

CITY OF CRETE, NEBRASKA  
CITY COUNCIL REGULAR MEETING  
October 29, 2013

Notice of the meeting was given by posting and publishing in The Crete News, the appointed method for giving notice as shown by the Proof of Publication attached to the minutes. Advance notice of the meeting was also given to the Mayor and City Council. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, the City has posted a current copy of the Open Meetings Act, Laws of the State of Nebraska in the back of the Council Chambers. Additional copies are available to read. The City may consider items listed on the agenda in random order. All proceedings shown were taken while the meeting was open to the attendance of the public.

Those in attendance pledged allegiance to the flag.

1. Open Meeting - Posted October 25, 2013
2. Roll Call
3. Special Order of Business
- 3.A. Emergency Operations Plan  
10/29/13 Table to meeting 11/5/13 at 5:30 PM Carried with a motion by Travis Sears and a second by Dale Strehle.  
Travis Sears: Aye, Dale Strehle: Aye  
Aye: 2, No: 0
4. Officers' Reports
5. Adjournment

Mayor

(SEAL)

City Clerk-Treasurer

I, Jerry Wilcox, City Clerk for the City of Crete, hereby certify that the foregoing is a true and correct copy of the proceedings had and done by the Mayor and Council. I hereby certify that a copy of the Open Meetings Act was posted in the back of the Council Chambers. I certify that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and available for public inspection at the office of the City Clerk. I certify that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting and that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public. I certify that the minutes were in written form and available for public inspection within ten working days and prior to the next convened meeting of the City Council. I certify that all news media requesting notification concerning meetings of the City Council were provided with advance notification of the time and place of said

meeting and the subjects to be discussed.

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City Clerk-Treasurer

(S E A L)

## CITY OF CRETE, NEBRASKA EMERGENCY OPERATIONS PLAN

November \_\_, 2013

*The City Emergency Operations Plan is for internal use only and does not enlarge an employee's civil liability in any way. This Plan should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party claims against employees. A violation of any part of this Plan, if proven, can only form the basis of a complaint by this City for non-judicial administrative action in accordance with the laws governing employee discipline.*

I. POLICY. The City of Crete strives to coordinate planning and operations between City departments and with other governmental and non-governmental organizations to effectively mitigate, prepare for, respond to, and recover from natural or man-made (technological) incidents in order to prevent or limit loss of life, destruction of property, social disruption or economic loss.

II. PURPOSE. This Plan is intended to support and supplement the Saline County, Nebraska Local Emergency Operations Plan (LEOP), affix basic responsibilities and provide basic instructions to City departments and employees. This Plan does not limit or restrict the lawful authorities of the Mayor, City Council or appointed officials of the City. It is the intent of the Governing Body that those individuals and departments identified herein will be prepared and empowered to act within the scope of their authorities and duties when an incident occurs.

III. EFFECTIVE DATE. This Plan shall be in effect upon acceptance by the Crete City Council regardless of previous or subsequent publication dates of the Saline County LEOP.

IV. CHANGES. Recommendations for changes to this Plan are to be forwarded to the Mayor. The Governing Body will adopt changes at its discretion.

V. DEFINITIONS. For the purposes of this Plan, the following definitions apply:

A. Departments: The Public Works Department, Fire Department, Parks and Recreation Department, Police Department, and City Clerk's Office.

B. Department Heads: The Public Works Director, Fire Chief, Parks and Recreation Director, Police Chief, and City Clerk/Treasurer.

C. Crete Communications Center (CCC): The City's emergency communication center located on the main level of the police station at 1945 Forest Avenue.

D. Emergency Operations Center (EOC): The City's EOC is located in the lower level of the police station at 1945 Forest Avenue.

VI. PLANNING FACTORS.

A. All-Hazards Approach. This Plan uses an "all-hazards" approach, which provides general direction regarding a wide range of incidents across the full spectrum of hazards to which Crete may be vulnerable.

B. Priorities. The priorities of all City employees during every phase of preparation, response, and recovery shall be to:

1. Save and protect life.
2. Stabilize the scene.
3. Protect property.
4. Limit social and economic disruption.

C. Primary Responsibility. Regardless of methodologies or systems used to alleviate the impact of an incident, the primary responsibility for the welfare of Crete residents during a disaster rests with the Governing Body. The Mayor will be responsible for the coordination of disaster operations as well as executive decisions necessary to prepare for respond to or recover from an incident. The City Council formulates and adopts legislation to support disaster operations.

