p>Provides leadership in coordinating and integrating overall local efforts.</p> <p>May perform the role of Public Information Officer.</p> <p>Assesses the situation, validates resource requests, and forecasts response needs.</p>
<p>Union County Engineer's Office</p>	<p>Provides additional staff and equipment for use in the event of an evacuation operation.</p> <p>Responsible for maintaining evacuation routes and providing traffic control devices.</p> <p>During flooding, they may establish command posts at flood sites and make recommendations to the incident commander or the Emergency Operations Center concerning the evacuation decisions.</p> <p>Provides appropriate engineering and contracting/procurement personnel and equipment to assist in emergency removal of debris, demolition, repair of roads and bridges, and temporary repair of essential public facilities, if available.</p> <p>Coordinate mapping or public notifications/website updates with road closures and repair activities.</p> <p>Ensure Law Enforcement Communications Centers, Emergency Operation Centers, and emergency responders are aware of any road closures within their jurisdictions.</p> <p>May coordinate flood fighting and sandbagging with emergency responders or volunteers.</p> <p>Coordinate Public Assistance/Infrastructure Damage Assessment.</p> <p>Assist emergency responders with debris or snow removal for emergency responses.</p> <p>Assist railroads with rail crossing obstructions or detours.</p> <p>Assist with perimeter restrictions for hazardous materials or livestock disease movement restrictions.</p>

City of Creston, Afton, and  
Lorimor Public Works

Provides additional staff and equipment for use in the event of an evacuation operation.

Provides appropriate engineering and contracting/procurement personnel and equipment to assist in emergency removal of debris, demolition, repair of roads and bridges, and temporary repair of essential public facilities, if available.

Coordinate mapping or public notifications/website updates with road closures and repair activities.

Ensure Law Enforcement Communications Centers, Emergency Operation Centers, and emergency responders are aware of any road closures within their jurisdictions.

May coordinate flood fighting and sandbagging with emergency responders or volunteers.

Coordinate Public Assistance/Infrastructure Damage Assessment.

Assist emergency responders with debris or snow removal for emergency responses.

Assist railroads with rail crossing obstructions or detours.

Assist with perimeter restrictions for hazardous materials or livestock disease movement restrictions.

## Support Agency Functions

**Support Agencies:** Support agency representatives will provide technical expertise, personnel, teams and equipment in support of an emergency operation. Personnel assigned in support of the disaster will maintain close coordination with Incident Command Post representative.

*Note: Support agencies are not listed in order of priority. They are all in support of the primary agency.*

City/County Agencies	Functions
E911 Communications	<p>Coordinates mass notifications as needed with the Incident Commander.</p> <p>Provides information to the public on evacuation routes, shelter sites &amp; other emergency information. Incident Commander must ensure these agencies always have up to date information and know what can be provided to the public.</p> <p>Routes media requests to the public information officer.</p>
Amateur Radio Emergency Services/ Amateur Radio Civil Emergency Services	<p>Provides alternate or additional communications for the Incident Command Post or the Emergency Operations Center when disaster response or recovery operations require communications.</p>
Union County Conservation	<p>Monitors walking trails and bike paths for obstructions or damages.</p> <p>Assists in damage assessments.</p>
Union County Sheriff's Office	<p>Responsible for conducting actual evacuation efforts, for designating evacuation routes, providing traffic and movement control, and establishing security of the evacuated area.</p> <p>Assist in warning the public.</p> <p>Provides additional personnel and equipment to an evacuation operation, as needed and if available.</p>

City of Creston Airport	<p>Provide current weather conditions to the public through the Automated Weather Observation Stations (AWOS).</p> <p>Provide airport services to National Guard or Department of Defense rotary or fixed wing assets supporting local governments for movement of medical special needs and other missions as needed including aero-medical evacuation and medical treatment during an evacuation.</p>
Cities of Creston, Afton, Lorimor Fire Departments/Volunteer Fire Departments	<p>Maintains responsibility for fire security and assistance in warning the public.</p> <p>Maintains primary responsibility for fire and hazardous materials scenes.</p>
City of Creston Parks and Recreation	<p>Monitors walking trails and bike paths for obstructions or damages.</p> <p>Assists in damage assessments.</p>
City of Creston and Afton Police Department	<p>Responsible for conducting actual evacuation efforts, for designating evacuation routes, providing traffic and movement control, and establishing security of the evacuated area.</p> <p>Assist in warning the public.</p> <p>Provides additional personnel and equipment to an evacuation operation, as needed and if available.</p>
Public School Transportation Directors	<p>May provide school buses and drivers to support transportation requirements needed during an emergency or an evacuation.</p>
Emergency Medical Services	<p>Provides emergency medical care and transportation.</p> <p>Provides emergency medical assistance.</p>
Southern Iowa Trolley	<p>Identify, prioritize, and provide mass transportation to victims. This could include transportation from evacuation points to shelters, from shelters to Disaster Recovery Centers, and from shelters to mid-term and</p>

	<p>long-term housing.</p> <p>Work within the established Incident Command System to support other objectives of the incident action plan.</p>
Public Information Office	<p>Responsible for the collection, coordination, and dissemination of emergency public information material to the resident and transient population.</p> <p>Coordinates all public information activities with the Incident Command Post and the Emergency Operation Center.</p> <p>Appoints a supporting staff to ensure the capability of 24-hour operations, if needed.</p> <p>In the event of large scale disasters involving multiple public information entities, a Joint Information Center will be established.</p> <p>Coordinates a disaster hotline through community service agencies, 211, or volunteers. Ensure those locations have up to date information.</p>
<b>State Agencies</b>	<b>Functions</b>
Civil Air Patrol	<p>May assist in searches for missing or downed airplanes, in needed.</p>
Iowa Department of Natural Resources	<p>Engineering Services Bureau:</p> <p>Designs, in house or through consulting services, and oversees the construction projects for the Department after policies and programs have been created. Some of the services provided include:</p> <p>Planning and Development.</p> <p>Engineering Surveys.</p> <p>Professional Engineering and Architectural Design Services.</p> <p>Contract Administration.</p> <p>Project Management and Construction Inspection.</p>

	<p>Federal Emergency Management Administration and Emergency Response Projects.</p> <p>Consultant Selection and Contract Negotiations.</p> <p>Investigative Reporting.</p>
Iowa Department of Public Safety	<p>Provides additional law enforcement capabilities.</p> <p>Coordinates traffic information with the Department of Transportation on road conditions/closures hotline for services for public and emergency access.</p> <p>Provides a teletype service for law enforcement agencies for road closure and detour information. Routes of travel may be identified.</p> <p>Establishes control points for traffic control, assists in maintaining order, obtains medical help and directs emergency vehicles to the proper destination within and around the disaster area.</p>
Iowa Department of Transportation	<p>Provides updated information on road conditions, load bearing capacities and usability to support evacuation or rerouting of traffic.</p> <p>Maintains road condition/closure website.</p> <p>Provides equipment and manpower to inspect, maintain or repair roads, and bridges to usable condition.</p> <p>Personnel may assist in traffic control by erecting barricades, warning lights and signs, or providing manpower.</p> <p>Responsible or lifting restrictions to facilitate evacuations and clearing State roads post storm or event.</p>
Iowa Homeland Security and Emergency Management	<p>Responsible for the overall emergency coordination of state assistance if a multiple state agency response is required.</p> <p>Maintains situational awareness and the Common Operating Picture.</p> <p>Provides logistical support for coordinating mobilization centers/staging areas, transportation of resources, public health and medical elements, disaster fuel</p>

	<p>contracts, emergency meals, potable water, base camp services, supply and equipment resupply, and use of all State contracts and interagency agreements managed by the Iowa Homeland Security for response operations.</p> <p>Assists in coordinating transportation to support evacuating patients who are too seriously ill or otherwise incapable of being evacuated in general evacuation conveyances.</p>
Iowa National Guard	<p>At the request of the Governor, mobilizes and deploys available National Guard transportation units to support local governments with available personnel for movement of medical special needs and other missions as needed including aero-medical evacuation and medical treatment during an evacuation.</p> <p>Provides additional personnel and equipment as needed.</p>
Iowa State University Center for Transportation Research and Education	<p><b>Bridge Engineering Center:</b></p> <p>Conducts research on bridge technologies to help bridge designers/owners, particularly the Iowa Department of Transportation Office of Bridges and Structures, design, build, and maintain long-lasting bridges.</p>
<b>Federal Agencies</b>	<b>Functions</b>
Department of Agriculture	<p><b>Forest Service</b></p> <p>Provides transportation assets to when Forest Service resources are the most effective to support the mission, if available.</p> <p>Provides appropriate engineering and contracting/ procurement personnel and equipment to assist in emergency removal of debris, demolition, repair of roads and bridges, and temporary repair of essential public facilities, if available.</p>
Department of Defense	<p>Provides military transportation capacity from the U.S. Transportation Command (USTRANSCOM).</p>

	<p><b>U.S. Army Corps of Engineers</b></p> <p>Provides support in the emergency operation and restoration of inland waterways, ports, and harbors including dredging operations.</p> <p>Assists in restoring the transportation infrastructure.</p>
<p>Department of Homeland Security</p>	<p><b>Federal Emergency Management Agency:</b></p> <p>Provides timely funding for activation and Stafford Act-eligible ESF 1 activities.</p> <p>Involves community members in all-hazards emergency preparedness, planning, mitigation, response, and recovery.</p> <p><b>Office of Infrastructure Protection:</b></p> <p>Provides information and assistance concerning the recovery and restoration of transportation critical infrastructure.</p>
<p>Department of Transportation</p>	<p>Works with primary and support agencies, State and local transportation departments, and industry partners to assess and report the damage to the transportation infrastructure and analyze the impact of the incident on transportation operations, nationally and regionally.</p> <p>Coordinates and implements, as required, emergency-related response and recovery functions performed under DOT statutory authorities.</p> <p>Provides technical assistance to Federal, State, tribal, and local governmental entities in determining the most viable transportation networks to, from, and within the incident area and on availability of accessible transportation.</p> <p>Assists in restoring the transportation infrastructure through ESF 3 – Public Works and Engineering and the Stafford Act program.</p> <p><b>Federal Aviation Administration:</b></p> <p>Oversees the safety of civil aviation.</p> <p>Issues and enforces regulations and standards related to the</p>

	<p>manufacture, operation, certification, and maintenance of aircraft.</p> <p>Responsible for the rating and certification of airmen and for certification of airports serving air carriers.</p> <p>Regulates a program to protect the security of civil aviation.</p> <p>Enforces regulations under the Hazardous Materials Transportation Act for shipments by air.</p> <p>Operates a network of airport towers, air route traffic control centers, and flight service stations, develops air traffic rules, and allocates the use of airspace.</p> <p>Provides for the security control of air traffic to meet national defense requirements.</p> <p>Constructs or installs visual and electronic aids to air navigation and promotion of aviation safety internationally.</p> <p>Regulates and encourages the U.S. commercial space transportation industry.</p> <p>Licenses commercial space launch facilities and private sector launches.</p> <p><b>Federal Highway Administration:</b></p> <p>Coordinates highway transportation programs to enhance the country's safety, economic vitality, quality of life, and the environment.</p> <p>Manages the Federal-Aid Highway Program, which provides federal financial assistance to the States to construct and improve the National Highway System, urban and rural roads, and bridges.</p> <p>Provides funds for general improvements and development of safe highways and roads.</p> <p>Manages a comprehensive research, development, and technology program.</p> <p><b>Federal Lands Highway Program:</b></p> <p>Provides access to and within national forests, national parks, Indian reservations, and other public lands by</p>
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preparing plans and contracts, supervising construction facilities, and conducting bridge inspections and surveys.

**Federal Motor Carrier Safety Administration:**

Primary mission is to prevent commercial motor vehicle-related fatalities and injuries.

Ensures safety in motor carrier operations through strong enforcement of safety regulations, targeting high-risk carriers and commercial motor vehicle drivers; improving safety information systems and commercial motor vehicle technologies; strengthening commercial motor vehicle equipment and operating standards; and increasing safety awareness.

Works closely with Federal, state, and local enforcement agencies, the motor carrier industry, labor safety interest groups, and others.

**Federal Railroad Administration:**

Promotes safe and environmentally sound rail transportation.

Responsible for ensuring railroad safety throughout the nation.

Employs safety inspectors to monitor railroad compliance with federally mandated safety standards including track maintenance, inspection standards, and operating practices.

Conducts research and development tests to evaluate projects in support of its safety mission and to enhance the railroad system as a national transportation resource.

Conducts public education campaigns on highway-rail grade crossing safety and the danger of trespassing on rail property.

**The Federal Transit Administration:**

Assists in developing improved mass transportation systems for cities and communities nationwide.

Helps plan, build, and operate transit systems with convenience, cost and accessibility in mind. While

buses and rail vehicles are the most common type of public transportation, other kinds include commuter ferryboats, trolleys, inclined railways, subways, and people movers.

Provides financial, technical and planning assistance, leadership and resources for safe and technologically advanced local transit systems while assisting in the development of local and regional traffic reduction.

Maintains the National Transit library, a repository of reports, documents, and data generated by professionals and others from around the country which is designed to facilitate document sharing among people interested in transit and transit related topics.

**National Highway Traffic Safety Administration:**

Responsible for reducing deaths, injuries and economic losses resulting from motor vehicle crashes.

Sets and enforces safety performance standards for motor vehicles and equipment, and through grants to state and local governments enables them to conduct effective local highway safety programs.

Investigates safety defects in motor vehicles, sets and enforces fuel economy standards, helps states and local communities reduce the threat of drunk drivers, promotes the use of safety belts, child safety seats and air bags, investigates odometer fraud, establishes and enforces vehicle anti-theft regulations and provides consumer information on motor vehicle safety topics.

Conducts research on driver behavior and traffic safety to develop the most efficient and effective means of bringing about safety improvements.

Furnishes consumers with a wide range of auto safety information and allows consumers to help identify safety problems in motor vehicles, tires and automotive equipment such as child safety seats.

**Pipeline and Hazardous Materials Safety Administration:**

Oversees the safety of shipments of hazardous materials in the United States and the nation's energy that is

	<p>transported by pipelines.</p> <p>Dedicated solely to safety by working toward the elimination of transportation-related deaths and injuries in hazardous materials and pipeline transportation.</p> <p>Promotes transportation solutions that enhance communities and protect the natural environment.</p> <p><b>Surface Transportation Board:</b></p> <p>Responsible for the economic regulation of interstate surface transportation, primarily railroads, within the United States.</p> <p>Ensures that competitive, efficient, and safe transportation services are provided to meet the needs of shippers, receivers, and consumers.</p> <p>Charged with promoting, where appropriate, substantive and procedural regulatory reform in the economic regulation of surface transportation.</p> <p>Provides an efficient and effective forum for the resolution of disputes.</p> <p>Develops, through rulemakings and case disposition, new and better ways to analyze unique and complex problems, to reach fully justified decisions more quickly, to reduce the costs associated with regulatory oversight.</p> <p>Encourages private-sector negotiations and resolutions to problems where appropriate.</p>
National Transportation Safety Board	<p>Responsible for civil transportation accident investigation.</p> <p>Investigates and reports on aviation accidents and incidents, certain types of highway crashes, ship and marine accidents, pipeline incidents, and railroad accidents.</p> <p>Investigates cases of hazardous waste releases that occur during transportation.</p> <p>Assists the military with accident investigation.</p>

**V. Appendices**

- A. Transportation Unit Availability in County
- B. Critical County Transportation Routes and Bridges
- C. Creston City Municipal Airport specifications
- D. Public Evacuation Instructions

**Attachments**

- 1. Iowa Railroad Safety Report

Union County Emergency Management Agency

# Emergency Support Function 2

Communications

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Supporting Agencies	14
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## Appendices:

- A. Communication/Warning - Standard Operating Procedures/Standard Operating Guides
- B. Contact List
- C. Union County Communications Operational Procedures w/ Amateur Radio
- D. Union County Communications Organizational Chart
- E. Union County Frequency List
- F. Union County Communications Bus



Primary and Supporting Agencies

**ESF Coordinator: Creston – Union County LEC – Communications Department Director**

Primary Agencies:

E911 Communications

Iowa Statewide Interoperable Communications System Board

Joint E911 Service Board

Support Agencies:

City/County

Amateur Radio Emergency Services/ Amateur Radio Civil Emergency Services

Union County Emergency Management Agency

Union County Sheriff's Office

City of Creston Fire Department/Volunteer Fire Department

City of Afton Fire Volunteer Department

City of Lorimor Fire Volunteer Department

City of Murray Fire Volunteer Department

City of Creston Police Department

City of Afton Police Department

Emergency Medical Services

State

Iowa Department of Public Safety

Iowa Homeland Security and Emergency Management

Iowa National Guard

Federal

Department of Defense

Department of Homeland Security

Federal Communications Commission

National Oceanic and Atmospheric Administration/National Weather Service

Other

Private Communications Vendors

## **I. INTRODUCTION**

### **A. Purpose**

The purpose of this Emergency Support Function (ESF) is:

1. To serve as a basis for planning the coordination of communication assets in Union County in accordance with the Union Comprehensive Emergency Management Plan (CEMP).
2. To provide guidance for rapid alerting and warning to local jurisdictions and the public of an impending emergency or disaster.
3. To provide guidance for organizing, establishing, and maintaining the communications and information system capabilities necessary to meet the operational requirements of local jurisdictions in responding to and recovering from emergencies and disasters.
4. To develop guidance and procedures to ensure that Incident Command and the Union County Emergency Operations Center (EOC) have access to accurate and timely information on which to base their decisions and response activities.
5. To coordinate the effective restoration of communications after a disaster with service providers and private utilities.

B. Scope

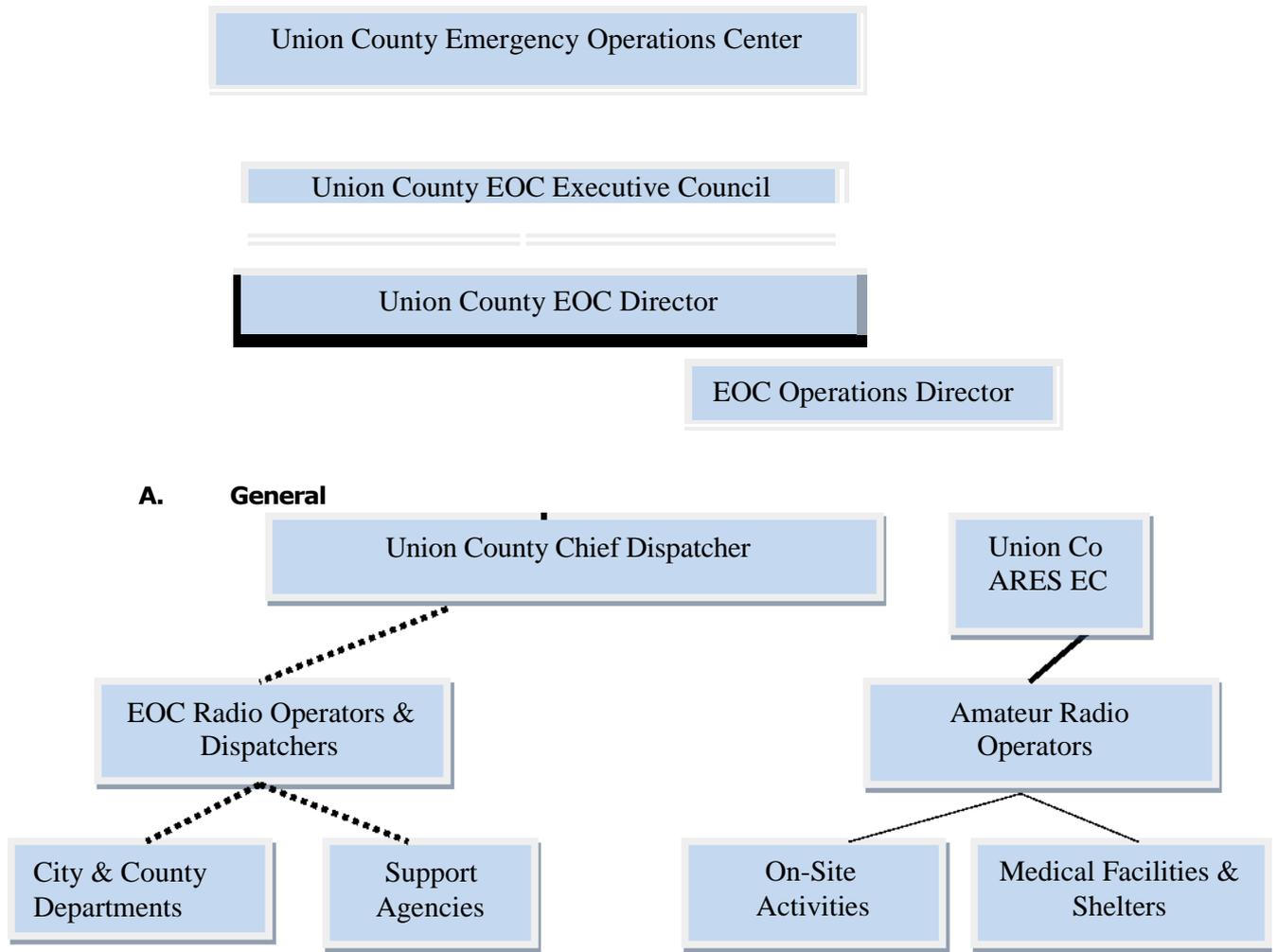
1. This Emergency Support Function (ESF) applies to the communications and warning resources within Union County and the emergency use of these resources.
2. Communications resources include but are not limited to:
  - a. Radio (portable, mobile, amateur)
  - b. E 911
  - c. Voice and data links
  - d. Satellite, landline and cellular telephone systems
  - e. NOAA Weather Radios/Weather Pagers
  - f. CodeRED®
3. Additional potential resources include the Emergency Alert System (EAS) and amateur radio.

4. This ESF is not intended to duplicate ESF 15, Public Information. There are references in this function discussing dissemination of public information but for more specific policies, procedures and responsibilities of individual agencies, see ESF 15 Public Information.

## II. POLICIES

- A. The CEMP, as described by this ESF, will guide county communications, information systems, and warning activities related to mitigating, preparing for, responding to, and recovering from emergencies or disasters.
- B. Communications, information systems and warning support requirements which cannot be met at the local level will be forwarded to HSEMD through the county EOC.
- C. In accordance with National Incident Management System (NIMS) policy, plain language will be used in radio traffic. Coded language should not be used.
- D. Each primary and support agency should conduct inspections of its infrastructure after an emergency or disaster. Results of those inspections should be reported to the EOC once it is operational. The owning agency prioritizes repairs until Incident Command provides direction and control.
- E. Primary and support agencies will ensure that a viable continuity of operations plan is in place to maintain essential services.
- F. Primary and support agencies should participate in drills and exercises to test existing plans and procedures.
- G. All Union County and municipal agencies will maintain at the EOC updated contact lists on essential personnel and NIMS compliant resource typing information on their equipment. Private sector agencies are encouraged to resource type their equipment as well.
- H. All primary and support agencies shall coordinate efforts through the Incident Command System and assist in planning activities to maintain or reestablish communication capabilities.
- I. Primary and support agencies will participate in post-disaster briefings and development of an After Action Report.

**III. CONCEPT OF OPERATIONS**



1. **Reliable communications and information system capabilities are necessary at all levels of government for day-to-day communications, warning of impending events, response and recovery operations, search and rescue operations, and coordination with other agencies. Such capabilities should be available to the county for operations from the primary or alternate EOC as well as any other location selected because of existing conditions at the time of the emergency or disaster.**

2. State or federal sources may provide temporary emergency communications assistance before or during an emergency or disaster.
3. Requests for external communications resources are processed through the county EOC.
4. The Emergency Alert System (EAS) operates through local radio, television stations and cable systems and is intended to provide jurisdictions with the means to disseminate prompt alerting and warning information to the public. NOAA Weather radios can be used to augment the warning and information process.
5. E911 will continue to receive and dispatch calls for service for life-threatening situations.
6. E911 will continue to maintain emergency responders' status until relieved by a Planning Section Chief.
7. Generators provide backup emergency power for the E911, the EOC, and the backup EOC.
8. Illowa provides maintenance and emergency repair service on 24/7 availability to E911 as well as for county owned or maintained communications facilities and equipment.
9. Mainstay Systems provides maintenance and emergency repair for county-owned computer equipment, Internet connectivity and telephone lines.
10. The communications and warning capabilities presently available in Union County are:
  - a. Emergency Alert System (EAS)
  - b. Creston – Union County LEC Communications E 911 Center
  - c. Commercial telephone systems (land, wireless, and satellite)
  - d. Two-way radios
  - e. NOAA Weather Radios
  - f. Southwest Iowa Amateur Radio Association
  - g. Internet and email

- h. Media
- i. Pager Systems
- j. Mobile telecom/wireless
- k. 211-Connect (for citizens needing information about human services)
- l. I.O.W.A. system law enforcement teletype.
- m. TTY/TDD (equipment with direct access to the E911 Center for people with speech and hearing impairment)
- n. CodeRED© Emergency Communications Network

B. Organization

1. Creston – Union County’s E911 Center is located at 302 N. Pine Street, Creston, IA. The E911 Center functions as the countywide Public Safety Answering Point (PSAP) and provides dispatch services for law enforcement, fire, and emergency medical services.
2. The Union County E911 Center also serves as the initial communications, alert, and warning point for the Union County Emergency Management Agency. The Creston Fire Department facility is the backup E911 Center for Union County.
4. Once activated, the EOC also provides emergency communications. The EOC is located at 302 N. Pine St., Creston, IA. The backup EOC is located at Creston Fire Station, 500 N. Sumner Ave., Creston, IA.

C. Procedures

1. When emergency management officials are alerted to a hazardous event that could lead to or has resulted in an emergency or disaster, the EOC will activate at the appropriate level and the situation will be monitored. Monitoring could be a prolonged activity or result in the immediate activation of the local information and warning systems.
2. Monitoring will consist of the collection, display, and evaluation of relevant information, release of appropriate public information advisories, and discussion with response agencies and organizations.

3. When the public must take action to prepare or protect themselves, the local warning systems will activate as time and resources allow. Warning could take the form of one or more of the following:
  - a. Activation of the EAS
  - b. Activation of volunteer resources
  - c. Posting of traffic signs. (If required, County Engineer's Office, local Public Works Offices and/or Iowa Department of Transportation will be notified to support this requirement using ESF 3, Public Works and Engineering.)
  - d. Providing local warning information to local media using the process defined in ESF 15 Public Information.
  - e. Other mechanisms as appropriate.
- D. Phases of Emergency Management
  1. Mitigation Activities
    - a. Enhance communications system interoperability, redundancy, and long-term backup power capacity in public safety communications systems.
    - b. Coordinate the efforts of both the public and private sectors to harden the physical security of communications and warning infrastructure.
  2. Preparedness Activities
    - a. Develop and maintain mutual aid agreements and agreements with private and non-profit organizations which may assist in the county communications function and operation during an emergency.
    - b. Identify communications facilities, equipment, personnel, and training needs that could be made available to support response and recovery efforts.

- c. Maintain a list of mobile communication assets available to deploy into an affected area using a resource typing process. The list is to be maintained as Attachment F of this document.
  - d. Where facilities are shared by two or more entities, develop contracts or Memoranda of Agreement and plans between those entities to enable either party to complete emergency repairs at the remote sites.
  - e. Assess selected sites to store pre-staged communications assets for rapid deployment into the affected area.
  - f. Encourage and promote interoperability among all communications providers and users.
  - g. Conduct regularly monthly scheduled communications and siren tests and drills with the county communications center and other designated emergency communications support facilities to ensure operational readiness and procedural familiarity.
  - h. Conduct regular monthly checks of all communications, emergency power generators, and equipment and systems in the EOC and the E911 Center.
  - i. Utilize EOC communications and equipment as an integral part of all communications and warning systems in exercises and in EOC participation.
3. Response Activities
- a. Receive and disseminate warning information countywide.
  - b. Coordinate communications support to primary and support agencies, other governmental agencies, private communications providers, and volunteers as required.
  - c. Determine what assets are available and currently not in use.
  - d. Incident command will evaluate communications requirements and shortfalls and then inform the EOC. Included will also be the anticipated length of the requirement.

- e. Prioritize the deployment of services and equipment based on available resources and critical needs.
  - f. Coordinate the acquisition and deployment of communications and warning equipment, personnel, and resources to establish temporary communications capabilities within the affected area.
  - g. Compile communication and warning system damage information obtained from assessment teams, the communications industry, emergency management and other agencies and report that information through Incident Command.
  - h. Assess the need for and obtain communications industry support as required.
  - i. Maintain a continuous communications capability at the EOC and the E911 Center as the county PSAP for emergency reporting.
  - j. Coordinate with cellular companies and mobile/portable radio companies for the availability and priority use service of equipment within the impacted area.
4. Recovery Activities
- a. Use available public, private, and volunteer communications assets to support the recovery mission. Other volunteer and local agencies with communications assets may be requested to contribute assets to the response effort.
  - b. Private resources may also be considered for availability and effectiveness. Availability, operational condition, and duration of need must be considered. Evaluate the logistical requirements necessary to obtain critically needed equipment.
  - c. Plan and prepare the communication systems to support the establishment of staging areas, distribution sites, a Joint Information Center (JIC), and other recovery facilities and deployment of emergency workers in the impacted area.

- d. Coordinate with local agencies to establish recovery communications operations, as appropriate.

**IV. RESPONSIBILITIES**

**Primary Agency Functions**

<b>Agency</b>	<b>Function</b>
E911 Communications	<p>Coordinates mass notifications as needed with the Incident Commander.</p> <p>Provides information to the public and other emergency information. Incident Commander must ensure these agencies always have up to date information and know what can be provided to the public.</p> <p>Routes media requests to the public information officer.</p> <p>Participates in test, drills, and exercise for communications and warning systems.</p> <p>Develops and maintains plans and procedures to ensure the integrity of emergency communications.</p>
Iowa Statewide Interoperable Communications System Board	<p>Develops, implements, and oversees policy, operations, and fiscal components of communications interoperability efforts at the state and local level.</p> <p>Coordinates with similar efforts at the federal level, with the ultimate objective of developing and overseeing the operation of a statewide integrated public safety communications interoperability system.</p>
Joint E911 Service Board	<p>Maintains an enhanced 911 service plan encompassing at minimum the entire county, unless an exemption is granted by the program manager permitting a smaller E911 service area.</p>

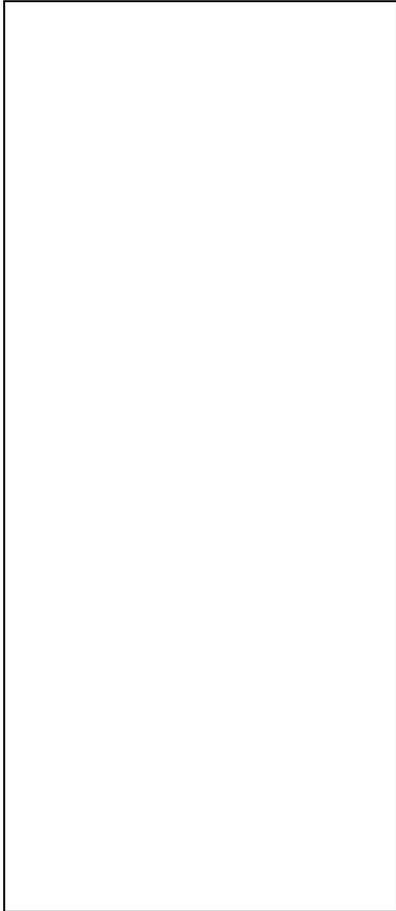
**Support Agency Functions**

**Support Agencies:** Support agency representatives will provide technical expertise, personnel, teams and equipment in support of an emergency operation. Personnel assigned in support of the disaster will maintain close coordination with Incident Command Post representative.

*Note: Support agencies are not listed in order Of priority. They are all in support Of the primary agency.*

City/County Agencies	Functions
Amateur Radio Emergency Services/ Amateur Radio Civil Emergency Services	Provides alternate or additional communications for the Incident Command Post or the Emergency Operations Center when disaster response or recovery operations require backup communications.
Union County Emergency Management Agency	<p>May perform the role of Public Information Officer.</p> <p>Assesses the situation, validates resource requests, and forecasts response needs.</p> <p>Coordinates Disaster Recovery Center establishment with Federal, State and Local Agencies. See ESF 14 – Community Recovery and Mitigation.</p> <p>Provides a liaison to the Incident Commander or Emergency Operations Center as requested.</p> <p>Identifies their own Critical Communication Systems – reports status as requested.</p>
Union County Sheriff’s Office	<p>Maintains contact with the field and assess the need for outside resources and request assistance as needed.</p> <p>Oversees all responding public safety and security resources, assesses their needs, helps them obtain resources, and ensures emergency tasks can be accomplished.</p> <p>Works with the Incident Commander(s) and the Emergency Operations Center Team to ensure law enforcement personnel deployed to the disaster scene are appropriately outfitted with and trained to use personal protective equipment required by the presence of any potentially hazardous materials/substances.</p> <p>Serves as liaison with law enforcement resources from outside the County, and if necessary, with State and Federal Law enforcement resources.</p> <p>Maintains police intelligence capability to alert government agencies and the public to potential threats.</p> <p>Develops strategies to effectively address special emergency situations that may require distinct law enforcement procedures, such as civil disorders, hostage taking, weapons of mass destruction, terrorist situations, and bomb threats/detonations.</p>

	<p>Tests primary communications systems and arrange for alternate systems, if necessary.                  Provides traffic and crowd control as required.                  Provides security and law enforcement to critical facilities.</p>
Emergency Medical Services	<p>Provides emergency medical care and transportation.</p>
Cities of Creston/Afton/Lorimor and Murray Fire Department/Volunteer Fire Department	<p>Responsible for fire security and assistance in warning the public. Primary responsibility for fire and hazardous materials scenes.</p>
City of Creston / Afton Police Department	<p>Assists with testing primary communications systems and arrange for alternate systems, if necessary.                  Provides traffic and crowd control as required.                  Provides security and law enforcement to critical facilities.</p>
<b>State Agencies</b>	<b>Functions</b>
Iowa Department of Public Safety	<p>Provides additional communications capabilities.                  Provides additional law enforcement capabilities.                  Coordinates traffic information with the Department of Transportation on road conditions/closures hotline for services for public and emergency access.                  Provides a teletype service for law enforcement agencies for road closure and detour information.</p>
Iowa Homeland Security Emergency Management	<p>Responsible for the overall emergency coordination of state assistance if a multiple state agency response is required.                  Maintains situational awareness and the Common Operating Picture.</p>
Iowa National Guard	<p>At the request of the Governor, mobilizes and deploys available National Guard units to support local governments with available communications equipment and personnel.                  Provides additional personnel and equipment as needed.</p>
<b>Federal Agencies</b>	<b>Functions</b>
Department of Defense	<p>Provides resources and capabilities to relief operations after other Federal resources and capabilities are exhausted.</p>
Department of Homeland Security	<p><b>Office of Infrastructure Protection:</b>                  Provides situational awareness, cross-sector coordination,</p>



and prioritized recommendations regarding critical infrastructures and key resources.

**National Cyber Security Division**

Provides strategic situational awareness and decision support, and coordinate response to cyber security issues.

Gathers and disseminates cyber security information and warnings.

Coordinates with private-sector representatives of the IT community through the IT Information Sharing and Analysis Center and the IT Sector Coordinating Council, as appropriate, to exchange policy and operational information necessary to respond to and recover from incidents.

Disseminates cyber threat warning information.

Coordinates cyber incident preparedness, response, and recovery activities to identify, analyze, and reduce cyber threats and vulnerabilities.

Facilitates interaction and collaboration among Federal departments and agencies, and with State, tribal, and local governments, the private sector, and international organizations related to cyber security and cyber incidents.

Fulfills additional responsibilities as directed in the Cyber Incident Annex for preparing for, responding to, and recovering from cyber incidents

Federal Communications Commission

Collects, compiles, and analyzes communications infrastructure and service outage and restoration information.

Provides trained staff members to support communications restoration teams.

Assists with the provision of communications support to Federal, State, tribal, and local governments, including public safety entities.

Assists with developing and conducting communications restoration training and exercises.

Conducts outreach to all FCC licensees to determine:

Their needs, and

Whether they have resources to offer that would aid the restoration effort.

Performs such functions as required by law with respect to all entities licensed or regulated by the Federal Communications Commission, including (but not limited to) the:

Extension, discontinuance, or reduction of common-carrier facilities or services.

Control of common-carrier rates, charges, practices, and

	<p>classifications.</p> <p>Construction authorization, activation, deactivation, or closing of radio stations, services, and facilities.</p> <p>Investigation of violations of pertinent law and regulations; and the initiation of appropriate enforcement actions.</p>
<p>National Oceanic and Atmospheric Administration/National Weather Service</p>	<p>Supports the Emergency Alert System and provides, in coordination with Federal Emergency Management Administration:</p> <p>Public dissemination of critical pre-event and post-event information over the all-hazards National Oceanic and Atmospheric Administration Weather Radio system.</p> <p>National Oceanic and Atmospheric Administration Weather Wire Service.</p> <p>Emergency Managers Weather Information Network.</p>
<b>Other</b>	
<p>Private Communications Vendors</p>	<p>Provide communications expertise, equipment, training, and supplies.</p> <p>Provide communications assistance during response and recovery operations.</p>

**ESF Development, Testing, and Maintenance**

**Refer to the Union County Basic Plan for ESF development, testing, and maintenance.**

Union County Emergency Management Agency

# Emergency Support Function 3

Public Works and Engineering

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**Emergency Support Function 3  
Public Works and Engineering**

**ESF Coordinator:** Union County Emergency Management Agency

**Primary Agencies:** Union County Engineer’s Office  
Municipal Public Works and Utility Departments  
Union County Environmental Health

**Support Agencies:** City of Creston – Waterworks Board  
Southern Iowa Rural Water Association  
All County and Municipal Departments  
Iowa Department of Natural Resources  
Iowa Department of Public Safety  
Iowa Department of Transportation  
Iowa Homeland Security and Emergency Management  
Iowa National Guard  
*Federal*  
Department of Agriculture  
Department of Defense  
Department of Energy  
Department of Health and Human Services  
Department of Homeland Security  
Department of Transportation  
Environmental Protection Agency  
Nuclear Regulatory Commission  
*Other*  
Public and Private Utilities  
Voluntary Organizations Active in Disaster

**I. INTRODUCTION**

A. Purpose

The purpose of Emergency Support Function 3 (ESF-3), Public Works and Engineering, is to coordinate and organize the capabilities and resources of local government to facilitate the delivery of services, technical assistance, engineering expertise, construction management, and other support services to prevent, prepare for, respond to, and/or recover from an incident of countywide significance.

**B. Scope**

ESF 3 is structured to provide public works and engineering-related support for the changing requirements of domestic incident management.

Activities within the scope of this function include:

**1. Inspection and Condemnation:**

Inspection of buildings and structures following a disaster and, if necessary, condemning them and insuring destruction in a timely manner.

Inspecting roads and bridges to insure they are safe for use after a disaster.

Conducting pre-incident and post-incident assessments of public works and infrastructure.

Providing emergency repair of damaged public infrastructure and critical facilities.

**2. Debris Removal and Road Clearance:**

Removal of debris from public roadways, railroads, airstrips, etc., critical for emergency vehicles or repair crews, passenger travel, and commercial vehicles.

Handling of problems arising from the generation, accumulation, and disposal of debris following a disaster.

**3. Potable Water and Wastewater Systems**

Restoration of potable water and wastewater disposal capabilities following a disaster.

Executing emergency support for life-saving and life-sustaining services.

Providing technical assistance to include engineering expertise, construction management, and contracting.

**II. POLICIES**

- A. Each unit of local government is responsible for its own public works infrastructure and has primary responsibility for incident prevention, preparedness, response, and recovery.
- B. When responding to an incident of countywide significance, primary agencies develop work priorities established by local government in coordination with Incident Command.
- C. The private sector is encouraged to participate in ESF-3, Public Works and Engineering as support agencies, incident action planning and other planning activities as appropriate. The private sector is also an essential partner in the rapid recovery of infrastructure and related services.
- D. County and municipal agencies provide services to public land, roads, bridges and facilities under their respective jurisdiction. County response to private property problems only occur when a county or municipal facility or structure is causing a problem, or when life or public health is imminently threatened, or as requested by fire services or law enforcement.
- E. Local authorities are responsible for obtaining emergency environmental and historical preservation waivers and legal clearances needed for disposal of materials and demolition activities for the protection of threatened public and private improvements in their respective jurisdiction. Authorized representatives, contractors, and subcontractors legally employed to carry out necessary work on government property, have the right to collect for costs incurred to carry out necessary work that follows disasters, including administrative costs. This includes, but is not limited to, debris removal and the demolition of unsafe or abandoned structures.
- F. Primary and support agencies will ensure that a continuity of operations plan is in place to maintain essential services.
- G. Primary and support agencies will participate in drills and exercises to test existing plans and procedures.
- H. All Union County and municipal agencies will maintain at the Union County Emergency Operations Center (EOC) up-to-date contact lists on essential personnel and National Incident Management System (NIMS) compliant resource typing information on their equipment.
- I. Primary and support agencies will participate in post-disaster briefings and development of an After Action Report.

**III. CONCEPT OF OPERATIONS**

- A. General
  - 1. The Union County Engineer's Office is the lead agency for the coordination of public works emergency operations for the county. The Engineer's Office will send a liaison to the EOC when activated, as needed and upon its request.
  - 2. Union County Engineer's Office typically includes:
    - a. Roads Maintenance
    - b. Engineering
    - c. Equipment and Vehicle Maintenance
    - d. Secondary Roads
  - 3. During a disaster event, primary agencies may contract for inspection services, heavy equipment, and trained operators to supplement government services.
  - 4. Primary agencies may provide support for heavy rescue operations and may play a key role in establishing multi-purpose staging areas and command posts.
  - 5. In emergencies or disasters, the County Engineer or designee works with other agency heads at the EOC or incident command post to establish priorities for emergency engineering operations.
  - 6. Potable water may not be available due to drought, hazardous materials spills, severe weather, or mechanical failure. Receipt and distribution of bottled water may be required.
  - 7. A catastrophic incident could seriously cripple the County making potable water extremely scarce. Public and private water usage may be curtailed or otherwise cease to operate due to damage or other emergency conditions.
  - 8. Public and private wastewater and sewer systems usage may be curtailed or otherwise cease to operate due to damage or other emergency conditions.

9. The return of untreated consumed water to the ground water supply can contaminate this supply and makes converting back to potable water uneconomical.
  10. If the requirements of the situation exceed the capabilities of the local departments, additional personnel and equipment may be requested through mutual aid via Incident Command channels directly to other similar organizations or through the EOC. Requests for State and other external resources are made through the County EOC.
  11. Each local government with wastewater treatment and/or drinking water systems will provide for the operation and repair of those local systems. Damages will be reported through the local officials to the County EOC as well as estimated repair time.
- B. Organization
1. Each public works and engineering agency is a county or municipal agency reporting to elected representatives. Within each agency is an identified chain of command that oversees the operational portion of the agency.
  2. In the event of an emergency or disaster that results in the activation of the EOC, the concepts of the NIMS and Incident Command System (ICS) are used.
- C. Procedures
1. Each organization under this ESF will follow its internal standard operating procedures when responding to an incident. When appropriate, agencies will assign a representative to the EOC or Incident Command Post as the circumstances dictate.
- D. Phases of Emergency Management
1. Mitigation and Preparedness Activities
    - a. Maintain equipment in response ready condition.
    - b. Maintain current inventory of resources and typing according to NIMS resource standards to bring to the EOC, including personnel.
    - c. Continue to train and utilize NIMS/ICS and other operational procedures to effect full utilization of resources.

- d. Develop and maintain standard operating procedures for emergency and disaster situations.
  - e. Develop and maintain mutual aid agreements with neighboring jurisdictions.
  - f. Develop and maintain emergency and disaster response policies, plans, and guidelines/procedures.
  - g. Identify critical public services and develop plans identifying repair priorities in the event any of these become damaged.
2. Response and Recovery Activities
- a. Appoint a senior official to operate from the EOC or Incident Command Post to coordinate with other agencies, as necessary.
  - b. Personnel providing emergency assistance will use their chain of command and work within ICS.
  - c. Conduct emergency engineering services as appropriate and as outlined in departmental standard operating procedures.
  - d. Report hazardous conditions to Incident Command. After ensuring mitigating steps are taken, report hazardous conditions to the EOC.
  - e. Maintain records and document all expenditures during the emergency or disaster.
  - f. Support damage assessments to include physical inspections, data compilation and reporting.
  - g. Demolish structures when the immediate health and safety of the public are at risk and after all necessary permits and permissions have been obtained. Demolitions will be conducted in accordance with all local, state and federal laws and regulations governing such activities. Demolition of structures that do not have an immediate impact on life, health and safety are included in ESF 14 Recovery.

**IV. RESPONSIBILITIES**

- A. County Engineering Office/City Public Works Departments/Environmental Health and Water Agencies
1. Develop and review agency standard operating procedures, resource inventories, and other operational plans.
  2. Assure that all personnel are trained to appropriate NIMS/ICS level.
  3. Promote attendance at training and exercise opportunities that support local/county emergency operations, including damage assessment training.
  4. Obtain the required waivers and clearances as related to the ESF and as appropriate.
  5. Make and inspect necessary emergency repairs of mains, pump stations, treatment plants, community systems, and domestic water supply systems.
  6. Conduct laboratory testing and plant operations to ensure wastewater regulation compliance.
  7. Coordinate demolition and disposal of appropriately identified facilities as immediate health and safety risks and after all necessary permits and permissions have been obtained. Demolitions will be conducted in accordance with all local, state and federal laws and regulations governing such activities. Demolition of improved public and private properties that do not pose an immediate threat are discussed in more detail in ESF 14.
  8. Coordinate signage and reader-board needs with Iowa Department of Transportation.
  9. Ensure the ability to mobilize personnel and equipment for construction or repair of critical infrastructure and other public facilities.
  10. Conduct emergency operations within their respective political subdivisions.
  11. Work within the guidelines of mutual aid agreements.

12. Conduct damage assessments for public facilities and infrastructure. Report results of damage assessments to the County EMA.
13. Provide, procure, and maintain equipment.
14. Document expenditures for auditing and reimbursement purposes and report to the EOC.
15. Identify deficiencies in plans and determine appropriate corrective action recommendations.

B. Union County Emergency Management Agency

1. Manage the EOC to support ICS.
2. Act as liaison between local public works agencies and state or federal damage assessment teams, as appropriate.
3. Maintain awareness of local mutual aid agreements.
4. Coordinate the development of an After Action Report.
5. Collect and coordinate damage assessment information and recovery costs. This includes public and private infrastructure. Additional detail regarding this activity can be found in ESF 14, Long Term Community Recovery.

C. Support Agencies

1. Promote and support attendance at training and exercise opportunities that support local/county emergency operations.

**Primary Agency Functions**

Agency	Function
<p>Union County Emergency Management Agency</p>	<p>Provides leadership in coordinating and integrating overall county efforts. May perform the role of Public Information Officer.</p> <p>Assess the situation, validates resource requests, and forecasts response needs.</p> <p>Assists in establishing priorities and coordinating the transition of response operations with recovery activities based on incident information and the availability of resources that can be appropriately applied.</p> <p>Assists local jurisdiction with disaster declaration process.</p>
<p>Union County Engineer’s Office Union County Environmental Health</p>	<p>Assists with damage assessment and setting priorities for road clearance to better assist ESF 9 with search and rescue operations.</p> <p>Maintains a list of construction contractors and engineering consulting firms who would be able to assist with infrastructure repairs after a disaster.</p> <p>Responsible for maintaining evacuation routes and providing traffic control devices.</p> <p>During flooding, may establish command posts at flood sites and make recommendations to incident commander or the Emergency Operations Center concerning the evacuation decisions.</p>
<p>Cities of Creston/ Afton/ Lorimor Public Works</p>	<p>Works in coordination with the Union County Engineer’s Office.</p> <p>Assists with damage assessment and setting priorities for road clearance to better assist ESF 9 with search and rescue operations.</p> <p>Maintains a list of construction contractors and engineering consulting firms who would be able to assist with infrastructure repairs after a disaster.</p> <p>Responsible for maintaining evacuation routes</p>

	<p>and providing traffic control devices.</p> <p>During flooding, may establish command posts at flood sites and make recommendations to incident commander or the Emergency Operations Center concerning the evacuation decisions.</p> <p>May coordinate emergency water distribution, as needed.</p>
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**Support Agency Functions**

**Support Agencies:** Support agency representatives will provide technical expertise, personnel, teams and equipment in support of an emergency operation. Personnel assigned in support of the disaster will maintain close coordination with Incident Command Post representative.

