

Board of Education Regular Meeting
Monday, May 13, 2024 7:00 PM
Music Room, Humboldt
810 Central Ave
Humboldt, NE 68376-9706

1. **OPEN MEETING NOTICE - CALL MEETING TO ORDER- ROLL CALL - PLEDGE OF ALLEGIANCE***
2. **WELCOME PATRONS AND GUESTS**
3. **PATRON COMMENT**
4. **APPROVE CONSENT AGENDA**
 - 4.1. Meeting Minutes
 - 4.2. Bills for Payment
 - 4.3. Review Treasurer's report
5. **REPORTS**
 - 5.1. Principal Lovercheck
 - 5.2. Assistant Principal Standerford
 - 5.3. NASB Report - Neal Kanel
 - 5.4. Committee Reports
6. **AGENDA ITEMS**
 - 6.1. Approve board member's leave of absence
 - 6.2. Strategic Plan Report
 - 6.3. Approve Adoption of Emergency Operations Plan for Richardson County
 - 6.4. School Nutrition Program Prices These prices include a \$0.10 price increase required by the SNP
 - 6.5. PRK-5 Student Handbook First Read
 - 6.6. Personnel: Resignations:
Holly Hawley
Macie Coffey
Tim Blecha
 - 6.7. Personnel Hires
Maren DeJonge Ag/Industrial Arts/Workbased Learning
Kasey True PK
Chambre Blondo Elementary
 - 6.8. Superintendent's Contract
7. **SUPERINTENDENT GRIFFITH REPORT**
8. **BOARD MEMBER CONCERNS**
9. **ADJOURN**

Board of Education Regular Meeting

Monday, April 8, 2024 7:00 PM

Music Room, Humboldt

Attendance Taken at 7:00 PM. Kyle Hilgenfeld: Present, Mike Kanel: Present, Neal Kanel: Present, Dave Mezger: Present, Scott Ogle: Present, Leah Reyes: Present.

1. OPEN MEETING NOTICE - CALL MEETING TO ORDER- ROLL CALL -PLEDGE OF ALLEGIANCE*

2. WELCOME PATRONS AND GUESTS

3. PATRON COMMENT

4. APPROVE CONSENT AGENDA

Motion to approve passed with a motion by Dave Mezger and a second by Mike Kanel. Yea: 6, Nay: 0

4.1. Meeting Minutes

4.2. Bills for Payment

4.3. Review Treasurer's report

5. REPORTS

5.1. Principal Lovercheck discussed the recent student recognitions & upcoming events.

5.2. Assistant Principal Standerford discussed upcoming events, field trips, conferences & testing.

5.3. NASB Report - Neal Kanel

5.4. Committee Reports

5.4.1. Building and Grounds

HVAC in commons area & landscaping - looking at different companies to complete these. 30 second shot clock & score table. Parking lot at football field.

6. AGENDA ITEMS

6.1. Approve board member's leave of absence

6.2. HTRSEA Modified Bargaining Agent Letter

Motion to approve passed with a motion by Mike Kanel and a second by Leah Reyes. Yea: 6, Nay: 0

6.3. Personnel

6.3.1. Resignations:

Megan Engel

Jennifer Bates

Amy Werts

6.3.2. Hires:

Jeffrey Tlamka

Motion to approve the three resignations & one hire passed with a motion by Neal Kanel and a second by Dave Mezger. Yea: 6, Nay: 0

6.3.3. Administration Contracts

Motion to renew the Assistant Principal & Principals contracts passed with a motion by Neal Kanel and a second by Kyle Hilgenfeld. Yea: 4, Nay: 2

6.4. American Fence Bid

Motion to proceed with the received passed with a motion by Kyle Hilgenfeld and a second by Neal Kanel. Yea: 6, Nay: 0

6.5. Purchase Three Box light Screens

Motion to approve the purchase passed with a motion by Mike Kanel and a second by Kyle Hilgenfeld. Yea: 6, Nay: 0

7. SUPERINTENDENT GRIFFITH REPORT

8. BOARD MEMBER CONCERNS

Motion to go to executive session at 7:19pm passed with a motion by Mike Kanel and a second by Dave Mezger. Yea: 6, Nay: 0

Motion to go out of executive session at 7:49pm passed with a motion by Neal Kanel and a second by Mike Kanel. Yea: 6, Nay: 0

9. ADJOURN

Adjourn at 7:57pm

Respectfully submitted,
Chantel Farwell

Account Number	Detail Description	Amount
02 2900 732 000	2025 Thomas Bus Purchase	115,750.00
Total TRUCK CENTER COMPANIES		115,750.00
Checking Account ID 02		115,750.00
08 2610 890 000	Window Wraps	1,254.23
Total Revolution Wraps		1,254.23
Checking Account ID 08		1,254.23
01 1200 591 003	PO 7875 EL PBIS EOY Show	550.00
Total Adam White Magic		550.00
01 2510 310 000	FISCAL SERV/BANK FEES	58.49
Total AMERICAN NATIONAL BANK		58.49
01 2310 890 000	Retirement Plaques 23/24	171.83
Total AWARDS UNLIMITED INC		171.83
01 2620 350 000	Parts & Repairs	146.26
01 2620 350 000	Parts & Repairs	271.29
Total BEATRICE MECHANICAL SERVICE		417.55
01 2610 621 000	fuel-utilities	2,444.89
01 2610 621 000	fuel-utilities	2,760.49
Total BLACK HILLS ENERGY		5,205.38
01 2620 610 000	Maint Supplies	40.42
Total Blecha's General Store		40.42
01 1100 733 001	Shot Clock	1,481.88
01 1100 733 001	Score Table	4,278.93
Total BSN Sports,LLC		5,760.81
01 2320 580 000	Hotel DG	280.12
Total Candlewood Suites		280.12
01 2620 610 000	MAINT Supplies	153.42
01 2230 610 000	Tech Supplies	102.68
01 2320 890 000	PO 7846	234.54
01 2230 650 000	Microsoft 365	720.00
01 2230 610 000	PO 7849	198.35
01 2230 610 000	PO 7849 return	(182.23)
01 1100 890 002	EHA Fruit	14.72
01 2510 890 000	PO 7860	164.27
01 2710 890 000	Bus Decals	564.18
01 6988 610 000	POs:7857.7841	958.05
01 2620 610 000	Landscaping Maint	811.70
01 2710 610 000	Bus Maint Supplies	38.94
01 2510 531 000	POSTAGE	219.93
01 1100 890 001	PO 7869	91.25
01 2510 531 000	POSTAGE	9.00
01 2510 580 000	Meal	32.16
01 2510 580 000	Hotel	149.91
01 1100 890 001	Sams Club Renewal	117.98
01 6988 610 000	PO 7832	175.00
01 2320 890 000	PO 7859	23.41
01 1100 610 001	Tiny House	1,048.83
01 1100 610 003	PO 7854	94.98
01 1200 580 000	Meals	31.56
01 1200 580 000	Fuel	36.51
01 2570 330 000	PO 7853	35.00
01 1100 111 001	JWPepper	72.99
01 2320 580 000	Supt Meal	18.06
01 2320 580 000	Hotel	324.40
01 2320 580 000	Hotel	(324.40)
01 1100 111 001	JWPepper	(60.00)

Account Number	Detail Description	Amount
01 2230 610 000	Tech Supplies	14.68
01 2510 610 000	PO 7883 Lunch office supplies	62.74
01 2230 610 000	PO 7883	368.50
01 3541 610 003	POs: 7851.7901	50.98
01 3300 610 000	POs: 7864.7865.7867.7866	1,876.32
01 6988 610 000	PO 7863	342.28
Total CARDMEMBER SERVICE		8,590.69
01 2620 410 000	23770.1	123.97
01 2620 410 000	20380	191.28
01 2620 410 000	20945	94.42
01 2620 410 000	20360	239.24
01 2620 410 000	20370	267.72
01 2620 410 000	20365	98.76
01 2620 410 000	20947	88.98
01 2620 410 000	20840.1	70.16
Total CITY OF HUMBOLDT		1,174.53
01 3541 610 003	Sixpence Supplies	51.50
01 1100 610 003	EL Supplies - Booklt	62.90
Total CLEANING COUSINS, LLC		114.40
01 2230 650 000	tech / OCIO	267.63
01 2230 650 000	tech / OCIO	267.63
Total DAS STATE ACCOUNTING - CENTRAL FINANCE		535.26
01 1100 610 001	PO 7888 Music	158.18
01 1100 610 001	POs7862.7873	179.20
Total DIETZE MUSIC HOUSE		337.38
01 6988 610 000	PO 7844	3,475.76
Total DISCOUNT SCHOOL SUPPLY		3,475.76
01 2620 350 000	Labor	300.00
01 2620 610 000	Supplies	85.67
01 2620 610 000	Supplies	23.45
Total DSTK PHILLIPS, INC		409.12
01 1100 440 000	EGoldfax Contract	38.99
Total EAKES OFFICE SOLUTIONS		38.99
01 2620 610 000	PO 7838	1,311.71
Total EGAN SUPPLY CO		1,311.71
01 6408 591 003	0-2 EC SPED Dir	204.12
01 6408 591 003	3-5 EC SPED Dir	204.12
01 6408 591 003	0-2 EC Audiology	87.51
01 6408 591 003	3-5 EC Audiology	87.52
01 6408 591 003	0-2 EC	600.00
01 6408 591 003	0-2 EC Consultant	254.17
01 6408 591 003	3-5 EC Consultant	254.16
01 1200 591 003	EL SPED Dir	1,837.08
01 1200 591 003	Secondary SPED Dir	1,837.08
01 2151 591 000	EL Audiology	787.66
01 2151 591 000	Secondary Audiology	787.66
01 1200 591 003	EL Behavior	200.00
Total ESU #4		7,141.08
01 2230 643 000	tech hosting services	61.23
Total ESU #6		61.23
01 2620 610 000	Maint Supplies	58.59
Total FALLS CITY MERCANTILE CO.		58.59
01 2620 420 000	trash-utilities	561.70
Total FALLS CITY SANITATION		561.70

Account Number	Detail Description	Amount
01 2710 890 000	SS Physical	46.77
Total FAMILY MEDICINE		46.77
01 2620 610 000	991697	95.46
01 2620 610 000	991893	125.10
01 2620 610 000	992224	1,183.49
Total FARM & CITY SUPPLY		1,404.05
01 1100 382 001	distance learning	430.87
Total FIBER PLATFORM, LLC		430.87
01 2620 350 000	Oven Repairs - Labor	488.75
01 2620 890 000	Oven Repairs - Mileage	207.00
Total GOODWIN TUCKER GROUP		695.75
01 1200 580 000	PO 7780 SPED Conf - Hotel	642.20
Total HAMPTON INN KEARNEY		642.20
01 2620 610 000	PO 7856	461.13
01 2620 610 000	PO 7827	728.12
Total HOME DEPOT PRO, THE		1,189.25
01 2620 610 000	Floral Bouquet - M	90.95
Total Home in Bloom		90.95
01 1100 440 000	Staple Copier Lease	1,287.03
Total Hometown Leasing		1,287.03
01 2310 540 000	advertising messages	255.00
Total HTMC		255.00
01 1100 890 001	Sr. Stoles & Tassels	860.10
Total HTRS ACTIVITY FUND		860.10
01 102	payroll expenses	579,599.55
01 102	payroll expenses	3.00
Total HTRS PAYROLL ACCT		579,602.55
01 2310 540 000	advertising	171.09
Total HUMBOLDT STANDARD		171.09
01 1100 890 001	Diploma Package	143.95
Total JOSTEN'S		143.95
01 2310 540 000	advertising-radio	60.00
Total KNZA INC		60.00
01 2330 317 000	legal services	362.00
Total KSB School Law		362.00
01 2620 350 000	water soft contract	492.48
Total KURITA AMERICA INC		492.48
01 6408 340 003	0-2 yo	169.23
01 6408 340 003	3-5 yo	1,344.68
01 2161 340 000	SA	1,394.34
Total MALCOLM, MARY		2,908.25
01 2620 890 000	Record Boards	68.80
Total Merz Ink		68.80
01 6408 340 003	0-2 YO	328.88
01 6408 340 003	3-5 YO	258.92
01 2171 340 000	SA	589.45
Total NATIONAL THERAPEUTIC ASSOCIATES, INC		1,177.25
01 2710 330 000	Bus Endorsement Cours - BC	270.00
Total NEBRASKA SAFETY CENTER @ UNK		270.00
01 2620 431 000	Annual Boiler Cert	180.00
Total NEBRASKA STATE FIRE MARSHAL		180.00
01 1200 591 001	Spring Quarter LO	3,468.00
Total Nebraska Transition College		3,468.00

Account Number	Detail Description	Amount
01 2610 621 000	31711	31.58
01 2610 621 000	43471	4,124.73
01 2610 621 000	43465	42.77
01 2610 621 000	43462	79.95
01 2610 621 000	69158	41.16
01 2610 621 000	118003	142.78
01 2610 621 000	31711	31.58
Total NPPD		4,494.55
01 2710 890 000	Turnpike FFA	9.70
Total OTA-PLATEPAY		9.70
01 2310 540 000	advertising	514.51
Total Pawnee Republican		514.51
01 2620 350 000	pest control-spraying	72.00
01 2620 350 000	pest control-spraying	72.00
Total SCHENDEL PEST CONTROL		144.00
01 1100 890 002	PO 7877	108.00
Total SCHMITT MUSIC		108.00
01 2230 650 000	PO 7889 Annual Elem Order	2,105.85
Total SCHOLASTIC INC		2,105.85
01 6988 610 000	PO 7839 STEAM	7,922.37
01 6989 610 000	PO 7839 STEAM	2,640.80
Total SPHERO INC		10,563.17
01 2710 626 000	Fuel	3,458.90
01 2712 626 000	SPED Fuel	147.00
01 2710 626 000	Fuel	4,667.46
01 2712 626 000	SPED Fuel	198.00
Total STATION SERVICE CENTER INC., THE		8,471.36
01 2710 890 000	VM.SF.BJ	315.00
Total SURNALI, LLC		315.00
01 2320 650 000	monthly contract or service	242.00
Total TIME MANAGEMENT SYSTEMS		242.00
01 2620 350 000	elevator maintenance	543.26
Total TK ELEVATOR CORPORATION		543.26
01 1100 382 001	Extension asst Wages	3,317.42
01 1100 382 001	Extension asst Wages	3,325.94
Total Univresity of Nebraska - Lincoln		6,643.36
01 2510 530 000	Phone - Principal	149.51
01 3541 890 000	cell phone - sixpence	68.11
Total US Cellular		217.62
01 2161 340 000	OT SPED Services	3,847.50
01 2161 340 000	OT Travel Expenses	465.48
Total WILCOCK, JOY		4,312.98
01 2510 530 000	9335	109.79
01 2510 530 000	7215	625.69
01 2510 530 000	9335	110.26
Total WINDSTREAM NEBRASKA		845.74
01 6988 610 000	PO 7843	2,246.25
01 6989 610 000	PO 7843	748.75
Total WONDER WORKSHOP INC		2,995.00
01 2320 330 000	PO 7894-Aptitude & Career Disc.	1,200.00
Total YouScience		1,200.00
Checking Account ID 1		675,827.48

Activity Fund Balance Report - Summary - Exclude Encumbrances
04/2024 - 04/2024

Regular; Beginning Month 04/2024; Processing Month 04/2024; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0099	2026	3,708.33	0.00	0.00	0.00	3,708.33
05 704 0100	Athletics - Miscellaneous	(22,032.23)	2,830.00	822.00	0.00	(24,040.23)
05 704 0102	2029	0.00	0.00	125.00	0.00	125.00
05 704 0122	2025	10,633.84	3,773.88	516.00	0.00	7,375.96
05 704 0123	2021	2,174.69	0.00	0.00	0.00	2,174.69
05 704 0124	2023	1,624.08	0.00	0.00	0.00	1,624.08
05 704 0125	2024	3,089.25	2,160.00	0.00	0.00	929.25
05 704 0132	2027	1,367.05	0.00	0.00	0.00	1,367.05
05 704 0133	2028	1,123.18	0.00	145.00	0.00	1,268.18
05 704 0135	Annual	(2,599.11)	0.00	2,944.00	0.00	344.89
05 704 0136	Drill Team	1,100.19	0.00	0.00	0.00	1,100.19
05 704 0137	Track	541.23	807.42	0.00	0.00	(266.19)
05 704 0138	Concession	4,083.13	712.33	249.67	0.00	3,620.47
05 704 0139	FCS	429.76	0.00	0.00	0.00	429.76
05 704 0140	Industrial Arts	3,976.12	0.00	0.00	0.00	3,976.12
05 704 0141	One Act	149.45	0.00	0.00	0.00	149.45
05 704 0142	Student Council - H S	670.39	0.00	0.00	0.00	670.39
05 704 0143	H.S. Youth Leadership	5,556.14	90.00	0.00	0.00	5,466.14
05 704 0144	H.S. Cheerleading	971.38	373.00	0.00	0.00	598.38
05 704 0145	Legion Scholarship	1,721.96	0.00	0.00	0.00	1,721.96
05 704 0146	Foundation Scholarship	2,075.00	1,800.00	0.00	0.00	275.00
05 704 0147	Donations	4,806.84	0.00	950.00	0.00	5,556.84
05 704 0148	Activities	(14,972.38)	1,058.48	1,430.72	0.00	(14,600.14)
05 704 0149	Library	5,601.95	230.00	0.00	0.00	5,371.95
05 704 0150	Wrestling	(1,104.77)	0.00	0.00	0.00	(1,104.77)
05 704 0151	Grants & Scholarships	3,864.81	91.71	0.00	0.00	3,773.10
05 704 0152	Elementary	671.21	0.00	0.00	0.00	671.21
05 704 0154	Music (new)	564.25	2,712.60	3,698.91	0.00	1,550.56
05 704 0155	Snack Cart	566.22	394.71	942.25	0.00	1,113.76
05 704 0156	Leap Program	4,564.00	0.00	0.00	0.00	4,564.00
05 704 0157	COF	2,614.98	0.00	0.00	0.00	2,614.98
05 704 0160	Cheerleading-Mid School	65.00	0.00	0.00	0.00	65.00
05 704 0161	StuCo - Middle School	2,186.19	0.00	0.00	0.00	2,186.19
05 704 0162	Mock Trial	705.43	0.00	0.00	0.00	705.43
05 704 0163	Volleyball Club	149.39	0.00	0.00	0.00	149.39
05 704 0164	Golf Club	1,033.86	259.00	90.00	0.00	864.86

Activity Fund Balance Report - Summary - Exclude Encumbrances
04/2024 - 04/2024
Regular; Beginning Month 04/2024; Processing Month 04/2024; Accounts to Include Accounts with Activity; Fund
Number 05

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0165	Middle School-Youth Leadership	946.66	0.00	0.00	0.00	946.66
05 704 0166	Power Lifting	2,957.30	0.00	0.00	0.00	2,957.30
05 704 0168	Speech	317.35	1,007.40	824.79	0.00	134.74
05 704 0169	MS Robotics	2,513.71	0.00	0.00	0.00	2,513.71
05 704 0171	Boys Basketball	3,600.77	492.41	0.00	0.00	3,108.36
05 704 0172	Girls Basketball	1,060.00	480.00	0.00	0.00	580.00
05 704 0173	Sport Posters	717.98	0.00	0.00	0.00	717.98
05 704 0174	Football Club	875.19	0.00	0.00	0.00	875.19
05 704 0175	FFA	1,455.00	1,872.16	270.00	0.00	(147.16)
05 704 0176	HS Robotics	241.15	0.00	0.00	0.00	241.15
05 704 0995	Interest	377.25	0.00	0.00	0.00	377.25
05 704 0996	Service Charge	(4,047.70)	0.00	0.00	0.00	(4,047.70)
Fund Total: 05		<u>42,495.47</u>	<u>21,145.10</u>	<u>13,008.34</u>	<u>0.00</u>	<u>34,356.71</u>

**Humboldt Table Tock S Rock Steinauer School
Breakfast/Lunch Program**

Apr-24

RECEIPTS

Lunches	\$6,933.27
State	\$9,184.87
Int.	\$1.71
TOTAL RECEIPTS	\$16,119.85

EXPENSES

Neb. Food Dist.	\$145.70
Sysco	\$2,102.48
Niders	\$255.92
US Foods	\$2,156.35
HTRS Gen. Acct.	\$11,591.96
Fall City Merc.	\$4,013.31
Cash-Wa	\$1,005.33
Jill Schardt	\$225.80

TOTAL EXPESES	\$9,904.87
BALANCE	\$48,431.28

HTRS ACCOUNT BALANCES - Cash on Hand

04.30.2024

Account		April	Previous Month
ACTIVITY ACCOUNT	x488	\$ 34,358.71	\$ 42,478.29
BREAKFAST/LUNCH	x462	\$ 48,431.28	\$ 42,216.32
BUILDING FUND	x0640	\$ 976,837.10	\$ 965,717.28
DEPRECIATION	x3541	\$ 299,922.68	\$ 415,256.19
EMPLOYEE BEN FUND MM	x7455	\$ 149,473.17	\$ 149,350.98
GENERAL FUND	x2567	\$ 1,005,252.23	\$ 1,093,706.34
OFFICE ACCOUNT	x3638	\$ 4,138.64	\$ 4,138.64
PAYROLL FUND	x2648	\$ 75,392.78	\$ 75,865.76
QCPUF	x2583	\$ 7,246.54	\$ 7,241.86
STUDENT FEES	x5156	\$ 13,564.02	\$ 13,560.02

INTERNAL TRANSFERS - Current FY
<u>GENERAL to LUNCH FUND</u>
<u>GENERAL to Activity FUND</u>
<u>GENERAL to PAYROLL</u>

Fund: 01

General Fund

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	Taxes Levied/Assessed	5,826,263.00	167,814.21	2,665,983.89	45.76	3,160,279.11
01 1115	Carline Tax	30,900.00	0.00	2,129.97	6.89	28,770.03
01 1120	Public Power Dist. Sales Tax	0.00	37,196.52	37,694.38	0.00	(37,694.38)
01 1125	Motor Vehicle Tax	432,600.00	26,941.87	197,222.63	45.59	235,377.37
01 1140	Penalties/Int on Taxes	26,780.00	1,636.15	15,595.66	58.24	11,184.34
01 1190	Other taxes levied	0.00	(440.79)	305,450.81	0.00	(305,450.81)
01 1311	Tuition Drivers Education	6,180.00	1,200.00	1,400.00	22.65	4,780.00
01 1315	Tuition from other entities(early entry)	3,605.00	0.00	1,837.28	50.96	1,767.72
01 1370	Preschool tuition	30,900.00	575.00	17,853.68	57.78	13,046.32
01 1800 1810	Fitness Center Dues	7,210.00	150.00	1,900.00	26.35	5,310.00
01 1800 1830	Laptop Fees	7,210.00	144.00	3,517.00	48.78	3,693.00
01 1800 1840	Industrial Arts Fees	1,545.00	34.00	734.00	47.51	811.00
01 1800 1850	Before/After School Program	0.00	699.00	699.00	0.00	(699.00)
01 1800 1860	For future use	0.00	0.00	300.00	0.00	(300.00)
01 1800 1870	Daycare Receipts	0.00	0.00	15,157.00	0.00	(15,157.00)
01 1910	Rental Of School Facilities	5,150.00	0.00	420.00	8.16	4,730.00
01 1911	Local license fees	9,270.00	4,412.89	4,052.09	43.71	5,217.91
01 1920	Contributions/Donations	10,300.00	0.00	24,538.35	238.24	(14,238.35)
01 1921	City-Police court fines	0.00	0.00	6,916.45	0.00	(6,916.45)
01 1925	Grant Receipts	51,500.00	0.00	270.00	0.52	51,230.00
01 1990	Misc local revenue (garn)	10,300.00	617.70	1,487.71	14.44	8,812.29
	Subtotal: LOCAL RECIEPTS	6,459,713.00	240,980.55	3,305,159.90	51.17	3,154,553.10
01 2110	County Fines & Lience Fees	115,360.00	4,367.90	22,592.12	19.58	92,767.88
01 2130	Other County Sources	0.00	0.00	3,931.39	0.00	(3,931.39)
01 2210	ESU Receipts	18,540.00	0.00	9,435.25	50.89	9,104.75
	Subtotal: COUNTY AND ESU RECEIPTS	133,900.00	4,367.90	35,958.76	26.85	97,941.24
01 3110	State Aid	49,440.00	44,159.00	309,113.00	625.23	(259,673.00)
01 3120	SPED School Age (SA)	644,265.00	123,041.00	694,083.00	107.73	(49,818.00)
01 3125	SPED Transportation (SA)	27,810.00	0.00	0.00	0.00	27,810.00
01 3130	Homestead Exemption	114,330.00	7,151.46	14,295.32	12.50	100,034.68
01 3131	Property tax credit	824,000.00	41,204.11	459,739.83	55.79	364,260.17
01 3133	Nameplate Capacity Tax (windmills)	206,000.00	0.00	55,914.47	27.14	150,085.53
01 3180	Pro Rate Motor Vehicle	30,900.00	5,613.64	10,537.63	34.10	20,362.37
01 3400	State apportionment	128,750.00	0.00	74,106.76	57.56	54,643.24
01 3535	High ability learners	6,695.00	0.00	4,280.00	63.93	2,415.00
01 3541	Sixpence Grant Receipts	93,730.00	71,568.00	71,568.00	76.36	22,162.00
01 3990	Other State Receipts	10,300.00	0.00	0.00	0.00	10,300.00
	Subtotal: STATE RECEIPTS	2,136,220.00	292,737.21	1,693,638.01	79.28	442,581.99
01 4310	REAP Grants	30,900.00	0.00	0.00	0.00	30,900.00
01 4421	IDEA Part B (611) ARP	0.00	0.00	12,600.00	0.00	(12,600.00)
01 4422	Prek (619) ARP Base Enrol. Poverty	0.00	0.00	1,083.00	0.00	(1,083.00)
01 4505	Title I, Part A ESSA	113,300.00	73,301.00	73,301.00	64.70	39,999.00
01 4516	IDEA PreK Base (619) Age 3-5	5,150.00	0.00	645.00	12.52	4,505.00
01 4518	SPED - IDEA Base/Enr Pov	360,500.00	0.00	120,140.00	33.33	240,360.00
01 4521	IDEA Part B, Propt, Age 3-21	25,750.00	0.00	2,719.00	10.56	23,031.00
01 4705	Flood control	25,750.00	0.00	15,585.52	60.53	10,164.48
01 4708	Medicaid in Public Schools MIPS	0.00	0.00	28,519.96	0.00	(28,519.96)
01 4709	Medicaid Admin Activities MAAAPS	28,840.00	0.00	5,284.43	18.32	23,555.57
01 4969	TITLE IV (6969)	26,780.00	10,000.00	10,000.00	37.34	16,780.00
01 4988	ARP ESSER III AFTER school	0.00	0.00	26,901.00	0.00	(26,901.00)
01 4989	ARP - ESSER III SUMMER school	0.00	0.00	40,789.00	0.00	(40,789.00)
01 4996	CARES ACT - ESSERS 1	0.00	0.00	0.00	0.00	0.00
01 4997	Cares Act - ESSERS II	61,800.00	0.00	0.00	0.00	61,800.00
01 4998	ESSERS III ARP	293,550.00	0.00	0.00	0.00	293,550.00

Fund: 01 General Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
	Subtotal: FEDERAL RECEIPTS	972,320.00	83,301.00	337,567.91	34.72	634,752.09
01 5200	Fund Transfers In (from other HTRS fund)	10,300.00	0.00	233,786.38	2,269.77	(223,486.38)
01 5300	Sale of Property	10,300.00	0.00	0.00	0.00	10,300.00
01 5301	Insurance refunds/adjustments	5,150.00	0.00	3,626.00	70.41	1,524.00
01 5500	TRANSFERS FROM FUNDS (INCOMING)	103,000.00	0.00	15,753.12	15.29	87,246.88
01 5690	Other Non-revenue Receipt	128,381.00	100.00	102,513.90	79.85	25,867.10
	Subtotal: NON-REVENUE RECEIPTS	257,131.00	100.00	355,679.40	138.33	(98,548.40)
01 9000	Non-programmed Receipts	51,500.00	0.00	44,959.35	87.30	6,540.65
	Subtotal: NON-PROGRAM RECEIPTS	51,500.00	0.00	44,959.35	87.30	6,540.65
	Fund Total:	10,010,784.00	621,486.66	5,772,963.33	57.67	4,237,820.67

Fund: 02 Depreciation Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
02 1510	DEPR INTEREST	0.00	416.49	4,864.88	0.00	(4,864.88)
	Subtotal: LOCAL RECIEPTS	0.00	416.49	4,864.88	0.00	(4,864.88)
	Fund Total:	0.00	416.49	4,864.88	0.00	(4,864.88)

Fund: 03 Employee Benefit Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
03 1510	EE BEN INTEREST	0.00	122.19	1,017.44	0.00	(1,017.44)
	Subtotal: LOCAL RECIEPTS	0.00	122.19	1,017.44	0.00	(1,017.44)
	Fund Total:	0.00	122.19	1,017.44	0.00	(1,017.44)

Fund: 05 ACTIVITY FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
05 1710 0099	2026 Revenue	0.00	0.00	4,887.30	0.00	(4,887.30)
05 1710 0100	Athletics - Miscellaneous Revenue	0.00	822.00	27,711.46	0.00	(27,711.46)
05 1710 0102	2029	0.00	125.00	125.00	0.00	(125.00)
05 1710 0122	2025	0.00	516.00	7,913.94	0.00	(7,913.94)
05 1710 0125	2024 Revenue	0.00	0.00	10.75	0.00	(10.75)
05 1710 0132	2027 Revenue	0.00	0.00	578.55	0.00	(578.55)
05 1710 0133	2028 Revenue	0.00	145.00	362.88	0.00	(362.88)
05 1710 0135	Annual Revenue	0.00	2,944.00	4,554.00	0.00	(4,554.00)
05 1710 0138	Concession	0.00	249.67	25,448.75	0.00	(25,448.75)
05 1710 0141	One Act Revenue	0.00	0.00	1,946.40	0.00	(1,946.40)
05 1710 0142	Student Council - H S Revenue	0.00	0.00	1,296.20	0.00	(1,296.20)
05 1710 0143	H.S Youth Leadership Revenue	0.00	0.00	929.44	0.00	(929.44)
05 1710 0144	H.S. Cheerleading Revenue	0.00	0.00	6,107.12	0.00	(6,107.12)
05 1710 0146	Foundation Scholarship Revenue	0.00	0.00	10,700.00	0.00	(10,700.00)
05 1710 0147	Donations Revenue	0.00	950.00	950.00	0.00	(950.00)
05 1710 0148	Activities Revenue	0.00	1,430.72	12,953.46	0.00	(12,953.46)
05 1710 0149	Library Revenue	0.00	0.00	773.05	0.00	(773.05)
05 1710 0154	Music Revenue (new)	0.00	3,698.91	6,621.17	0.00	(6,621.17)
05 1710 0155	Snack Cart Revenue	0.00	942.25	5,818.61	0.00	(5,818.61)
05 1710 0160	Cheerleading-Mid School Revenue	0.00	0.00	65.00	0.00	(65.00)
05 1710 0163	Volleyball Club Revenue	0.00	0.00	3,647.25	0.00	(3,647.25)
05 1710 0164	Golf Club Revenue	0.00	90.00	90.00	0.00	(90.00)
05 1710 0168	Speech Revenue	0.00	824.79	1,212.14	0.00	(1,212.14)
05 1710 0171	Boys Basketball Revenue	0.00	0.00	247.26	0.00	(247.26)
05 1710 0173	Sport Posters Revenue	0.00	0.00	(9,763.25)	0.00	9,763.25
05 1710 0174	Football Club Revenue	0.00	0.00	690.40	0.00	(690.40)
05 1710 0175	FFA	0.00	270.00	8,907.00	0.00	(8,907.00)
05 1710 0995	Interest Revenue	0.00	0.00	20.51	0.00	(20.51)
Subtotal: LOCAL RECIEPTS		0.00	13,008.34	124,804.39	0.00	(124,804.39)
Fund Total:		0.00	13,008.34	124,804.39	0.00	(124,804.39)

Fund: 06 School Nutrition

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
06 1510	INTEREST	0.00	1.71	23.92	0.00	(23.92)
06 1611	SALE OF LUNCHES/MILK	0.00	6,458.20	63,131.02	0.00	(63,131.02)
	Subtotal: LOCAL RECIEPTS	0.00	6,459.91	63,154.94	0.00	(63,154.94)
06 3150	STATE REIMBURSEMENT(OF NUTRITION PROG)	0.00	9,659.94	83,253.52	0.00	(83,253.52)
	Subtotal: STATE RECEIPTS	0.00	9,659.94	83,253.52	0.00	(83,253.52)
	Fund Total:	0.00	16,119.85	146,408.46	0.00	(146,408.46)

Fund: 08 Building Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
08 1100	BUILDING COUNTY RECEIPTS	0.00	7,140.80	125,121.43	0.00	(125,121.43)
08 1115	BLDG CARLINE TAXES	0.00	0.00	105.63	0.00	(105.63)
08 1120	PUBLIC POWER DIST SALES TAX	0.00	1,545.51	1,545.51	0.00	(1,545.51)
08 1140	BLDG PEN/INT ON TAXES	0.00	9.21	452.18	0.00	(452.18)
08 1510	BLDG - INTEREST	0.00	1,318.75	10,068.73	0.00	(10,068.73)
Subtotal: LOCAL RECIEPTS		0.00	10,014.27	137,293.48	0.00	(137,293.48)
08 3130	BLDG HOMESTEAD EXEMPTION	0.00	312.52	623.80	0.00	(623.80)
08 3131	BLDG PROPERTY TAX CREDIT	0.00	(72.60)	11,964.04	0.00	(11,964.04)
08 3132	BLDG Personal property tax credit	0.00	1,874.13	21,641.98	0.00	(21,641.98)
08 3133	BLDG Nameplate Capacity	0.00	0.00	2,612.18	0.00	(2,612.18)
08 3180	BLDG PRO-RATE MV	0.00	245.73	489.63	0.00	(489.63)
Subtotal: STATE RECEIPTS		0.00	2,359.78	37,331.63	0.00	(37,331.63)
Fund Total:		0.00	12,374.05	174,625.11	0.00	(174,625.11)