D. Continuity of Government. The City must continue to operate under the direction of a single elected official. If the Mayor becomes incapacitated, for any reason, succession of mayoral authority passes, by law, to the President of the City Council. If the President is also incapacitated, the remaining members of the Council will elect a new President and appoint temporary members, as needed, until a City-wide election may be held (§1-105; §1-201 through §1-208).

E. Department Heads. Department heads shall individually and collectively plan, prepare and coordinate the City's preparedness, response, and recovery efforts. Department heads are also responsible for ensuring their departments and individual employees are reasonably prepared to support this Plan through equipping, training, etc.

F. Planning Meetings. At a minimum, the City Administrator and all department heads will meet once each year, as arranged by the Emergency Management Coordinator, to review this Plan, prepare suggested changes for the Mayor's review, and discuss training needs and opportunities.

G. Incident Management. The City has adopted concepts and principles of the National Incident Management System. This includes the Incident Command System (ICS). All City Departments are to conform to these concepts and principles while conducting emergency planning, training, and response and recovery operations.

## VII. BASIC INCIDENT OPERATIONS.

### A. Warning Phase.

#### 1. City Government.

a. Alert. When alerted to a potential threat, the Crete Communications Center (CCC) is to notify the Mayor, City Administrator, Fire Chief, and Police Chief using the most expedient means available (e.g. radio, telephone, email, or text). These officials (or their respective authorized representative[s]) are to reply, acknowledging receipt of the alert.

b. Action. Upon becoming aware of a threat, department heads and their employees are to follow this Plan and their supporting emergency procedures.

#### 2. Public. The CCC will use available technologies to alert the public as time and resources permit.

### B. Response.

1. Upon becoming aware of an incident affecting the City, employees are to contact their respective supervisor for additional information and/or work assignments. Employees will report for duty on order. Department heads are to identify primary and secondary locations for all employees within their respective plans.

#### 2. Incident Command System (ICS).

##### a. Directives.

1) The City will use, to the extent practical, all applicable ICS principles and work with Community and regional partners to effectively apply them across disciplines and jurisdictional boundaries.

2) The City Administrator and department heads are responsible for training and applying these principles among their subordinate supervisors and employees, between other departments, and among other governmental and non-governmental organizations (NGOs).

##### b. Incident Command.

1) The arrival of a first responder initiates the Incident Command System. The initial first responder is the Incident Commander (IC) and, until other arrangements are made, the location of the IC is the incident Command Post.

2) Departments not holding primary responsibility for particular incidents shall support the lead department.

3) All City Government facilities, vehicles, manpower, and material resources are at the disposal of the IC (under the authority of their respective department head and the Mayor) to best meet the needs of the City during an incident.

4) Command authority and responsibility is transferred to another person only when the outgoing IC has made a proper assumption of command brief to the incoming IC.

5) Unless otherwise assigned by the Mayor, the IC shall be the senior representative of the department holding command and operational responsibility for an incident. Unless otherwise directed by the Mayor, departments hold the following primary command and operational responsibilities:

<b>Public Works Department</b>	
Incident Command	Supporting Operational Tasks/Functions
<ul style="list-style-type: none"> <li>• Flood</li> <li>• Winter storm</li> </ul>	<ul style="list-style-type: none"> <li>• Utility restoration</li> <li>• Debris removal</li> <li>• Damage assessment</li> <li>• Engineering</li> <li>• Searches for missing persons</li> <li>• Traffic control</li> </ul>

<b>Volunteer Fire and Rescue Department</b>	
Incident Command	Supporting Operational Tasks/Functions
<ul style="list-style-type: none"> <li>• Severe weather (other than winter storm)</li> <li>• Fire or explosion</li> <li>• Hazardous Material (HAZMAT) release</li> </ul>	<ul style="list-style-type: none"> <li>• Search and rescue</li> <li>• Emergency medical aid</li> <li>• Firefighting</li> <li>• Searches for missing persons</li> <li>• Traffic control</li> <li>• Public warning</li> </ul>

<b>Police Department</b>	
Incident Command	Supporting Operational Tasks/Functions
<ul style="list-style-type: none"> <li>• Criminal acts (including bomb threat)</li> <li>• Civil disturbance</li> <li>• Missing person</li> </ul>	<ul style="list-style-type: none"> <li>• Security</li> <li>• Traffic and crowd control</li> <li>• Searches</li> <li>• Investigations</li> <li>• Public warning</li> </ul>

6) When the scope or duration of an incident exceeds the resources available to the Public Works, Fire and Police Departments, the Mayor or IC may choose to expand the structure, incorporating employees from other City departments who will fulfill additional roles within the ICS structure.

c. General Staff and Sections. The IC may assign individuals to positions within the ICS structure. The IC may assign these positions based upon who he/she believes is best qualified to serve in a particular role. These positions include leadership among the General Staff.