*Note: Support agencies are not listed in order Of priority. They are all in support of the primary agency.*

City/County Agencies	Functions
E911 Communications	<p>Coordinates mass notifications as needed with the Incident Commander.</p> <p>Provides emergency information to the Incident Commander and ensures agencies always have up to date information and know what can be provided to the public.</p> <p>Routes media requests to the public information officer.</p>
Amateur Radio Emergency Services/ Amateur Radio Civil Emergency Services	<p>Provides alternate or additional communications for the Incident Command Post or the Emergency Operations Center.</p>
Union County Geographic Information Systems	<p>Provide maps to emergency responders.</p> <p>Coordinator is responsible for managing the geographic</p>

	<p>data sets and resources maintained at the county.</p> <p>Partners with Inspection, Planning and Zoning, Communication and Emergency Medical Services and Emergency Services.</p>
<p>Union County Board of Supervisors</p>	<p>Identify sites used for temporary debris management or solid waste sites.</p>
<p>City of Creston/Afton Police Departments Union County Sheriff Department</p>	<p>Responsible for conducting actual evacuation efforts, for designating evacuation routes, providing traffic and movement control, and establishing security of the evacuated area.</p> <p>Departmental or local public information officers will also assist in warning the public. Provides the Emergency Operations Center, Command Post, and Incident Commander with the communications link.</p>
<p>City of Creston Southern Iowa Rural / Water Association Water Superintendents</p>	<p>Support emergency repair and restoration of critical water infrastructure systems, including drinking water distribution and wastewater collection systems.</p> <p>May coordinate emergency water distribution, as needed.</p>
<p>Alliant Energy Clarke County REC Adair County REC CIPCO</p>	<p>Effects emergency repair of damaged private and public critical electric power infrastructure/facilities.</p> <p>Make recommendations to ESF 3 Coordinator in the Emergency Operations</p>

	Center concerning the temporary or emergency electric power decisions.
Emergency Medical Services	Provides emergency medical care and transportation. Provides emergency medical assistance for public works personnel.
Public Information Office	Responsible for the collection, coordination, and dissemination of emergency public information material to the resident and transient population. Member of the Emergency Operations Center. In the event of large scale disasters involving multiple public information entities, a Joint Information Center will be established. Coordinates a disaster hotline through community service agencies, 211, or volunteers. Ensure those locations have up to date information.
<b>State Agencies</b>	<b>Functions</b>
Iowa Department of Natural Resources	Provides technical assistance for critical water infrastructure systems, including drinking water distribution and wastewater collection systems, and hazardous materials.
Iowa Department of Public Safety	Provides additional law enforcement capabilities. Provides security for shelters, if

	<p>required.</p> <p>Coordinates traffic information with the Department of Transportation on road conditions/closures hotline for services for public and emergency access.</p> <p>Provides a teletype service for law enforcement agencies for road closure and detour information. Routes of travel may be identified.</p> <p>Establishes control points for traffic control, assists in maintaining order, obtains medical help, and direct emergency vehicles to the proper destination within and around the disaster area.</p>
<p>Iowa Department of Transportation</p>	<p>Provides updated information on road conditions, load bearing capacities and usability to support evacuation or rerouting of traffic.</p> <p>Maintains road condition/closure website.</p> <p>Provides equipment and manpower to maintain or repair roads and bridges to usable condition in support of an evacuation.</p> <p>Personnel may assist in traffic control by erecting barricades, warning lights and signs, or providing manpower.</p>
<p>Iowa Homeland Security and Emergency Management</p>	<p>Responsible for the overall emergency coordination of state assistance if a multiple state agency response is required.</p>

	<p>Maintains situational awareness and the Common Operating Picture.</p> <p>Provides logistical support for coordinating mobilization centers/staging areas, transportation of resources, disaster fuel contracts, emergency meals, potable water, base camp services, supply and equipment resupply, and use of all State contracts and interagency agreements managed by the Iowa Homeland Security for response operations.</p>
Iowa National Guard	<p>At the request of the Governor, mobilizes and deploys available National Guard units to support local governments with available personnel for equipment.</p> <p>At the request of the Governor, provides support to the Iowa Department of Natural Resources to assist County governments with debris removal and additional personnel.</p> <p>Provides additional personnel and equipment as needed.</p>
<b>Federal Agencies</b>	<b>Functions</b>
Department of Agriculture	<p>Provides engineering and contracting/ procurement personnel and equipment to assist in emergency removal of debris, demolition, temporary protection of roads and</p>

	<p>bridges, temporary protection of essential public facilities, water supply, and sanitation, if available.</p> <p>Provides technical personnel to evaluate damage to water control facilities. The Natural Resources Conservation Service is the regional contact for this support.</p>
Department of Defense	<p><b>Army Corps of Engineers</b> Provides assistance in debris removal and disposal; emergency protective measures; and the repair, replacement, or restoration of disaster-damaged public facilities and the facilities.</p>
Department of Energy	<p><b>National Nuclear Security Administration:</b> Enables radiological contaminated debris management activities by coordinating and/or providing resources, assessments, data, expertise, technical assistance, monitoring, and other appropriate support.</p>
Department of Health and Human Services	<p>Supplies engineering and environmental health personnel to assist, in conjunction with the Environmental Protection Agency (EPA), in assessing the status of water, wastewater, and solid-waste facilities.</p> <p>Provides guidance related to</p>

	<p>health problems associated with hazardous materials.</p> <p>Assists in determining the suitability for human consumption of water from local sources.</p>
<p>Department of Homeland Security</p>	<p><b>Office of Infrastructure Protection</b></p> <p>Supports ESF 3 infrastructure protection and mitigation missions by providing infrastructure risk and vulnerability assessments in response to actionable intelligence and other information.</p> <p>Through the Infrastructure Liaison, provides situational awareness and prioritized recommendations concerning the recovery and restoration supported by this ESF.</p>
<p>Department of Transportation</p>	<p>Provides technical expertise and assistance for repair and restoration of transportation infrastructure (e.g., highways, bridges, tunnels, transit systems, port facilities, and railways) and provides advice and assistance on the transportation of contaminated materials.</p> <p>Provides engineering personnel and support to assist in damage assessment, structural inspections, debris clearing, and restoration of the Nation's</p>

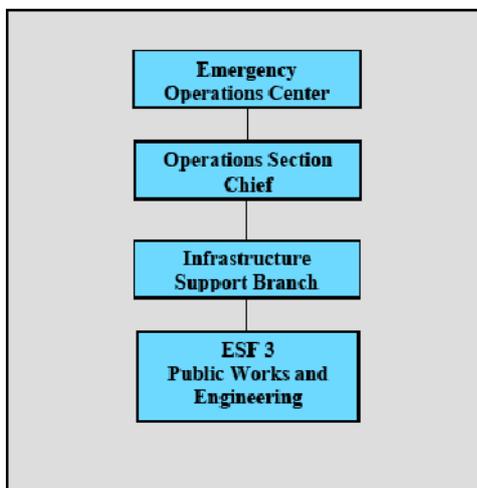
	<p>transportation infrastructure.</p> <p>Administers special funding that can be used for repair or reconstruction of major highway facilities as well as grant programs for transit systems and railroads that could be used for repair and rehabilitation of damaged infrastructure.</p>
<p>Environmental Protection Agency</p>	<p>Conducts infrastructure protection activities for drinking water and water treatment agencies.</p> <p>Assists in identifying critical water and wastewater needs, including personnel, electrical power, and treatment chemicals.</p> <p>Assists, in conjunction with State/tribal primacy agencies and permitting authorities, in determining the operating status of water and wastewater systems.</p> <p>Provides assistance to State solid waste agencies regarding municipal solid waste landfills and construction and demolition waste landfills.</p> <p>Provides technical assistance for nonhazardous waste management, including debris management and recycling/reuse opportunities.</p> <p>Assists State solid waste agencies with assessments of staging/storage areas, solid waste facilities, and</p>

	<p>wastewater facilities; environmental sampling and monitoring; and inspections, resources, data, and other support as appropriate.</p> <p>Identifies locations of, and provides safety guidance for, areas affected by hazardous materials.</p> <p>For chemical, biological, and radiological weapons of mass destruction incidents, coordinates with ESF 3 on management of contaminated debris and demolition.</p> <p>Assists in investigation and intelligence analysis for hazardous materials incidents involving contaminated water and wastewater systems, pursuant to existing EPA statutory authorities.</p> <p>Provides expertise on waste and debris disposal options.</p>
<p>Nuclear Regulatory Commission</p>	<p>Assists radiological contaminated debris management activities by coordinating and/or providing resources, assessments, data, expertise, technical assistance, monitoring, and other appropriate support.</p>
<p><b>Other</b></p>	
<p>Public and Private Utilities</p>	<p>Provide emergency repair of damaged private and public critical infrastructure/ facilities (temporary power, emergency water, sanitation systems,</p>

	communications systems etc.) and support restoration of critical water infrastructure systems, including drinking water distribution and wastewater collection systems.
Voluntary Organizations Active in Disaster	Provide voluntary assistance to support various activities such as debris clearance and temporary roof repair, if needed.

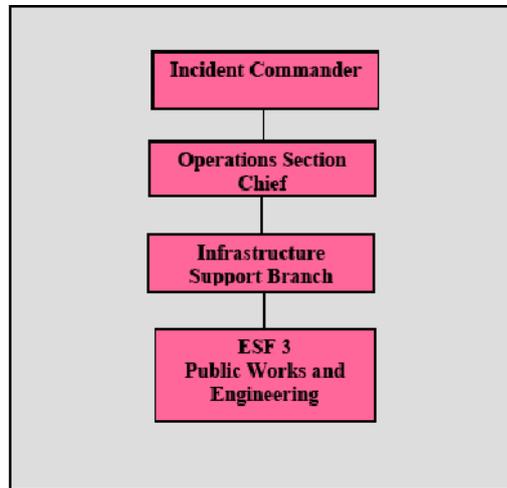
**MULTIPLE INCIDENTS  
MULTIPLE JURISDICTIONS**

Emergency Operations Center Organization



**SINGLE INCIDENTS  
SINGLE JURISDICTIONS**

Incident Command Post Organization



Union County Emergency Management Agency

# Emergency Support Function 4

Fire Operations

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## Emergency Support Function 4

### Fire Operations

**ESF Coordinator:** Union County Fire Departments

**Primary Agency:** Union County Fire Departments

**Support Agencies:** Union County Emergency Management Agency

*Local* County and Municipal Law Enforcement  
Union County (all departments)  
Creston -Union County Communications Center  
Afton, Arispe, Creston, Lorimor, Shannon City, Thayer Municipalities (all departments)

*State* Iowa Department of Natural Resources  
Iowa Department of Public Health  
Iowa Department of Public Safety  
Iowa Homeland Security and Emergency Management  
Iowa National Guard  
Iowa Regional and State Fire Schools

*Federal* Federal Emergency Management Agency  
Fish and Wildlife  
Forest Service  
National Park Service

*Other* American Red Cross  
Volunteers

## I. INTRODUCTION

### A. Purpose

Emergency Support Function 4 (ESF-4), Fire Operations, provides an organizational framework that supports detection and suppression of wild land, rural, and urban fires resulting from, or occurring coincidentally with, an emergency or disaster of countywide significance.

### B. Scope

ESF-4 addresses the management and coordination of public fire and life safety services in cooperation with the fire departments of Union County.

## II. POLICIES

- A. Priority is given to firefighter safety, public safety, and protecting property and environment, in that order.
- B. All operations shall be conducted under the Incident Command System (ICS).
- C. During emergencies, local fire departments mobilize all available apparatus and personnel required to mitigate the situation.
- D. Mutual aid agreements are activated when additional resources are necessary.
- E. Each fire protection agency shall assume the full cost of protection of the lands within its respective boundaries unless other arrangements are made. Fire departments should not incur costs in jurisdictions outside their area without reimbursement unless there is a local mutual aid agreement between those jurisdictions. It is essential the issue of financial limitation be clarified through proper channels for efficient delivery of fire services.
- F. Primary and support agencies will ensure that a continuity of operations plan is in place to maintain essential services.
- G. Primary and support agencies will participate in drills and exercises to test existing plans and procedures.
- H. All Union County and municipal agencies will maintain at the EOC up-to-date contact lists on essential personnel and NIMS compliant resource typing information on their

equipment.

- I. Primary and support agencies will participate in post-disaster briefings and development of an After Action Report.

### **III. CONCEPT OF OPERATIONS**

#### **A. General**

1. On-scene fire related operations within Union County are managed by the Incident Command System.
2. Fire service mutual-aid agreements provide for additional local personnel and resources in the event individual municipal fire departments are unable to contain a given situation with existing resources and personnel.
3. Each agency assisting under the mutual-aid agreement retains its own autonomy, with overall direction provided by the Incident Commander.
4. When an emergency goes beyond local mutual aid, the EOC may be advised to coordinate additional logistical support.
5. An activated EOC provides support in coordinating resources under a unified command when prioritization becomes necessary.
6. Fire departments may request activation of other resources. Requests for and coordination of resources will be made through the EOC.
7. The responsibilities of fire agencies for emergency medical services are defined in ESF-8 Public Health and Medical Services.
8. The communications capabilities of fire agencies are defined in ESF-2, Communications.
9. Fire service agencies provide limited response to hazardous materials incidents. The response is in a defensive manner and commensurate with the level of training.

#### **B. Organization**

1. Each fire department is an independent agency reporting to elected representatives. Within each department is an identified chain of command that oversees the operational portion of the department.

2. In the event of an emergency or disaster that results in the activation of the EOC, the concepts of NIMS/ICS are used.
3. The Creston, Afton, and Lorimor Fire Departments shall provide a representative to the EOC during periods of activation (depending on location of incident).
4. A communications link between Incident Command and the EOC shall be established.

#### C. Procedures

1. The public or another agency that needs assistance from a fire agency places a call to the dispatcher at the E911 Center. The dispatcher will determine the type and location of the emergency and then dispatch appropriate agency through an audible tone followed by a voice transmission. While the tone emits, the dispatcher may take additional information from the caller to share with the agency.
2. If the public alerts the fire agency directly of an emergency, the fire agency will immediately report the incident to the E911 Center before dispatching aid.
3. If the E911 Center receives a request through Incident Command for additional aid and finds that resources are exhausted, the E911 Center will inform Incident Command that county aid is exhausted. Incident Command shall then request notification of the emergency management coordinator and activation of the EOC.

#### D. Phases of Emergency Management

1. Mitigation and Preparedness Activities
  - a. Enforce applicable fire codes.
  - b. Conduct fire safety education programs for the public.
  - c. Continue to train and utilize NIMS/ICS and other operational procedures to effect full utilization of resources.
  - d. Maintain current information on the types and quantities of hazardous materials present in local businesses and industrial facilities.
  - e. Maintain current inventory of resources and typing according to NIMS resource standards and report to county emergency management agency.
  - f. Participate in local mutual aid agreements.
  - g. Participate in interagency disaster response training and exercises.

- h. Maintain activation and alerting procedures and ensure that all personnel are trained at an appropriate level.
- i. When resources and authority allow, provide fire prevention and mitigation activities and enforce ordinances that relate to life safety and hazardous materials.
- j. Develop and maintain emergency and disaster response policies, plans, and guidelines/procedures.

## 2. Response Activities

### a. Fire Service Agencies

- i. Provide for life safety, incident stabilization, and property conservation.
- ii. Assist with the dissemination of warnings.
- iii. Provide urban search and rescue and support.
- iv. Coordinate requests for mutual aid through E911.
- v. Provide traffic control and evacuation support as needed.
- vi. Respond to hazardous material incidents per ESF-10 Hazardous Materials.
- vii. Provide emergency medical and transportation services per ESF-8 Public Health and Medical Services.
- viii. Conduct damage assessments and report to EOC.
- ix. Conduct cause and/or origin of fire investigations.
- x. Provide temporary power and emergency lighting at emergency scenes as able.

### b. Emergency Management Agency

- i. Activate EOC in support of fire operations, as appropriate.
- ii. Provide support and assistance to Incident Commander.
- iii. Assist in warning the public of evacuation, traffic routing, and shelter in-place.

- 
- c. Law Enforcement Agencies
    - i. Provide traffic and crowd control.
    - ii. Provide for scene security.
    - iii. Provide investigative services, as necessary.
    - iv. Assist in urban search and rescue as necessary.
    - v. Participate in ICS.
  - d. Public Works Agencies
    - i. Provide traffic control support.
    - ii. Provide heavy equipment, as appropriate.
    - iii. Assist in water resource management upon request.
    - iv. Participate in ICS.
3. Recovery Activities
- a. Fire Services
    - i. Perform fire inspections of restored or reconstructed buildings.
    - ii. Perform or assist in decontamination and cleanup.
    - iii. Assess damage to fire equipment and facilities, if necessary.
    - iv. Recommend condemnation of unsafe buildings.
    - v. Investigate cause and/or origin of fire.
    - vi. Plan and implement demobilization of resources.
    - vii. Return apparatus and equipment to regularly assigned locations.
    - viii. Assist the public in recovery operations as resources allow.
    - ix. Prepare and submit proper documentation (National Incident Fire Report).

- x. Prepare invoice billing for cost recovery and report to EOC, if appropriate.
- xi. Submit reports to elected official and State Fire Marshal.
- b. Emergency Management Agency
  - i. Act as liaison between local fire agencies and state or federal damage assessment teams, as appropriate.
  - ii. Coordinate information with Iowa Homeland Security and Emergency Management Division.
  - iii. Demobilize EOC when appropriate (Refer to ESF-8)
- c. Law Enforcement Agencies
  - i. Assist with fire investigations.
  - ii. Demobilize and place units back in service to be response ready.

## IV. RESPONSIBILITIES

### Primary Agency Functions

Agency	Functions
Cities of Afton, Creston, Lorimor and Murray Fire Department/Volunteer Fire Department	Primary responsibility for local firefighting and hazardous material operations. Assist in supporting Union County firefighting operations as required.
Union County Emergency Management Agency	Coordinate resources necessary for firefighting operations. Coordinates with the Incident Commander to provide emergency response agencies needed for firefighting operations. Ensures the Basic Plan is implemented. Briefs local, tribal, state and federal officials as to the situation.

### Support Agency Functions

**Support Agencies:** Support agency representatives will provide technical expertise, personnel, teams and equipment in support of a fire fighting incident. Personnel assigned in support of the incident will maintain close coordination with Incident Command Post representative.

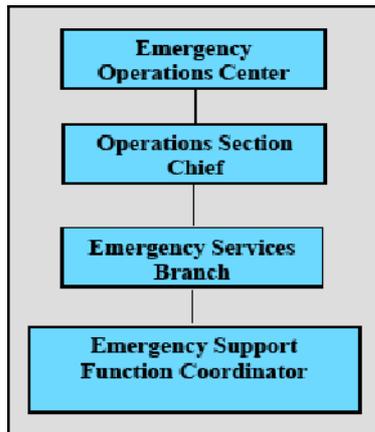
Note: Support agencies are not listed in order of priority. They are all in support of the primary agency.

<b>City/County Agencies</b>	<b>Functions</b>
E911 Communications	Law enforcement communications operators will follow the Basic Plan in the event of a fire incident.
Amateur Radio Emergency Services/ Amateur Radio Civil Emergency Services	Provided alternate or additional radio communications for the Incident Command Post or the Emergency Operations Center.
Union County Engineer's Office	Provide additional staff and equipment. Provide debris clearance/cleanup. Provide support for road closures.
Union County Health Department	Provide public health staff and equipment for support of firefighting operations. Make recommendations regarding operation activities.
Union County Sheriff's Office/Creston Police Department	Provides the Emergency Operations Center, Command Post, and Incident Commander with the communications link. Provides additional personnel and equipment to support firefighting operations, as needed.
City of Afton & Creston Police Departments	Provides the Emergency Operations Center, Command Post, and Incident Commander with the communications link. Provides additional personnel and equipment to support firefighting operations, as needed.
Cities of Afton, Creston, and Lorimor Public Works	Provide additional staff and equipment. Provide debris clearance/cleanup. Provide support for road closures.
Emergency Medical Service	Coordinates the on-scene emergency medical care, transportation and hospital treatment for victims. Provide emergency medical care and transportation. Provide emergency medical assistance to firefighting personnel.
Hospitals/Medical Centers	Provide treatment for any and all victims.
Public Information Office	Responsible for the collection, coordination, and dissemination of emergency public information material to the resident and transient population. Appointed by, and is the official spokesperson(s) for, the Mayor and/or County Supervisors (according to the impacted jurisdiction) and is a member of the Emergency Operations Center. Coordinates all public information activities with the Chief Executive Officer and the County Emergency Management Coordinator. Appoints a supporting staff, as needed, to assist in the public information functions and ensure the capability of 24-hour operations, when required.
<b>State Agencies</b>	<b>Functions</b>
Iowa Department of Natural Resources	Forestry Division provides wildland firefighting and incident command support.

Iowa Department of Public Health	Provide emergency medical services.
Iowa Department of Public Safety	Fire Marshall's Office provides arson investigation support.
Iowa Homeland Security and Emergency Management	Responsible for the overall emergency coordination of state assistance if a multiple state agency response is required.
Iowa National Guard	Provide additional personnel and equipment as needed.
Iowa Regional and State Fire Schools	Develop and provide training and certification for the firefighting profession.
<b>Federal Agencies</b>	<b>Functions</b>
Federal Emergency Management Agency	During a Federal Presidential Declared Disaster the Federal Emergency Management Agency works with local government during the recovery phase of the incident.
Fish and Wildlife	Provide Game Wardens to assist with search and rescue operations.
Forest Service	Provide firefighting equipment and personnel for national wildland fire support.
National Park Service	Provide Park Rangers to assist with search and rescue operations.
<b>Other</b>	<b>Functions</b>
American Red Cross	Responsible for mass care and shelter management. Provide mental health support.
Volunteers	Assist in firefighting operations as directed by the Incident Commander.

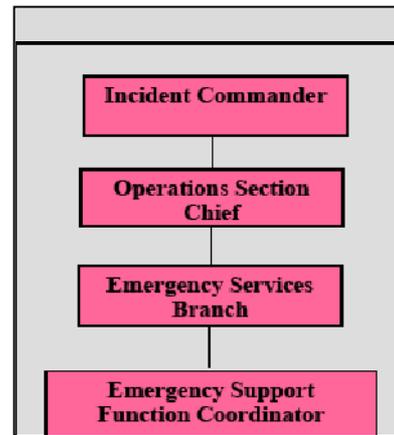
**MULTIPLE INCIDENTS  
MULTIPLE JURISDICTIONS**

**Emergency Operations Center Organization**



**SINGLE INCIDENTS  
SINGLE JURISDICTIONS**

**Incident Command Post Organization**



Coordination Flow Incident Command and EOC



## A. Primary Agencies

### 1. Fire Services

- a. Develop and review agency standard operating procedures, resource inventories, and other operational plans.
- b. Assure that all personnel are trained in fire suppression and other fire related activities.
- c. Ensure the ability to mobilize personnel and equipment for fire protection and other related services (such as medical support) as provided in the department's plans and procedures and through the capabilities of the dispatch center.
- d. Direct emergency operations utilizing NIMS/ICS within the respective political subdivisions, as appropriate.
- e. Work within the limits of established mutual aid agreements.
- f. Maintain the overall responsibility and authority to coordinate emergency fire operations within the respective jurisdiction.
- g. On-scene fire management will follow the concepts of NIMS/ICS.
- h. Local law enforcement will assist fire service operations with crowd control and evacuation of endangered population areas as necessary.
- i. Document expenditures for auditing and reimbursement purposes and report to the EOC if appropriate.
- j. Provide specialized support functions, resources, or emergency personnel as agreed upon, contracted for, or provided for in mutual aid agreements.
- k. Report to designated staging areas as directed for assignment.
- l. Provide fire prevention and suppression activities within the respective jurisdiction.
- m. Provide for light duty search and rescue operations within department capabilities.
- n. Provide emergency medical treatment to victims at the scene, within level of training.

- o. Provide a limited defensive capability for hazardous material incidents.
- p. Assist in warning in areas affected by disaster.
- q. Assist in evacuation of areas affected by disaster.
- r. Provide assistance in damage assessment and reporting.

## B. Support Agencies

### 1. Union County Emergency Management Agency

- a. Maintain awareness of the local mutual aid agreements.
- b. Activate the EOC when appropriate.

### 2. Law Enforcement Agencies

- a. Provide for traffic and crowd control.
- b. Provide area security.
- c. Participate in ICS as appropriate.
- d. Direct evacuation.
- e. Provide investigative services as needed.
- f. Provide resources and services as requested.

### 3. Public Works Agencies

- a. Provide support for traffic control.
- b. Assist with identifying evacuation routes.
- c. Maintain and augment water supply as needed.
- d. Provide resources and services as requested.

## V. Appendices

- a. Emergency Checklists

- b. Fire Department Resources
- c. Fire Operations Haz-Mat SOP
- d. Fire Operations Disaster SOP

Union County Emergency Management Agency

# Emergency Support Function 5

Emergency Management

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**Emergency Support Function 5**  
**Emergency Management**

**ESF Coordinator:** Union County Emergency Management Agency

**Primary Agency:** Union County Emergency Management Agency

**Support Agencies:** Union County Departments (All departments)  
Union County Municipalities (All departments)  
Union County Municipal Fire Departments  
Creston - Union County Communications, E911

State

Iowa Homeland Security and Emergency Management

Federal

Department of Homeland Security

Other

Citizen's Corps/Community Emergency Response Team

## **I. INTRODUCTION**

A. Purpose

The purpose of Emergency Support Function 5 (ESF-5), Emergency Management, is to collect, analyze, evaluate, compile and share information about a potential or actual emergency or disaster to enhance response and the provision of recovery activities.

B. Scope

ESF-5 addresses direction and control responsibilities of emergency management during emergencies and disasters of countywide significance. It also deals with the coordination, collection, and analysis of information, financial management, and any other support functions required to prepare for, respond to, and recover from an incident.

## **II. POLICIES**

*Federal*

Public Law 93-288 – Disaster Relief Act of 1974, as amended – *Robert T. Stafford Act*

Public Law 81-920 – Federal Civil Defense Act of 1950, as amended – *Civil Defense Act*

***State***

Code of Iowa, Chapter 29C – *Emergency Management and Security*

Iowa Administrative Code, Section 605, Chapter 7 – *Local Emergency Management*

Iowa Administrative Code, Section 605, Chapter 103 – *Local Emergency Planning Committees*

- A. The Union County Board of Supervisors (BoS), mayors, and county Sheriff has executive authority for the direction and control of emergency operations under Iowa Code Chapter 29C. The Supervisors and mayors have delegated such functions to the Union County Emergency Management Coordinator.
- B. Union County will coordinate its activities with those of the cities within the county and with surrounding counties, the state and the federal government.
- C. The BoS and mayors or local government officials may, after finding that a disaster exists within their jurisdiction which affects life, health, property or the public peace, proclaim a state of emergency in the affected area. The powers granted during the state of emergency shall be effective only within the area described in the proclamation.
- D. The BoS or mayors will maintain direction and control of their political subdivision during small locally declared emergencies within the cities or county.
- E. The Union County Emergency Management Coordinator is delegated to implement the Comprehensive Emergency Management Plan (CEMP) in response and recovery operations.
- F. The emergency operations center (EOC) will operate and assist Incident Command according to National Incident Management System (NIMS) Incident Command System (ICS) principles.
- G. Primary and support agencies will participate in drills and exercises to test existing plans and procedures.
- H. All Union County and municipal agencies will maintain at the EOC up-to-date contact lists on essential personnel and NIMS compliant resource typing information on their resources.

- I. Primary and support agencies will participate in post-disaster briefings and development of an After Action Report.
- J. Continuity of Government

The Union County Supervisors, county departments, mayors, and executive heads of agencies will have successors to assure continuity of leadership and operations. They will assure that all successors to their leadership and operations. They will assure that all successors to their respective positions are aware of their emergency responsibilities and have the authority to fulfill those emergency responsibilities.

- 1. Each incorporated city shall identify their continuity of government flow of succession and provide it to the emergency management agency.
- 2. All departments and agencies of Union County shall identify records essential for continuity and preservation of government and provide for their protection according to agency/department Continuity of Operations Plans.

### **III. CONCEPT OF OPERATIONS**

- A. General
  - 1. ESF-5 may be activated by the emergency management coordinator or at the request of a local government official in anticipation of or immediately following an emergency or disaster affecting any part of the county.
  - 2. ESF-5 will serve as the single point of coordination between local jurisdictions, HSEMD, EOC Operations, and Incident Command.
  - 3. The channel for requesting assistance from state or federal resources will be through the EOC.
  - 4. The EOC, staffed by the emergency management agency, and other ESF personnel as required, will coordinate support to Incident Command and provide situation reports to HSEMD, as needed.
  - 5. Once activated, security will be provided by ESF 13 – Public Safety and Security.

EOC Activation Level	Description of Incident/Activities	NIMS Incident Type	Homeland Security Threat Level
<p>1 <b>Monitoring</b></p>	<ul style="list-style-type: none"> <li>Command and General Staff positions (other than the Incident Commander) are not activated.</li> <li>No written Incident Action Plan (IAP) is required.</li> <li>The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.</li> <li><b>Examples include a National Weather Service or Iowa Homeland Security and Emergency Management Division briefing</b></li> </ul>	<p>5</p>	<p><b>Green</b> <b>(Low)</b></p>
<p>2 <b>Limited</b></p>	<ul style="list-style-type: none"> <li>Command staff and general staff functions are activated only if needed.</li> <li>Several resources are required to mitigate the incident.</li> <li>The incident is usually limited to one operational period in the control phase.</li> <li>The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority is updated.</li> <li>No written Incident Action Plan (IAP) is required but a documented operational briefing will be completed for all incoming resources.</li> <li>May include operational plans including objectives and priorities.</li> <li><b>Examples include a special event or flood/tornado/blizzard warning, localized damages, etc.</b></li> </ul>	<p>4</p>	<p><b>Blue</b> <b>(Medium)</b></p>
<p>3 <b>Partial</b></p>	<ul style="list-style-type: none"> <li>When capabilities are exceeded, the appropriate EOC positions should be added to match the complexity of the incident.</li> <li>Some or all of the Command and General Staff positions may be activated, as well as ESF's</li> <li>The incident may extend into multiple operational periods.</li> <li>A written IAP may be required for each operational period.</li> <li><b>Examples include a chemical leak with evacuation or a hostage stand-off.</b></li> </ul>	<p>3</p>	<p><b>Yellow</b> <b>(Significant)</b></p>
<p>4 <b>Full</b></p>	<ul style="list-style-type: none"> <li>Incident extends beyond the capabilities for local control and is expected to go into multiple operational periods.</li> <li>Incident may require the response of resources out of area, including mutual aid or state resources, to effectively manage the operations, command, and general staffing.</li> <li>Most or all of the Command and General Staff positions are filled.</li> <li>A written IAP is required for each operational period.</li> <li>Many of the ESF positions are needed and staffed.</li> </ul>	<p>2</p>	<p><b>Orange</b> <b>(High)</b></p>

	<ul style="list-style-type: none"> <li>A Joint Information Center may be established with multiple agency PIOs.</li> <li>Incident may include multiple counties. WebEOC may be used. <i>(Found under separate cover in EOC.)</i></li> <li>Damage assessments, shelter sites, or coordination with state/federal officials may be required.</li> <li>All EOC staff shall keep logs &amp; utilize message handling. This may include status boards, WebEOC, resource tracking, and recovery planning.</li> <li><b>Examples include a devastating storm or flood.</b></li> </ul>		
<p><b>5</b> <b>Advanced</b></p>	<ul style="list-style-type: none"> <li>This type of incident is the most complex, involving all of the above procedures/resources for lesser incidents and requiring national resources to safely and effectively manage, operate and recover.</li> <li>All Command and General Staff positions are activated. Most ESF positions are activated.</li> <li>The agency administrator will have routine briefings.</li> <li>All EOC staff shall keep logs and utilize message handling. This may include status boards, WebEOC, resource tracking, and recovery planning.</li> <li>This will most likely be a very long term event with long term recovery issues.</li> <li>State &amp; Federal agencies will be involved.</li> <li>There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.</li> <li><b>Examples include a 9/11 terroristic attack or a Katrina level disaster.</b></li> </ul>	<p><b>1</b></p>	<p><b>Red</b> <b>(Severe)</b></p>

B. Organization

- The emergency management agency is the lead agency for day-to-day emergency management services for Union County and its municipalities at the EOC located at 208 W. Taylor Street, Creston, Iowa. This facility is does provide protection in the case of high wind events, has electrical backup power, and sanitation facilities.
- The secondary EOC is located at the Creston Fire Department, 401 N. Sumner Ave., Creston, Iowa. This facility provides no protection during high wind events. It does have backup power and sanitation facilities.
- The Union County Emergency Management Agency’s Mobile Command Unit is located in Creston at the county engineer’s office (1701 Commerce Road, Creston, Iowa) and may be activated and moved to any location as needed and arranged with the emergency management coordinator.

3. During a disaster of countywide significance, (i.e., major winter or summer storms), and Area Command may be activated to oversee the management of multiple incidents. Area Command may be Unified and work directly with Incident Commanders at multiple Incident Command Posts to implement multi-agency coordination and decision making.

C. Phases of Emergency Management

The following activities will be performed by county, city, and private organizations as appropriate:

1. Mitigation Activities
  - a. Identify potential mitigation opportunities from previous damage assessments.
  - b. Apply for funding through federal and state pre- and post-disaster mitigation grant programs for mitigation measures identified in hazard mitigation plans.
  - c. Provide education and awareness to jurisdictions and the public sector including businesses, private non-profit groups as well as the general public.
2. Preparedness Activities
  - a. Develop and maintain SOP's and other procedures necessary to support agencies that operate in the EOC.
  - b. Maintain and update critical computer systems as resources are available, including maps, critical facility information, evacuation studies, demographics, and critical county data.
  - c. Establish and maintain contact with designated representatives from municipalities.
  - d. Regularly review and identify deficiencies in plans and determine appropriate corrective action.
  - e. Update Hazard Identification Vulnerability Analysis.
  - f. Develop and maintain Geographical Information System (GIS) capabilities to support emergency management functions.

- g. Provide and maintain information in support of state/federal agencies, local governments, and voluntary organizations to coordinate ESF-5.
  - h. Establish and EOC duty roster.
3. Response Activities
- a. Coordinate with county/local governments on emergency response activities.
  - b. Activate county EOC and staff ESFs as necessary.
  - c. Contact HSEMD duty officer and submit situation reports as appropriate.
  - d. Collect, verify, analyze, and disseminate incident information as needed.
  - e. Monitor mutual aid activities including private organization assets.
  - f. Continue to coordinate with Incident Command to determine the extent and location of damage to people and property.
  - g. Assist with or monitor public information activities (See ESF-15).
  - h. Receive and process requests from local jurisdictions for specific state and federal emergency and disaster related assets and services.
  - i. Conduct regular briefings for EOC staff.
4. Recovery Activities
- a. Collect and process information concerning recovery activities while the response phase of the disaster is ongoing.
  - b. Coordinate with the local and county officials on short-term and long-term recovery operations and recovery planning.
  - c. Compile and verify preliminary damage assessment information from preliminary damage assessments (PDA).

- d. Coordinate with state and federal assets to support local jurisdictions in need of supplemental emergency or disaster assistance.
- e. Activate county recovery operations and request volunteers as appropriate.
- f. Track reimbursement expenses.
- g. Conduct after-action critique of the overall response and recovery efforts.

**IV. RESPONSIBILITIES**

**Primary Agency Functions**

<b>Agency</b>	<b>Function</b>
<p>Union County Emergency Management Agency</p>	<p>Reports to the Emergency Management Commission.                      Establishes, maintains and operates a primary and an alternate EOC using Incident Command System principles and guidelines.                      Ensures the Basic Plan is implemented.                      Coordinates planning activities including immediate, short term and long range planning.                      Coordinates overall staffing of EOC emergency management activities including activating ESFs.                      Facilitates obtaining legal counsel when needed during times of EOC activation.                      Coordinates the activities of ESF-15 Public Information, and support the Public Information Officer when activated.                      Coordinates countywide damage assessments including the preliminary damage assessment and forwards to the Iowa Homeland Security and Emergency Management Division.                      Coordinates and chairs the Homeland Security Advisory Committee (HSAC) to review and update plans.                      Conducts after-action critique of the overall response recovery efforts and develop improvement plans with the HSAC.                      Deactivates EOC operations as appropriate and downgrade activation status.                      Briefs local, tribal, State and Federal officials as to the situation.                      Coordinates and secures Standard Operating Procedures/ Standard Operating Guides from agencies and organizations with primary responsibilities for ESFs.</p>

	<p>Notifies appropriate agencies and organizations regarding EOC activation and necessary response.</p> <p>Prepares timely situation reports for local authorities, EOC, State EOC, and other appropriate personnel.</p> <p>Coordinates the local disaster declaration process and makes appropriate requests/notifications to Iowa Homeland Security and Emergency Management Division.</p> <p>Monitors potential or developing incidents and supports the efforts of municipal and field operations.</p> <p>Assists local jurisdictions with coordination of volunteers.</p> <p>Assists local jurisdictions with coordination of donations for disaster victims.</p> <p>Assists local jurisdictions with debris removal coordination.</p> <p>May utilize WebEOC ® for state-wide situational awareness and reports.</p> <p>Assists all jurisdictions in the recovery process.</p> <p>Coordinates mitigation planning and assists local jurisdictions with project coordination.</p>
<p>Union County Emergency Management Commission</p>	<p>Supports all provisions of the Emergency Management Program as under Iowa Code.</p> <p>Reviews and approves updates in emergency plans and provide to appropriate department heads and agencies within their jurisdiction.</p> <p>Ensures all appropriate personnel are trained on the emergency plans, procedures, and national incident management system.</p> <p>Routinely exercises emergency plans. Conducts after action reports and corrective needs.</p> <p>Coordinates disaster information and staff EOC as necessary.</p> <p>Conducts damage assessments and coordinates information with Emergency Management Agency.</p> <p>Coordinates all recovery and mitigation operations with Emergency Management Coordinator.</p> <p><b>Board of Supervisors:</b></p> <p>Have the overall authority and responsibility for all emergency response and disaster coordination. They are responsible for all duties and functions described in the Basic Plan.</p> <p>In an emergency or disaster, a member of the Board of Supervisors or their designee, report to the EOC to provide policy decisions as needed.</p> <p><b>Mayors:</b></p> <p>Establish policy and make major decisions regarding emergency operations within their jurisdiction.</p> <p>Designate emergency duties for department heads and make declarations of emergency for their own jurisdiction.</p>

During incidents of countywide significance, mayors from affected jurisdictions, or their designee, will participate in the decision making policy group.

**Support Agency Functions**

**Support Agencies:** Support agency representatives will provide technical expertise, personnel, teams and equipment in support of an emergency operation. Personnel assigned in support of the disaster will maintain close coordination with Incident Command Post representative. *Note: Support agencies are not listed in order of priority. They are all in support of the primary agency.*

City/County Agencies	Functions
E911 Communications	Communications operators will follow the Basic Plan in the event of an emergency operation. Assist with notifications of EOC Staffing, as possible which may include a liaison to the EOC. Coordinate mass notifications to responders and public with Emergency Management.
Amateur Radio Emergency Services/ Amateur Radio Civil Emergency Services	Provides backup or additional radio communications for the Incident Command Post or the EOC, alternate EOC, multiple area command, or unified command.
Union County Sheriff's Office	Provides security and personnel registration/check-in support at the EOC for full-scale activations upon request and determination of adequate manpower. Serves as liaison with law enforcement resources from outside the County, and if necessary, with State and Federal Law enforcement resources. Tests primary communications systems and arrange for alternate systems, if necessary.
City of Afton, Creston, Lorimor Fire Department/Volunteer Fire Departments	Takes tactical and operational actions regarding fire suppression, HAZMAT, and other immediate public safety requirements. Fire Chief or designee assumes the role of Incident Commander at the scene. Establishes the Incident Command Post and implements the Incident Command System. Determines the severity of the incident and directs response operations. Coordinates the activities of all support agencies at the Incident Command Post. Performs initial on-scene assessment.
City of Creston, Afton Police Departments	Provides security and law enforcement to critical facilities. Provides support in accordance with the procedures outlined in

	<p>mutual aid agreements.</p> <p>Remains under the direct control of the sponsoring agency but will be assigned by the Incident Commander and/or the EOC to respond as necessary.</p> <p>Provides the EOC, Command Post, and Incident Commander with the communications link.</p> <p>Provides additional personnel and equipment to support the EOC, as needed and if available.</p> <p>Assists with notifications of EOC staffing which may include a liaison to the EOC.</p> <p>Coordinate mass notifications to responders and public with Emergency Management.</p>
Emergency Medical Services	<p>Coordinates the on-scene emergency medical care, transportation and hospital treatment for victims of a hazardous materials emergency.</p> <p>Ensures that mutual aid plans for both the Emergency Medical Service and hospitals are implemented.</p> <p>Provides emergency medical care and transportation.</p> <p>Provides emergency medical assistance to employees of the facility, emergency workers, and the affected public.</p> <p>Provides medical assistance in the decontamination area in regard to fire personnel.</p> <p>Assists in medical monitoring for the fire departments and Regional Hazmat Teams.</p> <p>Provides medical control and rehab for entry teams.</p> <p>Places Hospitals on Alert.</p>
Public Information Officer	<p>Responsible for the collection, coordination, and dissemination of emergency public information material to the resident and transient population.</p> <p>Member of the EOC.</p> <p>Coordinates all public information activities with the Incident Command Post and EOC.</p> <p>Appoints a supporting staff to ensure the capability of 24-hour operations, if needed.</p> <p>In the event of large scale disasters involving multiple public information entities, a Joint Information Center will be established.</p> <p>Coordinates a disaster hotline through community service agencies, 211, or volunteers. Ensure those locations have up to date information.</p>
<b>State Agencies</b>	<b>Functions</b>
Iowa Homeland Security	Responsible for the overall emergency coordination of state

<p>and Emergency Management  <b>Structure and Personnel on file in Emergency Management Office under separate cover.</b></p>	<p>assistance if a multiple state agency response is required. Maintains situational awareness and the Common Operating Picture.</p> <p>Provides logistical support for coordinating mobilization centers/staging areas, transportation of resources, public health and medical elements, disaster fuel contracts, emergency meals, potable water, base camp services, supply and equipment resupply, and use of all State contracts and interagency agreements managed by the Iowa Homeland Security for response operations.</p> <p>Assists in coordinating transportation to support evacuating patients who are too seriously ill or otherwise incapable of being evacuated in general evacuation conveyances.</p> <p>Assists with the Iowa Mutual Aid Compact by disseminating requests for resources, identifying potential resource providers, and coordinating resource tracking and management.</p> <p>Manages and coordinates state teams in areas of: Incident Management Team, Iowa Task Force (USAR), WMD and SWAT Teams.</p> <p>Iowa Disaster Human Resource Council may assist with long term recovery case work, coordinating volunteers and resource management.</p> <p>Safeguard Iowa may assist with resource identification and coordination among participating businesses.</p> <p>Coordinates Iowa Disaster Medical Assistance Team.</p> <p>Coordinates Iowa Veterinary Rapid Response Team.</p> <p>Coordinates Bomb Squad/EOD Teams.</p> <p>Coordinates Emergency Management Assistance Compact with other states for resources.</p> <p>Coordinates requests for National Guard, mobile communications vehicles, and other State agencies/resources through the State EOC.</p> <p>Coordinates state-wide disasters using WebEOC<sup>®</sup> for a common operating picture and situational awareness.</p> <p>Coordinates damage assessment information from counties and make appropriate requests for Federal Assistance.</p> <p>Coordinates state-wide information using newsletters and mass media systems.</p>
<p><b>Federal Agencies</b></p>	<p><b>Functions</b></p>
<p>Department of Homeland Security</p>	<p><b>Federal Emergency Management Agency:</b>                  Conducts operational planning, coordinating with other Federal agencies at both the national and regional levels. The regional</p>

	<p>offices coordinate with their respective States to develop unified Federal-State response plans.</p> <p>Activates and convenes Federal emergency assets and capabilities to prevent and respond to incidents that may require a coordinated Federal response, and coordinates with State and tribal emergency management organizations.</p> <p>Coordinates Federal preparedness, response, recovery, and mitigation planning activities including incident action, current, and future operations planning.</p> <p>Coordinates the use of remote sensing and reconnaissance operations, activation and deployment of assessment personnel or teams, and geospatial and geographic information system support needed for incident management.</p> <p>Coordinates overall staffing of Federal emergency management activities at multiagency coordination centers, including which ESFs are activated, the size and composition of the organizational structure, the level of staffing at the above facilities, and the key personnel required.</p>
<b>Other</b>	<b>Functions</b>
Citizen Corps/Community Emergency Response Teams	<p>Assist in the EOC by providing additional staffing.</p> <p>Assist with response and recovery operations.</p> <p>Assist with dissemination of information and public education.</p>

- A. Board of Supervisors
  - 1. The Board of Supervisors has the overall authority and responsibility for all emergency response and disaster coordination. They are responsible for all duties and functions described in the CEMP.
  - 2. In an emergency or disaster, a member of the Board of Supervisors or their designee, report to the EOC to provide policy decisions as needed.
- B. Mayors
  - 1. The Mayors establish policy and make major decisions regarding emergency operations within their jurisdiction. The mayors designate emergency duties for department heads and make declarations of emergency for their own jurisdiction.
  - 2. During incidents of countywide significance, mayors from affected jurisdictions, or their designee, will participate in the decision making policy group.
- C. Union County Emergency Management Agency
  - 1. Manage the administration and operations of the EOC.
  - 2. Coordinate planning activities including immediate, short term and long range planning.
  - 3. Coordinate overall staffing of EOC emergency management activities including activating ESFs.
  - 4. Facilitate obtaining legal counsel when needed during times of EOC activation.
  - 5. Support county emergency communication activities (See ESF-2).
  - 6. Establish communications with incident command and HSEMD.
  - 7. Support ICS at the local response level and provide resources as appropriate.
  - 8. Coordinate the activities of ESF-15 Public Information, and support the Public Information Officer when activated.

9. Conduct regular briefings and prepare situation reports for EOC staff, other agencies, and HSEMD.
  10. Prepare for recovery activities.
  11. Coordinate countywide damage assessments including the preliminary damage assessment (PDA).
  12. Maintain situation reports on recovery efforts.
  13. Coordinate and chair the Homeland Security Advisory Committee (HSAC) to review and update plans.
  14. Conduct after-action critique of the overall response recovery efforts and develop improvement plans with the HSAC.
  15. Deactivate EOC operations as appropriate and downgrade activation status.
- D. Primary Support Agencies
1. Develop/maintain Memorandums of Understanding (MOUs) and mutual aid agreements.
  2. Response, planning and operations are developed, tracked and implemented through this ESF.
  3. Identify deficiencies in plans and determine appropriate corrective action recommendations.
  4. Execute ESFs and SOPs; alert personnel and prepare for possible mobilization including staffing 24-hour operations, if appropriate.
  5. Participate in county emergency planning efforts, including attendance at HSAC meetings.
  6. Support emergency response operations.
  7. Communicate information to and coordinate actions with Incident Command and the EOC, as appropriate.
  8. Utilize ICS and NIMS and provide resources as appropriate.
  9. Provide a liaison to the EOC as requested.

10. Participate in the damage assessment process and disaster recovery process, as appropriate.
11. Provide technical assistance and resources to support recovery process, as appropriate.
12. Track disaster-related expenditures.
13. Implement improvements as appropriate.

**ESF #5 – CHECKLIST OF ACTIONS BY TIME FRAME**

The following table provides examples of tasks to be accomplished in each operational time frame.

TIME FRAME	ACTIONS
<b>Prevention:</b> <i>Activities designed to prevent or lessen the impact of a disaster.</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in the hazard identification process and identify and correct vulnerabilities.</li> <li><input type="checkbox"/> Develop emergency preparedness programs and present them to the public.</li> </ul>
<b>Preparedness:</b> <i>Activities designed to increase readiness and awareness.</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain this ESF Annex and its attachments.</li> <li><input type="checkbox"/> Ensure County and City personnel are provided with opportunities to take emergency operations training.</li> <li><input type="checkbox"/> Maintain the primary and alternate Emergency Operations Centers (EOCs).</li> <li><input type="checkbox"/> Develop and maintain standard operating guides and checklists to support Emergency Management activities.</li> <li><input type="checkbox"/> Ensure notification and call-up lists are current.</li> <li><input type="checkbox"/> Develop emergency exercises to support ESF #5 activities.</li> </ul>
<b>Response:</b> <i>Activities designed to prevent injury, damage or loss of life.</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Activate the EOC and notify County and City agencies as needed.</li> <li><input type="checkbox"/> Request mutual aid as needed.</li> <li><input type="checkbox"/> Request assistance from KDEM, if dictated by the situation.</li> <li><input type="checkbox"/> Coordinate the activities of all responding agencies.</li> <li><input type="checkbox"/> Conduct other specific response actions as dictated by the situation.</li> </ul>
<b>Recovery:</b> <i>Activities designed to return the community to normal levels of functioning.</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to coordinate the activities of all responding agencies.</li> <li><input type="checkbox"/> Support community recovery activities.</li> <li><input type="checkbox"/> Schedule after-action briefings and develop after-action reports.</li> <li><input type="checkbox"/> Develop and implement mitigation strategies.</li> <li><input type="checkbox"/> Make necessary changes in this ESF Annex and supporting plans and procedures.</li> </ul>

**ESF Development, Testing, and Maintenance**

Refer to the County Basic Plan for ESF development, testing, and maintenance.

Appendices:

- A. EOC Standard Operating Guidelines
- B. Local Emergency Management Commission Contact Information
- C. Information Planning and Analysis
- D. Disaster Declaration Sample
- E. Union County EOC Organizational Chart
- F. Area Command Chart
- G. Map of County showing critical facilities w/Fire and EMS Districts

Union County Emergency Management Agency

# Emergency Support Function 6

Mass Care, Emergency Assistance, Housing and  
Human Services

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**Emergency Support Function 6****Mass Care, Emergency Assistance,  
Housing and Human Services****Primary and Supporting Agencies**

**ESF Coordinator:** Union County Emergency Management

**Primary Agencies:**

Union County Emergency Management Agency  
Greater Regional Medical Outreach – Public Health Department

**Support Agencies:**City/County

E911 Communications  
Amateur Radio Emergency Services/ Amateur Radio Civil Emergency Services  
Union County Commission on Veteran's Affairs  
Union County Engineer's Office  
Southwestern Community College  
Creston School District  
East Union School District  
City of Creston Fire Department/Volunteer Fire Department  
City of Afton Volunteer Fire Department  
City of Lorimor Volunteer Fire Department  
Union County Sheriff Department  
City of Creston Police Department  
City of Afton Police Department  
City of Creston Public Works  
City of Afton Public Works  
City of Lorimor Public Works  
Southern Iowa Trolley  
Emergency Medical Services  
Hospitals/Medical Centers  
Public Information Office

State

Iowa Department of Human Services  
Iowa Department of Natural Resources  
Iowa Department of Public Health

Iowa Department of Public Safety  
Iowa Department of Transportation  
Iowa Homeland Security and Emergency Management  
Iowa National Guard  
State Fire Marshal

Federal

Department of Agriculture  
Department of Defense  
Department of Health and Human Services  
Department of Homeland Security  
Department of Housing and Urban Development  
Department of Justice  
Department of Labor  
Department of Transportation  
Department of the Treasury  
Department of Veterans Affairs  
Small Business Administration  
Social Security Administration  
Postal Service

Other

American Red Cross  
Salvation Army  
Corporation for National and Community Service  
Safeguard Iowa Partnership  
Voluntary Organizations Active in Disaster

## **I. INTRODUCTION**

### **A. Purpose**

The purpose of Emergency Support Function 6 (ESF-6), Mass Care, Emergency Assistance, Housing and Human Services, is to coordinate efforts to provide sheltering, feeding, and disaster welfare information (DWI) following an emergency or disaster.

This ESF is organized into four primary functions:

**Evacuation.** Assistance required by individuals, families, and their communities to ensure that immediate needs beyond the scope of the traditional "mass care" services provided at the local level are addressed. These services include: support to evacuations (including registration and tracking of evacuees); reunification of families; provision of aid and services to special needs

populations; evacuation, sheltering, and other emergency services for household pets and services animals; support to specialized shelters; support to medical shelters; nonconventional shelter management; coordination of donated goods and services; and coordination of voluntary agency assistance. See ESF 1 - Transportation for detailed information on routes and traffic management during evacuations.

**Mass Care.** Includes sheltering, feeding operations for victims and emergency workers, emergency first aid, bulk distribution of emergency items, and collecting and providing information on victims to family members.

**Housing.** Includes temporary housing options such as rental assistance, repair, loan assistance, replacement, factory-built housing, semi-permanent and permanent construction, referrals, identification and provision of accessible housing, and access to other sources of housing assistance.

**Human Services.** Includes the implementation of disaster assistance programs to help disaster victims recover their non-housing losses. This includes programs to replace destroyed personal property and help to obtain disaster loans, food stamps, crisis counseling, disaster unemployment, disaster legal services, support and services for special needs populations and other State and Federal benefits.

Coordination with the following ESFs will occur in a continuous and timely manner:

ESF 1 - Transportation

ESF 3 - Public Works and Engineering

ESF 5 - Emergency Management

ESF 14 - Community Recovery and Mitigation

ESF 15 - Public Information

## **B. Scope**

1. In the event of a disaster, all or any part of Union County may be impacted in such a way that residents may have to evacuate their homes. If such a situation arises, a large number of citizens may need to be fed and sheltered.
2. Services will be provided without regard to economic status, race, religion, national origin, age, gender, marital status, gender identity, sexual orientation, English proficiency, ethnicity, mental or physical disability, political affiliation, or other affiliation.

3. Initial response activities should focus on meeting urgent needs of impacted citizens. Recovery assistance, such as temporary housing, and loans and grants for individuals under the traditional disaster assistance programs of the Federal Emergency Management Agency (FEMA) and other federal agencies, may commence as response activities are taking place. As recovery activities are introduced, close coordination will be required between federal agencies responsible for recovery activities, and voluntary agencies providing recovery assistance.
4. The Ministerial Alliance and the Emergency Manager will be responsible for the care of victims as determined by triage at shelter facilities.
5. The Union County Pet Plan coordinates the response of county agencies in assisting local and volunteer organizations to provide animals affected by the disaster with emergency care, evacuation, rescue, temporary confinement, shelter, food and water, and identification for return to the owner.
6. Mass Care includes:
  - a. Shelter

The provision of emergency shelter for victims includes the use of designated shelter sites in existing structures, creation of temporary facilities such as tent cities, or the temporary construction of shelters, and use of similar facilities outside the affected area, should evacuation be necessary.
  - b. Feeding

The provision for feeding victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk food distribution. Such operations will be based on sound nutritional standards and will include provisions for meeting dietary requirements of victims with special dietary needs.
  - c. Disaster Welfare Information

DWI includes services related to the provision of information about individuals residing within the affected area to immediate family members outside the affected area. It may also include services related to the reunification of family members within the affected area.