Fund: 09 Qualified Capital Purpose Undtk Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
09 1100	QCPUF COUNTY RECEIPTS	0.00	0.00	88.17	0.00	(88.17)
09 1115	QCPUF CARLINE TAXES	0.00	0.00	6.12	0.00	(6.12)
09 1140	QCPUF PEN/INT ON TAXES	0.00	0.00	111.39	0.00	(111.39)
09 1510	QCPUF INTEREST	0.00	5.93	41.49	0.00	(41.49)
	Subtotal: LOCAL RECIEPTS	0.00	5.93	247.17	0.00	(247.17)
	Fund Total:	0.00	5.93	247.17	0.00	(247.17)

Fund: 12 Student Fees Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
12 1510	STU FEES INTEREST	0.00	4.00	32.41	0.00	(32.41)
	Subtotal: LOCAL RECIEPTS	0.00	4.00	32.41	0.00	(32.41)
	Fund Total:	0.00	4.00	32.41	0.00	(32.41)

Revenue Summary Report
Processing Month: 04/2024

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	10,010,784.00	663,537.51	6,224,963.19	62.18	3,785,820.81

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01	General Fund				
1100	REGULAR INSTRUCTIONAL PROGRAMS				
01 1100 111 000	Extra Duty Salary	175,100.00	17,577.34	91.79	14,370.60
01 1100 111 001	HS Teacher Salaries	1,004,250.00	52,969.71	46.75	534,717.46
01 1100 111 002	MS Teacher Salaries	235,847.00	27,751.84	100.72	(1,688.10)
01 1100 111 003	EL Teacher Salaries	569,590.00	40,261.00	58.99	233,599.01
111	SALARIES TCHR/PROF	1,984,787.00	138,559.89	60.65	780,998.97
01 1100 112 002	MS AIDE/PARA	0.00	346.53	0.00	(2,488.39)
01 1100 112 003	EL AIDE/PARA	40,000.00	2,541.30	56.21	17,515.64
112	SALARIES AIDE/PARA	40,000.00	2,887.83	62.43	15,027.25
01 1100 113 001	HS SUB TCHR	41,200.00	3,062.50	61.06	16,042.70
01 1100 113 002	MS SUB TCHR	6,511.00	3,217.50	361.33	(17,015.25)
01 1100 113 003	EL SUB TCHR	30,900.00	8,094.73	120.03	(6,188.12)
113	SALARIES SUB TCHR	78,611.00	14,374.73	109.11	(7,160.67)
01 1100 153 000	TEACH SUB/CLASS COVERAGE	5,150.00	0.00	34.32	3,382.50
01 1100 153 001	EXTRA DUTY / STIPENDS	15,450.00	1,314.80	87.20	1,977.55
01 1100 153 002	CERT Unused Leave Payouts	12,360.00	0.00	14.12	10,614.19
153	EXTRA DUTY / STIPENDS	32,960.00	1,314.80	51.53	15,974.24
01 1100 211 000	D GROUP INSURANCE TCHR/PROF	30,900.00	2,926.12	72.43	8,519.77
01 1100 211 001	HS GROUP INSURANCE TCHR/PROF	262,650.00	16,077.11	52.35	125,157.19
01 1100 211 002	MS GROUP INSURANCE TCHR/PROF	87,550.00	7,205.77	68.85	27,267.65
01 1100 211 003	EL GROUP INSURANCE TCHR/PROF	175,100.00	13,207.81	63.17	64,493.38
211	GROUP INS TCHR/PROF	556,200.00	39,416.81	59.47	225,437.99
01 1100 212 003	EL GROUP INSURANCE AIDE/PARA	10,300.00	558.61	40.66	6,112.00
212	GROUP INSURANCE AIDE/PARA	10,300.00	558.61	40.66	6,112.00
01 1100 213 001	CERTIFIED CLASS COVG-BCBS	3,000.00	286.94	77.14	685.72
01 1100 213 003	CERTIFIED CLASS COVG-BCBS	250.00	91.16	103.43	(8.58)
213	CERTIFIED CLASS COVG-BCBS	3,250.00	378.10	79.16	677.14
01 1100 221 000	D SOCIAL SECURITY TCHR/PROF	15,450.00	1,339.57	79.32	3,195.55
01 1100 221 001	HS SOCIAL SECURITY TCHR/PROF	66,950.00	4,009.37	53.06	31,427.61
01 1100 221 002	MS SOCIAL SECURITY TCHR/PROF	20,600.00	2,118.19	87.82	2,508.54
01 1100 221 003	EL SOCIAL SECURITY TCHR/PROF	41,200.00	3,069.80	62.04	15,640.16
221	SOCIAL SECURITY TCHR/PROF	144,200.00	10,536.93	63.40	52,771.86
01 1100 222 001	HS SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 222 002	MS SOCIAL SECURITY AIDE/PARA	250.00	26.62	76.46	58.86
01 1100 222 003	EL SOCIAL SECURITY AIDE/PARA	2,060.00	189.72	81.71	376.74
222	SOCIAL SECURITY AIDE/PARA	2,310.00	216.34	81.14	435.60
01 1100 223 000	SOCIAL SECURITY Tchr Sub Pay	1,030.00	0.00	13.13	894.75
01 1100 223 001	HS SOCIAL SECURITY SUB TCHR	4,120.00	334.08	71.58	1,171.04
01 1100 223 002	MS SOCIAL SECURITY SUB TCHR	2,000.00	246.86	96.97	60.66
01 1100 223 003	EL SOCIAL SECURITY SUB TCHR	3,000.00	619.28	94.58	162.64
223	SOCIAL SECURITY SUB TCHR	10,150.00	1,200.22	77.45	2,289.09
01 1100 231 000	D RETIREMENT TCHR/PROF	12,360.00	1,445.55	101.13	(140.00)
01 1100 231 001	HS RETIREMENT TCHR/PROF	62,830.00	5,232.26	72.26	17,427.60
01 1100 231 002	MS RETIREMENT TCHR/PROF	25,000.00	2,732.40	93.82	1,545.52
01 1100 231 003	EL RETIREMENT TCHR/PROF	36,050.00	3,976.89	92.06	2,861.58
231	RETIREMENT TCHR/PROF	136,240.00	13,387.10	84.08	21,694.70
01 1100 232 001	HS RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 232 002	MS RETIREMENT AIDE/PARA	0.00	34.23	0.00	(245.82)
01 1100 232 003	EL RETIREMENT AIDE/PARA	3,000.00	251.04	86.58	402.55
232	RETIREMENT AIDE/PARA	3,000.00	285.27	94.78	156.73
01 1100 233 000	RETIREMENT Tchr Class Covg	515.00	0.00	33.57	342.11
01 1100 233 001	HS RETIREMENT SUB TCHR	2,000.00	116.04	64.47	710.55
01 1100 233 002	MS RETIREMENT SUB TCHR	2,500.00	317.82	92.95	176.14
01 1100 233 003	EL RETIREMENT SUB TCHR	515.00	17.30	21.30	405.33
233	RETIREMENT SUB TCHR	5,530.00	451.16	70.45	1,634.13
01 1100 237 000	D RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 1100 237 001	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 1100 237 002	MSIncreased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 1100 237 003	ELIncreased Retirement Contribution Rate	0.00	0.00	0.00	0.00

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 1100 260 000	D UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
260	UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
01 1100 281 000	D LTD/STD TCHR/PROF	412.00	43.17	87.94	49.68
01 1100 281 001	HS LTD/STD TCHR/PROF	6,180.00	353.69	48.65	3,173.24
01 1100 281 002	MS LTD/STD TCHR/PROF	1,545.00	188.94	103.77	(58.31)
01 1100 281 003	EL LTD/STD TCHR/PROF	3,605.00	270.12	61.99	1,370.44
281	LTD/STD TCHR/PROF	11,742.00	855.92	61.38	4,535.05
01 1100 282 001	HS LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 282 002	MS LTD/STD AIDE/PARA	0.00	1.66	0.00	(10.47)
01 1100 282 003	EL LTD/STD AIDE/PARA	206.00	15.79	56.28	90.06
282	LTD/STD AIDE/PARA	206.00	17.45	61.36	79.59
01 1100 283 001	LTD/STD SUB TCHR	50.00	1.87	30.20	34.90
01 1100 283 002	LTD/STD SUB TCHR	100.00	9.47	78.80	21.20
01 1100 283 003	LTD/STD SUB TCHR	103.00	1.27	3.49	99.41
283	LTD/STD SUB TCHR	253.00	12.61	38.53	155.51
01 1100 320 000	PROF EDUC SERVICES	8,240.00	0.00	2.94	7,998.00
320	PROF EDUC SERVICES	8,240.00	0.00	2.94	7,998.00
01 1100 333 000	MILEAGE PAID TO STAFF	2,060.00	0.00	26.39	1,516.43
333	MILEAGE TO STAFF	2,060.00	0.00	26.39	1,516.43
01 1100 382 001	Tuition - Distance Learning	12,000.00	430.87	80.54	2,335.65
01 1100 382 002	Tuition - Distance Learning	0.00	0.00	0.00	0.00
382	DISTANCE LEARNING	12,000.00	430.87	80.54	2,335.65
01 1100 440 000	DISTRICT RENTALS/LEASES	46,350.00	1,351.38	29.92	32,480.50
440	LEASE/RENTALS	46,350.00	1,351.38	29.92	32,480.50
01 1100 580 000	INSTRUCTIONAL TRAVEL EXPENSES	2,000.00	0.00	68.12	637.63
580	TRAVEL EXPENSES	2,000.00	0.00	68.12	637.63
01 1100 610 001	HS Teaching Supplies	103,000.00	1,607.99	21.26	81,100.47
01 1100 610 002	MS Teaching Supplies	8,949.00	49.00	63.27	3,287.01
01 1100 610 003	EL Teaching Supplies	10,300.00	219.50	24.19	7,808.39
610	SUPPLIES	122,249.00	1,876.49	24.58	92,195.87
01 1100 640 001	HS Textbooks	11,330.00	0.00	0.00	11,330.00
01 1100 640 002	MS Textbooks	5,150.00	0.00	0.00	5,150.00
01 1100 640 003	EL Textbooks	5,150.00	0.00	11.52	4,556.54
640	BOOKS/PERIODICALS	21,630.00	0.00	2.74	21,036.54
01 1100 643 000	WEB/CLOUD BASED SOFTWARE	36,050.00	0.00	12.91	31,395.12
643	WEB/CLOUD BASED SOFTWARE	36,050.00	0.00	12.91	31,395.12
01 1100 733 001	HS Furniture And Equipment	3,090.00	0.00	108.29	(256.12)
01 1100 733 002	MS Furniture And Equipment	1,030.00	0.00	94.25	59.22
01 1100 733 003	EL Furniture And Equipment	2,060.00	0.00	57.61	873.32
733	FURNITURE/FIXTURES	6,180.00	0.00	89.05	676.42
01 1100 890 001	HS Other Expense	10,300.00	373.75	35.14	6,680.97
01 1100 890 002	MS Other Expense	1,030.00	0.00	182.31	(847.75)
01 1100 890 003	EL Other Expense	3,090.00	446.40	48.56	1,589.60
890	MISC EXPENDITURES	14,420.00	820.15	48.52	7,422.82
1100	REGULAR INSTRUCTIONAL PROGRAMS	3,290,918.00	228,932.66	59.93	1,318,514.16
1150	LIMITED ENGLISH PROF PROGRAMS				
01 1150 111 003	LEP/ESL SALARIES TCHR/PROF	5,356.00	0.00	0.00	5,356.00
111	SALARIES TCHR/PROF	5,356.00	0.00	0.00	5,356.00
01 1150 211 003	ELA GROUP INSURANCE TCHR/PROF	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 1150 221 003	ELA SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 1150 231 003	ELA RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 1150 281 003	ELA LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
1150	LIMITED ENGLISH PROF PROGRAMS	5,356.00	0.00	0.00	5,356.00
1160	POVERTY PROGRAMS				
01 1160 111 003	Teacher Salaries - Poverty	200,850.00	13,001.33	51.79	96,839.36
111	SALARIES TCHR/PROF	200,850.00	13,001.33	51.79	96,839.36
01 1160 113 003	Substitute Salaries - Poverty	0.00	0.00	0.00	0.00

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
113	SALARIES SUB TCHR	0.00	0.00	0.00	0.00
01 1160 211 003	Health Insurance - Poverty	39,140.00	3,124.97	63.96	14,104.84
211	GROUP INS TCHR/PROF	39,140.00	3,124.97	63.96	14,104.84
01 1160 221 003	Social Security - Poverty	15,450.00	969.60	50.20	7,693.44
221	SOCIAL SECURITY TCHR/PROF	15,450.00	969.60	50.20	7,693.44
01 1160 231 003	Retirement - Poverty	14,420.00	1,284.25	71.25	4,146.00
231	RETIREMENT TCHR/PROF	14,420.00	1,284.25	71.25	4,146.00
01 1160 237 003	Inc Ret Contribution Rate	5,150.00	0.00	0.00	5,150.00
237	Inc Ret Contribution Rate	5,150.00	0.00	0.00	5,150.00
01 1160 281 003	Long Term Disability - Poverty	1,236.00	85.05	54.80	558.72
281	LTD/STD TCHR/PROF	1,236.00	85.05	54.80	558.72
01 1160 610 003	Teaching Supplies - Poverty	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 1160 890 003	Other Expense - Poverty	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
1160	POVERTY PROGRAMS	276,246.00	18,465.20	53.49	128,492.36
1190	EARLY CHILDHOOD ED PROGRAMS				
01 1190 111 003	Early Childhood Salary	113,300.00	9,669.34	93.16	7,748.61
111	SALARIES TCHR/PROF	113,300.00	9,669.34	93.16	7,748.61
01 1190 112 003	EC Early Childhood Aide	8,755.00	0.00	13.90	7,538.24
112	SALARIES AIDE/PARA	8,755.00	0.00	13.90	7,538.24
01 1190 113 003	EC Substitute Salaries	1,030.00	0.00	16.99	855.00
113	SALARIES SUB TCHR	1,030.00	0.00	16.99	855.00
01 1190 211 003	EC Health Insurance	41,200.00	4,391.48	104.05	(1,668.16)
211	GROUP INS TCHR/PROF	41,200.00	4,391.48	104.05	(1,668.16)
01 1190 212 003	GROUP INSURANCE AIDE/PARA	0.00	0.00	0.00	(190.99)
212	GROUP INSURANCE AIDE/PARA	0.00	0.00	0.00	(190.99)
01 1190 221 003	EC Social Security	8,858.00	733.06	89.25	952.45
221	SOCIAL SECURITY TCHR/PROF	8,858.00	733.06	89.25	952.45
01 1190 222 003	EC SOC SEC AIDE/PARA	927.00	0.00	10.03	833.98
222	SOCIAL SECURITY AIDE/PARA	927.00	0.00	10.03	833.98
01 1190 223 003	EC SOC SEC SUB TCHR	103.00	0.00	13.00	89.61
223	SOCIAL SECURITY SUB TCHR	103.00	0.00	13.00	89.61
01 1190 231 003	EC Retirement	9,270.00	955.12	112.47	(1,156.16)
231	RETIREMENT TCHR/PROF	9,270.00	955.12	112.47	(1,156.16)
01 1190 232 003	RETIREMENT AIDE/PARA	1,030.00	0.00	6.20	966.11
232	RETIREMENT AIDE/PARA	1,030.00	0.00	6.20	966.11
01 1190 237 003	Increased Retirement Contribution Rate	3,090.00	0.00	0.00	3,090.00
237	Inc Ret Contribution Rate	3,090.00	0.00	0.00	3,090.00
01 1190 281 003	EC LTD/STD TCHR/PROF	927.00	68.02	77.25	210.91
281	LTD/STD TCHR/PROF	927.00	68.02	77.25	210.91
01 1190 282 003	LTD/STD AIDE/PARA	103.00	0.00	4.55	98.31
282	LTD/STD AIDE/PARA	103.00	0.00	4.55	98.31
01 1190 283 003	LTD/STD SUB TCHR	0.00	0.00	0.00	0.00
283	LTD/STD SUB TCHR	0.00	0.00	0.00	0.00
01 1190 330 003	EC STAFF DEVELOPMENT/TRAINING	412.00	0.00	65.53	142.00
330	STAFF DEVELOPMENT/TRAINING	412.00	0.00	65.53	142.00
01 1190 333 003	EC Mileage	0.00	0.00	0.00	0.00
333	MILEAGE TO STAFF	0.00	0.00	0.00	0.00
01 1190 610 003	EC Supplies	2,060.00	0.00	134.75	(715.90)
610	SUPPLIES	2,060.00	0.00	134.75	(715.90)
01 1190 733 003	EC Furniture & Equipment	3,090.00	0.00	32.47	2,086.53
733	FURNITURE/FIXTURES	3,090.00	0.00	32.47	2,086.53
1190	EARLY CHILDHOOD ED PROGRAMS	194,155.00	15,817.02	89.25	20,880.54
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS				
01 1200 111 001	HS SPED Teacher Salaries	156,560.00	7,340.67	48.10	81,258.64
01 1200 111 002	MS SPED Teacher Salaries	74,160.00	8,918.00	96.46	2,625.12
01 1200 111 003	EL SPED Teacher Salaries	226,600.00	15,026.67	55.39	101,091.40
111	SALARIES TCHR/PROF	457,320.00	31,285.34	59.55	184,975.16
01 1200 112 001	HS SPED Teacher Aide	0.00	3,482.75	0.00	(25,057.89)

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 1200 112 002	MS SPED Teacher Aide	0.00	1,848.20	0.00	(7,521.17)
01 1200 112 003	EL SPED Teacher Aide	159,650.00	12,576.31	92.48	12,004.86
112 SALARIES AIDE/PARA		159,650.00	17,907.26	112.89	(20,574.20)
01 1200 113 001	HS SPED Substitute Salaries	0.00	0.00	0.00	0.00
01 1200 113 002	MS SPED Substitute Salaries	0.00	0.00	0.00	0.00
01 1200 113 003	EL SPED Substitute Salaries	2,060.00	0.00	0.00	2,060.00
113 SALARIES SUB TCHR		2,060.00	0.00	0.00	2,060.00
01 1200 211 001	HS SPED GROUP INS TCHR/PROF	56,650.00	2,891.03	50.13	28,250.77
01 1200 211 002	MS SPED GROUP INS TCHR/PROF	21,630.00	3,598.07	135.52	(7,683.78)
01 1200 211 003	EL SPED GROUP INS TCHR/PROF	70,040.00	6,033.37	68.46	22,088.48
211 GROUP INS TCHR/PROF		148,320.00	12,522.47	71.24	42,655.47
01 1200 212 003	EL SPED GROUP INS AIDE/PARA	309.00	3,544.27	10,484.83	(32,089.12)
212 GROUP INSURANCE AIDE/PARA		309.00	3,544.27	10,484.83	(32,089.12)
01 1200 221 001	HS SPED SOCIAL SECURITY TCHR/PROF	13,390.00	553.61	42.52	7,696.90
01 1200 221 002	MS SPED SOCIAL SECURITY TCHR/PROF	7,210.00	674.36	74.82	1,815.69
01 1200 221 003	EL SPED SOCIAL SECURITY TCHR/PROF	19,570.00	1,140.42	48.70	10,038.72
221 SOCIAL SECURITY TCHR/PROF		40,170.00	2,368.39	51.33	19,551.31
01 1200 222 001	SOCIAL SECURITY AIDE/PARA	0.00	267.82	0.00	(1,925.30)
01 1200 222 002	MS SPED SOCIAL SECURITY AIDE/PARA	0.00	142.09	0.00	(578.16)
01 1200 222 003	EL SPED SOCIAL SECURITY AIDE/PARA	13,390.00	942.96	83.26	2,241.81
222 SOCIAL SECURITY AIDE/PARA		13,390.00	1,352.87	101.95	(261.65)
01 1200 223 003	EL SPED SOCIAL SECURITY SUB TCHR	103.00	0.00	0.00	103.00
223 SOCIAL SECURITY SUB TCHR		103.00	0.00	0.00	103.00
01 1200 231 001	HS SPED RETIREMENT TCHR/PROF	15,656.00	725.10	44.29	8,721.28
01 1200 231 002	MS SPED RETIREMENT TCHR/PROF	7,416.00	880.90	95.03	368.80
01 1200 231 003	EL SPED RETIREMENT TCHR/PROF	22,660.00	1,484.31	54.71	10,262.56
231 RETIREMENT TCHR/PROF		45,732.00	3,090.31	57.68	19,352.64
01 1200 232 001	RETIREMENT AIDE/PARA	0.00	344.02	0.00	(2,475.19)
01 1200 232 002	MS RETIREMENT AIDE/PARA	0.00	182.56	0.00	(742.92)
01 1200 232 003	EL SPED RETIREMENT AIDE/PARA	15,965.00	1,242.26	93.68	1,008.96
232 RETIREMENT AIDE/PARA		15,965.00	1,768.84	113.84	(2,209.15)
01 1200 237 001	Increased Retirement Contribution Rate	4,120.00	0.00	0.00	4,120.00
01 1200 237 002	Increased Retirement Contribution Rate	2,060.00	0.00	0.00	2,060.00
01 1200 237 003	Increased Retirement Contribution Rate	9,270.00	0.00	0.00	9,270.00
237 Inc Ret Contribution Rate		15,450.00	0.00	0.00	15,450.00
01 1200 281 001	HS SPED LTD/STD TCHR/PROF	1,545.00	46.19	30.03	1,081.11
01 1200 281 002	MS SPED LTD/STD TCHR/PROF	824.00	60.73	58.40	342.78
01 1200 281 003	HS SPED LTD/STD TCHR/PROF	1,854.00	120.69	52.86	873.90
281 LTD/STD TCHR/PROF		4,223.00	227.61	45.59	2,297.79
01 1200 282 001	LTD/STD AIDE/PARA	0.00	18.35	0.00	(109.43)
01 1200 282 002	LTD/STD AIDE/PARA	0.00	9.12	0.00	(36.40)
01 1200 282 003	EL SPED LTD/STD AIDE/PARA	1,030.00	86.29	86.05	143.68
282 LTD/STD AIDE/PARA		1,030.00	113.76	100.21	(2.15)
01 1200 330 000	SPED STAFF DEV/TRAINING	8,240.00	95.00	16.93	6,845.00
330 STAFF DEVELOPMENT/TRAINING		8,240.00	95.00	16.93	6,845.00
01 1200 333 000	SPED Mileage to Staff	0.00	0.00	0.00	0.00
333 MILEAGE TO STAFF		0.00	0.00	0.00	0.00
01 1200 340 003	Non-ESU OTHER PROF SERVICES	1,545.00	0.00	0.00	1,545.00
340 OTHER PROFESSIONAL SERVICES		1,545.00	0.00	0.00	1,545.00
01 1200 431 000	SPED NON-TECH BLDG REPAIRS/MAINT	0.00	0.00	0.00	0.00
431 NON-TECH REPAIRS/MAINT		0.00	0.00	0.00	0.00
01 1200 580 000	SPED TRAVEL EXPENSES	0.00	0.00	0.00	0.00
580 TRAVEL EXPENSES		0.00	0.00	0.00	0.00
01 1200 591 001	HS PURCHASED SERVICES	46,350.00	3,468.00	29.36	32,740.54
01 1200 591 002	MS PURCHASED SERVICES	14,420.00	42.99	0.81	14,303.77
01 1200 591 003	EL PURCHASED SERVICES	103,000.00	3,961.64	17.89	84,571.30

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
591	PURCHASED SERVICES	163,770.00	7,472.63	19.63	131,615.61
01 1200 610 001	HS SPED Supplies	4,120.00	0.00	41.94	2,392.09
01 1200 610 002	MS SPED Supplies	1,030.00	0.00	178.90	(812.71)
01 1200 610 003	EL SPED Supplies	4,120.00	0.00	1.16	4,072.13
610	SUPPLIES	9,270.00	0.00	39.03	5,651.51
01 1200 640 001	HS SPED Textbooks	0.00	0.00	0.00	0.00
01 1200 640 002	MS SPED Textbooks	0.00	0.00	0.00	0.00
01 1200 640 003	EL SPED Textbooks	0.00	0.00	0.00	0.00
640	BOOKS/PERIODICALS	0.00	0.00	0.00	0.00
01 1200 643 000	SPED Web/Cloud Based Software	15,450.00	0.00	3.55	14,902.02
643	WEB/CLOUD BASED SOFTWARE	15,450.00	0.00	3.55	14,902.02
01 1200 650 000	SPED Computer Hardware	13,390.00	0.00	9.46	12,123.00
650	TECH SUPPLIES	13,390.00	0.00	9.46	12,123.00
01 1200 733 001	HS SPED Furniture And Equipment	0.00	0.00	0.00	(388.99)
01 1200 733 002	MS SPED Furniture And Equipment	0.00	0.00	0.00	(99.99)
01 1200 733 003	EL SPED Furniture And Equipment	3,090.00	0.00	0.00	3,090.00
733	FURNITURE/FIXTURES	3,090.00	0.00	15.82	2,601.02
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	1,118,477.00	81,748.75	63.65	406,592.26
1291	SPED 3-5 YO				
01 1291 111 003	SPED PREK SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 1291 211 003	Sped BAF - BCBS	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 1291 221 003	SPED BAF - Fica	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 1291 231 003	SPED BAF - Retire	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 1291 281 003	SPED BAF - LTD	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 1291 591 003	SPED 3-5 YO PURCH SERVICES	1,000.00	0.00	0.00	1,000.00
591	PURCHASED SERVICES	1,000.00	0.00	0.00	1,000.00
1291	SPED 3-5 YO	1,000.00	0.00	0.00	1,000.00
1292	SPED DIRECTOR				
01 1292 591 003	EC SPED DIR 0-2 yo	2,000.00	0.00	0.00	2,000.00
591	PURCHASED SERVICES	2,000.00	0.00	0.00	2,000.00
1292	SPED DIRECTOR	2,000.00	0.00	0.00	2,000.00
1300	SUMMER SCHOOL				
01 1300 111 001	Driver's Education Salary	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 1300 221 001	DrEd Social Security	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 1300 231 001	DrEd Retirement	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 1300 237 001	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 1300 281 001	DrEd LTD/STD	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 1300 338 001	DrEd Repairs	0.00	0.00	0.00	0.00
338	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00
01 1300 580 001	DrEd GAS & OIL	1,000.00	0.00	0.00	1,000.00
580	TRAVEL EXPENSES	1,000.00	0.00	0.00	1,000.00
1300	SUMMER SCHOOL	1,000.00	0.00	0.00	1,000.00
2120	GUIDANCE SERVICES				
01 2120 111 001	HS Counselor's Salary	66,950.00	5,226.67	62.45	25,136.64
01 2120 111 002	MS Counselor's Salary	25,750.00	2,404.27	74.70	6,515.84
01 2120 111 003	EL Counselor's Salary	41,200.00	3,606.40	70.03	12,348.80
111	SALARIES TCHR/PROF	133,900.00	11,237.34	67.14	44,001.28
01 2120 211 001	HS Group Ins Counselor	19,570.00	2,171.31	81.73	3,574.92
01 2120 211 002	MS Group Ins Counselor	5,150.00	514.69	84.40	803.31
01 2120 211 003	EL Group Ins Counselor	8,240.00	772.04	79.13	1,719.85
211	GROUP INS TCHR/PROF	32,960.00	3,458.04	81.50	6,098.08

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 2120 221 001	HS Social Security	4,120.00	401.67	77.99	906.85
01 2120 221 002	MS Social Security	2,266.00	184.76	65.23	787.93
01 2120 221 003	EL Social Security	3,399.00	277.14	65.23	1,181.88
221	SOCIAL SECURITY TCHR/PROF	9,785.00	863.57	70.60	2,876.66
01 2120 231 001	HS Retirement COUNSELOR	6,695.00	516.28	61.69	2,564.76
01 2120 231 002	MS Retirement COUNSELOR	2,575.00	237.49	72.27	713.94
01 2120 231 003	EL Retirement COUNSELOR	4,000.00	356.23	69.79	1,208.44
231	RETIREMENT TCHR/PROF	13,270.00	1,110.00	66.19	4,487.14
01 2120 237 001	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2120 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2120 281 001	HS LTD/STD COUNSELOR	500.00	35.66	55.04	224.82
01 2120 281 002	MS LTD/STD COUNSELOR	200.00	15.25	61.61	76.79
01 2120 281 003	EL LTD/STD COUNSELOR	0.00	22.87	0.00	(184.76)
281	LTD/STD TCHR/PROF	700.00	73.78	83.31	116.85
01 2120 330 001	HS Counselor DEV/TRAINING	0.00	0.00	0.00	(249.90)
01 2120 330 002	MS Counselor DEV/TRAINING	0.00	0.00	0.00	0.00
01 2120 330 003	EL Counselor DEV/TRAINING	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	(249.90)
01 2120 610 001	HS Guidance Supplies	5,000.00	0.00	0.00	5,000.00
01 2120 610 002	MS Guidance Supplies	0.00	11.09	0.00	(11.09)
01 2120 610 003	EL Guidance Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	5,000.00	11.09	0.22	4,988.91
01 2120 890 001	HS Other Expense	0.00	0.00	0.00	(180.00)
01 2120 890 002	MS Other Expense	0.00	0.00	0.00	0.00
01 2120 890 003	EL Other Expense	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	(180.00)
2120	GUIDANCE SERVICES	195,615.00	16,753.82	68.23	62,139.02
2130	HEALTH SERVICES				
01 2130 116 000	SALARIES NURSE	48,410.00	4,764.61	99.51	239.07
116	SALARIES PROF CLASS	48,410.00	4,764.61	99.51	239.07
01 2130 216 000	GROUP INSURANCE NURSE	0.00	2,306.93	0.00	(16,065.22)
216	GROUP INSURANCE PROF CLASS	0.00	2,306.93	0.00	(16,065.22)
01 2130 226 000	SOCIAL SECURITY NURSE	3,914.00	363.89	94.13	229.88
226	SOCIAL SECURITY PROF CLASS	3,914.00	363.89	94.13	229.88
01 2130 236 000	RETIREMENT NURSE	4,841.00	470.64	92.03	385.60
236	RETIREMENT PROF CLASS	4,841.00	470.64	92.03	385.60
01 2130 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2130 286 000	LTD/STD NURSE	206.00	26.09	109.19	(18.94)
286	LTD/STD PROF CLASS	206.00	26.09	109.19	(18.94)
01 2130 320 000	Student Health Screenings	2,575.00	0.00	0.00	2,575.00
320	PROF EDUC SERVICES	2,575.00	0.00	0.00	2,575.00
01 2130 610 000	Nurse Supplies	4,635.00	137.75	299.04	(9,225.69)
610	SUPPLIES	4,635.00	137.75	299.04	(9,225.69)
2130	HEALTH SERVICES	64,581.00	8,069.91	133.88	(21,880.30)
2141	SPED SA Psych Services				
01 2141 591 000	SPED SA Psych Services	144,200.00	0.00	51.26	70,280.00
591	PURCHASED SERVICES	144,200.00	0.00	51.26	70,280.00
2141	SPED SA Psych Services	144,200.00	0.00	51.26	70,280.00
2142	SPED 3-5 Pscyh Services				
01 2142 591 003	SPED 3-5 Psych Services	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
2142	SPED 3-5 Pscyh Services	0.00	0.00	0.00	0.00
2143	SPED 0-2 Psych Services				
01 2143 591 003	SPED 0-2 Psych Services	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
2143	SPED 0-2 Psych Services	0.00	0.00	0.00	0.00
2151	SPED SA Speech/Audiology				
01 2151 111 001	Speech Path HS SALARIES TCHR/PROF	0.00	1,583.33	0.00	(12,666.64)
01 2151 111 002	Speech Path MS RETIREMENT	0.00	1,250.00	0.00	(10,000.00)

