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HIAWATHA FIRE-RESCUE

MEMORANDUM

TO: HONORABLE MAYOR, HIAWATHA CITY COUNCIL

FROM: MIKE NESSLAGE, FIRE CHIEF AND KIM DOWNS, CITY ADMINISTRATOR

SUBJECT: CITY OF HIAWATHA EMERGENCY OPERATIONS PLAN

DATE: 11/2/2018

On the agenda is a resolution to approve the City of Hiawatha's Emergency Operations Plan. This plan provides an overall management framework to mitigate, prepare for, respond to, and recover from any emergency or disaster. The plan is a guide, and as such a management tool defining the roles of city officials and staff during times of emergencies. The plan is not intended to direct the operations of field personnel, or limit them in exercising their normal discretionary authority in responding to emergencies. Rather, it provides a framework for managing for any and every type of emergency or disaster that has some possibility of affecting people, property, and the environment.

This plan was last updated in 2006. The plan follows a recommended template created by Federal Emergency Management Agencies. We received extensive assistance in the development of this plan from the Linn County EMA and in particular their plans and exercise officer, Kevin Esmail. Additionally Ms. Downs and I reviewed the plan a number of times.

This plan is the management component of a series of documents including the SOP's of the individual city departments, the Linn County Multi Jurisdictional Hazard Mitigation Plan, the various City Facilities Emergency Action Plans and the Linn County Comprehensive Emergency Operations Plan. The plan is fluid and we will continue to update and add information to it. Ms. Downs and I are currently working on a Crisis Communications Plan and Technology Disaster Recovery Plan.

The second portion of the resolution authorizes the City Administrator or his/her designee to authorize deviation from the purchasing practices required by the Purchasing Policy, including, but not limited to the immediate purchase of material, supplies, equipment and professional services, including those in excess of their City Council approved signature threshold, in the manner provided for in the Purchasing Policy. It is likely that during a time of emergency, that it may be necessary to make large purchases urgently in order to quickly mitigate a situation or protect the community. An example would be that if a major windstorm knocked down trees, blocking access to much of the community, and stressing the limits of public works, it would be necessary to quickly hire contractors to get them on location and working. I personally observed the need for this during the Palo Flood of 2008 when it was necessary for them to quickly acquire needed equipment and supplies.

The City of Hiawatha is within the boundaries of the Duane Arnold Energy Center's Emergency Planning Zone. As a result Linn County has a very robust and well written Comprehensive Emergency Management Plan that Linn County communities can use during emergencies. That plan lays out many resources available including, agreements, memorandum of understandings, and procedures for accessing State and Federal aid. Hiawatha's plan is a link to that plan, and through that plan the City is able to rely on Emergency Management for additional support. A good example of this is Emergency Notification System. The county's extensive emergency notification system, which includes the sirens, reverse 9-1-1 notifications, and other mechanism is available to the City- thus the City does not have to develop our own systems, saving us both time and money.

Thank you in advance for reviewing this important piece of our emergency response plan. Through this plan we can help keep Hiawatha a safe place to live, work, and play.

Municipal Emergency Operations Plan

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Bill Bennett
Mayor
City of Hiawatha

CITY OF HIAWATHA, IOWA
MUNICIPAL EMERGENCY OPERATIONS PLAN
PROMULGATION

The primary role of government is to provide for the welfare of its citizens. The welfare and safety of citizens is never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved.

The City of Hiawatha Municipal Emergency Operations Plan provides a comprehensive framework for citywide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, State, Federal, and private organizations and resources that may be activated to address disasters and emergencies in the City of Hiawatha

The City of Hiawatha Municipal Emergency Operations Plan ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, in response to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

Therefore, in recognition of the emergency management responsibilities of City government and with the authority vested in me as the Chief Executive Officer of the City of Hiawatha, I hereby promulgate the City of Hiawatha Municipal Emergency Operations Plan.

_____

Bill Bennett
Mayor, City of Hiawatha

This plan supersedes the City of Hiawatha Emergency Operation Plan dated May, 2006.