**II. POLICIES**

- A. This ESF will be implemented upon the appropriate request to the Union County Emergency Management Agency.
- B. Federal, state, and local jurisdiction, voluntary agency, and private sector resources may be used as available with the Greater Regional Medical Center Outreach - Public Health Department, taking the role as lead agency.
- C. The Ministerial Alliance and Union County Emergency Management should periodically survey their identified shelters regarding their capabilities, contact information, and access, and provide the Union County Emergency Management Agency with the survey results.
- D. The Emergency Manager will maintain a resource list that includes an inventory of shelters and their capabilities and provide the Union County Emergency Management Agency with a copy. (Attachment A).
- E. Evacuation, Mass Care, Housing, and Human Services will guide coordination with impacted local, tribal, and State governments and communities without regard to race, color, national origin, religion, nationality, gender, age, disability, limited or no English proficiency, political or other affiliation, or economic status.
- F. Duplication of effort and benefits will be reduced to the extent possible.
- G. Supports local, tribal, State and Federal Agencies, voluntary agencies, and non-governmental organizations and addresses the functional needs of special needs populations. Functional needs may be present before, during, or after a disaster in one or more areas, including but not limited to:
  - Maintenance of independence
  - Communication
  - Transportation
  - Supervision
  - Medical care
- H. Individuals in need of additional response assistance may include those who have disabilities, who live in institutional settings, who are elderly, who are from diverse cultures, who have limited English proficiency or who are non-English speaking, who are children, or who are transportation disadvantaged.
- I. The response community recognizes the varying and special requirements of individuals who require and use the assistance of family members, personal

assistants, and/or service animals, and the response community is committed to ensuring that the physical and mental health needs of these individuals are appropriately addressed and that the individuals and assistance providers remain together to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services. Service animals shall be treated as required by law (e.g., the Americans with Disabilities Act of 1990).

J.

The response community recognizes the varying and special requirements of children and is committed to ensuring that the physical and mental health needs of children will be appropriately addressed and will remain with their families or caregivers to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services.

### III. CONCEPT OF OPERATIONS

#### *General*

The Union County Emergency Management Agency will coordinate local response and recovery operations in close coordination with local, tribal, State and Federal agencies, and Volunteer Organizations Active in Disaster. Initial response activities will focus on immediate mass care needs of victims. Recovery efforts are initiated concurrently with response activities.

The ESF detailed in this plan could play a role in successfully carrying out an evacuation, mass care, housing, and human services operations in Union County. The overall responsibility for issuing evacuation orders rests with the chief elected executives of the affected political subdivisions or their designee. However, the on-scene Incident Commander can make a decision to evacuate when there is an immediate need in order to protect lives and provide for public safety.

#### ESF Coordinator

Each coordinator has ongoing responsibilities throughout the preparedness, response, recovery, and mitigation phases of incident management. The role of the coordinator is carried out through a "unified command" approach as agreed upon collectively by the designated primary agencies.

#### **Responsibilities of the coordinator include:**

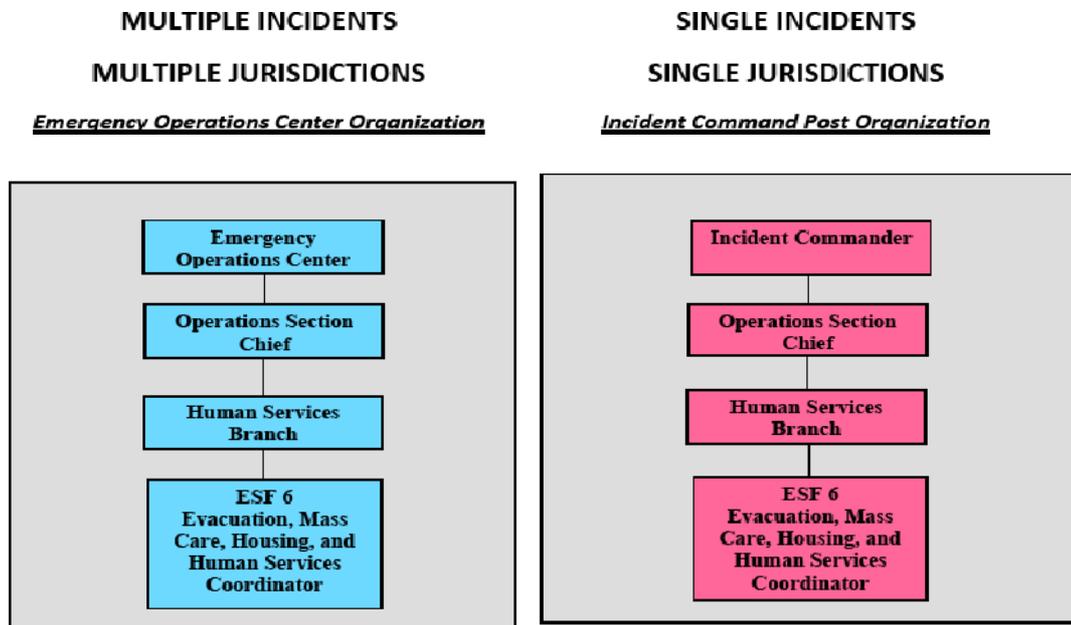
- Conducting pre-incident planning and coordination.
- Maintaining ongoing contact with primary and support agencies.
- Conducting periodic meetings and conference calls.
- Coordinating efforts with corresponding private-sector organizations.

- **Coordinating activities relating to catastrophic incident planning and critical infrastructure preparedness as appropriate.**
- **Activating appropriate support agencies.**
- **Coordinating government logistical and fiscal activities supporting associated priorities and activation.**
- **Planning and supporting regular meetings with the primary and support agencies related to preparedness, response, and recovery activities.**
- **Ensuring support agencies are informed and involved in all meetings.**
- **Ensuring primary and support agencies are reconvened post-demobilization to critique preparedness, response, recovery, and mitigation activities and developing an improvement action plan to address identified issues.**
- **Maintaining current list of shelter facilities and a map of public shelter locations.**
- **Preparing and providing shelter-in information for Union County residents.**
- **Acting as local government advisor on shelter matters.**
- **Primary Agencies**
- **When activated in response to an incident, the primary agency is responsible for:**
- **Conducting response operations within their functional area for an affected area.**
- **Providing staff for the operations functions at fixed and field facilities.**
- **Notifying and requesting assistance from support agencies.**
- **Managing mission assignments and coordinating with support agencies, as well as appropriate local jurisdictions.**
- **Working with appropriate private-sector organizations to maximize use of all available resources.**
- **Supporting and keeping all organizational elements informed of operational priorities and activities.**
- **Procuring goods and services as needed.**
- **Ensuring financial and property accountability for activities.**
- **Planning for short-term and long-term incident management and recovery operations.**
- **Maintaining trained personnel to support interagency emergency response and support teams.**
- **Ensuring coordination with the Union County Emergency Operations Center and any documentation with the National Sheltering System or the Federal Emergency Management Agency on shelter occupancies/capacities, etc.**
- **Ensuring security and privacy for evacuees or shelter residents.**
- **Coordinating media interviews, if allowed, with the Public Information Officer.**

#### **Support Agencies**

- **When activated in response to an event, threat, or incident, support agencies are responsible for:**
- **Conducting support operations using their own authorities, subject matter experts, capabilities, or resources.**

- Participating in planning for short-term and long-term incident management and recovery operations.
- Assisting in the conduct of situational assessments.
- Furnishing available personnel, equipment, or other resource support as requested by the primary agency.
- Providing information or intelligence regarding their agency's area of expertise.
- Organizational Structure
- The National Incident Management System will be used during incidents. See the Union County Basic Plan - Concept of Operations.
- The size of the evacuation, mass care, housing, or human services operation will determine if an Emergency Operations Center is needed. For disasters, a unified command structure may be implemented.
- An effective span of control is maintained by consolidating agencies with emergency responsibilities into groups with an internal management structure. Each of the branches is consolidated in the Emergency Operations Center during activation to ensure coordination among the various organizations.
- Most primary and supporting agencies have only one or two personnel assigned to the Emergency Operations Center during emergencies. Each is assigned a place on the floor plan that corresponds to the ESF in which his/her primary responsibilities lie.
- The Emergency Operations Center Manager will staff the Emergency Operations Center as needed depending on the size and scope of operation. The Emergency Operations Center will support the Incident Commander and assist with resource prioritization and resource management.
- Information and mission assignments flow between the branches through the Section Chiefs and from the Section Chiefs through the Emergency Operations Center Director.
- This ensures that Emergency Management is able to maintain an accurate assessment of the disaster situation and is able to develop short-range and long-range planning guidance for use by other potentially affected ESFs within the Emergency Operations Center. See ESF 5 – Emergency Management.
- See figure below for the coordination flow in Incident Command Post and the Emergency Operations Center.



**Figure 1: Coordination flow in the Emergency Operations Center and the Incident**

This ESF is divided into four main areas. The principal activities for each functional area are as follows:

### **Evacuation**

1. Assistance required by individuals, families, and their communities to ensure that immediate needs beyond the scope of the traditional "mass care" services provided at the local level are addressed. These services include but are not limited to:
  - support to evacuations (including the registration and tracking of evacuees);
  - reunification of families; provision of aid and services to special needs populations;
  - evacuation, sheltering, and other emergency services for household pets and services animals;
  - support to specialized shelters;
  - support to medical shelters;
  - nonconventional shelter management;

- coordination of donated goods and services;
  - and coordination of voluntary agency assistance.
2. Evacuation may include activities for the emergency needs of evacuees such as:
- Initial notification of the emergency situation and public information dissemination regarding routes, hazards, and emergency instruction.
  - Identification and operation of evacuation points where assistance and guidance is provided to the public. This may include assistance and public transportation provisions for those unable to self evacuate.
  - Establishment of primary and alternate Shelter Sites have been established and evaluated by the local Red Cross. Decision of which site(s) are utilized will be coordinated between the Incident Commander, the local Red Cross and the Union County Emergency Operations Center.
  - In a mass evacuation, a system is needed to track information on individuals and families in an effort to assist with the reunification of separated family members.
  - Tracking, locating, registering, and reuniting evacuees and survivors are activities performed at local, tribal, State, and Federal levels.
3. ESF 11 – Agriculture, Natural Resources, and Pets ensures coordination of mass care services to provide for the safety and well-being of household pets and service animals during evacuations and sheltering.
4. Collaboration with ESF 8 – Public Health and Medical Services and
5. Jurisdictions and agencies may need to provide assistance and resources to support local, tribal, and Volunteer Organizations Active in Disaster when conventional and nonconventional congregate care systems and shelter-in-place activities are in need of additional resources. Responding agencies must ensure congregate care facilities are accessible to individuals with disabilities whenever possible. Nonconventional sheltering may include:
- County fairgrounds for tent and recreational vehicle camping.
  - Hotels, motels, and other single-room facilities.
  - Schools and Community College campuses.
  - Temporary facilities such as tents, prefab module facilities, trains, and ships.
  - Specialized shelters and functional and medical support shelters through coordination with ESF 8 – Public Health and Medical Services.
  - Support for other specialized congregate care areas that may include respite centers, rescue areas, and decontamination processing centers.
6. The Union County Emergency Operations Center will provide a donations management team to support local and tribal government management of

volunteers and donated goods, as required. The procedures, processes, and activities for assistance to support spontaneous volunteers and unsolicited donations are defined in ESF 7 Resource Management. Support to volunteer and donations management may include the following:

- Early Public Information messaging encouraging monetary rather than in kind donations. The Public Information Officer may promote any food be routed to existing food banks and clothing into clothing pantries/Salvation Army Stores, etc.
  - A database system to manage and record offers of donated goods and services.
  - Realtors Associations assistance in locating warehouse and support for housing unsolicited donated goods.
  - Coordination of unsolicited private and international donations.
7. ESF 6 works in concert with local and tribal governments, Volunteer Organizations Active in Disaster, faith-based organizations, and the private sector to facilitate an inclusive, multiagency, communitywide, and coordinated response and recovery effort. ESF 6 works with local officials, private nonprofit organizations, the State, and others to establish a long-term recovery strategy to address the unmet needs of individuals and families, including those with special needs. This ESF may also coordinate with the National Voluntary Organizations Active in Disaster and international relief organizations to support the efforts of Local voluntary agencies and faith-based organizations. See ESF 7 – Resource Management for volunteer management.

### **Mass Care**

Local mass care resources in coordination with voluntary organizations will provide shelter, feeding, bulk distribution, emergency first aid, and disaster welfare information.

Mass care includes activities to emergency needs of victims are described below:

1. **Shelter** Pre-identified emergency shelters includes the use of designated shelter sites in existing structures within the affected area(s), as well as additional sites designated by local government. Shelter sites shall be selected to maximize accessibility for individuals with disabilities, whenever possible. Shelter Models may include:
  - Red Cross designated shelters
  - Red Cross/Partner Shelters
  - Red Cross Supported Shelters
  - Independently Managed Shelters
2. **Feeding** Food is provided to victims through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Feeding operations are based on sound nutritional standards to include meeting requirements of victims with

special dietary needs to the extent possible to include appropriate handling of food. Mass care works in concert with local, tribal, and State agencies and Volunteer Organizations Active in Disaster to distribute food supplies. This support may include private-sector feeding operations, securing food commodities, developing feeding plans, and obtaining warehouse space.

- Bulk Distribution. Bulk distribution includes distribution of emergency relief items to meet urgent needs through sites established within the affected area(s). These sites are used to distribute food, water, or other commodities in coordination with local, tribal, State, and Federal governmental entities and voluntary agencies and other private-sector organizations. This includes support of local, tribal and Volunteer Organizations Active in Disaster points of distribution for distribution of emergency relief items. Support may also include transportation and other mission-critical items.
- Emergency First Aid. Emergency first aid includes provision of basic first aid at mass care facilities and designated sites and referral to appropriate medical personnel and facilities.

3. **Disaster Welfare Information** Disaster Welfare Information includes services related to the provision of information about individuals residing within the affected area to immediate family members outside the affected area. It may also include services related to the reunification of family members within the affected area.

#### ***Housing (Health Services, Mental Health Services)***

Housing addresses needs of victims in the affected areas and is accomplished through the implementation of programs and services designed to:

- Provide assistance for the short- and long-term housing needs of victims.
- Identify the various factors that could impact the incident-related housing needs and help develop a plan of action to provide housing assistance in the most effective, expedited, and efficient manner available at the time.
- Identify solutions for short- and long-term housing for victims, as appropriate.
- Provide victims with assistance including rental assistance, temporary housing, loans for the repair and/or replacement of primary residences, etc.

#### ***Human Services***

Human Service programs provide services to assist victims. This includes:

- Coordinating and assessing the situation and implementing an appropriate plan based on the resources available to assist all victims.
- Supporting various services impacting individuals and households, including a coordinated system to address victims' incident related recovery efforts through crisis counseling and other supportive services.

- Coordinating and identifying individuals with special needs within the impacted area, to include the elderly, people with disabilities, and people communicating in languages other than English (including sign language).
- Supporting immediate, short-term assistance for individuals, households, and groups dealing with the anxieties, stress, and trauma associated with a disaster, act of terrorism, and/or incident of mass criminal violence.
- Supporting expedited processing of benefits claims (e.g., Social Security, veterans benefits, disaster unemployment assistance, and tax refunds).
- Supporting local, State, and Federal efforts to provide assistance to crime victims.
- Providing financial counseling and additional community service information.

See also ESF 8 – Public Health and Medical Services for information on Health and Mental Services.

#### **IV. RESPONSIBILITIES**

##### **A. Preparedness Activities**

1. Union County Emergency Management Agency  
  
Maintains a basic inventory of cots, blankets, and other supplies in a local warehouse.
2. Greater Regional Medical Center Outreach - Public Health
  - a. Identify capabilities and capacities for providing support to mass care operations.
  - b. Coordinate with the Public Information Officer to ensure the EOC is updated with current and accurate information.

##### **B. Response Activities**

1. County EOC
  - a. Receives and verifies situation reports from a variety of sources and identifies/estimates needs for mass care services.
  - b. Identifies potential resources for providing mass care.

- c. Requests assistance from support agencies, and communication resources, as appropriate.
  - d. Coordinates with involved support agencies regarding specific mass care site(s) locations that may be used and indicate what route(s) are to be used.
  - e. Coordinates logistical support.
  - f. Maintains coordination and communication between the EOC and support agencies.
  - g. Coordinate with the Public Information Officer to ensure current and accurate information.
2. Greater Regional Medical Center Outreach - Public Health
- a. Coordinates with environmental health to ensure safe and sanitary conditions.
  - b. Identify and health-related deficiencies in shelter operations and make corrective action recommendations to the shelter managers.
  - c. Maintain contact with the EOC.
  - d. Utilize a process for reunification of patients and family members during and after the emergency/disaster.
  - e. Initiates the process of identifying the long-term mental health needs in the affected community and will work with Long Term Recovery Committee to coordinate long-term care and referral.
  - f. Coordinates with the Critical Incident Stress Management Team meet the needs of first responders and disaster affected persons in the affected area immediately upon request.
  - g. Coordinate with the Public Information Officer to ensure the EOC is updated with current and accurate information.
  - h. Coordinates with Emergency Management to provide food, water, bedding, clothing, or other supplies.

- i. Coordinates with Emergency Management to provide fixed or mobile feeding sites.
  - j. Coordinates with Emergency Management to provide assistance with animal shelter operations.
  - k. Coordinate with the Public Information Officer to ensure the EOC is updated with current and accurate information.
3. Union County Emergency Management
- a. Tracks the activities of all available animal shelter facilities and confinement areas identified before, during, and after the disaster.
  - b. Provides information on the location and availability of shelter space, food, and water for animals.
  - c. Coordinate with the Public Information Officer to ensure the EOC is updated with current and accurate information.

**C. Recovery Activities**

1. Greater Regional Medical Center Outreach - Public Health
- a. Support recovery activities consistent with their mission and capabilities. Provides information to Union County Emergency Management Agency to assist with after-action reports.
  - a. Coordinate with the Public Information Officer to ensure the EOC is updated with current and accurate information.
2. Union County Emergency Management
- a. Informs the Union County Emergency Management Agency as to the closing of animal shelters or confinement areas, personnel status, and supplies as the need diminishes.
  - b. Coordinates return of animals to their owners and determine the disposition of animals that cannot be returned to their normal habitat or are otherwise separated from their owners.

**ESF — CHECKLIST OF ACTIONS BY TIME FRAME**

The following table provides examples of tasks to be accomplished in each operational time frame.

TIME FRAME	ACTIONS
<b>Prevention:</b> <i>Activities designed to prevent or lessen the effects of a hazard.</i>	<ul style="list-style-type: none"> <li>D Participate in the hazard identification process and take steps to correct deficiencies in the mass Care, housing and human services function.</li> <li>0 Implement a public education campaign regarding the importance of having adequate homeowners and renters insurance.</li> </ul>
Preparedness: <i>Activities designed to improve readiness capabilities.</i>	<ul style="list-style-type: none"> <li>0 Implement a public education campaign regarding the importance of having a family disaster plan and 72-hour preparedness kit</li> <li>0 Identify and inspect suitable shelter facilities.</li> <li>0 Develop and test emergency plans and procedures.</li> <li>0 Train personnel to perform emergency functions.</li> <li>0 Participate in Emergency Management training and exercises.</li> </ul>
Response: <i>Activities designed to save lives, protect property and contain the effects of an event</i>	<ul style="list-style-type: none"> <li>0 Open, staff and manage shelters.</li> <li>0 Identify and provide temporary housing resources.</li> <li>0 Provide representatives to the County EOC and work within the EOC structure to meet mass care, housing and human services needs.</li> <li>0 Make suitable accommodations for special needs populations.</li> </ul>
Recovery: <i>Activities designed to ensure continued public safety and return the community to pre-disaster levels.</i>	<ul style="list-style-type: none"> <li>0 Provide public information regarding safe re-entry to damaged areas.</li> <li>0 Continue to work closely with the EOC to support on-going activities.</li> <li>0 Identify and provide long-term housing resources.</li> <li>0 Form a long-term recovery assistance team to help ensure individuals and families affected by the disaster continue to receive assistance for serious needs and necessary expenses.</li> <li>0 Participate in after action critiques and reports.</li> <li>0 Make changes in standard operating procedures and this ESF annex to improve future operations.</li> </ul>

**V. Appendices**

- A. Shelter Preparation Checklist
- B. Emergency Response Checklist
- C. Recovery Checklist
- D. Special Needs Shelter Information
- E. Shelter-In-Place Instructions
- F. Media List for Information
- G. List of Public Shelters
- H. Mass Care Preparedness, Response, and Recovery Checklists
- I. Public Shelter Reception Center Registration Form
- J. Hotel/Motel Lodging Location List
- K. Mass Care Feeding Location List
- L. Heat Emergencies
- M. Cold Emergencies

Union County Emergency Management Agency

# Emergency Support Function 7

Logistics Management and Resource Support

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**Union County Resources and Equipment Lists are kept under separate cover in the Union County EMA Office.**



**Emergency Support Function 7**

**Logistics Management and Resource Support**

Primary and Supporting Agencies  
ESF Coordinator: Union County Emergency Management Coordinator

Primary Agencies:  
Union County Emergency Management Agency

Support Agencies:

**City/County**

Union County Auditor's Office  
Union County Engineer's Office  
Union County Sheriff's Office  
Union County Board of Supervisors / City Planning and Zoning Boards  
Union County Conservation Board  
City of Creston Police Department  
City of Afton Police Department  
City of Creston Parks and Recreation  
City of Afton  
City of Creston Public Works  
City of Afton Public Works  
City of Lorimor Public Works  
Planning and Zoning Boards  
Public Information Office

**State**

Iowa Department of Natural Resources  
Iowa Department of Public Health  
Iowa Department of Public Safety  
Iowa Department of Transportation  
Iowa Homeland Security and Emergency Management  
Iowa National Guard

**Federal**

Department of Agriculture  
Department of Defense  
Department of Energy  
Department of Health and Human Services  
Department of Homeland Security  
Department of Labor  
Department of Transportation

**Other**

American Red Cross

The Salvation Army  
United Way of Central Iowa  
Voluntary Organizations Active in Disaster

## **I. INTRODUCTION**

### **A. Purpose**

The Emergency Support Function 7 (ESF-7), Logistics Management and Resource Support, provides the framework through which the overall logistics management function and logistics support is provided during emergencies or disasters and describes how county resources fit into this framework. It also describes how the county Comprehensive Emergency Management Plan (CEMP) ESFs interact to provide support to the county's residents and support to the incident management effort as well. This ESF provides an overview of logistic management and resource support functions, roles, and responsibilities.

### **B. Scope**

The ESF-7 coordinates logistical and resource support to county and local community agencies during the response and recovery phases of an emergency or disaster. The scope includes relief supplies, facilities, equipment, communications and personnel required to support immediate response activities and initial recovery efforts. It further includes logistical support for requirements not specifically identified in other ESFs. ESF-7 also addresses the efforts necessary to evaluate the need for, locate, obtain and provide essential resources.

## **II. POLICIES**

- A.** In accordance with assigned responsibilities, and upon implementation of this ESF, logistical support will be provided to the affected area as they are available.
- B.** Support agencies provide resources to meet emergency requirements. Support by agencies will be ended at the earliest practical time.
- C.** Supplies and equipment will be provided from current local supplies, then county supplies, and then from private sector suppliers either donated or procured. Supplies will not be stockpiled.

- D. All procurements will be made according to current state and county rules and regulations. The county auditor's office is the central procurement agency for county government.
- E. The provision of logistical support necessary for county response will be the major element in the execution of this ESF.

### **III. CONCEPT OF OPERATIONS**

#### **A. General**

1. Each responding entity will be responsible for conserving and controlling its own resources. Responding agencies will follow the Incident Command System (ICS).
2. Upon activation, the EOC will support the response of local government, non-governmental organizations, and Incident Command using this ESF.
3. The determination to use public or private sector resource providers will be based on critical need and availability and delivery times of the particular resource. When all local resources (public and private) are depleted, the EOC will request and coordinate state and other external support from Iowa Homeland Security and Emergency Management (HSEMD). HSEMD can coordinate and/or provide mutual aid, state or federal resources.
4. Emergency Management will be the lead agency for receiving and coordinating donated goods and money in accordance with the Donations and Volunteer Management Support Annex, if applicable.
5. The resources of local government will be used to the extent practicable. Governments and organizations should retain sufficient quantities of applicable resources in reserve to meet organizational needs as appropriate. Should resources prove insufficient, additional resources may be procured or requested through the following priority order:
  - a. Mutual aid and other local support agreements
  - b. Private-sector purchase

- c. Iowa Mutual Assistance Compact (IMAC)
  - d. State assistance
  - e. Federal assistance
- B. Organization
  - 1. This ESF operates under the direction of the EOC Director.
- C. Procedures
  - 1. Upon notification of a potential or actual incident of countywide significance requiring resource support, the determination of which ESF-7 support agencies will be requested to provide immediate support and which remain on standby will be made by the lead agency in the EOC.
  - 2. The Union County Emergency Management Agency provides administrative support to ESF-7.
  - 3. Support agencies may provide representatives at the EOC as appropriate.
  - 4. For an incident affecting a multi-jurisdictional area, central locations may be designated as consolidation points for resource support activities.
  - 5. All local governments and non-governmental organizations will maintain purchasing and financial records of any expenditures made relating to response or recovery activities.
- D. Phases of Emergency Management
  - 1. Mitigation and Preparedness Activities
    - a. Test resources regularly and maintain in emergency ready condition.
    - b. Protect resources from damage to the greatest extent possible.

- c. Develop and maintain a current resource inventory list. Keep contact information up-to-date for all agencies and locations that will need to be contacted for resources.
  - d. Develop standard operating procedures for resource support.
  - e. Train personnel on their roles during an incident.
  - f. Conduct training at least on an annual basis.
  - g. Develop a call-up system for after hours contact.
2. Response and Recovery Activities
- a. Activate the EOC for coordination of resources as appropriate.
  - b. Establish communications to organize resource support.
  - c. Through the Incident Command System, establish priorities in the assignment and use of resources.
  - d. Coordinate recovery activities through Incident Command.

#### **IV. RESPONSIBILITIES**

- A. Union County Emergency Management Agency
- 1. Maintain the EOC.
  - 2. Maintain liaison with support agencies, the business community, volunteer organizations, and HSEMD.
  - 3. Train EOC staff in resource management activities.
  - 4. Through the PIO, coordinate and disseminate information concerning resource availability and distribute to the public.
  - 5. Develop and maintain a communications process for rapid contact of key EOC staff and support agency personnel.

6. Develop EOC resource management standard operating procedures.
- B. Union County Auditor's Office/City Clerk Offices
1. Monitor county/city purchases.
  2. Utilize Union County Auditor's/City Clerk's office purchase order system for procurement of emergency supplies and equipment not covered in existing county codes and emergency procedures.
  3. Maintain purchasing and financial records of any expenditure used for response or recovery activities.
- C. Other Support Agencies
1. Maintain appropriate resources to meet routine operational requirements.
  2. Take action necessary to ensure staff is prepared to accomplish response and recovery activities.
  3. As applicable, ensure local resources are exhausted, or about to be, prior to requesting outside resources through the EOC. Resources held in reserve to meet constituent needs are considered utilized.
  4. Maintain resource inventory and assessment of interdependence on communications and power facilities.
  5. As applicable, provide resources, transportation, facilities, and services in response to requests from the EOC.
  6. Develop resource lists and operating procedures and provide copies to the EOC.
  7. Train field personnel in procedures for requesting outside resources.

***Donation Management***

The Union County Emergency Management Coordinator will determine the level of staffing needed for donations management based upon the level of donations activity. The County Emergency Management Coordinator will also:

- Coordinate all donations operations.
- Communicate all policy decisions to the Donations Coordination Team.

- Represent the Donations Coordination Team in all Emergency Operation Center coordination issues.
- Work with the Public Information office to produce appropriate news releases.
- Communicate needs identified in the Emergency Operation Center to the Donations Coordination Team.
- Communicate and coordinate with the Iowa Emergency Management Agency Donations Coordinator.
- Chair all coordination meetings with Voluntary Organizations Active in Disaster groups.
- Determines which donations management phase to activate.

**Donations Management Phases**

This ESF is designed for a very large or catastrophic disaster; however, donations management on a lesser scale is necessary when smaller disasters result in small to moderate amounts of donations. Donations management flexibility is necessary to appropriately address these situations. Three phases of donations management, each suited to the particular scope of the disaster, allows the necessary flexibility.

These phases are:

**Phase 1:**

This phase will be used in disasters that are small, limited or localized in nature. This would correspond generally with a Level 3 activation of the Emergency Operation Center. See ESF 5 – Emergency Management for activation levels. Donations are few and sporadic. In this phase, the Emergency Management Coordinator or the American Red Cross/United Way liaison would handle any matters regarding donations or provide donations management guidance to Emergency Management Commission if necessary.

**Phase 2:**

This phase is for disasters that range from small to large. The Emergency Operation Center is activated to a Level 4. See ESF 5 – Emergency Management for activation levels. A state declaration and a federal declaration of disaster are very possible. Donations activity is significant but does not require activation of most donations components contained in this ESF. One to several people can manage donations. They will use some of the components of this ESF and combine others into one or two functions or positions.

**Phase 3:**

This phase is for very large or catastrophic disasters or disasters that generate a great amount of media attention or public interest. The Emergency Operation Center is activated to a Level 5. See ESF 5 – Emergency Management for activation levels. A state declaration and/or federal declaration of disaster have been issued.

Donation activity is significant and requires activation of all components contained in this ESF.

Several people will be needed to manage donations.

During activation of the Emergency Management Center, the Emergency Management Coordinator will coordinate the Donations Coordination Team activities.

#### **Donations Management Components**

Donations management officials should have expertise in planning and training in the following components. Some components that should be considered as the Donations Management operation is established are administration, risk management, receiving and unloading, materials handling, storage, shipping, accountability, and security.

##### **Facilities**

- Facilities should be established early for staging and/or warehousing anticipated donated items.
- A staging area should be established to receive, sort, organize and repackage if necessary, and temporarily store donated items and other goods and then transport them to Distribution Points where the effected community can pick them up.
- Distribution points are typically located in proximity to areas where those affected by the disaster will be.

##### **Transportation**

- The Emergency Management Coordinator will work closely with ESF 1 – Transportation. Transportation schemes will be developed in the Emergency Management Center often in conjunction with the Iowa State Emergency Operations Center.
- Critical needs items should not be delayed. Other less critical items if designated and belonging to a voluntary agency should be allowed to proceed to their destination.
- Pending special direction by local government, voluntary agencies expecting relief items they have solicited, purchased, or for which they have coordinated delivery should be allowed to immediately direct their shipments to their own established facilities.
- Goods should be treated like other shipments of goods being directed to the disaster area with specific and urgent missions.
- Drivers should have contact with personnel at their destinations and should be carrying support documentation.
- Sponsors of designated goods should also be responsible for recruiting labor to unload their shipments.
- Shipments of designated relief goods should be well marked with the name of the voluntary agency.
- State control over traffic traveling to the disaster area will affect vehicles shipping relief goods.

- Control/check points can be used to regulate trucks entering the disaster area through inspection of the cargo manifest and to check to see if the shipment is needed and expected by a particular voluntary agency.
- Trucks will be expected to have name and contact information for recipients of the shipment. The State may direct relief good shipments to a particular staging or distribution areas.
- Escort support may be needed. See also ESF 13 – Public Safety and Security.

***Bulk Distribution***

Bulk distribution refers to items that are acquired in bulk or large quantities and given to disaster victims. Examples of food may include: ice, water, canned goods, dry goods, grains and fresh produce.

Examples of items may include: toiletry items, first aid supplies, work gloves, cleaning supplies, clothes, and essential household items such as dishes, pots, pans, lanterns, water containers, blankets, cots, linens and tents.

The system for bulk distribution must be coordinated with donations management because bulk distribution largely relies upon donated goods to sustain itself.

Distribution sites, and to a lesser degree staging areas, are the prime locations for bulk distribution items. There are various methods for physically handing over bulk items to people in a disaster area.

The best method for doing so should be determined by the current situation and the agencies assigned to bulk distribution.

The County Emergency Management Coordinator will work with the State to help coordinate bulk distribution and donations management

operations. ***Information Center/Phone Bank:***

- Consideration should be given to providing the capability to handle a large number of donor phone calls during and after a disaster. This will ease the potential amount of telephone traffic flowing into government agencies and the Emergency Management Center.
- Coordination should be made with ESF 15 – Public information.
- Calls can generally be classed into four types:
- Donors providing a donation, starting a “donation drive”, or wanting to know how best to donate, which is always CASH.
- Vendors wanting to provide services or materials at a reduced cost to the disaster victim.
- Drivers, en route to the disaster area, desiring to know where they should deliver their cargo, who will help unload.
- Persons, including disaster victims, seeking disaster related

information. ***Important Considerations***

- Cash donations provide the most flexibility for addressing the most urgent needs and serve to stimulate the local economy and help solve eliminate the logistical problems associated with in-kind or tangible donations.
- Unsolicited donations of goods and services potentially could come in from around the state, the nation or the world, should a catastrophic disaster affect the city/county.
- In a disaster local government and local volunteer groups and agencies may be adversely effected and may not be able to cope with a sizable flow of donated goods and services.
- Goods and services may be donated that are not needed by disaster victims or responders and will frequently arrive unsorted and with minimal packaging or markings, packed in boxes, crates, barrels, garbage bags, pallets or bins.
- Receiving and sorting unneeded goods or services waste valuable resources, disposing of large quantities of unneeded goods can be a lengthy and costly process.
- In some cases the amount of donated goods and services may be related more to media attention the emergency situation receives than the magnitude of the disaster.
- Donated goods may arrive in an area day or night without warning. Delivery drivers will want to know where they should off-load their cargo and who will unload it.
- Most personal donations are given little expectation of return other than the personal satisfaction of giving; however, some donations and services may be unusable, have "strings attached" or not really be donations at all. These donations may be:
  - Given with an expectation of compensation, publicity, or tax write-off.
  - Items that are out-of-date (i.e. expired food stuffs or pharmaceuticals) unusable (broken furniture, dirty or torn clothing) or unsuitable (food that requires refrigeration, winter coats in August, etc...).
  - Volunteer services that do not meet the announced or advertised expectations or capabilities.
  - Provided illegally as a ruse in a fraudulent process to obtain money from disaster victims.
  - Offered at a "discount" to disaster victims, with no real savings.
  - Offered in limited quantity as a deception to simply show an "association" with government or disaster relief as a basis for future advertising claims.
- Donors will want to know:
  - What is needed in the disaster area (**cash**, goods, or **services**).
  - How to transport their donation to the local area, or if there is someone who can transport it for them.
  - How to start a "drive for donations" to help disaster victims, but have no knowledge of what to do and how to do it.

- How to earmark their donation for a specific local group or organization, such as a church, fraternal society, or social service agency, or want to know to whom, specifically, received their donation.
- Have their donation received by a local official and/or receive a letter of appreciation or public recognition.
- Where they will be fed and lodged if they are providing volunteers.

Disaster victims may:

- Desire immediate access to donations before they are sorted and ready to be disseminated at appropriate distribution points.
- Believe that the donations have not been or are not being distributed fairly if they do not have information on the process of distributing donations.

### ***Volunteer Management***

Coordinate all volunteer operations.

The County Emergency Management Coordinator will:

- Communicate all policy decisions to the Volunteer Organizations Active in Disaster groups.
- Chair all coordination meetings with Voluntary Organizations Active in Disaster groups.
- Work with the Public Information office to produce appropriate news releases regarding volunteers.
- Determines the need to activate a Volunteer Reception Center.
- Recognizing that volunteer groups are approached and coordinated in different ways, it is necessary to establish categories for these groups. For planning purposes, there are four categories of volunteers:
- Professional:
  - Certified or licensed, and include physicians, EMT's, nurses, fire fighters, and law enforcement.
  - Often regulatory agencies within the affected area may waive or relax local certification requirements when there is a need for these people.
- Traditional Affiliated:
  - Attached to a recognized voluntary agency and are trained for disaster response by the agency with which they are enrolled.
- Spontaneous From Within the Affected Area:
  - These volunteers generally feel motivated by a degree of community ownership of the disaster.
  - They have no association with recognized voluntary agencies and may have no formal training or relevant skills, but are willing to help any way they can.
- Spontaneous From Outside the Affected Area:

- These volunteers have no prior affiliation with recognized voluntary agencies and they may not have relevant skills.

### **Volunteer Reception Center**

The Union County Emergency Management Coordinator is responsible for Volunteer Management and may appoint a Volunteer Coordinator to oversee the Volunteer Reception Center activities, if necessary. The Volunteer Reception Center plays an important part during large scale emergencies or disasters because it provides a central point for managing unaffiliated volunteers. A Volunteer Reception Center:

Provides a specific centralized location, an orderly process, and trained staff capable of screening, interviewing, credentialing, and referring volunteers in an organized and professional manner.

Documents the amount of volunteer service which then permits a dollar amount to be determined on donated services,

Encourages collaborative planning at the local level and creates a positive public image of mutual cooperation.

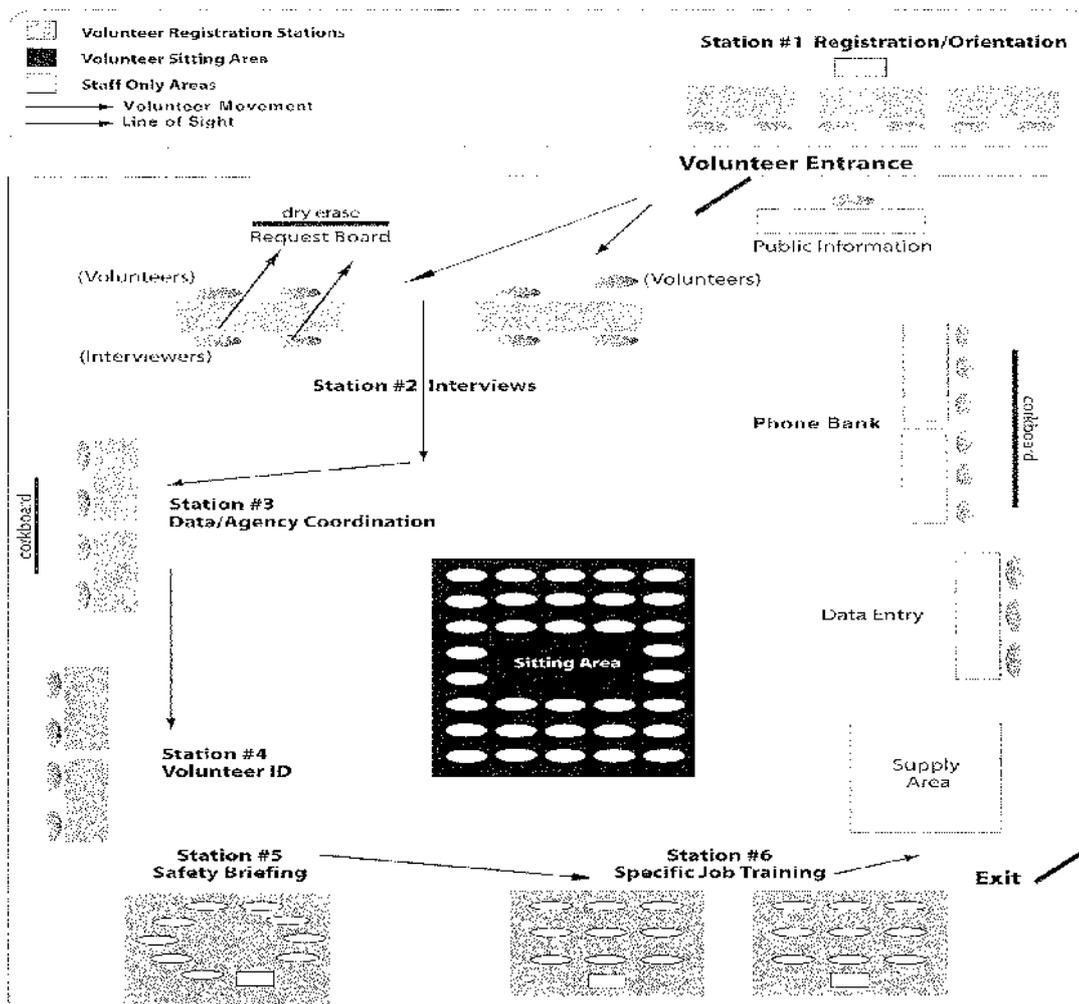
A way to manage a potential overwhelming response in a disaster situation.

Activation of the Volunteer Reception Center is made by the local or state government.

### ***Volunteer Reception Center Process***

The Volunteer Reception Center process follows the best practices and accepted principles of professional volunteer management that have been used successfully and have been advocated by national volunteer organizations such as the Points of Light Foundation. The process is composed of six stations with a central waiting/sitting area (see diagram below).

## Volunteer Reception Center Floor Plan



### The six stations are:

- Station 1 - Orientation and Registration
  - Volunteers are oriented to the response structures in place such as the Emergency Operations Center and/or the Incident Command Post.
  - Provided an overview of the disaster and the role of volunteers.
  - Credentials are reviewed and the registration form is completed.
  - General questions may be answered at this point.
- Station 2 - Interviews
  - Volunteers are interviewed to determine suitability and to document skills sets.
  - This will help with proper placement at the next station.
- Station 3 - Agency Coordination
  - Volunteers are properly matched to requesting agencies.
  - Reporting and work schedule is determined.
- Station 4 - Issue Volunteer Identification

- Volunteers are issued a laminated photo ID (if possible) with approved credentials, licenses, or certifications (if any).
- Station 5 – Safety Briefing
  - Volunteers are given a safety briefing to ensure safety of personnel and property.
- Station 6 – Specific Job Training
  - Volunteers are provided additional job training as required.

See Attachment 4: Union County Volunteer Reception Center Operating Guide for additional information.

#### **Database for healthcare professionals**

I-SERV is the Iowa Department of Public Health online system that functions as a central location for health professionals looking to volunteer following a large scale disaster or other public health emergency. I-SERV is part of a federal effort to coordinate and assemble volunteers to assist following a disaster by providing additional staff to meet all health care needs.

#### **Unmet Needs Committee**

During the recovery process, after all the disaster relief organizations, state and/or federal government have provided monetary and other assistance to disaster victims, there still may be individuals and families who, for various reasons need additional help in recovering from the disaster. It may be beneficial to establish an Unmet Needs Committee.

This committee is a group of representatives (generally from community based relief organizations, established disaster relief agencies, clergy, council of churches, local foundations, local business, etc.) who meet together to consider individual cases where the victims' needs are significantly greater than the assistance already provided. An "unmet needs request" is submitted to the committee by an "advocate agency" for that particular unmet needs case. Once the advocate agency has submitted the request, that agency will present the individual case to the committee. The committee will review the case and decide whether his or her agency can provide additional assistance on top of what has already been provided.

#### ***Roles and Responsibilities***

##### **ESF Coordinator**

Each coordinator has ongoing responsibilities throughout the preparedness, response, recovery, and mitigation phases of incident management. The role of the coordinator is carried out through a "unified command" approach as agreed upon collectively by the designated primary agencies.

- Responsibilities of the coordinator include:
- Pre-incident planning and coordination.

- Maintaining ongoing contact with primary and support agencies.
- Conducting periodic meetings and conference calls.
- Coordinating efforts with corresponding private-sector organizations.
- Coordinating activities relating to catastrophic incident planning and critical infrastructure preparedness as appropriate.
- Activating appropriate support agencies.
- Coordinating government logistical and fiscal activities supporting associated priorities and activation.
- Planning and supporting regular meetings with the primary and support agencies related to preparedness, response, and recovery activities.
- Ensuring support agencies are informed and involved in all

meetings. **Primary Agencies**

When activated in response to an incident, the primary agency is responsible for: Conducting response operations within their functional area for an affected area.

- Providing staff for the operations functions at fixed and field facilities.
- Notifying and requesting assistance from support agencies.
- Managing mission assignments and coordinating with support agencies, as well as appropriate local jurisdictions.
- Working with appropriate private-sector organizations to maximize use of all available resources.
- Supporting and keeping all organizational elements informed of operational priorities and activities.
- Procuring goods and services as needed.
- Ensuring financial and property accountability for activities.
- Planning for short-term and long-term incident management and recovery operations.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Coordinating media interviews, if allowed, with the Public Information Officer.
- Providing assistance, as able, to other agencies.

**Support Agencies**

When activated in response to an event, threat, or incident, support agencies are responsible for:

- Conducting support operations using their own authorities, subject matter experts, capabilities, or resources.
- Participating in planning for short-term and long-term incident management, damage assessment, and recovery operations.
- Assisting in the conduct of situational assessments.
- Furnishing available personnel, equipment, or other resource support as requested by the primary agency.
- Providing information or intelligence regarding their agency's area of expertise.

**Organizational Structure**

- The National Incident Management System will be utilized during incidents. See the County Basic Plan - Concept of Operations. The size and scope of the recovery efforts will determine if an Emergency Operations Center is needed. For disasters, a unified command structure may be implemented.
- An effective span of control is maintained by consolidating agencies with emergency responsibilities into groups with an internal management structure. Each of the branches is consolidated in the Emergency Operations Center during activation to insure coordination among the various organizations.
- Most primary and supporting agencies have personnel assigned to the Emergency Operations Center during emergencies. Each is assigned a place on the floor plan that corresponds to the ESF in which his/her primary responsibilities lie.
- The Emergency Operations Center Manager will staff the Emergency Operations Center as needed depending on the size and scope of operation. The Emergency Operations Center will support the Incident Commander and assist with resource prioritization and resource management.
- Information and mission assignments flow between the branches through the Section Chiefs and from the Section Chiefs through the Emergency Operations Center Director.
- This ensures that Emergency Management is able to maintain an accurate assessment of the disaster situation and is able to develop short-range and long-range planning guidance for use by other potentially affected ESFs within the Emergency Operations Center.

See ESF 5 – Emergency Management for more information.

## Primary Agency Functions

Agency	Function
Union County Emergency Management Agency	<p>Primary responsibility for the development of a County Resource List.</p> <p>Coordinates resource and donations management operations.</p> <p>Provides leadership in coordinating and integrating overall local efforts associated with response, recovery and local mitigation projects.</p> <p>May perform the role of Public Information Officer.</p> <p>Assess the situation, validates resource requests, and forecasts response needs.</p> <p>Establishes priorities and coordinates the distribution of available resources to assist in the transition from response activities with recovery operations based on incident information and the availability of resources that can be appropriately applied.</p> <p>Coordinates available resources such as cots, blankets, meals-ready-to-eat, other initial response resources, and logistical support, including communications, as appropriate.</p> <p>Assists local jurisdiction with disaster declaration process. Coordinates Disaster Recovery Center establishment with Federal, State and local Human Service Agencies. See ESF 14 – Community Recovery and Mitigation.</p>

## Support Agency Functions

Support Agencies: Support agency representatives will provide technical expertise, personnel, teams and equipment in support of an emergency operation. Personnel assigned in support of the disaster will maintain close coordination with Incident Command Post representative.

*Note: Support agencies are not listed in order Of priority. They are all in support Of the primary agency.*

City/County Agencies	Functions
Union County Auditor's Office	Monitors county purchases. Utilizes the purchase order system for procurement of emergency supplies and equipment not covered in existing county codes and emergency procedures. Maintains purchasing and financial records of any expenditure used for response or recovery activities.
Union County Engineer's Office	Provides additional staff and equipment for use during response and recovery operations. Responsible for maintaining evacuation routes and providing traffic control devices. During flooding, they may establish command posts at flood sites and make recommendations to incident commander or the Emergency Operations Center concerning the evacuation decisions. See ESF 1 – Transportation for more information.
Union County Board of Supervisors / City Planning and Zoning Offices	Identifies sites that can be used as staging areas/distribution centers.
Union County Sheriff's Office	Responsible for providing traffic and movement control, and establishing security of the staging areas/distribution centers. Provides the Emergency Operations Center and the Incident Command Post with the communications link. Provides additional personnel and equipment during response and recovery operations, as necessary. Provides or coordinates security for donation and/or distribution centers, if available. Provides escorts for vehicles transporting goods to the distribution centers, if available.