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 2151 111 003	TCHR/PROF Speech Path EL SALARIES TCHR/PROF	0.00	2,916.67	0.00	(23,333.36)
111	SALARIES TCHR/PROF	0.00	5,750.00	0.00	(46,000.00)
01 2151 211 001	Speech Path HS GROUP INS TCHR/PROF	0.00	310.70	0.00	(2,698.60)
01 2151 211 002	Speech Path MS GROUP INS TCHR/PROF	0.00	245.28	0.00	(2,130.41)
01 2151 211 003	Speech Path EL GROUP INS TCHR/PROF	0.00	572.33	0.00	(4,971.00)
211	GROUP INS TCHR/PROF	0.00	1,128.31	0.00	(9,800.01)
01 2151 221 001	Speech Path HS SOC SECTCHR/PROF	0.00	121.35	0.00	(970.50)
01 2151 221 002	Speech Path MS SOC SEC TCHR/PROF	0.00	95.79	0.00	(766.09)
01 2151 221 003	Speech Path EL SOC SEC TCHR/PROF	0.00	223.53	0.00	(1,787.70)
221	SOCIAL SECURITY TCHR/PROF	0.00	440.67	0.00	(3,524.29)
01 2151 231 001	Speech Path HS RETIREMENT TCHR/PROF	0.00	156.41	0.00	(1,251.27)
01 2151 231 002	Speech Path MS RETIREMENT TCHR/PROF	0.00	123.47	0.00	(987.76)
01 2151 231 003	Speech Path EL RETIREMENT TCHR/PROF	0.00	288.10	0.00	(2,304.80)
231	RETIREMENT TCHR/PROF	0.00	567.98	0.00	(4,543.83)
01 2151 237 001	HS Speech Inc Ret Contr Rate	0.00	0.00	0.00	0.00
01 2151 237 002	MS Speech Inc Ret Contr Rate	0.00	0.00	0.00	0.00
01 2151 237 003	EL Speech Inc Ret Contr Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2151 281 001	Speech Path HS LTD/STD TCHR/PROF	0.00	8.52	0.00	(64.30)
01 2151 281 002	Speech Path MS LTD/STD TCHR/PROF	0.00	6.74	0.00	(50.88)
01 2151 281 003	Speech Path HS LTD/STD TCHR/PROF	0.00	15.72	0.00	(118.64)
281	LTD/STD TCHR/PROF	0.00	30.98	0.00	(233.82)
01 2151 591 000	SPED SA Speech/Audiology	144,200.00	1,575.32	9.72	130,184.84
591	PURCHASED SERVICES	144,200.00	1,575.32	9.72	130,184.84
01 2151 610 000	SPED Speech Path SUPPLIES	2,060.00	183.60	17.95	1,690.16
610	SUPPLIES	2,060.00	183.60	17.95	1,690.16
2151	SPED SA Speech/Audiology	146,260.00	9,676.86	53.66	67,773.05
2152	SPED 3-5 Speech/Audiology				
01 2152 340 003	SPED 3-5 Speech/Audiology Prf Serv	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 2152 591 003	SPED 3-5 Speech/Audiology	1,030.00	0.00	0.00	1,030.00
591	PURCHASED SERVICES	1,030.00	0.00	0.00	1,030.00
2152	SPED 3-5 Speech/Audiology	1,030.00	0.00	0.00	1,030.00
2153	SPED 0-2 Speech/Audiology				
01 2153 591 003	SPED 0-2 Speech/Audiology	1,000.00	0.00	0.00	1,000.00
591	PURCHASED SERVICES	1,000.00	0.00	0.00	1,000.00
2153	SPED 0-2 Speech/Audiology	1,000.00	0.00	0.00	1,000.00
2161	SPED SA OccTherapy				
01 2161 340 000	SPED SA OccTherapy (nonESU)	56,650.00	5,266.88	64.94	19,860.55
340	OTHER PROFESSIONAL SERVICES	56,650.00	5,266.88	64.94	19,860.55
2161	SPED SA OccTherapy	56,650.00	5,266.88	64.94	19,860.55
2162	SPED 3-5 OccTherapy				
01 2162 340 003	SPED 3-5 OccTherapy (nonESU)	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
2162	SPED 3-5 OccTherapy	0.00	0.00	0.00	0.00
2163	SPED 0-2 OccTherapy				
01 2163 340 003	SPED 0-2 OccTherapy (nonESU)	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
2163	SPED 0-2 OccTherapy	0.00	0.00	0.00	0.00
2171	SPED SA PhysTherapy				
01 2171 340 000	SPED SA PhysTherapy (nonESU)	20,600.00	1,180.11	34.96	13,397.26
340	OTHER PROFESSIONAL SERVICES	20,600.00	1,180.11	34.96	13,397.26
2171	SPED SA PhysTherapy	20,600.00	1,180.11	34.96	13,397.26

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
2172	SPED 3-5 PhysTherapy				
01 2172 340 003	SPED 3-5 PhysTherapy (nonESU)	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
2172	SPED 3-5 PhysTherapy	0.00	0.00	0.00	0.00
2173	SPED 0-2 PhysTherapy				
01 2173 340 003	SPED 0-2 PhysTherapy (nonESU)	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
2173	SPED 0-2 PhysTherapy	0.00	0.00	0.00	0.00
2181	SPED SA Vision Services				
01 2181 340 000	SPED SA-Vision Prof Serv	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 2181 591 000	SPED SA Vision Services	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
2181	SPED SA Vision Services	0.00	0.00	0.00	0.00
2182	SPED 3-5 Vision Services				
01 2182 340 003	SPED 3-5YO Vision Serv	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 2182 591 003	SPED 3-5 Vision Services	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
2182	SPED 3-5 Vision Services	0.00	0.00	0.00	0.00
2183	SPED 0-2 Vision Services				
01 2183 340 003	SPED 0-2YO Vision Services	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 2183 591 003	SPED 0-2 Vision Services	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
2183	SPED 0-2 Vision Services	0.00	0.00	0.00	0.00
2211	SCHOOL IMPROVEMENT				
01 2211 111 000	School Impr - Salaries	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 2211 333 000	School Impr - Travel	0.00	0.00	0.00	0.00
333	MILEAGE TO STAFF	0.00	0.00	0.00	0.00
2211	SCHOOL IMPROVEMENT	0.00	0.00	0.00	0.00
2213	SCHOOL IMPROVEMENT				
01 2213 330 000	INSTRUCTIONAL STAFF DEV/TRAINING	20,600.00	930.80	31.33	14,145.40
330	STAFF DEVELOPMENT/TRAINING	20,600.00	930.80	31.33	14,145.40
2213	SCHOOL IMPROVEMENT	20,600.00	930.80	31.33	14,145.40
2220	LIBRARY/MEDIA SERVICES				
01 2220 111 000	Library/Media Tchr Salaries	65,920.00	5,226.67	63.43	24,106.64
111	SALARIES TCHR/PROF	65,920.00	5,226.67	63.43	24,106.64
01 2220 112 000	Library Aide Salary	0.00	0.00	0.00	0.00
112	SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
01 2220 113 000	L/M Substitute Salaries	0.00	0.00	0.00	0.00
113	SALARIES SUB TCHR	0.00	0.00	0.00	0.00
01 2220 211 000	L/M Group Ins	18,540.00	1,593.40	68.76	5,792.80
211	GROUP INS TCHR/PROF	18,540.00	1,593.40	68.76	5,792.80
01 2220 221 000	L/M Social Security TCHR/PROF	4,635.00	371.10	64.05	1,666.28
221	SOCIAL SECURITY TCHR/PROF	4,635.00	371.10	64.05	1,666.28
01 2220 222 000	L/M Social Security AIDE	0.00	0.00	0.00	0.00
222	SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 2220 231 000	L/M Retirement TCHR/PROF	6,592.00	516.28	62.66	2,461.76
231	RETIREMENT TCHR/PROF	6,592.00	516.28	62.66	2,461.76
01 2220 232 000	L/M Retirement AIDE	0.00	0.00	0.00	0.00
232	RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 2220 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2220 281 000	L/M LTD/STD TCHR/PROF	515.00	35.49	54.85	232.52
281	LTD/STD TCHR/PROF	515.00	35.49	54.85	232.52
01 2220 282 000	L/M LTD/STD AIDE	0.00	0.00	0.00	0.00
282	LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 2220 610 000	L/M Supplies	0.00	0.00	0.00	0.00

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
610	SUPPLIES	0.00	0.00	0.00	0.00
01 2220 640 000	Library Books & Subscriptions	5,232.00	393.58	9.97	4,710.36
640	BOOKS/PERIODICALS	5,232.00	393.58	9.97	4,710.36
01 2220 650 000	L/M Computer Software	0.00	0.00	0.00	0.00
650	TECH SUPPLIES	0.00	0.00	0.00	0.00
01 2220 733 000	L/M Furniture And Equipment	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 2220 890 000	L/M Other Expense	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
2220	LIBRARY/MEDIA SERVICES	101,434.00	8,136.52	61.58	38,970.36
2224	EDUCATIONAL TELEVISION SERVICES				
01 2224 382 000	Distant Learning / Internet	8,240.00	0.00	101.94	(160.00)
382	DISTANCE LEARNING	8,240.00	0.00	101.94	(160.00)
2224	EDUCATIONAL TELEVISION SERVICES	8,240.00	0.00	101.94	(160.00)
2230	INSTRUCTION RELATED TECH				
01 2230 111 000	Technology Coordinator	70,040.00	666.67	7.61	64,706.64
111	SALARIES TCHR/PROF	70,040.00	666.67	7.61	64,706.64
01 2230 116 000	Technology Support Staff	60,770.00	4,021.44	60.05	24,277.15
116	SALARIES PROF CLASS	60,770.00	4,021.44	60.05	24,277.15
01 2230 211 000	Technology Group Ins TCHR/PROF	21,630.00	221.23	8.14	19,869.47
211	GROUP INS TCHR/PROF	21,630.00	221.23	8.14	19,869.47
01 2230 216 000	Technology Group Ins SUPPORT PROF CLASS	19,570.00	1,887.96	77.18	4,466.32
216	GROUP INSURANCE PROF CLASS	19,570.00	1,887.96	77.18	4,466.32
01 2230 221 000	Technology Social Security TCHR/PROF	5,665.00	51.09	7.21	5,256.35
221	SOCIAL SECURITY TCHR/PROF	5,665.00	51.09	7.21	5,256.35
01 2230 226 000	Technology Social Security PROF CLASS	7,210.00	283.98	36.09	4,607.84
226	SOCIAL SECURITY PROF CLASS	7,210.00	283.98	36.09	4,607.84
01 2230 231 000	Technology Retirement TCHR/PROF	8,240.00	65.85	6.39	7,713.20
231	RETIREMENT TCHR/PROF	8,240.00	65.85	6.39	7,713.20
01 2230 236 000	Technology Retirement PROF CLASS	6,180.00	397.23	58.33	2,575.31
236	RETIREMENT PROF CLASS	6,180.00	397.23	58.33	2,575.31
01 2230 237 000	Increased Retirement Contribution Rate	2,060.00	0.00	0.00	2,060.00
237	Inc Ret Contribution Rate	2,060.00	0.00	0.00	2,060.00
01 2230 281 000	Technology LTD/STD TCHR/PROF	515.00	4.20	6.34	482.33
281	LTD/STD TCHR/PROF	515.00	4.20	6.34	482.33
01 2230 286 000	Technology LTD/STD PROF CLASS	412.00	19.94	37.90	255.86
286	LTD/STD PROF CLASS	412.00	19.94	37.90	255.86
01 2230 333 000	TECH Mileage	0.00	0.00	0.00	0.00
333	MILEAGE TO STAFF	0.00	0.00	0.00	0.00
01 2230 591 000	TECH PURCHASED SERVICES	1,030.00	0.00	1.65	1,013.00
591	PURCHASED SERVICES	1,030.00	0.00	1.65	1,013.00
01 2230 610 000	Tech Supplies	0.00	569.37	0.00	(857.32)
610	SUPPLIES	0.00	569.37	0.00	(857.32)
01 2230 643 000	TECH Web/Cloud Based Software	103,000.00	61.23	44.45	57,212.46
643	WEB/CLOUD BASED SOFTWARE	103,000.00	61.23	44.45	57,212.46
01 2230 650 000	TECH Supplies/Soft/Hardware	97,850.00	267.63	23.81	74,556.72
650	TECH SUPPLIES	97,850.00	267.63	23.81	74,556.72
01 2230 734 000	TECH Hardware Capital Outlay	0.00	0.00	0.00	0.00
734	TECH HARDWARE	0.00	0.00	0.00	0.00
01 2230 735 000	TECH Software Capital Outlay	0.00	0.00	0.00	0.00
735	TECH SOFTWARE	0.00	0.00	0.00	0.00
2230	INSTRUCTION RELATED TECH	404,172.00	8,517.82	33.64	268,195.33
2310	BOARD OF EDUCATION				
01 2310 330 000	BOE DEV/TRAINING	1,545.00	0.00	51.91	743.00
330	STAFF DEVELOPMENT/TRAINING	1,545.00	0.00	51.91	743.00
01 2310 340 000	Contracted Serv / Hearing Officer	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 2310 520 000	PROPERTY/LIABILITY INSURANCE	144,200.00	0.00	0.00	144,200.00

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
520	PROPERTY/LIABILITY INSURANCE	144,200.00	0.00	0.00	144,200.00
01 2310 540 000	ADVERTISING	9,785.00	321.74	77.24	2,227.37
540	ADVERTISING	9,785.00	321.74	77.24	2,227.37
01 2310 580 000	TRAVEL EXPENSES	0.00	0.00	0.00	(73.15)
580	TRAVEL EXPENSES	0.00	0.00	0.00	(73.15)
01 2310 610 000	BOE Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 2310 733 000	SUPT FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 2310 810 000	BOE Dues & Fees	13,390.00	0.00	98.22	238.00
810	DUES & FEES	13,390.00	0.00	98.22	238.00
01 2310 890 000	BOE Misc Expense	1,545.00	0.00	19.42	1,245.00
890	MISC EXPENDITURES	1,545.00	0.00	19.42	1,245.00
2310	BOARD OF EDUCATION	170,465.00	321.74	12.84	148,580.22
2320	EXECUTIVE ADMINISTRATION				
01 2320 105 000	SUPERINTENDENT SALARY	135,960.00	11,291.67	66.44	45,626.64
105	SUPERINTENDENT SALARY	135,960.00	11,291.67	66.44	45,626.64
01 2320 155 000	SUPT ADDTL COMP	0.00	0.00	0.00	0.00
155	SUPT ADDTL COMP	0.00	0.00	0.00	0.00
01 2320 159 000	SUPT Cell Stipend	0.00	0.00	0.00	0.00
159	STIPENDS	0.00	0.00	0.00	0.00
01 2320 215 000	SUPT GROUP INS	20,600.00	1,625.62	63.13	7,595.04
215	GROUP INSURANCE SUPT	20,600.00	1,625.62	63.13	7,595.04
01 2320 221 000	SUPT SOCIAL SECURITY	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 2320 223 000	SOC SEC SUPT STIPEND	155.00	7.65	39.47	93.82
223	SOCIAL SECURITY SUB TCHR	155.00	7.65	39.47	93.82
01 2320 225 000	SUPT SOCIAL SECURITY	10,815.00	864.41	65.27	3,756.27
225	SOCIAL SECURITY SUPT	10,815.00	864.41	65.27	3,756.27
01 2320 233 000	RET SUPT STIPEND	80.00	9.88	98.80	0.96
233	RETIREMENT SUB TCHR	80.00	9.88	98.80	0.96
01 2320 235 000	SUPT RETIREMENT	13,905.00	1,122.77	64.44	4,945.04
235	RETIREMENT SUPT	13,905.00	1,122.77	64.44	4,945.04
01 2320 237 000	Increased Retirement Contribution Rate	3,500.00	0.00	0.00	3,500.00
237	Inc Ret Contribution Rate	3,500.00	0.00	0.00	3,500.00
01 2320 285 000	SUPT LTD/STD	600.00	44.90	59.87	240.80
285	LTD/STD SUPT	600.00	44.90	59.87	240.80
01 2320 295 000	OTHER BENEFITS (CELL PHONE/moving)	0.00	75.00	0.00	(2,475.00)
295	OTHER BENEFITS (CELL PHONE)	0.00	75.00	0.00	(2,475.00)
01 2320 310 000	SUPT DUES & FEES	1,500.00	0.00	14.67	1,280.00
310	OFFICIAL ADMIN SERVICES	1,500.00	0.00	14.67	1,280.00
01 2320 330 000	SUPT Staff Dev/Training	10,000.00	300.00	8.52	9,148.00
330	STAFF DEVELOPMENT/TRAINING	10,000.00	300.00	8.52	9,148.00
01 2320 333 000	SUPT Mileage	103.00	100.00	776.70	(697.00)
333	MILEAGE TO STAFF	103.00	100.00	776.70	(697.00)
01 2320 560 000	SUPT Computer Hardware	0.00	0.00	0.00	0.00
560	COMPUTER HARDWARE	0.00	0.00	0.00	0.00
01 2320 580 000	SUPT TRAVEL EXPENSES	0.00	371.81	0.00	(2,603.42)
580	TRAVEL EXPENSES	0.00	371.81	0.00	(2,603.42)
01 2320 610 000	SUPT Supplies	3,000.00	0.00	24.80	2,256.13
610	SUPPLIES	3,000.00	0.00	24.80	2,256.13
01 2320 650 000	SUPT Computer Software	50,000.00	242.00	4.16	47,917.75
650	TECH SUPPLIES	50,000.00	242.00	4.16	47,917.75
01 2320 733 000	SUPT Furniture & Equipment	0.00	0.00	0.00	(5,846.00)
733	FURNITURE/FIXTURES	0.00	0.00	0.00	(5,846.00)
01 2320 890 000	SUPT Other Expense	3,000.00	0.00	84.08	477.46
890	MISC EXPENDITURES	3,000.00	0.00	84.08	477.46
2320	EXECUTIVE ADMINISTRATION	253,218.00	16,055.71	54.50	115,216.49
2330	District Legal Services				

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 2330 317 000	LEGAL SERVICES	15,000.00	721.00	87.19	1,921.88
317	CONTRACTED LEGAL SERVICES	15,000.00	721.00	87.19	1,921.88
2330	District Legal Services	15,000.00	721.00	87.19	1,921.88
2410	OFFICE OF THE PRINCIPAL				
01 2410 110 000	Clerical Salaries	56,000.00	5,425.11	85.86	7,917.07
110	SALARIES NON-INSTR	56,000.00	5,425.11	85.86	7,917.07
01 2410 111 001	HS PRINCIPAL HEAD&ASST SALARIES	65,000.00	4,408.33	54.26	29,733.36
01 2410 111 002	MS PRINCIPAL HEAD&ASST SALARIES	40,000.00	4,337.50	86.75	5,300.00
01 2410 111 003	EL PRINCIPAL HEAD&ASST SALARIES	60,000.00	4,337.50	57.83	25,300.00
111	SALARIES TCHR/PROF	165,000.00	13,083.33	63.43	60,333.36
01 2410 210 000	Clerical Group Insurance	42,000.00	3,762.87	72.79	11,426.34
210	GROUP INSURANCE NON-INSTR	42,000.00	3,762.87	72.79	11,426.34
01 2410 211 001	HS PRINCIPAL OFFICE GROUP INS	15,000.00	1,228.93	65.36	5,196.59
01 2410 211 002	MS PRINCIPAL OFFICE GROUP INS	9,000.00	1,212.30	107.45	(670.37)
01 2410 211 003	EL PRINCIPAL OFFICE GROUP INS	10,000.00	1,212.31	96.70	329.55
211	GROUP INS TCHR/PROF	34,000.00	3,653.54	85.72	4,855.77
01 2410 220 000	Clerical Social Security	5,000.00	415.74	73.68	1,316.16
220	SOCIAL SECURITY NON-INSTR	5,000.00	415.74	73.68	1,316.16
01 2410 221 001	HS PRINCIPAL OFFICE SOC SEC	5,000.00	338.67	54.17	2,291.44
01 2410 221 002	MS PRINCIPAL OFFICE SOC SEC	5,000.00	333.23	53.30	2,335.04
01 2410 221 003	EL PRINCIPAL OFFICE SOC SEC	5,000.00	333.20	53.30	2,335.13
221	SOCIAL SECURITY TCHR/PROF	15,000.00	1,005.10	53.59	6,961.61
01 2410 230 000	Clerical Retirement	5,000.00	535.87	94.60	270.07
230	RETIREMENT NON-INSTR	5,000.00	535.87	94.60	270.07
01 2410 231 001	HS PRINCIPAL OFFICE RETIREMENT	5,000.00	435.45	69.67	1,516.42
01 2410 231 002	MS PRINCIPAL OFFICE RETIREMENT	5,000.00	428.46	68.55	1,572.36
01 2410 231 003	EL PRINCIPAL OFFICE RETIREMENT	5,000.00	428.45	68.55	1,572.42
231	RETIREMENT TCHR/PROF	15,000.00	1,292.36	68.93	4,661.20
01 2410 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2410 237 001	Increased Retirement Contribution Rate	1,000.00	0.00	0.00	1,000.00
01 2410 237 002	Increased Retirement Contribution Rate	1,000.00	0.00	0.00	1,000.00
01 2410 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	2,000.00	0.00	0.00	2,000.00
01 2410 280 000	Clerical LTD/STD	500.00	43.82	70.48	147.59
280	LTD/STD NON-INSTR	500.00	43.82	70.48	147.59
01 2410 281 001	HS PRINCIPAL OFFICE LTD/STD	400.00	27.67	52.53	189.90
01 2410 281 002	MS PRINCIPAL OFFICE LTD/STD	300.00	27.21	68.89	93.34
01 2410 281 003	EL PRINCIPAL OFFICE LTD/STD	400.00	27.22	51.69	193.24
281	LTD/STD TCHR/PROF	1,100.00	82.10	56.68	476.48
01 2410 310 000	PRINC OFFICE DUES/FEES	1,500.00	0.00	41.33	880.00
310	OFFICIAL ADMIN SERVICES	1,500.00	0.00	41.33	880.00
01 2410 330 000	PRINCIPAL OFFICE STAFF DEV/TRN	5,000.00	0.00	4.00	4,800.00
330	STAFF DEVELOPMENT/TRAINING	5,000.00	0.00	4.00	4,800.00
01 2410 580 000	PRINC OFFICE TRAVEL EXPENSES	1,000.00	686.00	133.22	(332.18)
580	TRAVEL EXPENSES	1,000.00	686.00	133.22	(332.18)
01 2410 610 001	HS PRINCIPAL OFFICE SUPPLIES	0.00	0.00	0.00	0.00
01 2410 610 002	MS PRINCIPAL OFFICE SUPPLIES	1,000.00	0.00	0.00	1,000.00
01 2410 610 003	EL PRINCIPAL OFFICE SUPPLIES	0.00	0.00	0.00	0.00
610	SUPPLIES	1,000.00	0.00	0.00	1,000.00
01 2410 733 000	PRIN OFFICE FURNITURE	3,000.00	0.00	106.70	(201.00)
733	FURNITURE/FIXTURES	3,000.00	0.00	106.70	(201.00)
01 2410 890 000	PRINCIPAL OFFICE MISC EXP	600.00	0.00	88.34	69.95
890	MISC EXPENDITURES	600.00	0.00	88.34	69.95
2410	OFFICE OF THE PRINCIPAL	352,700.00	29,985.84	69.78	106,582.42
2510	FISCAL SERVICES				

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 2510 112 000	Concession Mgr Salaries	5,000.00	251.94	38.63	3,068.67
112	SALARIES AIDE/PARA	5,000.00	251.94	38.63	3,068.67
01 2510 116 000	FISCAL SERVICES SALARIES	50,000.00	4,147.73	66.69	16,652.65
116	SALARIES PROF CLASS	50,000.00	4,147.73	66.69	16,652.65
01 2510 210 000	Concession Mgr Group Ins	0.00	0.00	0.00	0.00
210	GROUP INSURANCE NON-INSTR	0.00	0.00	0.00	0.00
01 2510 212 000	CONCMGR GROUP INS AIDE/PARA	175.00	0.00	0.00	175.00
212	GROUP INSURANCE AIDE/PARA	175.00	0.00	0.00	175.00
01 2510 216 000	FISCAL SERVICES GROUP INS	40,000.00	2,232.27	44.65	22,141.84
216	GROUP INSURANCE PROF CLASS	40,000.00	2,232.27	44.65	22,141.84
01 2510 220 000	Concession Mgr Soc Sec	0.00	0.00	0.00	0.00
220	SOCIAL SECURITY NON-INSTR	0.00	0.00	0.00	0.00
01 2510 222 000	SOCIAL SECURITY CONC MGR	300.00	19.37	49.44	151.67
222	SOCIAL SECURITY AIDE/PARA	300.00	19.37	49.44	151.67
01 2510 226 000	SOCIAL SECURITY PROF CLASS	5,000.00	314.51	50.57	2,471.66
226	SOCIAL SECURITY PROF CLASS	5,000.00	314.51	50.57	2,471.66
01 2510 232 000	Concession Mgr Retirement	350.00	24.89	54.51	159.21
232	RETIREMENT AIDE/PARA	350.00	24.89	54.51	159.21
01 2510 236 000	FISCAL SERVICES RETIREMENT	7,500.00	409.70	43.92	4,206.03
236	RETIREMENT PROF CLASS	7,500.00	409.70	43.92	4,206.03
01 2510 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2510 282 000	Concession Mgr LTD/STD	15.00	1.12	52.13	7.18
282	LTD/STD AIDE/PARA	15.00	1.12	52.13	7.18
01 2510 286 000	FISCAL SERVICES LTD/STD	400.00	28.46	55.65	177.39
286	LTD/STD PROF CLASS	400.00	28.46	55.65	177.39
01 2510 310 000	FISCAL SERV/BANK FEES	1,000.00	58.49	119.58	(195.83)
310	OFFICIAL ADMIN SERVICES	1,000.00	58.49	119.58	(195.83)
01 2510 315 000	AUDIT/BUDGET SERVICES	11,000.00	0.00	89.55	1,150.00
315	ACCOUNTING/AUDITING SERVICES	11,000.00	0.00	89.55	1,150.00
01 2510 330 000	FISCAL OFFICE ST DEV/TRN	2,000.00	0.00	7.75	1,845.00
330	STAFF DEVELOPMENT/TRAINING	2,000.00	0.00	7.75	1,845.00
01 2510 340 000	OTHER PROFESSIONAL FISCAL SERVICES	1,500.00	121.35	95.50	67.50
340	OTHER PROFESSIONAL SERVICES	1,500.00	121.35	95.50	67.50
01 2510 530 000	PHONE/INTERNET	15,000.00	892.41	52.71	7,093.41
530	PHONE/INTERNET	15,000.00	892.41	52.71	7,093.41
01 2510 531 000	POSTAGE	6,000.00	9.76	21.19	4,728.62
531	POSTAGE	6,000.00	9.76	21.19	4,728.62
01 2510 580 000	FISCAL SERV TRAVEL EXPENSES	500.00	87.23	31.65	341.75
580	TRAVEL EXPENSES	500.00	87.23	31.65	341.75
01 2510 610 000	FISCAL OFFICE SUPPLIES	2,000.00	37.87	80.77	384.55
610	SUPPLIES	2,000.00	37.87	80.77	384.55
01 2510 733 000	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 2510 890 000	FISCAL SERVICES MISC EXP	200.00	0.00	41.82	116.37
890	MISC EXPENDITURES	200.00	0.00	41.82	116.37
2510	FISCAL SERVICES	147,940.00	8,637.10	56.24	64,742.67
2570	PERSONNEL SERV-ESRP				
01 2570 330 000	NON-INSTR STAFF DEV/TRAINING	1,000.00	0.00	3.32	966.82
330	STAFF DEVELOPMENT/TRAINING	1,000.00	0.00	3.32	966.82
2570	PERSONNEL SERV-ESRP	1,000.00	0.00	3.32	966.82
2590	WORKERS COMP INS				
01 2590 270 000	WORKERS COMP NON-INSTR	52,000.00	0.00	0.00	52,000.00
270	WORKERS COMP NON-INSTR	52,000.00	0.00	0.00	52,000.00
01 2590 271 000	WORKERS COMP TCHR/PROF	45,000.00	0.00	0.00	45,000.00
271	WORKERS COMP TCHR/PROF	45,000.00	0.00	0.00	45,000.00
2590	WORKERS COMP INS	97,000.00	0.00	0.00	97,000.00
2610	OPERATION OF BUILDINGS				
01 2610 520 000	PROPERTY/LIABILITY INSURANCE	0.00	0.00	0.00	0.00

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
520	PROPERTY/LIABILITY INSURANCE	0.00	0.00	0.00	0.00
01 2610 621 000	UTILITIES NAT GAS/FUEL	120,000.00	8,810.92	59.94	48,068.80
621	NATURAL GAS	120,000.00	8,810.92	59.94	48,068.80
2610	OPERATION OF BUILDINGS	120,000.00	8,810.92	59.94	48,068.80
2620	MAINT OF BUILDINGS				
01 2620 110 000	MAINTENANCE STAFF SALARIES	150,000.00	13,572.13	76.49	35,269.70
110	SALARIES NON-INSTR	150,000.00	13,572.13	76.49	35,269.70
01 2620 210 000	MAINT GROUP INS	35,000.00	4,090.75	77.14	8,001.05
210	GROUP INSURANCE NON-INSTR	35,000.00	4,090.75	77.14	8,001.05
01 2620 220 000	MAINT SOCIAL SECURITY	10,000.00	1,037.77	87.67	1,233.35
220	SOCIAL SECURITY NON-INSTR	10,000.00	1,037.77	87.67	1,233.35
01 2620 230 000	MAINT RETIREMENT	15,000.00	1,340.62	75.55	3,667.18
230	RETIREMENT NON-INSTR	15,000.00	1,340.62	75.55	3,667.18
01 2620 237 000	Increased Retirement Contribution Rate	4,000.00	0.00	0.00	4,000.00
237	Inc Ret Contribution Rate	4,000.00	0.00	0.00	4,000.00
01 2620 280 000	MAINT LTD/STD	700.00	60.02	57.05	300.66
280	LTD/STD NON-INSTR	700.00	60.02	57.05	300.66
01 2620 330 000	MAINT STAFF DEV/TRN	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
01 2620 340 000	OTHER PROFESSIONAL SERVICES	7,000.00	211.00	41.37	4,104.20
340	OTHER PROFESSIONAL SERVICES	7,000.00	211.00	41.37	4,104.20
01 2620 350 000	MAINT. REPAIRS	80,000.00	3,405.28	27.12	58,305.27
350	TECHNICAL SERVICES	80,000.00	3,405.28	27.12	58,305.27
01 2620 410 000	WATER & SEWER	15,000.00	0.00	73.50	3,975.58
410	WATER/SEWER	15,000.00	0.00	73.50	3,975.58
01 2620 420 000	TRASH SERVICE	5,000.00	561.70	56.97	2,151.50
420	TRASH SERVICE	5,000.00	561.70	56.97	2,151.50
01 2620 431 000	BLDG REPAIRS & MAINT	60,000.00	0.00	207.02	(64,213.76)
431	NON-TECH REPAIRS/MAINT	60,000.00	0.00	207.02	(64,213.76)
01 2620 450 000	CONSTRUCTION/REMODEL SERVICES	65,000.00	0.00	97.32	1,741.00
450	CONSTRUCTION SERVICES	65,000.00	0.00	97.32	1,741.00
01 2620 610 000	MAINT Supplies	40,000.00	2,175.79	72.65	10,940.17
610	SUPPLIES	40,000.00	2,175.79	72.65	10,940.17
01 2620 733 000	MAINT Furniture & Equipment	5,000.00	0.00	11.29	4,435.39
733	FURNITURE/FIXTURES	5,000.00	0.00	11.29	4,435.39
01 2620 890 000	MISC EXPENSE	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
2620	MAINT OF BUILDINGS	491,700.00	26,455.06	84.97	73,911.29
2630	OUTSIDE MAINTENANCE				
01 2630 340 000	OUTSIDE REPAIRS/MAINT	10,000.00	0.00	360.35	(26,034.96)
340	OTHER PROFESSIONAL SERVICES	10,000.00	0.00	360.35	(26,034.96)
2630	OUTSIDE MAINTENANCE	10,000.00	0.00	360.35	(26,034.96)
2650	VEHICLE OPER/MAINT/PURCH (NON STUDENT)				
01 2650 732 000	Vehicle Aquisition (non-pupil)	0.00	0.00	0.00	0.00
732	VEHICLES	0.00	0.00	0.00	0.00
2650	VEHICLE OPER/MAINT/PURCH (NON STUDENT)	0.00	0.00	0.00	0.00
2660	SECURITY (CAMAERAS)				
01 2660 590 000	SCHOOL RESOURCE OFFICER	0.00	0.00	0.00	0.00
590	INTERAGENCY PURCH SERVICES	0.00	0.00	0.00	0.00
2660	SECURITY (CAMAERAS)	0.00	0.00	0.00	0.00
2670	SAFETY (FIRE ALARM)				
01 2670 650 000	Safety Tech Supplies	1,500.00	0.00	100.00	0.00
650	TECH SUPPLIES	1,500.00	0.00	100.00	0.00
01 2670 734 000	Safety Tech Hardware	0.00	0.00	0.00	0.00
734	TECH HARDWARE	0.00	0.00	0.00	0.00
2670	SAFETY (FIRE ALARM)	1,500.00	0.00	100.00	0.00
2710	VEHICLE OPER/MAINT/PURCH (STUDENT)				
01 2710 110 000	TRANSPORTATION Salaries	170,000.00	18,244.45	90.70	15,810.18
110	SALARIES NON-INSTR	170,000.00	18,244.45	90.70	15,810.18

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 2710 210 000	TRANSP GROUP INSURANCE	30,000.00	1,843.95	54.87	13,538.59
210	GROUP INSURANCE NON-INSTR	30,000.00	1,843.95	54.87	13,538.59
01 2710 220 000	TRANSP SOCIAL SECURITY	15,000.00	1,382.71	77.87	3,319.90
220	SOCIAL SECURITY NON-INSTR	15,000.00	1,382.71	77.87	3,319.90
01 2710 230 000	TRANSP RETIREMENT	17,000.00	1,796.22	89.25	1,828.32
230	RETIREMENT NON-INSTR	17,000.00	1,796.22	89.25	1,828.32
01 2710 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2710 260 000	Unemployment Payments	0.00	0.00	0.00	0.00
260	UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
01 2710 271 000	Workmen's Compensation	0.00	0.00	0.00	0.00
271	WORKERS COMP TCHR/PROF	0.00	0.00	0.00	0.00
01 2710 280 000	TRANSP LTD/STD	500.00	49.74	87.26	63.68
280	LTD/STD NON-INSTR	500.00	49.74	87.26	63.68
01 2710 330 000	TRANSP STAFF DEV/TRN	1,000.00	0.00	306.60	(2,066.00)
330	STAFF DEVELOPMENT/TRAINING	1,000.00	0.00	306.60	(2,066.00)
01 2710 340 000	VEHICLE REPAIRS/MAINT	30,000.00	408.12	101.07	(321.81)
340	OTHER PROFESSIONAL SERVICES	30,000.00	408.12	101.07	(321.81)
01 2710 610 000	VEHICLE PARTS/SUPPLIES	10,300.00	2,902.43	211.43	(11,477.69)
610	SUPPLIES	10,300.00	2,902.43	211.43	(11,477.69)
01 2710 626 000	GAS & DIESEL	60,000.00	4,809.16	46.72	31,968.50
626	GAS/DIESEL FUEL	60,000.00	4,809.16	46.72	31,968.50
01 2710 732 000	Bus Acquisition (pupil)	215,000.00	0.00	45.53	117,100.00
732	VEHICLES	215,000.00	0.00	45.53	117,100.00
01 2710 890 000	Transp. Other Expense	3,000.00	340.00	62.33	1,130.20
890	MISC EXPENDITURES	3,000.00	340.00	62.33	1,130.20
2710	VEHICLE OPER/MAINT/PURCH (STUDENT)	551,800.00	31,776.78	69.03	170,893.87
2712	VEHICLE OPER/MAINT/PURCH (SPED)				
01 2712 110 000	Sped Transportation Salaries	20,000.00	1,893.30	76.77	4,646.60
110	SALARIES NON-INSTR	20,000.00	1,893.30	76.77	4,646.60
01 2712 210 000	SPED TRANSP Group Ins	1,000.00	247.12	131.66	(316.56)
210	GROUP INSURANCE NON-INSTR	1,000.00	247.12	131.66	(316.56)
01 2712 220 000	SPED TRANSP Soc Sec	1,500.00	142.96	78.05	329.26
220	SOCIAL SECURITY NON-INSTR	1,500.00	142.96	78.05	329.26
01 2712 230 000	SPED TRANS Retirement	2,000.00	187.01	75.83	483.45
230	RETIREMENT NON-INSTR	2,000.00	187.01	75.83	483.45
01 2712 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2712 280 000	SPED TRANSP LTD/STD	50.00	8.16	113.94	(6.97)
280	LTD/STD NON-INSTR	50.00	8.16	113.94	(6.97)
01 2712 330 000	SPED TRANSP STAFF DEV/TRAINING	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
01 2712 332 000	SPED Mileage to Parents	0.00	0.00	0.00	(696.01)
332	MILEAGE TO PARENTS	0.00	0.00	0.00	(696.01)
01 2712 626 000	SPED GAS/DIESEL FUEL	5,000.00	236.50	21.09	3,945.50
626	GAS/DIESEL FUEL	5,000.00	236.50	21.09	3,945.50
01 2712 732 000	SPED VEHICLE OP/MAINT/PURCH	5,000.00	0.00	20.47	3,976.43
732	VEHICLES	5,000.00	0.00	20.47	3,976.43
2712	VEHICLE OPER/MAINT/PURCH (SPED)	34,550.00	2,715.05	64.22	12,361.70
2732	SPED Vehicle Rep/Maint				
01 2732 430 000	SPED Vehicle Rep/Maint	0.00	0.00	0.00	0.00
430	OUTSIDE REPAIRS/MAINT	0.00	0.00	0.00	0.00
2732	SPED Vehicle Rep/Maint	0.00	0.00	0.00	0.00
2792	SPED Transp Services				
01 2792 510 000	Sped Transportation	0.00	0.00	0.00	0.00
510	STUDENT TRANSPORTATION SERVICES	0.00	0.00	0.00	0.00
2792	SPED Transp Services	0.00	0.00	0.00	0.00
2900	OTHER SUPPORT SERVICES				
01 2900 890 000	Non-Revenue/Other Support Serv	0.00	0.00	0.00	0.00