- 1) General Staff Positions.
  - a) Operations Section Chief.
  - b) Planning Section Chief.
  - c) Logistics Section Chief.
  - d) Administration and Finance Section Chief.

2) Sections. All departments are to be prepared to support ICS functions with representation in assigned sections under the respective Section Chief.

General Staff support of Crete City Departments	Public Works	Fire & Rescue	Police	City Clerk	Parks & Rec		
Operations Section	X	X	X				
Planning Section	X	X	X				
Logistics Section	X	X	X		X		
Finance and Administration Section				X			

3) Composition and Responsibilities.

a) Operations. A representative of the Fire Department, Public Works, or Police Department will be the Operations Section Chief depending upon the nature of the incident. If shelter operations are initiated, the Parks and Recreation Department will be responsible for such operations under this Section. The Operations Section will:

1 Manage tactical operations (including assignment, reassignment or release of resources [including those from outside sources]).

2 Ensure safety of tactical operations.

3 Request additional resources from the IC or Logistics Section as needed.

b) Planning Section. A representative of the department holding incident command will lead the Planning Section. The Section will be comprised of supervisors/officers from the Fire Department, Public Works, and Police Department. The Planning Section will:

1 Collect and manage all incident-related operational data.

2 Supervise the preparation of the Incident Action Plan (IAP).

3 Compile and display incident status information.

4 Establish information requirements and reporting schedules.

5 Report significant changes in incident status.

6 Develop a plan for Planning Section actions and fill Section supply and support needs.

c) Logistics Section. A representative of the Public Works Department will be the Logistics Section Chief and will be assisted by no less than one representative from the Fire Department, Public Works Department, and Police Department. If shelter operations are not initiated, the Parks and Recreation Department will support the Logistics Section. The Logistics Section will:

1 Manage all incident logistics.

2 Provide all facilities, transportation, communications, supplies, equipment maintenance and fueling, food and medical services for incident personnel, and all off-incident resources.

3 Anticipate incident service and support requirements.

4 Request additional resources as needed.

5 Manage the demobilization of resources.

d) Finance and Administration Section. A representative of the City Clerk's Office will be the Finance and Administration Section Chief and will be assisted by other City employees, as determined by the IC.

1 Manage all financial and administrative aspects of an incident.

2 Provide financial and cost analysis information as requested.

3 Ensure compensation and claims functions related to the incident are addressed.

4 Develop a plan for Finance and Administration Section actions and fill Section supply and support needs.

5 Account for manpower, all purchases or rentals of needed supplies, materials, and equipment necessary for disaster operations.

6 Receive all equipment and material expenditures related to the incident from the Logistics Section and/or IC.

7 Record all agreements and contracts arranged by the Mayor, IC, or Logistics Section Chief.

d. Command Staff.

1) Command Staff Positions. The IC may assign individuals to positions he/she believes are best suited for within the ICS structure. These positions include staff functions among the Command Staff:

- a) Public Information Officer (PIO).
- b) Safety Officer.
- c) Liaison Officer.

2) Responsibilities.

a) Public Information Officer (PIO) (As assigned by Mayor or IC) (LEOP – Annex D). The PIO manages the dissemination of public information. The PIO is to:

1 Provide and receive timely and accurate information from the Mayor and IC.

2 Release emergency directions and information to media (e.g. radio and television stations and regional newspapers).

3 Provide emergency directions and information to the Communications Center for immediate release over government radio frequencies.

4 After coordinating with the Mayor and IC, prepare and deliver timely and accurate press releases and public statements.