<p>City of Creston Law Enforcement; City of Afton Police Department</p>	<p>Responsible for providing traffic and movement control, and establishing security of the affected area. Provides the Emergency Operations Center, Command Post, and Incident Commander with the communications link. Provides additional personnel and equipment during response and recovery operations, as necessary. Provides or coordinates security for donation and/or distribution centers, if available. Provides escorts for vehicles transporting goods to the distribution centers.</p>
<p>City of Creston Parks and Recreation; Union County Conservation Board</p>	<p>Work with County Board of Supervisors to identify sites use as staging areas/distribution centers. Identify facilities that may be used by for Donations Management. Provides additional personnel and equipment, as necessary.</p>
<p>City of Creston, Afton, and Lorimor Public Works</p>	<p>Provide additional manpower and equipment to support response and recovery operations. Responsible for maintaining and providing traffic control devices. May coordinate emergency water distribution, as needed.</p>
<p>Public Information Office</p>	<p>Responsible for the collection, coordination, and dissemination of emergency public information material to the resident and transient population. Member of the Emergency Operations Center. Coordinates all public information activities with the Incident Command Post and the Emergency Operation Center. Appoints a supporting staff to ensure the capability of 24-hour operations, if needed. In the event of large scale disasters involving multiple public information entities, a Joint Information Center will be established. Ensures that dispatch centers and victims at shelter sites have up to date information. During response and recovery operations provide public information. Inform the public regarding volunteer and</p>

	<p>donations management activities.</p> <p>Coordinates a disaster hotline through community service agencies, 211, or volunteers. Ensure those locations have up to date information.</p>
State Agencies	Functions
Iowa Department of Natural Resources	<p>Provides technical assistance critical water infrastructure systems, including drinking water distribution and wastewater collection systems, and hazardous materials.</p> <p>Provides permits for drinking water distribution and wastewater collection systems.</p>
Iowa Department of Public Health	<p>Provides an online system (I-SERV) that functions as a central location for health professionals looking to volunteer following a large scale disaster or other public health emergency.</p> <p>I-SERV is part of a federal effort to coordinate and assemble volunteers to assist following a disaster by providing additional staff to meet all health care needs.</p>
Iowa Department of Public Safety	<p>Provides additional law enforcement capabilities.</p> <p>Provides security for shelters and donation management activities, if required.</p> <p>Coordinates traffic information with the Department of Transportation on road conditions/closures hotline for services for public and emergency access.</p> <p>Provides a teletype service for law enforcement agencies for road closure and detour information. Routes of travel may be identified.</p> <p>Establishes control points for traffic control and assists in maintaining order.</p>
Iowa Department of Transportation	<p>Provides updated information on road conditions, load bearing capacities and usability to support evacuation or rerouting of traffic.</p> <p>Maintains road condition/closure website.</p>

	<p>Provides equipment and manpower to maintain or repair roads and bridges to usable condition in support of an evacuation. Personnel may assist in traffic control by erecting barricades, warning lights and signs, or providing manpower.</p> <p>Provide transportation assets to assist local governments with volunteer and donation management activities.</p>
Iowa Homeland Security and Emergency Management	<p>Responsible for the overall emergency coordination of state assistance if a multiple state agency response is required.</p> <p>Maintains situational awareness and the Common Operating Picture.</p> <p>Provides logistical support for coordinating mobilization centers/staging areas, transportation of resources, public health and medical elements, disaster fuel contracts, emergency meals, potable water, base camp services, supply and equipment resupply, and use of all State contracts and interagency agreements managed by the Iowa Homeland Security for response operations.</p> <p>Assists in coordinating transportation to support evacuating patients who are too seriously ill or otherwise incapable of being evacuated in general evacuation conveyances.</p> <p>Provide logistical support to assist local governments with volunteer and donation management activities.</p>
Iowa National Guard	<p>At the request of the Governor, mobilizes and deploys available National Guard transportation units to support local governments with personnel for movement of resources or establishing distribution points.</p> <p>Provides additional personnel and equipment as needed.</p>
Federal Agencies	Functions
Department of Agriculture	<p>Determines nutrition assistance needs, obtains food supplies, arranges for delivery of food supplies, and authorizes disaster food stamps.</p> <p>Inspects food and coordinates disposal of</p>

	contaminated food products.
Department of Defense	<p>Army Corps of Engineers: Provides water, ice, construction materials, and engineering services when activated. Provides a robust capability of mobile field elements and logistics support teams as requested.</p>
Department of Energy	Coordinates with energy industries to assist in meeting critical fuel, lubricant, and electrical power needs unable to be met by Federal or State actions.
Department of Health and Human Services	Provides medical supplies, response teams, and staffs field hospitals.
Department of Homeland Security	Federal Emergency Management Agency: Acts as liaison to provide logistical support to Federal, State, tribal, and local governments. Provides an Accountable Property Officer to ensure compliance with property management regulations and assume responsibility for Federal property management.
Department of Labor	<p>Provides technical personnel to assist in the identification and recruitment of individuals with specialized occupations needed to support response operations. The Job Corps at the regional level provides students and instructors capable of providing support.</p>
Department of Transportation	<p>Monitors and reports damage to the transportation system and infrastructure as a result of the incident. Coordinates temporary alternative transportation solutions when systems or infrastructure are damaged or overwhelmed. Coordinates the restoration and recovery of transportation systems and infrastructure. Coordinates prevention, preparedness, and mitigation activities among transportation infrastructure stakeholders within the authorities and resource limitations of ESF 1 — Transportation agencies.</p>
Others	Functions

American Red Cross	<p>Staffs a telephone call in point for information concerning volunteers and donations of goods and services.</p> <p>Coordinates the warehousing and distribution of donated durable and non-durable items, including food.</p> <p>Coordinates with private and public agencies to receive donated items.</p> <p>Arranges for distribution of goods through the Emergency Operations Center and with ESF-1 Transportation.</p> <p>Keeps an accurate accounting of the flow of goods from donors to recipients.</p> <p>Coordinates and establishes other staging areas as needed through the Emergency Operations Center.</p> <p>Provides a liaison between the Emergency Operations Center and volunteer agencies.</p> <p>Provides Emergency Operations Center with volunteer and donations status and availability.</p> <p>Coordinates the various volunteer agencies.</p> <p>Structures volunteer assignments so that they can be managed in a systematic manner.</p> <p>Coordinates with the Emergency Operations Center before dispatching volunteers.</p> <p>Establishes receiving center for volunteers, coordinate with the Emergency Operations Center.</p> <p>Coordinates with the Emergency Operations Center and the Public Information Officer for announcements including providing instructions for private individuals and groups desiring to donate items or services, and location of distribution points for pick-up of donated goods.</p>
The Salvation Army	<p>Immediate Emergency Response:</p> <p>Food/Hydration service. Delivery of meals and drinks to disaster victims and emergency workers. Food and drink may be prepared and served at communal feeding sites or from one of the Army's mobile feeding units/canteens.</p> <p>Emergency shelter. The Salvation Army may provide shelter in a facility identified by the local emergency management personnel,</p>

	<p>including municipal shelters or Salvation Army buildings.</p> <p>Cleanup. Distribution of cleanup supplies such as mops, brooms, buckets, shovels, detergents, and tarps and participation in clean-up efforts.</p> <p>Emergency communications. Through The Salvation Army Team Emergency Radio Network (<a href="http://www.SATERN.org">www.SATERN.org</a>) and other amateur radio groups, The Salvation Army helps provide emergency communications when more traditional networks, such as telephones, are not operating. This system is used to relay critical information about the disaster and enable victims to transmit and receive information about their loved ones.</p> <p>Long-Term Disaster Recovery:</p> <p>Restoration and rebuilding. Coordination of volunteer rebuilding teams and establishment of warehouses to distribute reconstruction supplies such as lumber and sheetrock.</p> <p>Disaster social services. The Salvation Army provides direct financial assistance to disaster victims through a system of trained caseworkers. This assistance is provided for essential living supplies, emergency household needs and disaster-related medical or funeral expenses.</p> <p>In-kind donations management. The Salvation Army is one of the nation's leaders in collecting, sorting, and distributing donated goods. During a disaster, the Army may establish warehouse and distribution centers to deliver donated goods directly to disaster victims.</p> <p>Provides a liaison to the Emergency Operations Center.</p>
<p>United Way of Central Iowa</p>	<p>Provides Information and Referral (211).                  Restores Community Services.                  Serves as Convener.                  Grants Emergency Funding.                  Establishes Unmet Needs Committee.                  Handles donations (monetary and in-kind).                  Manages Volunteers.                  Provides a liaison to the Emergency Operations</p>

	Center.
Voluntary Organizations Active in Disaster	<p>Provides assistance with locating housing resources and short-term lodging assistance, as well as assistance for repairing and rebuilding homes.</p> <p>Provides assistance with unmet needs related to obtaining/completing permanent housing.</p> <p>Provides debris clearance in concert with homeowners and local government.</p> <p>Provides long-term individual and family services, case management, and assistance with unmet needs for individuals and families, and health and human services.</p> <p>Provides financial assistance to affected individuals and families for unmet needs.</p> <p>Assists local governments with donation management.</p> <p>Provides a liaison between the Emergency Operations Center and volunteer agencies.</p>

**ESF #7 — CHECKLIST OF ACTIONS BY TIME FRAME**

The following table provides examples of tasks to be accomplished in each operational time frame.

TIME FRAME	ACTIONS
<b>Prevention:</b> <i>Activities designed to prevent or lessen the impact of a disaster.</i>	I:I Ensure emergency contracts are in place to prevent resource shortages in an emergency.
Preparedness: <i>Activities designed to increase readiness and awareness,</i>	<ul style="list-style-type: none"> <li>O Maintain this ESF Annex as well as supporting operating procedures_</li> <li>I:I Review all portions of the EDP to ensure proper coordination of resource support activities.</li> <li>EI Ensure resource support personnel receive appropriate emergency training.</li> <li>I:I Establish contact with private resources that could provide support during an emergency.</li> <li>I:I Participate in Emergency Management training and exercises.</li> </ul>
<b>Response:</b> <i>Activities designed to prevent injury, damage or loss of life_</i>	<ul style="list-style-type: none"> <li>EI Obtain resources on a priority basis as determined by the EOC Team (5).</li> <li>I:I Activate additional resource support personnel.</li> <li>I:I Work with the EOC staff to establish priorities.</li> <li>O <b>If necessary, establish staging areas, distribution sites and mobilization centers from</b> which resources may be distributed. Activate mutual aid.</li> <li>EI Maintain an inventory system to track supplies used in the disaster.</li> <li>I:I Maintain accurate records <b>of resources utilized and funds</b> expended and submit reports.</li> </ul>
Recovery: <i>Activities designed to return the community to normal levels of functioning.</i>	<ul style="list-style-type: none"> <li>I:I Return staffing to normal levels as dictated by the event.</li> <li>EI Identify unused resources in the community.</li> <li>I:I Stand down any facilities no longer in use.</li> <li>LI Dispose of excess supplies.</li> <li>I:I Participate in after-action reports and critiques.</li> </ul>

**V. Appendices**

- F. Resource Request Flow Chart
- G. Requesting a Resource
- H. Available Resources
- I. Request for Resources Form (ICS213RR)
- J. Resource Order Tracking Form (Front & Back)
- F. Vehicle Inventory Tracking - ICS 218 FORM
- G. FEMA Force Account Labor/Materials/Rental/Contractor Forms

**Union County Resources and Equipment Lists are kept under separate cover in the Union County EMA Office.**

Union County Emergency Management Agency

# Emergency Support Function 8

Public Health and Medical Services



**Primary and Supporting Agencies****ESF Coordinator:** Greater Regional Outreach – Public Health**Primary Agencies:**

Greater Regional Outreach – Public Health Department  
Union County Emergency Medical Association  
Union County Environmental Health  
Union County Medical Examiner  
Emergency Medical Services  
Hospitals/Medical Centers  
City of Creston Fire Department/Volunteer Fire Department  
City of Afton Volunteer Fire Department  
City of Lorimor Volunteer Fire Department  
City of Murray Volunteer Fire Department

## Support Agencies:

City/County

E911 Communications  
Amateur Radio Emergency Services/Amateur Radio Civil Emergency Services  
Union County Emergency Management Agency  
Crossroads Mental Health Center  
Union County Sheriff Department  
City of Creston Police Department  
City of Afton Police Department  
Public Information Office

State Agencies

Iowa 71<sup>st</sup> Civil Support Team  
Iowa Department of Natural Resources  
Iowa Department of Public Health  
Iowa Department of Public Safety  
Iowa Homeland Security and Emergency Management  
Iowa National Guard

National Agencies

Centers for Disease Control  
Department of Commerce  
Department of Defense  
Department of Energy  
Department of Health and Human Services  
Department of Homeland Security  
Department of Justice  
Department of Transportation

Environmental Protection Agency

American Red Cross  
Volunteers

## **I. INTRODUCTION**

### **A. Purpose**

The purpose of the Emergency Support Function 8 (ESF-8), Public Health and Medical Services, is to coordinate the organization and mobilization of public health, medical and mortuary services in Union County prior to, during and following a disaster.

### **B. Scope**

ESF-8, Public Health and Medical Services, provides guidance in identifying and meeting the public health and medical needs of victims of an emergency or disaster. This support is categorized in the following functional areas:

1. Assessment of health and medical needs
2. Public health surveillance
3. Mental Health
4. Medical care personnel
5. Health/medical equipment and supplies
6. Patient evacuation
7. Victim identification and mortuary services
8. Worker health and safety
9. Potable water/drug/medical device safety

## **II. POLICIES**

- A. The Union County Department Greater Regional Outreach - Public Health through the Emergency Operations Center (EOC) will coordinate health and medical assistance to Union County.
- B. The concepts of National Incident Management System (NIMS)/Incident Command System (ICS) will be used in the event of an emergency or disaster that results in the activation of the EOC.
- C. Union County emergency medical services personnel will operate under the established Iowa Department Public Health, Emergency Medical Services protocols. Any response actions taken by emergency medical service personnel

outside the scope of existing protocol must first receive approval from the Medical Program Director or designee.

- D. The Union County Multi-patient, Mass Casualty Incidents Protocol details the operational concepts and responsibilities so the emergency medical system will be capable of providing mass casualty emergency medical services during an emergency/disaster.
- E. The of Greater Regional Outreach - Public Health Director or designee in coordination with the county board of health shall take such action necessary to maintain the health of his or her jurisdiction. The Director or designee may implement isolation and quarantine policies and/or health orders when required due to incidents of mass communicable disease exposure or contamination food, water and/or environmental resources.
- F. The Public Health may invoke the powers of police officers, sheriffs, and all other law enforcement officers to enforce health orders authorized under Chapter 137, Code of Iowa, 137.6 and 137.21.
- G. The local Board of Health has jurisdiction over matters pertaining to preservation of the life and health of the people in accordance with Chapter 137, Code of Iowa.
- H. The county medical examiner has jurisdiction over the deceased.

### **III. Situations and Planning Assumptions**

#### ***Situations***

The potential exists for a bio-emergency, such as an influenza pandemic or a terrorist attack involving a biological agent.

Although not expected to be a direct target area in the event of a nuclear attack, Union County could experience significant radiation levels due to fallout. This, combined with a dramatic increase in stress related health problems and the potential of large numbers of injured survivors of an attack, particularly in high density population centers, would create a tremendous burden on the medical capabilities that exist in the county.

- A. The following Hospitals and Medical Centers provide care in Union County:
  - o Greater Regional Medical Center in the City of Creston
- B. The following Ambulance services in Union County are provided by:
  - o Greater Regional Medical Center in the City of Creston
  - o Provisional Ambulance Services are also located within the Fire Departments in the City of Afton and the City of Lorimor.

- C. There are three nursing homes in Union County licensed by the Iowa Department of Public Health as Intermediate Care Facilities.
- D. The Iowa Department of Public Health will be used to determine bed availability and assist with routing of patients in central Iowa.
- E. If the federal government authorizes the use of the Strategic National Stockpile program in Iowa, it will be implemented in accordance with the Iowa Department of Public Health Center for Disaster Operations and Response protocols (see [www.idph.state.ia.us](http://www.idph.state.ia.us)).
- F. If the incident is national, the National Disaster Medical System will be activated (see [www.ndms.fema.gov](http://www.ndms.fema.gov)). The Regional Coordinator is located at Veteran's Hospital in Des Moines.

### ***Planning Assumptions***

1. Any incident generating an emergency patient load that exceeds the normal day-to-day capabilities of emergency medical services may be considered a disaster. Mutual aid and outside resources may be available to assist the county in natural and technological emergencies/disasters.
2. Any hospital or nursing home evacuating patients to facilities in the county or state will provide the medical records of patients. Professional staff and as many supplies and equipment as practical may be provided.
3. In the event of a bio-emergency, Union County officials, the healthcare community, and the general public will look to the local and state public health agencies to coordinate the response. The response will require the active collaboration of the clinicians and local public health authorities responsible for disease monitoring and surveillance. However, a bio-emergency, such as anthrax, would not require an outbreak investigation.
4. Even during a relatively routine event, such as a case of hepatitis A in a food-handler or one case of measles on a college campus, the local public health agency will normally be responsible for surveillance and epidemiologic response and for coordinating the distribution and/or administration of vaccine, immune globulin, and other bio-emergency-related pharmaceuticals within its jurisdiction as deemed necessary.
5. In the event that the Strategic National Stockpile is activated, Union County will implement procedures to Point of Dispensing (POD) sites to distribute assets.
6. All Strategic National Stockpile activities will be coordinated with Iowa Department of Public Health and the Center for Disease Control. In the event of an influenza pandemic:
  - There may be very little warning.
  - Most experts believe that we will have between one and six months between the time that a novel influenza strain is identified outside of the U.S. and the time that outbreaks begin to occur in the U.S.
  - Outbreaks may occur simultaneously throughout much of the U.S., preventing shifts in human and material resources that normally occur with other natural localized or regional disasters.

- The effect of influenza on individual communities will be relatively prolonged (weeks to months).
- The impact of a pandemic could have a devastating effect on the health and well being of the American public.
- Effective preventive and therapeutic measures including vaccines and antiviral agents will likely be in short supply, as well as antibiotics to treat secondary infections.
- Healthcare workers and other first responders will likely be at even higher risk of exposure and illness than the general population, creating the potential to further impede care of victims.
- Widespread illness in the community will increase the likelihood of sudden and potentially significant shortages of personnel in other sectors that provide critical community services, including military personnel, police, firefighters, utility workers, and transportation workers.

**In the event of a bioterrorism attack:**

- Although possible, an act of bioterrorism in Iowa is unlikely.
- The release of a biological agent will likely go unnoticed until infected people seek medical treatment.
- Most local public health systems will be overwhelmed by community requests for information, prophylaxis, and treatment when a bioterrorist threat or actual attack becomes public information.
- Public health officials will need to work closely with law enforcement and other first responder organizations during a bioterrorism attack.
- Illnesses resulting from a bioterrorist release may be very difficult to differentiate from a naturally occurring outbreak of disease, especially during the early stages.
- See also: ESF 13 – Public Safety and Security.
- See also: Incident Annex – Terrorism Response.

**IV. CONCEPT OF OPERATIONS**

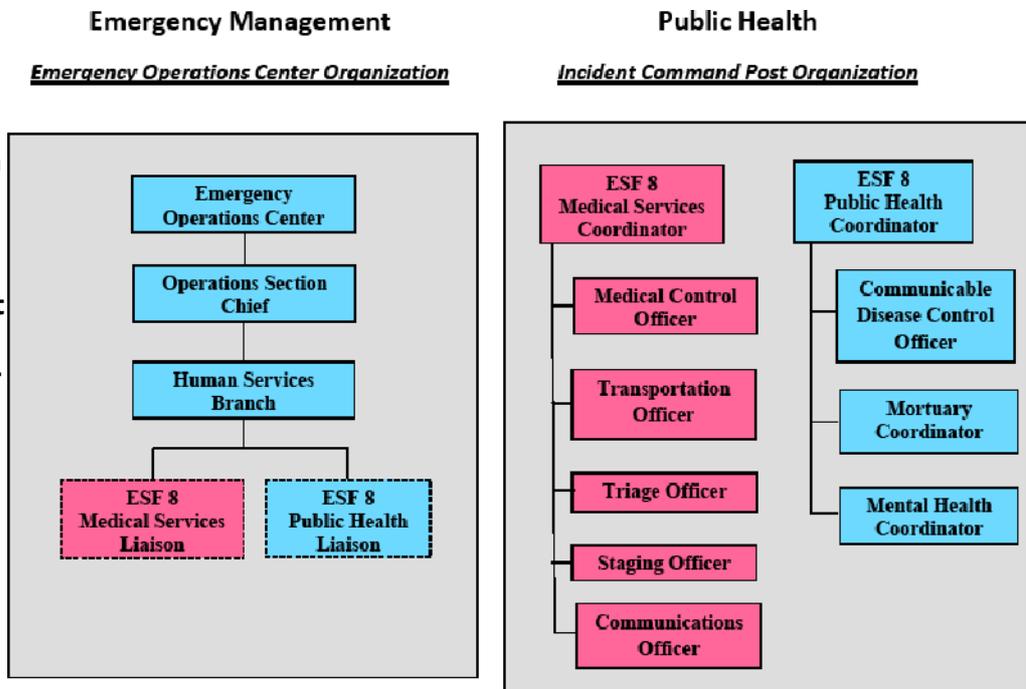
**A. General**

1. The procedures in this plan may be activated by contacting Union County Emergency Management Agency.
2. With the potential for, or the occurrence of an event, the EOC will notify of Greater Regional Outreach - Public Health. This notification may be made by telephone, facsimile, pager, radio, etc. Such notification could be to advise of a potential event, announce an activation of the EOC, or to pass a request from local jurisdiction officials requesting assistance.

- a. The EOC notifies the primary agencies through the 911 Communications Center or directly from the EOC.
    - b. The ESF-8, Public Health and Medical Services Coordinator will notify other primary and supporting agencies requesting their assistance as appropriate.
    - c. Primary and supporting agencies will report to the appropriate location as requested.
  3. Primary and support agencies and organizations will be notified and tasked to provide representation, as necessary. Each agency or organization is responsible for ensuring that sufficient staff is available to support the EOC and carry out the activities tasked to their agency or organization on a continuous basis. Individuals representing agencies must have knowledge of the resources and capabilities of their respective agencies or organizations, and have access to the appropriate authority for committing such resources during response and recovery operations.
  4. Coordination of health-related information may be done in cooperation with all health care partners.
- B. Organization
1. If the EOC is activated, the disaster response will be coordinated through the EOC.
  2. Greater Regional Outreach - Public Health will coordinate and integrate overall county efforts to provide public health and medical assistance to the affected area.
  3. Dependent on the event, other primary agencies may take operational leadership or joint leadership as appropriate.
  4. Appropriate agencies should provide staff for EOC response.

See figure below for the **coordination flow** in Incident Command Post and the Emergency Operations Center.

**Figure 1:**  
**Coordination flow in the Emergency Operations Center and the Incident Command Post.**



C.

Phases of Emergency Management

1. Mitigation and Preparedness

Activities that maintain the health of the community and develop health and medical response capabilities. Activities include, but are not limited to, the coordination with appropriate primary and support agencies to:

- a. Maintain liaison among primary and support agencies.
- b. Promote public health programs and services.
- c. Environmental Health regulation of public water systems, food service establishments, on-site sewage disposal systems, water recreational facilities, recreational vehicle parks, and schools.
- d. Develop and register volunteers to respond during a disaster.
- e. Maintain communication systems between all public health partners.

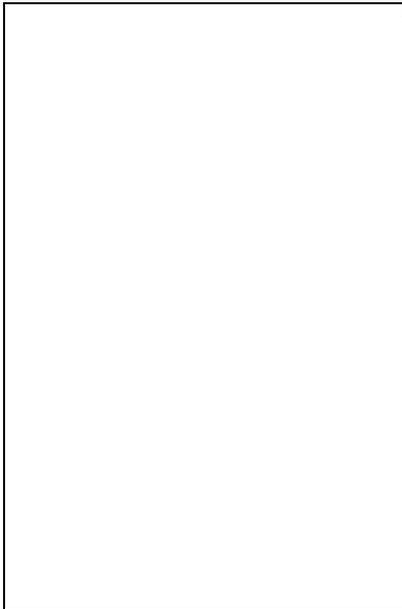
## 2. Response and Recovery

Activities include, but are not limited to, the coordination with appropriate primary and support agencies to:

- a. Coordinate to provide care of the sick, injured or dead.
- b. Assess the health and medical needs of the community.
- c. Assistance to affected populations in clean-up or follow-up activities with technical advice on health and safety issues related to returning to damaged areas.
- d. Non-governmental, private, or non-profit organizations may be requested to support the area medical, health and mortuary services, and hospitals with their capabilities.
- e. Public Health Emergency Response Teams (Disaster Medical Assistance Teams [DMAT], Disaster Mortuary Operational Response Teams [DMORT], EPI Response Team, and the Iowa Community Health Assistance Team [ICHAT]), may be requested when the response needs exceed local and regional capacities. These requests will be coordinated through the EOC to the State EOC and the Iowa Department of Public Health.
- f. Primary and support agencies and organizations may support response and recovery activities.
- g. Participation in post event assessment of response activities and adjustment of plans and protocols as necessary.
- h. Coordinate with the Public Information Officer to ensure the EOC is updated with current and accurate information.

## IV. RESPONSIBILITIES

**Primary Agency Functions**



<b>Agency</b>	<b>Function</b>
<p><b>Greater Regional Outreach-Public Health Department</b></p>	<p>Identifies the ESF-8 Coordinator                      Organizes and conducts county public health or medical emergency operations.                      Identifies, trains, and assigns personnel to staff the EOC for coordination of medical and health services.                      Conducts assessment of health and medical needs.                      Consults with the Board of Health and state health agencies.                      Provides direction for isolation and quarantine.                      Coordinates and/or administers pharmaceuticals for contamination or disease as deemed necessary by local and state health officials.                      Implements local Strategic National Stockpile operations as needed.                      Conducts assessments, surveillance, and monitors health effects.                      Directs and coordinates the activation and deployment of volunteer resources.                      Coordinate with the Public Information Officer to ensure the EOC is updated with current and accurate information.</p>

<b>Union County Environmental Health</b>		<p>Ensures food is being safely stored, prepared, and served to the public.</p> <p>Provides enforcement of regulations and standards for</p>
		<p>minimizing, controlling or eliminating sources of human disease and environmental pollution.</p> <p>Provides inspection of the construction of on-site sewage treatment systems and investigations of failed systems.</p> <p>Provides safety and security of potable water.</p> <p>Assesses and monitors any potential environmental concerns.</p> <p>Ensures environmental health standards are followed.</p> <p>If supplemental assistance is necessary, requests are made through the EOC.</p> <p>Coordinate with the Public Information Officer to ensure the EOC is updated with current and accurate information.</p>
<b>Union County Medical Examiner</b>		<p>Has jurisdiction over the deceased.</p> <p>In the event that morgues are established, the County Medical Examiner, in coordination with the Chief Law Enforcement Officer or Sheriff will direct law enforcement agencies in providing security for the personal effects including the body of those killed.</p> <p>Responsible for victim identification and mortuary service.</p>

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	<p>Determines the manner and cause of death and provides information to the appropriate agency(ies) for issuance of the death certificate.</p> <p>If local resources for proper handling and disposition of the dead are exceeded, supplemental assistance may be requested through the State EOC for the identification, movement, storage, and disposition of the deceased.</p>
<b>City of Creston, Afton, &amp; Lorimor Fire Department/Volunteer Fire Departments</b>	<p>May be responsible for mass decontamination, if equipped to do so.</p> <p>Coordinates decontamination resources.</p> <p>Provide assistance in a public health or medical emergency operation, as needed and if available.</p> <p>Establishes field communications between appropriate agencies.</p> <p>Make recommendations regarding operation activities.</p> <p>Assume primary responsibility for fire and hazardous materials scenes.</p>

<p><b>Emergency Medical Services</b></p>	<p>Provides basic and advanced life support services in accordance with Iowa Department of Public Health Emergency Medical Services Patient Care Protocols. Coordinates the on-scene emergency medical care, transportation, and hospital treatment for victims. Provides emergency medical care and transportation. Provides emergency medical assistance for a public health or medical emergency operation. Utilizes mutual aid among emergency medical service providers to make maximum use of existing local, regional, or inter-regional assets and services. Coordinates decontamination resources. Establishes field communications between appropriate agencies. Provides representative(s) to the EOC. Provides casualty and damage assessment information to the EOC, if activated. During EOC activation, the field operations informs and updates the EOC of any air operations or ground resources that are ordered from outside the county to ensure that all resources are coordinated. Coordinate with the Public Information Officer to ensure the EOC is updated with current and accurate information.</p>
<p><b>Hospitals/Medical Centers</b></p>	<p>Provide trained personnel and equipment for a public health or medical emergency operation. Maintains procedures and protocols for reducing patient population for events that may require evacuation and/or</p>

surge events and procedures to provide care for those who cannot be evacuated. Coordinates in-hospital care. Provides status updates to EOC. Provides staff to EOC as requested. Maintains plans and procedures to activate decontamination units as needed or requested. Monitors and reports incidence of communicable disease to Greater Regional Outreach - Public Health. During county EOC activation, informs and updates the EOC of air operations to ensure that transportation resources are coordinated. Maintains current transfer and transport site, i.e., helipad, etc. Coordinate with the Public Information Officer to ensure the EOC is updated with current and accurate information

**Support Agencies:** Support agency representatives will provide technical expertise, personnel, teams and equipment in support of a public health and/or a medical emergency. Personnel assigned in support of the incident will maintain close coordination with Incident Command Post representative.

*Note: Support Agencies are not listed in order Of priority. They are all in support Of the primary agency.*

<b>City/County Agencies</b>	<b>Functions</b>
<b>E911 Communications</b>	Communications operators will follow the Basic Plan in the event of a public health or medical emergency operation.
<b>Amateur Radio Emergency Services/ Amateur Radio Civil Emergency Services</b>	Provide alternate or additional radio communications for the Incident Command Post or the Emergency Operations Center.
<b>Union County Emergency Management Agency</b>	Ensures the Basic Plan is implemented. Coordinates with the Incident Commander to provide emergency response agencies needed for a public health or medical emergency operation. Briefs local, tribal, state and federal officials as to the situation. Coordinates resources necessary for a public health or medical emergency operation.
<b>Union County Mental Health Care</b>	Responsible for managing support for the victims and their families as well as emergency workers in the field, medical facilities, disaster assistance centers, command posts, etc. This

	may include: Coordinating with mental health counselors. Establishing an outreach program. Coordinating public education material with the Public Information Officer. Conducting critical incident stress debriefing.
<b>Union County Sheriff Department</b>	Provides the Emergency Operations Center, Command Post, and Incident Commander with the communications link. Provides additional personnel and equipment to a public health or medical emergency operation, as needed and if available.
<b>Critical Incident Stress Management Team</b>	Provide trained personnel to assist emergency services personnel and their spouses deal with stressful aspects of their occupation. Provide pre-incident education, emergency critical incident defusing and debriefing, referrals for individual services and family support programs.

	<b>Public Information Office</b>	Responsible for the collection, coordination, and dissemination of emergency public information material to the resident and transient population.
		Serves as a member of the Emergency Operations Center. Coordinates all public information activities with the Chief Executive Officer and the County Emergency Management Coordinator. Appoints a supporting staff to ensure the capability of 24-hour operations, if needed.
	<b>State Agencies</b>	<b>Functions</b>
	<b>Iowa 71<sup>st</sup> Civil Support Team</b>	Provides additional personnel and equipment during public health or medical emergency operations.
	<b>Iowa Department of Natural Resources</b>	Provides environmental manpower and technical assistance (e.g., air monitoring) and information in the event temporary interment is necessary and/or human remains are contaminated. Provides technical assistance and environmental information for the assessment of the public health/medical aspects of situations involving hazardous materials.
	<b>Iowa Department of Public Health</b>	Provides information, consultation and support to local boards of health regarding board roles and responsibilities, essential public health services and significant public health issues. Contracts with local boards of health to assure delivery of core public health functions and essential public health services. Provides technical assistance to local boards of health as they update and submit Community Health Needs Assessment/Health Improvement Plans and makes those plans available to the public. Supports the continued development of local public health systems, including performance-based contracting, meeting

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	<p>public health standards and quality assurance.</p> <p>Leads all State public health and medical response to public health emergencies and incidents.</p> <p>Assumes operational control of State emergency public health and medical response assets, as necessary, in the event of a public health emergency and provides assistance to County Public Health Departments.</p> <p>Coordinates national preparedness, response, and recovery actions through the Iowa Homeland Security Emergency Management Division.</p>
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<b>Iowa Department of Public Safety</b>	<p>Provides additional law enforcement capabilities.</p> <p>Provides security for the Strategic National Stockpile, secure movement of needed blood and blood product supply, and quarantine enforcement assistance, if required.</p> <p>Provides Iowa Department of Public Health with relevant information of any credible threat or other situation that could potentially threaten public health.</p> <p>Coordinates with local law enforcement and the Federal Bureau of Investigation to assist in victim identification.</p> <p>Supports local death scene investigations and evidence recovery.</p>
<b>Iowa Homeland Security and Emergency Management</b>	<p>Responsible for the overall emergency coordination of state assistance if a multiple state agency response is required.</p> <p>Maintains situational awareness and the Common Operating Picture.</p> <p>Provides logistical support for deploying public health and medical elements required and coordinates the use of mobilization centers/staging areas, transportation of resources, use of disaster fuel contracts, emergency meals, potable water, base camp services, supply and equipment resupply, and use of all State contracts and interagency agreements managed by the Iowa Homeland Security for response operations.</p> <p>Assists in arranging transportation to support evacuating patients who are too seriously ill or otherwise incapable of being evacuated in general evacuation conveyances.</p>
<b>Iowa National Guard</b>	<p>At the request of the Governor, mobilizes and deploys available National Guard medical units to support local governments with available medical personnel for casualty clearing/staging and other missions as needed including aero-medical evacuation and medical treatment.</p> <p>At the request of the Governor, provides support to the Iowa Department of Public Health to assist County governments in the evacuation of patients and medical needs populations to locations where hospital care or outpatient services are available.</p> <p>Provides additional personnel and equipment as needed.</p>

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<b>Federal Agencies</b>	<b>Functions</b>
<b>Centers for Disease Control</b>	<p>Can assist with the epidemiology and public notifications in a terrorism threat, incident or disease outbreak.</p> <p>Can provide technical assistance when requested or in cases where emergency needs exceed the capability of local response resources.</p>
<b>Department of Commerce</b>	<p><b>National Oceanic and Atmospheric Administration:</b></p> <p>Provides near real-time transport, dispersion, and predictions of atmospheric releases of radioactive and hazardous materials that may be used by authorities in taking protective actions related to sheltering and evacuation of people.</p>

	<b>Department of Defense</b>	At the request of the U.S. Department of Health and Human Services, provides support for the evacuation of patients and medical needs populations to locations where hospital care or
		<p>outpatient services are available.</p> <p>Provides available logistical support to public health/ medical response operations.</p> <p>Provides available medical personnel for casualty clearing/staging and other missions as needed including aero-medical evacuation and medical treatment.</p> <p>Provides available military medical personnel to assist in the protection of public health (such as hygiene, and other environmental conditions).</p> <p>Provides available the Department of Defense medical supplies for distribution to mass care centers and medical care locations being operated for incident victims with reimbursement to the Department of Defense.</p> <p>Provides available emergency medical support to assist State, tribal, or local officials within the disaster area and the surrounding vicinity. Such services may include:</p> <p>Triage.</p> <p>Medical treatment.</p> <p>Mental health support.</p> <p>Use of Department of Defense medical facilities within or near the incident area.</p> <p>Provides assistance, as available, in managing human remains, including victim identification and mortuary affairs and temporary internment of the dead.</p> <p>Provides available blood products in coordination with the Department of Health and Human Services.</p> <p>Provides medical surveillance and laboratory diagnostics and confirmatory testing in coordination with the Department of Health and Human Services.</p> <p><b>U.S. Army Corps of Engineers:</b></p> <p>Through ESF 3 – Public Works and Engineering, provides</p>

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	<p>technical assistance, equipment, and supplies as required in support of the Department of Health and Human Services to accomplish temporary restoration of damaged public utilities affecting public health and medical facilities.</p> <p>In the event of a catastrophic mass fatality incident, assists with the temporary interment of the dead.</p>
<b>Department of Energy</b>	<p><b>National Nuclear Security Administration:</b></p> <p>Provides personnel and equipment, including portal monitors, to support initial screening and provides advice and assistance to State, tribal, and local personnel conducting screening/decontamination of persons leaving a contaminated zone.</p>

		<p><b>Radiological Assistance Program:</b> Provides regional resources (personnel, specialized equipment, and supplies) to evaluate, control, and mitigate radiological hazards to workers and the public. Provides limited assistance in the decontamination of victims. Assists State, tribal, or local officials in the monitoring and surveillance of the incident area.</p> <p><b>National Atmospheric Release Advisory Capability:</b> Provides near real-time transport, dispersion, and dose predictions of atmospheric releases of radioactive and hazardous materials that may be used by authorities in taking protective actions related to sheltering and evacuation of people.</p> <p><b>Federal Radiological Monitoring and Assessment Center:</b> Assists public health and medical authorities in determining radiological dose information. Assists in providing coordinated gathering of environmental radiological information and data. Assists with consolidated data sample analyses, evaluations, assessments, and interpretations. Provides technical information.</p>	
	<b>Department of Health and Human Services</b>	<p>The Secretary of Health and Human Services shall assume operational control of Federal emergency public health and medical response assets, as necessary, in the event of a public health emergency, except for members of the Armed Forces, who remain under the authority and control of the Secretary of Defense.</p> <p><b>Centers for Disease Control and Prevention:</b> Provides support through Department of Health and Human Services to include: Laboratory Services to determine or prove positive disease strains. Determining threat and effects of short and long term exposure. Making recommendations for protecting human health.</p>	

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	Analyzing and identifying contaminants and toxic materials in soils, vegetation and water.
<b>Department of Homeland Security</b>	<p>Provides communications support in coordination with ESF 2 – Communications. Maintains situational awareness and the Common Operating Picture via the Homeland Security Information Network. Assists in providing information/liaison with emergency management officials in the National Disaster Medical System Federal Coordinating Centers areas. Identifies and arranges for use of the Department of Homeland Security/U.S. Coast Guard aircraft and other assets in providing urgent airlift and other transportation support.</p>

		Directs the Nuclear Incident Response Team, when activated, and ensures coordination of the Nuclear Incident Response Team activities with the ESF primary agency and designated coordinating agency under the ESF 10 – Hazardous Materials. Provides enforcement of international quarantines through Department of Homeland Security/U.S. Coast Guard, Customs and Border Protection, and Immigration and Customs Enforcement	
		<p><b>Federal Emergency Management Agency:</b> Provides logistical support for deploying medical elements required and coordinates the use of mobilization centers/staging areas, transportation of resources, use of disaster fuel contracts, emergency meals, potable water, base camp services, supply and equipment resupply, and use of all national contracts and interagency agreements managed by the Department of Homeland Security for response operations.</p> <p>Assists in arranging transportation to support evacuating patients who are too seriously ill or otherwise incapable of being evacuated in general evacuation conveyances.</p> <p>Provides tactical communications support through Mobile Emergency Response Support, inclusive of all types (i.e., deployable satellite and Radio Frequency/radio communications).</p> <p><b>Office of Infrastructure Protection:</b> Provides situational awareness, cross-sector coordination, and prioritized recommendations regarding critical infrastructure and key resources.</p>	
	<b>Department of Justice</b>	Assists in victim identification, coordinated through the Federal Bureau of Investigation. Provides State, tribal, or local officials with legal advice concerning identification of the dead. Provides security for the Strategic National Stockpile, secure movement of needed blood and blood product supply, and	

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	<p>quarantine enforcement assistance, if required.</p> <p>Establishes an adult missing person call center and assists in the disposition of cases.</p> <p>Shares missing person data in support of identification of the dead and seriously wounded.</p> <p>Supports local death scene investigations and evidence recovery.</p>
<b>Department of Transportation</b>	<p>Coordinates with the Federal Aviation Administration for air traffic control support for priority missions.</p> <p>Provides technical support to assist in arranging logistical movement support (e.g., supplies, equipment, blood supply, etc.) subject to requirements.</p>

	<b>Environmental Protection Agency</b>	Provides technical assistance and environmental information for the assessment of the public health/medical aspects of situations involving hazardous materials, including technical and policy	
		<p>assistance in matters involving critical healthcare facilities. Provides support for public health matters for radiological incidents through the Federal Radiological Monitoring and Assessment Center and the Advisory Team for Environment and Health.</p> <p>Assists in identifying alternate water supplies and wastewater collection and treatment for critical healthcare facilities.</p> <p>Provides environmental technical assistance (e.g., air monitoring) and information in the event temporary interment is necessary and/or human remains are contaminated.</p>	
	<b>Other</b>		
	<b>American Red Cross</b>	<p>Provides emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, supportive counseling, and healthcare for minor illnesses and injuries to incident victims in mass care shelters, the Joint Field Office, selected incident cleanup areas, and other sites deemed necessary by the primary agency.</p> <p>Assists community health personnel subject to staff availability. Provides supportive counseling for family members of the dead, for the injured, and for others affected by the incident subject to staff availability.</p> <p>Provides available personnel to assist with administrative and logistical support in temporary immunization clinics.</p> <p>Acquaints families with available health resources and services, and makes appropriate referrals.</p> <p>At the request of the Department of Health and Human Services, coordinates with the American Association of Blood Banks Inter-organizational Task Force on Domestic Disasters and Acts of Terrorism to provide blood products and services as needed through regional blood centers.</p> <p>Supports reunification efforts through its "Safe and Well"</p>	

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	website and in coordination with government entities as appropriate.
<b>Volunteers and other private entities and businesses</b>	Assist in the public health or medical emergency operation as directed by the Emergency Management Coordinator or Incident Commander.

**V. REFERENCES**

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- A. Emergency Support Function 6, Mass Care, Emergency Assistance, Housing and Human Services.
- B. Greater Regional Hospital/Medical Center Disaster Plan
- C. Union County Emergency Medical Services Patient Care Protocols
- D. Greater Community Regional Outreach - Public Health Emergency Response Plan
  - 1. Strategic National Stockpile Distribution Plan
  - 2. Pandemic Influenza Response Plan

**VI. ATTACHMENTS**

- A. Preparedness Checklist
- B. Incident Response Guide
- C. Recovery Phase Checklist
- D. MCI Plan
- E. Critical Incident Stress Management
- F. Request for resources from Iowa Department of Health procedures and Forms
- G. Job Aids and Checklists
- H. Local and Private Medical Supplies Resource List

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Union County Emergency Management Agency

# Emergency Support Function 9

Search and Rescue

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## Appendices:

- A. Standard Operating Procedures/Field Operating Guides
- B. Search and Rescue Organizational Chart
- C. Missing Person/Search and Rescue Joint Notification Process
- D. Contact List
- E. Resource List



**Emergency Support Function 9****Search and Rescue**

**ESF Coordinator:** Union County Emergency Management Agency

**Primary Agencies:** Union County Sheriff's Office  
Creston and Afton Police Departments  
Afton, Creston, Lorimor, and Murray Fire Departments  
Code RED Alert  
Amber Alert

**Support Agencies:** Afton, Creston, Lorimor, and Murray Fire Departments  
Union County Communications E911  
Union Community Emergency Response Team (CERT) & SWIARA  
ARES/RACES Team  
Union County Emergency Medical Services  
Union County Conservation Board  
Union County Engineer & Secondary Roads  
Greater Regional Medical Center – Public Outreach  
Union County Emergency Management

*State* Iowa SAR Teams  
Iowa Civil Air Patrol  
Iowa 71<sup>st</sup> Civil Support Team  
Iowa Department of Natural Resources  
Iowa Homeland Security and Emergency Management  
Iowa Department of Public Safety  
Iowa National Guard

*Other* Volunteers  
Red Cross  
Salvation Army

**I. INTRODUCTION****A. Purpose**

To provide for the effective utilization of search and rescue resources and provide for the control and coordination of various types of search and rescue operations involving persons in distress as a result of an emergency/disaster.

**B. Scope**

Emergency Support Function 9 (ESF-9), Search and Rescue, addresses search and rescue operations, suburban and structural search and rescue, and include search and rescue on the ground, in the air, or in the water. "Search and Rescue" (SAR) means searching for, rescuing or recovering by ground, water, or air any person who becomes lost, injured, or killed. Searches are also conducted when missing or downed aircraft are reported. If the person(s) are deceased, then it becomes a recovery operation.

Search and Rescue services include the performance of distress monitoring, communications, location of distressed personnel, coordination, and execution of rescue operations including extrication or evacuation.

It also includes the provisioning of medical assistance and civilian services through the use of public and private resources to assist persons and property in potential or actual distress.

This ESF is not intended to cover law enforcement or department of corrections escapee situations or when suspects are armed or considered dangerous.

**II. POLICIES**

A. Command and Control of all ground (land based) and water (waterways) search operations are directed by the law enforcement agency responsible for the jurisdiction. Command and control of all ground and water rescue operations are directed by the Fire Department responsible for the jurisdiction.

B. This ESF will be implemented in accordance with the National Incident Management System/Incident Command System and the incorporated measurable objectives identified in the Incident Action Plan.

- C. The Incident Command System provides the functional structure for actively managing any type of incident regardless of cause, size, or complexity.
- D. All personnel with responsibilities in the Incident Command Post and Emergency Operations Center will be proficient with the Incident Command System concepts and principles.
- E. Outside assistance is available to local response and support personnel to implement complex or large organizational structures through the Iowa Incident Management Team (Type III).
- F. The Incident Command System is primarily a field level organizational system which has authority to make operational and tactical decisions and command all field personnel.
- G. Coordination with state and other local search and rescue organizations is accomplished through the Union County Emergency Operations Center.
- H. Most Search and Rescue should be considered a criminal investigation until otherwise confirmed.
- I. The chief law enforcement officer of each political subdivision shall be responsible for local Search and Rescue activities. Often these local activities will work within a state or federal Incident Command system. Depending on the type of situation encountered, either the Federal Aviation Administration, United States Air Force or the Iowa Department of Natural Resources may have jurisdictional authority over an incident.
1. The Union County Sheriff's Office is responsible for local Search and Rescue operations in unincorporated Union County and within those communities without local law enforcement resources. The sheriff may appoint one or more deputies within the agency as Search Coordinator(s) to work with Union County Emergency Management and the Union County Community Emergency Response Team (CERT) if one is available and other volunteer organizations.
  2. The chiefs of police in the incorporated cities are responsible for local Search operations within their jurisdictions.

3. The sheriff's office may coordinate search operations within incorporated jurisdictions at the request of a police department supervisor.
  4. The Chief Fire Officer is responsible for local Rescue operations. The Fire Chief may coordinate rescue operations with Search operations with the appropriate Law Enforcement Official.
- J. All activities within ESF-9, Search and Rescue, will be conducted in accordance with the National Incident Management System (NIMS) and will utilize the Incident Command System (ICS).
- K. Local jurisdictions have the responsibility to establish criteria and standards for emergency workers whom they register to support this function. Criteria may include the demonstrated proficiency to perform emergency activities as indicated by assignment and personnel class.

### **III. Situations**

- > Acts of Nature (i.e., ice storms, snow, floods, earthquakes, tornadoes) may result in emergencies that require search and rescue operations.
- > Search and Rescue occur as a result of accidents during recreational activities such as fishing, boating, hunting, camping or hiking.
- > Search and Rescue occur when youth, elderly, or special needs populations may become disoriented, lost or injured.
- > Search and Rescue incidents may become crime scenes and precautions are needed to protect evidence.
- > Terrorist, Weapons of Mass Destruction, or Catastrophic events usually require extensive search and rescue operations.
- > Missing or downed planes may result in injuries that may require search and rescue operations.
- > Accidental or intentional chemical releases may require search and rescue operations.

### **IV. Planning Assumptions**

- > All communities in Union County may experience the need for search and rescue operations, but may not have the resources (personnel and equipment) readily available.
- > Search and Rescue operations may require highly trained personnel and highly specialized equipment.

- > Search and Rescue personnel may face additional and potential danger, environmental safety and health hazards due to debris, downed power lines, unstable structures, and/or exposure to chemical, biological, or radiological incidents.
- > Search and Rescue personnel must take into consideration their own safety as well as the victims when working in severe weather conditions such as extreme heat or cold, heavy rains, or high winds.
- > The areas impacted by the disaster may be limited or restricted and may be accessible via snowmobile, all terrain vehicles, aircraft or watercraft.
- > Volunteers must be managed, monitored, and documented. Additional safety or evidence preservation training may be necessary prior to activation.

## **V. CONCEPT OF OPERATIONS**

- A. The Union County Emergency Operations Center (EOC) may be activated to provide coordination, technical and administrative support to SAR operations. The State Emergency Operations Center (SEOC) may be activated to support local efforts depending on the scope of the disaster.
- B. Coordination from the incident scene or from the county EOC to the State EOC will be through the normal radio and telephone capabilities, augmented by back-up direction and control systems. Incident Command utilizes all communications means necessary and available to carry out effective SAR operations.
- C. The county may not be able to provide all necessary equipment or manpower for all types of SAR missions. Mobile support units may be available upon request from adjoining political subdivisions, or from Iowa Homeland Security and Emergency Management Division (HSEMD) to ensure and support maximum SAR efforts. All requests for outside resources will be made through the County EMA at the county EOC.
- D. Ground Search and Rescue
  - 1. The local law enforcement agency will have jurisdiction over a ground Search operation and rescue operations. If additional assets are required, local mutual aid will be requested through the local EOC.
  - 2. Air support or reconnaissance to assist the ground teams may be requested through HSEMD.

E. Water Search and Rescue

1. Local law enforcement will initially establish a field incident command structure. If additional assets are required, the local EOC will contact HSEMD to meet the requirements.
2. The Iowa Department of Natural Resources (DNR) directs all SAR operations on all public waters in coordination with the local incident command structure.
3. Underwater evidence searches will be coordinated by the SAR Coordinator in cooperation with the DNR and local law enforcement.

F. Air Search and Rescue

1. Local law enforcement participates in a search for downed or missing aircraft when there is a reasonable likelihood that the craft is located within their jurisdiction. If the aircraft is confirmed as downed, the incident becomes a ground SAR operation under the direction and control of the chief local law enforcement officer.
2. The local EOC will contact HSEMD if external resources are required for an air SAR operation. State resources will direct air SAR for missing or downed aircraft in coordination with the local incident command structure.

**VI. RESPONSIBILITIES**

A. Primary Agencies

1. Local Law Enforcement
  - a. Commands SAR operations and is responsible for SAR operations within Union County.
  - b. Identifies the resource requirements.
  - c. Requests needed resources from Union County Emergency Management.
  - d. Coordinates SAR activities and training with volunteer organizations.
  - e. Provides personnel for SAR activities under the direction and control of the sheriff's office or local law enforcement agency.

- f. Maintains policies and procedures for response to SAR incidents.

#### B. Support Agencies

1. Union County Emergency Management
  - a. Organizes, trains and administers CERT SAR activities.
  - b. Union County Emergency Management Agency is the administrative arm of SAR. The County EMA oversees quality assurance in partnership with the sheriff's office and conducts audits.
  - c. Registers volunteers involved in SAR.
  - d. Requests state and federal assistance as needed.

2. Other Local and Voluntary Agencies

Assists and supports SAR operations when requested and as feasible.

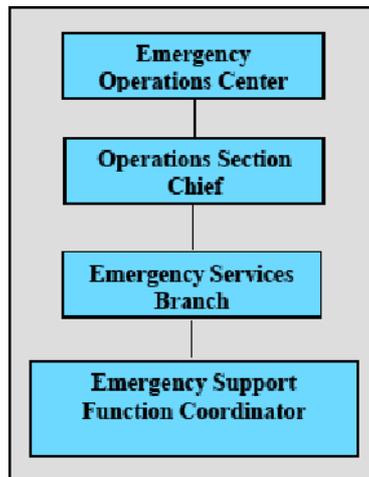
### VII. Organizational Structure

- A. The National Incident Management System will be utilized during incidents. See the Union County Basic Plan – Concept of Operations for specific information.
- B. The size of the search and rescue operation will determine if an Emergency Operations Center is needed. For large scale incidents, a unified command structure may be implemented.
- C. An effective span of control is maintained by consolidating agencies with emergency responsibilities into groups with an internal management structure. Each of the branches is consolidated in the Emergency Operations Center during activation to insure coordination among the various organizations.
- D. Most primary and supporting agencies have only one or two personnel assigned to the Emergency Operations Center during emergencies. Each is assigned a place on the floor plan that corresponds to the ESF in which his/her primary responsibilities lie.

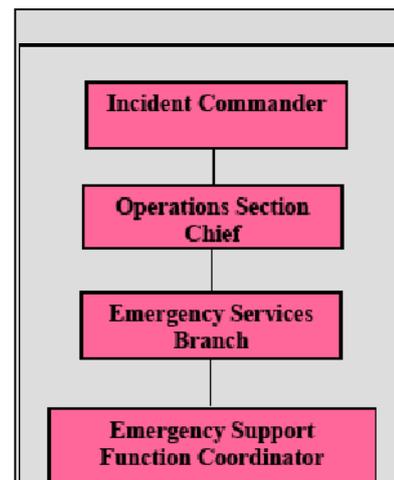
- E. The Emergency Operations Center Manager will staff the Emergency Operations Center as needed depending on the size and scope of the search and rescue operation. The Emergency Operations Center will support the Incident Commander and assist with resource prioritization and resource management.
- F. Information and mission assignments flow between the branches through the Section Chiefs and from the Section Chiefs through the Emergency Operations Center Director.
- G. This ensures that Emergency Management is able to maintain an accurate assessment of the disaster situation and is able to develop short-range and long-range planning guidance for use by other potentially affected ESFs within the Emergency Operations Center. See ESF 5 – Emergency Management.

See figure below for the **coordination flow** in Incident Command Post and the Emergency Operations Center.

**MULTIPLE INCIDENTS  
MULTIPLE JURISDICTIONS**  
*Emergency Operations Center Organization*



**SINGLE INCIDENTS  
SINGLE JURISDICTIONS**  
*Incident Command Post Organization*



## VIII. PHASES OF EMERGENCY MANAGEMENT

- A. Preparedness
1. Law Enforcement
    - Appoint a SAR Coordinator who is capable of maintaining SAR field operations and serving as advisor to local SAR units.
    - Assess equipment and training needs.
    - Maintain and distribute call-out list.
  2. Emergency Management

- a. Perform SAR administrative functions and serve as administrative advisor to local SAR units.
    - b. Maintain an operational EOC and EOC Operating Procedures.
    - c. Maintain a SAR personnel list.
  3. Other local and Voluntary Agencies/Organizations
    - a. Maintain emergency operating procedures.
    - b. Maintain personnel and equipment resource lists.
    - c. Maintain an updated call-out list with procedures for implementation.
    - d. Assist with the recruiting and training of SAR volunteers.
    - e. Assess equipment and training needs. Ensure that equipment is in proper working order and response personnel retain proper certification to meet state and local requirements.
- B. Response
  1. SAR Coordinator
    - a. Reports to an incident site and assume command of field operations or set up an incident command post, as appropriate.
    - b. Notifies appropriate SAR units of activation. May request emergency management to assist with this function.
    - c. Requests additional resources, as needed. Resource requests should be made through the normal emergency management channels.
    - d. Maintains a log of SAR activities during the mission.
  2. Local Law Enforcement Agencies

May respond and conduct SAR operations.
  3. Emergency Management
    - a. Activates the county EOC, if appropriate, and/or establishes necessary communications support.
    - b. Coordinates local SAR resources, as necessary.
    - c. Submits requests to HSEMD for additional resources when local capabilities are exceeded.
    - d. Supports SAR operations as requested
  5. Fire Departments

Provides for rescue operations commensurate with the availability of equipment and the degree of specialized training

- C. Recovery
  - 1. Sheriff's Office/SAR Coordinator
    - a. Ensures mission is complete and all personnel are accounted for.
    - b. Ensures that equipment is returned to good working order and all personnel are accounted for.
  - 2. All Organizations
    - a. Continues SAR mission until subject(s) has been located or the SAR Coordinator terminates the search.
    - b. Restores equipment, vehicles, etc., to a state of operational readiness.
    - c. Attends critique of SAR mission, as requested by the SAR Coordinator.