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
2900	OTHER SUPPORT SERVICES	0.00	0.00	0.00	0.00
3300	COMMUNITY SERV OPER				
01 3300 100 000	Daycare Salaries	150,000.00	6,899.20	27.60	108,604.80
100	SALARIES	150,000.00	6,899.20	27.60	108,604.80
01 3300 111 000	Daycare Teacher Salaries	15,000.00	0.00	15.50	12,674.63
111	SALARIES TCHR/PROF	15,000.00	0.00	15.50	12,674.63
01 3300 112 000	Daycare Aide Salaries	50,000.00	0.00	3.60	48,198.50
112	SALARIES AIDE/PARA	50,000.00	0.00	3.60	48,198.50
01 3300 210 000	DAYCARE GROUP INSURANCE NON-INSTR	10,000.00	832.47	49.95	5,005.18
210	GROUP INSURANCE NON-INSTR	10,000.00	832.47	49.95	5,005.18
01 3300 211 000	Daycare GROUP INS TCHR/PROF	200.00	0.00	46.76	106.48
211	GROUP INS TCHR/PROF	200.00	0.00	46.76	106.48
01 3300 212 000	Daycare GROUP INSURANCE AIDE/PARA	200.00	0.00	17.02	165.97
212	GROUP INSURANCE AIDE/PARA	200.00	0.00	17.02	165.97
01 3300 220 000	DAYCARE SOCIAL SECURITY NON-INSTR	5,000.00	528.43	63.41	1,829.42
220	SOCIAL SECURITY NON-INSTR	5,000.00	528.43	63.41	1,829.42
01 3300 221 000	Daycare SOCIAL SECURITY TCHR/PROF	200.00	0.00	88.80	22.40
221	SOCIAL SECURITY TCHR/PROF	200.00	0.00	88.80	22.40
01 3300 222 000	Daycare SOCIAL SECURITY AIDE/PARA	200.00	0.00	68.93	62.15
222	SOCIAL SECURITY AIDE/PARA	200.00	0.00	68.93	62.15
01 3300 230 000	DAYCARE RETIREMENT NON-INSTR	5,000.00	681.49	81.78	911.06
230	RETIREMENT NON-INSTR	5,000.00	681.49	81.78	911.06
01 3300 231 000	Daycare RETIREMENT TCHR/PROF	500.00	0.00	45.94	270.30
231	RETIREMENT TCHR/PROF	500.00	0.00	45.94	270.30
01 3300 232 000	Daycare RETIREMENT AIDE/PARA	500.00	0.00	35.59	322.06
232	RETIREMENT AIDE/PARA	500.00	0.00	35.59	322.06
01 3300 280 000	DAYCARE LTD/STD NON-INSTR	200.00	38.20	114.60	(29.20)
280	LTD/STD NON-INSTR	200.00	38.20	114.60	(29.20)
01 3300 281 000	Daycare LTD/STD Teacher	0.00	0.00	0.00	(1.53)
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	(1.53)
01 3300 282 000	Daycare LTD/STD Aide/Para	0.00	0.00	0.00	(0.87)
282	LTD/STD AIDE/PARA	0.00	0.00	0.00	(0.87)
01 3300 400 000	Daycare Supplies & Materials	0.00	0.00	0.00	0.00
400	SUPPLIES AND MATERIALS	0.00	0.00	0.00	0.00
01 3300 470 000	Daycare Food	500.00	0.00	23.19	384.05
470	FOOD	500.00	0.00	23.19	384.05
01 3300 610 000	Daycare Supplies	3,500.00	0.00	73.22	937.37
610	SUPPLIES	3,500.00	0.00	73.22	937.37
01 3300 890 000	Daycare Misc Expenditures	500.00	0.00	42.00	290.00
890	MISC EXPENDITURES	500.00	0.00	42.00	290.00
3300	COMMUNITY SERV OPER	241,500.00	8,979.79	25.57	179,752.77
3400	FOUNDATION GRANT				
01 3400 610 000	Foundation Grant Expenditures	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
3400	FOUNDATION GRANT	0.00	0.00	0.00	0.00
3535	HIGH ABILITY LEARNERS				
01 3535 111 003	High Ability Learners	5,000.00	0.00	0.00	5,000.00
111	SALARIES TCHR/PROF	5,000.00	0.00	0.00	5,000.00
01 3535 211 003	HAL Group Insurance	2,000.00	0.00	0.00	2,000.00
211	GROUP INS TCHR/PROF	2,000.00	0.00	0.00	2,000.00
01 3535 221 003	HAL Social Security	500.00	0.00	0.00	500.00
221	SOCIAL SECURITY TCHR/PROF	500.00	0.00	0.00	500.00
01 3535 231 003	HAL Retirement	500.00	0.00	0.00	500.00
231	RETIREMENT TCHR/PROF	500.00	0.00	0.00	500.00
01 3535 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 3535 281 003	HAL LTD/STD	50.00	0.00	0.00	50.00
281	LTD/STD TCHR/PROF	50.00	0.00	0.00	50.00
01 3535 330 003	HAL STAFF DEV/TRNG	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
01 3535 610 003	HAL Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 3535 650 003	High Ability Software	400.00	0.00	0.00	400.00
650	TECH SUPPLIES	400.00	0.00	0.00	400.00
01 3535 733 003	HAL Furniture & Equipment	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
3535	HIGH ABILITY LEARNERS	8,450.00	0.00	0.00	8,450.00
3541	EARLY CHILDHOOD ENDOWMENT GRANTS				
01 3541 111 003	Sixpence Coordinator Salaries	20,000.00	1,502.67	60.11	7,978.64
111	SALARIES TCHR/PROF	20,000.00	1,502.67	60.11	7,978.64
01 3541 112 003	SIXPENCE SALARIES AIDE	80,000.00	5,801.60	59.43	32,453.79
112	SALARIES AIDE/PARA	80,000.00	5,801.60	59.43	32,453.79
01 3541 211 003	Sixpence Coord Group Insurance	15,000.00	548.93	29.28	10,608.56
211	GROUP INS TCHR/PROF	15,000.00	548.93	29.28	10,608.56
01 3541 212 003	GROUP INSURANCE - AIDE	0.00	0.00	0.00	0.00
212	GROUP INSURANCE AIDE/PARA	0.00	0.00	0.00	0.00
01 3541 221 003	Coord. Social Security	1,500.00	110.52	58.94	615.88
221	SOCIAL SECURITY TCHR/PROF	1,500.00	110.52	58.94	615.88
01 3541 222 003	SOCIAL SECURITY AIDE	3,500.00	445.87	104.32	(151.10)
222	SOCIAL SECURITY AIDE/PARA	3,500.00	445.87	104.32	(151.10)
01 3541 231 003	Coord. Retirement	2,000.00	148.43	59.37	812.56
231	RETIREMENT TCHR/PROF	2,000.00	148.43	59.37	812.56
01 3541 232 003	SIXPENCE RETIREMENT - AIDE	500.00	573.07	939.30	(4,196.52)
232	RETIREMENT AIDE/PARA	500.00	573.07	939.30	(4,196.52)
01 3541 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 3541 256 003	SIXPENCE TUITION REIMB	0.00	0.00	0.00	0.00
256	PROF TUITION REIMB	0.00	0.00	0.00	0.00
01 3541 281 003	Coordinator LTD/STD	150.00	9.85	52.25	71.62
281	LTD/STD TCHR/PROF	150.00	9.85	52.25	71.62
01 3541 282 003	LTD/STD AIDE	150.00	26.76	120.37	(30.56)
282	LTD/STD AIDE/PARA	150.00	26.76	120.37	(30.56)
01 3541 330 003	Sixpence Travel/Staff Development	5,000.00	50.00	14.89	4,255.66
330	STAFF DEVELOPMENT/TRAINING	5,000.00	50.00	14.89	4,255.66
01 3541 333 003	Sixpence Mileage to Staff	0.00	0.00	0.00	0.00
333	MILEAGE TO STAFF	0.00	0.00	0.00	0.00
01 3541 340 003	Sixpence Professional Services	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 3541 580 003	Sixpence Travel Expenses	500.00	0.00	103.61	(18.07)
580	TRAVEL EXPENSES	500.00	0.00	103.61	(18.07)
01 3541 610 003	Sixpence Supplies/Family Inv	15,000.00	222.36	23.66	11,451.10
610	SUPPLIES	15,000.00	222.36	23.66	11,451.10
01 3541 733 003	Sixpence Furniture and Equipment	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 3541 890 000	SIXPENCE OTHER EXP	5,000.00	68.11	5.25	4,737.43
890	MISC EXPENDITURES	5,000.00	68.11	5.25	4,737.43
3541	EARLY CHILDHOOD ENDOWMENT GRANTS	148,300.00	9,508.17	53.75	68,588.99
3570	Teacher Eval Grant				
01 3570 610 000	Teacher Eval Grant	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
3570	Teacher Eval Grant	0.00	0.00	0.00	0.00
4300	OTHER PROFESSIONAL SERVICES				
01 4300 340 000	PROFESSIONAL SERVICES-ARCHIT/ENGINEER	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
4300	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
4411	IDEA PART B EARLY INTERVENING SERVICES				
01 4411 610 003	IDEA Part B-Early Interven. (Rtl)	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
4411	IDEA PART B EARLY INTERVENING SERVICES	0.00	0.00	0.00	0.00
4412	IDEA PART B PROPORTIONATE SHARE				
01 4412 591 003	IDEA Prof. Services	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
4412	IDEA PART B PROPORTIONATE SHARE	0.00	0.00	0.00	0.00
4900	OTHER FEDERAL EXPENDITURES				
01 4900 610 003	Drug Education - Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
4900	OTHER FEDERAL EXPENDITURES	0.00	0.00	0.00	0.00
6200	FEDERAL-TITLE I PART A ESSA				
01 6200 111 002	Title I SALARIES MS TCHR/PROF	40,000.00	3,501.87	35.02	25,992.52
01 6200 111 003	Title I, Part A ELEM SALARIES	60,000.00	7,225.87	77.79	13,325.84
111	SALARIES TCHR/PROF	100,000.00	10,727.74	60.68	39,318.36
01 6200 112 003	Title I - Aide Salaries	0.00	0.00	0.00	0.00
112	SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
01 6200 113 003	Title I Substitute Salaries	0.00	0.00	0.00	0.00
113	SALARIES SUB TCHR	0.00	0.00	0.00	0.00
01 6200 211 002	Title I GROUP INS MS TCHR/PROF	5,500.00	521.74	37.94	3,413.04
01 6200 211 003	Title I Group Insurance	25,000.00	2,320.99	60.20	9,950.93
211	GROUP INS TCHR/PROF	30,500.00	2,842.73	56.18	13,363.97
01 6200 221 002	Title I MS SOC SEC TCHR/PROF	3,000.00	258.38	34.45	1,966.48
01 6200 221 003	Title I Social Security TCHR	8,000.00	534.86	43.53	4,517.27
221	SOCIAL SECURITY TCHR/PROF	11,000.00	793.24	41.06	6,483.75
01 6200 223 003	Title I SOC SEC SUB TCHR	0.00	0.00	0.00	0.00
223	SOCIAL SECURITY SUB TCHR	0.00	0.00	0.00	0.00
01 6200 231 002	Title I RET MS TCHR/PROF	4,000.00	345.91	34.59	2,616.36
01 6200 231 003	Title I Retirement EL	8,000.00	713.75	57.63	3,389.66
231	RETIREMENT TCHR/PROF	12,000.00	1,059.66	49.95	6,006.02
01 6200 237 002	MS Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 6200 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 6200 281 002	Title I MS LTD/STD TCHR/PROF	300.00	23.49	31.32	206.04
01 6200 281 003	Title I LTD/STD	700.00	47.92	44.47	388.70
281	LTD/STD TCHR/PROF	1,000.00	71.41	40.53	594.74
01 6200 330 003	Title I Staff Dev/Training	400.00	0.00	0.00	400.00
330	STAFF DEVELOPMENT/TRAINING	400.00	0.00	0.00	400.00
01 6200 560 003	Title I Computer Hardware	0.00	0.00	0.00	0.00
560	COMPUTER HARDWARE	0.00	0.00	0.00	0.00
01 6200 580 003	Title I Travel Expenses	0.00	0.00	0.00	0.00
580	TRAVEL EXPENSES	0.00	0.00	0.00	0.00
01 6200 610 003	Title I Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 6200 650 003	Title I Computer Software	500.00	0.00	0.00	500.00
650	TECH SUPPLIES	500.00	0.00	0.00	500.00
01 6200 733 003	Title I Furniture & Equipment	1,000.00	0.00	0.00	1,000.00
733	FURNITURE/FIXTURES	1,000.00	0.00	0.00	1,000.00
01 6200 890 003	Title I Misc. Expenses	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
6200	FEDERAL-TITLE I PART A ESSA	156,400.00	15,494.78	56.73	67,666.84
6210	FEDERAL-TITLE I PART A ACCTBLTY				
01 6210 330 003	Title I Acctblty TRAVEL/Training EXPENSE	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
01 6210 610 003	Title I Acctblty SUPPLIES	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 6210 650 003	Title I Acctblty COMPUTER SOFTWARE	0.00	0.00	0.00	0.00
650	TECH SUPPLIES	0.00	0.00	0.00	0.00

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
6210	FEDERAL-TITLE I PART A ACCTBLTY	0.00	0.00	0.00	0.00
6406	FEDERAL-IDEA PART B (611) BASE AGE 3-4				
01 6406 340 000	SPED-IDEA- 3-5 other PROF SERV	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 6406 591 003	IDEA Preschool 3-5 Prf Serv	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
6406	FEDERAL-IDEA PART B (611) BASE AGE 3-4	0.00	0.00	0.00	0.00
6408	FEDERAL-IDEA PART B (611) BASE AGE 0-4				
01 6408 111 003	IDEA Part B Base Salary (prek BAF)	15,000.00	1,750.00	93.33	1,000.00
111	SALARIES TCHR/PROF	15,000.00	1,750.00	93.33	1,000.00
01 6408 112 003	IDEA Part B Base Aide (prek BAF)	50,000.00	6,659.35	104.78	(2,388.74)
112	SALARIES AIDE/PARA	50,000.00	6,659.35	104.78	(2,388.74)
01 6408 211 003	IDEA Part B Base Ins. (prek BAF)	6,000.00	343.40	49.71	3,017.41
211	GROUP INS TCHR/PROF	6,000.00	343.40	49.71	3,017.41
01 6408 212 003	GROUP INSURANCE AIDE/PARA	3,000.00	29.54	97.80	66.15
212	GROUP INSURANCE AIDE/PARA	3,000.00	29.54	97.80	66.15
01 6408 221 003	IDEA Part B Base Soc.Sec. (prek BA	1,000.00	134.12	107.27	(72.65)
221	SOCIAL SECURITY TCHR/PROF	1,000.00	134.12	107.27	(72.65)
01 6408 222 003	IDEA SOC SEC PARA	4,000.00	511.05	100.46	(18.50)
222	SOCIAL SECURITY AIDE/PARA	4,000.00	511.05	100.46	(18.50)
01 6408 231 003	IDEA Part B Base Ret. (prek BAF)	2,000.00	172.86	69.14	617.12
231	RETIREMENT TCHR/PROF	2,000.00	172.86	69.14	617.12
01 6408 232 003	IDEA RETIREMT PARA	5,000.00	657.80	103.04	(152.15)
232	RETIREMENT AIDE/PARA	5,000.00	657.80	103.04	(152.15)
01 6408 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 6408 281 003	IDEA Part B Base LTD (prek BAF)	100.00	9.43	71.18	28.82
281	LTD/STD TCHR/PROF	100.00	9.43	71.18	28.82
01 6408 282 003	IDEA LTD/STD PARA	100.00	26.95	222.61	(122.61)
282	LTD/STD AIDE/PARA	100.00	26.95	222.61	(122.61)
01 6408 340 003	IDEA 0-4 YO Prof Services	15,000.00	2,299.24	93.69	946.86
340	OTHER PROFESSIONAL SERVICES	15,000.00	2,299.24	93.69	946.86
01 6408 591 003	IDEA Part B 0-2 YO Prof Services B	40,000.00	1,701.32	22.98	30,806.89
591	PURCHASED SERVICES	40,000.00	1,701.32	22.98	30,806.89
01 6408 610 003	IDEA BAF SUPPLIES	1,000.00	0.00	0.00	1,000.00
610	SUPPLIES	1,000.00	0.00	0.00	1,000.00
01 6408 732 003	IDEA Part B - Vehicle Aq.	0.00	0.00	0.00	0.00
732	VEHICLES	0.00	0.00	0.00	0.00
6408	FEDERAL-IDEA PART B (611) BASE AGE 0-4	142,200.00	14,295.06	75.58	34,728.60
6410	FEDERAL-IDEA PART E/P (619				
01 6410 112 003	IDEA E/P - Salaries	0.00	0.00	0.00	0.00
112	SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
01 6410 340 003	SPED IDEA E/P 619	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 6410 560 003	Sped IDEA - Computer Hard.	0.00	0.00	0.00	0.00
560	COMPUTER HARDWARE	0.00	0.00	0.00	0.00
01 6410 591 003	IDEA E/P 3-5 YO Contracted Services	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
01 6410 610 003	IDEA E/P Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
6410	FEDERAL-IDEA PART E/P (619	0.00	0.00	0.00	0.00
6412	IDEA Non-Public				
01 6412 111 003	IDEA Non-Public SALARIES	6,500.00	833.33	102.56	(166.64)
111	SALARIES TCHR/PROF	6,500.00	833.33	102.56	(166.64)
01 6412 211 003	GROUP INSURANCE TCHR/PROF	2,500.00	163.52	56.81	1,079.74
211	GROUP INS TCHR/PROF	2,500.00	163.52	56.81	1,079.74
01 6412 221 003	IDEA SOCIAL SECURITY TCHR/PROF	500.00	63.86	102.14	(10.72)
221	SOCIAL SECURITY TCHR/PROF	500.00	63.86	102.14	(10.72)
01 6412 231 003	IDEA RETIREMENT TCHR/PROF	650.00	82.31	101.31	(8.49)

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
231	RETIREMENT TCHR/PROF	650.00	82.31	101.31	(8.49)
01 6412 237 003	IDEA Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 6412 281 003	IDEA LTD/STD TCHR/PROF	40.00	4.49	84.70	6.12
281	LTD/STD TCHR/PROF	40.00	4.49	84.70	6.12
6412	IDEA Non-Public	10,190.00	1,147.51	91.17	900.01
6421	IDEA Part-B (611) ARP Birth-21				
01 6421 591 000	IDEA Part-B SA Speech/Audiology	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
6421	IDEA Part-B (611) ARP Birth-21	0.00	0.00	0.00	0.00
6422	IDEA Preschool (619) ARP				
01 6422 340 003	IDEA 0-4 Prof Services	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
6422	IDEA Preschool (619) ARP	0.00	0.00	0.00	0.00
6969	Title IV ESSA/SSAE Grant				
01 6969 111 000	TITLE IV SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 6969 211 000	TITLE IV GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 6969 221 000	TITLE IV SOCIAL SEC TCHR/PROF	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 6969 231 000	TITLE IV RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 6969 281 000	TITLE IV LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 6969 340 000	Title IV ESSA/SSAE Grant	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 6969 490 000	Title IV SSAE Grant Other Materials	0.00	0.00	0.00	0.00
490	OTHER SUPPLIES AND MATERIALS	0.00	0.00	0.00	0.00
01 6969 610 000	Title IV SSAE Grant Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
6969	Title IV ESSA/SSAE Grant	0.00	0.00	0.00	0.00
6988	ARP - ESSER III After School				
01 6988 111 000	ARP-ESSER III AFTERSchl Teacher Salaries	25,000.00	3,832.50	92.04	1,990.00
111	SALARIES TCHR/PROF	25,000.00	3,832.50	92.04	1,990.00
01 6988 112 000	ARP ESSER III AFTERSCH-AIDE/PARA	2,000.00	356.25	51.01	979.75
112	SALARIES AIDE/PARA	2,000.00	356.25	51.01	979.75
01 6988 211 000	ARP-ESSER III AFTERSchl GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 6988 212 000	ARP-ESSER III AFTERSchl GROUP INS AIDE	0.00	0.00	0.00	0.00
212	GROUP INSURANCE AIDE/PARA	0.00	0.00	0.00	0.00
01 6988 221 000	ARP-ESSER III AFTERSchl SOC SEC TCHR/PROF	1,500.00	293.23	117.36	(260.46)
221	SOCIAL SECURITY TCHR/PROF	1,500.00	293.23	117.36	(260.46)
01 6988 222 000	ARP-ESSER III AFTERSchl SOC SEC AIDE/PARA	0.00	27.26	0.00	(78.06)
222	SOCIAL SECURITY AIDE/PARA	0.00	27.26	0.00	(78.06)
01 6988 231 000	ARP-ESSER III AFTERSchl RETIREMENT TCHR/PROF	2,000.00	378.57	107.72	(154.35)
231	RETIREMENT TCHR/PROF	2,000.00	378.57	107.72	(154.35)
01 6988 232 000	ARP-ESSER III AFTERSchl RETIREMENT AIDE/PARA	0.00	11.48	0.00	(23.73)
232	RETIREMENT AIDE/PARA	0.00	11.48	0.00	(23.73)
01 6988 237 000	ESSERS III Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 6988 281 000	ARP-ESSER III AFTERSchl LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 6988 282 000	ARP-ESSER III AFTERSchl LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
282	LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 6988 330 000	ARP-ESSERIII AFTERSchl STAFF DEV/TRNG	2,500.00	636.00	75.12	622.00
330	STAFF DEVELOPMENT/TRAINING	2,500.00	636.00	75.12	622.00
01 6988 610 000	ARP-ESSER III AFTERSchl SUPPLIES	30,000.00	2,276.26	91.60	2,520.00
610	SUPPLIES	30,000.00	2,276.26	91.60	2,520.00
6988	ARP - ESSER III After School	63,000.00	7,811.55	91.12	5,595.15
6989	ARP-ESSER III SUMMER SCHOOL				
01 6989 111 000	ARP-ESSER III ELC summer TEACHER	6,000.00	0.00	55.00	2,700.00
111	SALARIES TCHR/PROF	6,000.00	0.00	55.00	2,700.00
01 6989 112 000	ARP-ESSER III ELC summer AIDE	0.00	0.00	0.00	0.00
112	SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
01 6989 211 000	ARP-ESSER III summer GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 6989 212 000	ARP-ESSER III ELC summer GROUP INS AIDE	0.00	0.00	0.00	0.00
212	GROUP INSURANCE AIDE/PARA	0.00	0.00	0.00	0.00
01 6989 221 000	ARP-ESSER III ELC summer SOC SEC TCHR	500.00	0.00	50.49	247.54
221	SOCIAL SECURITY TCHR/PROF	500.00	0.00	50.49	247.54
01 6989 222 000	ARP ESSER III ELC summer SOC SEC AIDE	0.00	0.00	0.00	0.00
222	SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 6989 231 000	ARP-ESSER III ELC summer RETIREMENT TEACHER	500.00	0.00	65.19	174.03
231	RETIREMENT TCHR/PROF	500.00	0.00	65.19	174.03
01 6989 232 000	ARP ESSER III ELC summer RETIREMNT AIDE	0.00	0.00	0.00	0.00
232	RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 6989 237 000	ESSER III Summer Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 6989 281 000	ARP-ESSER III summer LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 6989 282 000	ARP-ESSER III summer LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
282	LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 6989 330 000	ESSER III Summer Staff Dev/Training	500.00	0.00	100.00	0.00
330	STAFF DEVELOPMENT/TRAINING	500.00	0.00	100.00	0.00
01 6989 610 000	ARP ESSER III ELC summer SUPPLIES	3,000.00	8,248.00	366.77	(8,002.95)
610	SUPPLIES	3,000.00	8,248.00	366.77	(8,002.95)
6989	ARP-ESSER III SUMMER SCHOOL	10,500.00	8,248.00	146.49	(4,881.38)
6992	FEDERAL-REAP				
01 6992 610 003	REAP Grant Expend	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
6992	FEDERAL-REAP	0.00	0.00	0.00	0.00
6996	COVID / ESSER				
01 6996 111 000	ESSERS I SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 112 000	COVID CARES ACT SALARIES	0.00	0.00	0.00	0.00
112	SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
01 6996 132 000	COVID OVERTIME AIDE/PARA	0.00	0.00	0.00	0.00
132	OVERTIME AIDE/PARA	0.00	0.00	0.00	0.00
01 6996 210 000	COVID GROUP INS NON-INSTR	0.00	0.00	0.00	0.00
210	GROUP INSURANCE NON-INSTR	0.00	0.00	0.00	0.00
01 6996 211 000	ESSERS I GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 221 000	ESSERS I SOC SEC TCHR/PROF	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 222 000	COVID SOC SEC AIDE/PARA	0.00	0.00	0.00	0.00

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
222	SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 6996 231 000	ESSERS I RET TCHR/PROF	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 232 000	COVID RETIREMT AIDE/PARA	0.00	0.00	0.00	0.00
232	RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 6996 281 000	ESSERS I LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 282 000	COVID LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
282	LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 6996 320 000	ESSERS I EDUC SERV SUPPORT	0.00	0.00	0.00	0.00
320	PROF EDUC SERVICES	0.00	0.00	0.00	0.00
01 6996 610 000	COVID/ESSER SUPPLIES	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 6996 643 000	COVID WEB/CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00
643	WEB/CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00
01 6996 733 000	ESSERS/CARES ACT FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
6996	COVID / ESSER	0.00	0.00	0.00	0.00
6997	ESSER II - CARES ACT				
01 6997 111 000	ESSERS II SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 6997 211 000	ESSERS II GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 6997 221 000	ESSERS II SOC SEC TCHR/PROF	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 6997 231 000	ESSERS II RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 6997 237 000	ESSER II Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 6997 281 000	ESSERS II LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 6997 330 000	ESSERS II -STAFF DEV/TRAINING	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
01 6997 610 000	ESSERS II SUPPLIES	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 6997 650 000	ESSERS II - TECH SUPPLIES	0.00	0.00	0.00	0.00
650	TECH SUPPLIES	0.00	0.00	0.00	0.00
01 6997 733 000	ESSERS II (Cares Act)FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 6997 734 000	TECH HARDWARE / CAPITAL	0.00	0.00	0.00	0.00
734	TECH HARDWARE	0.00	0.00	0.00	0.00
6997	ESSER II - CARES ACT	0.00	0.00	0.00	0.00
6998	ESSERS III Cares Act Funding				
01 6998 111 000	ARP-ESSER III TCHR	10,000.00	7,186.66	525.80	(42,580.19)
111	SALARIES TCHR/PROF	10,000.00	7,186.66	525.80	(42,580.19)
01 6998 112 000	ARP-ESSER III AIDE	40,000.00	0.00	0.00	40,000.00
112	SALARIES AIDE/PARA	40,000.00	0.00	0.00	40,000.00
01 6998 211 000	ESSERS III GROUP INS TCHR/PROF	20,000.00	2,897.10	93.04	1,392.84
211	GROUP INS TCHR/PROF	20,000.00	2,897.10	93.04	1,392.84
01 6998 221 000	ARP-ESSER III TCHR SocSec	15,000.00	544.65	26.58	11,013.74
221	SOCIAL SECURITY TCHR/PROF	15,000.00	544.65	26.58	11,013.74
01 6998 222 000	ARP-ESSER III AIDE SocSec	0.00	0.00	0.00	0.00
222	SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 6998 231 000	ARP-ESSER III TchrRET	15,000.00	709.88	34.62	9,806.26
231	RETIREMENT TCHR/PROF	15,000.00	709.88	34.62	9,806.26
01 6998 232 000	ARP-ESSER III AideRET	0.00	0.00	0.00	0.00
232	RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 6998 237 000	ESSERS III Care Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 6998 281 000	ESSERS III LTD/STD TCHR/PROF	1,000.00	55.81	38.17	618.33
281	LTD/STD TCHR/PROF	1,000.00	55.81	38.17	618.33
01 6998 282 000	ESSERIII LTD/STD AIDE	0.00	0.00	0.00	0.00
282	LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 6998 330 000	ESSERS III (Cares) Staff Developmt	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
01 6998 490 000	ESSERS III CONSTRUCTION SERV.	20,000.00	0.00	0.00	20,000.00
490	OTHER SUPPLIES AND MATERIALS	20,000.00	0.00	0.00	20,000.00
01 6998 610 000	ARP-ESSER III Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 6998 733 000	ESSERS III (Cares)FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 6998 734 000	ESSERS III ARP TECH HARD/CAP ASSTS	5,000.00	0.00	0.00	5,000.00
734	TECH HARDWARE	5,000.00	0.00	0.00	5,000.00
01 6998 890 000	ESSER III MISC EXP	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
6998	ESSERS III Cares Act Funding	126,000.00	11,394.10	64.09	45,250.98
8000	TRANSFERS (OUTGOING)				
01 8000 912 000	TRANSFER TO HOT LUNCH	0.00	0.00	0.00	0.00
912	TRANSFER TO LUNCH FUND	0.00	0.00	0.00	0.00
01 8000 913 000	TRANSFER TO ACTIVITY ACCT	0.00	0.00	0.00	0.00
913	TRANSFER TO ACTIVITY FUND	0.00	0.00	0.00	0.00
01 8000 917 000	TRANSFER TO EE BEN FUND	0.00	0.00	0.00	0.00
917	TRANSFER TO EE BEN FUND	0.00	0.00	0.00	0.00
8000	TRANSFERS (OUTGOING)	0.00	0.00	0.00	0.00
9000	NON-PROGRAM EXPENDITURES				
01 9000 110 000	Kitchen Payroll	70,000.00	7,287.32	88.18	8,272.48
110	SALARIES NON-INSTR	70,000.00	7,287.32	88.18	8,272.48
01 9000 210 000	KITCHEN GROUP INS	25,000.00	3,100.75	92.02	1,993.76
210	GROUP INSURANCE NON-INSTR	25,000.00	3,100.75	92.02	1,993.76
01 9000 220 000	KITCHEN SOCIAL SECURITY	8,000.00	472.00	51.44	3,884.54
220	SOCIAL SECURITY NON-INSTR	8,000.00	472.00	51.44	3,884.54
01 9000 230 000	KITCHEN RETIREMENT	9,000.00	698.77	66.64	3,002.61
230	RETIREMENT NON-INSTR	9,000.00	698.77	66.64	3,002.61
01 9000 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 9000 260 000	UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
260	UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
01 9000 280 000	KITCHEN LTD	500.00	33.12	53.43	232.84
280	LTD/STD NON-INSTR	500.00	33.12	53.43	232.84
01 9000 900 000	MISC EXP-expected carryover	85,000.00	0.00	0.00	85,000.00
900	OTHER	85,000.00	0.00	0.00	85,000.00
9000	NON-PROGRAM EXPENDITURES	197,500.00	11,591.96	48.16	102,386.23
9003	REPAYMENT OF INTERFUND LOAN FR BLDG				
01 9003 001 000	INTERFUND LOANS	0.00	0.00	0.00	0.00
001	InterFund LOANS	0.00	0.00	0.00	0.00
9003	REPAYMENT OF INTERFUND LOAN FR BLDG	0.00	0.00	0.00	0.00
01	General Fund	9,404,447.00	617,446.47	60.22	3,741,235.38

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
02	Depreciation Fund				
2900	OTHER SUPPORT SERVICES				
02 2900 450 000	DEPRECIATION-Facility Maint.	0.00	(122,815.60)	0.00	(122,815.60)
450	CONSTRUCTION SERVICES	0.00	(122,815.60)	0.00	(122,815.60)
02 2900 650 000	DEPRECIATION-Technology	0.00	0.00	0.00	0.00
650	TECH SUPPLIES	0.00	0.00	0.00	0.00
02 2900 732 000	PURCHASE VEHICLES/BUSES	0.00	17,850.00	0.00	(213,650.00)
732	VEHICLES	0.00	17,850.00	0.00	(213,650.00)
2900	OTHER SUPPORT SERVICES	0.00	(104,965.60)	0.00	(336,465.60)
02	Depreciation Fund	0.00	(104,965.60)	0.00	(336,465.60)

