City of Oak Grove Kentucky
Emergency Operations Plan

Scope: This emergency operations plan:

1) Assigns responsibility to organizations & individuals for carrying out specific actions and projected time & places in an emergency that exceeds the city's capabilities to handle on its own
2) Sets forth lines of authority & organizational relationships & shows how all actions will be coordinated
3) Describes the protection of people and property in an emergency
4) Identify personnel, equipment, facilities & supplies within and outside of our city for use during response and recovery operations.

Planning Team:

The planning team for this emergency operations plan should include:
1) Mayor
2) Fire Chief
3) Police Chief
4) Ambulance Chief
5) Public Works Director
6) Utilities Supervisor(s)
7) Red Cross (limited basis)
8) Area Hospitals (limited basis)
9) Christian County DES Coordinator

Basic Plan Content

1. Promulgation document (places document in force)
2. Signature page from Mayor, Council and Department Heads
3. Title page and record of changes
4. Record of distribution
5. Table on Contents

Mayor:
1) Sets policy for emergency response
2) Assumes responsibility for overall response & recovery operations
3) Authorizes mitigation strategy for recovery
4) Identifies the following positions and personnel for those positions:
    a) Incident Commander(s)
    b) EOC Manager
    c) Health & Medical Coordinator
    d) Communication Coordinator
    e) Public Information Officer
    f) Evacuation Coordinator
    g) Resource manager
    h) Any other needed positions as they become needed

Fire Department:
Describe Fire Department Activities here

Police Department:
Describe police department activities here

Health & Medical:
1) Coordinates all health & medical resources and personnel
2) Meets with local public health, EMS, hospital, environmental health, mental health, & mortuary services, and prepare plans for incident(s)
3) Meets with FD, PD, EMA, Military, KY EMA, FEMA

Public Works:
1) Manages public works resources and public works operations (i.e. Water, Sewer, Trash/debris removal)
2) Coordinates with private sector utilities (e.g. power and gas) on shutdown and restoration of services
3) Coordinates with private sector utilities and contractors for use of private sector resources in public works-related operations.

Warning Coordinator: (if applicable)
1) Determines warning resource requirements
2) Identifies warning system resources in the jurisdiction that are available to warn public (Weather Alert Radios, Radio Stations, Emergency Broadcast System)
3) Performs a survey to establish warning sites
4) Identifies areas to be covered by fixed-site warning systems
5) Develops procedures to warn areas not covered by existing warning systems
6) Develops special warning systems for those with hearing and sight disabilities
7) Develops means to give expedited warning to custodial institutions (e.g., nursing homes, schools, etc.)
8) Coordinates warning requirements with the local Emergency Alert System (EAS) stations and other radio/TV stations in jurisdiction

Emergency Manager:
1) Coordinates with the Communications Coordinator, Warning Coordinator, PIO, Evacuation Coordinator, Health & Medical Coordinator, Resource Manager, to ensure necessary planning considerations are included in the EOP.
2) Coordinates with the local chapter of the ARC, Salvation Army, and other public service, non-profit organizations as appropriate to identify a lead organization, if possible, and personnel to perform mass care operations
3) Coordinates volunteer support efforts to include the activities of volunteers from outside the jurisdiction and the assistance offered by unorganized volunteer and neighborhood groups within the jurisdiction
4) Works with the PIO to develop emergency information packets and emergency instructions for the public
5) Coordinates planning requirements with the Emergency Management in neighboring jurisdictions that have been identified as potentially hazard-free and have agreed to house evacuees in their mass care facilities
6) Coordinates the provision of mass care needs for personnel performing medical duties during catastrophic emergencies
7) Assists the Animal control agency efforts to protect and care for animals after an emergency

8) Assists the Resource manager as needed to prepare for response operations

Communications Coordinator:

This individual is responsible for the management of all emergency communications systems and will set emergency systems operations protocol for all emergency communications operations. The coordinator:

1) Assembles department heads that will be involved in emergency operations to develop a communication procedure that will be responsive to the agencies needs and compatible with the communication procedures used by emergency response organizations
2) Identifies communications and warning resources available to the city
3) Identifies and designates private and public service agencies, personnel, equipment, and facilities that can be used to augment the city's communications abilities. (E.g. React, Local Amateur Radio, etc)
4) Designates personnel to serve on the communications section team
5) Surveys communications equipment for power sources and locations
6) Coordinates with neighboring jurisdictions for possible mutual aid assistance and communications
7) Identifies repair agencies for use under emergency conditions
8) Arranges training programs for all communications staff to include volunteers.