#### **IX. REFERENCES**

- A. National Incident Management System (NIMS)
- B. National Response Framework (NRF)
- C. National Response Type Matrix

#### **X. ATTACHMENTS**

- A. Standard Operating Procedures
- B. Forms and Job Aids
- C. Volunteer Forms
- D. Request for Resources
- E. Demobilization

**Union County Emergency  
Management Agency**

**Emergency Support Function  
10**

**Hazardous Materials**

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## Attachments

1. Hazardous Materials Transportation Routes
2. Standard Operating Procedures
3. Tier II Facility Information
4. Facilities and Populations at Risk (Proximity)
5. Public Notification Procedures
6. Resources List
7. Evacuation Procedures and Routes
8. Shelter-in-Place Procedures
9. Decontamination Procedures
10. Emergency Responder Training
11. Facilities with Hazardous Materials Exempt from Reporting

**Record of Changes**

Change Number	Date of Change	Date Entered	Change Made by (Signature)
Format Change	12-01-2010	12-10-2010	Duck
Changes to Attachments 1 thru 11	06-20-2010	06-20-2010	Duck
Changes to Attachments 1 thru 11	06-18-2012	06-18-2012	Duck

**Primary and Supporting Agencies****ESF Coordinator: Union County Emergency Management Coordinator****Primary Agencies**

City of Creston Fire Department

City of Afton Fire Department

City of Lorimor Fire Department

Greater Regional Medical Center – Outreach/Public Health Department

Iowa Department of Public Health

**Support Agencies***City/County:*

E911 Communications

Amateur Radio Emergency Services/ Amateur Radio Civil Emergency Services

Union County Conservation Board

Union County Emergency Management Agency

Union County Engineer's Office

Union County Sheriff's Office

City of Creston Police Department

City of Afton Police Department

City of Creston Public Works

City of Afton Public Works

City of Lorimor Public Works

Emergency Medical Services

Hospital/Medical Center

Public Information Officer

*State:*

Iowa Department of Natural Resources  
Iowa Department of Transportation  
Iowa Homeland Security and Emergency Management  
Iowa National Guard  
Iowa State University

*Federal:*

Ames Laboratory, United States Department of Energy  
Environmental Protection Agency  
Federal Emergency Management Agency  
National Animal Health Complex  
National Response Center

*Other:*

American Red Cross  
Salvation Army

**Introduction*****Purpose***

ESF 10 – Hazardous Materials provides support in response to an actual or potential discharge and/or uncontrolled release of hazardous materials when activated. It is designed to fulfill the requirements of the Federal Emergency Planning and Community Right-to-Know Act (Title III, Superfund Amendments and Emergency Management Reauthorization Act of 1986), and responsibilities of Local Emergency Planning Committees/Emergency Management Commissions as established by Iowa Code 29C and Iowa Administrative Rules.

***Scope***

This ESF provides for a coordinated response to actual or potential hazardous materials incidents. Response to hazardous materials incidents is generally carried out in accordance with the National Oil and Hazardous Substances Pollution Contingency Plan, 40 Code of Federal Regulations 300.

For purposes of this ESF, "hazardous materials" is a general term intended to mean hazardous substances, pollutants, and contaminants as defined in the National Oil and Hazardous Substances Pollution Contingency Plan. Union County hazardous materials include chemical, biological, radiological/nuclear substances, whether accidentally or intentionally released, and explosives.

It includes the appropriate actions to prepare for, respond to, and recover from a threat to public health, welfare, or the environment caused by actual or potential hazardous materials incidents.

This ESF may be used under appropriate authorities to respond to actual or threatened releases of materials not typically responded to under the National Oil and Hazardous Substances Pollution Contingency Plan but that pose a threat to public health or welfare or to the environment.

Appropriate response activities to such incidents include, but are not limited to, household hazardous waste collection, monitoring of debris disposal, water quality monitoring and protection, air quality sampling and monitoring, and protection of natural resources.

This ESF is applicable to all departments and agencies with responsibilities and assets to support local and regional response to actual or potential hazardous materials incidents.

Appropriate and prudent elements of this ESF shall be implemented whenever a hazardous or extremely hazardous material release poses an immediate or acute threat to public health and safety, personal or public property, or the environment.

In accordance with the aforementioned guidance the following steps should be taken:

Assess the potential hazards of a hazardous or extremely hazardous substance incident.

Reduce the vulnerability of residents in the event of a hazardous or extremely hazardous substance incident.

Establish capabilities for protecting citizens from the effects of a hazardous or extremely hazardous substance incident.

Establish those interagency responsibilities, capabilities and organizational structures necessary to facilitate a coordinated public and private sector response to a hazardous materials incident.

Establish those policies and standard operating procedures necessary to protect the health and safety of public and private sector personnel responding to a hazardous materials incident.

Provide for the recovery in the aftermath of an emergency involving extensive damage or other detrimental effect on normal life within the community.

## Policies

The policies and authorities for this ESF contained in:

Public law 99.499 Emergency Planning and Community Right-to-Know Act of 1986. This act has four major provisions:

**Section 301-303, Emergency Planning** is designed to help communities prepare for and respond to emergencies involving hazardous substances. Every community in the United States must be part of a comprehensive plan. The Iowa Homeland Security Emergency Management Division is responsible for implementing Section 301-303.

**Section 304, Emergency Release Notification (Spill Reporting).** Facilities must provide an emergency notification and a written follow-up notice to the Local Emergency Planning Committee and the State Emergency Response Commission (for any area likely to be affected by the release) if there is a release into the environment of a hazardous substance that is equal to or exceeds the minimum reportable quantity set in the regulations. In Iowa these reports are made to the Iowa Department of Natural Resources at **(712)243-1934 – Atlantic Office.**

**Section 311-312 Hazardous Chemical Storage Reporting (Tier II)** requires facilities that have a material safety data sheet for any hazardous chemicals stored or used in the work place above certain quantities to submit an emergency and hazardous chemical inventory form (TIER II) to the State Emergency Response Commission, Local Emergency Planning Commission, and local fire department. The TIER II form is due annually on March 1st. Approximately 500,000 products have material safety data sheets.

**Section 313 Toxic Chemical Release Inventory Reporting** requires facilities meeting regulatory requirements to complete a Toxic Chemical Release Inventory Form annually for specified chemicals. The form must be submitted annually to Environmental Protection Agency and the State Emergency Response Commission by July 1. The form covers releases and other waste management of toxic chemicals that occurred during the preceding calendar year.

Chapter 30.1 - 30.12 Iowa Code 1989, as amended.

Iowa Administrative Rules Chapter 605 101.1(17a)-103.7(30).

Iowa Code 567 Chapter 131.

National Oil and Hazardous Substances Pollution Contingency Plan, 40 Code of Federal Regulations, Part 300.

Occupational Safety and Health Administration, 29 Code of Federal Regulations, Part 1910.120.

Comprehensive Environmental Response, Compensation, and Liability Act.

National Fire Protection Association Recommendations on Transportation, Storage, and Use of Explosive Materials #45.

Federal Water Pollution Control Act as amended by section 311 of the Clean Water Act and the Oil Pollution Act of 1990.

Local Ordinances:

- . #59 County Ordinance Hazardous Materials
- . Afton Hazardous Materials Ordinance #175
- . Arispe Hazardous Materials Ordinance #031207
- . Creston Hazardous Materials Ordinance Chapter #37
- . Cromwell Hazardous Materials Ordinance \_\_\_\_\_
- . Lorimor Hazardous Materials Ordinance #07-08-02
- . Shannon City Hazardous Materials Ordinance #020607
- . Thayer Hazardous Materials Ordinance \_\_\_\_\_

**For an incident involving hazardous materials and is determined to be an intentional criminal act but not an act of terrorism, the Environmental Protection assumes primary Federal responsibility for the Federal criminal investigation in accordance with its authorities and applicable laws and regulations.**

### **Emergency Planning and Community Right-to-Know**

Emergency planning requirements (sections 301-303) are designed to help communities prepare for and respond to emergencies involving hazardous substances.

Every community in Union County must be part of this ESF.

*Facilities subject to emergency planning requirements:*

Any facility with any Extremely Hazardous Substance on-site greater than the relevant Threshold Planning Quantities.

Any other facility designated as subject to the emergency planning requirements by the Governor of State or the State Emergency Response Commission after a period of public comment.

*Facilities are required to:*

Cooperate in emergency plan preparation and designate a facility emergency coordinator to participate in the planning process.

Notify their State Emergency Response Commission and Local Emergency Planning Commission within 60 days of becoming subject to the emergency planning requirements (such as from a shipment or production of an Extremely Hazardous Substance).

***State Emergency Response Commission***

The Governor of Iowa has designated a State Emergency Response Commission that is responsible for implementing the Emergency Planning and Community Right-to-Know Act provisions. The Commission's duties include:

Establishing procedures for receiving and processing public requests for information collected under the Emergency Planning and Community Right-to-Know Act.

Reviewing local emergency response plans.

Designating local emergency planning districts.

Appointing a Local Emergency Planning Committees for each district.

Supervising the activities of the Local Emergency Planning Committees.

***Local Emergency Planning Committees***

This Local Emergency Planning Committee must develop an emergency response plan, review it at least annually, and provide information about chemicals in the community to citizens. Plans are developed by the with stakeholder participation.

The committee membership must include (at a minimum):

- Elected local officials.
- Police, fire, civil defense, and public health professionals.
- Environment, transportation, and hospital officials.
- Facility representatives.
- Representatives from community groups and the media.
- Committee tasks:
  - Develop and review the local plan.
  - Conduct hazards identification and analysis along with assessing the local response capabilities.
  - Develop this ESF appropriate for the county.
  - Holds scheduled meetings to establish short and long range plans mandated by the Emergency Planning and Community Right-to-Know Act Section 303(a).
  - Provides support and focus on hazardous materials in fixed facilities and transportation routes by performing a hazards analysis or updating the current analysis utilized.

- Appoints a Community Emergency Coordinator who is charged with responsibility for implementing the plan.
- Will keep current lists of available training and training courses available and will request grant funding for hazardous materials training as necessary.
- Shall annually submit the plan to the Emergency Management Commission for review and comment.

### ***Community Emergency Coordinator***

The Community Emergency Coordinator is the administrative coordinator of Union County hazardous materials response effort and is the County Emergency Management Coordinator.

Community Emergency Coordinator tasks:

- Responsible for implementation of this ESF.
- Assist Local Emergency Planning Committee in conducting community hazard and response capability assessments.
- Assist the fire chief or designee in making any notifications to the mayor or city administration as needed.
- Work with the Iowa Emergency Management Division, the Iowa Department of Public Health and Iowa Department of Natural Resources to maintain hazardous materials preparedness programs in the jurisdiction.
- Integrating hazardous materials information into the Basic Plan and ESFs.

### ***Local Emergency Management Commission***

- The Emergency Management Commission is created under Chapter 29C of the Iowa Code and is comprised of the Mayors, Chair of the Board of Supervisors, and the Sheriff of Union County, or designees.
- The Emergency Management Commission shall review the Basic Plan. Revisions shall be with the concurrence of the Local Emergency Planning Committee.

### ***Emergency Response Planning – Tier II Facilities***

This ESF shall include appendices that (but is not limited to) address each of the following:

- Identification of Tier II facilities. See Attachment 3– Tier II Facility Maps.

- Identification of routes (pipelines, railroads, roadways, and waterways) likely to be used for the transportation of extremely hazardous substances to include vulnerable areas prone to accidents along the route. See Attachment 1– Hazardous Materials Transportation Routes.
- If roads require closure, alternate routes of travel/detours shall be marked and the public notified. Alternate routes shall be determined by the Iowa Department of Transportation, Affected City Public Works, and/or the Union County Engineer.
- Traffic control will be handled by the local law enforcement agencies and assisted by the Iowa Department of Transportation, Affected City Public Works, and/or the Union County Engineer.
- Identification of additional facilities contributing or subjected to additional risk due to their proximity to Tier II facilities. See Attachment 3 for All Tier II Facilities in Union County.
- Natural Gas Facilities
- Child Care Facilities
- Schools and playgrounds
- Nursing Homes
- Hospitals
- Retirement Communities
- Shopping Districts
- Private/Public Campgrounds
- Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances. See Attachment 2– Standard Operating Procedures.
- Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement this ESF. See Attachment 3 –Tier II Facility Emergency Coordinator Contact Information.
- Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred. See Attachment 5 – Public Notification Procedures.
- Methods for determining the occurrence of a release:
- The only method of determination for 302 facilities in Union County is human senses (sight, sound and smell)

- Area or population likely to be affected by such release. See Attachment 4 – Facilities and Populations at Risk (Proximity).
- Description of emergency equipment and facilities in the community and at each facility in the community and identification of the persons responsible for such equipment and facilities. See Attachment 6 – Resource List.
- Evacuation plans including provisions for a precautionary evacuation and alternative traffic routes. See Attachment 7 – Evacuation Procedures and Routes.
- Shelter in Place Procedures. See Attachment 8 – Shelter-in-Place Procedures.
- Decontamination Procedures. See Attachment 9 – Decontamination Procedures.
- Training programs, including schedules for training of local emergency response and medical personnel. See Attachment 10 – Emergency Responder Training.
- Methods and schedules for exercising the emergency plan.
- The Local Emergency Planning Committee shall be responsible for exercise planning, with assistance and coordination from the Community Emergency Coordinator and/or his designee and the Emergency Management Coordinator.
- Tabletop, functional, and full-Scale exercises will be conducted in accordance with the Homeland Security Exercise and Evaluation Program guidelines.

### ***Emergency Response Planning – Other Facilities***

Numerous businesses and publicly owned facilities such as those listed below also use chemicals which pose a threat to their own private property and employees such as:

- Private public sector teaching and research laboratories.
- Hardware stores and lumber yards.
- Lawn care and garden supply retailers.
- Agricultural product dealers and co-ops.
- Swimming pools and retailers of pool products.
- Service stations and automotive dealers.
- Convenience stores.
- General merchandise retailers.
- Welding equipment supplies.

- Hospitals and clinics, and dentist offices.
- Paint retailers.
- Propane dealers.
- Oil companies.

These threats are to be controlled by the businesses concerned and are not addressed in this ESF unless the spill or release poses a threat to offsite personnel and property or to the environment. Such facilities routinely provide Material Safety Data Sheets to the supporting fire departments which are responsible for training of the fire fighters who would encounter these chemicals when fighting fires on private property.

### **Situations and Planning Assumptions**

#### ***Situations***

1. The potential for a hazardous material accidental release is based on the county's hazard analysis and risk assessment. See the Basic Plan – Appendix 4.
2. With responders being both rural volunteers and urban-paid, training and equipment varies across the county. Funding of necessary planning and training is limited and, in most cases, will be for the lower level of protective measures at the time.
3. In the event of a hazardous materials accidental release, action will be taken by the fire department of that jurisdiction. **In all cases outside help will be needed if it is a major hazardous materials incident.**
4. Initial report of an incident rarely reflects the true nature of the situation. The worst situation must be assumed and an objective on-the-scene evaluation and assessment must be made as soon as possible.
5. It may not be immediately possible to identify the hazardous or toxic materials or chemicals involved in the spill.
6. Emergency response personnel should always assume the substances are highly toxic, even in small quantities and take protective action.
7. Due to the reduced threat of all-out nuclear attack, the most credible scenarios remaining wherein local jurisdictions might be affected by high-level radiation exposure and/or widespread contamination include: terrorist activities, nuclear material transportation accident, and fire/explosion in a facility containing significant quantities of radioactive materials (RAM).

Union County is not within the 10-mile or 50 mile Emergency Planning Zone (EPZ) of any nuclear power plant. The risk of an impact resulting from a reactor incident is low.

### ***Planning Assumptions***

1. Union County will continue to be exposed to chemical hazards both in relation to fixed facilities and transportation corridors.
2. Union County recognizes the responsibility regarding public health and safety, as well as the implementation and exercise of this Hazardous Materials Emergency Support Function.
3. The variety of response capabilities, specific facility release potential and exposures within the various portions of the county will require a multi-level response approach and substantial fine tuning after this ESF has been in place for a period of time.
4. If properly implemented, this ESF will reduce or prevent hazardous material incident release related exposures and environmental damage.
5. Most resources needed for appropriate hazardous material incident response, mitigation and clean-up are available locally.
6. Awareness of hazards from the hazard analysis and training activities conducted by the Union County Emergency Responders may reduce some incident potentials through prevention activities, particularly for fixed facilities, but incidents will continue to occur with little or no warning.
7. Protective actions for general population in the risk areas may include in place sheltering and/or evacuation.
8. National Fire Protection Association standards shall be the recommended standards applicable to response under this ESF and in accordance with OSHA regulation 29CFR 1910.120 and EPA Regulation 404CRF 311. The Incident Command system must be used when dealing with any Hazardous Materials Incident and must meet NIMS requirements.
9. The facilities that are required to report under EPCRA Section 302 have identified the methods for determining the occurrence of a release, such as chemical emergency monitoring equipment and/or human senses.
10. Depending on the magnitude of the incident, this plan or portions of it will be implemented to coordinate actions, conserve resources, and expedite mitigation of that incident.

11. A major hazardous materials incident in the county might result in one or more of the following conditions:

- . Cause multiple serious injuries or fatalities.
- . Require a large scale evacuation.
- . Disrupt normal transportation routes.
- . Cause extensive damage to public or private property.
- . Cause extensive environmental damage.
- . Disrupt normal utility services, i.e. sewer, water, and electricity.
- . Disrupt normal economic, educational, and social activities within the affected community.
- . Affect multiple jurisdictions or political entities.
- . The county could receive the downwind/downstream effects from a hazardous materials release from an adjoining county.
- . An adjoining county could receive the downwind/downstream effects of a hazardous materials release in this county.
- . Within the county, a community could receive the downwind/downstream effects of a hazardous materials release in a rural area.
- . Local government has the primary responsibility for the protection and well-being of its citizens. Consequently, local governments, through the designated response agencies, will:
  - . Respond to hazardous materials incidents of all types and sizes.
  - . Make initial assessments as to the severity or magnitude of the situation.
  - . Take appropriate first responder protection measures to prevent or minimize injuries and property/environmental damage.
  - . Determine protective actions for citizens in the risk area, shelter in-place or evacuation.
- . The amount of time available to determine the scope and magnitude of the incident (lead time) will impact on the protective actions recommended.

- Private agencies involved in the use, storage and transport of extremely hazardous substances will cooperate with local governments in preparing for and conducting operation in response to hazardous materials incidents.
12. A serious hazardous materials incident in the county will require a coordinated multiagency response including both private and public sector personnel and resources.
13. A variety of chemical products are transported through and/or stored at fixed facilities, and planning must accommodate a broad range of hazardous commodities.
14. Although the potential exists for a hazardous materials release from a fixed facility, the most likely and potentially most serious scenario would be a transportation accident involving hazardous materials within or adjacent to an urban area.
15. Although a broad range of chemicals might be involved in hazardous materials incident, the most likely products in Union County are:
- Anhydrous ammonia.
  - Liquefied Petroleum Gas (Propane).
  - Chlorine.
  - Gasoline or other petroleum products.
  - Pesticide or herbicide.
  - Gasoline/Ethanol.
16. Hazardous Material response personnel will be trained in hazardous materials control and vehicles will be equipped with emergency response reference materials, guidebooks and specialized equipment.
17. Union County emergency response agencies, when responding to a transportation incident, may not be aware of the presence of radioactive materials until they arrive on the scene.

## **Concept of Operations**

### ***General***

1. This ESF is concerned with hazardous materials release incidents and exposure hazards that may develop in the county and an account for activities before, during, and after the emergency situation develops.

2. It is recommended emergency incidents at Levels II and III (see IV.B. Response Levels) result in the activation of the Hazardous Materials ESF to provide coordination between resources necessary to provide safe response to hazardous material release incidents. This determination shall be made by the Incident Commander.
3. The primary responsibility for the safety and welfare of the residents of Union County rests with the respective local governments, city and county officials. This ESF is based on the response at the lowest levels of government. It should execute all agreements of cooperation between agencies within a jurisdiction. If the situation exceeds the level of the government capabilities, additional assistance may be requested through conventional mutual aid agreements, private sector support resources and state and federal agencies. Direction of all on site resources used for the incident response will be by the fire service Incident Command structure unless voluntarily relinquished.
4. Acquisition and appropriate use of support resources during a hazardous material release will increase the need for coordination. When hazardous material incident response capabilities of individual jurisdictions are insufficient, support may come from other jurisdictions, the private sector, state or federal response organizations. The acquisition and use of support resources should be directed by the local Incident Commander wholly supported by the details of this ESF and the skills and resources of the individual agencies participating in this ESF.
5. Special needs for sensitive exposures such as handicapped, frail, elderly, daycare centers and non-ambulatory hospital patients will be considered by each individual agency within their capability.

## **6. Response Levels**

### **Level I - Probable Emergency Condition**

An incident/accident that can be controlled by:

- + The standard resources of the first responder agency
- + Does not require evacuation other than from the immediate scene
- + This Level does not pose a hazardous material exposure hazard to "first in" fire service using personal protective equipment and respiratory protection normally provided
- + Confined geographic area.
- + No Immediate threat to life, health, or property.

Examples of Level I incidents may be either minor releases of fuel from vehicle accidents, small releases of corrosives and illegally discarded hazardous materials containers which are not a danger of releasing hazardous substances.

**Level II - Limited Emergency Condition**

- + An incident/accident involving a greater hazard or larger area which poses a potential threat to life, health, and property.
- + Expanded geographic area.
- + Limited evacuation of nearby residences or facilities.
- + Involvement of more than two jurisdictions.
- + Limited participation or mutual aid from agencies that do not routinely respond to emergency incidents in the area.
- + When the Incident Commander determines a specialized response group (public or private) is needed at the scene as it is beyond the capabilities of the resources capacities to respond effectively.
- + These incidents may require the availability and use of special hazardous materials protective gear to provide for safe incident mitigation by responders.
- + Combined emergency operation, such as firefighting, evacuation, containment, and emergency medical care.

Examples of this Level may be releases of significant quantities of volatile organics at fixed facilities or cargo tanker releases in transportation. Level II incidents do not have the potential to cause exposures beyond the county of the jurisdiction making the initial response, and may require a response from a specialized HAZMAT Team.

**Level III - Full Emergency Condition**

- > An incident/accident which creates a serious hazard to life, health or property.
- > Large Geographic Impact
- > Multi-jurisdictional involvement
- > Major community evacuation
- > State, or State and Federal Involvement
- > Specialists, or technical teams deployed.

- > Extensive resource management and allocation.
- > Multiple emergency operations.

Notification sequences for the three levels of incidents described above are shown graphically on the following pages. It should be noted that nothing in this narrative or the graphical display is intended to discourage or prevent response personnel from seeking additional expertise for any incident when necessary or desirable.

All activities will be in accordance with the Basic Plan.

Emergency incidents/accidents may require activation of the local Emergency Operations Center to provide coordination between agencies. This includes agencies within and outside the county boundaries. It is essential that response agencies understand the Basic Plan, this ESF, the Incident Command System, and Unified Command.

## **7. Notification and Activation**

a. The Union County-Creston Law Enforcement communications center (PSAP) will receive the initial notification of a release of an extremely hazardous substance via telephone from the fixed facility, from a citizen using the telephone, a law enforcement officer, or first-on-the scene first responder through radio transmissions.

b. The Communications Center will refer to their Standard Operating Guides for coordinating and cooperating with the Incident Commander at the scene and with the Chief Elected Official in providing warning to the public. The provisions for notifying the public that a release has occurred is a requirement of the Emergency Planning and Right-to-Know Act. See Attachment 6 - Public Notification Procedures.

Notification of surrounding jurisdictions which may be impacted by the release shall also be made by the Communications Center at the direction of the Emergency Management Coordinator or the Incident Commander. Such notifications will be made to that jurisdiction's Communications Center by telephone.

c. To insure proper warning for residents of this county that could be affected by the release of an extremely hazardous substance in another adjoining county, warning procedures are coordinated with the law enforcement

center(s) and emergency management coordinators of adjacent counties by way of a mutual aid agreement.

- d. The initial report of an incident will necessitate an immediate dispatch of the local Fire Department.

The local actions may include:

- . Receiving damage information from reconnaissance teams, other supporting agencies, and local, State and Federal agencies.
- . Identifying support needs and establishing response priorities in coordination with local, State and Federal agencies.
- . Validating priorities and identifying the resources required to meet the needs.
- . Working with local governments, the private sector and state agencies to maximize use of available assets and identify resources required from outside the area.
- . Initiating actions to locate and move resources into the incident area.
- . Maintaining close coordination with the State Emergency Operations Center to share information and ensure effective response to requests for assistance.
- . Continuing to coordinate on-scene response operations at the Incident Command Post.

### **Protective Actions for the Public**

The three options for protecting the population are access control, evacuation and shelter. Local officials will implement one or more options, depending on the best available estimate of the disaster situation.

- A. Controlling access to the area should be included as a method here. It is the most prudent action to be taken until experts from the Department of Public Health or Natural Resources arrive at the scene.
- B. Evacuation will be considered based on the condition of the area to be evacuated, the condition at the selected destination, and any risk of exposure while in route. Evacuation operations are discussed in ESF 6 – Evacuation, Mass Care, Housing, and Human Services.
- C. Sheltering in place will depend on the relative protection afforded by the structures in the community. People will be advised to stay indoors and reduce the airflow into the structure. In-place shelter is discussed in ESF 6 – Evacuation, Mass Care, Housing, and Human Services.

Cleanup

The responsibility for selecting and implementing the appropriate countermeasures is assigned to the Incident Commander in coordination with appropriate technical resources.

The spiller is responsible, according to state and federal law, for the costs of all cleanup and countermeasures. The Incident Commander, in conjunction with requested state and federal resources is responsible for determining these measures and monitoring the cleanup and disposal of contaminated materials.

### ***Responsibilities***

#### A. General

Because of the seriousness of a hazardous materials incident/accident, any or all of the participating agencies and organizations may be called upon to provide support for emergency functions in addition to their normal duties. Each agency/organization has the responsibility to develop its own standard operating procedures. General areas of responsibility are outlined in Section C "Task Assignment".

#### B. Organizations

Most emergency tasks are covered in each of the individual county comprehensive emergency management plan, as well as other established policies and procedures under which the counties will operate. Because of the unique requirements that hazardous materials incidents/accidents pose, modification of day-to-day operations, and changes to the normal chain of command may be necessary.

#### C. Task Assignment

##### 1. Union County Local Emergency Planning Committee (LEPC)

a. The LEPC is appointed by the Iowa Emergency Response Commission in accordance with the Emergency Planning and Community Right-to-Know Act and should have the following members:

1. Elected State or Local officials
  2. Law enforcement representatives
  3. Emergency management professionals
  4. Fire service representatives
  5. Emergency medical service representatives
  6. Health department representatives
  7. Local environmental representatives
  8. Hospital representatives
  9. Transportation industry representatives
  10. Owners and operators of covered fixed facilities
  11. Media representatives
  12. Community group representatives
- b. Local Emergency Planning Committee shall:
1. Hold scheduled meetings to review the ESF-10 annually in accordance with EPCRA Section 303(a) and submit the ESF-10 to the Emergency Management Commission for review, comment and inclusion in the county Comprehensive Emergency Management Plan.
  2. Provide support and focus on the hazardous materials in fixed facilities and transportation routes by performing or updating a hazards identification and analysis along with assessing the local response capabilities.
  3. Outline methods and schedule training and exercises on hazardous materials in coordination with local government officials, academic institutions, and available private participants.

5. Appoints a Community Emergency Coordinator who is charged with responsibility for implementing the ESF-10.

2. The Community Emergency Coordinator (CEC) shall:

a. The designated Community Emergency Coordinator shall be the county emergency management coordinator.

b. The CEC shall have procedures in place to provide notification to persons designated in this ESF and to the public that a release has occurred (consistent with the emergency notification requirements of EPCRA section 304).

c. The CEC is the administrative coordinator of the Union County hazardous materials response effort. This individual works with the Iowa Homeland Security and Emergency Management Division, the Iowa Department of Public Health, and Iowa Department of Natural Resources to maintain hazardous materials preparedness programs in the jurisdiction. This includes integrating hazardous materials information into the county Comprehensive Emergency Management Plan.

3. County Emergency Management Commission

The County Emergency Management Commission shall review the ESF-10 as a part of the County Comprehensive Emergency Management Plan. Revisions to ESF-10 shall be with the concurrence of the LEPC.

4. County Emergency Management Coordinator shall:

1. As appointed by the LEPC, serve as the Community Emergency Coordinator and as coordinator of activities for off-site staff forces and support groups.

2. Manage incident specific public information coordination when requested by the Incident Commander.
  3. Assist in the operation of the EOC.
  4. Monitor warning systems, shelters, radiological activities, resources management, social services and communications activities.
  5. Maintain and update plans, agreements and resource lists and assist with training programs in support of the ESF-10 Hazardous Materials.
  6. Access to state and federal resources for support during an incident is through the County Emergency Management Coordinator. Local resources must be exhausted before requesting state resources.
5. City Mayors/Administrators shall:
- a. Have overall responsibility for policy decision making in the event of a hazardous materials incident/accident.
  - b. Provide for coordinated actions by all operations and support agencies in the city.
  - c. Advise city councils and county supervisors on the status of the incident.
  - d. Take action to establish policies in regard to planning for evacuation, zoning and other preparedness, response and recovery phases of management.

- e. Support the affected jurisdiction(s) in the response and recovery phases so as to reduce casualties and property damage.
  - f. Establish policies and procedures for the provision of adequate operational and emergency fund sources for hazardous material emergency preparedness and response.
6. Elected County and City Officials shall:
- a. Set policy and adopt budgets to allow administrators with the technical skills and authority to be responsible for Incident Management in the event of a hazardous materials incident/accident.
  - b. Advise responsible county/city officials to ensure the best and appropriate measures to protect the general public, property and the environment.
7. City/County Attorney shall:
- a. Act as legal advisor, to their respective governmental bodies, on items related to public health and safety.
  - b. Assist in resolution of legal problems that may arise due to EPCRA implementation or specific hazardous material release incidents.
  - c. Provide enforcement of regulations and initiate legal action against parties responsible for release of hazardous materials in violation of regulations.
8. The Fire Department shall:

- a. Develop and maintain the fire departments hazmat standard operating procedures (SOP's). This effort must include not only the specific jurisdiction but also interfaces with mutual aid resources.
- b. Provide the Incident Commander at the scene of hazardous materials incidents/accidents.
- c. Provide staff support to the EOC.
- d. Provide assistance in search and rescue operations, and initiate off-site monitoring. Develop site specific safety plan and maintain records of all persons in the exclusion (hot) zone. Establish and operate a decontamination area and provide for securing contaminated materials pending decisions on disposal.
- e. Be responsible for the initial response and if capable, for the containment and control of the released material.
- f. Provide for decontamination of responders at the incident and emergency decontamination for small numbers of victims at incidents such as a chemical or biological terrorism incident.

9. Incident Commander shall:

- a. The Incident Commander will be the individual in charge. The Incident Commander shall be a qualified individual from the jurisdiction's fire department who will make all field decisions. The Incident Commander will coordinate all actions at the scene of the incident and after determining the hazard level of the incident, direct response operations regarding:
  - . Establishment of site security areas and hazard exclusion zones within the hazard sector.
  - . Designation of incident specific Safety Officer

- . Establishment of Incident Command Post and communications links with the EOC, if appropriate.
  
  - . Determination of the nature of the materials present.
  
  - . Establishment, based on estimates of likely harm, options for mitigation, selection of appropriate option and management of mitigation effort.
  
  - . Initial notification of appropriate hospital of anticipated patients and type(s) of exposure.
  
  - . Identification of appropriate personnel protective measures.
  
  - . Issuance of public warning and evacuation procedures.
  
  - . Activation of the Response Group needed at the Scene when the incident is deemed as beyond the resources available to Union County to handle the incident in a safe, effective, and efficient manner.
- b. The Incident Commander will coordinate the activities of all private and public agencies on-site at the Incident Command Post and provide information sources as necessary for law enforcement and medical authorities on the material, hazard evaluation, and environmental damage assessment.
- c. The Incident Commander will have the enforcement power, if necessary, to direct facility personnel to remove any hazardous materials that may increase or catalyze the fire, cause explosions, create toxic gas releases or create potential environmental damage at a dangerous or uncontrollable level.
10. The Response Group shall:

- a. Provide technician level response for all Level II & III chemical emergencies.
  - b. Provide a team Safety Officer.
  - c. Recommend a course of actions to the Incident Commander.
  - d. Provide specialized equipment for monitoring and mitigation activities.
  - e. Assist local operations level personnel with the establishment of safety zones.
  - f. Shall establish large scale decontamination for large numbers of victims for incidents such as a chemical or biological terrorism incident.
11. Law Enforcement shall:
- a. Maintain law and order, and provide field operations support to the Command Post.
  - b. Maintain incident clean zone boundaries, access control points and traffic control points in accordance with Command Post guidelines. Establish mutual aid agreements to maintain coordination with adjacent law enforcement agencies in conducting evacuation traffic control from one jurisdiction to and adjacent jurisdiction.
  - c. Provide for warning support and coordinate evacuation to sheltering areas or pick-up points.
  - d. Provide communications support for city and county officials and government entities.

- e. Provide the Incident Commander with the communication link in disseminating industrial emergency notification of releases of hazardous materials through the public address system in patrol vehicles.
  
  - f. In coordination with public works, requisition and enforce barricades and disaster operations ingress/egress signs (i.e., no entry).
  
  - g. Assist emergency medical personnel movement to and from the scene and area hospitals.
  
  - h. In coordination with health agencies, support off-site monitoring of air, water, and soil as necessary to determine general public exposure levels.
  
  - i. Secure and tag found property and turn over to the law enforcement property officer designated to handle this function.
  
  - j. Law enforcement agencies responsible for control of site security will receive hazard and exposure information from the Incident Commander or Liaison Officer based on established SOP's.
  
  - k. In the event that traffic flow is disrupted and it becomes necessary to detour traffic by road closings, etc., the law enforcement sector officer, in coordination with the Incident Commander, shall establish safe alternate routes to ensure traffic flow and public safety.
  
  - l. Hazardous materials emergencies commonly require mutual aid assistance among law enforcement agencies in surrounding counties for the coordination of traffic control. Written agreements are not necessary because of long-standing oral agreements between each organization to ensure an effective traffic coordination.
12. Public Works/County Engineer shall:

- a. Provide personnel and equipment to support the Incident Commander in such activities as damming, diking, and other mitigation activities.
- b. Provide damage assessment regarding roads, bridges and selected structures.
- c. Provide equipment and trained personnel to the Incident Commander for debris and wreckage removal in order to provide access for emergency vehicles, protection of public health and safety, and to provide ingress/egress to vital facilities essential to restoring public services.
- d. Hazardous materials emergencies commonly require mutual aid assistance for the purpose of coordinating containment actions in the event of a release that could affect another county, city or state. Written agreements are in place at this time between each organization responsible for containment actions to ensure an effective response.

#### 13. Public Health

- a. Provide personnel safety information to the Incident Commander.
- b. Provide an environmental analysis of the situation and recommend proper epidemiological and toxicological solutions to deal with public health issues concerning hazardous materials incidents.
- c. Provide long-term monitoring of response personnel and general public exposures to chemical, biological and radiological agents.
- d. Manage the distribution and use of health resources (personnel, materials, facilities) under local control. Allocate medical supplies in short supply.

#### 14. Emergency Medical Services (EMS)

- a. Response by emergency medical service providers will be based on standard EMS Command System SOP's.
  - b. Responsible for assigning priorities of medical treatment on the basis of urgency and for transporting casualties from the incident site to appropriate medical facilities.
  - c. Responsible for transportation, treatment, and distribution of victims to the appropriate medical facilities.
  - d. The medical sector officer shall act as a liaison between on-scene medical personnel and the Incident Commander and is also responsible for notifying area hospitals receiving victims of the hazardous materials involved, potential decontamination and exposure situations necessary for proper handling at the receiving facility.
  - e. May provide medical assistance in the hazard or contamination reduction sector for response personnel.
  - f. Provide short term monitoring for response personnel and the general public exposures to chemical, biological, radiological agents or any other hazardous material.
  - g. Hazardous materials emergencies commonly require mutual aid assistance among ambulance services and hospitals. Written agreements are in place between each to ensure an effective response.
15. Public Information Officer
- a. Be the sole source of information from the scene of a hazardous material release.
  - b. Be appointed by the Incident Commander.

- c. Provide the public and local officials with prompt, accurate information of the incident, thereby lessening anxieties. Provide updated reports on the affected areas as information becomes available.
  
  - d. Dispatch as soon as possible, and provide as much detail as possible on the:
    - . Nature, location, and time of the hazardous material incident.
  
    - . Number of casualties, their age, sex, and other relevant information. No names will be released until next of kin are notified
  
    - . Condition of casualties and location where treatment is being provided.
  
    - . The agencies involved and the nature and scope of on-scene activities.
16. Reception and Care Coordinator
- a. The Local Shelter Coordinator/American Red Cross Director is responsible for implementation and overall operation of the affected jurisdictions shelter system.
  
  - b. Maintain records on all individuals in congregate care facilities and provide information as requested.
  
  - c. Designate the shelter systems under the control and staffing of American Red Cross, Salvation Army, local volunteers and others.
  
  - d. Coordinate with the local emergency management coordinator on the current listing of:

- Shelters
- Shelter resources
- Shelter managers
- Supply resources

e. The Local Shelter Coordinator, American Red Cross, and Salvation Army are responsible for staffing and provisioning their shelters and reception centers along with others.

17. Fixed Facility Site shall:

a. Each facility shall designate a facility Hazardous Materials Coordinator (see Attachment A) responsible for assisting in the preparation of this ESF and for the preparation of compatible on-site contingency plans and SOP's. These plans will include specific responsibilities, notification and emergency response procedures and available mitigation resources.

b. Provide technical support as requested in the development of off-site risk assessments and contingency plans.

c. Provide support to the Incident Commander at the command post during an incident at the respective facility.

d. Provide personnel, technical expertise, and equipment support and participate in hazardous material exercises, drills, and other training activities.

e. Initiate notification of a hazardous materials release incident on the facility providing information specified in the accident notification and other sections of EPCRA.

f. Develop a risk analysis in cooperation and conjunction with the Union County Emergency Management Coordinator based on the material stored, manufactured, or utilized at the facility. These

risk analyses shall be conducted under guidelines and by the format provided by the emergency management coordinator. Update such information and submit the information to the fire department and the emergency management coordinator whenever changes occur in the site operations.

18. Pipeline Industry

a. Develop a plan that outlines the general actions and establishes the policies to be followed in the event of a hazardous material release incident.

b. Facility Hazardous Materials Coordinator (see Attachment A) will contact each site and direct the company's mitigation activities and support off-site efforts during any hazardous material release emergency.

c. Provide technical guidance, personnel, and hardware to support the comprehensive training and exercise program directed by the Union County Emergency Management Coordinator.

19. Rail and Highway Materials Carriers

a. Develop a hazardous material incident emergency response plan.

b. Maintain a response capability in the event of a hazardous material incident involving their stock.

c. Provide technical assistance, personnel, and resources to the Incident Commander to mitigate incident(s) involving their stock or property.

d. Provide proper identification for all hazardous materials carried.

- e. Provide technical expertise, personnel, and hardware to support the training and exercise program of the county emergency management agency.
- f. Provide useful listing of major hazardous material commodities shipped and update this list from time to time.

20. American Red Cross, Salvation Army and/or Other Social Service Agencies shall:

- a. Operate emergency shelters for persons displaced by a hazardous material release incident.
- b. Provide public welfare assistance and counseling.

21. State and Federal Support

In general, state agencies will provide support in an incident involving extremely hazardous substances in accordance with the provisions outlined in the Iowa Comprehensive Emergency Management Plan, ESF-10 Hazardous Materials.

a. Iowa Homeland Security and Emergency Management Division

(1) Responsible for the overall emergency coordination of State assistance if a multiple state agency response is required. It is, therefore, a must that immediate notification of all incidents/accidents involving hazardous materials be reported to Homeland Security and Emergency Management.

(2) May establish a forward command post for preparation, response and recovery in an incident.

b. Iowa Department of Natural Resources, Environmental Protection Division.

- (1) Responsible for response to a hazardous substance release in the State of Iowa as outlined in State and Federal Law. State law mandates immediate notification to DNR of all incidents involving hazardous materials.
- (2) Provide technical guidelines on the response and recovery of hazardous materials incident.
- (3) May serve as "On-Scene Coordinator" if so required.

## 22. General Support

- a. U.S. EPA coordinates federal funding, equipment, personnel and expertise during major ground/air toxic incidents and land/water spills.
- b. Regional Response Team (RRT)

If requested by the state, the RRT may be activated. When activated, it will coordinate with the state for a timely and effective response with federal and local government agencies. When the RRT is requested, a federal coordinator may assist the state in the integration of local government and the private sector.

- c. FEMA

Establish guidance for the development of training, emergency planning and exercise.

## 23. Hospitals

Receive and treat casualties of hazardous materials incidents and conduct research and training toward provision of advanced medical care.

***Organizational Structure***

An effective span of control is maintained by consolidating agencies with emergency responsibilities into groups with an internal management structure. Each of the branches is consolidated in the Emergency Operations Center during activation to insure coordination among the various organizations.

Most primary and supporting agencies have only one or two personnel assigned to the Emergency Operations Center during emergencies. Each is assigned a place on the floor plan that corresponds to the ESF in which his/her primary responsibilities lie. Information and mission assignments flow between the branches through the Section Chiefs and from the Section Chiefs through the Emergency Operations Center Director.

This ensures that ESF 5 – Emergency Management is able to maintain an accurate assessment of the disaster situation and is able to develop short-range and long-range planning guidance for use by other potentially affected ESFs within the Emergency Operations Center.

***Multiple Response Actions***

When more than one incident occurs or the incident is widespread, multiple local, tribal, State and Federal agencies will be required to support response actions. In cases where Environmental Protection Agency is the primary Federal agency and multiple incident sites or multiple regions are involved, the Environmental Protection Agency may establish an Area Command for Federal Agencies.

Where multiple Environmental Protection Agency regions are involved and there is a need to identify a lead region, the Environmental Protection Agency Headquarters will designate a lead in consultation with the affected regions.

Even when the Environmental Protection Agency establishes an Area Command with regard to Federal Agency resource coordination, the local primary agency will maintain local incident command. The incident starts local and ends local.

***Recovery***

Hazardous material recovery begins as soon as response begins. Documentation of all primary and support agency response activities is required during recovery support and ultimately costs reimbursement.

The Union County Emergency Management Coordinator is responsible for collecting all incident related documentation. Whenever a hazardous material release/spill occurs, the person responsible must initiate clean up, as rapidly as feasible to an acceptable, safe condition.

The cost of cleanup is borne by the person having control over a hazardous substance. If the person having control of a hazardous substance does not cause the cleanup to begin in a reasonable time in

relation to the hazard and circumstances of the incident, Union County may proceed to procure cleanup services and bill the responsible person.

If the bill for those services is not paid within thirty (30) days the County Attorney shall proceed to obtain payment by all legal means. If the cost of the cleanup is beyond the capacity of the County to finance it, the authorized officer shall report to the Board of Supervisors and immediately seek any state or federal funds available for said clean up.

**Primary Agency Functions**

Agency	Function
City of Creston Fire Department	Fire Chief or designee assumes the role of Incident Commander at the Scene.
City of Afton Fire Department	Establishes the Incident Command Post and implements the Incident Command System.
City of Lorimor Fire Department	<p>Determines the severity of the incident and directs response operations.</p> <p>Coordinates the activities of all support agencies at the Incident Command Post.</p> <p>Performs initial on-scene assessment.</p> <p>Takes tactical and operational actions regarding fire suppression and other immediate public safety requirements.</p> <p>The Incident Commander may make decisions based on:</p> <p>Harmful nature of materials involved.</p> <p>Type, conditions and behavior of shipping container.</p> <p>Conditions (location, time and weather).</p> <p>Spread of hazardous substances after releases.</p> <p>Potential losses versus control measures available.</p> <p>Establishes staging areas upwind at highest elevation.</p>

<p>Greater Regional Medical Center – Outreach/Public Health Department</p>	<p>Provides an environmental analysis of the situation and recommends proper epidemiological and toxicological solutions to deal with public health issues concerning hazardous material incident/accidents.</p> <p>Manages the distribution and use of health resources (personnel, materials, and facilities).</p> <p>Allocates medical and non-medical supplies in short supply.</p> <p>Conducts damage assessments.</p> <p>Based on the assessments, issues guidance to the general public.</p>
<p>Iowa Department of Public Health</p>	<p>Provides response/support in an incident involving extremely hazardous substances in accordance with the provisions outlined in the Iowa Emergency Plan, Hazardous Substance Spill Plan.</p>
<p>Radiological Emergency Response Team</p>	<p>Provides isotopic identification, sample collection, decontamination operations oversight, determination of appropriate detection equipment and monitoring devices and train response personnel as necessary.</p> <p>Re-evaluates perimeters based on detection equipment capability and current radiation readings.</p> <p>Provides recommendations (i.e. public information, protective actions, etc).</p>

**Support Agency Functions**

Support agency representatives will provide technical expertise, personnel, teams and equipment in support of a hazardous materials incident. Personnel assigned in support of the incident will maintain close coordination with Incident Command Post representative.

*Note: Support agencies are not listed in order Of priority. They are all in support Of the primary agency.*

City/County Agencies	Functions
<p>E911 Communications</p>	<p>Law enforcement communications operators will follow the Basic Plan in the event of a chemical hazard incident.</p>

Amateur Radio Emergency Services/ Amateur Radio Civil Emergency Services	Provides alternate or additional radio communications for the Incident Command Post or the Emergency Operations Center.
Union County Conservation Board	<p>Assists in coordinating response efforts when public lands or waters under jurisdiction of the Conservation Board are threatened by a hazardous materials incident.</p> <p>Provides public awareness of the consequences of hazardous or extremely hazardous materials releases and the county response through existing environmental education programs.</p>
Union County Emergency Management Agency	<p>Ensures the Basic Plan is implemented to provide the unique skills and capabilities required for emergency operations within the various departments of local government with regard to a hazardous materials spill/release.</p> <p>Coordinates with the Incident Commander to provide emergency response agencies such as law enforcement, fire fighting and medical/rescue in response to a hazardous materials incident.</p> <p>Briefs local, tribal, state and federal officials as to the situation.</p> <p>Ensures a resources list is used; including contracts and agreements to support a hazardous materials spill/release.</p> <p>Coordinates technical assistance for hazardous material risk assessments.</p>
Union County Engineer's Office	<p>The public works/roads and bridges agency shall assist in necessary road closures, detours and establishment of control zones.</p> <p>Ensure coordination with Iowa Department of Transportation on state road closures.</p> <p>County Engineer will work with the Incident Commander to coordinate evacuation of personnel within the affected area.</p> <p>Place signage on the roadway to notify evacuees regarding safe passage evacuation routes.</p> <p>Provide technical assistance and resources to support hazardous materials containment activities.</p> <p>Water and sewer department shall be responsible for providing remedial actions when a hazardous material may affect water sources</p>

	<p>and distribution system and assist in product analysis.</p> <p>Coordinates and establishes procedures for disposal of hazardous materials/waste.</p> <p>Coordinates for the posting of contaminated areas.</p> <p>Assists fire departments with decontamination efforts.</p> <p>Coordinates for utilities and other services essential for basic human needs.</p>
<p>Union County Sheriff’s Office</p>	<p>Establishes incident boundaries, access control points in accordance with Command Post guidelines.</p> <p>Provides for warning support and coordinates evacuation to sheltering areas or pick-up points.</p> <p>Provides the Emergency Operations Center, Command Post, and Incident Commander with the communications link in disseminating industrial emergency notification of releases of hazardous substances through the public address system.</p> <p>Provides mutual aid assistance for the coordination of effective traffic control.</p>
<p>City of Creston Police Department</p> <p>City of Afton Police Department</p>	<p>Establishes incident boundaries, access control points in accordance with Command Post guidelines.</p> <p>Provides for warning support and coordinates evacuation to sheltering areas or pick-up points.</p> <p>Provides the Emergency Operations Center, Command Post, and Incident Commander with the communications link in disseminating industrial emergency notification of releases of hazardous substances through the public address system.</p> <p>Provides mutual aid assistance for the coordination of effective traffic control.</p>
<p>City of Creston Public Works</p> <p>City of Afton Public Works</p> <p>City of Lorimor Public Works</p>	<p>Assists in necessary road closures, detours and establishment of control zones.</p> <p>Places signage on the roadway to notify evacuees regarding safe passage evacuation routes.</p> <p>Water and sewer department shall be responsible for providing</p>

	<p>remedial actions when a hazardous material may affect water sources and distribution system and assist in product analysis.</p> <p>Coordinates and establishes procedures for disposal of hazardous materials/waste.</p> <p>Coordinates for the posting of contaminated areas.</p> <p>Assists fire departments with decontamination efforts.</p> <p>Coordinates for utilities and other services essential for basic human needs.</p>
<p>Emergency Medical Services</p>	<p>Coordinates the on-scene emergency medical care, transportation and hospital treatment for victims of a hazardous materials emergency.</p> <p>Ensure that mutual aid plans for both the Emergency Medical Service and hospitals are implemented.</p> <p>Provide emergency medical care and transportation.</p> <p>Provide emergency medical assistance to employees of the facility, emergency workers, and the affected public.</p> <p>May provide medical assistance in the decontamination area in regard to fire personnel.</p> <p>Will assist in medical monitoring for the fire departments and Regional Hazmat Teams.</p> <p>Provide medical control and rehab for entry teams.</p> <p>Place Hospitals on Alert.</p>
<p>Hospitals/Medical Centers</p>	<p>Provide decontamination and treatment for any and all victims.</p>
<p>Public Information Officer</p>	<p>Responsible for the collection, coordination, and dissemination of emergency public information material to the resident and transient population.</p> <p>Appointed by, and is the official spokesperson(s) for, the Mayor and/or County Supervisors (according to the impacted jurisdiction) and is a member of the Emergency Operations Center.</p> <p>Coordinates all public information activities with the Chief Executive Officer and the County Emergency Management Coordinator.</p>

	Appoints a supporting staff, as needed, to assist in the public information functions and ensure the capability of 24-hour operations, when required.
<b>State Agencies</b>	<b>Functions</b>
Iowa Department of Natural Resources	<p><b>Division of the Environmental Protection:</b></p> <p>Provides response/support in an incident involving extremely hazardous substances in accordance with the provisions outlined in the Iowa Emergency Plan, Hazardous Substance Spill Plan.</p> <p>State law mandates immediate notification of all incidents involving hazardous materials must be reported to the Department of Natural Resources.</p> <p>Provides technical guidance on the response and recovery of hazardous materials incidents.</p> <p>May serve as on-scene coordinator if so required.</p>
Iowa Department of Transportation	Serve as advisors to the Local Emergency Planning Committee in matters pertaining to the transportation of hazardous materials.
Iowa Homeland Security and Emergency Management	<p>Responsible for the overall emergency coordination of state assistance if a multiple state agency response is required.</p> <p>May establish a forward command post for preparation, response and recovery in an incident.</p>
Iowa National Guard	<p><b>71<sup>st</sup> Civil Support Team:</b></p> <p>Responsible for State Terrorism Response support in areas of chemical, biological, radiological detection and identification.</p> <p>Provides communications capabilities and mobile laboratories.</p> <p>Can provide decontamination capabilities.</p>
Iowa State University	<p><b>Department of Environmental Health and Safety:</b></p> <p>Serves as technical advisors to the Local Emergency Planning Commission local response organizations.</p> <p>Provides technical advice on the toxicological properties of chemical products.</p>

	<p>Provides technical advice on risk assessment.</p> <p>Provides technical advice on applicable regulations concerning industrial hygiene, and chemical safety.</p> <p><b>Department of Occupational Medicine Personnel:</b></p> <p>Serves as technical advisors to the Local Emergency Planning Committee and local response organizations.</p> <p>Provide technical advice on medical evaluation and monitoring of hazmat response personnel.</p> <p>Provide technical advice on the long and short term health effects exhibited by specific substances.</p>
<b>Federal Agencies</b>	<b>Functions</b>
Ames Laboratory, US Department of Energy	<p>Serve as technical advisors to the Local Emergency Planning Committee and local response organizations.</p> <p>Provide technical advice on the toxicological properties of chemical products and radiological materials.</p> <p>Provide technical advice on Risk Assessment.</p>
Environmental Protection Agency	<p>Coordinates federal funding, equipment, personnel and expertise during major ground/air toxic incidents and land water spills.</p> <p>Regional Response Team may be requested, and activated by the state.</p> <p>Regional Response Team will coordinate with federal and local governmental agencies through the state.</p> <p>Federal coordinator may assist the state in integration into local government and the private sector.</p>
Federal Emergency Management Agency	<p>During a Federal Presidential Declared Disaster the Federal Emergency Management Agency works with local government during the recovery phase of the incident.</p>
National Animal Health Complex	<p>Serve as technical advisors to the Local Emergency Planning Committee and local response organizations.</p> <p>Provide technical advice on the toxicology properties of infectious</p>

	<p>agents.</p> <p>Provide technical advice on risk assessment.</p>
<p>National Response Center</p>	<p>Establishes the <b>Domestic Preparedness Chemical/Biological Hotline</b> in conjunction with Department of Defense and the Department of Justice.</p> <p>Takes reports via the toll-free number on potential or actual domestic terrorism and coordinates notifications and response with the Soldier and Biological Chemical Command and the Federal Bureau of Investigation.</p> <p>For the <b>Environmental Protection Agency:</b></p> <p>Receives incident reports under the Federal Response System which is supported under the <a href="#">Comprehensive Environmental Response, Compensation and Liability Act</a>, <a href="#">Clean Water Act</a>, <a href="#">Clean Air Act</a>, <a href="#">SARA Title III</a>, and the <a href="#">Oil Pollution Act of 1990</a>.</p> <p>Disseminates telephonic and electronic (fax, email) reports of oil discharges and chemical releases to the cognizant Environmental Protection Agency Federal On-Scene Coordinator.</p> <p>For the <b>Federal Emergency Management Agency:</b></p> <p>Acts as a 24 hour contact point to receive earthquake, flood, hurricane, and evacuation reports.</p> <p>For the <b>Nuclear Regulatory Commission</b> and the <b>Department of Energy:</b></p> <p>Makes telephonic notification of all incidents involving radioactive material releases to the environment.</p> <p>For the <b>Department of Defense:</b></p> <p>For incidents involving transportation emergencies with Department of Defense munitions or explosives are recorded and referred for action to the Army Operations Center.</p> <p>For transportation anomalies involving hypergolic rocket fuels and oxidizers are recorded and immediately passed to the Air Force Operations Center.</p>

Other	Functions
American Red Cross Salvation Army	Responsible for mass care and shelter management.