The City of Hiawatha Municipal Emergency Operations Plan delegates the Mayor's authority to specific individuals in the event that he or she is unavailable. The chain of succession in a major emergency or disaster is as follows:

1. Mayor Pro-Tem
2. Remaining Council members as available

_____
Date

_____
Bill Bennett
Mayor, City of Hiawatha

Signature Page

Kim Downs, City Administrator
City of Hiawatha

Dennis Marks, Police Chief
City of Hiawatha

Mike Nesslage, Fire Chief
City of Hiawatha

Pat Parsley, Building Official
City of Hiawatha

Marty Recker, Water Department Head
City of Hiawatha

Rod Jasa, Streets Department Head
City of Hiawatha

John Bender, City Engineer
City of Hiawatha

Kelly Kornegor, City Clerk
City of Hiawatha

Cindy Kudrna, City Finance Director
City of Hiawatha

Mark Parmenter, City Attorney
City of Hiawatha

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted

Record of Distribution

Plan #	Office/Department	Representative	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Basic Plan

I. Purpose, Scope, Situation, and Assumptions

A. Purpose

1. It is the purpose of this Plan to define the actions and roles necessary to provide a coordinated response within the City. This plan provides departments within the City of Hiawatha with a general concept of potential emergency assignments before, during, and following emergency situations. It also provides for the systematic integration of emergency resources when activated and does not replace county or local emergency operations plans or procedures.

B. Scope

1. This plan applies to all participating departments of the City of Hiawatha.

C. Situation Overview

1. Characteristics
   a. Location
      i. City of Hiawatha is in Linn County, the State of Iowa, located 42°2′40″N 91°40′52″W, and has an area of 4.232 mi^2
   b. Geographic
      i. Hiawatha is the third largest city in Linn County, 57th largest in the state of Iowa, and is part of the Cedar Rapids/Marion Metropolitan Area. It stretches from County Home Road on the north, to Blair's Ferry Rd on the south, along Interstate 380 and is the north gateway to the I-380 Corridor, stretching from Hiawatha to Iowa City.
   c. Demographic
      i. City of Hiawatha has as of the 2010 National Census:
         1) Population of 7024 residents
         2) Population density of 1,660 inhabitants per square mile
         3) 3,100 housing units
         4) The population is
            a) 88.9% White

b) 5.2% African American

c) 2.2% Asian with the

d) 3.7% Other

d. Designated Areas of Interest

i. Guthridge Park on Emmons St. between 7th and 10th

ii. Tucker Park on B Ave

iii. Clark Park off N. 18th Ave

iv. Cedar Valley Nature Trail. The trail head for the Cedar Valley Nature Trail, which connects Hiawatha to Waterloo, is located in Hiawatha.

v. Youth Soccer and Baseball leagues utilize these parks during the spring and summer.

e. Special Events

i. In late-August, City of Hiawatha hosts the Hiawatha Fun Fest, which brings a number of visitors to Guthridge Park.

ii. A weekly farmers market is held during the summer at Guthridge Park.

f. Economic Base and Infrastructure

i. Hiawatha's commercial base is complemented by solid and growing technology and service sectors. New construction has helped create new employment and smooth the impact of cyclical swings.

2. Hazard Profile

a. Potential Hazards

a) Hiawatha is subjected to the effects of many disasters, varying widely in type and magnitude from local communities to statewide in scope. The table below lists potential hazards by mitigation priority. Priority level has been determined by weighting probability, magnitude, warning time and duration to reach a priority 1-3 (1=High, 2=Medium, 3=Low). See Linn County Multi-Jurisdictional Hazard Mitigation Plan (See Figure 1)

3. Vulnerability Assessment

a. The City of Hiawatha, along with other agencies in Linn County have participated in joint hazard mitigation planning as documented in the Linn County Multi-Jurisdictional Hazard Mitigation Plan dated 2014.

Figure 1: Hiawatha Hazard Prioritization

Hazard	Type	Priority Level
Infrastructure Failure	Technological	1
Tornado and Windstorm	Natural	1
Severe Winter Storm	Natural	1
Thunderstorm, Lightning, and Hail	Natural	1
Flash Flood	Natural	1
Hazardous Materials Incident	Technological	1
Transportation Incident	Technological	1
Extreme Heat	Natural	2
Radiological Incident	Technological	2
Drought	Natural	2
Animal, Plant, Crop Disease	Natural	3
Human Disease	Natural	3
Terrorism	Human Caused	3
River Flood	Natural	3
Earthquake	Natural	3
Expansive Soils	Natural	3
Landslide	Natural	3
Grass and Wildland Fire	Natural	3
Levee and Dam Failure	Technological	Excluded
Sinkholes	Natural	Excluded

A. Planning Assumptions

1. Effective prediction and warning systems have been established that make it possible to anticipate certain disaster situations that may occur throughout the jurisdiction or the general area beyond the jurisdiction's boundaries.

2. It is assumed that any of the disaster contingencies could individually, or in combination, cause a grave emergency situation within the City of Hiawatha. It is also assumed that these contingencies will vary in scope and intensity, from an area in which the devastation is isolated and limited to one that is wide-ranging and extremely devastating. For this reason, planning efforts are made generally so that great latitude

is available in their application, considering they could occur in several locations simultaneously.

3. Initial actions to mitigate the effects of emergency situations or potential disaster conditions will be conducted as soon as possible by the local government.