Public Information Officer (PIO)

1) Advises the Emergency Manager and Mayor on matters of emergency public information
2) Establishes and maintains working relationships with local media
3) Prepares call-down list for disseminating emergency public information to groups that do not have access to normal media
4) Prepares emergency information packets for release, and distribute to local media, and also makes allowances for the hearing and sight impaired
5) Coordinates with animal care agency to obtain information for dissemination to the public on the appropriate action that should be taken to protect and care for animals

Evacuation Coordinator:

1) Coordinates all evacuation planning activities with the emergency manager.
2) Identifies high-hazard area and determines population at risk, prepares time estimates for evacuation of people located in different risk area zones. Accomplishment of these tasks requires the preparation of a threat summary, based on the city's hazard analysis. The summary quantifies the specific evacuation needs of the city. It addresses the evacuation planning needs that are applicable to the hazards that threaten the people living in the city. Typical threats include: hazardous materials accidents involving the facilities that use, store, and transport modes used to move them (i.e. Sewer Plant, Water Plant, Bulk Propane, Semi-trucks); flooding as a result of torrential rains; wind damage associated with tornados, seismic activities; populations that are at risk to war-related threats including attacks involving nuclear, chemical and biological weapons, and other situations involving terrorist activities. (Which we are due to Ft. Campbell)
3) Identifies transportation resources (e.g. public transportation, school buses, etc.) likely to be available for evacuation operations; prepares an inventory of vehicle resources (public and private buses, public works trucks, commercial bus companies, trucking companies, truck rental companies, ambulance services, etc)
4) Assist facilities that provide care for special needs populations to develop evacuation plans.
5) Develops information for evacuees' use on the availability and location of mass care facilities away from the threat.

Mass Care Coordinator:

1) Surveys buildings to select the safest and best possible for use as mass care facilities
2) Prepares a list that identifies the buildings that have been selected for use as mass care facilities and the number of people that can be housed in each.
3) Compares mass care facilities locations with potential hazards and disaster conditions
4) Prepares a resource list that identifies the agencies that are responsible for providing the following resources (cots, blankets, beds, food water, candles, medical supplies, sanitation supplies, communications gear, backup power resources, etc.) required to set up and sustain operations in each mass care facility.
5) Makes provisions to ensure the following items are available in sufficient quantities for use in mass care facilities when opened (may be pre-positioned or delivered at time of need):
   a) Food Supplies
   b) Water and sanitary supplies
   c) Clothing and bedding, and other supplies
   d) First aid/medical supplies as appropriate
6) Prepares necessary agreements to guarantee access to those non-government owned facilities that have been designated as mass care use during emergencies
7) Designates a mass care facility manager for each mass care facility
8) Make necessary arrangements to ensure mass care staff members are trained.
9) Coordinates with emergency manager and PIO to develop a public information program to make citizens aware of availability and location of mass care facilitates
10) Manages mass care during emergencies
11) Coordinates mass care activities with emergency manager

Resource Manager:
1) Manages and directs resource support activities during large-scale emergencies and disasters.
2) Chairs planning meetings for the function
3) Ensures that resource listings and/or the resource database is current
4) Ensures that necessary agreements and appropriate public information materials (e.g. regarding donations) are in place
5) Coordinates resource planning activities with the emergency manager

Animal Control:
(Note: These responsibilities may be assigned to volunteer, non-profit organizations. i.e. Humane Society, ASPCA, etc.)
1) Coordinates the services and assistance provided to the animal victims. Activities may include the protection, care and disposal of animal victims impacted by disasters
2) Coordinates with public and private organizations for ensuring that displaced animals have food, water, and shelter.
3) Forms emergency response teams (evacuations, shelter, medical treatment, search and rescue, etc.) that includes trained professionals and volunteers to accomplish necessary actions during response operations.

ALL Tasked Organizations: This includes those identified above, and all other city agencies or private sector organizations that have been assigned tasking in the EOP.
1) Maintain current internal personnel notification rosters and SOP's to perform assigned tasks.
2) Negotiate, coordinate, and prepare mutual aid agreements as appropriate
3) Analyze need and determine specific communications resource requirements
4) Work with EOC communications coordinator to ensure equipment and procedures are compatible
5) Identify potential sources of additional equipment and supplies

Annex A

Direction and Control

Purpose: This section provides overview information on the means the city will use to direct and control those activities that are essential to saving lives, protecting property, and restoring government services during and following emergency situations. The incident command system will be used by all city agencies as directed by City Resolution 2001-17.