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
03	Employee Benefit Fund				
2900	OTHER SUPPORT SERVICES				
03 2900 281 000	EE Benefit Fund Pmts to EE	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
03 2900 890 000	EE BENEFIT FUND-ESRP PMT	0.00	0.00	0.00	(7,104.93)
890	MISC EXPENDITURES	0.00	0.00	0.00	(7,104.93)
2900	OTHER SUPPORT SERVICES	0.00	0.00	0.00	(7,104.93)
8000	TRANSFERS (OUTGOING)				
03 8000 911 000	EE BEN FUND-xfer to General Fund	0.00	0.00	0.00	0.00
911	Transfer To The General Fund	0.00	0.00	0.00	0.00
8000	TRANSFERS (OUTGOING)	0.00	0.00	0.00	0.00
03	Employee Benefit Fund	0.00	0.00	0.00	(7,104.93)

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
05	ACTIVITY FUND				
2900	OTHER SUPPORT SERVICES				
05 2900 610 000 099	2026 Expense	0.00	0.00	0.00	(3,448.60)
05 2900 610 000 100	Athletics - Miscellaneous Expense	0.00	2,830.00	0.00	(51,665.19)
05 2900 610 000 102	2029	0.00	0.00	0.00	0.00
05 2900 610 001 122	2025 Expense	0.00	3,773.88	0.00	(4,010.88)
05 2900 610 001 123	2021 Expense	0.00	0.00	0.00	(73.44)
05 2900 610 001 124	2023 Expense	0.00	0.00	0.00	0.00
05 2900 610 001 125	2024 Expense	0.00	2,160.00	0.00	(3,590.10)
05 2900 610 001 126	2022 Expense	0.00	0.00	0.00	0.00
05 2900 610 001 128	2020 Expense	0.00	0.00	0.00	0.00
05 2900 610 001 132	2027 Expense	0.00	0.00	0.00	0.00
05 2900 610 001 133	2028 Expense	0.00	0.00	0.00	0.00
05 2900 610 001 135	Annual Expense	0.00	0.00	0.00	(4,334.11)
05 2900 610 001 136	Drill Team Expense	0.00	0.00	0.00	0.00
05 2900 610 000 137	Track Expense	0.00	807.42	0.00	(1,445.42)
05 2900 610 001 137	Track Expense	0.00	0.00	0.00	0.00
05 2900 610 002 137	Track Expense	0.00	0.00	0.00	0.00
05 2900 610 000 138	Concession	0.00	639.10	0.00	(19,055.59)
05 2900 610 001 138	Concession	0.00	73.23	0.00	(3,437.89)
05 2900 610 001 139	FCS Expense	0.00	0.00	0.00	0.00
05 2900 610 001 140	Industrial Arts Expense	0.00	0.00	0.00	0.00
05 2900 610 001 141	One Act Expense	0.00	0.00	0.00	(2,508.50)
05 2900 610 001 142	Student Council - H S Expense	0.00	0.00	0.00	(2,103.64)
05 2900 610 001 143	H.S. Youth Leadership Expense	0.00	90.00	0.00	(475.00)
05 2900 610 001 144	H.S. Cheerleading Expense	0.00	373.00	0.00	(2,938.25)
05 2900 610 001 145	Legion Scholarship Expense	0.00	0.00	0.00	0.00
05 2900 610 001 146	Foundation Scholarship Expense	0.00	1,800.00	0.00	(10,925.00)
05 2900 610 000 147	Donations Expense	0.00	0.00	0.00	0.00
05 2900 610 000 148	Activities Expense	0.00	1,058.48	0.00	(27,565.16)
05 2900 610 000 149	Library Expense	0.00	230.00	0.00	(1,704.70)
05 2900 610 000 150	Wrestling Expense	0.00	0.00	0.00	(1,283.12)
05 2900 610 001 150	Wrestling Expense	0.00	0.00	0.00	(189.95)
05 2900 610 002 150	Wrestling Expense	0.00	0.00	0.00	0.00
05 2900 610 001 151	Grants & Scholarships	0.00	91.71	0.00	(315.11)
05 2900 610 003 152	Elementary Expense	0.00	0.00	0.00	0.00
05 2900 610 000 154	Music Expense (new)	0.00	2,712.60	0.00	(5,913.85)
05 2900 610 001 155	Snack Cart Expense	0.00	394.71	0.00	(5,350.46)
05 2900 610 000 156	Leap Program	0.00	0.00	0.00	0.00
05 2900 610 000 157	COF Expense	0.00	0.00	0.00	0.00
05 2900 610 002 160	Cheerleading-Mid School Expense	0.00	0.00	0.00	0.00
05 2900 610 002 161	StuCo - Middle School Expense	0.00	0.00	0.00	0.00
05 2900 610 001 162	Mock Trial Expense	0.00	0.00	0.00	0.00
05 2900 610 000 163	Volleyball Club Expense	0.00	0.00	0.00	(1,829.47)
05 2900 610 001 163	Volleyball Club Expense	0.00	0.00	0.00	0.00
05 2900 610 002 163	Volleyball Club Expense	0.00	0.00	0.00	(824.20)
05 2900 610 001 164	Golf Club Expense	0.00	259.00	0.00	(259.00)
05 2900 610 002 165	Middle School-Youth Leadership Expense	0.00	0.00	0.00	0.00
05 2900 610 001 166	Power Lifting Expense	0.00	0.00	0.00	0.00
05 2900 610 001 168	Speech Expense	0.00	1,007.40	0.00	(1,077.40)
05 2900 610 002 169	mid. school robotics	0.00	0.00	0.00	0.00
05 2900 610 001 170	Flags Account Expense	0.00	0.00	0.00	0.00
05 2900 610 000 171	Boys Basketball Expense	0.00	0.00	0.00	0.00
05 2900 610 001 171	Boys Basketball Expense	0.00	492.41	0.00	(492.41)
05 2900 610 002 171	Boys Basketball Expense	0.00	0.00	0.00	0.00
05 2900 610 000 172	Girls Basketball Expense	0.00	0.00	0.00	0.00
05 2900 610 002 172	Girls Basketball Expense	0.00	480.00	0.00	(480.00)
05 2900 610 001 173	Sport Posters Expense	0.00	0.00	0.00	0.00
05 2900 610 000 174	Football Club Expense	0.00	0.00	0.00	(586.70)
05 2900 610 001 174	Football Club Expense	0.00	0.00	0.00	(19.75)
05 2900 610 002 174	Football Club Expense	0.00	0.00	0.00	0.00
05 2900 610 001 175	FFA	0.00	1,872.16	0.00	(11,680.83)
05 2900 610 001 176	HS Robotics	0.00	0.00	0.00	(700.00)
05 2900 610 000 995	Int. expense	0.00	0.00	0.00	0.00
05 2900 610 000 996	Service Charge Expense	0.00	0.00	0.00	(41.25)
610	SUPPLIES	0.00	21,145.10	0.00	(170,324.97)
2900	OTHER SUPPORT SERVICES	0.00	21,145.10	0.00	(170,324.97)
05	ACTIVITY FUND	0.00	21,145.10	0.00	(170,324.97)

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
06	School Nutrition				
3100	Food Service Operations				
06 3100 110 000	Lunch Salaries	0.00	7,287.32	0.00	(52,810.37)
110	SALARIES NON-INSTR	0.00	7,287.32	0.00	(52,810.37)
06 3100 210 000	Lunch GROUP INSURANCE NON-INSTR	0.00	3,100.75	0.00	(19,905.49)
210	GROUP INSURANCE NON-INSTR	0.00	3,100.75	0.00	(19,905.49)
06 3100 220 000	Lunch SOCIAL SECURITY NON-INSTR	0.00	472.00	0.00	(3,518.79)
220	SOCIAL SECURITY NON-INSTR	0.00	472.00	0.00	(3,518.79)
06 3100 230 000	Lunch RETIREMENT NON-INSTR	0.00	698.77	0.00	(5,116.57)
230	RETIREMENT NON-INSTR	0.00	698.77	0.00	(5,116.57)
06 3100 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
06 3100 260 000	UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
260	UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
06 3100 280 000	Lunch LTD/STD NON-INSTR	0.00	33.12	0.00	(234.04)
280	LTD/STD NON-INSTR	0.00	33.12	0.00	(234.04)
06 3100 610 000	OTHER SUPPLIES AND MATERIALS	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
06 3100 630 000	FOOD	0.00	9,533.39	0.00	(104,551.04)
630	DUES AND FEES	0.00	9,533.39	0.00	(104,551.04)
06 3100 890 000	OTHER MISC EXPENSES	0.00	371.50	0.00	(1,329.32)
890	MISC EXPENDITURES	0.00	371.50	0.00	(1,329.32)
3100	Food Service Operations	0.00	21,496.85	0.00	(187,465.62)
8000	TRANSFERS (OUTGOING)				
06 8000 911 000	transfers to general acct.	0.00	0.00	0.00	0.00
911	Transfer To The General Fund	0.00	0.00	0.00	0.00
8000	TRANSFERS (OUTGOING)	0.00	0.00	0.00	0.00
06	School Nutrition	0.00	21,496.85	0.00	(187,465.62)

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
07	Bond Fund				
8000	TRANSFERS (OUTGOING)				
07 8000 911 000	Transfer To The General Fund	0.00	0.00	0.00	0.00
911	Transfer To The General Fund	0.00	0.00	0.00	0.00
8000	TRANSFERS (OUTGOING)	0.00	0.00	0.00	0.00
07	Bond Fund	0.00	0.00	0.00	0.00

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
08	Building Fund				
2515	BUILDINGS & SITES				
08 2515 340 000	BLDG CONTRACTED OR SECURED SERVICES	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
2515	BUILDINGS & SITES	0.00	0.00	0.00	0.00
2610	OPERATION OF BUILDINGS				
08 2610 890 000	BLDG-MAINT OF BLDGS	0.00	0.00	0.00	(25,878.27)
890	MISC EXPENDITURES	0.00	0.00	0.00	(25,878.27)
2610	OPERATION OF BUILDINGS	0.00	0.00	0.00	(25,878.27)
4500	BLDG AQUISITION/CONSTRUCTION				
08 4500 490 000	BLDG-PURCH PROPERTY SERV	0.00	0.00	0.00	0.00
490	OTHER SUPPLIES AND MATERIALS	0.00	0.00	0.00	0.00
08 4500 720 000	ACQUIRE/CONSTRUCT BUILDINGS	0.00	0.00	0.00	0.00
720	ACQUIRE/CONSTRUCT BUILDINGS	0.00	0.00	0.00	0.00
4500	BLDG AQUISITION/CONSTRUCTION	0.00	0.00	0.00	0.00
9001	QCPUF LOAN to General Fund				
08 9001 001 000	LOAN from BUILDING to GEN	0.00	0.00	0.00	0.00
001	InterFund LOANS	0.00	0.00	0.00	0.00
9001	QCPUF LOAN to General Fund	0.00	0.00	0.00	0.00
9004	LOAN from BLDG to QCPUF				
08 9004 001 000	LOAN from BUILDING to QCPUF	0.00	0.00	0.00	0.00
001	InterFund LOANS	0.00	0.00	0.00	0.00
9004	LOAN from BLDG to QCPUF	0.00	0.00	0.00	0.00
08	Building Fund	0.00	0.00	0.00	(25,878.27)

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
09	Qualified Capital Purpose Undtk Fund				
5000	DEBT SERVICES				
09 5000 830 000	QCPUF DUES & FEES	0.00	1.25	0.00	(1.25)
830	QCPUF OTHER EXPENDITURES	0.00	1.25	0.00	(1.25)
09 5000 831 000	PRINCIPAL ON LONG TERM DEBT	0.00	0.00	0.00	0.00
831	PRINCIPAL ON LONG TERM DEBT	0.00	0.00	0.00	0.00
09 5000 832 000	INTEREST ON LONG TERM DEBT	0.00	0.00	0.00	0.00
832	INTEREST ON LONG TERM DEBT	0.00	0.00	0.00	0.00
5000	DEBT SERVICES	0.00	1.25	0.00	(1.25)
09	Qualified Capital Purpose Undtk Fund	0.00	1.25	0.00	(1.25)

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
12	Student Fees Fund				
2900	OTHER SUPPORT SERVICES				
12 2900 810 000	StuFees-Student Support Serv	0.00	0.00	0.00	0.00
810	DUES & FEES	0.00	0.00	0.00	0.00
2900	OTHER SUPPORT SERVICES	0.00	0.00	0.00	0.00
12	Student Fees Fund	0.00	0.00	0.00	0.00

**Expenditure Report by Function/Object -
Detail_KW**

05/10/2024 01:45 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
Grand Total:		9,404,447.00	555,124.07	67.95	3,013,994.74

HTRS School Board Report

May 2024

- Enrollment:

		Grade
○ Elementary (K - 5)	127 (-1)	K 24
○ Middle School (6 - 8)	60	1 st 17
○ High School (9 - 12)	<u>84</u>	2 nd 23
Total	271 (-1)	3 rd 17
○ 2022 - 2023 Enrollment = 253		
		4 th 31 (-1)
		5 th 15
		6 th 18
		7 th 17
		8 th 25
		9 th 25
		10 th 19
		11 th 17
		12 th <u>23</u>
		Total 271 (-1)

- We have results from ESU 4 Health Screening from November 2023. The screening results were sent home to the parents of all of the students tested.
 - Vision Screening: PK - K 24% of students referred
1st - 12th Grade 27% of students referred
 - Hearing Screening: PK - K 17% of students referred
1st - 12th Grade 6% of students referred
 - Dental Screening PK - 12th Grade 3% referred

- There have been many field trips the past 2 weeks. Arbor Lodge, Henry Doorly Zoo, Kansas City Royals game, and skating in Sycamore Springs, Kansas.

- Prom and Post-Prom were successful.

- Elementary students were treated to a magician on May 8 for reaching their PBIS Titan Ticket goal for the year.

- The Spring concerts, including the Preschool concert/ promotion were held in the last 2 weeks and the students did very well.

- Grades 9 - 12 Awards night was held on April 29. We recognized students that excelled in activities and in the classroom.

HTRS School Board Report

May 2024

- The MS Awards Night and 8th Grade Promotion will be held May 14.
- Elementary students are going to a movie in Auburn on May 13 & 14. Half will go May 13 and the other half on May 14.
- The 9 - 12 band is taking a trip to Florida May 23 - 27
- May 30 there is a leaders retreat at ESU 4 with area schools
- June 4 & 5 there is a Data retreat that several staff members are attending



Kim Standerford
Assistant Principal
HTRS Public School
402 862-2151

May Board Report

Assessments

- ACT
 - Scores have been delivered
- NSCAS Testing
 - All have been completed
 - The scores have not been released yet
- MAP Testing
 - K - 2 have been completed

Class Coverages

- Teachers and Staff have been a great help in making sure everything is covered.
- I couldn't have done it without them.
- They are awesome!!!

Textbooks/Curriculum Platforms

- I will be contacting our reps to place orders for the curriculum
- I will also be renewing subscriptions to online platforms that we use

PowerSchool

- Verification reports and report cards will be printed
- Lanette and I will be pulling end-of-the-year reports
- Candy and I will be cleaning up any Special Education errors
- PowerSchool will roll over to the new year in early July

Schedule

- Teachers have given some input on the schedule for next year
- Brittany and I are working on getting a high school schedule completed
- Slow process - With adding some new classes off campus, it has been a little tougher to put a schedule in place because we don't know what that will look like yet.

#TitanPride

Kim Standerford

NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS



1,960,000 Nebraskans 324,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'. If you do not have an email and password to log in or have forgotten it, please contact NASB at 402-423-4951 for assistance. All Dates & Locations Tentative & Subject to Change

JOIN US!

Events & Networking - <https://members.nasbonline.org/events>

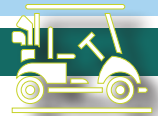
Now Hiring! NASB is hiring an IT Specialist ... visit the About Us page to learn more.



NASB Leadership Workshop - June 5-6 - Lincoln

NASB Member Golf Outing - June 12 - Kearney

Email sendorf@NASBonline.org to sign up



School Leaders & Law Conference - June 12-13 - Kearney



Call for Legislative Proposals - Due July 1

Legislative Proposals for 2025 can be submitted at any time between now and July 1 at <https://members.nasbonline.org/government-relations/legislative-proposals>

Board Candidate Workshop - July 9 - Ogallala

Board Candidate Workshop - July 10 - Hastings

Board Candidate Workshop - July 11 - Ord

Board Candidate Workshop - July 16 - Milford

ALICAP Summer Workshop - July 10 - Gering

ALICAP Summer Workshop - July 11 - Kearney

ALICAP Summer Workshop - July 12 - Lincoln

Continued on Page 2



Leadership

Innovation

Vision

Engagement

#liveNASB

#weLIVEhere

NASB provides programs, services, and advocacy to strengthen public education for all Nebraskans. Learn more at www.NASBonline.org

NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS



1,960,000 Nebraskans 324,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

PAGE 2



Area Membership Meetings - August & September



North Platte, Gering, Valentine, Kearney, York, Norfolk, Nebraska City, Omaha & Fremont



YOUR 2024 PLATINUM AFFILIATES

If your business would like to become an Affiliate Member of NASB, please visit: <https://members.nasbonline.org/about-us/affiliate-members>

ALICAP

AMERICAN FIDELITY
a different opinion

BCDM
architects

Boyd Jones

BISHOP
BUSINESS

BVH
ARCHITECTURE

CWP CARLSON
WEST
POVONDRA
ARCHITECTS

CMBA
ARCHITECTS

CROUCH
RECREATION

D|A DAVIDSON
FIXED INCOME CAPITAL MARKETS
D.A. Davidson & Co. member SIPC and FINRA

envise

Facility
Advocates
Dave Raymond

HAMITON

HAUSMANN
construction

NEBRASKA
LIQUID
ASSET FUND

northland
A First National
of Nebraska Company

Outdoor Recreation Products

PIPER | SANDLER

prm
PUBLIC RISK
MANAGEMENT
INCORPORATED

Sampson
Construction

SPARQ DATA
SOLUTIONS

Leadership

Innovation

Vision

Engagement

#liveNASB

#weLIVEhere

NASB provides programs, services, and advocacy to strengthen public education for all Nebraskans. Learn more at www.NASBonline.org

HTRS PUBLIC SCHOOLS STRATEGIC
OVERVIEW COMMITTEE FINAL
REPORT 2024

HTRS PUBLIC SCHOOLS
STRATEGIC OVERVIEW COMMITTEE
FINAL REPORT 2024

We would like to thank the Strategic Overview Committee for their contributions and recommendations to the SOAR Analysis and the Mission Statement.

Administrators

Dr. George Griffith
Darin Lovercheck
Kim Standerford

Board Members

Scott Ogle
Mike Kanel
Leah Reyes
Kyle Hilgenfeld
Neil Kanel
Dave Mezger

Other Members:

Laramie Glather, Student	Kenadi McClarnen, Student	Kylee Cooper, Student
Megan Howe, Teacher	Alecia Gerdes, Teacher	Holly Hawley, Teacher
Scott Freeman, Staff	LuAnn Hunzeker, Staff	Dennis Schaaradt, Community Member
Gina Bittner, Parent	Madison Bredimeier, Student	Jessica Strauch, Staff
Mark Joy, Community Member	Schuyler, Kulhman, Teacher	Maren DeJonge, Parent
Bill Koch, Community Member	Harlee Hardesty, Student	Jason Glathar, Community Member
Brenner Vaughan, Student	Mandy Bowen, Teacher	Shawna Richey, Student
Tami Robinson, Teacher	Ronnie Schifferbauer, Staff	Tuttle Grant, Teacher
Sammi Wamsley, Staff	Chasity Davis, Parent	Dawn Sherman, Staff
Macy Vrtiska, Student	Eric Schmit, Community Member	William Neidfeldt, Community Member
Caleb Holley, Student	Grayson Sherman, Student	Cole Hunzeker, Student
Michelle Glather, Teacher	Michael Coffey, Teacher	Amy Werts, Teacher
Jason Guenther, Staff	Koalton Taiclet, Staff	Carol Schaaradt, Community Member
Trent Phillips, Parent	Axton Wamsley, Student	Alan Fankhauser, Community Member
Deb Lewis, Community Member	Taylor Dunekacke, Teacher	

At the conclusion of the Strategic Overview Committee meetings, these are the proposals for the Board and Administration to consider as we move forward in the Strategic Planning Process. There were 4 groups within the SOC that brainstormed Strengths, Opportunities, Aspirations, and Results for HTRS Public Schools. A summary of the findings follows.



STRENGTHS

(What is the HTRS doing well that we can build upon? What are we proud of most? What makes our HTRS unique and different from others?)

Summary of Findings:

- Good Facilities/Updating/Maintained – (4)
- Good/Dedicated Staff/Cares about Students/Coming Together – (4)
- Unique/Drawing Communities Together/Collaboration – (4)
- Wide Variety of Support/Assistance for Students/Dyslexia Program/Intervention Groups – (4)
- Financially Sound/Budget – (3)
- Welcoming/Caring – (3)
- Wide Variety of Program Offerings/Extracurricular/Looking for New/STEAM – (3)
- Small Class Size – (3)
- In House Nurse – (3)
- SRO – (3)
- One Site – (2)
- Diversity/Diversity of Districts – (2)
- Meeting Community Needs – Daycare – (2)
- MTSS/PBIS – (2)
- Greenhouse/FFA/Ag Classes – (2)
- Good Curriculum/Budget All Aspects – (2)
- Good Student/Staff Relationships/Knows Students Well – (2)
- Scholarship Support – (2)
- After School/Summer Programs – (2)
- Tiny House Project – (2)
- Opportunities to Collaborate/Work as a Group/Late Start/ Access to Professional Development – (2)
- School Rating of Excellent/Great/Good
- Communication between School and Public/Different Types
- Care about Safety
- Good Board Members
- Community Wide Support
- Math and Science Scores High
- Phone Policy
- Proactive Dealing with Situations
- Good Education System

OPPORTUNITIES

(What external opportunities exist? What are the most significant opportunities we should focus our efforts on? What are our students, employees, and community asking for?)

Summary of Findings:

- JAG – (4)
- Poverty Seminar/Simulation/SENCA – (4)
- More College/Dual Credit Classes Offered – (3)
- Job Shadowing/Internships – (3)
 - FAST Global
 - Make it Known
 - OPPD – Show other Jobs
- Life Skills – (3)
- Backpack Program – (3)
- Work Study Program/Work Release – (2)
- Care Closet – (2)
- Food Bank – (2)
- Blood Mobile – (2)
- Daycare – (2)
- Grants/Donations – (2)
- College Visits – (2)
- Connect the Dots – (2)
- CNA Program – (2)
- UNL Extension
- Scholarships
- Local Business Visits
- Housing
- Communication
- Penmanship

- Community Service
- Work Experience
- SCC Work Experience
- Donations
- History and Science Curriculum
- Job Fair
- Start Talking about Jobs to Younger Students
- Farm Safety Day or Event
- Job Safety
- Career Exploration

ASPIRATIONS

(What do we **care** about deeply? What do we want to **accomplish** in the future? And what is needed to reach our aspirations?)

Summary of Findings:

- Required Life Skills/Hands on Class/ Prepare for Life/Reality/Based on skills not taught in school – balance check book, etc. – (4)
- Need TeamMates Mentoring Program/ Relationships/Mentoring with Local Community Members – (2)
- Build Positive Climate and Culture – (2)
- Safety – Protocols/Procedures/Consistent Discipline – (2)
- Building Relationships – (2)
- High Expectations
- Teacher-Student Communication
- Post Secondary
- Function, Self-Sustaining, Contributing to Society with Hopes and Dreams of becoming What They Want.
- Retaining/Recruiting Staff and Students – (2)
- Students
- Stricter Cell Phone Enforcement
- Resources – how to apply for jobs, college prep, have mentors, experience.
- Counseling for Future/Job Counselor
- Teaching for the Future – Teaching Skills/People Skills
- Knowing the Needs of the Community
- Keep up with Technology
- Know about Opportunities and How to Make Choices
- Stay Locally
- Need Housing, Jobs – Entrepreneurships
- Leading in Curriculum
- Citizenship

RESULTS

(What **outcomes** will demonstrate we are achieving success? What **results** for students and/or the HTRS do we want to see in the future? What does a **future ready** student look like?)

Summary of Findings:

Outcomes of Success:

- Graduation Rate/Plan/Graduating Students – Then Getting a Job after Graduating – (3)
- ACT Scores/Test Scores – (2)
- NDE Ranking/Keeping Our Ratings Great/Excellent – (2)
- Higher Rate of Kids Succeeding
- Grades
- Continuing Education/College
- Students Contributing to Community
- Employed
- Functioning Adults to Their Abilities
- Respectful Adults

Results for Future:

- Students Involved in Postsecondary Path/Work/Career/College
- Expanded/Recruiting More Students and Teachers

- Self-Sufficient
- Students Developing Entrepreneurship/Businesses
- Stronger Community
- More Businesses
- Life Skills

- Schoolwide Leadership Opportunities
- Student Involvement
- Parent Support
- Student Retention
- Positive Net Retention
- Fewer Behavior Results

Future Ready Student:

- Ready for Real World – Social Skills to be Productive Member of Society – (3)
- Handle Adversity Well/Not Afraid of Failure – (2)
- Future is in Place in 2-3 Years/Knowing Where They are Going – (2)
- Communicating Skills/Well with Others – (2)
- Respectful and Responsible – (2)
- Someone Who Asks Questions
- Work Ethic/Self-Driven
- Time Management
- Knowledge of Community
- Ready, Willing, and Able to Work
- Resilient
- Retain a Job/Career
- Balance Bank Account
- Cursive/Signature/Writing Skills

The final charge that the Strategic Overview Committee was given was to review HTRS Public Schools’ Mission Statement, Vision Statement, and Value Statements. Following are the recommended changes to each statement along with a summary of comments and suggestions.

MISSION (PURPOSE) STATEMENT (*Who are we? What is our purpose? Focuses on Today.*)

Final Proposed Mission Statement –

No proposed changes

CURRENT - Empowering all learners for the challenges of tomorrow.

Summary of Comments:

Four Critical Elements:

▪ Definitive (<i>Who, What, and Why</i>)			
➤ Does the current mission statement clearly state our purpose?	Yes – (20)	Middle – (2)	No – (4)
▪ Concise (<i>Fits on a business card.</i>)			
➤ Is the current mission statement brief?	Yes- (27)	Middle – (0)	No – (1)
▪ Memorable (<i>Engaging Community – Empowering Students.</i>)			
➤ Is the current mission statement easy to remember?	Yes – (25)	Middle – (2)	No – (0)
▪ Measurable (<i>Outcome focused.</i>)			
➤ Does the current mission statement state action?	Yes – (14)	Middle – (1)	No – (11)



Words that were circled:

- Entire Statement – (7)
- Empowering – (10)
- All – (2)
- Empowering all – (2)
- Empowering all learners – (3)
- All learners – (5)
- Challenges – (6)
- Tomorrow
- Challenges of tomorrow – (4)

Words that were crossed out:

- Learners – (2)
- Tomorrow

Words that were added:

- Replace learners for students
- Replace tomorrow with the future
- By implementing _____ skills

Other Comments Written:

- It doesn't need improving.
- Measurable?
- All – Stay?
- Challenges of tomorrow - ?
- Empowering is good.
- Pretty good overall.

Proposed Mission Statements:

- Empowering all students for the challenges of tomorrow.

VISION (DIRECTION) STATEMENTS REVIEW (*What do we aspire to be? Where are we headed?*)

Final Proposed Vision Statement –

Collectively empowering all learners to envision their potential by nurturing a positive growth mindset and rewarding experience.

CURRENT - *Collectively empowering students to realize their potential by providing a challenging and nurturing education.*

Summary of Comments:

Words that were circled:

- Collectively empowering students
- Empowering – (2)
- Empowering students – (5)
- Potential
- Providing
- Challenging – (2)
- Nurturing education – (2)

Words that were crossed out:

- Collectively – (6)
- Students – (2)

- Realize – (3)
- Potential
- Challenging

Words that were added:

- All – (5)
- Replace students with all - (2)
- Replace realize with discover
- Replace realize with envision – (6)
- To prepare for future careers – at the end
- To create lifelong learners – at the end
- For life - at the end
- Replace challenging with growth mindset – (3)
- Replace potential with ability – (2)

Other Comments Written:

- Positive culture
- Relationships
- Citizenship

Proposed Vision Statements:

- Empowering students to envision their potential. – (5)
- Empowering students to envision their potential for...
- Empowering students to envision their potential by providing a growth mindset.
- Empowering students to envision their potential by providing a growth mindset towards education. – (2)
- Empowering all students to provide a positive society.
- Empowering all with a positive culture with nurturing relationships.
- Positive culture – Relationships-Citizenship for All
- Our vision is to maximize the resources of our school, homes, and communities in a shared and collaborative effort to provide a strong foundation that nurtures every student’s academic and personal growth in their journey toward becoming a successful, confident, competent, and self-respecting young person.

BELIEF (CORE PRIORITIES) STATEMENTS

Proposed Changes to Belief Statements -

We believe...

- ***in a welcoming, safe, supportive, and accepting school environment.***
- ***a positive growth mindset will create an inspiring school culture.***
- ***school pride is strengthened by involving students, community, and staff.***

CURRENT -

We believe...

- ***in a welcoming, supportive, and accepting school environment.***
- ***a positive mindset will create an inspiring school culture.***

- *school spirit is strengthened by involving students, community, and staff.*

Summary of Comments:

Statements/Words that were crossed out:

- Statement #2 – (2)
- School spirit

Words that were added:

- | | |
|--|-------------------------------------|
| • #1 – safe – (9) | • #3 – all culture |
| • #1 – replace welcoming with safe | • Replace spirit with culture – (7) |
| • #1 – safe and secure – replace accepting | • Replace spirit with pride – (2) |
| • #3 – parents and family | • Replace accepting with safe |
| • #3 – families – (4) | |

Other Comments Written:

- All different working on all 3 statements – school environment, culture, spirit.
- Safety education – developing safety with education?
- #2 – don’t like wording

Proposed Belief Statements:

- In fostering the development of social, emotional, and academic development of all students.
- In fostering the development of the student academically, emotionally, and socially. – (3)
- Development of individuals

VALUE STATEMENT REVIEW

Proposed Changes to Value Statement -

Respect

Honest

Trustworthy

Responsible

Safe

CURRENT -

Respect

Summary of Comments:

Words that were added:

- Responsibility – (2)
- Lead by example
- Student success – (7)
- Citizenship – (6)
- Honesty – (5)
- Integrity – (4)
- Trust – (10)
- Communication – (5)
- Development – (2)
- Development of stakeholders
- Continuous learning
- Well-rounded citizen – (2)
- PBIS Expectations
- Expectations – (2)
- Consistency – (2)
- Consistency in enforcement of protocol
- Respect
- Always respect others
- Relationships
- Accountability

SCHOOL MOTTO:

Final Proposed Motto –

No proposed changes

CURRENT -

Titan Pride

RICHARDSON COUNTY, NEBRASKA

LOCAL EMERGENCY OPERATIONS PLAN

Dated February , 2020

This Plan complies with Title VI
of the Civil Rights Acts of 1964 (P. L. 88-352)
in that it was developed and actions described
will be carried out without discrimination against anyone
due to color, race, national origin, religion, sex, age, or handicap.

This Plan meets the requirements of the
Superfund Amendment and Reauthorization Act of 1986 (SARA),
also known as the
Emergency Planning and Community Right-to-Know Act (EPCRA)

Prepared by the
Richardson County Emergency Management Agency
with the assistance of the
Nebraska Emergency Management Agency, Lincoln, Nebraska

<https://nema.nebraska.gov/preparedness/leop>

RICHARDSON COUNTY EMERGENCY OPERATIONS PLAN

PREFACE

This Richardson County Emergency Operations Plan establishes the standardized policies, plans, guidelines and procedures that will allow all our emergency resources, governmental and non-governmental, to collectively manage and coordinate the preparation, prevention, response, recovery and mitigation functions effectively and in a consistent manner, as a team, when disaster strikes. In content and in format, the Local Emergency Operations Plan (LEOP) is consistent with the National Incident Management System (NIMS) and with the current nationwide concept embodied in the Integrated Emergency Management System (IEMS). This Plan provides for performing specific functions across the full spectrum of hazards. Most responsibilities, tasks and capabilities apply across a broad range of hazards. By treating them in this manner we show an integrated approach to disaster management. Unique aspects of certain hazards are addressed separately, where necessary. Therefore, this is truly a multi-hazard functional plan.

The Plan is organized in a manner that enhances this functional approach by incorporating the following components:

1. Basic Plan: serves as an overview of the County's approach to emergency management, assigns responsibilities, and defines broad policies, plans, and procedures.
2. Annexes: twelve functional Annexes that address the task areas deemed critical to emergency response and recovery.
3. Appendices: these sections support various Annexes and generally address unique hazard specific requirements or actions.
4. Tabs: where necessary, procedures or guidelines for carrying out specific tasks defined in Annexes or Appendices are contained in Tabs.
5. Attachments: Other supporting information is attached where needed (maps, lists, checklists, etc.).

County Basic Emergency Operations Plan Executive Summary

Purpose: It is the responsibility of all elected/appointed officials to protect citizens' lives and public and private property from the effects of hazards and disasters. This Plan describes the roles and responsibilities of the elected and appointed officials, state and federal agencies in support of the County's efforts to prevent, prepare for, respond to, recover from and mitigate against hazards and disasters.

Authority: The primary legislation directing the elected officials' responsibilities and actions during an emergency or disaster and for establishing a local emergency management agency is: RRS Sections 81-829.36 to 81-829.75, Nebraska Emergency Management Act of 1996, as amended, Cum. Supp. 2002. County, tribal, city and village officials accept this LEOP plan by resolution; generally the County has the primary responsibilities of implementation.

Scope: Implementation of this all-hazards plan will reduce or prevent the loss of life, damage to property and aid in the community economic and infrastructure recovery. Officials within the County are aware of the possibilities of an emergency or disaster and of their responsibilities in the execution of this Plan and will fulfill those responsibilities as needed. All responding elected and appointed officials, departments, agencies and jurisdictions will follow the National Incident Management System (NIMS) protocols when conducting either individual or joint disaster response and recovery activities.