4. Assistance to the affected jurisdictions by response organizations from another jurisdiction(s) is expected to supplement the efforts of the affected jurisdiction(s) in an efficient, effective, and coordinated response when jurisdiction officials determine their own resources to be insufficient.

5. Federal and State disaster assistance, when provided, will supplement, not substitute for, relief provided by local jurisdictions.

6. It is the responsibility of officials under this plan to save lives, protect property, relieve human suffering, sustain survivors, repair essential facilities, restore services, and protect the environment.

7. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested per existing 28E and Iowa Mutual Aid Compact agreements.

III. Concept of Operations

A. General

1. The following strategic priorities will be followed by initial responders.

   a. Addressing responder safety: Responders shall minimize risk to responders. Where risk is required, it should be weighed, calculated, and consistent with the level of benefit, i.e. risking lives to save a savable life, risking nothing for destroyed property.

   b. Life Safety: Protecting the lives of the citizens within the community.

   c. Stabilizing the event by mitigating any additional effects.

   d. Taking additional steps to protect property.

   e. Taking steps to protect the environment.

2. The Hiawatha City Council is the policy making group of the City. With consultation from the Incident Commander, they will determine policy and overall strategy. They may declare local states of emergency and request State assistance. All requests for State assistance are funneled through the Linn County Emergency Management Agency (LCEMA).

3. The Hiawatha City Administrator with support from the City Policy Staff (City Clerk, City Finance Director, and deputies,) coordinate response activities and communication between policy (City Council) and response agencies (City Departments).

4. The Hiawatha Fire Department and Police Department are primary responders in most emergencies. They share Incident Command responsibilities based on the type of event. They formulate local strategic, tactical, and task level work, reporting back to the City Administrator and policy group as needed.

5. The Hiawatha Police Department and Fire Department will be dispatched by the Linn County PSAP. If that PSAP becomes compromised by conditions, it will be relocated as per the operating agency.

6. Communications is maintained between the City of Hiawatha and Linn County Emergency Management Agency (LCEMA). LCEMA personnel may respond to the jurisdiction to facilitate ongoing information exchange, or where possible, a member of the policy group should respond to the LCEMA to act as a liaison.

7. LCEMA Emergency Operations Center (EOC), in collaboration with local jurisdictions, will serve as a central point of coordination for response and recovery operations and for deployment of resources within the counties, including cities within the counties.

8. Planning for recovery will be implemented at the concurrently with the emergency response actions necessary to protect the public. Preparations will be made for rapid deployment of resources necessary to facilitate recovery as authorized by City Council.

B. Hazard Control and Assessment. Initial Responders shall take the following actions.

1. Recognize the threats
2. Assess the hazards
3. Conduct a risk analysis
4. Select control strategy
5. Control hazards
6. Monitor hazards

C. Protective Action Selection. In order to provide protective actions for citizens of Hiawatha.

1. Conduct a risk analysis of the hazards
2. Determine protective actions
3. Determine public warning message notification means
4. Determine protective action implementation plan

D. Public warning notification systems are initiated through LCEMA. Should LCEMA not be available, Linn County Sherriff's office has the capability to issue mass warnings. The following procedure is to be used.

1. Determine message content
2. Select appropriate public warning system(s)
3. Contact the appropriate agency

4. Disseminate public warning messages

E. Protective Action Implementation

1. Protective actions are those taken to protect citizens from harm, by evacuating, sheltering in place, or other actions. When protective actions are required for an extended time or a large number of people, it is recommended that Linn County EMA be notified, and the Linn County EMA Emergency Operations Center made operational to provide support.

2. Determine the area affected and the action to be taken with consultation from public safety personnel, i.e. Police, Fire, Hazmat.

3. Control access and isolate danger area(s).

4. Determine the need for decontamination.

5. Provide local evacuation support, including temporary shelter areas, gathering locations, and other necessary support.

6. Determine the means for dissemination of information to the public.

7. Provide medical treatment as needed.

8. LCEMA is able to provide information and support regarding special populations.

9. Monitor progress of protective action implementation.

10. Consider search and rescue actions.

11. Consider security actions.

12. Consider Utility Control.

F. Short-term Needs

1. Long term shelter operations are conducted by the Salvation Army and Grant Wood Red Cross Chapter. It may be necessary to provide temporary shelter locally. Consider churches, schools, city buildings, and other facilities for temporary shelters.

2. Unite families as early as possible.

3. Address the need of medical patients.

4. Increase security.

5. Stabilize the affected area.

G. Long-term Needs

1. Determine Re-entry time and process.

2. Determine Recovery process.

V. Organization and Assignment of Responsibilities

A. General

1. Most departments/agencies of government have emergency functions in addition to their normal, day-to-day duties. These emergency functions usually parallel or complement normal functions. Each department/agency is responsible for developing and maintaining its own emergency management procedures.