The following sections describe the specific direction and control responsibilities that are assigned to the tasked organizations:

Mayor:
1) Activates EOC (full or partial activation), when appropriate
2) Directs tasked organizations to ensure response personnel report to the appropriate locations (EOC, emergency scene, work center, staging area, etc.) in accordance with the organizations SOP
3) When notifies, reports to the EOC
4) If appropriate, identifies and establishes contact with IC(s) in the field
5) As appropriate, designates and IC to direct tactical operations at each emergency scene.
6) When appropriate, terminates response operations and release personnel.

Fire Department:
1) When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency site, staging area, or other locations as appropriate.
2) Identifies an IC and establishes and ICP, assigns appropriate personnel to IC Staff.
3) Performs IC duties at an emergency scene if appropriate
4) Sends a senior representative to the EOC, when it has been activated
5) Notifies the EOC of the situation
6) Manages fire/ rescue resources, directs fire operations, rescues injured people during emergency operations, and determines the

need for evacuation of the immediate area in and around the emergency scene

7) Assists as appropriate in the evacuation of people at risk in the immediate area

8) Alerts all emergency response organizations of the dangers associated with technological hazards and fire during emergency operations

Police Department

1) When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency scene or other locations as appropriate

2) Identifies an IC and establishes and ICP if appropriate

3) Sends a senior representative to the EOC, if activated

4) Manages law enforcement resources and directs law enforcement operations. Duties may include:
   a. Directing and controlling traffic during emergencies
   b. Assisting in the evacuation of people at risk in and around the emergency scene.
   c. Controlling access to the scene of the emergency
   d. Providing security in the area affected by the emergency to protect public and private property
   e. Conducting damage assessment activity as needed

EOC Manager/Emergency Manager

1) Immediately notifies Mayor of significant emergency situations that could effect city

2) When circumstances dictate, or by order of mayor, notifies all tasked organizations, informs them of the situation, and directs them to take the action appropriate for the situation, in accordance with their organizations SOP

3) Activates EOC

4) Manages EOC resources and directs EOC operations. Duties may include ensuring the following activities/actions are done:
   a) Information processing; this task involves the collection, evaluation, display, and dissemination of information about the emergency situation to help support the city's response operations. Information collection sources include, but are not limited to: emergency response organizations, media, neighboring jurisdictions, State and Federal Government,

volunteer groups, private sector businesses, citizens, etc. Typical tasks associated with information processing may include:
  1) Maintaining a significant event log
  2) Message handling
  3) Aggregating damage information from all resources
  4) Identifying resource needs
  5) Preparing summaries on status of damage
  6) Prepare and submit necessary reports when required, including situation reports to the State EOC
  7) Coordinating logistical support for response personnel and disaster victims
  8) Terminate operations when appropriate

Public Works:
1) When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency scene, or staging area as appropriate
2) Sends a senior representative to the EOC
3) Manages public works resources and directs public works operations. Duties may include:
   a. Performing debris removal operations
   b. Assisting in urban search and rescue (US&R) efforts
   c. Conducting damage assessment activities
   d. Assisting in the evacuation of people at risk in and around the emergency scene
   e. Coordinating with utility companies to restore power to disaster victims

Emergency Manager:
1) Ensures appropriate members report to EOC
2) Duties May include:
   a. Coordinating EOC operations
   b. Staffing the information processing section
   c. Briefing Mayor and other key members of the emergency response organizations on the emergency situation
   d. Recommending to the Mayor actions to protect the public from the life threatening consequences associated with the emergency situations

Public Information Officer (PIO):
1) When notified reports to EOC or incident scene as appropriate
2) Handles inquiries and informs the public about disaster damage, restricted areas, actions to protect and care for animals, and available emergency assistance
3) Refer to attachment D for additional tasking

Communications Coordinator:
1) Serves as member of the EOC Team
2) Ensures the emergency communications section in the EOC is equipped with the appropriate equipment
3) Refer to Attachment B for additional tasking

Warning Coordinator:
1) Develops and maintains a phone and/or radio frequency list for notifying emergency response personnel, neighboring jurisdictions, and the State EOC or an emergency situation
2) Develops and maintains a phone list of other means for warning special locations
3) Identifies public and private service agencies, personnel, equipment, and facilities that could be called upon to augment the city's warning capabilities.
4) Refer to Attachment C for additional tasking.