Concept of Operations: The responsibility for the safety and welfare of the communities rests with the respective governments. The chief elected officials of the local governments must individually, and where possible jointly, provide policy, leadership, strategic guidance for the emergency management agency, provide resources during emergency preparedness, response, recovery activities, give trained responders the authority to accomplish the incident objectives.

The Emergency Manager (EM) will establish and implement programs to enhance the communities' awareness of, and capabilities to prevent, protect, respond, recover and mitigate disasters. During a disaster the EM will act as an operations manager/advisor/resource to local governments. Local forces, supplemented by trained auxiliaries and personnel and resources available from neighboring jurisdictions or the State, will conduct emergency operations. First responders will provide the Incident Command to address life safety, stabilize the incident and conserve property.

This Plan, approved by the elected officials, has twelve primary functional areas of responsibility (see Annexes) that define the additional roles, responsibilities and tasks necessary to ensure public safety and welfare. This Plan is developed and tested by a rigorous training and exercise program.

RESOLUTION

WHEREAS, the Board of **Commissioners** of Richardson County, Nebraska, pursuant to Nebraska Statute, is vested with the authority of administering the affairs of Richardson County, Nebraska; and

WHEREAS, it has been determined that a Richardson County Local Emergency Operations Plan has been developed in order to provide for a coordinated response to a disaster or emergency in Richardson County, the cities and villages in Richardson County; and

WHEREAS, the Board of **Commissioners** of Richardson County, deems it advisable and in the best interest of Richardson County to approve said Local Emergency Operations Plan;

WHEREAS, the acceptance of this 2020 Local Emergency Operations Plan supersedes all previous approved Richardson County Local Emergency Operations Plans;

NOW, THEREFORE, BE IT RESOLVED by the Board of **Commissioners** of Richardson County, Nebraska, that the Richardson County Local Emergency Operations Plan be, and hereby is, approved.

PASSED AND APPROVED THIS _____ DAY OF _____, 2020.

Board of County **Commissioners**,
Richardson County, Nebraska

ATTEST:

County Clerk

RESOLUTION

Council Member _____
offers the following resolution and moves its adoption, seconded by Council member
_____:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in Richardson County, the City of Falls City and other cities and villages in Richardson County, the Falls City Council deems it advisable and in the best interests of the community and the County to approve the attached Richardson County Local Emergency Operations Plan. Acceptance of this 2020 Local Emergency Operations Plan supersedes all previous approved Richardson County Local Emergency Operations Plans.

PASSED AND APPROVED THIS ____ DAY OF _____, 2020.

Mayor, City of Falls City

ATTEST:

City Clerk

RESOLUTION

Council Member _____
offers the following resolution and moves its adoption, seconded by Council member
_____:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in Richardson County, the City of Humboldt and other cities and villages in Richardson County, the Falls City Council deems it advisable and in the best interests of the community and the County to approve the attached Richardson County Local Emergency Operations Plan. Acceptance of this 2020 Local Emergency Operations Plan supersedes all previous approved Richardson County Local Emergency Operations Plans.

PASSED AND APPROVED THIS ____ DAY OF _____, 2020.

Mayor, City of Humboldt

ATTEST:

City Clerk

RESOLUTION

Board Member _____
offers the following resolution and moves its adoption, seconded by Board Member
_____:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in Richardson County, the Village of Barada and other cities and villages in Richardson County, the Barada Village Board deems it advisable and in the best interests of the community and the County to approve the attached Richardson County Local Emergency Operations Plan. Acceptance of this 2020 Local Emergency Operations Plan supersedes all previous approved Richardson County Local Emergency Operations Plans.

PASSED AND APPROVED THIS ____ DAY OF _____, 2020.

Board Chair, Village of Barada

ATTEST:

Village Clerk

RESOLUTION

Board Member _____
offers the following resolution and moves its adoption, seconded by Board Member
_____:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in Richardson County, the Village of Dawson and other cities and villages in Richardson County, the Dawson Village Board deems it advisable and in the best interests of the community and the County to approve the attached Richardson County Local Emergency Operations Plan. Acceptance of this 2020 Local Emergency Operations Plan supersedes all previous approved Richardson County Local Emergency Operations Plans.

PASSED AND APPROVED THIS ____ DAY OF _____, 2020.

Board Chair, Village of Dawson

ATTEST:

Village Clerk

RESOLUTION

Board Member _____
offers the following resolution and moves its adoption, seconded by Board Member
_____:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in Richardson County, the Village of Preston and other cities and villages in Richardson County, the Preston Village Board deems it advisable and in the best interests of the community and the County to approve the attached Richardson County Local Emergency Operations Plan. Acceptance of this 2020 Local Emergency Operations Plan supersedes all previous approved Richardson County Local Emergency Operations Plans.

PASSED AND APPROVED THIS ____ DAY OF _____, 2020.

Board Chair, Village of Preston

ATTEST:

Village Clerk

RESOLUTION

Board Member _____
offers the following resolution and moves its adoption, seconded by Board Member
_____:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in Richardson County, the Village of Rulo and other cities and villages in Richardson County, the Rulo Village Board deems it advisable and in the best interests of the community and the County to approve the attached Richardson County Local Emergency Operations Plan. Acceptance of this 2020 Local Emergency Operations Plan supersedes all previous approved Richardson County Local Emergency Operations Plans.

PASSED AND APPROVED THIS ____ DAY OF _____, 2020.

Board Chair, Village of Rulo

ATTEST:

Village Clerk

RESOLUTION

Board Member _____
offers the following resolution and moves its adoption, seconded by Board Member
_____:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in Richardson County, the Village of Salem and other cities and villages in Richardson County, the Salem Village Board deems it advisable and in the best interests of the community and the County to approve the attached Richardson County Local Emergency Operations Plan. Acceptance of this 2020 Local Emergency Operations Plan supersedes all previous approved Richardson County Local Emergency Operations Plans.

PASSED AND APPROVED THIS ____ DAY OF _____, 2020.

Board Chair, Village of Salem

ATTEST:

Village Clerk

RESOLUTION

Board Member _____
offers the following resolution and moves its adoption, seconded by Board Member
_____:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in Richardson County, the Village of Shubert and other cities and villages in Richardson County, the Shubert Village Board deems it advisable and in the best interests of the community and the County to approve the attached Richardson County Local Emergency Operations Plan. Acceptance of this 2020 Local Emergency Operations Plan supersedes all previous approved Richardson County Local Emergency Operations Plans.

PASSED AND APPROVED THIS ____ DAY OF _____, 2020.

Board Chair, Village of Shubert

ATTEST:

Village Clerk

RESOLUTION

Board Member _____
offers the following resolution and moves its adoption, seconded by Board Member
_____:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in Richardson County, the Village of Stella and other cities and villages in Richardson County, the Stella Village Board deems it advisable and in the best interests of the community and the County to approve the attached Richardson County Local Emergency Operations Plan. Acceptance of this 2020 Local Emergency Operations Plan supersedes all previous approved Richardson County Local Emergency Operations Plans.

PASSED AND APPROVED THIS ____ DAY OF _____, 2020.

Board Chair, Village of Stella

ATTEST:

Village Clerk

RESOLUTION

Board Member _____
offers the following resolution and moves its adoption, seconded by Board Member
_____:

RESOLVE: That in order to provide for a coordinated response to a disaster or emergency in Richardson County, the Village of Verdon and other cities and villages in Richardson County, the Verdon Village Board deems it advisable and in the best interests of the community and the County to approve the attached Richardson County Local Emergency Operations Plan. Acceptance of this 2020 Local Emergency Operations Plan supersedes all previous approved Richardson County Local Emergency Operations Plans.

PASSED AND APPROVED THIS ____ DAY OF _____, 2020.

Board Chair, Village of Verdon

ATTEST:

Village Clerk

SIGNATURE PAGE

We, the undersigned, have reviewed the Local Emergency Operations Plan (LEOP) for *** County. We accept the responsibilities pertaining to our organization as defined in the Plan and will respond as required in the event of an emergency, disaster, or plan implementation.

Richardson County Local Emergency
Planning Committee (LEPC)

Date

Richardson County Sheriff

Date

Falls City Police Department

Date

Falls City Fire Chief

Date

Falls City Volunteer Ambulance Squad

Date

Humboldt Fire Chief

Date

Humboldt Rescue Squad

Date

Iowa Tribe of KS & NE Police Department

Date

SIGNATURE PAGE continued

_____ Iowa Tribe of KS & NE Fire Chief

_____ Date

_____ Sac & Fox Nation of Missouri In KS & NE Police Dept.

_____ Date

_____ Dawson Fire Chief

_____ Date

_____ Falls City Rural Fire Chief

_____ Date

_____ Rulo Fire Chief

_____ Date

_____ Salem Fire Chief

_____ Date

_____ Shubert Fire Chief

_____ Date

SIGNATURE PAGE continued

Stella Fire Chief

Date

Verdon Fire Chief

Date

Richardson County Assessor

Date

Richardson County Clerk

Date

Richardson County Highway Superintendent

Date

Southeast District Public Health Director

Date

American Red Criss, Southeast Nebraska Chapter

SIGNATURE PAGE continued

Community Medical Center

Date

Richardson County Emergency Management Director

Date

City of Falls City Representative

Date

City of Humboldt Representative

Date

Village of Barada Representative

Date

Village of Dawson Representative

Date

Village of Preston Representative

SIGNATURE PAGE continued

Village of Rulo Representative

Date

Village of Salem Representative

Date

Village of Shubert Representative

Date

Village of Stella Representative

Date

Village of Verdon Representative

Date

THIS PAGE INTENTIONALLY HAS NO DATA

Date

TABLE of CONTENTS
and
LIST of ATTACHMENTS

<u>TITLE</u>	<u>PAGE</u>
Preface	i
Executive Summary	ii
Resolutions	iii
Signature Page	vii
Table of Contents	ix
Distribution	xv
Glossary of Terms and Acronyms	xvii

BASIC

I.	Purpose	1
II.	Authority	1
III.	Situation	2
IV.	Assumptions and Planning Factors	3
V.	Organization/Responsibilities	3
VI.	Concept of Operations	12
VII.	Administration and Logistics	24
VIII.	Training and Exercising	25
IX.	Plan Development and Maintenance	26
X.	References	27
Attachment		
1	Functional Responsibility Charts	29

TABLE OF CONTENTS
and
LIST OF ATTACHMENTS
(continued)

<u>TITLE</u>		<u>PAGE</u>
<u>ANNEX A</u>	<u>DIRECTION AND CONTROL</u>	A-1
Attachment		
1	County Officials and EOC Staff	A-15
2	City/Village Officials and EOC Staff	A-27
3	Incident Status Report (OMS-1)	A-51
4	Sample Disaster Declaration	A-53
TAB A	City of Falls City Operations Plan	A-55
TAB B	City of Humboldt Operations Plan	A-79
TAB C	Village of Barada Operations Plan	A-103
TAB D	Village of Dawson Operations Plan	A-115
TAB E	Village of Preston Operations Plan	A-127
TAB F	Village of Rulo Operations Plan	A-139
TAB G	Village of Salem Operations Plan	A-151
TAB H	Village of Shubert Operations Plan	A-163
TAB I	Village of Stella Operations Plan	A-175
TAB J	Village of Verdon Operations Plan	A-187
<u>ANNEX B</u>	<u>COMMUNICATIONS AND WARNING</u>	B-1
Attachment		
1	County Communication Capabilities	B-11
2	Nebraska EAS Operational Areas	B-13
3	National Weather Services Offices and Contacts	B-14

TABLE OF CONTENTS
and
LIST OF ATTACHMENTS
(continued)

<u>TITLE</u>		<u>PAGE</u>
4	NAWAS Network (Directions and Map)	B-15
5	TICPs	B-17
<u>ANNEX C</u>	<u>DAMAGE ASSESSMENT</u>	C-1
Appendix		
1	Debris Management Planning	C-7
Attachment		
1	Typical hazards and Debris Generated Chart	C-20
<u>ANNEX D</u>	<u>EMERGENCY PUBLIC INFORMATION</u>	D-1
Attachment		
1	Media Outlets	D-9
<u>ANNEX E</u>	<u>EVACUATION</u>	E-1
Attachment		
1	Responsibilities of Household animal (Pet) Owners	E-17
Appendix		
1	Flood/Dam Failure Evacuation	E-19
<u>ANNEX F</u>	<u>FIRE SERVICES</u>	F-1
Attachment		
1	Fire Resources	F-11
Appendix		
1	Hazardous Material Response	F-13

TABLE OF CONTENTS
and
LIST OF ATTACHMENTS
(continued)

<u>TITLE</u>		<u>PAGE</u>
Attachment		
1	Facilities and Vulnerable Areas	F-27
2	Hazardous Material Incident Report Form	F-31
3	Hazardous Materials Incident Notification and Telephone Numbers	F-33
Appendix		
2	Radiological Ingestions Response	F-35
<u>ANNEX G</u>	<u>HEALTH AND HUMAN SERVICES</u>	G-1
Attachment		
1	Health and Medical Resources	G-17
2	Emergency Medical Resources	G-19
3	Activation of ESAR-VHP	G-21
4	MRC Map & Contacts	G-23
Appendix		
1	Medical Countermeasure Plan	G-25
2	Agricultural Disease Emergency Response Plan	G-29
Attachment		
1	Animal Disease Initial Response Plan / Chart	G-45
2	Potential Animal Holding Areas	G-53
<u>ANNEX H</u>	<u>LAW ENFORCEMENT</u>	H-1
Attachment		
1	Law Enforcement Resources	H-11

TABLE OF CONTENTS
and
LIST OF ATTACHMENTS
(continued)

<u>TITLE</u>		<u>PAGE</u>
Appendix 1	Terrorism	H-13
<u>ANNEX I</u>	<u>MASS CARE</u>	I-1
Attachment 1	Mass Care Facilities - Listing	I-11
2	Functional Needs Resources	I-13
3	Evacuee Registration Form: Sample	I-14
4	Household Animal Registration Form: Sample	I-15
<u>ANNEX J</u>	<u>PROTECTIVE SHELTER</u>	J-1
Attachment 1	List of Protective Shelters	J-7
<u>ANNEX K</u>	<u>PUBLIC WORKS</u>	K-1
<u>ANNEX L</u>	<u>RESOURCE MANAGEMENT</u>	L-1
<u>Attachment</u> 1	Transportation Resources	L-13
2	Heavy Equipment Resources	L-15
3	Procurement Contract Compliance	L-17
<u>Appendix</u> 1	Volunteer Coordination	L-19
<u>Attachment</u> 1	Citizen Corps	L-27

TABLE OF CONTENTS
and
LIST OF ATTACHMENTS
(continued)

<u>TITLE</u>		<u>PAGE</u>
2	Job Aids: Volunteer Registration, Work Assignment Forms	L-29

TABLE OF CONTENTS
and
LIST OF ATTACHMENTS
(continued)

TITLE

PAGE

THIS PAGE INTENTIONALLY HAS NO DATA

PLAN DISTRIBUTION

<u>Individual/Organization</u>	<u>Number of Hard Copies</u>	<u>Copy Number</u>	<u>email PDF</u>
<u>Emergency Management</u>	6	1-6	
Emergency Management Director	3	1-3	
Public Information Officer	1	4	
Damage Assessment Officer	1	5	
Radiological Officer	1	6	
<u>County</u>	5	7-11	
Chair - Board of Commissioners	1	7	
County Clerk	1	8	
County Sheriff	1	9	
Highway Superintendent	1	10	
USDA County Emergency Board	1	11	
<u>City of Falls City</u>	6	12-16	
Mayor	1	12	
City Administrator/City Clerk	1	13	
Police Chief	1	14	
Fire Chief	1	15	
Public Works Director	1	16	
<u>City of Humboldt</u>	5	17-21	
Mayor	1	17	
City Administrator/City Clerk	1	18	
Police Chief	1	19	
Fire Chief	1	20	
Public Works Director	1	21	
<u>Village of Barada</u>	1	22	
Emergency Management Director or City Clerk (For use by officials such as Mayor/Board Chair Police, Fire, etc.)	1	22	

RICHARDSON COUNTY LEOP

<u>Village of Dawson</u>	1	23
Emergency Management Director or City Clerk (For use by officials such as Mayor/Board Chair Police, Fire, etc.)	1	23
<u>Village of Preston</u>	1	24
Emergency Management Director or City Clerk (For use by officials such as Mayor/Board Chair Police, Fire, etc.)	1	24
<u>Village of Rulo</u>	1	25
Emergency Management Director or City Clerk (For use by officials such as Mayor/Board Chair Police, Fire, etc.)	1	25
<u>Village of Salem</u>	1	26
Emergency Management Director or City Clerk (For use by officials such as Mayor/Board Chair Police, Fire, etc.)	1	26
<u>Village of Shubert</u>	1	27
Emergency Management Director or City Clerk (For use by officials such as Mayor/Board Chair Police, Fire, etc.)	1	27
<u>Village of Stella</u>	1	28
Emergency Management Director or City Clerk (For use by officials such as Mayor/Board Chair Police, Fire, etc.)	1	28
<u>Village of Verdon</u>	1	29
Emergency Management Director or City Clerk (For use by officials such as Mayor/Board Chair Police, Fire, etc.)	1	29

<u>Organizations</u>	9	30-38
Local Hospital	1	30
American Red Cross Southeast Nebraska Director	1	31
Southeast Public Health Department/District	1	32
Falls City Office, Health and Human Services System	1	33
School Districts	3	34-36
Tribal Nations	2	37-38

RICHARDSON COUNTY LEOP

(Distribution List continued) <u>Individual/Organization</u>	<u>Number of Hard Copies</u>	<u>Copy Number</u>	<u>email PDF</u>
<u>Nebraska Emergency Management Agency</u> (For Distribution to State Agencies)	5	39-43	5
NEMA Dept. of Environment Quality Fire Marshal	2 1	39-40 41	PDF
USDA State Emergency Board Nebraska State Patrol-Operations Nebraska Forest Service	1	42	PDF PDF
Nebraska Department of Health and Human Services, Division of Public Health			PDF

GLOSSARY OF TERMS AND ACRONYMS

Access and functional needs Populations: Individuals having additional needs before, during and after an incident in functional areas including but not limited to: maintaining independence and self-care, communication, transportation, supervision and medical care. Such individuals may have physical or behavioral disabilities, live in institutionalized settings including jails, may be elderly, children, from diverse cultures, have limited English proficiency or non-English speaking or transportation disadvantaged.

All-Hazards: Describing an incident, natural or man-made, that warrants action to protect life, property, environment, public health or safety and minimize disruptions of government, social or economic activities.

APHIS - Animal and Plant Health Inspection Service: A part of U. S. Dept. of Agriculture responsible for protecting animal and plant resources from pests and diseases, promoting agricultural health, administering the Animal Welfare Act, wildlife damage management activities.

ART - Animal Response Team

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision making.

AVIC - Area Veterinarian in Charge: A U.S.D.A. veterinarian trained in animal disease control.

Bio-security: A system designed to protect a group of organisms (plants, animals, humans) from infectious agents (i.e. viruses, bacteria, fungi, or parasites) or hazardous chemicals.

BSE - Bovine Spongiform Encephalopathy: A slowly progressive, degenerative, fatal disease affecting the central nervous system of adult cattle; also known as "Mad Cow" disease.

Business Band Radio: Any commercial radio communications not otherwise specifically stated.

CAD - Contagious Animal Diseases: Diseases that spread from one animal to other animals.

CEC - Community Emergency Coordinator: The single point of contact under SARA Title III for the community who makes determinations necessary to implement the plan. This is generally the jurisdiction's Fire Chief.

CERCLA: Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (PL 96-510)

CHEMTREC - (1-800-424-9300) Chemical Transportation Emergency Center: Located in Washington, D.C., this facility, sponsored by the chemical industry, provides 24-hour assistance in dealing with chemical transportation emergencies.

Citizen Corps A volunteer organization trained in individual preparedness and to assist first response units in administrative or minor support functions.

Civil Defense Emergency: An emergency declared by the President of the United States or Congress pursuant to applicable federal law finding that an attack upon the United States has occurred or is anticipated and that national safety requires the invocation of the emergency authority provided for by federal law.

Continuity of Government (COG) Plan: Activities that address the continuance of constitutional governance to insure that constitutional, legislative and administrative responsibilities are maintained in any potential incident.

Continuity of Operations (COOP) Plan: Planning should be instituted at all levels of government, across the private sector and non-governmental organizations, as appropriate, to ensure the continued performance of core capabilities, essential functions, or critical agency/organizational operations during any potential incident.

County Emergency Board (CEB): A group comprised of representatives from three USDA agencies, Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), Cooperative Extension Service (CES). The Emergency Manager is usually also a member.

Decontamination: The reduction or removal of contaminating radioactive, biological or chemical material from a structure, area, object, or person.

Demobilization: The orderly, safe and efficient return of an incident resource, including equipment, supplies, individuals, to the original location and status.

DATNE: Disaster Assistance Taskforce of Nebraska

DHS: Department of Homeland Security

DHHS: Department Health and Human Services,

DMP: Debris Management Plan

DOT: Nebraska Department of Transportation, also NDOT

Disaster - (Reference 81-829.39[3]): Occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or man-made cause, including, but not limited to fire, flood, earthquake, wind, storm, chemical spill, or other water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, drought, infestation, explosion, riot, civil disturbance, or hostile military or para-military action.

DRC - Disaster Recovery Center: A location established in a disaster area which houses all federal, state, and local agencies that deal directly with the needs of the individual survivor. DRCs are established only after a Presidential Declaration. Tele-registration will be available.

EAS - Emergency Alert System: The Emergency Alert System is composed of AM, FM and TV broadcast stations and non-government industry entities operating on a voluntary, organized basis during emergencies at the national, state, or operational levels.

Emergency: Any unplanned event that interrupts the daily function of the jurisdiction and requires an emergency response.

Emergency Worker: A person or persons who are primarily responsible for carrying out emergency functions. Emergency functions include radiological monitoring, firefighting services, law enforcement, medical and health services, rescue activities, area security, communications, evacuation measures, social services, and other related functions assigned by competent authority to protect the health, safety, and property of the general populace. Reference: RRS 81-829.55

EMAC – Emergency Management Assistance Compact: An agreement between *all* states for mutual aid so that needed resources are obtained, transported and utilized during a disaster.

EMS: Emergency Medical Services

EMT - Emergency Medical Technician: An individual who has completed the required training and is licensed by the State of Nebraska to perform emergency basic life support functions.

Emergency Protective Actions: Measures taken prior to or after a release of hazardous materials to prevent or minimize exposures to persons in the threatened area. Examples of emergency protective actions as discussed in this plan are area access control, evacuation, in-house shelter, decontamination, and respiratory protection.

EOC - Emergency Operation Center: A facility from which local government officials exercise direction and control in an emergency or disaster.

EOC Staff: Members of the emergency management organization tasked to operate the Emergency Operation Center during disasters.

EPA: Environmental Protection Agency (Federal Agency)

EPI - Emergency Public Information: Information concerning individual actions that will be made available to affected residents, transients, and evacuees in an emergency to ensure their safety and well-being.

ESAR-VHP: Emergency System for Advance Registration of Volunteer Health Professionals.

ESF – Emergency Support Functions: Various state agencies may be requested or mandated to participate in disaster related activities, responses or support.

Evacuation: The organized, phased and supervised withdrawal, dispersal or removal of people from dangerous or potentially dangerous areas, their reception and care in safe areas and eventual return when possible.

Executive Group: Consists of the Chief Executives (Mayor, County Board Chairman, etc.) of the affected jurisdictions and/or their deputies.

Exercise: An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties; and demonstrate operational capability.

FAD – Foreign Animal Disease: Any animal disease not naturally found in the United States. These diseases must be brought into the country by some vector, a diseased animal, food, soil, transportation. Examples of FADs include Foot-and-Mouth Disease, Newcastle Disease, Avian Influenza and African Swine Fever.

FADDs – Foreign Animal Disease Diagnosticians: Specially trained veterinarians and laboratory technicians specializing in identifying foreign animal diseases.

FCO - Federal Coordinating Officer: The person appointed by the Associate Director, Federal Emergency Management Agency, who operates under the Regional Director, FEMA, to coordinate federal assistance in a major disaster.

FDA: Food and Drug Administration

FEC - Facilities Emergency Coordinator: The single point of contact under SARA Title III for a facility that reports extremely hazardous substances. This person will coordinate all activities of the facility in the event of a spill or release.

Federal Agency Disaster Designation: Certain federal agencies have programs under their own authorities that allow them to provide assistance without a Presidential Declaration.

Federal Response Plan (FRP): The Federal plan developed under Public Law 93-288 (Stafford Act) in order to facilitate the delivery of all types of Federal Response Assistance to States to help them deal with the consequence of significant disasters. Any response provided will supplement state and local response efforts. Requests for Federal assistance will be made by the State after an assessment of state and local ability to respond to the specific disaster.

FEMA - Federal Emergency Management Agency: The federal agency charged with development of an Integrated Emergency Management System and with supporting Emergency Management and Disaster Assistance efforts at all levels of government.

First Responder: Local and nongovernmental agencies; police, fire and other emergency personnel responsible for the initial activities to protect and preserve life, property, evidence and the environment; including emergency management, public health, clinical

care, public works and other skilled support personnel from federal, state, local tribal and non-governmental organizations.

FMD: Foot and Mouth disease

FSA: Farm Services Agency

Governor's Emergency Fund: A fund established by state law that may be expended, upon direction of the Governor, for any State of Emergency to supplement local efforts to maintain and/or promptly restore essential public facilities or services when threatened or damaged as a result of a natural disaster.

Governor's Proclamation - State of Emergency: The Governor has found that a disaster has occurred or that the occurrence or threat thereof is imminent within the state or any part thereof, and he has activated the disaster response and recovery aspects of state, local, and inter-jurisdictional plans for the purpose of aiding the affected individuals and local governments.

HAN - Health Alert Network: A statewide communications system used to alert all medical doctors, hospitals, veterinarians and animal clinics of a medical or animal disease emergency.

Hazard Analysis: The process of identifying the potential danger or harm that could affect the jurisdiction and determine the probable impact each of these hazards could have on people and property.

Hazard Area: A specified area directly affected by a disaster, or with high probability of being affected by specific hazards.

Hazard Mitigation: Measures which will eliminate or reduce the potential for damage to an area or facility from the effects of an emergency or disaster.

HazMat - Hazardous Materials: Substances which, if released in an uncontrolled manner (i.e., spilled), can be harmful to people, animals, property, and/or the environment.

HSEEP – Homeland Security Exercise Evaluation Program: The method used to measure the success of all local, state and national emergency/disaster training sessions and programs; to include standards, record keeping and is the basis for the LEOP and local SOP improvement process.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategies for managing an incident, the initial response activities, formalized steps to achieve recovery, staffing and other resources needed during one or more operational periods.

ICS/IMS - Incident Command System/Incident Management System: The combination of facilities, equipment, personnel, procedures, and communications necessary to manage resources at the scene of an incident. See NIMS.

ICU: Intensive Care Unit

Incident Status Report (ISR): The ISR is used by emergency managers to report an emergency management incident to NEMA. Initial field responders and public works agencies use the ISR to collect the initial damage assessment information on damage which has occurred to the infrastructure in the jurisdiction. Part of the ISR must also include estimating the amount and types of debris which will need to be handled.

In-Place Shelter: Protective shelter action directed in the event of a short-term or low-level radioactive or toxic material release where evacuation actions could not be rapid enough to protect the affected population from an approaching hazard. Taking in-place shelter means staying indoors, closing all windows and openings to the outside air, and turning off all air conditioners or fans vented to the outside.

Infected zone: The area around a specific location of a suspected or confirmed animal/wildlife disease; also known as the quarantine or control zone.

Ingestion Exposure Pathway EPZ (Nuclear Power Station Incidents): An Emergency Planning Zone which refers to exposure primarily from eating or drinking water or foods such as milk and fresh vegetables that have been contaminated with radiation. The duration of primary exposure could range from hours to months.

Integrated Public Alert and Warning System (IPAWS): is a modernization and integration of the nation's alert and warning infrastructure and will save time when time matters most, protecting life and property.

JFO, Joint Field Office: Federal and State agencies co-located in a facility during recovery.

JIC, Joint Information Center: Locally designated location for release of information to the general media for dissemination to the public.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political (elected officials) or geographical (state, county, village) or functional (law, fire, public health).

Key Personnel: Those officials of local government and other agencies and organizations who have primary functional responsibilities under this plan.

LEDRS: Nebraska Livestock Emergency Disease Response System

Local Emergency Operations Plan (LEOP): A county wide, all-hazards plan, required by Nebraska R. R. S. Section 81-829.31, 81-829.36 to 81-829.75, 1996, that establishes the policies, responsibilities, plans, guidelines and procedures for all elected and appointed officials, Emergency Managers, and First Responders to function effectively during an emergency or disaster.

Local Emergency Planning Committee (LEPC): A local committee appointed by the State Emergency Response Commission (SERC) responsible for emergency planning and community right to know under SARA Title III.

Logistics: Providing resources (equipment, supplies, services, personnel, money) to support an incident response and recovery.

MCI - Mass Casualty Incident: An incident, emergency, or disaster which generates sufficient casualties where:

- A. The number of patients and the nature of their injuries make the normal level of stabilization and care unachievable, or
- B. The number of Emergency Medical Technicians and ambulances that can be brought to the field within the time allowed is not enough, or
- C. The stabilization capabilities of the hospital are insufficient to handle all the patients.

MIL - Nebraska Military Department: A state agency consisting of the Nebraska Emergency Management Agency, the Nebraska Air National Guard and the Nebraska Army National Guard.

MOU – Memoranda of Understanding: The MOU agreement NEMA has with Cities is based upon State Statute 81-829.52 that allows the Adjutant General, upon orders of the Governor, to establish “such number of state emergency response teams as may be necessary”. The Statute allows for payment to the jurisdictions, workman’s compensation and liability coverage for members of an established team.

MSDS: Material Safety Data Sheet

Mutual-Aid Agreements: Arrangements between organizations, either public or private, for reciprocal aid and assistance in case of emergency or disaster too great to be dealt with unassisted or when local resources are inadequate or exhausted.

NAWAS - National Warning System: A system of special telephone lines linking Nebraska with federal authorities in other states. A sub-network portion of the system, the State NAWAS Circuit, ties together state and local warning points as well as the National Weather Service, Nebraska State Patrol Stations, and nuclear power stations.

NCP - National Contingency Plan: Prepared by EPA to put into effect the response powers and responsibilities created by CERCLA.

NDA: Nebraska Department of Agriculture

NDEE: Nebraska Department of Environment and Energy

NEMA – Nebraska Emergency Management Agency: A state agency mandated to administer the Emergency Management Act, R. R. S. Section 81-829.31, .36 to .75 and Homeland Security directives for the State.

NGPC: Nebraska Game and Parks Commission

NHIT: Nebraska Hazardous Incident Team

NIMS – National Incident Management System: A comprehensive, national approach to incident management, includes the Incident Command System, multi-agency Coordination systems, and Public Information systems and must be adopted by all jurisdictions to be compliant for DHS grants and awards.

NRF: National Response Framework; a guide to how the Nation conducts all-hazards responses (Jan. 2008)

NRP: National Response Plan, a guide for governmental agencies or roles and responsibilities for disaster response. emphasizing the Emergency Support Functions, (2004, rev '06)

NRT: National Response Team. Consists of representatives of government agencies as the principal organization for implementing the NCP.

NSP: Nebraska State Patrol

Nuclear Incident: An event where nuclear materials with consequent radiation are uncontrollably released. Synonymous with the terms "radiation spill" and "nuclear accident".

OSC - On Scene Coordinator: Federal official who directs Federal response under NCP.

OSHA: Occupational Safety and Health Administration (Federal Agency).

Pathogen: An organism (bacteria, virus, fungus, parasite) that is capable of causing disease or death.

PDA: Preliminary Damage Assessment

Presidential Emergency Declaration: Under PL 93-288, as amended by PL 100-707 this is issued when the President has decided that a catastrophe, in any part of the United States, requires federal emergency assistance to supplement state and local efforts to save lives and protect property, public health, and safety, or to avert or lessen the threat of a natural disaster which because of the pressure of time or because of the unique capabilities of a federal agency, assistance can be more readily provided by the federal government.

Presidential Major Disaster Declaration: Is issued when in the determination of the President, a catastrophe causes damage of sufficient severity and magnitude to warrant

federal assistance under PL 93-288, as amended by PL 100-707, or subsequent legislation, above and beyond emergency services provided by the federal government to supplement the efforts and available resources of states, local governments, and other relief organizations in alleviating the damage, loss, hardship, or suffering as a result of the catastrophe.

Protective Shelter: Any shelter with the capability to protect individuals, animals, or equipment from the effects of hazards such as tornadoes, blast, fire, initial radiation, and fallout.

Quarantine zone: Area where livestock, vehicle or human movement, in/out of, is prohibited.

Radiological Emergency: A radiological incident/accident that requires immediate action to save lives, to protect public health, to preserve property, or to reduce or avoid an increase in the threat resulting from the incident/accident.

Radiological Monitoring: The use of detection equipment to measure the presence or levels of radiation and concentration of radioactive contamination to include the planning and data collection necessary to the task.

Radiological Protection: The organized effort, through warning, detection, and preventive or remedial measures, to minimize the effect of nuclear radiation on people and resources.

REM - Radiation Equivalent in Man: A measure of the overall effectiveness of a radiation dose at causing a risk of cancer.

Restricted Zone: The area around a suspected or confirmed animal disease location where the movement of livestock or people is controlled or stopped. The size of the zone is dependent on weather, terrain, animal concentrations, etc.

Risk: A function of three variables: Threat, Vulnerability and Consequence.

RRT - Regional Response Team: representatives of Federal agencies and a representative from each state in the Federal Region. During a response to a major hazardous materials incident involving transportation or a fixed facility, the OSC may request that the RRT be convened to provide advice or recommendations.

Rumor Control: A location where information requests from the public can be handled. Special Disaster Information telephone numbers may be published.

SARA: Superfund Amendments and Reauthorization Act of 1986. Contains Title III provisions for Hazardous Materials Emergency Planning and Community Right-to-Know.