B. The Emergency Operations Group (EOG) should consist of the following, or their designee.

1. Mayor
2. City Administrator
3. Police Chief
4. Fire Chief
5. Building Official
6. Water Department Superintendent
7. Streets Department Superintendent
8. City Engineer
9. City Clerk
10. City Finance Director
11. City Attorney

A. Assignment of Responsibilities

City/County Agencies	Responsibilities/ Functions
Chief Elected Officials	• Responsible for establishing policies, and strategies after consulting with initial responders and the Incident Commander. This may include: • Disaster declarations and formal aid request • Evacuation and protective action orders • Re-entry decisions • Other protective action decisions as necessary
Hiawatha City Administrator	• Coordinates response activities and communication between policy (City Council), Incident Command, and City Departments. • Acts as the public information officer for the City.

City/County Agencies	Responsibilities/ Functions
Linn County Emergency Management Agency	• EOC staffing and functioning • Communications • Operations of the shelter system in conjunction with the American Red Cross and Salvation Army • Emergency public information • Alert and warning systems • Assistance from other jurisdictions • State assistance • Federal assistance • Emergency control and use of resources • Homeland security and emergency preparedness training and education • Rumor control • Damage assessment • Comprehensive homeland security and emergency preparedness planning
Hiawatha Police Department	• Along with the fire department, initiating and maintaining command of local emergency operations until relieved. • Maintaining law and order • Controlling traffic • Protecting vital installations • Controlling and limiting access to the scene of the disaster • Supplementing communications • Assisting with all evacuation efforts • Search and rescue

City/County Agencies	Responsibilities/ Functions
Hiawatha Fire Department	• Along with the police department, initiating and maintaining command of local emergency operations until relieved. • Providing fire protection and the combating of fires • Search and rescue • Decontamination • Damage assessment. Note that Building Department may assist with this function. • Emergency medical transportation • Emergency medical treatment • Triage or assisting with triage • Assisting with special needs evacuation

City/County Agencies	Responsibilities/ Functions
Hiawatha Streets Department	• Maintaining designated major streets and avenues, highways, and other designated routes of travel. i. Early in the event, it is possible that road and direction signage may be missing. The streets department should focus early efforts on maintaining primary (snow emergency) routes and posting temporary signage where needed. • Assisting with heavy rescue • Decontamination • Engineering services as required • Debris removal • Maintenance of vehicles and other essential equipment of the various departments and agencies • Development of a plan of priorities to be used during the period of increased readiness that addresses the repair of vehicles and equipment • Maintenance of a reserve supply of fuel, and coordinating the fuel for all city vehicles and generators • Provisions for the immediate repair of emergency service vehicles and equipment, both in the field and in the shop, as the situation permits • Monitor sewer collection system within Hiawatha
Hiawatha Water Department	• Coordinate the repair, decontamination, and restoration of the municipal water system. • Recommend, if needed, the enactment of a water conservation program. • Report Damage to the Finance Director • Assists the Streets Department with duties.

City/County Agencies	Responsibilities/ Functions
Hiawatha Community Development/Building Officials	• Inspection of shelter sites for safe occupancy • Assist in initial damage assessment for purposes of requesting aid and developing strategy. • Inspection of damaged buildings, public and private, for safe occupancy • Enforcement of building codes
Legal Department	• Providing legal advice as required • Performing other necessary legal functions • Serving as a liaison with other legal and judicial agencies and sections of the government
Finance Department	• Maintaining records indicating city expenses incurred due to the disaster. • Maintaining economic stabilization as required • Maintaining a list of suppliers, vendors, and items of critical emergency need (through the appropriate procurement division) • Collecting damage assessment information • Provide information regarding dollar values of property damaged.
City Clerk	• Maintain logs, minutes and/or documentation of all city activities, particularly those of the Council and Emergency Operations Group.
City Engineer	• Aid in damage assessment • Provide direction and support to water and streets. • Act as a liaison with local utilities.

A. Support Functions

1. Support from the National Guard may be requested through Linn County Emergency Management. Military assistance will complement and not be a substitute for local participation in emergency operations. Military forces will remain at all times under military command, but will support and assist response efforts.

2. Support from other State government departments and agencies may be made available in accordance with the State plan.

3. Private sector organizations within the jurisdiction may assist with a wide variety of tasks based on their capabilities.

4. Volunteer agencies, such as the American Red Cross, local church/synagogue congregations, and assistive organizations, such as the Salvation Army, are available to give assistance with sheltering, feeding, and other issues, as necessary.