## ESF #10 - CHECKLIST OF ACTIONS BY TIME FRAME

The following table provides examples of tasks to be accomplished in each operational time frame.

TIME FRAME	ACTIONS
Prevention: Activities designed to prevent or lessen the impact of a disaster.	<p>Participate in the hazard identification process and identify and correct vulnerabilities.</p> <p>Develop emergency preparedness programs for hazardous materials incidents.</p>
Preparedness: Activities designed to increase readiness and awareness.	<p>Maintain this ESF Annex and its attachments.</p> <p>Ensure personnel are appropriately trained and equipped to deal with hazardous materials incidents.</p> <p>Develop and maintain standard operating guides and checklists for hazardous materials incidents.</p> <p>Ensure notification and call-up lists are current.</p> <p>Participate in Emergency Management training and exercises.</p>
Response: Activities designed to prevent injury, damage or loss of life.	<p>Deploy appropriately trained personnel to the incident.</p> <p>Deploy a representative to the County EOC if requested. mutual aid as needed.</p> <p>Request assistance from the EPA, KDHE and others as dictated by the situation.</p> <p>Coordinate the activities of all responding agencies.</p> <p>Conduct other specific response actions as dictated by the situation.</p>
Recovery: Activities designed to return the community to normal levels of functioning.	<p>Continue to coordinate the activities of all responding agencies.</p> <p>Support community recovery activities.</p> <p>Participate in after-action briefings and develop after-action reports.</p> <p>Develop and implement mitigation strategies.</p> <p>Make necessary changes in this ESF Annex and supporting plans and procedures to improve future operations.</p>

**ESF Development, Testing, and Maintenance**

The Union County Local Emergency Planning Committee shall be responsible for exercise planning with assistance and coordination from the Community Emergency Coordinator or designee and the County Emergency Management Agency Coordinator.

At a minimum, the exercises will be conducted according to the Iowa Homeland Emergency Management Division requirements.

The Union County Local Emergency Planning Committee is responsible for ensuring scheduling, designing, conducting, and evaluating of all exercises.

Recommended changes to this to this ESF shall be forwarded to the Union County Local Emergency Planning Committee. As revisions are made, revised and dated, changed pages will be provided to all individuals and agencies involved with the execution or support of this ESF.

It is the responsibility of the copy holder to keep individual copies current. Each changed page should be recorded in the "Record of Change Sheet" in the front of the ESF. Revisions shall be forwarded to the State Emergency Response Commission and Iowa Homeland Security and Emergency Management Division upon approval.

**Attachments:**

1. Hazardous Materials Transportation Routes
2. Standard Operating Procedures
3. Tier II Facility Information
4. Facilities and Populations At Risk
5. Public Notification Procedures
6. Resources List
7. Evacuation Procedures and Routes
8. Shelter-in-Place Procedures
9. Decontamination Procedures
10. Facilities with Hazardous Materials exempt from reporting

Union County Emergency Management Agency

# Emergency Support Function 11

Agriculture, Natural Resources, and Pets

Emergency Support Function 11

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**Primary and Supporting Agencies**

**ESF Coordinator:** Union County Emergency Management

**Primary Agencies:**

Iowa Department of Agriculture and Land Stewardship (IDALS)  
Iowa Department of Natural Resources (IDNR)  
State Historical Society of Iowa  
Union County Emergency Management  
Union County Environmental Health  
Greater Regional – Outreach/Public Health

**Support Agencies:**City/County

Union County Board of Supervisors  
E911 Communications  
Amateur Radio Emergency Services/ Amateur Radio Civil Emergency Services  
City of Creston Animal Control  
Union County Community Services  
Union County Environmental Health  
Greater Regional Medical Center- Public Outreach  
Union County Engineer's Office  
Union County Sheriff's Office  
Union County Soil and Water Conservation Board  
Union County Conservation  
City of Creston Fire Department/Volunteer Fire Department  
City of Afton Volunteer Fire Department  
City of Lorimor Volunteer Fire Department  
City of Creston Police Department  
City of Afton Police Department  
City of Creston Public Works  
City of Afton Public Works  
City of Lorimor Public Works  
Emergency Medical Services  
Public Information Office

State

Iowa Department of Public Health (IDPH)  
Iowa Department of Public Safety (IDPS)  
Iowa Department of Transportation (IDOT)  
Iowa Homeland Security and Emergency Management (IHSEMD)  
Iowa National Guard  
Iowa State University - College of Veterinary Medicine  
Iowa Veterinary Rapid Response Team (IVRRT)

Federal

Department of Agriculture  
Department of Defense  
Department of Health and Human Services  
Department of Homeland Security  
Department of Interior  
Environmental Protection Agency  
Farm Service Agency  
Federal Emergency Management Agency  
National Animal Health Center  
Small Business Administration

Other

Crest Area Animal Rescue Effort (C.A.R.E.)  
Volunteer Organizations Active in Disaster  
Volunteers

## Introduction

### *Purpose*

Emergency Support Function (ESF) 11 – Agriculture, Natural Resources, and Pets supports tribal and local authorities to provide nutrition assistance; control and eradicate, as appropriate, any outbreak of a highly contagious or economically devastating animal/zoonotic disease, or any outbreak of an economically devastating plant pest or disease; ensure the safety and security of the commercial food supply; and protect natural resources and well-being of household pets during an emergency response or evacuation situation.

### *Scope*

This ESF includes four primary functions:

- Responding to animal and plant diseases and pests - includes implementing an integrated local response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease or an outbreak of a harmful or economically significant plant pest or disease.
- Ensuring the safety and security of the commercial food supply - includes the execution of routine food safety inspections and other services to ensure the safety of food products that enter commerce.
- Protecting natural/cultural and historic resources - includes appropriate response actions to preserve, conserve, rehabilitate, recover, and restore resources.
- Providing for the safety and well-being of household pets and domestic large and small livestock – includes coordination with ESF 6 – Evacuation, Mass Care, Housing, and Human Services; ESF 8 – Public Health and Medical Services; ESF 9 - Search and Rescue; and ESF 14 – Community Recovery and Mitigation to ensure an integrated response.

## I. Policies

- A. Each individual, family, worker, visitor, business, organization and institution within Union County is responsible for emergency planning for a minimum of three days of self-sufficiency of both food and water, along with general emergency preparedness. These preparations are for both human and animal populations.
- B. ESF11, Agriculture, follows the Incident Command System (ICS) /National Incident Management System (NIMS).
- C. The Iowa Department of Agriculture and Land Stewardship is the lead agency in the event of an infectious animal disease outbreak and has the statutory authority to make all necessary rules for suppression and prevention of infectious and contagious diseases among animals in the state, as stated in Iowa Code Section 163.1. The Iowa Department of Agriculture and Land Stewardship also maintains a list of diseases that private practice Veterinarians are mandated to report suspicion of to the State Veterinarian. **This mandate is outlined under 21-64 (163) Infectious and Contagious Diseases of the Iowa Administrative Code.**
- D. The priority with local response shall remain the protection of health and safety of the citizens. It is essential animal owners remain responsible for their livestock and pets.
- E. The Iowa Department of Natural Resources is the lead agency responsible for carcass disposal. Authority for carcass disposal for routine mortalities is described in section 567 Iowa Administrative Code 100.4(2). Disposal for mass animal mortalities due to natural disasters, accidents and foreign animal diseases is allowed under variance authority described at 567 Iowa Administrative Code Chapter 13.
- F. ESF 11 – Agriculture, Natural Resources, and Pets is activated by the Union County Emergency Management Agency upon notification of a potential or actual incident that requires a coordinated federal, state, and/or county and local response and support to help ensure one or more of the following: availability and delivery of food products; food safety; appropriate response to an animal or plant disease or pest; protection of natural resources; or safety and well-being of household pets.
- G. Actions initiated under this ESF are coordinated and conducted cooperatively with State, tribal and local incident management officials as well as with private entities, in coordination with the Union County Emergency Operations Center.
- H. Each supporting agency is responsible for managing its respective assets and resources after receiving direction from the primary agency for the incident.

***Agriculture Declaration***

- A. Storm damage to the agriculture sector can be severe, yet will likely not qualify for Stafford Act (Presidential Declaration) assistance. Most agriculture disaster assistance programs flow through the U.S. Department of Agriculture which has its own unique set of qualifiers. When agriculture disaster events occur, the U.S. Department of Agriculture Farm Service Agency will reach out to counties and request Loss Assessment Reports. Producers must work with their county Farm Service Agency office to properly capture data for the Loss Assessment Reports.
- B. Once agriculture disaster statistics are compiled, they are evaluated to see if the damage meets one of two criteria:
1. A county-wide disaster with qualifying percentages of crop loss in one or more commodities.
  2. Individual production systems with qualifying losses based on the total yield of their operation.
- C. Crop insurance has a direct bearing on the benefits received from disaster programs. Questions regarding eligibility and insurance should be directed to the county Farm Service Agency Office.
- D. Loss Assessment Reports are reviewed by the State Emergency Board. The State Emergency Board includes the following:
- Iowa Department of Agriculture and Land Stewardship
  - Iowa Homeland Security Emergency Management Division
  - Iowa State University
  - Farm Service Agency
  - Federal Emergency Management Agency
  - Federal Crop Insurance
  - Natural Resources Conservation Service
  - National Agricultural Statistics Service
  - U.S. Department of Agriculture Animal Plant Health Inspection Service

***Agriculture Declaration Process***

When an event occurs and reports indicate severe damage, the Governor's office asks the Farm Service Agency to gather Loss Assessment Reports and schedules a State Emergency Board meeting. The State Emergency Board analyzes the data and recommends (or declines to recommend) a U.S. Department of Agriculture Secretarial declaration to the Governor. The Governor sends the declaration request to U.S. Department of Agriculture Secretary of Agriculture.

Losses are documented based on current crop year compared to previous years (yield data will be collected beginning in November or December). Disaster application intake starts the following November 1 (for example, producers apply in November 2010 for 2009 losses).

The entire process takes a minimum of 18 months with benefits being paid approximately 6 months later.

## **II. Situations and Planning Assumptions**

### ***Situations***

- The agricultural industry in Union County is a major contributor to the economy of the region and the state.
- An outbreak of a disease that impacts the local agricultural community would result in huge economic losses.
- Large-scale disasters, such as flooding, severe droughts, ice and snow storms, and hail storms may injure, kill, and/or displace household pets, livestock and wildlife.
- Not all animal disease introductions require emergency response functions. Many disease introductions are routinely handled by private practice veterinarians and/or veterinarians employed by the State Veterinarian.
- Response measures are greatly influenced by the infectivity of the disease, its characteristics of transmission, and the actions necessary to contain it.
- Response functions may be initiated in the event of an introduction of a highly infectious animal disease, foreign animal disease, emerging animal disease, or any other animal disease that meets one or more of the following criteria:
  - > The infectious disease outbreak falls outside of the domain of the state's routine prevention and response activities and capabilities.
  - > The disease is highly contagious, therefore creating a significant risk of rapid transmission across a large geographical area, including non-contiguous areas.
  - > The disease creates the potential to cause widespread personal hardship within the agricultural community and/or is detrimental to the state or national economy.
  - > If the federal government authorizes the use of the National Veterinary Stockpile in Iowa, it will be implemented in accordance with established policies and procedures.

- > In the event that the National Veterinary Stockpile is activated, Union County will implement procedures to distribute and process dispensation sites.
- > All Strategic National Veterinary Stockpile activities will be coordinated with the Iowa Department of Agriculture and Land Stewardship.

### ***Planning Assumptions***

- A. Any incident generating an emergency load that exceeds the normal day-to-day capabilities of veterinary services may be considered a disaster.
- B. Mutual aid, State, and Federal resources will be available to assist the county in natural emergencies/disasters.
- C. Infectious animal disease disasters may require the development of Quarantine Zones.
- D. Increased bio-security measures may be implemented inside of Quarantine Zones.
- E. Quarantine Zone establishment may require the development of cleaning and disinfecting procedures and additional record keeping by producers and/or veterinarians.
- F. The direct impact on productivity, exporting animal products, feeding of animals (pets, livestock and wildlife), sheltering of animals, and medical care for domestic animals may require outside assistance.
  - If the animal disease is zoonotic, public health, medical responders, and hospitals may have a major role in the response as well.

### **III. Concept of Operations**

#### ***General***

- A. The Iowa Department of Agriculture and Land Stewardship and the Iowa Department of Natural Resources are the coordinators for this ESF and organize their staff and support agencies based upon the five core functional areas. They organize and coordinate the capabilities and resources of the State of Iowa to facilitate the delivery of services, technical assistance, expertise, and other support for incidents requiring a coordinated State response.
- B. Response functions will be at the discretion of the Iowa Department of Agriculture and Land Stewardship and carried out by the State Veterinarian or official designee.
- C. Because of the sensitivity of an Infectious Animal Disease Response, a Joint Information Center will be established to coordinate official public information releases and to coordinate the activities of local, State, and Federal Public Information Officers. See ESF 15 – Public Information for more information.

#### **Nutrition Assistance**

- A. Food supplies secured and delivered are suitable either for household distribution or for congregate meal service as appropriate for the incident. Transportation and distribution of food supplies within the affected area are arranged by Federal, State, local, and voluntary organizations.
- B. Coordination must be made with ESF 6 – Evacuation, Mass Care, Housing, and Human Services primary or supporting agencies that are responsible for mass feeding. Priority is given to moving critical supplies of food into areas of acute need and then to areas of moderate need.

#### **Animal and Plant Disease**

- A. Animal and plant disease and pest responses are conducted in collaboration and cooperation with State authorities and private industries to ensure continued human nutrition and animal, plant, and environmental security, as well as to support the Iowa economy and trade.
- B. When addressing animal diseases, all animal depopulation activities are conducted as humanely as possible while stopping pathogen spread and limiting the number of animals that must be euthanized. Disposal methods for infected or potentially infected carcasses and plant host material are chosen for their effectiveness in stopping pathogen spread and for their minimal impact on the environment.
- C. Actions taken during an animal or plant emergency are guided by and coordinated with State, tribal, and local emergency preparedness and response officials, homeland security officials, and existing Iowa Department of Agriculture internal policies and procedures.

**Commercial Food Supply Safety and Security**

- A. Actions are guided by and coordinated with State, tribal, and local emergency preparedness and response officials, homeland security officials, and existing Iowa Department of Agriculture internal policies and procedures.
- B. This includes the inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and retail sites, and import facilities at ports of entry; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; food borne disease surveillance; and field investigations.

**Natural/cultural resources and historic properties**

- A. The Iowa Department of Natural Resources is the primary agency for natural resources. The State Historical Society of Iowa is the primary agency for the cultural resources and historic properties.
- B. Actions initiated to protect, preserve, conserve, rehabilitate, recover, and restore resources are guided by the existing internal policies and procedures of the agencies providing support for the incident.
- C. The organizations providing support for each incident coordinate with appropriate ESFs including the health and safety of all workers and volunteers. Each support agency is responsible for managing its respective assets and resources after receiving direction from the primary agency.

**Pets**

- A. Animal evacuation and sheltering should be coordinated and conducted with human evacuation and sheltering efforts. Household pets should be sheltered near their owners to the extent possible. Owners should be expected to provide pet carriers, food, water, medications, husbandry, and exercise for their pets during the time they are in emergency shelters.
- B. Businesses where animals are part of operations (e.g., pet shops and veterinary hospitals) should have contingency plans in place for those animals in the event of a disaster or emergency.
- C. All emergency responders should be aware that emergency incidents often involve animals. Those animals must immediately be reported to the incident commander who will call on City and/or County Animal Shelter directors to assist in on-scene animal control as needed.
- D. Responders in evacuation situations should also be aware that pets are a valued member of most families and that the shelters will attempt to find housing for all animals if the owners are unable to do so. Emergency evacuation operations should also include animals only if time and safety permits.

**Animal Shelters**

- A. In the event of large scale evacuations the Red Cross may open a temporary staging area, aid and comfort stations or a shelter to house and feed the affected population with no available housing. It is anticipated that many of the evacuees will bring their pets. No pets other than guide dogs shall be allowed in the Red Cross Shelters. Owners may make arrangements for the animals or every attempt shall be made to assist the owner with locating their animals at another location.

**Local Response**

- A. The Union County Emergency Management Agency in coordination with the Iowa Department of Agriculture and Land Stewardship shall:
- B. Provide for an integrated Federal, State, tribal, and local response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, or an outbreak of a harmful or economically significant plant pest or disease deemed of Federal regulatory significance.
- C. Ensure the safety and security of the State’s commercial supply of food for incidents requiring a coordinated regional, State, and Federal response and mitigate the effect of the incident(s) on all affected parts of the population and environment.
- D. Coordinate with support ESF 6 – Evacuation, Mass Care, Housing, and Human Services; ESF 8 – Public Health and Medical Services; ESF 9 – Search and Rescue; and ESF 14 – Community Recovery and Mitigation to ensure an integrated response that provides for the safety and well-being of household pets during natural disasters and other emergency events resulting in mass displacement of civilian populations.
- E. The Iowa Department of Natural Resources organizes and coordinates the capabilities and resources of the State to facilitate the delivery of services, technical assistance, expertise, and other support for the protection, preservation, conservation, rehabilitation, recovery, and restoration of natural resources through all phases of an incident.
- F. There are four action levels associated with the implementation of this ESF (depicted in the table below). Level I is the most serious (highest priority).

Level	Trigger	Primary Goal
I	A confirmed positive case from a National Veterinary Services Laboratory for a case in	To obtain needed resources and other forms of assistance from other states and/or from the

	<p>Iowa, accompanied by at least one or more additional presumptive or confirmed positive case(s) at a non-contiguous site (or sites) within Iowa.</p> <p>The number of additional non-contiguous infected sites needed to trigger this action level will vary depending on the disease. For example, for Foot-and-Mouth Disease, one additional site would generally be sufficient.</p>	<p>federal government when needed to continue the quick and efficient eradication of all instances of high-risk infectious animal disease in Iowa, once state and local means to do so have become inadequate.</p> <p>This will be accomplished by using these additional resources to support and augment the continued execution of Level IV, Level III, and Level II activities.</p>
II	<p>A confirmed positive case from a National Veterinary Services laboratory for a case in Iowa. This is for the first case in Iowa.</p> <p>At the discretion of the State Veterinarian, this level of action may potentially be triggered by a presumptive positive result in Iowa if other cases exist in the state, or if cases are verified in another state with confirmed trace-outs to Iowa and/or with high commerce in susceptible animals with Iowa and/or having a shared border with Iowa.</p>	<p>To quickly and efficiently eradicate all instances of high-risk infectious animal disease in Iowa.</p> <p>This goal will be accomplished by continuing to carry out appropriate Level IV and Level III activities as well as by effecting the humane euthanization of infected and potentially infected animals and disposing of their carcasses in an environmentally sound manner.</p>
III	<p>A presumptive positive case of a high-risk infectious animal disease received from a National Veterinary Services Laboratory for a case in Iowa. This is for the first case in Iowa.</p> <p>For subsequent cases in Iowa, a presumptive positive case may trigger a higher action level, at the discretion of the State Veterinarian.</p>	<p>To contain a presumptive positive case of a high-risk infectious animal disease detected in Iowa (first case in the state) until either a positive or negative confirmation of the presence of the disease has been obtained from the appropriate authority.</p> <p>This goal will be accomplished by continuing to carry out appropriate Level IV activities, as well as by establishing intrastate movement controls, quarantines, and bio-security measures.</p>
IV	<p>A confirmed positive case from one of the National Veterinary Services Laboratories in Ames, Iowa or Plum Island, New York for a case of a high-risk infectious animal disease in the</p>	<p>To prevent a high-risk infectious animal disease that has been detected in the U.S., Canada, or Mexico from entering Iowa’s borders.</p>

<p>U.S., Canada, or Mexico, with no presumptive or confirmed cases identified within Iowa.</p> <p>-OR-</p> <p>A presumptive positive case of a high-risk infectious animal disease received from a National Veterinary Services Laboratory for a state with confirmed trace-outs to Iowa, and/or with high commerce in susceptible animals with Iowa, and/or having a shared border with Iowa, with no presumptive or confirmed cases identified within Iowa.</p>	<p>This goal will be accomplished through heightened surveillance, animal contact tracing, communication with affected states, the establishment and enforcement of border protocols, and related actions described in this plan or directed by the State Veterinarian.</p>
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**State/Regional Response**

In the event of an outbreak of a highly infectious/contagious or economically devastating animal/zoonotic disease:

- The State Veterinarian serves as the principal point of contact. (May be represented by the U.S. Department of Agriculture - Animal and Plant Health Inspection Service-Veterinary Services Area Veterinarian in Charge in Iowa).
- The State Veterinarian has the authority to quarantine animals and animal products, and the Governor has the authority to control the movement of people and vehicle during disasters. These officials will work cooperatively during an incident to prevent the further spread of disease through implementation of movement controls.
- The emergency management agencies will activate the State, regional, county, or local emergency operations centers as needed, as the State’s base of operations for interfacing with local governments, State agencies, and the private sector.
- The State Veterinarian and Area Veterinarian in Charge will establish a Joint Command within the State Emergency Operations Center which serves as the focal point for coordinating the disease management decision process.
- The Emergency Operations Center will be staffed by Iowa Department of Agriculture and Land Stewardship and U.S. Department of Agriculture personnel and supplemented by other state agencies as required.
- The Iowa Homeland Security and Emergency Management Division will provide communications support. The U.S. Department of Agriculture and the Iowa

State University Extension Service will provide diagnostic technical expertise, as required including point detection capability.

- In assisting with disease response, Union County activates its Emergency Operations Center to provide a local base of operations. A county emergency declaration may be needed to initiate county response activities. The Iowa Veterinary Rapid Response Teams will assist in any animal disease emergency.
- In the event of an outbreak of a highly infective exotic plant disease or economically devastating plant pest infestation:
  - > The State Entomologist of the Iowa Department of Agriculture and Land Stewardship is the principal point of contact with the U.S. Department of Agriculture, Animal and Plant Health Inspection Service - Plant Protection and Quarantine.
  - > The emergency management agencies will activate the State, regional, county, or local emergency operations centers as needed, as the State's base of operations for interfacing with local governments, State agencies, and the private sector.
  - > The State Entomologist will establish a Joint Command within the Emergency Operations Center that serves as the focal point for coordinating the disease or pest management decision-making process.
- Regardless of the nature of the disease or pest emergency, the Emergency Operations Center may establish a Joint Information Center that functions as the principal source of information about the disease outbreak or pest infestation response in the State.
- The State Joint Information Center coordinates closely with Federal officials to ensure consistency in the information released to the communications media and the public.
- In assisting with disease response, Union County activates its Emergency Operations Center to provide a local base of operations. A county emergency declaration may be needed to initiate county response activities. The State Agriculture Response Teams will assist in any agricultural emergency.
- In the event of a food safety emergency, the Iowa Department of Agriculture and Land Stewardship will be the primary point of contact with the U.S. Department of Agriculture and the Food and Drug Administration.

- In the event of a food safety emergency that pertains to a facility licensed by the Iowa Department of Agriculture Meat and Poultry Bureau, the State Meat Inspection Director will be the primary point of contact with the U.S. Department of Agriculture and the Food and Drug Administration.

### **Federal Response**

- In a disaster or catastrophic incident, federal agencies are authorized through a Presidential Declaration to provide state and local governments with equipment, facilities, personnel and supplies essential for emergency assistance to disaster victims.
- With an outbreak of a highly infectious/contagious or economically devastating animal disease, highly infective exotic plant disease, or economically devastating plant pest infestation federal agencies are authorized through an extraordinary declaration of emergency by the U.S. Secretary of Agriculture to provide state and local governments with assistance to eradicate such diseases or pests.
- The Iowa Area Veterinarian-in-Charge will coordinate activities of the United States Department of Agriculture-Animal and Plant Health Inspection Service-Veterinary Services.
- Acts of terrorism may be directed to the nation's food supply, livestock herds, or poultry flocks either as the target or as a vehicle for weapons of mass destruction. Acts of terrorism are a federal crime and response to such events is described in ESF 13 – Public Safety and Security and the Terrorism Response Incident Annex.

### ***Roles and Responsibilities***

#### ***Federal***

Area Veterinarian in Charge is responsible for:

- Establishing Unified Command in collaboration with the State Veterinarian and coordinates the U.S. Department of Agriculture response at the federal level.
- Acting as the liaison between the State and Federal efforts and oversees the roles and responsibilities of federal employees under the Unified Command System.

#### ***State***

State Veterinarian/Secretary of Agriculture:

The State Veterinarian works in cooperation with the Secretary of Agriculture to make animal health and response decisions in an infectious animal disease outbreak.

The State Veterinarian is responsible for:

- Coordinating with the State Emergency Operations Center to assure appropriate and timely coordination of state resources.
- Coordinating with County Emergency Management Coordinators to allocate resources and guide response efforts.

- Communicating with licensed Veterinarians in the state using the Iowa Rapid Veterinary Information Network.

State District Veterinarians:

Iowa Department of Agriculture and Land Stewardship employs 6 district veterinarians (see Appendix 2 – Contact list).

- State District Veterinarians are responsible for:
- Administering state and cooperative state-federal animal health programs.
- Acting as a designated official of the state veterinarian when conducting investigations or initiating quarantine or providing veterinary resources to the local level.

Veterinary Rapid Response Teams:

Veterinary Rapid Response Teams are being developed by Iowa Department of Agriculture and Land Stewardship. These teams will:

- Train and equip to respond to infectious animal disease outbreaks.
- Work directly for the State Veterinarian/Secretary of Agriculture.

**Local**

Emergency Management Coordinators:

Will coordinate all community resources required to respond to the incident including:

- All declarations, resource management issues, volunteers, and assessments.
- Activating and staffing of the County Emergency Operations Center.
- Serving as the conduit to other county resources through the Iowa Mutual Aid Compact and to the respective state and federal resources through the State Emergency Operations Center.
- Coordinating of local, state, and federal information for the incident.
- Coordinating local sheltering needs. See ESF 6 – Evacuation, Mass Care, Housing, and Human Services for more information.

The follow entities involved in surveillance, euthanasia, carcass disposal, quarantine, and cleaning and disinfection:

Entities		
Surveillance	State	City/County

Animal Disease Surveillance	Department of Agriculture and Land Stewardship  Iowa Veterinary Rapid Response Team	County Emergency Management Agency
Security for Surveillance Personnel	Department of Public Safety	County Sheriff's Office  Local Law Enforcement

<b>Euthanasia</b>		
Animal Euthanasia	Department of Agriculture and Land Stewardship  Iowa Veterinary Rapid Response Team	County Emergency Management Agency
Security for Euthanasia Personnel	Department of Public Safety	County Sheriff's Office  Local Law Enforcement
Resource Identification (identifying livestock chutes or other equipment.)	Homeland Security and Emergency Management Division  State Emergency Operations Center	County Emergency Management Agency
Mental Health Support- Critical Incident Stress Management for responders and those impacted	County Community Service	County Mental Health Providers

<b>Carcass Disposal</b>		
Designating the type of carcass disposal acceptable depending upon disease characteristics	State Veterinarian	County Emergency Management Agency
Directing the disposal of carcasses	Department of Natural Resources	County Emergency Management Agency
Supporting the disposal effort by locating and contracting with heavy equipment/operators	Homeland Security and Emergency Management Agency  State Emergency Operations Center Department of Transportation	County Emergency Management Agency  County Engineer’s Office  Local Public Works
Providing security for disposal personnel	Department of Public Safety	County Sheriff’s Office  Local Law Enforcement
Identifying additional resources needed for disposal	Homeland Security and Emergency Management Agency  State Emergency Operations Center	County Emergency Management Agency
<b>Quarantine</b>		
Designing quarantine zone size	State Veterinarian	County Emergency Management Agency

Establishing and enforcing of quarantine zones	Department of Public Safety	County Sheriff's Office Local Law Enforcement
Permitting specific types of movement within the quarantine zone	State Veterinarian	County Emergency Management Agency
<b>Cleaning and Disinfection</b>		
Designating appropriate cleaning materials depending upon the disease	State Veterinarian	County Emergency Management Agency
Developing decontamination stations	Iowa National Guard Iowa Veterinary Rapid Response Team	County Emergency Management Agency Local Fire Departments Regional Hazmat Teams

ESF 11 Coordinator

Each coordinator has ongoing responsibilities throughout the preparedness, response, recovery, and mitigation phases of incident management. The role of the coordinator is carried out through a "unified command" approach as agreed upon collectively by the designated primary agencies.

Responsibilities of the coordinator include:

- Pre-incident planning and coordination.
- Maintaining ongoing contact with primary and support agencies.
- Conducting periodic meetings and conference calls.
- Coordinating efforts with corresponding private-sector organizations.
- Coordinating activities relating to catastrophic incident planning and critical infrastructure preparedness as appropriate.

Primary Agencies

When activated in response to an incident, the primary agency is responsible for:

- Conducting response operations within their functional area for an affected area.
- Providing staff for the operations functions at fixed and field facilities.
- Notifying and requesting assistance from support agencies.
- Managing mission assignments and coordinating with support agencies, as well as appropriate local jurisdictions.
- Working with appropriate private-sector organizations to maximize use of all available resources.
- Supporting and keeping all organizational elements informed of operational priorities and activities.
- Procuring goods and services as needed.
- Ensuring financial and property accountability for activities.
- Planning for short-term and long-term incident management and recovery operations.
- Maintaining trained personnel to support interagency emergency response and support teams.

#### Support Agencies

When activated in response to an event, threat, or incident, support agencies are responsible for:

- Conducting support operations using their own authorities, subject matter experts, capabilities, or resources.
- Participating in planning for short-term and long-term incident management and recovery operations.
- Assisting in the conduct of situational assessments.
- Furnishing available personnel, equipment, or other resource support as requested by the primary agency.
- Providing information or intelligence regarding their agency's area of expertise.

#### Organizational Structure

The National Incident Management System will be utilized during incidents. See the Union County Basic Plan - Concept of Operations for specific information.

The size of the operation will determine if an Emergency Operations Center is needed. For large scale incidents, a unified command structure may be implemented.

An effective span of control is maintained by consolidating agencies with emergency responsibilities into groups with an internal management structure. Each of the branches is consolidated in the Emergency Operations Center during activation to insure coordination among the various organizations.

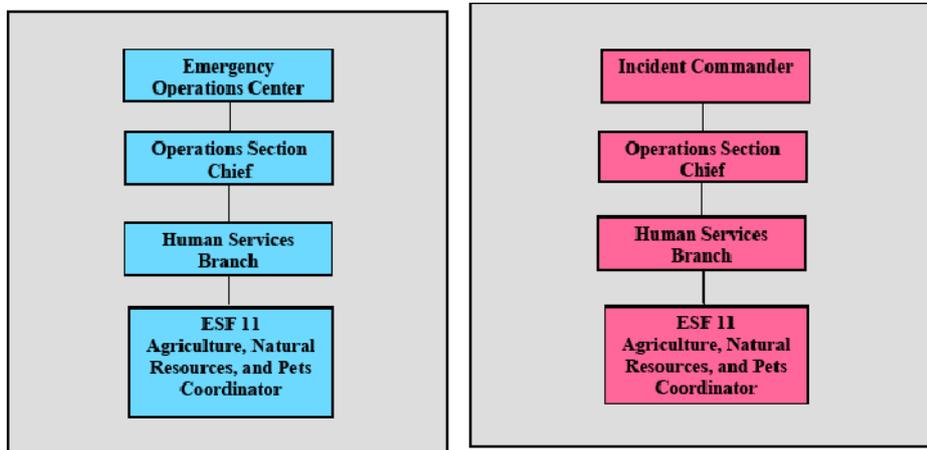
Most primary and supporting agencies have only one or two personnel assigned to the Emergency Operations Center during emergencies. Each is assigned a place on the floor plan that corresponds to the ESF in which his/her primary responsibilities lie.

The Emergency Operations Center Manager will staff the Emergency Operations Center as needed depending on the size and scope of the operation. The Emergency Operations Center will support the Incident Commander and assist with resource prioritization and resource management.

Information and mission assignments flow between the branches through the Section Chiefs and from the Section Chiefs through the Emergency Operations Center Director. This ensures that Emergency Management is able to maintain an accurate assessment of the disaster situation and is able to develop short-range and long-range planning guidance for use by other potentially affected ESFs within the Emergency Operations Center. See ESF 5 – Emergency Management.

See figure below for the coordination flow in Incident Command Post and the Emergency Operations Center.

**Figure 1:** **MULTIPLE INCIDENTS** **SINGLE INCIDENTS**  
**MULTIPLE JURISDICTIONS** **SINGLE JURISDICTIONS**  
Emergency Operations Center Organization Incident Command Post Organization



**Coordination flow in the Emergency Operations Center and the Incident Command Post.**

**IV. Responsibilities**  
**Primary Agency Functions**

Agency	Function
Iowa Department of Agriculture and Land Stewardship	<ul style="list-style-type: none"> <li>• Mandates a quarantine, stop sale, stop movement and otherwise restrict animals, plants, equipment, and products as necessary to control and eradicate diseases and pests.</li> <li>• Manages and directs evacuation of animals from risk areas and provides technical assistance to prevent animal injury and disease dissemination.</li> <li>• Responsible for carcass disposal and providing burial maps generated of the entire state indicating areas where burial is acceptable.</li> <li>• Provides staff at infected premises identifying acceptable burial sites.</li> <li>• Oversees the de-population, disposal, and decontamination of animals and plants.</li> <li>• Collects samples and ensures proper packing, handling, and delivery to designated laboratories for testing.</li> <li>• Assists law enforcement officials in criminal investigations, if a terrorist act is suspected.</li> <li>• Coordinates local emergency response teams with the State Agricultural Response Teams.</li> <li>• Coordinates Veterinary Medical Assistance Team assistance and takes reasonable measures to provide veterinary treatment and humane care of animals.</li> <li>• Coordinates response with the Iowa Department of Public Health on animal and plant issues that may impact public health.</li> <li>• Coordinates damage assessment with regional coordinator.</li> <li>• Coordinates with ESF 15 – Public Information for Public Service Announcements.</li> </ul>
Iowa Department of Natural Resources	<ul style="list-style-type: none"> <li>• Provides environmental manpower and technical assistance (e.g., air monitoring) and information in the event temporary interment is necessary and/or human remains are contaminated.</li> <li>• Provides technical assistance and environmental information for the assessment of hazardous materials.</li> </ul>

<p>State Historical Society of Iowa</p>	<ul style="list-style-type: none"> <li>• Identifies records, collects, preserves, manages, and provides access to Iowa’s historical resources.</li> <li>• Conducts and stimulates research, disseminates information, encourages and supports historical preservation and education efforts of others throughout the state.</li> <li>• Coordinates with the Iowa Department of Agriculture and Land Stewardship and the Iowa Department of Natural Resources for the resources necessary to respond to the incident.</li> </ul>
<p>Union County Emergency Management Agency</p>	<ul style="list-style-type: none"> <li>• Ensures the Basic Plan is implemented.</li> <li>• Coordinates with the Incident Commander to provide emergency response agencies needed for emergency operations.</li> <li>• Briefs local, tribal, State and Federal officials as to the situation.</li> <li>• Coordinates with the Iowa Department of Agriculture and Land Stewardship and the Iowa Department of Natural Resources for the resources necessary to respond to the incident.</li> </ul>

**Support Agency Functions**

**Support Agencies:** Support agency representatives will provide technical expertise, personnel, teams and equipment in support of an emergency. Personnel assigned in support of the incident will maintain close coordination with Incident Command Post representative.

*Note: Support agencies are not listed in order Of priority. They are all in support Of the primary agency.*

City/County Agencies	Functions
Union County Board of Supervisors	<ul style="list-style-type: none"> <li>• May invoke temporary controls on local public sector resources and travel to initially contain the spread of infectious disease upon a local declaration of emergency.</li> </ul>
E911 Communications	<ul style="list-style-type: none"> <li>• Communications operators will follow the Basic Plan.</li> </ul>
Amateur Radio Emergency Services/ Amateur Radio Civil Emergency Services	<ul style="list-style-type: none"> <li>• Provides alternate or additional radio communications for the Incident Command Post or the Emergency Operations Center.</li> </ul>
City of Creston Animal Control AND Crest Area Rescue Effort	<ul style="list-style-type: none"> <li>• Assists shelter sites with pets.</li> <li>• Maintains list of pet friendly motels, kennels, and resources to assist pet owners or care for their animals.</li> <li>• Assists farmers with rescue or evacuation and care of livestock.</li> <li>• Coordinates with any livestock or producer organizations which may also provide assistance.</li> </ul>
Union County Community Services	<ul style="list-style-type: none"> <li>• Coordinates and provides mental health services for those affected by an outbreak including livestock producers, their families, and response staff.</li> </ul>
Union County Environmental Health	<ul style="list-style-type: none"> <li>• Determines which foods are fit for human consumption and identifies potential problems associated with contaminated foods in cooperation with the Iowa Department of Public Health.</li> <li>• Assists with community outreach and education.</li> <li>• Supports the Public Health Agencies if appropriate.</li> </ul>
Greater Regional Medical Center – Outreach (PH)	<ul style="list-style-type: none"> <li>• Becomes involved in impact assessments on local citizens and suggestions of protective actions if the disease has caused illness in humans.</li> <li>• Assists with community outreach and education.</li> <li>• Coordinates and Liaisons with the Iowa Department of Public Health.</li> <li>• Provides health education in the areas of food</li> </ul>

	<p>preparation and storage.</p> <ul style="list-style-type: none"> <li>• Provides human health-related information, including surveillance for food borne disease and occupational safety and health issues.</li> </ul>
<p>Union County Engineer’s Office</p>	<ul style="list-style-type: none"> <li>• Coordinates Perimeter Identification and Management.</li> <li>• Assists with establishing perimeters through coordination of signage and barricades.</li> <li>• Assists with animal carcass disposal.</li> <li>• Provides a list of equipment that could be used for carcass disposal.</li> <li>• Provides technical assistance, additional staff, and equipment if available.</li> </ul>
<p>Union County Sheriff’s Office</p>	<ul style="list-style-type: none"> <li>• In coordination with the Iowa Department of Agriculture and Land Stewardship may provide:</li> <li>• Enforcement of movement restrictions and establishing perimeters.</li> <li>• Site Security and Conflict Resolution.</li> <li>• Investigation Assistance.</li> <li>• Maintains contact with the field and assesses the need for outside resources and request assistance as needed.</li> <li>• Coordinates with other ESF Coordinators and members of the Emergency Operations Center Team to support field activities.</li> <li>• Oversees all responding public safety and security resources, assesses their needs, helps them obtain resources and ensure emergency tasks can be accomplished.</li> <li>• Works with the Incident Commander(s) and the Emergency Operations Center to ensure law enforcement personnel deployed to the disaster scene are appropriately outfitted with and trained to use personal protective equipment required by the presence of any potentially hazardous materials/substances.</li> <li>• Serves as liaison with law enforcement resources from outside the County, and if necessary, with State and Federal Law enforcement resources.</li> <li>• Maintains police intelligence capability to alert government agencies and the public to potential</li> </ul>

	<p>threats.</p> <ul style="list-style-type: none"> <li>• Provides traffic and crowd control as required.</li> <li>• Provides evacuation and access control of threatened areas.</li> </ul>
Cities of Afton, Creston, and Lorimor Fire Department /Volunteer Fire Departments	<ul style="list-style-type: none"> <li>• Provides coordination of decontamination stations for vehicles, property, and personnel using protocols from the State Veterinarian’s Office or from the State Emergency Operations Center.</li> <li>• Aides in rescue situations and provides assistance as needed and if available.</li> <li>• Makes recommendations regarding operation activities.</li> <li>• Primary responsibility for fire and hazardous materials scenes.</li> </ul>
Cities of Afton & Creston Police Departments	<ul style="list-style-type: none"> <li>• In coordination with the Iowa Department of Agriculture and Land Stewardship and the Union County Sheriff’s Office may provide:</li> <li>• Enforcement of movement restrictions and establishing perimeters.</li> <li>• Site Security and Conflict Resolution.</li> <li>• Investigation Assistance.</li> <li>• Provides the Emergency Operations Center, Command Post, and Incident Commander with the communications link.</li> <li>• Provides additional personnel and equipment, as needed and if available.</li> </ul>
Cities of Afton, Creston, and Lorimor Public Works	<ul style="list-style-type: none"> <li>• Assists with establishing perimeters through coordination of signage and barricades.</li> <li>• Provides animal carcass disposal assistance.</li> <li>• Provides a list of equipment that could be used for carcass disposal.</li> <li>• Provides technical assistance, additional staff and equipment if available.</li> </ul>
Emergency Medical Services	<ul style="list-style-type: none"> <li>• Coordinates the on-scene emergency medical care, transportation, and hospital treatment for victims.</li> <li>• Provides emergency medical assistance for responders and volunteers.</li> </ul>
Public Information Office	<ul style="list-style-type: none"> <li>• Collects, coordinates, and disseminates emergency public information material to the resident and transient population.</li> <li>• Serves as a member of the Emergency Operations Center.</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinates all public information activities with the Chief Executive Officer and the County Emergency Management Coordinator.</li> <li>• Appoints a supporting staff to ensure the capability of 24-hour operations, if needed.</li> </ul>
Union County Conservation	<ul style="list-style-type: none"> <li>• Detect and monitor tree diseases and pests.</li> <li>• Determines locally affected boundaries of disease or pest infestations.</li> <li>• Provides guidance for immediate protective action within Union County and report and maintain liaison with state and/or federal agencies.</li> <li>• Ensure continued contact with private, state, and federal forestry landowners.</li> <li>• Make recommendations for protective action.</li> <li>• Advise the EOC of health hazards. The EOC will forward all related information to Greater Regional Outreach-Public Health.</li> </ul>
<b>State Agencies</b>	<b>Functions</b>
Iowa Department of Public Health	<ul style="list-style-type: none"> <li>• Leads all State response to public health emergencies and incidents.</li> <li>• Assumes operational control of relevant State emergency response assets, as necessary, in the event of a public health emergency and provides assistance to County Public Health Departments.</li> <li>• Determines which foods are fit for human consumption and identifies potential problems associated with contaminated foods.</li> <li>• Provides health education in the areas of food preparation and storage.</li> <li>• Provides laboratory and diagnostic support, subject-matter expertise, and technical assistance as well as field investigators to assist in product tracing, inspection and monitoring, and interdiction activities.</li> <li>• Provides human health-related information, including surveillance for food borne disease and occupational safety and health issues.</li> <li>• Coordinates national preparedness, response, and recovery actions through the Iowa Homeland Security Emergency Management Division.</li> </ul>
Iowa Department of Public Safety	<ul style="list-style-type: none"> <li>• Provides additional law enforcement capabilities.</li> <li>• Provides security for the Strategic National Stockpile, secure movement of needed food or feed supply, and quarantine enforcement assistance, if</li> </ul>

	<p>required.</p> <ul style="list-style-type: none"> <li>• Provides Iowa Department of Public Health with relevant information of any credible threat or other situation that could potentially threaten public health.</li> <li>• Coordinates with local law enforcement and the Federal Bureau of Investigation to assist in victim identification.</li> <li>• Supports local death scene investigations and evidence recovery.</li> </ul>
<p>Iowa Department of Transportation</p>	<ul style="list-style-type: none"> <li>• Provides updated information on road conditions, load bearing capacities, and usability to support evacuation or rerouting of traffic.</li> <li>• Maintains road condition/closure website.</li> <li>• Provides equipment and manpower to maintain or repair roads and bridges to usable condition in support of an evacuation.</li> <li>• Assists in traffic control by erecting barricades, warning lights and signs, or providing manpower.</li> </ul>
<p>Iowa Homeland Security Emergency Management</p>	<ul style="list-style-type: none"> <li>• Responsible for the overall emergency coordination of state assistance if a multiple state agency response is required.</li> <li>• Maintains situational awareness and the Common Operating Picture.</li> <li>• Provides logistical support for deploying elements required.</li> <li>• Coordinates the use of mobilization centers/staging areas, transportation of resources, use of disaster fuel contracts, emergency meals, potable water, base camp services, supply and equipment resupply, and use of all State contracts and interagency agreements managed by the Iowa Homeland Security for response operations.</li> <li>• Assists in arranging transportation to support operations.</li> </ul>
<p>Iowa National Guard</p>	<ul style="list-style-type: none"> <li>• At the request of the Governor, mobilizes and deploys available National Guard medical units to support local governments with available personnel.</li> <li>• At the request of the Governor, provides support to the Iowa Department of Public Health to assist County governments.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provides additional personnel and equipment as needed.</li> </ul>
Iowa State University – College of Veterinary Medicine	<ul style="list-style-type: none"> <li>• Provides expertise and technical assistance on animal disease.</li> <li>• The Veterinary Diagnostic Lab:</li> <li>• Provides comprehensive and diagnostic services to veterinarians, producers, and animal owners in Iowa and nationally.</li> <li>• Is responsible for delivering accessible, timely, accurate, valid, and consistent test results to aid in the protection of animal and human health.</li> <li>• Provides a wide range of surveillance testing for early detection and identification of foreign animal and emerging domestic disease agents, as well as acts of bioterrorism directed at human and livestock populations and agricultural food supplies.</li> <li>• Provides educational opportunities to professional and graduate students, as well as local, national, and international scientists, diagnosticians and practitioners.</li> </ul>
Iowa Veterinary Rapid Response Team	<ul style="list-style-type: none"> <li>• Acts under authority of the State Veterinarian to prevent and control foreign animal disease and respond to animal health emergencies.</li> </ul>
<b>Federal Agencies</b>	<b>Functions</b>
Department of Agriculture	<p><b>Farm Service Agency:</b></p> <ul style="list-style-type: none"> <li>• Provides assistance for natural disaster losses, resulting from drought, flood, fire, freeze, tornadoes, pest infestation, and other calamities.</li> <li>• Makes direct and guaranteed farm ownership and operating loans to family-size farmers and ranchers who cannot obtain commercial credit from a bank, Farm Credit System institution, or other lender.</li> <li>• Loans can be used to purchase land, livestock, equipment, feed, seed, and supplies or can also be used to construct buildings or make farm improvements.</li> </ul> <p><b>Nutrition Services:</b></p> <ul style="list-style-type: none"> <li>• Determines the availability of U.S. Department of Agriculture foods, including raw agricultural commodities (e.g., wheat, corn, oats, and rice) that could be used for human consumption and assesses damage to food supplies.</li> </ul>

- Coordinates with State, tribal, and local officials to determine the nutrition needs of the population in the affected areas.
- At the discretion of the Administrator and upon request by the State, approves emergency issuance of food stamp benefits to qualifying households within the affected area.
- At the discretion of the Administrator makes emergency food supplies available to households for take-home consumption in lieu of providing food stamp benefits for qualifying households.
- Works with State and voluntary agencies to develop a plan of operation that ensures timely distribution of food in good condition to the proper location, once need has been determined.

**Animal and Plant Health Inspection Service (APHIS) Veterinary Services:**

- Detects animal disease anomalies and pests, and assigns Foreign Animal Disease Diagnosticians to conduct investigations.
- After diagnosis of disease, circulates warning notice to appropriate Federal and State officials in order to facilitate a timely and efficient response.
- Coordinates tasks with other ESFs, Veterinary Medical Assistance Teams (VMATs), existing State veterinary emergency response teams, and voluntary animal care organizations to respond.
- Coordinates zoonotic disease surveillance activities.
- Coordinates and ensures support in the case of a natural disaster in which animal/veterinary issues arise.
- Assists with the clean-up of swine carcasses on both public and private land.
- May utilize its National Veterinary Stockpile and may execute existing contracts with companies that specialize in depopulation, disposal, and decontamination services.

**Animal and Plant Health Inspection Service (APHIS) Plant Protection and Quarantine:**

- In the event of an outbreak of an economically devastating plant pest or disease, the grower and/or the State land-grant university diagnostic laboratory or State Department of Agriculture diagnostic laboratory notifies the State Plant

Regulatory Official and the Federal State Plant Health Director.

- The Director then notifies the Plant Protection and Quarantine program's regional and headquarters offices.
- Prior to initiation of an emergency response, the suspect specimen must be confirmed by a specialist recognized as an authority by the Plant Protection and Quarantine program's National Identification Services unit.
- Once confirmed as a plant pest of significant economic consequence, the appropriate Plant Protection and Quarantine Regional Director and the Assistant Deputy Administrator for Emergency and Domestic Programs notify the State Plant Regulatory Official and the State Plant Health Director in the State of origin.
- The Plant Protection and Quarantine program then notifies the National Plant Board of the confirmation, and all trading partners are informed.

**Animal and Plant Health Inspection Service (APHIS)**

**Animal Care:**

- Provides technical expertise regarding the safety and well-being of household pets.
- Coordinates with ESF 6 on mass evacuation and ESF 11 on sheltering of household pets.
- Coordinates with ESF 11 on medical care for household pets.
- Coordinates with FEMA on transportation for household pets.
- Coordinates with ESF 9 on search and rescue operations for household pets.
- Coordinates with ESF 14 to ensure continued assistance is provided for household pets during long-term community recovery.