5 Attend briefings at the EOC and inform the Mayor and IC of any problems.

6 Arrange press briefings for the Mayor and IC, at their discretion.

7 Lead or participate in a Joint Information Center (JIC), at the discretion of the IC.

8 Organize, supervise and maintain contact with Public Information Staff to:

a Receive public inquiries and provide accurate information to minimize rumors.

b Coordinate press briefings (e.g. appropriate location, scheduling, communications, day and time, etc.).

c Maintain situational awareness with a liaison to the CP/EOC.

d Serve as the contact point through which the media will gain access to public officials, if required.

b) Safety Officer (SO). The SO enhances safety by coordinating safety measures with and between responding organizations. These organizations do not lose their respective authorities and/or responsibilities to act in a safe manner or mitigate unsafe acts. The SO is to:

1 Monitor and assess conditions and incident operations.

2 Advise the IC on all matters relating to operational safety, including the health and safety of emergency responders.

3 With the General and Command Staffs, oversee the preparation and implementation of the Incident Safety Plan.

4 Implement measures to promote emergency responder safety.

5 Stop unsafe acts when observed and prevent unsafe acts during incident operations.

c) Liaison Officer (LO). The LO is the IC's point of contact for representatives of other governmental agencies, NGOs and others. The LO is to:

1 Create and maintain a list of assisting and cooperating agencies (including primary and secondary contacts [with contact information]).

2 Monitor and assess conditions and incident operations for current and potential inter-agency problems.

3 Advise the IC on all matters relating to inter-agency issues.

4 Provide the Planning and Logistics Sections agency-specific demobilization information and requirements.

e. Command Post (CP). A CP provides an on-site location from which City leaders share information, coordinate actions, and provide direction. The IC will identify and re-locate (as may be necessary) to a location best suited for this purpose. The senior member of supporting departments will remain at the CP with the IC and communicate with other members of their respective departments by radio or telephone until an ICS structure is formed. The CP must maintain communications with the CCC.

f. City Emergency Operations Center (EOC) Support. The EOC supports emergency operations by providing the infrastructure necessary to manage large-scale and/or long duration incidents. The City EOC is located in the lower level of the police station.

1) Preparation and Activation. The Police Chief shall be responsible for planning, preparing, and activating the EOC at the direction of the Mayor or IC.

2) Organization. Supporting elements within the EOC will be aligned along the same structure as the General Staff (Operations, Planning, Logistics, and Finance and Administration) and Command Staff.

## VIII. GOVERNING BODY RESPONSIBILITIES.

### A. Mayor and City Council (LEOP - Annex A).

1. Adopt and approve changes to this Plan.

2. Establish law and/or policy to effectively mitigate, prepare for, respond to, and recover from an incident.
3. Acquire and allocate funding.
4. Declare City emergency.
5. Exercise emergency powers related to:
  - a. Curfews.
  - b. Evacuations.
  - c. Price restrictions.
  - d. Standards for contractors and craftsmen.
  - e. Temporary waivers for land use.
  - f. Shelters.
  - g. Request County assistance, etc.

B. Mayor. The Mayor is the chief executive of the Crete City Government. As such, the Mayor retains overall responsibility for the City's disaster response and recovery operations. As adopted through this Plan and under the ICS framework, the Incident Commander, at the direction of the Mayor, has the authority to direct and control incident operations. The responsibilities of the Mayor may include, but are not limited to:

1. Retain direct oversight of the IC and City operations.
2. Call emergency session(s) of the City Council.
3. Coordinate actions with City Council members and the Mayor's special staff.
4. Activate the EOC to support the IC and/or City operations.
5. Establish and lead a Policy Group, as desired.
6. Monitor use of City resources and resource acquisition.
7. Assign additional duties to City employees.
8. Coordinate with County and State officials.

IX. DEPARTMENT RESPONSIBILITIES. With available resources and in accordance with the directives of the IC, departments are responsible to provide support to City operations and perform the tasks listed herein during an incident.

A. General.

1. Activities listed for each department may not be applied to every incident nor is this list all-inclusive. At the direction of the IC, department head, or Mayor, City personnel may be requested to perform other duties to support City operations.
2. The task assignments in this Plan are written in general terms and purposely do not dictate how the IC, department heads, managers, or supervisors will accomplish each task.
3. Department heads are to develop guidelines and conduct training to prepare their employees to perform anticipated tasks. Department heads are also to prepare employees to lead or support specific operations during an incident.