5. Assistance from surrounding jurisdictions may be available through the execution of a memorandum of understanding (MOU) or letter of agreement (LOA). LCEMA will facilitate request for assistance and completion of paperwork.

B. Continuity of Government

1. Succession of Command
   a. Local Government Succession
      i. Mayor
      ii. Mayor Pro-Tem
      iii. Remaining Council members as available.

2. Relocation of Government
   a. Should the Hiawatha City Hall not be available, city government operations will be relocated to the Hiawatha Public Works Facility. This facility provides space and security mechanisms.
   b. Should the Public Works Facility not be appropriate, government operations may be relocated to the Hiawatha Fire Station
   c. The City Administrator will determine further facilities as needed, should city hall be unavailable.

3. Preservation of Records

   a. Local Level

      a) It is the responsibility of city officials to ensure that all legal documents of both public and private nature recorded by the designated official be protected and preserved in accordance with applicable State and local laws. Examples include ordinances, resolutions, and meeting minutes.

III. Direction, Control, and Coordination

A. City officials have the authority to initiate response actions within the scope of their normal duties. They may contact the City Administrator to request the activation of the Emergency Operations Plan. In the absence of the City Administrator, the Fire Chief, or Police Chief may activate the plan.

1. The City Administrator, Mayor, Police Chief, or Fire Chief may activate the Emergency Operations Plan.

2. That official will notify the City Clerk or their designee to notify the officials listed in section III, B to respond to Hiawatha City Hall, or other designated location, to activate the local emergency operations group.

B. Command Responsibility for Specific Actions

1. General guidance of emergency operations
   a. City Departments will operate within their normal procedures to meet their mission and task, unless authorized and directed by Emergency Operations Group.

2. Direction of response
   a. The City of Hiawatha Mayor and Council has the responsibility for addressing threats to the City. This authority shall include, but not be limited to, the declaration of an emergency condition or disaster declaration within the City.
   b. The Police and Fire Chiefs will act as primary Incident Commanders, and as such, as advisors to their City's elected officials during any declared emergency affecting the people and property of the jurisdiction. Other city departments will conduct emergency operations within their scope of duties and provide information and input.
   c. State and Federal officials will coordinate their operations through the jurisdiction's elected or appointed officials or their designated representatives.

3. Incident Command System
   i. Initial responders will institute command consistent with their agency policy and utilizing principles of the National Incident Management System (NIMS) and Incident Command System (ICS.)

4. Assistance
    i. If the jurisdiction's own resources are insufficient or inappropriate to respond to the emergency situation, a request may be made for assistance from other jurisdictions, Linn County, the State of Iowa, or the Federal government. Request for assistance outside normal mutual aid agreements will be made via the LCEMA EOC. All response agencies are expected to fulfill mission assignments directed by the incident commander.

V. Information Collection and Dissemination

A. Disaster information managed by the City of Hiawatha Emergency Operations Group (EOG)/ Incident Command Post (ICP) is coordinated through agency representatives located in the EOG/ICP. These representatives collect information from and disseminate information to counterparts in the field. These representatives also disseminate information within the EOG that can be used to develop courses of action and manage emergency operations.

B. In Linn County utilizes WebEOC to share disaster information between responders, member jurisdictions, LCEMA, and the State of Iowa. In multi-jurisdictional events, a Joint Information Center (JIC) may be established by LCEMA.

VI. Communications

A. County wide communication protocols and coordination procedures are described in detail in the Linn County Emergency Management Communications Plan (ESF-2). Please refer to this plan for additional information.

B. **City of Hiawatha EOG Communications Procedures.**

1. Internal communications are important to the conclusion of any event. Information can be classified in three types

   a. Public Information that is released to the citizens to aid in response and recovery.

   b. Strategic Information regarding policy, goals, and objectives. Typically high level information between policy group and incident commanders.

   c. Tactical Communications occurring between units and staff working in the field.

1. Public Information:

   a. Efforts should be made throughout the event to keep the public apprised of what is happening. Accurate information can help alleviate panic and anxiety, or can convey the severity of an incident. In the early stages of an event, the department heads may release critical information prior to activation of EOG. Once the EOG is initiated, information is released only via the PIO in conjunction with the policy group.

   b. As part of its public information function, the EOG should assign at least one staff member to monitor news outlets, including television, internet, and social media, for incorrect information. Additionally, all city employees should aid by reporting rumors to the EOG as soon as possible. If the EOG is in need of information, or receives information regarding rumors that they cannot verify, they should assign someone to investigate and gain accurate information. By monitoring public information sources the City can avoid or avert rumors before they spiral out of control.

   c. The Police and Fire Chief's or their designees are authorized to release information to the media involving specific threats within their area of responsibility.

   d. Unless otherwise assigned by the EOG, the City Administrator shall act as the over all spokesperson for the City of Hiawatha and therefore acts as the PIO. The PIO should assign staff for assisting with the dissemination of information.