**Animal and Plant Health Inspection Service (APHIS)**

**Center for Animal Health Information and Analysis (CAHIA):**

- Keeps key agency and industry decision makers and interested members of the public informed regarding animal health issues that may impact the United States. Formerly known as the Center for Emerging Issues.
- Organizes into three teams:

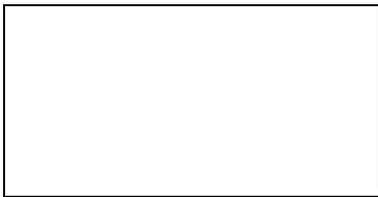
	<ul style="list-style-type: none"> <li>• Global Intelligence and Forecasting Team focuses on improving global animal health through all-source intelligence and communication.</li> <li>• The Risk Analysis Team identifies and develops epidemiologic and economic methods to estimate risks.</li> <li>• The Spatial Epidemiology Team provides expertise in the use of geospatial methods to enhance animal health.</li> </ul> <p><b>Animal and Plant Health Inspection Service (APHIS) National Animal Health Monitoring System (NAHMS):</b></p> <ul style="list-style-type: none"> <li>• Collects, analyzes, and disseminates data on animal health, management, and productivity across the United States.</li> <li>• Conducts national studies on the health and health management of United States domestic livestock populations.</li> </ul> <p><b>Animal and Plant Health Inspection Service (APHIS) National Surveillance Unit (NSU):</b></p> <ul style="list-style-type: none"> <li>• Serves as the coordinating entity for activities related to U.S. animal health surveillance.</li> <li>• Develops and enhances animal health surveillance through evaluation, design, analysis, prioritization, and integration.</li> <li>• Focuses on:             <ul style="list-style-type: none"> <li>• Coordination and integration of surveillance information.</li> <li>• Surveillance planning and design.</li> <li>• Data analysis and dissemination of results.</li> <li>• Evaluation of surveillance programs.</li> <li>• Prioritizing surveillance activities.</li> </ul> </li> </ul> <p><b>Animal and Plant Health Inspection Service (APHIS) Office for International Collaboration and Coordination (OICC)</b></p> <ul style="list-style-type: none"> <li>• Responsible for strengthening collaboration on animal-health issues and projects both domestically and internationally. This includes interagency collaboration, supporting existing collaboration, encouraging new relationships with universities, and marketing and public relations.</li> </ul>
<p>Department of Defense</p>	<ul style="list-style-type: none"> <li>• Assesses the availability of Department of Defense food supplies and storage facilities capable of storing dry, chilled, and frozen food.</li> <li>• Assesses the availability of Department of Defense</li> </ul>

	<p>transportation equipment, material handling equipment, and personnel for support. This responsibility is confined to the posts, camps, and stations within or adjacent to the affected area.</p> <ul style="list-style-type: none"> <li>• Assesses the availability of laboratory and diagnostic support, subject-matter expertise, and technical assistance that may be provided.</li> <li>• Assists animal emergency response organizations, or others as requested and appropriate.</li> <li>• Provides resources including senior Army Veterinary Corps Officers to function as Defense Veterinary Liaison Officers and Defense Veterinary Support Officers (who serve as the onsite point of contact for veterinary functions) and other military specialists trained in foreign animal disease diagnosis, epidemiology, microbiology, immunology, entomology, pathology, and public health.</li> <li>• Provides laboratory support to assist and augment the capabilities of APHIS.</li> </ul>
<p>Department of Health and Human Services</p>	<ul style="list-style-type: none"> <li>• Determines which foods are fit for human consumption and identifies potential problems associated with contaminated foods.</li> <li>• Provides health education in the areas of food preparation and storage.</li> <li>• Provides laboratory and diagnostic support, subject-matter expertise, and technical assistance as well as field investigators to assist in product tracing, inspection and monitoring, and interdiction activities.</li> <li>• Provides human health-related information, including surveillance for food borne disease and occupational safety and health issues.</li> <li>• Provides veterinary public health and clinical subject-matter expertise support through the U.S. Public Health Service Commissioned Corps veterinary teams and epidemiologists to address:             <ul style="list-style-type: none"> <li>• Environmental public health</li> <li>• Toxicology</li> <li>• Bite/scratch injuries from animals</li> <li>• Zoonotic disease hazards</li> <li>• Conducts veterinary/animal emergency needs assessments.</li> </ul> </li> <li>• Responds to occupational safety and health issues</li> </ul>

	<p>associated with animal response.</p> <ul style="list-style-type: none"> <li>• Helps implement rabies quarantines, etc.</li> <li>• Assists in delivering animal health care to injured or abandoned animals and performing veterinary preventive medicine activities, including the conducting of field investigations and the provision of technical assistance and consultation as required.</li> </ul>
<p>Department of Homeland Security</p>	<ul style="list-style-type: none"> <li>• Provides communications support in coordination with ESF 2 – Communications.</li> <li>• Maintains situational awareness and the Common Operating Picture via the Homeland Security Information Network.</li> <li>• Identifies and arranges for use of the Department of Homeland Security / US Coast Guard aircraft and other assets in providing urgent airlift and other transportation support.</li> <li>• Coordinates with the Infrastructure Liaison concerning all issues regarding the recovery and restoration of the associated critical infrastructure sector supported by the ESF, including the allocation and prioritization of resources, demographic information about the disaster area, and private sources of food.</li> <li>• Provides additional support in interdicting adulterated products in transport and at ports of entry; subject-matter expertise, technical assistance, air and transport services, as needed, for personnel and laboratory samples.</li> <li>• Maintains, through the Office of Infrastructure Protection Directorate, a database of critical infrastructure and key assets and maintains detailed information on selected sites derived from site visits and collection of vulnerability assessments.</li> </ul>
<p>Department of Interior</p>	<ul style="list-style-type: none"> <li>• Provides scientific/technical advice, information, and other assistance to help prevent or minimize injury to and to restore or stabilize Natural/Cultural and Historic resources. Areas of concern include:             <ul style="list-style-type: none"> <li>• Terrestrial and aquatic ecosystems</li> <li>• Biological resources, including fish and wildlife threatened and endangered species and migratory birds</li> <li>• Historic and prehistoric resources</li> <li>• Mapping and geospatial data</li> <li>• Geology</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Hydrology including real-time water flow data, earthquakes, and other natural hazards</li> <li>• On and offshore minerals</li> <li>• Energy</li> <li>• Coal mining</li> <li>• Makes available the response resources of Incident Management Teams in Department of Interior Bureaus, such as the National Park Service Museum Emergency Response Team, which has the capability to respond to events affecting all cultural resources and historic properties.</li> <li>• Provides technical assistance in contracting, contract management, procurement, construction inspection, and Natural and Cultural, and Historic resources assessments and restoration (natural resources), preservation, protection, and stabilization.</li> <li>• Provides technical and financial assistance to landowners and communities as appropriate to help assess the restoration needs and requirements for important fish and wildlife habitats and populations</li> <li>• Provides appropriate personnel, equipment, and supplies, primarily for communications, aircraft, and the establishment of base camps for deployed Federal teams.</li> <li>• Ensures resources are assigned commensurate with each unit's level of training and the adequacy and availability of equipment.</li> </ul>
<p>Environmental Protection Agency</p>	<ul style="list-style-type: none"> <li>• Provides technical assistance, subject-matter expertise, and support for biological, chemical, and other hazardous agents on contaminated facility remediation, environmental monitoring, and contaminated agriculture (animal/crops) and food product decontamination and disposal.</li> <li>• Provides surge capacity for laboratory and diagnostic support.</li> <li>• Works with the Department of Agriculture, the Department of Health and Human Services, and the private sector to identify suitable and available antimicrobial and other pesticides to be used to treat and decontaminate crops, environmental surfaces, and water.</li> <li>• Approves the use of these pesticides.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provides investigative support and intelligence analysis for incidents involving oil or hazardous materials pursuant to existing statutory authorities.</li> <li>• Provides technical assistance in determining when water is suitable for human consumption.</li> </ul>
Farm Service Agency	See Department of Agriculture.
Federal Emergency Management Agency	<ul style="list-style-type: none"> <li>• Provides a granting mechanism to fund preparedness efforts on the local level to ensure that an infrastructure exists to meet the timely challenges of evacuation and rescue, both before and during an event.</li> <li>• Contracts for transportation for household pets and service animals in advance of emergency events.</li> <li>• Purchases and pre-positions shelter materials in advance of emergency events.</li> <li>• Funds State and local preparedness activities for household pets and service animals.</li> <li>• Coordinates the environmental and historic preservation compliance requirements for all response, recovery, and mitigation activities funded through the Stafford Act, including mission assignments.</li> <li>• Advises the Federal Coordinating Officer on issues related to environmental and historic preservation compliance.</li> <li>• Provides assistance on issues relating to historic properties damaged by disasters.</li> <li>• Co-sponsors the Heritage Emergency National Task Force and uses it as a communication and information-sharing vehicle.</li> </ul>
National Animal Health Center	<ul style="list-style-type: none"> <li>• The Centers for Epidemiology and Animal Health (CEAH) National Center for Animal Health Surveillance was re-organized in 2006 into two separate CEAH Centers under the USDA:                         <ol style="list-style-type: none"> <li>(1) The National Surveillance Unit (NSU).</li> <li>(2) The National Animal Health Monitoring System (NAHMS).</li> </ol> </li> <li>• See Department of Agriculture.</li> </ul>
Small Business Administration	<ul style="list-style-type: none"> <li>• Provides low-interest, long-term disaster loan assistance for qualified homeowners and renters, nonagricultural businesses of all sizes, and nonprofit organizations to fund the repair and replacement of</li> </ul>



disaster-damaged property.

- Provides loan funds that also may include money for such things as relocation, mitigation, refinancing of existing liens, code-required upgrades, and 1-year insurance premiums.

Other	
Volunteer Organizations Active in Disaster	<ul style="list-style-type: none"> <li>• Ensures all volunteers are registered and tracked, have appropriate management and safety concerns addressed, and any equipment used is also documented.</li> <li>• Facilitates and encourages collaboration, communication, cooperation, coordination and build relationships among organizations and agencies to prepare for emergencies.</li> <li>• Provides guidance in client information-sharing, spiritual and emotional care, and longer term recovery as needed.</li> <li>• Provides canteen services for responders and support personnel.</li> <li>• Assists with Emergency Operation Center staffing or assisting other agencies with secretarial or staffing.</li> </ul>
Volunteers	<ul style="list-style-type: none"> <li>• Assist with operation as directed by the Emergency Management Coordinator or Incident Commander.</li> </ul>

**ESF Development, Testing, and Maintenance**

Refer to the Union County Basic Operations Plan.



## ESF #11 - CHECKLIST OF ACTIONS BY TIME FRAME

The following table provides examples of tasks to be accomplished in each operational time frame.

TIME FRAME	ACTIONS
Prevention: Activities designed to prevent or lessen the effects of a hazard.	<ul style="list-style-type: none"> <li>◦ Provide surveillance for a foreign animal disease or an animal borne poison or toxin that may pose a threat to the animal industries, the economy or public health.</li> <li>◦ Provide for surveillance of plant pests of unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy or public health.</li> </ul>
Preparedness: Activities designed to improve readiness capabilities.	<ul style="list-style-type: none"> <li>◦ Develop standard operating guides and checklists to support ESF #11 activities.</li> <li>◦ Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.</li> <li>◦ Identify sources to augment emergency food and water supplies.</li> <li>◦ Identify local agribusiness operators with equipment and personnel to assist with animal stop movement and quarantine activities.</li> <li>◦ Develop mutual aid agreements with government agencies, professional associations and private agencies and organizations with personnel and equipment to support ESF #11 activities.</li> <li>◦ Conduct and participate in training to support the implementation of ESF #11.</li> <li>◦ Develop and/or review procedures for crisis augmentation of personnel.</li> <li>◦ Participate in and/or conduct drills and exercises.</li> </ul>
Response: Activities designed to save lives, protect property and contain the effects of an event.	<ul style="list-style-type: none"> <li>◦ Support the disaster response and recovery with all available resources.</li> <li>◦ Provide assistance to established pet shelters.</li> <li>◦ Restrict movement, detain or move animals, equipment, products and personnel as necessary to control and eradicate animal or plant disease.</li> <li>◦ Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and the spread of disease.</li> <li>◦ Provide and/or receive appropriate mutual aid.</li> </ul>

	<ul style="list-style-type: none"> <li>◦ Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health or any act of agro terrorism.</li> </ul>
<p>Recovery: Activities designed to ensure continued Public Safety and return the community to pre-disaster levels.</p>	<ul style="list-style-type: none"> <li>◦ Continue to support disaster operations as needed.</li> <li>◦ Restore equipment and restock supplies to normal state of readiness.</li> <li>◦ Participate in after action reports and meetings.</li> <li>◦ Make changes to plans and procedures based on lessons learned.</li> <li>◦ As permitted by the situation, return operations to normal.</li> </ul>

Appendices:

1. Standard Operating Procedures/Standard Operating Guides
2. Contact List
3. Resources List
4. Pet Planning
5. Historic/Cultural Sites List

**Union County Emergency  
Management Agency**

**Emergency Support  
Function 12**

**Energy**

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**Emergency Support Function 12**

**Energy**

**Primary and Supporting Agencies**

**ESF Coordinator: Union County Emergency Management Agency**

**Primary Agencies:**

Union County Emergency Management Agency  
Union County Engineer's Office

**Support Agencies:**

City/County

Alliant Energy  
Farmers Electric Cooperative  
Resale Power Group  
Southwest Iowa Rural Electric Cooperative  
Clarke County Rural Electric Cooperative  
Public Information Office  
Kinder Morgan Gas Pipeline  
Mid-American Energy  
Lenox Municipal Gas  
Local Gasoline Providers  
Local Propane Providers

State

Iowa Department of Public Safety  
Iowa Department of Transportation  
Iowa Homeland Security and Emergency Management  
Iowa Utilities Board

Federal

Department of Energy  
Department of Homeland Security  
Nuclear Regulatory Commission

Other

Other Gas Pipeline Providers operating within the County

## Emergency Support Function 12

## Energy

**I. INTRODUCTION*****Purpose***

Emergency Support Function (ESF) 12 – Energy is intended to facilitate the restoration of damaged energy systems and is an integral part of the larger Iowa Department of Energy responsibility of maintaining continuous and reliable energy supplies for Iowa through preventive measures and restoration and recovery actions.

ESF 12 establishes activities of the energy organizations and utilities in responding to and recovering from fuel shortages, power outages and capacity shortages which impact or threaten to impact Union County citizens and visitors during and after a disaster situation.

Expedient recovery is dependent upon the restoration of power to homes and businesses. Power outages are usually caused by major disasters such as tornadoes or other severe weather. However, other events such as fuel shortages, civil disturbances, disruption of transmission and distribution systems or power generating plant failure may also cause temporary disruption of power.

ESF 12 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives.

For the purpose of this ESF, energy includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, maintaining, and controlling energy systems and its components.

ESF 12 functions include:

- Energy infrastructure assessment to include collecting, evaluating, and sharing information on energy system damages and estimations on the impact of system outages within the county.
- Facilitating the repair and restoration of energy systems through legal authorities and waivers.

- Providing technical expertise to the utilities, conducting field assessments, and assisting government and private stakeholders in restoring energy lines of communications.

**Scope**

- Conducting damage assessments to energy systems.
- Restoration requirements to damaged systems.
- Assistance in obtaining fuel for transportation and emergency operations.
- Recommendations for fuel conservation.
- Providing technical assistance involving energy systems.
- Processing all fuel and power assistance requests received.

**Situation and Planning Assumptions****Situations**

The potential for widespread loss of power is relatively high in Union County due to the frequency of severe weather.

Loss of power to large areas of Union County may require that shelters be opened and some basic services be provided.

County wide disruption of energy supply lines will hinder critical services to the public. Assistance from the Iowa Department of Energy is available.

**Planning Assumptions**

Energy outage restoration will require private-public partnership.

Restoration may require assistance from outside the county.

Disruptions outside the county may also cause outage or reduction of available power within the county.

Critical infrastructure and services will require self-reliance using emergency generators until restoration is obtained.

**II. POLICIES**

- A. In the event the state is affected by significant energy shortages or emergencies, the Iowa Energy Assurance Plan shall be implemented. The authority to implement this plan resides in:
  - 1. Iowa Administrative Code 561.1.2(3) and 561.1.3(2)f(1) and;
  - 2. Iowa Code Chapter 473, Sections 8, 9 and 10.
- B. Restoration of normal operations of energy facilities is the responsibility of the facility owners.
- C. All energy providers, whether publicly or privately owned, will be prepared to respond to energy-related needs resulting from an emergency or disaster.
- D. Primary agencies should develop lists of energy-related critical asset infrastructure. These lists are maintained and continuously monitored to identify and mitigate vulnerabilities to energy facilities. Support agencies should develop lists of critical infrastructure that would be negatively impacted in an energy emergency and any measures that have or could be taken to mitigate the impact.
- E. Primary and support agencies should ensure that a Continuity of Operations Plan (COOP) is in place to maintain essential services.
- F. Union County and municipal agencies should train personnel in plans, procedures and appropriate level National Incident Management System (NIMS)/Incident Command System (ICS).
- G. All Union County and municipal agencies should maintain a list of essential personnel at the EOC.
- H. All primary and support agencies may conduct inspections of their infrastructure. Support agencies will assemble reports of infrastructure damage/impact and recommend priorities to the EOC leadership. The EOC staff will prioritize the needs and recommend restoration priorities to the primary agencies.
- I. Primary and support agencies may provide a liaison to the EOC when activated.

**III. CONCEPT OF OPERATIONS****A. General**

- A. Disruptions in energy supplies are typically caused by physical disruption of energy transmission and distribution systems, or the unexpected operational failure of such systems.
  
- B. Responding to energy and petroleum shortages or disruptions and their effects is necessary for preservation of the public health, safety, and general welfare of the county's residents, workers, and visitors. Activities during an energy emergency could include but are not limited to:
  - 1. Assess fuel and electric power damage.
  - 2. Assess energy supply and demand.
  - 3. Assess the requirements for restoration.
  - 4. Coordinate with electric utilities and the petroleum and natural gas industries to identify requirements to repair energy systems. The EOC will provide supporting resources when available.
  - 5. The EOC will identify priorities and the primary agencies will establish priorities to repair damaged energy systems and communicate that information with the EOC.
  - 6. Coordinate temporary, alternate, or interim sources of energy, fuel and power when required.
  - 7. Obtain current information regarding damages to energy supply and distribution systems.
  
- I. The Union County Emergency Management Agency will coordinate the damage assessment, repair, and restoration of energy services in a timely manner.
  
- II. The principal activities include:

**B. Damage Assessment Activity**

- I. Coordinating the collection of damage information, its assessment, and sharing such information regarding the disruption of power and the restoration of services is critical to recovery efforts. Initial damage assessments will identify the areas and types of utility outages.
- II. See ESF 14 – Community Recovery and Mitigation for additional information on damage assessment activities.

**C. *Restoration of Lifelines Activity***

Coordinating and prioritizing local efforts of repairing and restoring energy systems working cooperatively with Federal, State, local, and private partners. Technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of

event. ***Restoration Priorities***

1. Hospitals/Medical Centers
2. Emergency Communications/Emergency Operations Centers
3. Public Works - Water and wastewater pumping facilities
4. Fire, Emergency Medical Services, and Law Enforcement facilities
5. Evacuation Shelters
6. Key government, public, and private facilities

**D. *Procedures***

1. To the maximum extent possible, energy providers will continue to provide services through their traditional means and mutual aid agreements.
2. The EOC and the energy provider liaisons will develop a clear message for the Public Information Officer (PIO).

3. In events of countywide significance, energy providers may compile damage assessment reports and transmit them to the EOC through their liaison. These assessments will be forwarded to the Iowa Homeland Security and Emergency Management Division (HSEMD).

**E. Organization**

The Union County ESF 12 Coordinator will attend meetings and exercises, participate in planning workshops, and develop an expertise on county and regional energy issues.

**F. Roles and Responsibilities**  
**ESF12 Coordinator**

- I. The coordinator has ongoing responsibilities throughout the preparedness, response, recovery, and mitigation phases of incident management. The role of the coordinator is carried out through a "unified command" approach as agreed upon collectively by the designated primary agencies.
- II. Responsibilities of the coordinator include:
  - Pre-incident planning and coordination.
  - Maintaining ongoing contact with primary and support agencies.
  - Conducting periodic meetings and conference calls.
  - Coordinating efforts with corresponding private-sector organizations.
  - Coordinating activities relating to catastrophic incident planning and critical infrastructure preparedness as appropriate.
  - Activates appropriate support agencies.
  - Coordinates government logistical and fiscal activities supporting associated priorities and activation.

- Plans and supports regular meetings with the primary and support agencies related to preparedness, response, and recovery activities.
- Ensures support agencies are informed and involved in all meetings.
- Ensures primary and support agencies are reconvened post-demobilization to critique preparedness, response, recovery, and mitigation activities and develop an improvement action plan to address identified issues.
- Maintains current list of energy system locations.
- Prepares and provides information for Union County residents regarding energy outages.
- Acts as local government advisor on energy related issues.

### ***Primary Agencies***

When activated in response to an incident, the primary agency is responsible for:

1. Conducting response operations within their functional area for an affected area.
2. Providing staff for the operations functions at the designated locations.
3. Notifying and requesting assistance from support agencies.
4. Managing mission assignments and coordinating with support agencies, as well as appropriate local jurisdictions.
5. Working with appropriate private-sector organizations to maximize use of all available resources.
6. Supporting and keeping all organizational elements informed of operational priorities and activities.
7. Procuring goods and services as needed.

8. Ensuring financial and property accountability for activities.
9. Planning for short-term and long-term incident management and recovery operations.
10. Maintaining trained personnel to support interagency emergency response and support teams.
11. Ensuring coordination with the Union County Emergency Operations Center.
12. Coordinating security for critical energy system components.
13. Coordinating media interviews, if allowed, with the Public Information Officer.

#### ***Support Agencies***

When activated in response to an event, threat, or incident, support agencies are responsible for:

1. Conducting support operations using their own authorities, subject matter experts, capabilities, or resources.
2. Participating in planning for short-term and long-term incident management and recovery operations.
3. Assisting in the conduct of situational assessments.
4. Furnishing available personnel, equipment, or other resource support as requested by the primary agency.
5. Providing information or intelligence regarding their agency's area of expertise.

#### **G. *Organizational Structure***

The National Incident Management System will be utilized during incidents.

**See the Union County Basic Plan - Concept of Operations.**

An effective span of control is maintained by consolidating agencies with emergency responsibilities into groups with an internal management structure. Each of the branches is consolidated in the Emergency

Operations Center during activation to insure coordination among the various organizations.

Most primary and supporting agencies have only one or two personnel assigned to the Emergency Operations Center during emergencies. Each is assigned a place on the floor plan that corresponds to the ESF in which his/her primary responsibilities lie.

The Emergency Operations Center Manager will staff the Emergency Operations Center as needed depending on the size and scope of operation. The Emergency Operations Center will support the Incident Commander and assist with resource prioritization and resource management.

Information and mission assignments flow between the branches through the Section Chiefs and from the Section Chiefs through the Emergency Operations Center Director.

This ensures that Emergency Management is able to maintain an accurate assessment of the disaster situation and is able to develop short-range and long-range planning guidance for use by other potentially affected ESFs within the Emergency Operations Center.

**See ESF 5 – Emergency Management.**

#### ***H. Evacuation***

Evacuations will be coordinated with the EOC to ensure the evacuees are moved to an appropriate shelter and those with special needs receive appropriate transportation in the time of need. Though a remarkable challenge, Energy ESF-12 will assist in the evacuation process by providing a safe and unobstructed path of travel caused by damaged or downed electrical utilities or hazardous condition from damaged gas lines.

#### ***I. Mutual Aid and Augmentation Forces***

1. As a private representative for ESF-12, follow all policies and procedures in requesting additional resources for the benefit of utility restoration.

- ESF-12 representatives will work closely with local and state agencies, energy offices, energy suppliers and distributors.



**Primary Agency Functions**

Agency	Function
Union County Emergency Management Agency	<ul style="list-style-type: none"> <li>• Serves as the focal point for issues and policy decisions relating to energy response and restoration efforts.</li> <li>• Assesses energy system damage and monitors repair work.</li> <li>• Collects, assesses, and provides information on energy supply, demand, and market impacts; and contributes to situation and after-action reports.</li> <li>• Identifies supporting resources needed to restore energy systems.</li> </ul>
Union County Engineer's Office	<ul style="list-style-type: none"> <li>• Provides additional staff and equipment.</li> <li>• Provides up to date information on public works infrastructure and impact on community.</li> <li>• Assists in debris removal that may impact on utility infrastructure.</li> </ul>

**Support Agency Functions**

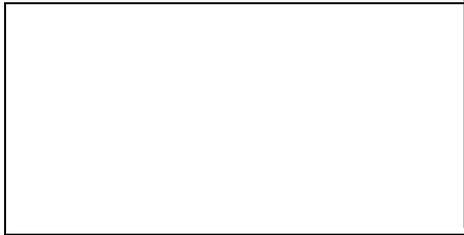
**Support Agencies:** Support agency representatives will provide technical expertise, personnel, teams and equipment in support of the assessment, repair, and restoration of energy systems.

*Note: Support agencies are not listed in order of priority. They are all in support of the primary agency.*

City/County Agencies	Functions
All Electric Companies / Cooperatives	<ul style="list-style-type: none"> <li>• Provides technical expertise on power utility assessment, repair, and restoration.</li> <li>• Repairs and restores equipment and systems.</li> <li>• Assists in coordination of other ESFs.</li> <li>• Provides assessment on local impact of power outages within and outside the local region.</li> </ul>
Public Information Office	<ul style="list-style-type: none"> <li>• Responsible for the collection, coordination, and dissemination of emergency public information material to the resident and transient population.</li> <li>• Coordinates all public information activities with the Incident Command Post and the Emergency Operation Center.</li> <li>• Coordinates a disaster hotline through community service agencies, 211, or volunteers. Ensure those locations have up to</li> </ul>

<b>State Agencies</b>	<b>Functions</b>
Iowa Department of Public Safety	<ul style="list-style-type: none"> <li>• Provides additional law enforcement capabilities.</li> <li>• Coordinates traffic information with the Department of Transportation on road conditions/closures hotline for services for public and emergency access.</li> <li>• Provides a teletype service for law enforcement agencies for road closure and detour information. Routes of travel may be identified.</li> <li>• Establishes control points for traffic control, assists in maintaining order, obtains medical help, and direct emergency vehicles to the proper destination within and around the disaster area.</li> </ul>
Iowa Department of Transportation	<ul style="list-style-type: none"> <li>• Provides updated information on road conditions, load bearing capacities and usability to support utility repair crews.</li> <li>• Maintains road condition/closure website.</li> <li>• Provides equipment and manpower to maintain or repair roads and bridges to usable condition in support of utility repair crews.</li> <li>• Personnel may assist in traffic control by erecting barricades, warning lights and signs, or providing manpower.</li> <li>• Assists in debris removal that may impact on distribution systems or repair and restoration of utilities.</li> </ul>
Iowa Homeland Security and Emergency Management	<ul style="list-style-type: none"> <li>• Responsible for the overall emergency coordination of state assistance if a multiple state agency response is required.</li> <li>• Maintains situational awareness and the Common Operating Picture.</li> <li>• Provides logistical support for coordinating mobilization centers/staging areas, transportation of resources, public health and medical elements, disaster fuel contracts, emergency meals, potable water, base camp services, supply and equipment resupply, and</li> </ul>

	<p>use of all State contracts and interagency agreements managed by the Iowa Homeland Security for response operations.</p> <ul style="list-style-type: none"> <li>Assists in coordinating to support provide temporary power of critical infrastructure, hospitals, nursing homes, schools, and shelters.</li> </ul>
Iowa Utilities Board	<ul style="list-style-type: none"> <li>Regulates various aspects of electric, natural gas, communications, and water utilities and generally supervises all pipelines and the transmission, sale, and distribution of electrical current.</li> <li>Has general jurisdiction over gas utilities furnishing natural gas by piped distribution.</li> <li>Enforces safety and engineering standards.</li> </ul>
<b>Federal Agencies</b>	<b>Functions</b>
Department of Energy	<ul style="list-style-type: none"> <li>Serves as the focal point for issues and policy decisions relating to energy response and restoration efforts.</li> <li>Assesses energy system damage and monitors repair work.</li> <li>Collects, assesses, and provides information on energy supply, demand, and market impacts; and contributes to situation and after-action reports.</li> <li>Identifies supporting resources needed to restore energy systems.</li> <li>Deploys response teams as needed to affected area(s) to assist in response and restoration efforts.</li> </ul>
Department of Homeland Security	<p><b>Federal Emergency Management Agency Citizen Corps:</b></p> <ul style="list-style-type: none"> <li>Involves community members in all-hazards emergency preparedness, planning, mitigation, response, and recovery.</li> </ul>
<b>Other</b>	
Private/Public Utility Companies	<ul style="list-style-type: none"> <li>Provide liaison to the County Emergency Operations Center regarding technical expertise on power utility assessment, repair, and restoration.</li> <li>Repair and restore equipment and systems.</li> </ul>



- Provide damage assessments on local impact of power outages within and outside the local region.
- Coordinate receiving or providing assistance from or to other counties regarding power assessment, repair, and restoration.

**ESF Development, Testing, and Maintenance**

Refer to the Union County Basic Plan for ESF development, testing, and maintenance.

**V. ATTACHMENTS**

- A. ESF 11 – Checklist of Actions by Time Frame
- B. List of Energy Providers
- C. Map of Electrical Utility Providers in Union County

\*\*\* Please note

IES = Alliant Energy

RIDETA = Southwest Iowa Rural Electric Cooperative

AFTON MUNICIPAL = Resale Power Group

**ESF #12 - CHECKLIST OF ACTIONS BY TIME FRAME**

The following table provides examples of tasks to be accomplished in each operational time frame.

TIME FRAME	ACTIONS
<p>Prevention: Activities designed To prevent or lessen the impact of a disaster.</p>	<ul style="list-style-type: none"> <li>○ Based on known hazards, identify and correct vulnerabilities in the energy and utilities function.</li> <li>○ Implement a public awareness campaign regarding energy and utilities safety in emergencies.</li> </ul>
<p>Preparedness: Activities designed to increase awareness and preparedness.</p>	<ul style="list-style-type: none"> <li>○ Maintain this ESF, as well as supporting operating procedures and guidelines.</li> <li>○ Ensure personnel receive emergency operations training.</li> <li>○ Develop guides and checklists to support emergency energy and utilities operations.</li> <li>○ Ensure emergency call-up and resource lists are current.</li> <li>○ Ensure the availability of necessary equipment to support energy and utilities activities.</li> <li>○ Participate in emergency exercises.</li> </ul>
<p>Response: Activities designed to prevent injury, damage or loss of life.</p>	<ul style="list-style-type: none"> <li>○ Deploy trained individuals to the EOC.</li> <li>○ Alert or activate off-duty and auxiliary personnel as required by the emergency.</li> <li>○ Coordinate activities with other responding agencies.</li> <li>○ Conduct specific response actions as dictated by the situation.</li> </ul>
<p>Recovery: Activities designed to return the community to normal levels of functioning.</p>	<ul style="list-style-type: none"> <li>○ Continue all activities in coordination with the EOC based on the requirements of the incident.</li> <li>○ Support restoration activities.</li> <li>○ Replenish supplies and repair damaged equipment.</li> <li>○ Participate in after-action briefings and develop after-action reports.</li> <li>○ Make necessary changes in this ESF Annex and supporting plans and procedures.</li> </ul>

List of Energy Providers

<b>Electricity</b>		
<b>Company</b>	<b>Address</b>	<b>Phone Number</b>
ALLIANT ENERGY (IPL) <b>Map noted as IES Utilities</b>	4902 North Biltmore Lane, Suite 1000 Madison, WI 53718-2148	1-800-ALLIANT (1-800-255-4268) Outage Website: <a href="http://www.alliantenergy.com/CustomerService/StormandOutageCenter/OutageDetails/index.htm?region_id=2">http://www.alliantenergy.com/CustomerService/StormandOutageCenter/OutageDetails/index.htm?region_id=2</a>
FARMERS ELECTRIC COOP	102 SE 6 <sup>th</sup> Street P.O. Box 330 Greenfield, IA 50849	1-800-397-4821 Outage Website: <a href="http://outages.iowarec.org/">http://outages.iowarec.org/</a>
RESALE POWER GROUP <b>Map noted as Afton Municipal</b>	109 W Jefferson Street Afton, IA 50830	1-641-347-5070
SOUTHWEST IOWA RURAL ELECTRIC COOP <b>Map noted as RIDETA Electric Cooperative</b>	1502 W. South Street, Mt. Ayr, IA 50854	1-888-220-4869 Outage Website: <a href="http://outages.iowarec.org/">http://outages.iowarec.org/</a>
CLARKE ELECTRIC COOP	1103 N. Main Street Osceola, IA 50213	1-800-362-2154 Outage Website: <a href="http://outages.iowarec.org/">http://outages.iowarec.org/</a>
<b>Natural Gas</b>		
KINDER MORGAN	500 Dallas St., Suite 1000 Houston, TX 77002	1-713-369-9000
ALLIANT ENERGY	4902 North Biltmore Lane, Suite 1000 Madison, WI 53718-2148	1-800-ALLIANT (1-800-255-4268)
MIDWEST NATURAL GAS	611 Shay St Somerset, WI 54025	1-715-247-5179
LORIMOR MUNICIPAL UTILITIES	503 Main Street, Lorimor, IA 50149	1-641-763-2297

Iowa Pipeline Association Contact Information

Iowa Pipeline Association  
7101 College Blvd, Suite 600  
Overland Park, KS 66210  
(888) 383-8324  
(913) 663-1000 FAX  
[pam.registrars@celeritas.com](mailto:pam.registrars@celeritas.com)  
<http://www.iowa-pipeline.com/>





**Union County Emergency  
Management Agency**

**Emergency Support Function  
13**

**Public Safety and Security**

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Appendices:

1. Standard Operating Procedures/Field Operating Guides
2. Contact List
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4. Training Requirements



## **Primary and Supporting Agencies**

**ESF Coordinator: Union County Sheriff Department**

### **Primary Agencies**

Union County Emergency Management Agency

Union County Sheriff's Office

City of Creston Police Department

City of Afton Police Department

### **Support Agencies**

#### *City/County*

E911 Communications

Amateur Radio Emergency Services/ Amateur Radio Civil Emergency Services

Union County Engineer's Office

Greater Regional Outreach – Public Health Department

Union County Medical Examiner

City of Creston Fire Department/Volunteer Fire Department

City of Afton Volunteer Fire Department

City of Lorimor Volunteer Fire Department

City of Creston Public Works

City of Afton Public Works

City of Lorimor Public Works

Emergency Medical Services

Public Information Office

*State*

Iowa Association of Chiefs of Police and Peace Officers

Iowa Department of Natural Resources

Iowa Department of Public Safety

Iowa Department of Transportation

Iowa Homeland Security and Emergency Management

Iowa Law Enforcement Academy

Iowa National Guard

Iowa Sheriffs and Deputies Association

*Federal*

Bureau of Alcohol, Tobacco, Firearms, and Explosives

Customs and Border Protection

Department of Homeland Security

Federal Bureau of Investigation

Federal Emergency Management Agency

## Introduction

### ***Purpose***

ESF 13 – Public Safety and Security rapidly employs resources from across Union County in a coordinated response to ensure the safety and security of all citizens, maintain law and order, protect public and private property, and provide protection for essential industries and facilities within the county.

### ***Scope***

This ESF assigns responsibilities and provides coordination between all of the law enforcement agencies operating during times of emergencies and disasters within Union County.

This ESF also provides guidance for the organization of law enforcement resources in Union County to respond to emergency situations exceeding normal law enforcement capabilities.

It provides a flexible organizational structure capable of meeting the varied requirements of numerous emergency scenarios with the potential to require activation of the Union County Emergency Operations Center and implementation of the Union County Basic Plan.

Law enforcement agencies may support inside incorporated areas for public warning, traffic control, evacuation movement, search and rescue operations, and security of critical infrastructure and supplies.

**Policies**

Public Safety and Security will be an expansion of normal day-to-day operations and responsibilities. Each jurisdictional area will provide law enforcement functions and assist in similar functions outside of its normal area of operations, if available.

However, it is not the intent of this ESF to provide assistance at the expense of the local jurisdictions. Each agency has the authority and responsibility to determine whether activation outside of normal jurisdictional lines would present a threat to local needs.

Command and control of all Public Safety and Security operations are directed by the law enforcement department responsible for the jurisdiction.

This ESF will be implemented in accordance with the National Incident Management System/Incident Command System and the incorporated measurable objectives identified in the Incident Action Plan.

The Incident Command System provides the functional structure for actively managing any type of incident regardless of cause, size, or complexity.

All personnel with responsibilities in the Incident Command Post and Emergency Operations Center will be proficient with the Incident Command System concepts and principles.

Outside assistance is available to local response and support personnel to implement complex or large organizational structures through the Iowa Incident Management Team (Type III).

The Incident Command System is primarily a field level organizational system which has authority to make operational and tactical decisions and command all field personnel.

Coordination with state and other law enforcement organizations is accomplished through the Union County Emergency Operations Center.

Additional policies and authorities for this ESF reside in the Union County Basic Plan.

## Situations and Planning Assumptions

### *Situations*

- **Search Coordination.** Law enforcement personnel are responsible for the coordination of search efforts related to lost or missing persons, fugitives and bomb threat.
- **Staging and Reception Areas.** Law enforcement personnel will provide security around the disaster site during emergency operations at the request of the Incident Commander. They can be assisted in these efforts by fire departments and public works departments.
- **Curfew.** If conditions warrant, a curfew may be established by declaration. Law enforcement will be directed to enforce the curfew until further notice.
- **Protection of Responders.** Law enforcement is responsible for providing security to first responders entering a scene where civil unrest would create the need for medical or fire response.
- **Traffic Control.** Law enforcement agencies within \_\_\_\_\_ County are responsible to provide perimeter security, traffic and crowd control. Law enforcement is in charge of coordinating the movement of disabled vehicles during evacuations.
- **Warning.** Law enforcement personnel may be required to support warning requirements by utilizing emergency vehicles with sirens and public address systems to ensure notification of all residents in the affected area. The need for implementation of this procedure will depend on the actual situation and will be coordinated with the Executive Group and County Emergency Management Coordinator.
- **Evacuation.** Law enforcement agencies have two major tasks during evacuations: to provide police protection and to promote orderly departure and return of the risk area population. Individual departments will be responsible for routes within their jurisdictions. Priority of the wrecker or towing services will be to clear disabled vehicles and debris off roadways in order to keep traffic flowing
- **Hazardous Materials.** See ESF 10 – Hazardous Materials for the role of law enforcement.
- **Terrorist Events.** The Sheriff's Department and local police departments will work closely with the Joint Terrorism Task Force and Federal Bureau of Investigation regarding credible terrorist threat assessments and issuing public warnings. In the event of a terrorist incident, the Federal Bureau of Investigation will serve as the Lead Agency for criminal investigation and the ESF 13 – Public Safety and Security will work closely with the Federal Bureau of Investigation Joint Operations Center.

### *Planning Assumptions*

- County and local response will be coordinated pursuant to local and state laws.
- Law enforcement will coordinate the response with other ESFs based on the details of the

events.

- . Appropriate Memorandums of Understanding and Mutual Aid agreements will be in place.
- . Law Enforcement will utilize their normal communications networks during disasters.

**Concept of****Operations General**

The Union County Sheriff's Office is responsible for coordinating law enforcement activities during a multijurisdictional emergency or disaster.

*Local Police Chiefs retain responsibility for law enforcement within their respective jurisdictions.*

Public safety and security requirements during emergencies will vary greatly on the event, but may include:

- Providing traffic and crowd control
- Controlling access to operational scenes and evacuated areas
- Preventing and investigating crimes
- Providing security for critical facilities and supplies

The National Incident Management System is utilized throughout the county for coordinating activities among local law enforcement agencies and other first responders. As a standardized management plan that unifies federal, state, and local governments for incident response, it establishes a consistent nationwide template for incident management processes, protocols, and procedures that all responders use.

**Notifications**

The Union County Emergency Management Coordinator will notify the Union County Sheriff of any Emergency Operations Center activations and request representatives report to coordinate law enforcement activities.

As additional Emergency Operations Center staffing needs become apparent, other agency representatives may be asked to report to the Emergency Operations Center.

**Organization**

Tactical law enforcement operations will be controlled by the Incident Commander(s) at the scene(s) within the Incident Command Structure. The Incident Commander(s) will assess the need for additional resources and request that the Emergency Operations Center deploy assets to support field operations.

The Union County Emergency Operations Center will serve as the central location for interagency coordination and executive decision-making.

State and Federal Law Enforcement resources will be requested through the Emergency Operations Center as described in ESF 5 – Emergency Management.

***Roles and Responsibilities****ESF 13 Coordinator*

The coordinator has ongoing responsibilities throughout the preparedness, response, recovery, and mitigation phases of incident management. The role of the coordinator is carried out through a “unified command” approach as agreed upon collectively by the designated primary agencies.

Responsibilities of the coordinator include:

- Pre-incident planning and coordination
- Maintaining ongoing contact with primary and support agencies
- Conducting periodic meetings and conference calls
- Coordinating efforts with corresponding private-sector organizations
- Coordinating activities relating to catastrophic incident planning and critical infrastructure preparedness as appropriate.

*Primary Agencies*

When activated in response to an incident, the primary agency is responsible for:

- Conducting response operations within their functional area for an affected area.
- Providing staff for the operations functions at fixed and field facilities.
- Notifying and requesting assistance from support agencies.
- Managing mission assignments and coordinating with support agencies, as well as appropriate local jurisdictions.
- Working with appropriate private-sector organizations to maximize use of all available resources.
- Supporting and keeping all organizational elements informed of operational priorities and activities.
- Procuring goods and services as needed.
- Ensuring financial and property accountability for activities.
- Planning for short-term and long-term incident management and recovery operations.
- Maintaining trained personnel to support interagency emergency response and support teams.

### *Support Agencies*

When activated in response to an event, threat, or incident, support agencies are responsible for:

- Conducting support operations using their own authorities, subject matter experts, capabilities, or resources
- Participating in planning for short-term and long-term incident management and recovery operations
- Assisting in the conduct of situational assessments
- Furnishing available personnel, equipment, or other resource support as requested by the primary agency
- Providing information or intelligence regarding their agency's area of expertise

### *Organizational Structure*

The National Incident Management System will be utilized during incidents. See the Union County Basic Plan – Concept of Operations for specific information.

The size of the Public Safety and Security operation will determine if an Emergency Operations Center is needed. For large scale incidents, a unified command structure may be implemented.

An effective span of control is maintained by consolidating agencies with emergency responsibilities into groups with an internal management structure. Each of the branches is consolidated in the Emergency Operations Center during activation to insure coordination among the various organizations.

Most primary and supporting agencies have only one or two personnel assigned to the Emergency Operations Center during emergencies. Each is assigned a place on the floor plan that corresponds to the ESF in which his/her primary responsibilities lie.

The Emergency Operations Center Manager will staff the Emergency Operations Center as needed depending on the size and scope of the operations. The Emergency Operations Center will support the Incident Commander and assist with resource prioritization and resource management.

Information and mission assignments flow between the branches through the Section Chiefs and from the Section Chiefs through the Emergency Operations Center Director.

This ensures that Emergency Management is able to maintain an accurate assessment of the disaster situation and is able to develop short-range and long-range planning guidance for use by other potentially affected ESFs within the Emergency Operations Center. See ESF 5 – Emergency Management.

See figure below for the **coordination flow** in Incident Command Post and the Emergency Operations

Center.

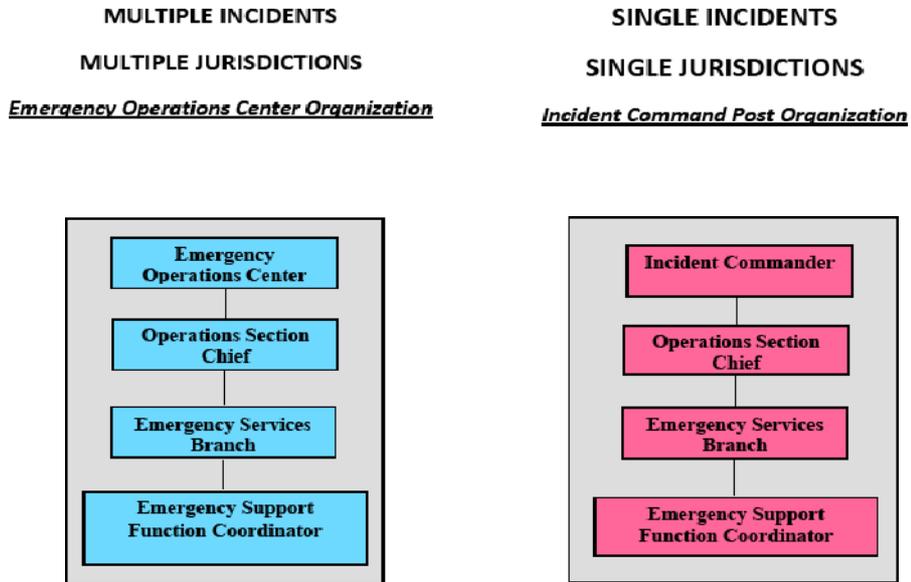


Figure 1 Coordination Flow in the Emergency Operations Center and Incident Command Post.



**Primary Agency Functions**

Agency	Function
Union County Emergency Management Agency	<ul style="list-style-type: none"><li>• Responsible for all aspects of emergency management planning and operations within Union County.</li><li>• Ensures the Basic Plan is implemented.</li><li>• Coordinates with the Incident Commander to provide emergency response agencies needed for Public Safety and Security.</li><li>• Briefs local, tribal, state and federal officials as to the situation.</li></ul>

Union County Sheriff's Office

- Provide law enforcement in the unincorporated sections of the county as well as incorporated cities that do not have city police departments.
- Provide assistance in the incorporated areas of the county at the request of the Police Chief or supervising officer of the affected jurisdiction.
- Provide security and personnel registration/check-in support at the Emergency Operations Center for full-scale activations upon request and determination of adequate manpower.
- Maintain contact with the field and assess the need for outside resources and request assistance as needed.
- Oversee all responding public safety and security resources, assess their needs, help them obtain resources and ensure emergency tasks can be accomplished.
- Work with the Incident Commander(s) and the Emergency Operations Center Team to ensure law enforcement personnel deployed to the disaster scene are appropriately outfitted with and trained to use personal protective equipment required by the presence of any potentially hazardous materials/substances.
- Serve as liaison with law enforcement resources from outside the County, and if necessary, with State and Federal Law enforcement resources.
- Maintain police intelligence capability to alert government agencies and the public to potential threats.
- Develop strategies to effectively address special emergency situations that may require distinct law enforcement procedures, such as civil disorders, hostage taking, weapons of mass destruction, terrorist situations, and bomb threats/detonations.
- Test primary communications systems and arrange for alternate systems, if necessary.
- Provide traffic and crowd control as required.
- Provide security and law enforcement to critical facilities.
- Orders evacuation and access control of threatened areas, if needed.
- Assist the Union County Medical Examiner and the Greater-Regional Outreach – Public Health Department with identification of the dead.

City of Creston Police  
Department

City of Afton Police  
Department

- Retain responsibility for law enforcement within their respective jurisdictions.
- Provide support in accordance with the procedures outlined in mutual aid agreements.
- Will remain under the direct control of the sponsoring agency but will be assigned by the Incident Commander and/or the Emergency Operations Center to respond as necessary.
- Provide the Emergency Operations Center, Command Post, and Incident Commander with the communications link.
- Provide additional personnel and equipment to support Union County operations, as needed and if available.

**Support Agency Functions**

**Support Agencies:** Support agency representatives will provide technical expertise, personnel, teams and equipment in support of a hazardous materials incident. Personnel assigned in support of the incident will maintain close coordination with Incident Command Post representative.

*Note: Support agencies are not listed in order Of priority. They are all in support Of the primary agency.*

City/County Agencies	Functions
E911 Communications	<ul style="list-style-type: none"> <li>• Communications operators will follow the Basic Plan in the event of a search and rescue operation.</li> </ul>
Amateur Radio Emergency Services/ Amateur Radio Civil Emergency Services	<ul style="list-style-type: none"> <li>• Provide alternate or additional radio communications for the Incident Command Post or the Emergency Operations Center.</li> </ul>
Union County Engineer’s Office	<ul style="list-style-type: none"> <li>• Provide materials for closing streets and signage for rerouting traffic.</li> </ul>
Greater Regional Outreach – Public Health Department	<ul style="list-style-type: none"> <li>• Provide public health staff and equipment for support of rescue operations.</li> <li>• Make recommendations regarding operation activities.</li> </ul>
Union County Medical Examiner	<ul style="list-style-type: none"> <li>• In the event that morgues are established, the Union County Medical Examiner, in coordination with the Chief Law Enforcement Officer or Sheriff, will direct law enforcement agencies in providing security for the personal effects, including the body of those killed or injured.</li> </ul>
City of Creston Fire Department/Volunteer Fire Department  City of Afton Volunteer Fire Department  City of Lorimor Volunteer Fire Department	<ul style="list-style-type: none"> <li>• Provide assistance in search and rescue operations, as needed and if available.</li> <li>• Primary responsibility for fire and hazardous materials scenes.</li> </ul>

<p>City of Creston Public Works City of Afton Public Works City of Lorimor Public Works</p>	<ul style="list-style-type: none"> <li>• Provide materials for closing streets and signage for rerouting traffic.</li> </ul>
<p>Emergency Medical Services</p>	<ul style="list-style-type: none"> <li>• Coordinates the on-scene emergency medical care, transportation and hospital treatment for rescued victims.</li> <li>• Provide emergency medical care and transportation.</li> <li>• Provide emergency medical assistance to search and rescue personnel.</li> </ul>
<p>Public Information Office</p>	<ul style="list-style-type: none"> <li>• Responsible for the collection, coordination, and dissemination of emergency public information material to the resident and transient population.</li> <li>• Member of the Emergency Operations Center.</li> <li>• Coordinates all public information activities with the Chief Executive Officer and the County Emergency Management Coordinator.</li> <li>• Appoints a supporting staff to ensure the capability of 24-hour operations, if needed.</li> </ul>
<p><b>State Agencies</b></p>	<p><b>Functions</b></p>
<p>Iowa Association of Chiefs of Police and Peace Officers</p>	<ul style="list-style-type: none"> <li>• Provide additional law enforcement capabilities.</li> </ul>
<p>Iowa Department of Natural Resources</p>	<ul style="list-style-type: none"> <li>• Law Enforcement Bureau provides additional law enforcement capabilities.</li> </ul>

<p>Iowa Department of Public Safety</p>	<ul style="list-style-type: none"> <li>• State Patrol will assist local law enforcement, if requested.</li> <li>• Division of Criminal Investigation provides investigative support and expertise to law enforcement agencies.</li> <li>• Division of Narcotics Enforcement provides public safety through investigative enforcement of laws relating to narcotics and other controlled substances.</li> <li>• State Fire Marshall’s Office provides enforcement of building code provisions and arson investigation assistance.</li> <li>• Intelligence Bureau provides support to local law enforcement and Serves as the Central Coordinating Agency for the Law Enforcement Intelligence Network and for the Statewide Intelligence Fusion Team.</li> </ul>
<p>Iowa Department of Transportation</p>	<ul style="list-style-type: none"> <li>• Motor Vehicle Enforcement Agency provides additional law enforcement assistance and specialized capabilities concerning commercial vehicles.</li> </ul>
<p>Iowa Homeland Security and Emergency Management</p>	<ul style="list-style-type: none"> <li>• Responsible for the overall emergency coordination of state assistance if a multiple state agency response is required.</li> </ul>
<p>Iowa Law Enforcement Academy</p>	<ul style="list-style-type: none"> <li>• Provide additional personnel and equipment, if available.</li> </ul>
<p>Iowa National Guard</p>	<ul style="list-style-type: none"> <li>• Provide additional personnel and equipment as needed.</li> </ul>
<p>Iowa Sheriffs and Deputies Association</p>	<ul style="list-style-type: none"> <li>• Provide additional law enforcement capabilities.</li> <li>• Provide public relations and community education.</li> </ul>
<p><b>Federal Agencies</b></p>	<p><b>Functions</b></p>
<p>Bureau of Alcohol, Tobacco, Firearms, and Explosives</p>	<ul style="list-style-type: none"> <li>• Provide specialized investigative assistance.</li> </ul>

Customs and Border Protections	<ul style="list-style-type: none"> <li>• Provide immigration and customs enforcement (ICE).</li> <li>• Provide additional law enforcement assistance.</li> </ul>
Department of Homeland Security	<ul style="list-style-type: none"> <li>• Provides a coordinated, comprehensive federal response and mount a swift and effective recovery effort in the event of a terrorist event, natural disaster, or large-scale emergency.</li> <li>• Primary responsibility for ensuring that emergency response professionals are prepared for any situation.</li> <li>• Provides real-time, interactive connectivity between states and major urban areas and the National Operations Center (NOC).</li> <li>• Enhances and facilitates collaboration between mission areas such as Law Enforcement, Emergency Management, and Critical Sectors.</li> </ul>
Federal Bureau of Investigation	<ul style="list-style-type: none"> <li>• Provide specialized investigative assistance.</li> </ul>
Federal Emergency Management Agency	<ul style="list-style-type: none"> <li>• Provide specialized emergency management assistance.</li> </ul>

**ESF Development, Testing and Maintenance**

Refer to the Union County Basic Plan for ESF development, testing, and maintenance.