Secondary spread: The spread of a disease by carriers (vectors) such as people, other animals, vehicles or by contaminated materials such as soil, food, bedding, wastes, etc.

SEOC: State Emergency Operations Center, usually in Lincoln, at the NEMA facilities

SEOP: State Emergency Operations Plan

SERC - State Emergency Response Commission: A commission, appointed by the governor to oversee LEPCs.

SERT - State Emergency Response Teams: Specially trained Hazmat team, technician level. Three levels of response teams: Governor's appointment, Nebraska Hazardous Incident Team, Wildfire Team

SFM: State Fire Marshal

SOP: Standard Operating Procedures, a list of specific or detailed actions, methods or skills used to accomplish a specific task or job; also known as SOGs, Standard Operating Guides.

State Coordinating Officer (SCO): The person named by the Governor in the Federal-State Agreement to execute on behalf of the State all necessary documents for disaster assistance following the declaration of an emergency or major disaster, including certification of applications for public assistance.

State Radiation Team/Radiological Monitoring Team: Response team sent to a radiological incident/accident by the Nebraska Health and Human Services System. This team(s) may be augmented by emergency management radiological monitoring resources, including aerial monitoring. On scene, all radiation control activities are coordinated by the HHSS which also furnishes technical guidance and other services to local governments.

Superfund: The trust fund established under CERCLA to provide money the OSC can use during a cleanup.

Surveillance zone: In an animal disease situation this could initially include the entire state and those near to the infected area where livestock would be closely monitored. This zone would be adjusted based on the findings about the disease and its ability to spread.

Title III: The "Emergency Planning and Community Right-to-Know" portion of SARA. This is Specifies requirements for minimum plan content, for fixed facility owners to inform officials about extremely hazardous substances present at the facilities and for making information about extremely hazardous substances available to citizens.

Traffic Control (Entry-Exit) Points: Places along evacuation routes that are either manned by law enforcement personnel or volunteers, or marked with barricades to direct and control movement to and from the area being evacuated.

Triage: A system of assigning priorities of medical treatment to the injured and/or ill on the basis of urgency, chance of survival, etc.

UNS: University of Nebraska System

USDA: United States Department of Agriculture

Volunteer: For the purposes of NIMS, any person accepted to perform services by the lead agency to accept such services when the person performs services without promise, expectation or receipt of compensation for services performed. (16 USC 742f© and 29 CFR 553.101).

VOAD – Voluntary Organizations Active in Disasters, see the “Emergency Manager’s Handbook”.

THIS PAGE INTENTIONALLY HAS NO DATA

RICHARDSON COUNTY BASIC EMERGENCY OPERATIONS PLAN

I. PURPOSE

This Plan predetermines, to the extent possible, actions taken by responsible elements of the governments within Richardson County including its cities, villages, and cooperating private organizations to:

- A. Detect and protect against, threats or incidents of terrorism, natural disasters, major emergencies, and incidents of national significance,
- B. Prevent against avoidable disasters by reducing the vulnerability of Richardson County residents to any disasters that may strike,
- C. Establish capabilities for protecting citizens from the effects of disasters,
- D. Respond effectively to the actual occurrence of disasters,
- E. Provide for the recovery in the aftermath of any emergency involving extensive damage or other detrimental effect on normal life within the community.

II. AUTHORITY

Authority for this Plan is contained in:

- A. Public Law 81-920 (Federal Emergency Management Act of 1950) as amended;
- B. Public Law 93-288 (Disaster Relief Act of 1974) as amended by PL 100-707;
- C. Public Law 99-499 (Superfund Amendments and Reauthorization Act of 1986) as amended;
- D. 44 CFR, Part 302, Emergency Management: State and Local Emergency Management Assistance (EMA), October 2011, as amended;
- E. RRS Sections 81-829.36 to 81-829.75, Nebraska Emergency Management Act of 1996, as amended, Cum. Supp. 2002;
- F. Nebraska Administrative Code, Chapter 7; Nebraska Emergency Management Agency Title 67, July 21, 2001;

- G. Nebraska Revised Statutes 81-201 (Reissue 1996), 54-701 (reissue 1998 and Cum. Supp. 2002, and 54-1180 to 54-1182 (Reissue 1998 and Cum. Supp. 2002), (Nebraska Department of Agriculture's general response procedures); 2-1072 to 2-10, 117, the Plant Protection and Pest Act; and 54-847 to 54-863, (Reissue 1998) the Commercial Feed Act; 81-2,257 to 81-2,261 (Reissue 1996 and Cum. Supp. 2002), the Nebraska Pure Food Act; S2-3901 to 2-3911 (Reissue 1997 and Cum. Supp. 2002), the Nebraska Pasteurized Milk Law; 2-3913 to 2-3946 (Reissue 1997 and Cum. Supp. 2002), Manufacturing Milk Act;
- H. USC Title 21, section 134(a), (USDA response procedures for animal disease events);
- I. USC Title 7, sections 7701-7772, (USDA Plant Protection Act);
- J. 21 CFR, Parts 500-599 (Food, Drug, and Cosmetic Act);
- K. Homeland Security Presidential Directive (HSPD) 5 "Management of Domestic Incidents," 28 February, 2003;
- L. Presidential Policy Directive (PPD) 8 "National Preparedness" March 30, 2011;
- M. State of Nebraska, Executive Order 05-02, State Adoption of the National Incident Management System (NIMS), March 4, 2005.
- N. *Joint Resolution and Agreement, dated August 20, 2008, establishing the Southeast Region Governance Board;***
- O. *Richardson County Resolution, dated _____, establishing the 2017 Richardson County Local Emergency Operations Plan (LEOP);***
- R. *10 CFR, Parts 50 and 70, Appendix E, Nuclear Regulatory Commission as revised 3 November 1980.***

III. SITUATION

- A. Richardson County, with a residential population of approximately 7937 persons, (**2018** census) is vulnerable to many hazards that can disrupt the community, create damage and cause injury or death. The *** Local Hazard Mitigation Plan has identified hazards which could affect the population or public and private property. The most severe of these hazards are many. (*such as: severe weather, tornadoes, hazmat incidents, infectious disease, flash flooding, etc*)
- B. Richardson County and its incorporated jurisdictions have significant emergency response resources and capabilities. Two law enforcement

agencies, nine fire departments, two rescue squads, Emergency Management and the Community Medical Center provide emergency services on a day-to-day basis. During and after a disaster, the use of these emergency resources and other governmental and private response and recovery capabilities will minimize the effects of the disaster.

- C. *An incident or emergency at the Cooper Nuclear Power Station which is located near Brownville in Richardson County, is another special hazard consideration for Richardson County. Richardson County is located in the Plume Exposure Emergency Planning Zone (10 mile EPZ). However, Richardson County is located almost entirely within the Ingestion Exposure Pathway EPZ (50 mile radius) which involves possible impact resulting from ingestion of contaminated surface water, human food or animal food. Refer to the State Radiological Emergency Response Plan for Nuclear Power Station Incidents, dated April 30, 2015 for response requirements.***

IV. ASSUMPTIONS and PLANNING FACTORS

- A. Outside assistance would be available in most disasters. However, it is essential for the County to be prepared to carry out disaster response and short-term recovery actions on an independent basis.
- B. A major disaster may occur at any time, and at any place, in the county. In some cases, warnings and increased preparedness measures may be possible. Many disasters can and will occur with little or no warning.
- C. Implementation of this Plan will reduce or prevent the loss of life and damage to property. Officials within the County are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this Plan and will fulfill those responsibilities as needed.
- D. All responding elected and appointed officials, departments, agencies and jurisdictions will follow the National Incident Management System (NIMS) protocols when conducting either individual or joint disaster response and recovery activities. This includes but is not limited to establishing unified or area incident command systems, the use of staging areas as needed, implementing multi-agency coordination systems and resource management including the identification and listing of all department, agency and jurisdiction disaster response resources (equipment, trained personnel, supplies, facilities) using the NIMS resource identification process.

V. ORGANIZATION / RESPONSIBILITIES

- A. Elected Officials Responsibilities

The responsibility for the safety and welfare of the residents of *** County and its communities rests with the respective governments. To fulfill this responsibility, the chief elected officials of the various local governments must individually, and where possible, jointly:

1. Provide overall policy, leadership and direction and strategic guidance, for the emergency management agency,
2. Provide resources during emergency preparedness, response and recovery activities.
3. Give the trained responders the authority to accomplish the incident objectives.

Providing policy direction does not mean that these officials direct the incident objectives or tactics. Those responsibilities are given to the Incident Commander, see below. The elected/appointed officials will implement these and other plans to ensure emergency actions are taken in a timely manner to provide care and support for those citizens affected.

B. Local Government Structure

1. A three member Board of Commissioners manages the governmental activities of the County. Their authority extends to all unincorporated areas of the county.
2. Falls City is a first class city (population 4152) and functions under the Mayor/Council system. The City Council has a Council President and eight Council Members. Day-to-day activities of the city are under the direction of a City Administrator.
3. Humboldt is a second class city (population 821) and uses the Mayor/Council form of government. The Council has a Council President and five Council Members.
4. Barada (population 23), and Preston (population 26), are villages under the direction of Village Boards with a Board Chairperson and two Board Members. Dawson (population 136), Rulo (population 162), Salem (population 104), Shubert (population 139), Stella (population 144), and Verdon (population 159) are villages under the direction of Village Boards with a Board Chairperson and five Board Members.

C. Emergency Management

1. Richardson County Emergency Management Agency

The Richardson County Emergency Management Director, appointed jointly by the Richardson County Board of Commissioners, will act as a disaster operations advisor to the Board. In that capacity, and as directed by the County Board, the Emergency Management Agency will assist and support other cities and villages in the county in emergency response activities within those communities. Local forces, supplemented as necessary by trained auxiliaries and personnel and resources available from neighboring jurisdictions or the State, will conduct emergency operations. In general, the Emergency Management Director:

- a. Serves as the emergency preparedness and response advisor to the Richardson County Board of Commissioners and the Mayor of the cities and/or the chairperson of the board of the villages.
- b. Directs and controls the Richardson County Emergency Management Agency. In that capacity, supports disaster preparedness and response activities in all other jurisdictions in the county.
- c. Develops plans, prepares guidance, and coordinates actions to accomplish an effective emergency operating capability, assesses the capabilities and readiness of local assets likely to be needed during an incident and identifies any shortfalls or gaps.
- d. Ensures that there are unified objectives with regard to the communities' emergency response plans, preparation activities, public information, training and exercising activities.
- e. Promulgates a program promoting a general public awareness of Emergency Management.
- f. Implements procedures to obtain state/federal government programs of financial and resource assistance to include the local administration and fiscal responsibility for grants, equipment obtained through grants and the training for the equipment so obtained.
- g. Establishes programs to protect lives, protect property, and sustain survivors in the event of disaster.
- h. Involves private sector businesses and relief organizations in planning, training and exercising.

3. City and Village Emergency Management

Currently, no cities or villages have appointed Emergency Management Director to serve and advise executives on emergency management matters. If appointed, this function, in relation to their communities, will be the same as listed above for the Richardson County Emergency Management Director.

D. Incident Commander

1. The Incident Commander of an event or disaster is the first trained responder on scene. The initial response priorities are based on:
 - a. Life Safety: determining the threats to both the responders and the public.
 - b. Incident Stabilization: determining tactics to reduce the damage potential lessen the incident complexity and provide infrastructure protection,
 - c. Property Conservation: assessing the real property threatened by the event, the potential environmental impact and the economic impact.
2. Incidents occur at differing levels of complexity, from simple ones requiring only one responder with a minimal level of input to catastrophic levels requiring federal or even international assistance. Yet all incidents remain under the control of the Local Incident Commander. The Incident Commander will follow the principle and guidelines of the National Incident Management System. For all events, the Incident Commander is also responsible for the following in some manner or scale:
 - a. Having clear authority and knowing agency policy,
 - b. Ensuring incident safety,
 - c. Establishing an Incident Command Post,
 - d. Setting priorities, determining incident objectives and strategies to be followed,
 - e. Establishing the Incident command system organization needed to manage the incident,
 - f. Approving the Incident Action Plan,
 - g. Coordinating command and General Staff activities,

- h. Approving resource requests and use of volunteers and auxiliary personnel,
- i. Ordering demobilization as needed,
- j. Ensuring after-action reports are completed, and
- k. Authorizing information release to the public.

E. State Agencies

This Plan primarily addresses local authority in emergencies. There may be times when state agencies may be requested or required to be involved. References in this Plan to state agencies are not meant to be an exhaustive list of circumstances or situations with State involvement. State statutes mandate certain state agencies to respond or support local jurisdictions and those agencies are expected to perform their duties when necessary.

F. Responsibilities

Most departments within local government have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining emergency/disaster procedures. This Plan has twelve primary functional areas of responsibility (detailed in Annexes) that define the tasks necessary to ensure public safety and welfare. Additional functions, such as Mitigation, Continuity of Government, Reporting, and Administration and Logistics, which do not warrant a full Annex, are also addressed at the appropriate places in this Plan. Primary and supporting responsibility has been assigned as shown in the Functional Responsibility Chart, included in this section. (See Attachment 1). Specific activities are covered in the Annexes. Responsibilities for certain organizations that are not part of local government are also presented. In general, the functional areas cover:

1. Direction and Control (Annex A)

By statute, the conduct of all emergency operations and protective actions in the County is the responsibility of the County Board; and, in their respective political subdivisions, the responsibility of the Mayor and City Councils of Falls City and Humboldt and the Village Boards of Barada, Dawson, Preston, Rulo, Salem, Shubert, Stella and Verdon. These executives constitute the Emergency Executive Group. During an emergency, they will re-locate to the Emergency Operations Center (EOC) in Falls City, along with the Emergency Operations Staff, unless not deemed appropriate by each respective political subdivision. The Emergency Executive Group will use the expertise of the EOC staff to assist them in the Direction and Control functions. In general, executive direction and control responsibilities will be to:

- a. Assign missions and tasks in support of and fulfilling the resource needs of the Incident Commander,
- b. Establish short and long term priorities for recovery,
- c. Anticipate and identifying future resource requirements,
- d. Monitor the County environment,
- e. Inform the public of conditions, warnings, and instructions,
- f. Coordinate emergency operations in support of the Incident Commander,
- g. Demobilize and replenish resources after the event,
- h. Coordinate and resolve policy issues arising from the event,
- i. Participate in the After Action Report process and make the subsequent modifications to policies, plans and procedures in agencies under their authority;
- j. Partner with private, for-profit, non-profit, non-governmental, faith-based and other organizations as required and
- k. Implement those appropriate portions of the jurisdiction's Continuity of Operations – Continuity of Government Plans. This ensures that the vital and essential functions of government services continue during and after a disaster, especially when government facilities and staff are affected by the disaster.

2 Communications and Warning (Annex B)

The primary responsibility for establishing, maintaining, augmenting, and providing backup for all channels of communications needed for emergency response and recovery rests with the respective emergency service organizations. The Communications Officer is responsible for coordinating EOC communications and maintaining this Annex of the LEOP; in lieu of a Communications Officer, then the Emergency Management Agency. Warning could be received through the NAWAS Warning Point or NOAA Weather Alert radio. In the remainder of the county, warning of the public is a primary responsibility of the Richardson County Sheriff's Office.

3. Damage Assessment (Annex C)

The Richardson County Emergency Management Agency will serve as Damage Assessment Coordinator and will be responsible for ensuring that personnel and procedures are available to provide preliminary damage estimates and descriptions of the damage, including estimated costs, resulting from the disaster. This responsibility includes provisions for completing the process of requesting a local disaster proclamation through emergency management channels. The Damage Assessment Coordinator is a member of the EOC Staff. Debris management planning guidelines, staffing and responsibilities are provided in Annex C. Red Cross and the USDA, FSA may conduct damage assessments targeted to their mission and may be able to share such information with the EOC.

4. Emergency Public Information (Annex D)

The Public Information Officer (PIO) is responsible for keeping the public advised as to the emergency. The PIO has an important role of coordinating with the media in advising the public of proper actions to take. The establishment of rumor control procedures and Disaster Recovery Centers are also important functions as is the on-going requirement for emergency preparedness education efforts. All public information activity will be coordinated through the Emergency Operating Center where the Public Information Officer will function as a member of the EOC Staff.

5. Evacuation (Annex E)

The goal of this function is to relocate people to safe areas when emergencies or threats necessitate such action. The decision to evacuate is normally made by the Executive Group on the advice of the Emergency Management Director or their designee but due to the severity of the situation it may be made by the Incident Commander (fire or law enforcement). The Richardson County Emergency Management Agency, responsible for establishing clear and detailed procedures for carrying out evacuations. Evacuation and sheltering plans will include consideration for individuals with access and functional needs, service or companion animals and household animals.

6. Fire Services (Annex F)

All Fire District Chiefs are responsible for fire control and rescue activities in their respective fire districts. The Fire Chief or their designee of the affected jurisdiction serves as Fire Services Coordinator and as a member of the EOC staff. If more than one jurisdiction is affected, the Richardson County Fire Mutual Aid Association may provide a Fire Services Representative to the EOC. General responsibilities are to limit loss of life and property from fires and other damage, provide leadership

and training in fire prevention and suppression, respond to HazMat incidents, lead search and rescue, assist in mobile medical aid and ambulance transport, and provide light rescue of trapped or injured persons.

7. Health and Medical (Annex G)

Emergency Medical Services (EMS) responsibilities and coordinating rescue operations include providing emergency medical care and treatment for the ill and injured, coordinating evacuation of health care patients, and managing medical resources, both personnel and equipment/supplies. This may be assigned to a Medical Coordinator. Public health responsibility has been assigned to a Public Health Coordinator. These responsibilities include the safeguarding of public health, minimizing the incidence of communicable disease, coordinating mental health care/crisis counseling, establishing environmental controls, and coordinating burial.

8. Law Enforcement (Annex H)

The Richardson County Sheriff, the Falls City Police Department, Iowa Tribe Police Department, Sac & Fox Nation Police Department, of the incorporated communities, and the Nebraska State Patrol are responsible for law enforcement, traffic control and security functions within their respective jurisdictions. Their responsibilities include maintaining law and order through traffic and crowd control, preventing crimes against people and property, securing the scene of a HazMat incident, coordinating evacuation, managing search operations, and providing security.

9. Mass Care (Annex I)

The jurisdiction is responsible for mass care until the Red Cross can assist the jurisdiction's efforts. The American Red Cross has the responsibility for coordinating short-term mass care of citizens in case of an evacuation or disaster. Responsibilities include providing temporary lodging, food, clothing, and other essentials to large numbers of evacuees displaced due to disasters or crisis. Richardson County also has a responsibility for mass care coordination in the event residents are directed to this area under nuclear power station contingencies.

10. Protective Shelter (Annex J)

This function involves providing protective shelter from the direct effects of those hazards where exposure could cause injury or death and when evacuation is not a viable option. Examples range from tornadoes, hazardous materials spills, radioactive fallout from a nuclear attack to temperature extremes. The Emergency Management Agency, will serve

as Shelter Coordinator and be responsible for identifying appropriate shelters, establishing protective shelter procedures and coordinating shelter operations.

11. Public Works/Utilities (Annex K)

The Public Works/Utilities functional area involves providing a flexible emergency response capability in the area of engineering, construction, and the repair and restoration of public facilities and services. Additional responsibilities include developing and directing debris clearance operations, post-disaster safety inspections, heavy rescue, and for providing traffic control equipment in support of an evacuation. Responsibility for the Public Works/Utilities area has been assigned to the local city, village, or county public works director.

12. Resource Management (Annex L)

The coordination and effective procurement, storage, distribution and utilization of personnel, equipment, supplies, facilities, and services during disaster response and recovery are important functions. Responsibility for this has been assigned to the volunteer coordinator supported by the Richardson Emergency Management Agency and the USDA County Emergency Board (CEB). Volunteer labor and donations of money and material must be coordinated, documented and integrated into the response and recovery efforts.

- G. Under the Southeast Nebraska Regional Emergency Management Agreement, Richardson County has a mutual aid support responsibility to assist, as possible, those counties with the region should they experience a major emergency or disaster.
- H. The Memoranda of Understanding (MOU) agreement that NEMA has with the MOU cities based on State Statute 81-829.52 allows the Adjutant General, upon orders of the Governor, to establish, "such number of state emergency response teams as may be necessary". The Statute allows for payment to the jurisdictions, workman's compensation and liability coverage for members of an established team.
 - 1. Each of the MOU fire departments signed an agreement to act as a team in the event they are needed, in return for grant money to purchase equipment, to train and exercise disaster plans.
 - 2. Each department received a letter signed by the Adjutant General naming a team leader, who is responsible to keep records for any of their staff who are called under the statute.

3. State emergency response teams are under the direction of the Adjutant General, and assigned duties through the State Emergency Operations Center (NEMA).

VI. CONCEPT of OPERATIONS

A. General

It is the responsibility of the elected county officials and officials of each local government to protect life and property from the effects of hazardous events. This Plan is based on the concept that emergency functions for various agencies/organizations involved in emergency management will generally parallel their normal functions. To the extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Those departments, personnel efforts will be redirected to accomplish the emergency tasks assigned. In keeping with the National Incident Management System (NIMS) and the concepts embodied in the Integrated Emergency Management System (IEMS), this Plan is concerned with all types of emergency situations.

B. Continuity of Government

1. Succession of Command (Ref: RRS 84-1101 to 84-1117 - Nebraska Emergency Succession Act):

- a. The lines of succession for executive heads of government and Emergency Management officials in Richardson County are defined in Annex A, Direction and Control.
- b. The line of succession of each department head is according to the operating procedures established by each department or as defined in the appropriate Annex to this Plan.
- c. In a civil defense emergency due to threat or occurrence of a nuclear attack, succession to elected and appointed city or county officials will be as provided in the Nebraska General Emergency Succession Act (RRS 84-1101 to 84-1117) by invoking the Act and appointing alternates.

2. Preservation of Records

The preservation of important records and taking measures to ensure continued operation and reconstitution of local government during and after catastrophic disasters or national security emergencies is the responsibility of the executives of each jurisdiction. Normally, the

development and maintenance of procedures for ensuring continuity of government will be carried out for the County by the County Clerk, for cities by the City Administrator, and for other local jurisdictions by the respective city and village clerks. A system to maintain the most recent revisions, additions, to safeguard essential records, and to recover them should the primary storage be damaged should be in place. Records to be preserved will include as a minimum:

- a. Records protecting the rights and interests of the jurisdiction and its citizens (vital statistics, plats, deeds, mortgage, land and tax, papers of incorporation, school records etc.).
- b. Records required by health, fire, law enforcement and public works to conduct emergency operations (utility maps, emergency plans and procedures, personnel lists, construction records, blueprints, etc.) and help assess damage to public infrastructure.
- c. Records required to re-establish normal government functions and to protect the rights and interests of government (constitutions, charters, statutes, ordinances, court records, financial records, historical records, etc.).

3. Alternate Operating Locations

Those government departments having emergency response functions have, where necessary, identified alternate operating locations. Refer to Annex A for specific information.

4. Protection of Government Resources

Procedures and guidelines are established in this Plan and separately, to provide for the physical safety of government personnel, records, and equipment.

- a. Personnel: All government buildings should have tornado protection, bomb and hostage threat, fire escape and evacuation plans which designate appropriate response actions, assembly areas, protective shelter locations including means of exiting, accountability systems and accommodations and provisions for handicapped persons.
- b. Records: Essential county government records are stored in the Richardson County Courthouse. City/Village records have been microfilmed or electronically duplicated and are stored in their respective clerk offices.
- c. Equipment: No specific high probability hazard has been identified that could cause damage to equipment. Tornadoes could strike anywhere precluding specific equipment protection procedures. The

communications capability of various emergency response departments have been duplicated in the EOC providing a backup capability.

C. Direction and Control Relationships

1. During disaster operations, the Executive Group of the affected jurisdiction will establish coordination, leadership, and managerial decisions for the community emergency response. ***The Chair of the Richardson County Board of Commissioners, or their designee and the Mayor/Chairperson, or their designee, of affected jurisdictions will operate from the Richardson County EOC providing overall leadership and coordination of the many emergency functions in support of the Incident Commander.*** The chief executives of other communities will function from their local Emergency Operating Centers.
2. The Executive Group, including the Incident Commander and the Emergency Manager must maintain situational awareness of changes in the incident due to response or recovery activities. This requires continuous monitoring of all relevant sources of information, such as on-site visits, Incident Status Reports, communications from the Incident Commander, discussions with victims and reports from volunteers and their coordinators. The new data may indicate or identify new hazards or threats as a consequence of response actions or changes in the event.
3. Each office, agency or organization assigned primary or supporting responsibilities under this emergency plan must be prepared to assign a representative to the EOC staff. The EOC, working with field operations, thus becomes the central point for coordination of all disaster operations. The County Emergency Management Director is responsible for maintaining and managing the EOC as outlined in Annex A.
4. Primary communications will be through normal systems. Supporting emergency communications facilities will be coordinated from the EOC or the Richardson County Communications Center. Communications available to the Executive Group and the EOC Staff are outlined in Annex B.

D. Phases of Emergency Management

There are four phases of emergency management. The first of these, mitigation, is a continuing effort throughout the management process. The other three phases are action periods where emergency operations defined under this Plan are carried out. Each of the functional Annexes to this Plan defines specific actions essential to each of the three operational phases. These Annexes should be thoroughly reviewed and understood by all agencies, organizations, and emergency personnel prior to implementation of the Plan. The four emergency management phases are:

1. Mitigation

Mitigation activities are those that eliminate or reduce the probability of a disaster occurrence. Also included are long-term activities designed to minimize the adverse effects of unavoidable hazards. These activities are ongoing throughout the emergency management process and can involve legislative and/or physical actions. Examples are flood plain management, non-structural flood mitigation measures, development of building codes and ordinances requiring protective measures such as mobile home tie-downs or installation of back up emergency generators for critical facilities. Most mitigation tasks or responsibilities are not considered appropriate for an Emergency Operations Plan and therefore are addressed only briefly in this Plan. Some mitigation activities will be addressed, if appropriate, in the various Annexes.

2. Preparedness Phase

This includes normal day-to-day readiness activities such as planning, training, and developing and testing emergency response capabilities. It would include increased readiness activities under an attack threat. Tornado, winter storm, and flood watch actions carried out when conditions are present for hazardous events to occur are also considered part of the preparedness phase. Limited staffing of the EOC may be required.

3. Response Phase

Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage and to speed recovery. Response activities include activation of the EOC, direction and control, warning, evacuation, rescue, and other similar operations. Severe weather warnings (tornado, flash flood, winter storm, etc.) would be included in the response phase. Damage assessment actions would be initiated.

4. Recovery Phase

Recovery is both a short-term and a long-term process. Short-term operations provide vital services to the community and provide for basic needs of the public. Damage assessment actions and emergency response services (medical, search and rescue, public utility restoration, sanitation, etc.) would continue. Long-term recovery focuses on restoring the community to its normal or to an improved state of affairs. Examples of long-term recovery actions are provision of temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

E. Demobilization

Demobilization is the orderly, safe and efficient return of an incident resource to its original location and status. It can begin at any point of an incident but should begin as soon as possible to facilitate the accountability and replacement of resources. The demobilization plan includes provisions for returning resources to their original location and state of readiness and notification of return to service status; the tracking of resources and possible reimbursement for their use; documentation of responder and volunteer safety, and accountability for compliance with mutual aid provisions, plans, documentation of damage costs, direct costs, volunteer contributions and mitigation plans.

F. Notification

Initial notification of an emergency or disaster event occurring within the County would normally come from a citizen's report to law enforcement or fire services in the affected area. A hazardous materials incident notification will come from a facility with Title III reporting requirements, or from the carrier, in the event of a transportation incident. Notification of events occurring outside of the County could come from several sources:

1. National Weather Service (NWS)

Weather phenomena threatening the County would normally be received from the Omaha/Valley National Weather Service Station via the NAWAS distribution system followed by Weather Alert Radio.

2. Nebraska State Patrol (NSP)

Notification of hazardous events occurring near or in the County could come from the Nebraska State Patrol via direct radio communications or telephone. See Annex B for communications details.

3. Nebraska Emergency Management Agency (NEMA)

Back-up notification of all severe events and long-range forecasts of potential disaster situations, such as flood stage predictions could come from the Nebraska Emergency Management Agency in Lincoln. Telephone or e-mail are the normal means, although the NAWAS could also be used.

4. Adjacent Counties

Notification of emergency or disaster events occurring in nearby or adjacent counties would normally be relayed by the affected county using direct radio communications.

G. Alerting of Key People

In accordance with local procedures, the communicator/dispatcher on duty will notify the appropriate city/village and county officials when there is a notification of a possible or actual emergency or disaster event. If the EOC is activated, officials will, as required by the situation, assemble at the EOC and be prepared to evaluate information, effect coordination, and make emergency action decisions.

H. Plan Implementation

The Chief Elected Official of the affected jurisdiction, on the advice of emergency response personnel, will decide to implement all or part of this plan. A Presidential Declaration of a Civil Defense Emergency shall mean automatic implementation of this Plan. On implementation, local executives will assume such emergency powers as are authorized by local ordinances or contained in the Nebraska Emergency Management Statutes and delegated by the Governor. The Chair of the County Board of **Commissioners, or their designee** and/or the Mayors/Chairs, or their designee of the City/Village Boards of the affected communities will be responsible for the implementation, management and direction of this Plan. The Chief Elected Official will support the Incident Commander in the execution of tactical operations as prioritized by the Executive Board:

1. All county and city/village officials will immediately activate their portions of the Plan and discontinue all non-essential actions. If a portion of the

Plan cannot be activated, the appropriate Chief Executive will be immediately notified so alternate arrangements can be made.

2. The Richardson County Emergency Management Agency will coordinate disaster operations support for emergency response services and make contact with the Nebraska Emergency Management Agency and other appropriate state and local organizations.
 3. Depending on the situation, disaster declarations in accordance with RRS 81-829.50 will be made by the chief executives of Richardson County and the affected communities. The effect of a local disaster declaration shall activate the response and recovery aspects of this Plan, any other interjurisdictional disaster plans and to authorize the furnishing of aid and assistance from these plans. A local disaster declaration is a prerequisite for obtaining a state disaster proclamation from the Governor authorizing state assistance and response support.
- I. National Incident Management System (NIMS) and the Incident Command System (ICS).
1. The NIMS is an emergency or disaster event management, direction and control system that is standardized for use across the nation. April, 2004, the Governor of Nebraska signed a declaration stating that the NIMS and the Incident Command System will be used by responders and officials during an emergency or disaster response. This management system clarifies decision and strategy making roles, functional operations roles and uses a common language. This incident management system can be used by a single responder for a short duration event to multi-state and governments response to a catastrophic, multi-state event. The Incident Command System allows the responder(s) to have:
 - a. a single set of objectives for a given time period,
 - b. tactical plans developed using a collective, strategic approach,
 - c. improved information flow and coordination between responders and decision makers,
 - d. a common understanding of joint priorities and restrictions,
 - e. assurance that no agency's legal authority is compromised or neglected, and
 - f. use of resources and the combined efforts of all agencies under a single plan.

2. There are five functions or activities common to all responses, whether handled by one or hundreds of responders:
 - a. Command: Based on the complexity, severity, expected duration and other factors of the event, objectives are determined, priorities are established, guidance on legal and liability implications of response activation are provided, public information is released.
 - b. Planning: An Incident Action Plan is developed to accomplish the objectives, incoming information is evaluated, the status of assigned resources, personnel, hardware, equipment, money is tracked.
 - c. Logistics: Resources and all other support to the responders, such as equipment, food, temporary shelter, medical care, etc. are provided to operation tasks.
 - d. Finances: Costs are monitored, cost analysis and financial guidance is provided, accounting, procurement of personnel, equipment, material, payroll, insurance, etc. is completed.
 - e. Operations: The tactical or organizational plans are developed, and the incident action plan is efficiently and effectively carried out using the resources provided.
3. NIMS training that details the above, is available from many sources, many of which are referenced on the NEMA website: nema.nebraska.gov.

J. Mutual Aid

When existing local resources are exceeded, mutual aid will be requested from neighboring communities having mutual aid agreements. On request, Richardson County resources may be sent to assist other jurisdictions under existing mutual aid agreements.

K. Requests for State Support

State support may be requested under disaster conditions.

1. If it appears that required disaster response actions are, or will be, beyond the capability of the local government and available mutual aid, the chief executive will prepare a local disaster declaration and request assistance from the State; see Annex A, Attachment 4. This request shall be made through the County Emergency Management Director to the Nebraska Emergency Management Agency and will contain the following information:

- a. Type of disaster,
 - b. Extent of damage or loss (include fiscal estimate),
 - c. Actions taken by local government, including funds expended, and
 - d. Type and extent of assistance required.
2. The Nebraska Emergency Management Agency will review the request, evaluate the overall disaster situation, and recommend action to the Governor. If the Governor finds the disaster so severe that response is beyond local resources, he/she will proclaim a disaster in accordance with RRS 81-829.40 and state assets will be employed to support local efforts. State support will be coordinated through the State EOC. This does not preclude direct requests for early assistance to first responder state agencies.
 3. Under disaster conditions, support by state military forces may be requested through the Nebraska Emergency Management Agency. The Richardson County Emergency Manager will coordinate such requests. National Guard or military assistance will complement and not be a substitute for local participation in emergency operations. The National Guard will remain at all times under military command but will support and assist local government. Requests will include the county’s objectives, priorities, and other information necessary for the National Guard to determine how best to assist the county.

L. Community Lifelines

When determining the impact of a disaster, community lifelines should be considered. Community lifelines reframe incident information to provide decision-makers with impact statements and root causes. This construct maximizes the effectiveness of a response by helping to prioritize impacts. See Annex A for more details.

M. Protection of the Public

The primary responsibility of government is to ensure that all reasonable measures are taken to protect citizens in the event of a potential or actual disaster. This Plan outlines these actions necessary in Richardson County. In addition to normal emergency services, there are four major areas for government action.