2. Strategic Information And Periodic EOG Briefings

   a. It is critical that communication be established between all levels of the city's response organization, and with outside agencies, in particular Linn County EMA. Regular briefings should be scheduled and held to facilitate communications. Each department head will develop a status report for each briefing held. If no briefings are being held, they shall provide a status report initially,

then every 6, 12, or 24 hours as requested by the policy group. In their most basic form, status reports will consist of a "CAN" report. Conditions, Actions, and Needs. (See below). During the briefing, this format will be utilized to guide reports. Status reports will be in hard copy format and will be submitted to the city clerk following the briefing.

b. The City Clerk will consolidate status reports, and with the assistance of the IC and City Administrator, develop and overall status report to be forwarded to Council Members, Linn County and State Emergency Operations Centers, and others as needed. The status reports are not to be released to the public during the emergency. Instead, the Public Information Officer, assisted by the City Administrator and City Clerk, will provide news releases. All status reports will be filed and will eventually become public record.

c. Below is a minimal listing of the information that should be documented in a department status report.

   i. Department Name, Person Preparing, Date, and Time.

   ii. Current conditions, ie status of water system, utilities, damaged homes, evacuations, staff, and resources. Include information that the IC and the Policy Group should know, be generous but focused.

   iii. Actions

      1) Actions already taken; IE snow routes are cleared, Electric controlled to the city, city blocks evacuated, haz mat leak stopped.

      2) Actionable objectives for the next "operational period"; Clear major streets, search neighborhood for victims, evaluate damage.

   iv. Need for additional resources. For example, 20 more police officers for road blocks. Chain saw crews. Fuel for trucks and generators. Food for volunteers.

v. Provide any additional comments as needed.

d. The Policy Group should also provide a high level strategic report. Along with overall CAN report, they should also provide a report including the following

i. Geographical information

ii. Weather forecast

iii. Expected changes in event conditions

iv. Strategic Goals

v. Objectives

vi. Safety items

vii. Other pertinent items

3. Tactical Communications:

a. Tactical Communications occur in the field between operating units, and supervisors and operating units. It's likely that cell phone communications will be negatively impacted during a disaster, and initial activities should be coordinated via radio. However, remember that communications can be monitored by the public and the media. Users should think before they discuss certain policy issues or in particular information regarding casualties.

b. The Hiawatha Fire Department and Hiawatha Police Department operate on the Linn County P25 system. This system allows regional communications with many entities. In addition, the City owns two independent radio repeaters with battery and generator power. All Public Works, Police, and Fire Vehicles have the capability to use these repeaters. Some city staff have been issued these radios. The FD has a small cache of portable radios on these frequencies that can be issued in an emergency. The radio systems

and portables are exercised annually at community events. The repeaters are;

i. Repeater known as "Public Works" located at 1410 Robins Rd. on the water tower.

   1) Frequency 453.100 +5.000 PL94.8

ii. Repeater known as "Public Safety" located at 6110 Blairs Ferry Rd. NE, (Aggregates Tower)

   1) Frequency 453.475 +5.000 PL141.3

B. The chart below provides an outline of basic information each department is responsible for. This is only a partial, not limited to list. When in doubt, report the information.

City Department	Information Collected and distributed
Chief Elected Officials and City Administrator	• Incident Strategy • Disaster Declarations • Evacuation Orders • Re-entry decisions • Guidelines for finance, personnel, work hours, • Public Information Officer(s)
Hiawatha City Clerk	• Collects information from various parties and distributes to others as needed. • Prepares status reports for distribution to LCEMA and Policy Group.

City Department	Information Collected and distributed
Hiawatha Police Department	• Overall status of incident • Status of Law Enforcement Staff • Status of issues relating to law and order. • Street closures, detours • Access information for public and responders • Security and law enforcement needs • Need for or status of evacuations.
Hiawatha Fire Department	• Overall status of incident • Status of fire staff • Fire and Emergency medical needs. • Status on search and rescue operations • Initial reports of damage assessment. • Known casualties • Need for or status of evacuations.
Hiawatha Streets Department	• Physical status of streets and roads. • Status of storm water and sewer system • Status of Streets Staff • Status on Debris Removal • Status and availability of equipment and needs • Status of Fuel, Salt, Sand, and other logistical needs. • Status of all city generators
Hiawatha Water Department	• Status of city water system • Status of water department staff and equipment • Need for any protective actions or water conservation.