Evacuation Coordinator:
1) When notified of an emergency situation, reports to the EOC
2) Coordinates implementation of evacuation actions with the appropriate tasked organizations
3) Refer to attachment E for additional tasking

Mass Care Coordinator:
1) When notified of emergency situation reports to the EOC
2) Coordinates implementation of mass care actions for the public with the appropriate tasked organizations
3) See Attachment F for further tasking

Resource Manager:
1) When notified of emergency situation reports to the EOC
2) Coordinates implementation of resource management activities with the appropriate tasked organizations
3) Refer to attachment H for further tasking.

City Clerk/Finance Director:
1) When notified of emergency situation reports to the EOC
2) Provides the resource manager and Mayor summary briefings on status of financial transactions
3) Maintains records of all financial transactions during response operations
4) Handles all procurement requests initiated by response organizations
5) Establishes a procedure for the city to accept "cash donations" where statute permits such actions; however the city may wish to avoid competing with non-profit organizations' efforts and activities
6) Become familiar with the protocol and procedures required by the Stafford Act that are applicable to reimbursing the City for the eligible expenses associated with Presidentially Declared Disasters.
7) Upon termination of the response effort, prepares the appropriate reports that address costs incurred by the city during the emergency

Animal Control:
1) Manages public and private sector efforts to meet the animal service needs that arise including:
   a. Rescue and capture of animals that have escaped confinement
   b. Evacuation
   c. Sheltering
   d. Care of sick, injured and stray
   e. Disposal of deceased animals
2) Prepares a resource list that identifies the agencies/organizations that are responsible for providing the supplies (medical, food, and other necessary items) needed to treat and care for injured and sick animals during large scale emergencies and disasters

3) Coordinates response activities with the appropriate representative in the EOC.

All Tasked organizations:
1) Activate a control center to support and facilitate the organization's response activities (dispatch and manage personnel and resources, maintaining events log, report information to the Information Processing Section at the EOC, coordinate with on scene personnel)
2) Establish a procedure to identify, and report to the Information Processing Section in the EOC, damage to organizational resources and facilities. Additional tasking may include reporting damage to, or status of, critical facilities such as:
   a. Emergency Service facilities and equipment
   b. Communications networks (telephone, radios systems, repeater sites, base station, etc.)
   c. Water supply system/facilities to include waste water treatment
   d. Utilities (power plants, lines, substations, etc)
   e. Transportation networks (roads, bridges, etc.)
   f. Homes, businesses, public facilities, etc
3) Provide support to the IC
4) Establish a protocol for interfacing with County/State/Federal responders
5) Coordinate with PIO and clear press releases with the Mayor before releasing information to the media for public consumption

City Administration:
1) Requirement for department heads to submit reports to the EOC relating to their agency's expenditures and obligations during emergency conditions
2) Requirement for the emergency management agency report on the status of mass care services being provided by volunteer agencies and other nongovernmental organizations

Annex B
Communications

Purpose: This communication annex provides information on establishing, using, maintaining, augmenting, and providing backup for all of the types of communications devices needed during emergency response

Communications Manager:
1) When notified or an emergency situation reports to EOC
2) Manages the emergency communications section in the EOC and supervise the personnel assigned to it
3) Supports media center communications operations

EOC Manager:
1) Activates communications section in the EOC
2) Implements emergency communications procedures
3) Ensures communications section of the EOC has the capability to sustain operations around the clock

Communications team members:
1) When notified, report to the EOC and staff the communications section, and operate assigned communications equipment
2) Follow established procedures and radio protocols for voice transmissions and message handling
3) Screen and log information when appropriate, and route incoming call to the appropriate section in the EOC.

All Tasked Organizations:
1) Maintain their existing equipment and follow established procedures for communicating with their organization personnel performing field operations. All organizations will keep the EOC informed of their operations at all times and maintain a communications link with the EOC
2) Provide Backup communications capabilities for the EOC (e.g. portable radio)
3) Activate backup or alternate communications systems as necessary

4) Maintain emergency communications system as long as necessary
5) Clean, repair, and perform maintenance on all equipment before returning to normal operations or to storage.

(Include here names addresses contact numbers for radio shops, cell phone sales and service, radio repair, C.B. Clubs, Amateur Radio personnel, etc…)