B. Police Department - Police Chief (LEOP - Annex H).

1. Safely inspect Police Department facilities, vehicles, and equipment; report damage to the City Administrator.

2. Assume IC of criminal acts (including bomb threats), missing persons or civil disturbances.
  3. As necessary, recall off-duty personnel and call for mutual aid from the Saline County Sheriff's Office and other law enforcement agencies.
  4. Limited by available resources, and as may be practical, use mobile public address systems or face-to-face contact to warn residents of a localized threat.
  5. Coordinate law enforcement operations with the Saline County Sheriff and other law enforcement agencies.
  6. Provide the Building Inspector with a preliminary damage assessment.
  7. With Public Works, identify emergency and/or evacuation routes inside the City
  8. As necessary, establish traffic control points to facilitate traffic flow. As directed, establish security checkpoints to isolate Crete.
  9. Coordinate with Public Works for needed barricades, signs, cones, and flags for traffic control.
  10. On order, and with the assistance of other City departments, coordinate evacuations to selected emergency shelters by routes designated by the Public Works Department.
  11. Coordinate with CP/EOC for special needs transportation out of the evacuation area.
  12. Coordinate with the CP/EOC to select assembly points and exercise surveillance over assembly points used to transport people out of the evacuation area.
  13. Coordinate traffic and crowd control in and around the disaster area
  14. Secure the incident area, as practical.
    - a. Provide extra patrol to critical public facilities.
    - b. Establish security posts at emergency shelters.
  15. Limit re-entry into damaged or contaminated buildings.
  16. Capture, confine or kill stray animals according to law.
  17. With approval of the Mayor (under emergency hiring procedures), coordinate emergency hire and training of additional personnel.
  18. Assign personnel to fulfill roles within the ICS structure, as determined by the IC.
  19. Designate and maintain lines of succession in the absence of the Police Chief.
- C. Communications Center - Police Chief (LEOP - Annex B).
1. Assess and maintain emergency communications capabilities.
  2. Maintain current alert roster for key City personnel.
  3. Maintain current contact information for industry, businesses, Crete Public Schools, Saint James School, Doane College, and the Crete Area Medical Center.
  4. Provide warning using sirens and/or other available technologies.
  5. Monitor and disseminate weather watches, warnings and advisories.

6. Coordinate emergency radio traffic.
7. Request additional assistance through the Communications Supervisor, Police Lieutenant or Police Chief.
8. If the police station is damaged beyond use, the CCC will temporarily relocate operations to the Fire station.

D. Fire Department - Fire Chief (LEOP - Annex F)

1. Safely inspect Fire Department facilities, vehicles, and equipment; report damage to the City Administrator.
2. Assume command of fires or explosions, severe weather incidents (other than winter storm) or Hazardous Material (HAZMAT) incidents.
3. Minimize threat to the public from a HAZMAT incident.
4. Provide initial radiological detection/monitoring at radiological incidents.
5. As necessary, notify Beatrice Fire Department for HAZMAT support.
6. Coordinate search and rescue operations with the Police Department.
7. Provide back-up equipment for pumping water.
8. Assist the Police Department with:
  - a. Searches for missing persons.
  - b. Traffic control.
  - c. Public warning.
  - d. Perimeter security of the disaster area.
9. As necessary, implement mutual aid agreements with other jurisdictions.
10. As determined by the IC, assign personnel to fulfill roles within the ICS structure.
11. Establish and maintain lines of succession in the absence of the Fire Chief.

E. Emergency Medical Services - Fire Chief (LEOP - Annex G)

1. As necessary, conduct triage operations.
2. Operate emergency medical units to provide emergency treatment to injured personnel at the scene.
3. Transport injured to the hospital and dead to funeral home (or temporary morgue); check with Public Works or Police Department for open routes to the hospital.
4. As necessary, request mutual aid agreements from other jurisdictions.
5. Attend briefings at the EOC and inform the IC and Mayor of any problems.
6. Continue emergency medical services for the remainder of the City.
7. As determined by the IC, assign personnel to fulfill roles within the ICS structure.
8. Establish and maintain lines of succession in the absence of the Fire Chief.

F. Public Works – Public Works Director (LEOP - Annex K). The Public Works Director is responsible for: The Cemetery, Street, Electric Line, Power Generation, Refuse Transfer Station, Water, Waste Water, and Building Inspection. The Public Works Director is to establish lines of succession in his/her absence and assign personnel to fulfill roles within the ICS structure, as determined by the IC.