City Department	Information Collected and distributed
Hiawatha Community Development/Building Officials	• Damage Assessment • Status of department staff
Finance Department	• Information on purchasing and budgeting policies
City Engineer	• Information regarding utilities, support information regarding public works.
GIS Specialist	• Provide maps as needed.

I. Administration, Finance, and Logistics

II. General Policies

1. Appointment of Officials
   i. The Emergency Operations Group are granted the authority to make tactical and strategic decisions, and to advise elected officials on policy.

2. Funding and Accounting
   i. The City of Hiawatha Purchasing Policies and Procedures states that the City Administrator and/or the Mayor may give approval by telephone for emergency purchases or expenditures during non-business hours with written requisitions and approval to follow on the next business day.

3. Records and Reports
   a. Hiawatha EOG/ Incident Command is responsible for submitting local government reports to Linn County Emergency Management.
   b. Responsibility for submitting local government reports to the Iowa Department of Homeland Security and Emergency Management (HSEMD) rests with Linn County Emergency Management.
   c. The City of Hiawatha EOG or designated Municipal Emergency Management Representative (EMR) maintains records of expenditures and obligations in emergency operations. They should also support the collection and maintenance of narrative and long-type records of response to all declared disasters.

4. Agreements and Understandings

   a. General

      i. Emergency use of resources and capabilities of organizations that are not part of a government structure will be pre-arranged through agreements to the maximum extent feasible. Duly authorized officials will enter into agreements, which will be formalized in writing whenever possible. LCEMA has such agreements on file and can facilitate relationships with Non-Governmental Organizations.

      i. Agreements between City Departments will be included in their respective SOPs, instructions, or other directives. Details

of such agreements are inappropriate for inclusion in these plans.

ii. Unless otherwise provided, agreements remain in effect until rescinded or modified. Annual or other periodic updates will prevent them from becoming outdated.

iii. A clear statement of agreement regarding payment reimbursement for personal services rendered, equipment costs, and expenditures of material is mandatory.

b. Agreements
Agreements with private relief organizations provide immediate aid to disaster victims and provide some types of aid that the government is unable to render.

c. Understandings
MOUs with adjoining counties or local governments recognize that certain situations require effective coordination and cooperation between jurisdictions to achieve effective response and provide for the general safety and health of residents. These documents formalize and focus attention on commitments and help avoid misunderstandings.

5. Assistance Stipulations

a. LCEMA shall be responsible for coordinating the use of volunteers and accepting donated goods.

B. Additional Policies

1. When the resources of local government are exhausted or when a needed capability does not exist within a local government, the local units of government call for assistance from the Linn County Emergency Management Agency.

2. The incident commander will submit periodic situation reports to the appropriate authority during a major disaster using standard ICS formats.

IV. Plan Development and Maintenance

A. Development

1. The designated municipal emergency management representative(s) is responsible for coordinating emergency planning.
   a. In Hiawatha the designated municipal emergency management representative is the Hiawatha Fire Chief.
2. The Linn County Emergency Management Agency is available to supporting emergency planning.

B. Maintenance

1. Requirements
   a. The Hiawatha City Clerk will maintain, distribute, and update the EOP. Responsible officials in State or local agencies should recommend changes and provide updated information periodically (e.g., changes of personnel and available resources). Revisions will be forwarded to people on the distribution list.
      i. To comply with requirements outlined in Nuclear Regulatory Commission Regulation 0654/FEMA-REP-1, the plans of jurisdictions located within the emergency planning zones with nuclear power plants must annually review, update (if needed), and certify plans to be current.
         1) Hiawatha is located within the Emergency Planning Zone (EPZ) of the Duane Arnold Energy Center (DAEC) and is subject to emergency response actions (i.e. evacuation, access control, etc.).
         2) Designated Radiation Emergency Plan (REP) emergency workers in Hiawatha are required to complete REP training on an annual basis.
            a) Hiawatha Fire Department
            b) Hiawatha Police Department
         3) The Linn County Emergency Management Agency is responsible for radiological planning in Linn County (See Linn County RERP).
   b. Directors of supporting agencies have the responsibility of maintaining internal plans, SOPs, and resource data to ensure prompt and effective response to and recovery from emergencies and disasters.