Attachments:

1. Standard Operating Procedures/Field Operating Guides
2. Contact List
3. Resource List
4. Training Requirements

**Union County Emergency  
Management Agency**

**Emergency Support Function  
14**

**Community Recovery and  
Mitigation**

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Appendices:

1. Standard Operating Procedures/Standard Operating Guides
2. Contact List
3. Resource List
4. Damage Assessment Forms List
5. Union County Demographics



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## Primary and Supporting Agencies

ESF Coordinator: Long- Term Recovery Committee

### Primary Agencies:

Union County Emergency Management Agency

### Support Agencies:

#### City/County

Union County Assessor's Office

Union County Engineer's Office

Union County Planning and Zoning

Union County Inspectors

Union County Sheriff's Office

City of Creston Fire Department/Volunteer Fire Department

City of Afton Volunteer Fire Department

City of Lorimor Volunteer Fire Department

City of Creston Police Department

City of Afton Police Department

City of Creston Parks and Recreation

Creston Public School Superintendent

East Union Public School Superintendent

City of Creston Public Works

City of Afton Public Works

City of Lorimor Public Works

City of Creston Water Superintendent

Southern Iowa Rural Water System Superintendent

Public Information Office

State

Iowa Department of Cultural Affairs

Iowa Department of Natural Resources

Iowa Department of Public Safety

Iowa Department of Transportation

Iowa Homeland Security and Emergency Management

Iowa National Guard

Federal

Department of Agriculture

Department of Commerce

Department of Defense

Department of Energy

Department of Health and Human Services

Department of Homeland Security

Department of Housing and Urban Development

Department of the Interior

Department of Labor

Department of Transportation

Department of the Treasury

Environmental Protection Agency

Small Business Administration

Other

American Red Cross

Citizen Corps/Community Emergency Response Teams

Corporation for National and Community Service Iowa

Disaster Human Resource Council

The Salvation Army

Voluntary Organizations Active in Disaster

## **Introduction**

### *Purpose*

Emergency Support Function (ESF) 14 – Community Recovery and Mitigation provides Union County a mechanism for coordinating local, tribal, regional, State and Federal governments, nongovernmental organizations, and the private sector to enable community recovery from the long-term consequences of extraordinary disasters.

ESF 14 accomplishes this by initially conducting damage assessments, identifying and facilitating availability and use of sources of recovery, and mitigation funding to support community recovery.

This ESF also describes the uniform damage assessment process to document damage from incidents or disasters in Iowa. Information gathered with this process may be used to determine the extent of damage and impact on the community resulting from a disaster to justify future federal funding, declarations of emergency, and disaster proclamations.

An accurate damage assessment is a necessary part of the recovery phase and determines qualification for state and federal disaster aid. Future mitigation funds will also be determined by damage assessments.

### *Scope*

ESF 14 may be activated for incidents that require a coordinated local, tribal, regional, State and Federal response to address damage assessments, mitigation, and significant long-term impacts (e.g., impacts on housing, government operations, agriculture, businesses, employment, community infrastructure, the environment, human health, and social services) to foster sustainable recovery.

Support will vary depending on the magnitude and type of incident.

## **Policies**

### *Federal*

Federal-level disaster recovery will be coordinated through the Federal Emergency Management Agency (FEMA). This will be coordinated through the Regional Director of Federal Emergency Management Agency Region VII.

The President of the United States and the Director of Federal Emergency Management Agency for the disaster will appoint a Federal Coordinating Officer. The Federal Coordinating Officer will coordinate all federal-level disaster recovery activities with the State Coordinating Officer.

Federal support is tailored based on the type, extent, and duration of the incident and long-term recovery period, and on the availability of Federal resources.

### **State**

If the President issues a major disaster declaration, the governor may establish temporary housing for disaster victims and may for a period not to exceed 60 days, suspend or modify any requirement of law when essential to provide temporary housing for victims. The governor is authorized to apply to the federal government, on behalf of a local government, for a loan to restore or resume governmental functions, and may recommend the cancellation of repayment of such a loan. The governor may order debris and wreckage removal from publicly or privately owned land or water. The statute authorizes the governor to accept federal funds for debris removal and holds harmless the state or local governments against any claim arising from such removal (Iowa Code Title I, §29C.6. (2.) to (5.)).

All purchases made under the provisions of the emergency management statute are exempt from personal property, services, and sales and use taxes (Iowa Code Title I, §29C.15).

State-level disaster recovery assistance will be coordinated through the Iowa Homeland Security and Emergency Management Division. Iowa Homeland Security and Emergency Management Division will coordinate activities of state-level departments and agencies through a State Coordinating Officer appointed by the Governor or his authorized representative.

The mitigation section of this ESF complies with the requirements of Iowa Administrative Code 6057.2(4)(d)(1)(2) of 29C and will be reviewed at a minimum of every five years or in conjunction with any hazard mitigation funding request that is filed for federal disaster funds.

For Individual Assessment, training sessions are provided by the Iowa Homeland Security and Emergency Management - Response and Recovery Bureau Staff - Disaster Assessment for Residential

and Business Property.

### **County**

The Union County Emergency Management Agency will be the coordinating office for the conduct of damage assessments, disaster recovery effort with affected communities and Federal disaster recovery representatives, and mitigation activities.

Long-term community recovery efforts build resilience focusing on disaster resistance through permanent restoration of infrastructure, housing, agricultural industry, natural resources, community well-being, and the local economy, with attention to mitigation of future impacts of a similar nature.

The Chief Elected Official (CEO) may direct the formation of a Recovery and Restoration Task Force to provide guidance to the emergency management coordinator on the continuation of recovery and restoration agendas such as contamination clean-up.

If a Recovery and Restoration Task Force is formed and activated by the CEO, their first major task is to formulate a recovery and restoration plan. The team prioritizes efforts to restore critical infrastructure and adhere to reporting requirements from government authorities.

**ESF-14 will not address economic policymaking and economic stabilization prior to any event. It is not a funding entity but facilitates the identification, coordination, and use of resources to support longterm recovery.**

## **Situations and Planning Assumptions**

### ***Situations***

- Union County is situated in an area considered highly susceptible to numerous hazards that have the potential to cause extensive damage to both public and private property. In the event of an incident, planned and exercised damage assessment procedures are essential for effective response and recovery operations.
- In accordance with the Basic Plan, the Union County Emergency Management Commission is responsible for the welfare of its constituents to the extent of its capabilities and resources.
- Once Union County resources have been exceeded, the County or the affected City may petition the Governor for State and Federal assistance by means of a Declaration.
- The affected local community must initiate response and recovery operations to the extent of its local resources or those coordinated through mutual aid agreement, contract, or other similar agreements.
- The Union County Emergency Management Agency will be the coordinating office for the disaster recovery effort for the County and will coordinate activities with affected communities and Federal disaster recovery representatives.
- Specific hazards and vulnerabilities are outlined in detail in the Hazard Assessment and Risk Analysis attachment to the Basic Plan.
- Before and after a disaster event, recovery planning and program implementation represents one phase of the Emergency Management Process.
- Prior to any disaster, recovery and mitigation planning serves as the written procedures developed by the Union County Emergency Management Commission to return any affected community with the County back to normal.
- After a disaster event, program implementation will depend upon the type of assistance needed, the requested time frame for assistance, and fulfillment of the criteria that serve as the activating mechanism for that type of recovery assistance.

### ***Planning Assumptions***

- The prompt and accurate assessment of damage to public and private property

following an incident will be of vital concern to local officials in order to facilitate an effective and rapid response.

- The Union County Emergency Management Commission is responsible for the welfare of its citizens to the extent of its capabilities and resources.
- The Union County Emergency Management Commission, through the Union County Emergency Management Coordinator, will request additional assistance from the State and Federal governments, when local resources are exceeded and/or exhausted.
- Affected local communities must initiate response and recovery operations to the extent of its local resources or those coordinated through mutual aid agreement, contract, or other similar agreements.
- A comprehensive damage assessment is necessary to support requests for recovery programs offered at the State and Federal levels. An accurate damage assessment will also support post-disaster mitigation efforts that could result in building codes and land-use regulations that could reduce much of the structural damage that could result from future disasters.
- For any emergency involving radiological materials, the Iowa Department of Public Health has sole responsibility for making technical assessments. However, it is conceivable that some assistance from local radiological staff during an emergency could be requested.

## Concept of Operations

### **General**

The Union County and/or City Assessor's Office in the affected area(s) can appraise properties and maintain records of property values and basic property information can be provided through the Union County Geographic Information System (GIS).

The local municipal building and zoning codes facilitate the application of loss reduction for the rebuilding of critical infrastructure by using building, fire, and other appropriate codes to mitigate potential losses in the future.

The Union County Emergency Management Agency is the executive agent for the Commission and will be the coordinating agency for any recovery, mitigation, and damage assessment activities.

### **Recovery**

During recovery, the Union County Emergency Management Commission will coordinate recovery operations using guidelines identified in Iowa Homeland Security Emergency Management Division's Recovery Planning Guidance.

The following responsibilities are addressed:

- Public Health and Safety
- Damage Assessment and Disaster Declaration Process
- Volunteer Organizations Active in Disaster
- Donations Management
- Debris Removal and Storage
- Illegal Buildings and Uses
- Expedited Permitting
- Temporary and Replacement Housing
- Business Resumption
- Condemnation/Demolition of Severely Damaged or Destroyed Structures **Public**

### **Health and Safety**

The Union County Emergency Management Commission will develop a plan for recovery that will provide “how-to” information for public dissemination following a public health disaster incident. This includes:

- Food and water safety for flood victims
- Emergency health information for flooded areas
- Disinfecting of contaminated wells and cisterns
- Disinfecting a well: shock chlorination
- Restoring drinking water
- Water pollution
- Household chemicals and hazardous waste
  - Cleaners and disinfectants
  - Septic tank failures
  - Controlling snakes and rodents after the storm
  - Cleaning flood-soiled clothing

***Disaster Assessment and Disaster Declaration Process***

A damage assessment of the affected area will be conducted by the Union County Emergency Management Agency, supported by local municipalities or county department representatives, and volunteers. The damage assessment process may be coordinated with the American Red Cross, Civil Air Patrol, and other agencies, but for the purposes of pursuing disaster declarations, the reports developed by Iowa Homeland Security Emergency Management Division will be utilized.

Damage assessment reports will include numbers of persons killed, injured, or missing. Building damage will be for homes, businesses, public facilities, and industrial facilities. Buildings will be listed as destroyed, major, minor, or affected but habitable. Building officials will make the final determination of the habitability of any structure, per local ordinance only.

Building placards will be placed by the respective building inspector. Unauthorized removal of these placards is subject to fines and other legal action. Damage assessment reports will be submitted on State Damage Assessment Forms.

Disaster declarations for any emergency situation will be initiated by the local community and submitted to one or more of the County Emergency Management Commissioners for a County Disaster Declaration. If necessary, the County Emergency Management Commissioners, through the Iowa Homeland Security and Emergency Management Division, will present the Governor with a request for State recovery assistance.

The County Emergency Management Commission will coordinate and facilitate the disaster declaration process with the respective representatives from the local community(s), Iowa Homeland Security Emergency Management Division, and Federal Emergency Management Agency. The purpose of the Disaster Declaration is to declare that an official emergency exists and warrants outside resources.

#### ***Volunteer Organizations Active in Disasters***

The County Emergency Management Commission will request that all volunteer organizations active in disaster providing recovery assistance within the county, register with the Union \_County Emergency Management Coordinator within 24 hours of arriving on-scene.

Registering provides the County Emergency Management Commission with a listing of organizations that are on-scene and providing assistance and a point of contact should documentation be needed to verify volunteer hours and provides the County Emergency Management Commission with a listing of credible organizations should a referral need to be made. By working with the local Emergency Management Agency, duplication of services can be reduced or eliminated and damages can be verified.

#### ***Donation Management***

In an effort to best provide what is most needed by the disaster victims, the County Emergency Management Commission will provide the following information in the form of a press release regarding donations. When possible, cash donations are the most beneficial and the easiest to manage.

In the unlikely event that the items received exceed the affected community's ability to logistically accommodate and track donations, the County Emergency Management Commission will assist and provide technical advice. This will be handled on an individual basis.

For detailed information on donation management see ESF 7 – Resource Management.

#### ***Debris Removal and Storage***

The County Emergency Management Commission, with assistance from the department of transportation, public works, and secondary roads, shall remove from public right-of-way debris and rubble, trees, damaged or destroyed cars, trailers, equipment, and other private property, provided the action is reasonably justified for the protection of life and property.

#### ***Illegal Buildings and Uses***

Buildings that are damaged or destroyed in the disaster event that are legally nonconforming as to use, yards, height, number of stories, lot area, residential density, and sound flood plain management may be repaired and reconstructed in-kind, provided that the cost of the repair is greater than 50 percent of the replacement cost of the building.

In addition:

- All plumbing, electrical, and related requirements of the State of Iowa building code are met at current standards.
- All natural hazard mitigation requirements are met.
- Re-establishment of the use or building is in conformance with the National Flood Insurance Program requirements and procedures.
- The building is reconstructed to the same configuration, floor area, height, and occupancy as the original building or structure, except where this conflicts with the National Flood Insurance Program provisions.
- No portion of the building or structure encroaches into an area planned for widening or extension of existing or future streets.
- Repair or construction shall commence within two years of the date of the declaration of local emergency in a disaster event and shall be completed within two years of the date on which permits are issued.

#### ***Expedited Permitting***

The County Emergency Management Commission, with the assistance of Planning and Zoning and housing official, shall have the ability to issue permits in an expedited manner following a disaster event. The County Emergency Management Commission will accomplish this through establishing a one-stop permit center (if such facility is not available otherwise).

Following a disaster event, temporary emergency repairs to secure structures and property damaged in the disaster against further damage or to protect adjoining structures or property may be made without fee or permit. The County Building Inspector must be notified within 10 working days, and regular permits with fees may then be required.

Except for temporary repairs issued, all other repairs, restoration, and reconstruction of buildings damaged or destroyed in the disaster shall be approved through permit. Fees for such repair and reconstruction permits may be deferred for a period of ninety days following the event.

***Temporary and Replacement Housing***

The County Emergency Management Commission will work with the Iowa Homeland Security and Emergency Management Division, the Federal Emergency Management Agency, the Small Business Administration, the Department of Housing and Urban Development, and other appropriate governmental and private entities to identify special programs by which provisions can be made for temporary and permanent replacement housing that will help avoid undue displacement of people and businesses.

Such programs may include deployment of temporary manufactured housing and temporary manufactured housing developments, use of Small Business Administration loans, and available Section 8 and Community Development Block Grant funds to offset repair and replacement housing costs, and other initiatives appropriate to the conditions found after a disaster.

***Business Resumption***

Business resumption and economic recovery will be addressed in two phases: short-term and long-term recovery.

Short-term recovery will consist of the following measures:

- Contact the local Chamber of Commerce or City Hall to assist in the identification of local business impacted by the disaster.
- Begin establishing communications with the Federal Economic Development Administration, the Small Business Administration, and the Iowa Emergency Management Division pertaining to potential grants and/or loans to assist with business resumption.

Long-term economic recovery will consist of the following measures:

- Hazard mitigation will be incorporated into all business resumption/economic recovery measures to lessen the effects of future disasters.
- Hazard mitigation steps will potentially include retrofit of structures, acquisition and demolition if proven to be cost-effective, structural relocation.

***Condemnation/Demolition Of Severely Damaged or Destroyed Structures***

Within thirty days after a disaster event, the County Building Officials, acting on behalf of the County Emergency Management Commission, shall notify the State Historic Preservation Office that one of the following actions will be taken with respect to any building or structure determined by the County

Building Official to represent an imminent hazard to public health and safety or to pose an imminent threat to the public right-of-way.

Whenever bracing or shoring is determined as not to be reasonable, the building official shall have the authority to make the determination that will cause the building or structure to be condemned and immediately demolished. Such condemnation and demolition shall be performed in the interest of public health and safety without a condemnation hearing as otherwise required. Prior to commencing demolition, the County building official shall photographically record the entire building or structure.

The County Emergency Management Commission will use the Categories of Assistance to address the recovery needs of the community:

Individual Assistance

- Preparedness and readiness are the keys to timely, efficient and accurate damage assessment. Damage assessment is as important an activity as anything done in emergency management.
- Assessment information is categorized in one of four areas. These categories are: Residential, Business, Infrastructure, and Agricultural. Disaster assessments are critical to determine impact and to identify immediate needs of disaster victims.
- These needs assessments shall determine the amount and level of assistance required to assist the affected populations.
- These assessments are required prior to any form of State or Federal Disaster Assistance.
- The threshold for determining when to conduct residential, business, and agricultural assessments is whenever the disaster is of such magnitude and impact that disaster victims cannot recover without assistance for essential needs. The initial assessment forms must be completed by local officials.

Public Assistance

- Public Assistance includes public infrastructure and recreation areas. Cities and public works departments can assist with determining the damages and recommend repair work, improved and mitigation projects.
- Types of projects may include bridge repairs, electric services, debris removal, and park repairs.

Agricultural

- o County Farm Service Agencies shall coordinate crop, building, livestock and other agricultural damage reports with the County Emergency Management Agency.
- o Those reports shall be forwarded with the entire assessment process to assist with the determination of a State or Presidential Disaster Declaration/Proclamation and to determine levels and resources necessary for aid and response.

**Mitigation**

This section of the ESF complies with requirements of Iowa Administrative Code 605-7.2(4) (d) (1) (2) of 29C. It assesses ongoing mitigation activities in the County, evaluates mitigation measures that have been identified and that should be undertaken, and outlines a strategy for implementation of mitigation projects.

This section of the ESF was formulated from the individual plans developed by the legal jurisdictions identified below. Those individual plans were developed from input by elected officials, emergency management and other County personnel, agency representatives, business people, and interested citizens.

County Background

See Appendix 5 - Union County Demographics

**Hazard Analysis and Risk Assessment**

The Hazard Analysis and Risk Assessment for Union County was completed on \_\_\_\_\_ .

The County Hazard Mitigation Planning Committee evaluated the risk potential for various hazards, based on event frequency, probability and the potential for personal and property damage.

Each potential hazard was assigned a rank from one to ten. One being the highest priority and ten being the lowest.

Rank	Potential Hazard	Probability
1.	<i>Ice Storm (example only)</i>	<i>Very High (sample)</i>
2.	<i>Flooding (example only)</i>	<i>High (sample)</i>
3.	<i>Tornado (example only)</i>	<i>Moderate (sample)</i>
4.	<i>Wildfire (example)</i>	<i>Low (sample)</i>
5.	<i>Civil Disturbance (example only)</i>	<i>Very Low (sample)</i>
6.	<i>Etc...</i>	

7.		
8.		
9.		
10.		

The complete listing of the rating list and complete list of the hazards can be found in Appendix 4 of the Basic Plan.

***Evaluation Schedule***

This mitigation section of this ESF will be reviewed at a minimum of every five years or in conjunction with any hazard mitigation funding request that is filed for federal disaster funds.

***Damage Assessment***

Preparedness and readiness are the keys to timely, efficient and accurate damage assessment. Damage Assessment is as important an activity as anything done in emergency management. The Emergency Management Coordinator or designee will manage the damage assessment procedures and assign team leaders.

Before any disaster occurs, the local damage threshold amount for the County should be established. See Appendix 4 - Form 2.

If the Initial Desk Report indicates damages are equal to or greater than the threshold amount, then the Preliminary and Final Damage Assessment must be completed. A tracking system or log of events during an emergency will help in determining areas of damages and volunteer credit and contact points during the recovery phase. See Appendix 4 – Form 3.

Critical facilities and special needs facilities must be identified prior to any emergency. Appendix 4 - Form 5 provides for the identification and immediate contact of these facilities for purposes of warning and communication.

It is the responsibility of the governments, agencies, and organizations of Union County and its communities to protect life and property from the effects of natural and technological hazards. It is also the responsibility of these entities to use a consistent and uniform incident management system to prepare for, respond to, and recover from these hazards.

Initial Desk Report

- Whenever there is a natural disaster or significant hazardous materials release in the County, an Initial Desk Report must be **completed "immediately"** and returned to the Iowa Homeland Security and Emergency Management Division.

- The dollar value of damage reported in the Initial Desk Report determines whether the Damage Assessment Team will be called out to complete the next steps, the Preliminary Damage Assessment and Final Damage Assessment.
- The Threshold for Assessment factors both population and amount of damage to determine whether the Damage Assessment Team will be activated. See Appendix 4 - Form 2.

#### Preliminary Damage Assessment

- Once a determination is made to activate the Damage Assessment Team (the total dollar damage reported on the Initial Desk Report exceeds the threshold dollar amount), the Damage Assessment Team conducts a preliminary data gathering.
- **Within 36 hours from the incident**, the Damage Assessment Team conducts on-scene surveys and assessment of damages to residential, commercial, public and agricultural areas.
- The information is given to the County Emergency Management Coordinator, who summarizes the data and transmits that report to the Iowa Homeland Security and Emergency Management Division and appropriate local officials.
- If a Preliminary Damage Assessment is submitted, a Final Damage Assessment must be completed within 7 days from the incident. These damage assessment reports will be used by the state and federal government, as well as private relief organizations, in formulating requests for assistance.

#### Interim Damage Assessment

- In some disaster situations, the incident may prevent completion of the final phase for some time. In such cases, an interim phase will be necessary to gather as much information as possible in a timely manner.
- The need for the Interim Damage Assessment is determined by the County Emergency Management Coordinator in cooperation the Iowa Homeland Security and Emergency Management Division.
- **Within seven days from the incident**, the County Emergency Management Coordinator will summarize the data required on Appendix 4 - Form 22, titled "IDA - Summary" and forward to the Iowa Homeland Security and Emergency Management Division.

### Final Damage Assessment

- The Final Damage Assessment is conducted to update, verify and collect detailed information on damages and their costs. This includes gathering the data needed to complete the Economic Impact Analysis.
- The Final Damage Assessment will begin immediately after the completion of the Preliminary Damage Assessment or as soon after the Initial Damage Assessment as allowed by existing conditions.
- The County Emergency Management Coordinator will complete the Final Damage Assessment Summary **within seven days from the incident** and transmit data to the Iowa Homeland Security and Emergency Management Division and local officials. Appendix 4 - Form 28.

### Economic Impact Analysis

- At the time the Final Damage Assessment summary form is completed, the Economic Impact Analysis shall be completed and submitted **within seven days from the incident**.
- Information from The Economic Impact Analysis will be used by Iowa Homeland Security and Emergency Management Division in forecasting economic impact of disasters on communities and long term decisions.

### ***Damage Assessment Teams***

The establishment of Damage Assessment Teams and their training is the key to a successful Damage Assessment. Damage assessment teams will consist primarily of public, private, and agricultural sector personnel knowledgeable with the disaster. Engineers, contractors, insurance representatives, Red Cross, Civil Air Patrol and volunteers may also be utilized. When the need for specialized assistance occurs, such as hazardous materials accident, appropriate personnel may be added to the teams.

These teams will be activated upon any major reports of damages. The Emergency Management Coordinator will notify team members and distribute the appropriate forms, cameras, maps and other items necessary to document the damages.

Reports shall be compiled at the Emergency Management Office and forwarded to the Iowa Homeland Security and Emergency Management Division in the proper formats.

The Damage Assessment Team:

- Is trained by County Emergency Management Coordinator. The training is supported by

the Iowa Homeland Security and Emergency Management Division.

- Responds to the County Emergency Management Coordinator's request for damage assessment.
- Works with other team members to collect damage data needed for preliminary, interim, and final assessments.
- Conducts assessments according to procedures.
- Completes assessments in required time frame.

#### *Agricultural Damage Assessment*

Assessment of agricultural damages will be accomplished by the County Farm Service Agency in conjunction with the County Emergency Management Agency to damages and losses to livestock, fences, crops, farm equipment, bins, and outbuildings. The County Emergency Management Agency shall coordinate farm, business, and residential damages in urban and rural areas.

#### ***Roles and***

#### ***Responsibilities*** ESF

##### *Coordinator*

Each coordinator has ongoing responsibilities throughout the preparedness, response, recovery, and mitigation phases of incident management. The role of the coordinator is carried out through a "unified command" approach as agreed upon collectively by the designated primary agencies.

Responsibilities of the coordinator include:

- Pre-incident planning and coordination.
- Maintaining ongoing contact with primary and support agencies.
- Conducting periodic meetings and conference calls.
- Coordinating efforts with corresponding private-sector organizations.
- Coordinating activities relating to catastrophic incident planning and critical infrastructure preparedness as appropriate.
- Activating appropriate support agencies.
- Coordinating government logistical and fiscal activities supporting associated priorities and activation.
- Planning and supporting regular meetings with the primary and support agencies

related to preparedness, response, and recovery activities.

- Ensuring support agencies are informed and involved in all meetings.
- Ensuring primary and support agencies are reconvened post-demobilization to critique preparedness, response, recovery, and mitigation activities and develop an improvement action plan to address identified issues.

#### *Primary Agency*

When activated in response to an incident, the primary agency is responsible for:

- Conducting response operations within their functional area for an affected area.
- Providing staff for the operations functions at fixed and field facilities.
- Notifying and requesting assistance from support agencies.
- Managing mission assignments and coordinating with support agencies, as well as appropriate local jurisdictions.
- Working with appropriate private-sector organizations to maximize use of all available resources.
- Supporting and keeping all organizational elements informed of operational priorities and activities.
- Procuring goods and services as needed.
- Ensuring financial and property accountability for activities.
- Planning for short-term and long-term incident management and recovery operations.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Coordinating media interviews, if allowed, with the Public Information Officer.
- Providing assistance, as able, to other agencies.

#### *Support Agencies*

When activated in response to an event, threat, or incident, support agencies are responsible for:

- Conducting support operations using their own authorities, subject matter experts, capabilities, or resources.
- Participating in planning for short-term and long-term incident management, damage assessment, and recovery operations.
- Assisting in the conduct of situational assessments.
- Furnishing available personnel, equipment, or other resource support as requested by the primary agency.
- Providing information or intelligence regarding their agency's area of expertise.

### Primary Agency Functions

Agency	Function
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<p>Union County Emergency Management Agency</p>	<ul style="list-style-type: none"> <li>• Provides leadership in coordinating and integrating overall local efforts associated with recovery efforts and initiates local mitigation projects.</li> <li>• Assists in establishing priorities and coordinating the transition damage assessment activities with recovery operations based on incident information and the availability of resources that can be appropriately applied.</li> <li>• Coordinates available resources such as cots, blankets, meals-ready-to-eat, other initial response resources, and logistical support, including communications, as appropriate.</li> <li>• Assists local jurisdiction with disaster declaration process.</li> <li>• Coordinates Disaster Recovery Center establishment with Federal, State and local Human Service Agencies.</li> </ul> <p><b>Emergency Management Coordinator:</b></p> <ul style="list-style-type: none"> <li>• Serves as primary contact in the county during all phases of an emergency/disaster.</li> <li>• Gathers and organizes information from other agencies and sources.</li> <li>• Manages the damage assessment process.</li> <li>• Activates the Damage Assessment Team.</li> <li>• Makes an initial determination on the extent of the damage.</li> <li>• Submits information to the State Homeland Security and Emergency Management Division</li> <li>• Applies information gathered to local needs, such as recovery and hazard mitigation.</li> </ul>
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### Support Agency Functions

**Support Agencies:** Support agency representatives will provide technical expertise, personnel, teams and equipment in support of an emergency operation. Personnel assigned in support of the disaster will maintain close coordination with Emergency Operations Center.

*Note: Support agencies are not listed in order Of priority. They are all in support Of the primary agency.*

City/County Agencies	Functions
Union County Assessor’s Office	<ul style="list-style-type: none"> <li>• The County and/or City Assessor’s Office in the affected area(s) can appraise properties and maintain records of property values and basic property information can be provided through the County Geographic Information System (GIS).</li> </ul>
Union County Engineer’s Office	<ul style="list-style-type: none"> <li>• Provides additional staff and equipment for use in conducting damage assessments and recovery operations.</li> <li>• Sends a representative to the Emergency Operations Center, when necessary.</li> <li>• Provides assistance with road engineering and transportation functions such as debris clearing and removal.</li> <li>• Restores critical infrastructure for which the department is responsible.</li> <li>• Provides trained staff to serve in these roles.</li> </ul>

<p>Union County Planning and Zoning</p>	<ul style="list-style-type: none"> <li>• Identifies and designates sites as temporary debris management or solid waste sites.</li> <li>• Assists in conducting damage assessments, community recovery and mitigation projects.</li> </ul>
<p>Union __County Inspectors</p>	<ul style="list-style-type: none"> <li>• Send representatives to the field to assist with damage assessments.</li> <li>• Inspect new and existing structures.</li> <li>• Enforce building codes within the county.</li> </ul>
<p>Union __County Sheriff’s Office</p>	<ul style="list-style-type: none"> <li>• Provides additional personnel and equipment to assist in conducting damage assessments, if available.</li> <li>• Assists in identifying mitigation projects.</li> <li>• Provides escorts or coordinates security for shelter sites and distribution centers, if available.</li> </ul>
<p>City of Creston/Afton/Lorimor Fire Department/Volunteer Fire Department</p>	<ul style="list-style-type: none"> <li>• Assist in conducting damage assessments.</li> <li>• Assist in identify mitigation projects.</li> </ul>
<p>City of Creston/Afton Police Department</p>	<ul style="list-style-type: none"> <li>• Provides additional personnel and equipment to assist in conducting damage assessments.</li> <li>• Assists in identifying mitigation projects.</li> <li>• Provides escorts or coordinates security for shelter sites and distribution centers.</li> </ul>

<p>City of Creston Parks and Recreation Union County Conservation</p>	<ul style="list-style-type: none"> <li>• Works with Planning and Zoning to identify sites to be used as temporary debris management or solid waste sites.</li> <li>• Provides additional manpower to support damage assessment teams and recovery operations.</li> </ul>
<p>City of Afton/ Creston/ Lorimor Public Works</p>	<ul style="list-style-type: none"> <li>• Provide additional manpower to support damage assessment teams and recovery operations.</li> <li>• Sends a representative to the Emergency Operations Center when necessary.</li> <li>• Provides assistance with road engineering and transportation functions such as debris clearing and removal.</li> <li>• Restores critical infrastructure for which the department is responsible.</li> <li>• Provides trained staff to serve in these roles.</li> <li>• May coordinate emergency water distribution, as needed.</li> <li>• Assists in identifying mitigation projects.</li> </ul>
<p>Creston Community Public School Superintendent  East Union Community Public School Superintendent</p>	<ul style="list-style-type: none"> <li>• When necessary assist the damage assessment teams.</li> <li>• Assist in identifying mitigation projects.</li> </ul>

<p>City of Creston Water Superintendent Southern Iowa Rural Water Association</p>	<ul style="list-style-type: none"> <li>• Conduct damage assessments and support emergency repair and restoration of critical water infrastructure systems, including drinking water distribution and wastewater collection systems.</li> <li>• Assist in identifying mitigation projects.</li> </ul>
<p>Public Information Office</p>	<ul style="list-style-type: none"> <li>• Responsible for the collection, coordination, and dissemination of emergency public information material to the resident and transient population.</li> <li>• Member of the Emergency Operations Center.</li> <li>• Coordinates all public information activities with the Emergency Operation Center.</li> <li>• In the event of large-scale disasters involving multiple public information entities, a Joint Information Center will be established.</li> <li>• Ensures that dispatch centers and victims at shelter sites have up-to-date information.</li> <li>• Provides public information during recovery operations.</li> <li>• Informs the public when mitigation projects are starting.</li> <li>• Coordinates a disaster hotline through community service agencies, 211, or volunteers. Ensure those locations have up-to-date information.</li> </ul>
<p style="text-align: center;"><b>State Agencies</b></p>	<p style="text-align: center;"><b>Functions</b></p>

Iowa Department of Cultural Affairs

- Developing a comprehensive, coordinated, and efficient policy to preserve, research, interpret, and promote to the public an awareness and understanding of local, state, and regional history.
- Stimulating and encouraging throughout the state the study and presentation of the performing and fine arts and public interest and participation in them.
- Implementing tourism-related art and history projects as directed by the general assembly.
- Designing a comprehensive, statewide, long-range plan (Imagine Iowa 2010) with the assistance of the Iowa Arts Council to develop the arts in Iowa. The department is designated as the state agency for carrying out the plan.
- Encouraging the use of volunteers throughout its divisions, especially for purposes of restoring books and manuscripts.

**State Historic Preservation Office:**

- Responsible for identification and protection of Cultural and Historical Assets.
- Mitigation and Restoration of city/county records
- Provides grants and technical assistance to cultural and historical assets and artists affected by disaster.

<p>Iowa Department of Natural Resources</p>	<ul style="list-style-type: none"> <li>• Provides technical assistance critical water infrastructure systems, including drinking water distribution and wastewater collection systems, and hazardous materials.</li> <li>• Provides permits for drinking water distribution and wastewater collection systems.</li> </ul>
<p>Iowa Department of Public Safety</p>	<ul style="list-style-type: none"> <li>• Provides additional law enforcement capabilities.</li> <li>• Provides escorts and provides security for distribution centers/shelters, if required.</li> <li>• Coordinates traffic information with the Department of Transportation on road conditions/ closures hotline for services for public and emergency access.</li> <li>• Provides a teletype service for law enforcement agencies for road closure and detour information.</li> <li>• May identify routes of travel.</li> <li>• Establishes control points for traffic control, assists in maintaining order, obtains medical help and directs emergency vehicles to the proper destination within and around the disaster area.</li> </ul>

<p>Iowa Department of Transportation</p>	<ul style="list-style-type: none"> <li>• Provides updated information on road conditions, load bearing capacities and usability to support evacuation or rerouting of traffic.</li> <li>• Maintain road condition/closure website.</li> <li>• Provides equipment and manpower to maintain or repair roads and bridges to usable condition in support of an evacuation.</li> <li>• Personnel may assist in traffic control by erecting barricades, warning lights and signs, or providing manpower.</li> </ul>
<p>Iowa Homeland Security and Emergency Management</p>	<ul style="list-style-type: none"> <li>• Responsible for the overall emergency coordination of state assistance if a multiple state agency response is required.</li> <li>• Maintains situational awareness and the Common Operating Picture.</li> <li>• Provides logistical support for coordinating mobilization centers/staging areas, transportation of resources, disaster fuel contracts, emergency meals, potable water, base camp services, supply and equipment resupply, and use of all State contracts and interagency agreements managed by the Iowa Homeland Security for response operations.</li> </ul>
<p>Iowa National Guard</p>	<ul style="list-style-type: none"> <li>• At the request of the Governor, mobilizes and deploys available National Guard units to support local governments with available personnel for recovery operations.</li> </ul>
<p><b>Federal Agencies</b></p>	<p><b>Functions</b></p>

<p>Department of Agriculture</p>	<ul style="list-style-type: none"> <li>• Provides emergency loans and grants for the agricultural sector; economic and technical assistance for recovery of rural community facilities, businesses, utilities, and housing;</li> <li>• Provides technical assistance for agricultural market recovery, community planning, and community development; and resource conservation assistance.</li> </ul>
<p>Department of Commerce</p>	<p><b>Economic and Statistics Administration:</b></p> <ul style="list-style-type: none"> <li>• Performs economic impact assessment.</li> </ul> <p><b>Economic Development Administration:</b></p> <ul style="list-style-type: none"> <li>• Provides economic recovery and growth assistance, technical assistance in community planning, and economic assessment expertise.</li> </ul> <p><b>National Institute of Standards and Technology:</b></p> <ul style="list-style-type: none"> <li>• Provides building science expertise.</li> </ul> <p><b>National Oceanic and Atmospheric Administration:</b></p> <ul style="list-style-type: none"> <li>• Provides natural hazard vulnerability analysis, provides assistance on building community resilience, supplies geospatial technology (e.g., Geographic Information System [GIS]) assistance and flood plain inundation information.</li> <li>• Performs ecosystem and damage assessments, and provides technical assistance in restoring habitat, and rebuilding communities.</li> </ul>

<p>Department of Defense</p>	<p><b>Army Corps of Engineers:</b></p> <ul style="list-style-type: none"> <li>• Provides technical assistance in community planning and civil engineering, and provides natural hazard risk assessment expertise.</li> <li>• Supports the development of national strategies and plans related to permanent and accessible housing, debris management, and the restoration of public facilities and infrastructure.</li> </ul>
<p>Department of Energy</p>	<ul style="list-style-type: none"> <li>• Assists in the economic assessment of an incident based on degradation to energy infrastructure.</li> <li>• Provides the appropriate support and resources to assist in energy infrastructure restoration.</li> <li>• Provides technical advice in radioactive debris management.</li> <li>• Provides technical support for energy efficiency and sustainability practices and technology (National Renewable Energy Lab).</li> </ul> <p><b>National Nuclear Security Administration:</b></p> <ul style="list-style-type: none"> <li>• Provides technical advice in radioactive debris management.</li> </ul>

Department of Health and Human Services

- Provides support for long-term recovery including, but not limited to:
  - Collaboration with State, tribal, and local officials on prioritizing restoration of the public health and private medical and healthcare service delivery infrastructures to accelerate overall community recovery.
  - Technical consultation and expertise on necessary services to meet the long-term physical and behavioral health needs of affected populations, as well as encouraging short- and long-term public financing to meet these needs.
  - Coordination of linking Health and Human Service benefit programs with affected populations.
  - Technical assistance in the form of impact analyses and recovery planning support of public health and private medical and other healthcare service delivery infrastructure, where appropriate.
  - Coordination of all potential Health and Human Service sources of recovery funding.

<p>Department of Homeland Security</p>	<p><b>Federal Emergency Management Agency:</b></p> <ul style="list-style-type: none"> <li>Provides technical assistance in community, tribal, and State planning; recovery and mitigation grant and insurance programs; outreach, public education, and community involvement in recovery planning; building science expertise; and natural hazard vulnerability/risk assessment expertise.</li> </ul> <p><b>Office for Civil Rights and Civil Liberties:</b></p> <ul style="list-style-type: none"> <li>Provides expertise in issues related to special needs populations to ensure that they are an integral part of the recovery process.</li> </ul> <p><b>Office of Infrastructure Protection:</b></p> <ul style="list-style-type: none"> <li>Provides technical expertise in protective measures for critical infrastructure.</li> </ul> <p><b>Office of the Private Sector:</b></p> <ul style="list-style-type: none"> <li>Provides expertise in private-sector capabilities and services; provides coordination with private-sector organizations.</li> </ul> <p><b>Transportation Security Administration:</b></p> <ul style="list-style-type: none"> <li>Coordinates security of the Nation’s transportation system in times of national emergency</li> </ul>
<p>Department of Housing and Urban Development</p>	<ul style="list-style-type: none"> <li>Provides building technology technical assistance, and assistance for housing, community redevelopment and economic recovery, public services, infrastructure, mortgage financing, and public housing repair and reconstruction.</li> </ul>

<p>Department of the Interior</p>	<ul style="list-style-type: none"> <li>• Provides technical assistance in community planning, and natural and cultural resources and historic properties expertise and assistance; community liaison for federally owned lands and facilities; and natural-hazards vulnerability analysis expertise.</li> <li>• Coordinates with ESF 11 – Agriculture and Natural Resources regarding long-term recovery of natural and cultural resources and historic properties.</li> </ul>
<p>Department of Labor</p>	<ul style="list-style-type: none"> <li>• Conducts incident unemployment programs.</li> <li>• Provides job training and retraining assistance, and expertise in economic assessment.</li> </ul>
<p>Department of Transportation</p>	<ul style="list-style-type: none"> <li>• Provides technical assistance in transportation planning and engineering and transportation assistance programs.</li> </ul>
<p>Department of the Treasury</p>	<ul style="list-style-type: none"> <li>• Ensures economic and financial resilience and vitality, including reliability of public and private payments systems and financial flows, and removal of impediments to economic activity.</li> </ul>

<p>Environmental Protection Agency</p>	<ul style="list-style-type: none"> <li>• Provides technical assistance in contaminated debris management, environmental remediation, and watershed protection, planning, management, and restoration.</li> <li>• Provides technical assistance in developing appropriate drinking water and wastewater infrastructure projects and in identifying financial assistance options.</li> <li>• Provides technical assistance on using environmentally sound and sustainable approaches in rebuilding businesses and communities.</li> </ul>
<p>Small Business Administration</p>	<ul style="list-style-type: none"> <li>• Provides long-term loan assistance to homeowners, renters, businesses of all <b>sizes, and</b> nonprofit <b>organizations</b> for repair, replacement, mitigation, relocation, or code-required upgrades of incident-damaged property.</li> <li>• Provides loan assistance to small businesses to address adverse economic impact due to the incident.</li> </ul>
<p style="text-align: center;"><b>Others</b></p>	<p style="text-align: center;"><b>Functions</b></p>
<p>American Red Cross</p>	<ul style="list-style-type: none"> <li>• Provides long-term individual and family services, case management, assistance with unmet needs, and health and human services both directly and through other agencies.</li> </ul>

<p>Citizen Corps and Community Emergency Response Teams</p>	<ul style="list-style-type: none"> <li>• Educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations.</li> <li>• May assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help.</li> <li>• Provide support to emergency response agencies by taking a more active role in emergency preparedness projects in their community.</li> </ul>
<p>Corporation for National and Community Service</p>	<ul style="list-style-type: none"> <li>• Provides trained National Service Participants (including AmeriCorps members, Learn and Serve America volunteers, and Retired and Senior Volunteer Program volunteers) as human resource support for long-term community recovery to include:</li> <li>• Provides support for development and operation of long-term recovery committees and to help meet individual (especially for special needs residents) and community unmet needs as they are identified.</li> <li>• Provides support for reestablishment and renewal of the community-level private voluntary sector (civic, nonprofit, and voluntary organizations).</li> <li>• Provides canvassing, information distribution, and registration support.</li> <li>• Provides case management assistance.</li> </ul>

## Iowa Disaster Human Resource Council

- Coordinates a holistic approach to disaster recovery by maximizing public and private resources, thereby providing an efficient system that can address immediate and long-term physical, spiritual and emotional needs of impacted citizens.”
- Comprised of faith-based and voluntary agency representatives as well as representatives from key government agencies.
- Serves as the statewide Citizen Corps council.

**The Salvation Army**

**Immediate Emergency Response:**

- **Food/Hydration service.** Delivery of meals and drinks to disaster victims and emergency workers. Food and drink may be prepared and served at communal feeding sites or from one of the Army's mobile feeding units/canteens.
- **Emergency shelter.** The Salvation Army may provide shelter in a facility identified by the local emergency management personnel, including municipal shelters or Salvation Army buildings.
- **Cleanup.** Distribution of cleanup supplies such as mops, brooms, buckets, shovels, detergents, and tarps and participation in clean-up efforts.
- **Emergency communications.** Through The Salvation Army Team Emergency Radio Network ([www.SATERN.org](http://www.SATERN.org)) and other amateur radio groups, The Salvation Army helps provide emergency communications when more traditional networks, such as telephones, are not operating. This system is used to relay critical information about the disaster and enable victims to transmit and receive information about their loved ones.

**Long-Term Disaster Recovery:**

- **Restoration and rebuilding.** Coordination of volunteer rebuilding teams and establishment of warehouses to distribute reconstruction supplies such as lumber and sheetrock.
- **Disaster social services.** The Salvation Army provides direct financial assistance to disaster victims through a system of trained caseworkers. This assistance is provided for essential living supplies, emergency household needs and disaster-related medical or funeral expenses.

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- **In-kind donations management.** The Salvation Army is one of the nation's leaders in collecting, sorting, and distributing donated goods. During a disaster, the Army may establish warehouse and distribution centers to deliver donated goods directly to disaster

## Voluntary Organizations Active in Disaster

- Provides a forum where member organizations share knowledge and resources throughout the disaster cycle, including recovery for individuals and families as well as the community.
- Provides canvassing, needs assessment, and information distribution support to local, tribal, State, and Federal operations.
- Provides assistance with locating housing resources and short-term lodging assistance, as well as assistance for repairing and rebuilding homes.
- Provides assistance with unmet needs related to obtaining/completing permanent housing.
- Provides debris clearance in concert with homeowners and local government.
- Develops, trains, and operates community long-term recovery committees to help meet individual and community needs as identified.
- Provides long-term individual and family services, case management, assistance with unmet needs for individuals and families, and health and human services.
- Provides financial assistance to affected individuals and families for unmet needs.

**ESF Development, Testing, and Maintenance**

Refer to the County Basic Plan for ESF development, testing, and maintenance.

This mitigation section of this ESF will be reviewed at a minimum of every five years or in conjunction with any hazard mitigation funding request that is filed for federal disaster funds.

## Emergency Support Function 15

## Public Information

**ESF Coordinator:** Union County Emergency Management Agency

**Primary Agencies:** Union County Public Information Officer (PIO)  
Public Information Officers from County and Municipal  
Agencies and Departments  
Union County Emergency Management Agency

**Support Agencies:** Union County Communications E-911 Center  
Union County Municipalities

## I. INTRODUCTION

### A. Purpose

Emergency Support Function 15 (ESF-15), Public Information, provides for sufficient mobilization of county assets during emergencies or disasters to provide accurate, coordinated, and timely information to impacted communities, emergency responders, governments, media, and the private sector.

### B. Scope

ESF-15, Public Information, details the establishment of a command staff position to coordinate consistent communications to various audiences. ESF-15 applies to all county departments and municipal governments that may require public information support or whose public information support and assets may be employed during an incident of countywide significance.

## II. POLICIES

- A. The Union County Joint Information Center (JIC) ensures the information provided is consistent, accurate, complete, and promptly delivered using communication methods to disseminate information as widely as possible to affected populations.

- B. County departments, municipalities and community organizations should provide updates regarding response and recovery activities to Incident Command and the emergency operations center (EOC).
- C. ESF-15, Public Information, follows the National Incident Management System (NIMS)/Incident Command System (ICS).
- D. Primary and support agencies should ensure that a Continuity of Operations Plan is in place to maintain essential services.
- E. Primary and support agencies should participate in drills and exercises to test existing plans and procedures.
- F. All Union County departments and municipalities should maintain up-to-date contact lists for their Public Information Officers (PIO) at the (EOC).
- G. Primary and support agencies should participate in post-disaster briefings and develop an After Action Report.

### **III. CONCEPT OF OPERATIONS**

- A. General
  - 1. The Chief Executive is responsible for activating the county PIO.
  - 2. The PIO coordinates activities between the EOC, assistant Public Information Officers, the Iowa Homeland Security and Emergency Management Division, and the JIC. The JIC is a facility where the PIO and staff can coordinate and provide information on the incident to the public, the media, and other agencies.
  - 3. The EOC supports the JIC. The JIC is located the Emergency Management Center, 208 W. Taylor Street, Creston, Iowa.
  - 4. Primary and support agencies should provide communications resources to the JIC when requested and as resources allow.
- B. Organization
  - 1. The county and each municipality may designate an assistant PIO to operate within the JIC.

2. The JIC may operate from the disaster area to support local public information efforts, and during recovery operations, may relocate solely to the EOC as needed.
- C. Procedures
1. Upon activation, the PIO reports to the Chief Executive Officer (CEO) to coordinate and disseminate accurate and timely disaster related information.
  2. The PIO determines methods for disseminating local emergency information depending on available means as appropriate to the emergency. This may include radio, newspaper, television, electronic communications, mobile public address systems, and door-to-door.
  3. The PIO determines staffing needs of the JIC.
- D. Phases of Emergency Management
1. Mitigation and Preparedness Activities
    - a. Identify areas where public education programs (i.e., personal preparedness) are needed.
    - b. Develop staffing procedures and checklists for the JIC.
    - c. Designate and train personnel to the appropriate NIMS/ICS requirements in order to function effectively with Incident Command, the emergency operations center, and/or the JIC.
    - d. Identify potential locations for press conferences.
    - e. Develop and maintain a list of equipment needed to activate the JIC.
    - f. Develop and maintain an updated media contact list.
    - g. Train staff in proper public inquiry procedures to address and correct misinformation and eliminate confusion.
    - h. Prepare pre-scripted messages for quick delivery.

2. Response and Recovery Activities
  - a. Establish and operate a JIC when appropriate. If activated, affected primary agencies will send a trained representative to the JIC.
  - b. Establish and maintain contact with the pertinent elected officials.
  - c. Obtain status reports on all local and county activities, as needed.
  - d. Collect information concerning response and recovery activities.
  - e. Coordinate with all agencies to develop public information press releases.
  - f. Conduct media briefings on a regular basis.
  - g. Keep elected officials informed of recovery activities.
  - h. Monitor media and implement rumor control process when appropriate.
  - i. Disseminate information when disaster assistance programs are available.
  - j. The EOC should coordinate with the PIO before deactivating ESF-15.
  - k. Coordinate with the appropriate agencies to deactivate the JIC.

#### **IV. RESPONSIBILITIES**

- A. Primary Agencies
  1. Activate and manage the JIC, as necessary, to support emergency operations in accordance with EOC procedures and ICS.
  2. Each jurisdiction should designate a PIO and alternates, as necessary, to coordinate information.

3. Coordinate public information activities with other response agencies (local, state and federal).
  4. Collect and coordinate information from all response agencies and monitor overall response.
  5. JIC staffing for extended operations should be coordinated by the PIO and maintained as long as required. (This may be accomplished with staggered shifts staffed by JIC members.)
  6. Obtain approval for release of information from the CEO.
  7. Conduct and/or coordinate regular press conferences at the JIC.
  8. Enlist agency staff to respond to media questions on technical or agency issues if necessary.
  9. Provide maps, charts, status reports, photos, schematics, or other displays that clarify the emergency or disaster situation in support of press conferences and/or briefings, as appropriate.
  10. Monitor media broadcasting articles to check for accuracy. Monitor and log incoming calls for information and rumor control.
  11. Notify all affected jurisdictions and stakeholders of the operational and situational conditions and provide frequent and regular status updates.
  12. Provide updates for the Union County Emergency Management Agency website regarding the scope of the emergency or disaster.
  13. Coordinate communication resource requests outside of mutual aid agreements through the EOC.
  14. Designate a spokesperson following an emergency or disaster. Coordinate public information with the chief elected official and with the state PIO.
- B. EOC
1. Maintain maps and status boards.

2. Serves as the collection point for information/situation reports regarding the status of the emergency.
  3. Establish citizen call center with the assistance of Emergency Management Agency.
  4. Coordinate points of contact for agency representatives requesting expedient information from the JIC.
- C. PIO
1. Develop media releases and other materials.
  2. Manage rumor control and obtain verification of all information prior to release.
  3. Respond to media inquiries as appropriate.
  4. Coordinate press conferences.
  5. Set up a media hotline with the assistance of Union County Emergency Management
  6. Disseminate information approved by the CEO.
  7. Coordinate interviews and provide escorts as needed.
  8. Monitor other media to prevent redundancy and rumors.
  9. Monitor web and/or internet updates.
  10. Maintain current incident information on the county website.
- D. JIC
1. Collect and analyze information.
  2. Determine information needs of local community.
  3. Provide information to the public concerning the status of the disaster and how to obtain relief services.
- E. Support Agencies

1. Assist the PIO and JIC by providing pertinent public information for dissemination to media sources and, as appropriate, fact sheets for distribution to the public. Participate in press conferences and briefings upon request.
2. Monitor and log incoming calls for information and rumor control. Monitor media broadcasts and articles for accuracy.

## **V. ATTACHMENTS**

### A. Joint Information Center Operating Procedures

## A. Joint Information Center Operating Procedures