1. Cemetery – Cemetery Supervisor.

a. Safely inspect the cemetery and report damage to the Public Works Director.

b. Safely inspect Cemetery facilities, vehicles, and equipment; report damage to the Public Works Director.

c. Report to the Public Works Director for follow-on assignment.

2. Street – Street Supervisor.

a. Safely inspect the street network and report damage to the Public Works Director.

b. Safely inspect Street Department facilities, vehicles, and equipment; report damage to the Public Works Director.

c. With the approval of the Public Works Director, request mutual aid.

d. Once identified, clear and mark emergency and evacuation routes.

e. Establish priorities, plan the clearing of other City streets, and execute the plan.

f. Close streets to include transporting/erecting barricades, signs, and flags at traffic control points established by the Police Department.

g. Clear debris from public areas.

h. Clear debris from private property only if it is necessary to rescue the occupants or upon approval of the Mayor.

i. Post traffic directional signs, as needed, particularly for evacuation.

j. Perform priority repairs to streets.

k. Repair storm sewers.

l. Provide emergency repair and maintenance of vehicles and equipment during disaster operations.

m. Coordinate sandbagging operations for public buildings/entities in preparation for or during a flood incident.

n. Assist with the removal and disposal of disaster debris.

o. As necessary, establish additional temporary tree burning areas.

p. As assigned determined by the IC, furnish heavy equipment and personnel in support of other City departments.

4. Electric Line Supervisor.

a. Safely inspect electric network and report damage to the Public Works Director.

b. Safely inspect Electric Department facilities, vehicles, and equipment and report damage to the Public Works Director.

c. With the approval of the Public Works Director, request mutual aid.

d. De-energize downed power lines.

e. Prioritize and restore power according to plans approved by the Public Works Director.

f. In coordination with the Building Inspector, safely inspect the electric systems of damaged public buildings.

g. As directed, provide emergency lighting.

#### 5. Power Generation.

a. Safely inspect the power plant and related equipment; report all damage to the Public Works Director.

b. Coordinate with the Public Works Director and vendors to secure a temporary source of electricity should the City need it to restore utility service.

c. Coordinate the acquisition of emergency power generators with the Public Works Director and Logistics Section.

d. Coordinate with the Public Works Director to arrange mutual aid per agreements in place with other NMPP and MEAN members.

e. Report to the Public Works Director for follow-on assignment.

#### 6. Refuse Transfer Station.

a. Establish debris collection point(s) as approved by the Public Works Director.

b. The Public Works Director will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function.

c. As approved, meet the demand for greater disposal operations by any of the following:

1) Extending hours as needed for debris disposal;

2) Prepare and execute a debris disposal plan;

3) Affix signs or position guides in landfill area to organize disposal efforts;

4) Permit normally unauthorized items to be deposited (to the extent practical) at the landfill and/or find alternatives for the disposal of unauthorized items.

5) Maintain "salvage depot" for unclaimed damaged property that has been removed from public or private property.

6) Coordinate the approval of burning site(s) with the Governing Body.

d. Report to the Public Works Director for follow-on assignment.

## 7. Water Department Supervisor.

- a. Safely inspect the water system, including wells and fire hydrants; report damage to the Public Works Director.
- b. Safely inspect Water Department facilities, vehicles, and equipment; report damage to the Public Works Director.
- c. With the approval of the Public Works Director, request mutual aid.
- d. Advise the Public Works Director of the water system status.
- e. Maintain water pressure and uncontaminated supply of water.
- f. Be prepared to isolate the water system when and where there is a possibility of contamination from a hazardous materials spill.
- g. Repair water tower and/or mains, as prioritized; isolate ruptured or damaged mains until repairs can be made.
- h. Coordinate water testing with the State Health and Human Services System.
- i. Provide potable emergency water supply.
  - 1) With the approval of the Public Works Director and in coordination with the Logistics Section, locate suitable containers and fill with uncontaminated water.
  - 2) As directed, prepare and execute a water distribution plan.

## 8. Waste Water Supervisor.

- a. Safely inspect waste water system, including wells and fire hydrants, and report damage to the Public Works Director.
- b. Safely inspect Waste Water Department facilities, vehicles, and equipment; report damage to the Public Works Director.
- c. With the approval of the Public Works Director, request mutual aid.
- d. Maintain sanitary sewer operations.
- e. Be prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.