2. Review and Update
   a. Review
      a) Local officials should review the Hiawatha Municipal EOP Basic Plan and its appendices annually. The municipal local Emergency Management Representative should establish a process for the annual review of planning documents by those tasked in those documents, and for preparation and distribution of revisions or changes.
   b. Update
      i. Changes
         (1) Changes should be made to plans and appendices when the documents are no longer current. Changes in planning documents may be needed:
         2) When hazard consequences or risk areas change
         3) When the concept of operations for emergencies changes
         4) When departments, agencies, or groups that perform emergency functions are reorganized or can no longer perform the emergency tasks laid out in planning documents
         5) When warning and communications systems change
         6) When additional emergency resources are obtained through acquisition or agreement, the disposition of existing resources changes, or anticipated emergency resources are no longer available
         7) When a training exercise or an actual emergency reveals significant deficiencies in existing planning documents
         8) When State/territorial or Federal planning standards for the documents are revised
      ii. Methods of updating planning documents
         1) Plan Revision
            (1) A revision is a complete rewrite of an existing EOP or appendix that essentially results in a new document. Revision is advisable when numerous pages of the document have to be updated, when major portions of the existing document must be

deleted or substantial text added, or when the existing document was prepared using a word processing program that is obsolete or no longer available. Revised documents should be given a new date and require new signatures by officials.

2) Formal Plan Change

(1) A formal change to a planning document involves updating portions of the document by making specific changes to a limited number of pages. Changes are typically numbered to identify them, and are issued to holders of the document with a cover memorandum that has replacement pages attached. The cover memorandum indicates which pages are to be removed and which replacement pages are to be inserted in the document to update it. The person receiving the change is expected to make the required page changes to the document and then annotate the record of changes at the front of the document to indicate that the change has been incorporated into the document. A change to a document does not alter the original document date; new signatures on the document need not be obtained.

VI. Authorities and References

A. Legal Authority

1. Federal
   a. The Robert T. Stafford Disaster Relief and Emergency Assistance, Public Law 93-288 as amended
   b. Other executive orders and acts pertaining to disasters enacted or to be enacted
   c. Public Employees Occupational Safety and Health Act (PEOSHA) regulations
2. State
   a. State of Iowa Code, Chapter 29C: Emergency Management and Security
3. Local
   a. Hiawatha City Ordinances
      i. Chapter 30, Police Department
      ii. Chapter 35, Fire Department
      iii. Chapter 36, Hazardous Substance Spills
      iv. Chapter 41 Public Health and Safety.
4. Volunteer, Quasi-Governmental
   a. Act 58-4-1905, American National Red Cross Statement of Understanding, December 30, 1985.
   b. Mennonite Disaster Services – Agreement with FDAA, 1974.
   c. Public Law 93-288.

B. References

1. Federal
   a. Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, March 2009.
   b. Homeland Security Exercise and Evaluation Program (HSEEP), February 2007.
   c. National Incident Management System (NIMS), December 2008.

d. National Response Framework, Federal Emergency Management Agency, January 2008.

2. State
   a. State EOP
   b. State map with homeland security and emergency management regions
   c. State of Iowa Radiological Emergency Response Plan (RERP)
3. Local
   a. Hiawatha Recovery Plan for Technology and Records
   b. Hiawatha Facility Emergency Action Plans
   c. Linn County Comprehensive Emergency Plan
   d. Linn County 28E Mutual Aid Agreement
   e. Linn County Radiological Emergency Response Plan
      i. Hiawatha PD SOP LIC-05: Police Departments within the EPZ
      ii. Hiawatha FD SOP LIC-34: Fire Departments within the EPZ

DRAFT

RESOLUTION NO. 18-
City Council

RESOLUTION APPROVING AN AMENDED EMERGENCY OPERATIONS PLAN FOR THE CITY OF HIAWATHA TO ENHANCE THE ABILITY OF THE CITY DURING DISASTER RECOVERY

WHEREAS, the City Council has determined it necessary to amend the City's Emergency Operations Plan originally adopted in May of 2006, see attached Exhibit "A," and to set a policy for disaster and emergency purchases, and

WHEREAS, the purpose of an Emergency Operations Plan is to enhance the ability of the City of Hiawatha, Iowa to identify hazards that could impact the safety, health or lives of the citizens or property in the community. This plan provides a link to procedures that will be used by county and local governments, and is designed to be used in conjunction with:

- Linn County Multi-Hazard Emergency Operations Plan (EOP);
- SOP's prepared by local agencies that may respond in an emergency or disaster situation;
- Emergency Action Plans and Contingency Plans prepared by public and private sector organizations and facilities, and

WHEREAS, in a disaster, the City Administrator or his/her designee may authorize deviation from the purchasing practices required by the Purchasing Policy, including, but not limited to, the immediate purchase of material, supplies, equipment, and professional services, including those in excess of his/her City Council approved signature threshold, in the manner provided for in the Purchasing Policy, and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, that said Emergency Operations Plan and purchasing practices are hereby amended, approved and adopted.

AYES:
NAYS:
ABSENT:

PASSED AND APPROVED this 7th day of November, 2018.

_____
Bill Bennett, Mayor

ATTEST:

_____
Kelly Kornegor, City Clerk