## 9. Building Inspector (LEOP - Annex C).

- a. Safely inspect City Hall and report damage to the City Administrator.
- b. Prepare and execute a damage assessment plan.
  - 1) Priority to:
    - a) Medical facilities.
    - b) Emergency service facilities.
    - c) Public roadways, facilities, and other infrastructure.
    - d) Homes.
    - e) Businesses.
    - f) Industries.

- 2) Identify locations of damage as well as estimated dollar loss.
  - 3) Document related damage by photograph and written record.
  - 4) Compile all damage assessment reports into a summary document and submitted to the Public Works Director.
    - c. Issue temporary occupancy permits, as lawful and necessary, for temporary housing.
    - d. Prepare demolition orders for all unsafe structures and provide assistance in the coordination of demolition work.
    - e. During restoration efforts, ensure construction is in compliance with the City's master development plan and local codes.
    - f. Coordinate first with local contractors and lumber yards to restore damaged public facilities.
    - g. Coordinate with the Emergency Manager in establishing a point of contact for insurance adjusters and the influx of builders and repairmen.
    - h. With the approval of the Mayor and the assistance of the City Attorney, contract for needed structural engineering services.
    - i. Coordinate with the Public Works Director on safety inspections of City-owned property damaged during the disaster.
    - j. Ensure that all incoming contractors register through the Building Inspector's office.
    - k. Coordinate the photographing of debris piles before disposal.
- G. Parks and Recreation – Parks and Recreation Director.
1. Safely inspect City parks and also Parks and Recreation Department facilities, vehicles, and equipment; report damage to the City Administrator.
  2. Perform the role of Emergency Shelter Director.
    - a. Coordinate with Planning Section or IC regarding the selection of temporary emergency shelters and assembly points for transportation to emergency shelters.
    - b. Prepare and execute an emergency shelter operation plan.
    - c. Coordinate emergency shelter operations with government agencies and volunteer service groups such as the American Red Cross and Salvation Army.
  3. Maintain Civic Center for City use during an incident.
  4. If City shelters are not used, report to the City Administrator for follow-on assignment.
- H. City Clerk's Office – City Clerk/Treasurer.
1. Perform the role of Finance and Administration Section Chief.
  2. Receive incident invoices from the Mayor, IC, or Logistics Section Chief.
  3. Witness and record disaster declarations and other incident resolutions made by the Governing Body.

4. Identify appropriate record keeping for expenditures related to the incident.
5. Maintain financial and administrative incident records.
  - a. Labor (Regular and overtime).
  - b. Equipment.
  - c. Materials (to include parts and supplies used from the City's inventory).
  - d. Any contractual agreements/costs related to the incident.
6. Upon request, provide financial summaries statistics and summaries for the cost of the disaster.
7. In conjunction with the Mayor and City Attorney, prepare necessary documentation required for state and federal disaster assistance applications.

#### X. SPECIAL STAFF RESPONSIBILITIES.

##### A. City Attorney.

1. Provide emergency legal counsel to city officials regarding:
  - a. Curfews.
  - b. Price restrictions.
  - c. Standards for contractors and craftsmen to ensure disaster victims are not further victims of unscrupulous practices.
  - d. Temporary waivers for land use, etc.
2. Draft emergency legislation.
3. Provide assistance in preparing and negotiating contracts between the City and vendors for response and recovery services and support.
4. Perform other related legal duties as may be required by the Mayor.
5. As required, assist the IC and General and Command Staffs with legal issues.

##### B. Emergency Management Coordinator.

1. Preparation.
  - a. Coordinate training for City Elected Officials and department heads.
  - b. Upon request, assist department heads in coordinating training for their respective departments.
  - c. Plan and coordinate training events with department heads.
  - d. Review Plan with other City officials and the recommended changes to the Mayor.
2. Response and Recovery. The Crete City Emergency Management Coordinator acts as an advisor to the Mayor regarding disaster operations. The Emergency Management Coordinator has no command authority over disaster operations (a function retained by the Mayor, IC, and Section Chiefs). Other duties may include but are not limited to:
  - a. Manage the EOC when activated.

b. Advise the Incident Commander and/or the Mayor as to who may be needed on the EOC Staff and what materials or processes are required to facilitate support.

c. Coordinate EOC activities with the Saline County Emergency Management Agency.

d. Assist the Mayor and IC consolidate operational incident records and prepare after action reports.

\_\_\_\_\_  
Roger Foster  
Mayor

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Tom Busboom  
Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date