1. Warning and Emergency Public Information: Public warnings are issued through a combination of methods. These methods include sirens (outdoor warning), emergency vehicles, radio, television, and local cable television. Advising the public of proper actions to take utilizes the media

and is dependent on their full cooperation. Details of warning and information dissemination capabilities and procedures, including the Emergency Alert System (EAS), are in Annex B, Communications and Warning and in Annex D, Emergency Public Information.

2. Protective Shelter: Providing shelter from the direct effects of hazards in the County focuses on three major hazards, tornadoes, extreme temperatures and hazardous materials.
 - a. Tornado Shelters: The tornado shelter policy advises citizens at home to protect themselves in the strongest part of their living facility. Most public facilities have been surveyed to identify the best protective locations. All schools, health care facilities, and major industries have tornado plans. See Annex J.
 - b. Severe Temperature Shelters: Extremes in temperatures can be hazardous to medically fragile people. The local jurisdiction may provide for the safety and welfare of these individuals by opening warming or cooling shelter.
 - c. Indoor Protection: For some hazardous materials incidents it is safer to keep citizens inside with doors and windows closed rather than evacuate. Frequently a chemical plume will quickly move past homes. Because air circulation systems can easily transport airborne toxic substances, instructions will be given to shut off all circulation systems for private homes and institutional facilities.
3. Evacuation: When time permits or when staying in the vicinity of a hazard effect poses a threat to the life and safety of the citizens affected, an evacuation may be ordered. **Approximately 5 percent of the population resides in the 100-year flood plain boundary.** Toxic clouds resulting from a fire or hazardous material spill could affect any area within the county. Evacuation decisions will be made by the Incident Commander or, if time permits, the Chief Elected Official, based on the recommendation of the Emergency Management Director. Evacuation procedures are outlined in Annex E, and in Annex H. Reception and care of evacuees are detailed in Annex I.

N. Recovery Actions

Once the emergency or disaster is under control, search and rescue operations completed, and the immediate needs of the affected citizens have been met, the Executive Group will initiate all recovery actions necessary to return the affected area to normal. If disaster assistance is provided, the chief executive will coordinate with the State and/or Federal coordinating officers. Recovery responsibilities of each agency and organization are defined in the various Annexes. Primary recovery efforts will focus on the following areas:

1. Debris Removal (Annexes C and K)

Plans and procedures for debris removal are in Annexes C and K. Debris removal will be coordinated in the county by the Richardson County Road Superintendent and in the cities and villages by the Street Superintendent. Snow and ice emergencies will be declared by the chief executive and enforced by the County Sheriff and local law enforcement.

2. Habitability Inspections (Annex C)

After tornado strikes, high winds, floods or any other disaster that could cause structural damage, the appropriate local government will ensure that all affected structures, public and private, are safety inspected. Building Inspector/Certified Fire Department personnel will perform these inspections. If a jurisdiction has no trained building inspection personnel, assistance may be requested through NEMA for the State Fire Marshal's office or the Disaster Assistance Task Force of Nebraska (DATNE) to provide trained building inspectors, architects and structural engineers to assess and inspect damaged buildings and structures.

3. Repair and Restoration of Essential Utilities (Annex K)

The recovery of utilities to normal service will be coordinated in the county by the Public Works, and in the cities and villages by the Public Works in cooperation with the various public and private utility companies.

4. Repair and Restoration of Public Facilities (Annex K)

Repair and reconstruction of public facilities, including bridges and culverts, are the responsibility of local government and will generally be funded from locally available contingency funds. If the Governor proclaims a state disaster, some costs may be reimbursable under the Governor's Emergency Fund on a matching basis. If a Presidential Disaster Declaration is obtained, matching federal assistance may be available. Because of this, all public recovery actions will comply with pertinent state and federal laws and regulations.

5. Decontamination of HazMat Spill Site (Annex F)

It is the spiller's legal and financial responsibility to clean up and minimize the risk to the public and workers' health. The Department Environment and Energy (NDEE) is responsible for decisions regarding Hazardous Waste disposal. Federal law regulates on-site disposal, transportation, and off-site disposal.

6. Assistance to Individuals and Businesses (Annex G)

While their recovery from a disaster is primarily the responsibility of the affected citizens and businesses, every effort will be made to assist them, particularly those whose needs cannot be met through insurance or their own resources. The American Red Cross and the Nebraska Department of Health and Human Services will coordinate such relief efforts. Emphasis will be placed on assisting and supporting people with access and functional needs.

O. Mitigation

1. The County Board and the various City Councils and Village Boards should be aware of their responsibilities for maintaining an on-going program to eliminate hazards or minimize their effects.
2. Richardson County and its communities in flood hazard areas have complied with all requirements and are participants in the Regular Federal Flood Plain Management Program. These jurisdictions qualify for Federal Flood Insurance and other forms of flood related disaster assistance. The remaining jurisdictions are not considered to be in a flood hazard area.
3. To ensure continuity of mitigation efforts, Richardson County executives will hold post-disaster discussions (After Action Reports) to determine what mitigation actions would be appropriate.

VII. ADMINISTRATION and LOGISTICS

A. Procedures

Some administrative procedures may be suspended, relaxed, or made optional under threat of disaster. Such action should be carefully considered, and the consequences should be projected realistically. Procedures to achieve this goal are detailed in this Plan, and any necessary departures from business-as-usual methods are noted.

B. Documentation

All disaster related expenditures will be documented using generally accepted accounting procedures. The documentation will be used following a Governor's Proclamation or Presidential Disaster Declaration to qualify for reimbursement of eligible expenditures and to ensure compliance with applicable regulations.

C. Resources

Following initial lifesaving activities, the Chair of the County Board of Commissioners and the Chief Executives of the cities and villages will ensure that all necessary supplies and resources are procured for the various operating departments. After a Disaster Declaration has been issued, the Chief Executive may, without prior approval of the governing body, rent, lease, procure or contract for such resources or services as are essential for maintaining the safety and well being of the population and effecting the immediate restoration of vital services. Refer to Annex L for resource management procedures.

VIII. TRAINING and EXERCISING

A. Training

1. Specialized training requirements are defined in the functional Annexes. Each department, agency or organization with responsibilities under this Plan is responsible for ensuring that its personnel are adequately trained and capable of carrying out their required tasks.
2. The County Emergency Management Agency will assess training needs, ensure that formal emergency management training programs are made available to city and county executives and personnel, and, in general, coordinate the overall training program which includes interagency, interjurisdictional and regional programs.
3. Elected and appointed officials should participate in the training and exercise program to further develop and maintain the necessary policies and procedures for their jurisdictions and the roles and responsibilities of their staffs, emergency managers, responders, support agencies and the public as a whole.
4. The Emergency Management Agency will involve, to the extent possible, the private business sector and relief organizations in the planning, training and exercise program.
5. The training program will be consistent with the Homeland Security Exercise Plan requirements. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

B. Exercises

An ongoing program of exercises and drills of the elements of this Plan is essential to the maintenance of the County's emergency response capability and for ensuring the adequacy of this County Plan. It is the County Emergency Management Agency's responsibility for training an Exercise Design Team which will coordinate the overall exercise program. An exercise of the "Direction and Control" aspects of this Plan should be conducted annually. All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

IX. PLAN DEVELOPMENT and MAINTENANCE

A. Responsibility

This Plan is the principal source of documentation of the County's emergency management activities. Almost every agency of government has responsibility for developing and maintaining some part of this Plan. Overall, the County Emergency Management Agency will coordinate this process. The planning process is dynamic and always changing and as situations change, new hazards are identified, or capabilities improve, the Plan should also change. The Chief Executives will approve all major changes involving emergency management. The County Emergency Management Director may approve routine changes such as corrections, clarifications, staffing rosters, maps, annotations, and reporting requirements.

1. It is the responsibility of the local Emergency Management Agency to conduct an After Action Review (AAR) for each EOC activation due to an incident or exercise. This AAR should include input from all agencies, including local governments and affected private sector organizations, in the event/exercise response and initial recovery efforts. The purpose of each AAR is to identify policies, procedures, strengths and capability gaps, mitigation activities and the communications and coordination between and among the involved agencies/organizations. Recommended and implemented changes of EMA policy/procedures, agencies' or officials' roles and responsibilities should be documented in an update to this Plan. DHS grant sponsored exercises must meet all Homeland Security Exercise and Evaluation Program reporting requirements and timelines. Likewise, all exercises using DHS planning funds must be recorded on the state's five-year planning calendar.

Correcting or addressing the identified needs for additional training, changes in tactical procedures (revised SOPs), lack of specialized teams or resources is the responsibility of the individual organizations/agencies. The EMA will be a local point of contact for obtaining information and/or coordination of such training, policy development, for information about obtaining additional resources (available grants or other funding sources) or assistance in developing improved incident management strategies.

2. Each agency, department or organization with responsibilities under this Plan will develop and maintain written procedures for carrying out their assigned tasks. Those local, jurisdictional standard operating procedures (SOPs) will be considered as supplements to this Plan.

B. Review

This Plan and all Annexes and procedures will be updated as the need for a change becomes apparent. Additionally, all portions of the Plan, including operating procedures will be thoroughly reviewed annually and appropriate changes made. Currently, every five (5) years from the date of acceptance of this plan by the County, the LEOP will be revised to reflect major changes as directed by the state or federal governments as required to maintain compliance, as well changes in the county's adopted hazard mitigation plan. The County Emergency Management Director will ensure that this review process is carried out on a timely basis.

C. Recertification

Provisions will be made for periodic recertification of this Plan by the governing bodies of Richardson County and the jurisdictional cities and villages. This would normally occur after any significant change in elected officials. The Emergency Management Agency will ensure that this is accomplished.

D. Distribution

The County Emergency Management Agency will ensure that this Plan and all formal changes are distributed on the local level in accordance with the Plan Distribution List. The Nebraska Emergency Management Agency will be responsible for distribution to other counties, organizations, state agencies, and the federal government. Plans and changes will be distributed with a control copy number and a distribution log will be maintained by the County Emergency Management Agency and by the Nebraska Emergency Management Agency to ensure that all individuals, agencies, and organizations have received current copies of the Plan.

X. REFERENCES

- A. Nebraska State Emergency Operations Plan (SEOP), dated 1 March, 2017, Updated – October 2018;
- B. Nebraska State Emergency Alert System Plan;
- C. 2016 North American Emergency Response Guidebook;
- D. Hazardous Materials Emergency Planning Guide, NRT-1, March 1987, updated 2001;
- E. *Comprehensive Preparedness Guide (CPG) 101 Version 2.0, Nov 2010.***

- F. Nebraska State Radiological Emergency Response Plan for Nuclear Power Station Incidents, April 30, 2015.***
- G. Richardson County Radiological Emergency Response Plan for Nuclear Power Station Incidents, dated August 11, 2015***
- H. NUREG 0654/FEMA REP 1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Stations, issued November 1980***

LIST of ATTACHMENTS

<u>Attachments#</u>	<u>Item</u>	<u>Page</u>
1	Functional Responsibility Charts	29

THIS PAGE INTENTIONALLY LEFT BLANK

FUNCTIONAL RESPONSIBILITY CHART

P = primary responsibility, S = secondary responsibility

Executive Group

ANNEXES →	FUNCTIONS →	POSITIONS or AGENCIES, Others ↓	A	B	C	D	E	F	G	H	I	J	K	L		
			Continuity of Government	Direction and Control	Communications and Warning	Damage Assessment	Emergency Public Information	Evacuation	Fire-Hazmat Services	Health and Medical	Law Enforcement	Mass Care	Protective Shelter	Public Works	Resource Management	Plan Update, Maintenance
		Chair, County Board	S	P	S									S		
		Mayors of cities	P	P	S									S		
		City Council	S	S												
		Chair, Village Board	P	P	S									S		
		Village Board	S	S												

FUNCTIONAL RESPONSIBILITY CHART

P = primary responsibility, S = secondary responsibility

Emergency Management Organizations

ANNEXES →		A	B	C	D	E	F	G	H	I	J	K	L		
POSITIONS or AGENCIES, Others ↓	FUNCTIONS →	Continuity of Government	Direction and Control	Communications and Warning	Damage Assessment	Emergency Public Information	Evacuation	Fire-Hazmat Services	Health and Medical	Law Enforcement	Mass Care	Protective Shelter	Public Works	Resource Management	Plan Update, Maintenance
		Richardson County Emergency Mgmt. Coordinator	P	P	S	S	S	P	P	S	S	S	S	S	S
Community/Deputy Emergency Managers	S	S	S	S	S	P	S	S	S	S	S	S	S	S	P
Public Information Officer		S			P										S
Communications and Warning Officer		S	P	S	S										S
Radiological Officer		S		S			S	S							S
Medical Coordinator								P		S	S				S
Public Health Coordinator				S				P		S	S				S
Damage Assessment Coordinator				P								S	S	S	S

30

2020

FUNCTIONAL RESPONSIBILITY CHART

P = primary responsibility, S = secondary responsibility

County Officials

ANNEXES →	FUNCTIONS →	POSITIONS or AGENCIES, Others ↓		A	B	C	D	E	F	G	H	I	J	K	L	
			Continuity of Government	Direction and Control	Communications and Warning	Damage Assessment	Emergency Public Information	Evacuation	Fire-Hazmat Services	Health and Medical	Law Enforcement	Mass Care	Protective Shelter	Public Works	Resource Management	Plan Update, Maintenance
		Richardson County Sheriff			S			S		S	P					S
		County Attorney - Coroner	S	S						S						
		County Assessor	S			S									S	S
		County Clerk	S													S
		County Treasurer	S													
		Superintendent of Schools						S				S	S			
		County Highway Superintendent				S		S						P	S	
		Extension Educator				S	S								S	
		County Emergency Board (CEB)				P						S			S	
		Building Inspector				P								S		
		County Engineer				S								P	S	

FUNCTIONAL RESPONSIBILITY CHART

P = primary responsibility, S = secondary responsibility

City Officials

	ANNEXES →		A	B	C	D	E	F	G	H	I	J	K	L	
		FUNCTIONS →	Direction and Control	Communications and Warning	Damage Assessment	Emergency Public Information	Evacuation	Fire-Hazmat Services	Health and Medical	Law Enforcement	Mass Care	Protective Shelter	Public Works	Resource Management	Plan Update, Maintenance
POSITIONS or AGENCIES, Others ↓		Continuity of Government													
Police Chief				S	S		S			P					S
Fire Chief			S		S			P		S			S		S
City Attorney		S	S												
City Clerk		S													
Director of Public Works			S		S		S						P	S	S
Utilities Commissioner			S		S								P	S	S
City Engineering Dept.					S							S	S	S	
Parks and Recreation Director					S								S	S	
Street Commissioner					S		S						S	S	
City Physician									S		S				

FUNCTIONAL RESPONSIBILITY CHART

P = primary responsibility, S = secondary responsibility

Other Organizations & Agencies

ANNEXES →	FUNCTIONS →	POSITIONS or AGENCIES, Others ↓	A	B	C	D	E	F	G	H	I	J	K	L	
			Direction and Control	Communications and Warning	Damage Assessment	Emergency Public Information	Evacuation	Fire-Hazmat Services	Health and Medical	Law Enforcement	Mass Care	Protective Shelter	Public Works	Resource Management	Plan Update, Maintenance
	Continuity of Government				S				S		P	S		S	S
American Red Cross					S				S		P	S		S	
State Fire Marshal					S			P				S	S	S	
Nebraska State Patrol							S			P					
Falls City Office, NE Health & Human Services									P		S				S
Richardson County Mutual Aid Association					S			S	S						
Falls City Amateur Radio Club				S	S						S	S			
Windstream Telephone Co.				S	S								S		
Verizon Telephone Co.				S	S								S		
Southeast Nebraska Communications Co.				S	S								S		
Falls City Natural Gas Co.					S								S		
OPPD/NPPD Power District					S								S		

33

2020

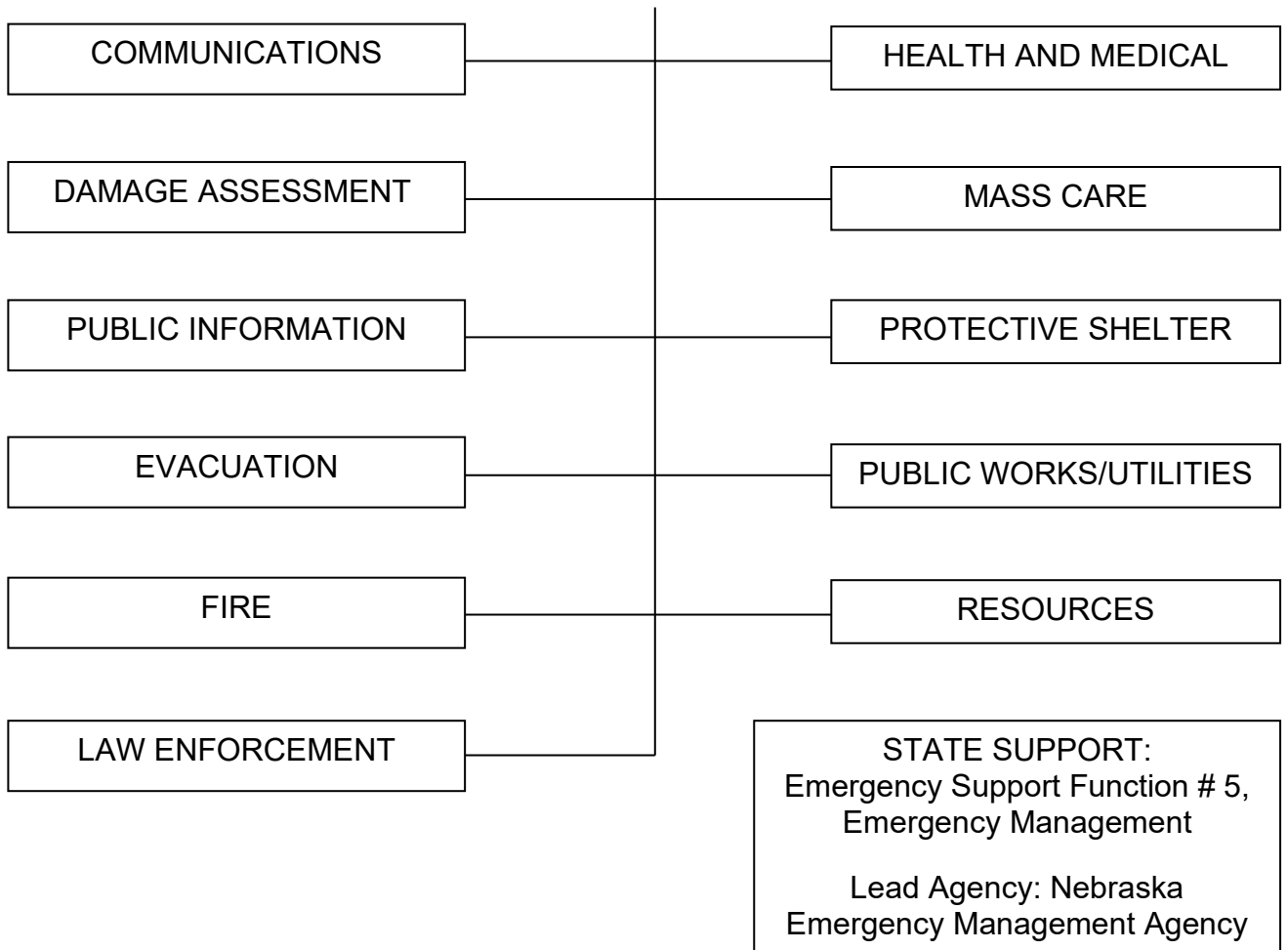
THIS PAGE INTENTIONALLY HAS NO DATA

DIRECTION and CONTROL

ORGANIZATION CHART



-----FUNCTIONAL AREAS-----



DIRECTION AND CONTROL

I. PURPOSE

The purpose of this Annex is to provide procedures for centralized and coordinated management and support of emergency response activities in order to best protect the residents and property in Richardson County.

II. SITUATION

A. The Richardson County Emergency Operating Center (EOC) is located in the lower level of the Richardson County Courthouse in Falls City.

1. The EOC is considered to be an adequate tornado shelter. Maximum staffing is 40 persons.
2. A generator with four days of fuel, supplies adequate auxiliary power.
3. The EOC is equipped with a NAWAS (National Warning System) Drop and installed radio capability to communicate with law enforcement, Emergency Management, fire/EMS departments, and amateur and CB radio. Multiple telephone lines teleconferencing are operational with additional standby capability.
4. The EOC is maintained in a fully operational mode. Access to the EOC can be controlled.

B. Alternate Emergency Operating Center

In the event the primary EOC is damaged or otherwise unavailable, a communications trailer will be used as the alternate EOC. In the event both the EOC and alternate cannot be used, a law enforcement or fire department vehicle will serve as a field communications command post and will function as the alternate EOC until a facility has been readied for this function. The location selected will be determined at the time, dependent on the situation.

C. Emergency Operating Centers for other jurisdictions are the: *(add lines as necessary)*

- | | | |
|-----------------------|-----------|----------------------------|
| 1. City of Falls City | City Hall | 2307 Barada Street |
| 2. City of Humboldt | City Hall | 618 3 rd Street |

D. The Richardson County Mobile Operation Center could support the above EOCs.

- E. First Responders will use an Incident Command System which is in accordance with HSPD-5, the National Incident Management System. The nature or kind of disaster will determine which of the first responding emergency units will provide the initial Incident Commander. The Incident Command may be transferred to another agency as disaster priorities change. When the EOC is activated, field operations and the EOC must coordinate disaster operations for effective response and recovery.

III. ASSUMPTIONS and PLANNING FACTORS

- A. The Emergency Operations Centers would be available and prepared for emergency operations in a minimal amount of time.
- B. The EOC will be the one point of contact in coordinating and supporting the incident command during disaster response and recovery operations.
- C. Local Chief Executives will normally function from their EOC or be on call during EOC operations.

IV. ORGANIZATION and RESPONSIBILITIES

- A. The Emergency Operation Center Staff, comprised of the Chief Executives of government, key officials, and the Emergency Manager administer the Direction and Control function. The Executive Group is comprised of these Chief Executives within Richardson County. They are:
 - 1. County - Chairperson, Board of Commissioners,
 - 2. Cities - Mayors,
 - 3. Villages - Chairpersons of Village Boards.
- B. The Chief Executives of government are responsible for their respective village, city, or county emergency operations by providing leadership, direction and management decisions. Specifically, strategic guidance and resources during the preparedness phase and in an event provides the same in support of the Incident Commander during response and recovery efforts.
- C. The Chairman of the Richardson County Board of Commissioners is responsible for all county emergency operations outside of corporate city or village limits.
- D. Staff, as designated in each functional Annex, are appointed or approved by the Chief Executives and become responsible for carrying out emergency

operations and advising the Executive Group on matters pertaining to their areas of responsibilities. See Attachments 1 and 2.

- E. EOC supporting staff are personnel from those offices, both governmental, non-governmental and private, which do not have a primary operational responsibility but have the knowledge and professional expertise to assess a situation and provide advice and/or make recommendations to the Executive Group. The involvement of an office (or offices) will be dependent upon a number of variables, such as:
 - 1. Geographical location of disaster,
 - 2. Magnitude of disaster,
 - 3. Type of advice/recommendation needed upon which to base executive decisions,
 - 4. Capability of affected community to provide "expert" assessments and evaluations.

- F. The Emergency Management Agency's Direction and Control responsibilities during an emergency/disaster may include, but are not limited to:
 - 1. Serving as the disaster operations advisor to the Executive Group,
 - 2. Acting as the liaison to neighboring and higher levels of government, as required,
 - 3. Planning, developing and implementing the EOC operating procedures,
 - 4. Assisting in staffing the EOC by organizing, recruiting, and training an Emergency Management EOC Staff which would support all jurisdictions in areas not normally a function of day-to-day government,
 - 5. Managing the operations of the EOC,
 - 6. Coordinating the implementation of mitigation efforts.

- G. Lines of Succession:
 - 1. County Board of Commissioners:
 - a. Chairperson,
 - b. Vice Chairperson,

- c. Most senior member through members of the Board in order of their seniority on the Board.
- 2. City Government:
 - a. Mayor,
 - b. President of City Council,
 - c. Acting President of the Council, as designated by the City Council (in an emergency session, if necessary).
- 3. Village Government:
 - a. Chairperson of Village Board,
 - b. Most senior member of the board in order of seniority.
- 4. EOC Staff: as defined in each Annex to this Plan:
- 5. Richardson County Emergency Management:
 - a. Richardson County Emergency Management Director,
 - b. Deputy Emergency Management Director,
 - c. Emergency Management Administrative Assistant,
 - d. Richardson County Sheriff.

V. CONCEPT of OPERATIONS

A. Activation of the Emergency Operating Center (EOC)

- 1. The Chairman of the County Board, the Mayor of a city, the Board Chairman of a Village and the Richardson County Emergency Management Agency has the authority to activate the Richardson County Emergency Operating Center (EOC). First responders may request that the EOC be activated, as a situation warrants.
- 2. Activation is a consideration when there is a threat to the population that would require coordination between response agencies. All emergency support services will maintain a current notification roster to ensure a timely response.

3. The decision to activate the Emergency Operating Center will be based upon the severity, expected duration, need for multiple agency coordination and anticipated resources required for the emergency. The Emergency Agency will determine the level of staffing required and initiate the notification or recall procedures for the appropriate personnel, agencies, and organizations to respond. The Richardson County Emergency Management Agency may activate the EOC on a limited staffing basis during severe weather watches and warnings and other emergencies as needed.
4. Immediate requests for assistance from agencies and organizations from the local Emergency Management will be channeled through the Emergency Dispatch.
5. The Incident Commander (IC) will establish a field command center. The IC will maintain close contact and coordination with the EOC.
6. The Emergency Management Agency (EMA) will notify the Nebraska Emergency Management Agency, (1-877-297-2368), when there is an emergency or disaster that includes multi-agency response and is beyond the normal day-to-day response activities.
7. The EOC may operate on a 24-hour basis during the emergency; shifts will be determined in eight or 12-hour increments. A member of the Executive Group will be present or on call during EOC operating hours.

B. Incident Status Report (ISR)

1. The Incident Status Report (Attachment 3) is used to report as much information as is known at the time. The information in bold letters is of immediate importance. The Emergency Management Agency will report more information as it becomes available and at least once a day for the remainder of the incident. The Incident Status Report is also used to measure the scope of damage caused during a disaster and will be the starting point from which all future state or federal damage assessments will be conducted.
2. The ISR is used as supporting documentation to justify a local disaster declaration.

C. Community Lifelines

1. When determining the impact of a disaster, community lifelines should be considered. Community lifelines reframe incident information to provide decision-makers with impact statements and root causes.

Applying the lifelines construct allows decision-makers to:

- a. Prioritize, sequence, and focus response efforts towards maintaining or restoring the most critical services and infrastructure
 - b. Utilize a common lexicon to facilitate unity of purpose across all stakeholders
 - c. Promote a response that facilitates unity of purpose and better communication amongst the whole community (Federal, state, tribal, territorial, and local governments, and private sector and non-governmental entities)
 - d. Clarify which components of the disaster are complex (multifaceted) and/or complicated (difficult), requiring cross-sector coordination.
2. Community lifelines can be broken down into seven categories:
- a. Safety and Security
 - b. Food, Water and Sheltering
 - c. Health and Medical
 - d. Energy
 - e. Communications
 - f. Transportation
 - g. Hazardous material.

D. EOC Operations

1. During disaster operations, the following may operate from the EOC; other officials may operate from their daily locations as defined in the functional Annexes:
 - a. Executive Group (at the EOC or on call),
 - b. Emergency Management Director,
 - c. Communications Officer,
 - d. Damage Assessment Coordinator,
 - e. Public Information Officer,

- f. Medical Coordinator and/or Public Health Coordinator,
 - g. Mass Care Coordinator,
 - h. Resources Coordinator (may include Volunteer Coordinator),
 - i. Social Services Coordinator,
 - j. Radiological Officer (radiological emergency),
 - k. LEPC Chair or representative,
 - l. Veterinarian representative,
 - m. Rumor control. and
2. Record keeping procedures in the EOC need to include:
 - a. All radio communications at the EOC logged by the agency/organization receiving/transmitting the message.
 - b. A detailed activity log of EOC operations maintained by the Emergency Management Agency using local government administrative support, to include the copies of the Site Incident Commander's Incident Action Plans, the Disaster Declarations, Incident Status Reports, lists of volunteer aid and financial records.
 - c. The Emergency Management Agency or Communications Officer oversees all logs and the message/information flow system.
 3. Periodic briefings at the EOC to update all personnel will be held, as the situation dictates.
 4. The EOC contains updated maps of Richardson County and its cities and villages as well as status boards required for tracking significant events/actions.
 5. EOC security appointment is the responsibility of the Emergency Management Agency.

E. EOC Coordination

1. Specific operations are detailed in the Annexes to this Plan. These disaster operations shall be performed in accordance with federal and

state law and Richardson county resolutions which cover mutual aid, emergency expenditures, emergency worker's liability, Worker's Compensation, etc. The Executive Group will make necessary policy decisions in accordance with state and local laws.

2. To provide for the most efficient management of resources, coordination of emergency operations will be through the appropriate Staff.
3. Primary communications will be through normal systems. Additional communications capabilities are outlined in Annex B.
4. Incident Command in the field and officials at the EOC must maintain contact with each other to effectively coordinate disaster operations. Development of concurrent and supportive Incident Action Plans (IAPs) strengthens this coordination and management of resources.
5. Emergency workers without standard identification cards and volunteers will be issued an identification card by the Richardson County Emergency Management Agency staff which will allow them access to areas necessary to perform their assigned tasks.
6. The EOC needs to be informed when staging areas are established.

F. Local Emergency Declaration

In situations where response and recovery are within the capabilities of the local government, the Chief Executive of the jurisdiction may declare an emergency and issue directives to activate local resources required to respond. (Example: A "Declaration of a Snow Emergency" could implement a parking ban on designated streets and activate the snow removal plan.)

1. The Chief Executive may sign a Disaster Declaration when it appears that the response and recovery efforts will exceed the normal local capabilities, to include cyber attacks. See Attachment 4.
2. Within the limitations stated in RRS 81-829.50, any order or declaration declaring, continuing, or terminating a disaster will be given prompt and general publicity through the Public Information Officer (Annex D).
3. A Disaster Declaration on official letterhead will be filed promptly with the Clerk of the affected jurisdiction and with the Nebraska Emergency Management Agency. The Richardson County Emergency Management Agency will fax (402-471-7433) the local Declaration, then mail the hard copy original to the Nebraska Emergency Management Agency, 2433 NW 24th Street, Lincoln, NE 68524. See Sample Disaster Declaration, Attachment 4 to this Annex.

- 4. The effect of a local Disaster Declaration will be to:
 - a. Activate response and recovery aspects of all applicable local and/or interjurisdictional Emergency Management plans, and to
 - b. Authorize the furnishing of aid and assistance from these plans.
- 5. A local Disaster Declaration is not an automatic request for state assistance.

G. Request for Assistance

- 1. Richardson County will first implement mutual aid agreements within the County and with neighboring communities.
- 2. If mutual aid resources are not sufficient, the Chief Executive or Incident Commander may request assistance from the state through Richardson County Emergency Management.
 - a. A local Disaster Declaration must precede a request for State assistance (Attachment 4).
 - b. The County Board of **Commissioners** will make this request through the Richardson County Emergency Management Agency to the Nebraska Emergency Management Agency.
 - c. The Nebraska Emergency Management Agency will review the request, evaluate the overall disaster situation, and recommend action to the Governor.
- 3. Local response agencies may request technical assistance and resource support directly from state agencies, such as the Nebraska State Patrol, the Department of Transportation, the State Fire Marshal, the Department of Environment and Energy, and the Nebraska Health and Human Services System. The Richardson County Emergency Management Agency will advise the Nebraska Emergency Management Agency of these requests.

VI. ADMINISTRATIVE and LOGISTICS

A. Fiscal

- 1. Richardson County and its affected jurisdictions shall fund disaster related costs from local contingency funds to the fullest extent possible.
- 2. All disaster related expenditures must be documented using generally accepted accounting procedures. The State and Federal governments

will conduct audits prior to providing reimbursements for eligible expenditures.

B. Call-Down Rosters and Review of Annex A

1. The Richardson County Emergency Management Agency will ensure that call-down rosters for EOC Staff and County/City/Village Officials (Attachments 1 and 2) are current.
2. The Emergency Management Agency will annually review and modify this Annex as needed. It is the responsibility of the local Emergency Management Agency to conduct an After Action Review (AAR) for each EOC activation due to an incident or exercise. This AAR should include input from all agencies, including local governments and affected private sector organizations, in the event/exercise response and initial recovery efforts. The purpose of each AAR is to identify policies, procedures, strengths and capability gaps, and the communications and coordination between and among the involved agencies/organizations. Recommended and implemented changes of EMA policy/procedures, agencies' or officials' roles and responsibilities should be documented in an update to this Plan. DHS grant sponsored exercises must meet all Homeland Security Exercise and Evaluation Program reporting requirements and timelines.

Correcting or addressing the identified needs for additional training, changes in tactical procedures (revised SOPs), lack of specialized teams or resources is the responsibility of the individual organizations/agencies. The EMA will be a local point of contact for obtaining information and/or coordination of such training, policy development, for information about obtaining additional resources (available grants or other funding sources) or assistance in developing improved incident management strategies.

VII. TRAINING and EXERCISING

Plans for training and exercises should include support from elected and appointed officials, non-governmental, support agencies and the private sector, as well as planning for interagency, interjurisdictional and regional participation.

A. Training

1. The training program will be consistent with the five-year Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

2. All personnel with responsibilities in this Plan should make every effort to attend training programs designed for city/village and county officials offered by the Nebraska Emergency Management Agency.

B. Exercising

1. All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).
2. An exercise of Direction and Control aspects of this Plan involving both the Executive Group and EOC Staff should be held at least annually.

LIST of ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	County Officials and EOC Staff	A-15
2	City/Village Officials and EOC Staff	A-27
3	Incident Status Report (OMS-1)	A-51
4	Sample Disaster Declaration	A-53
TAB A	City of Falls City Operations Plan	A-55
TAB B	City of Humboldt Operations Plan	A-79
TAB C	Village of Barada Operations Plan	A-103
TAB D	Village of Dawson Operations Plan	A-115
TAB E	Village of Preston Operations Plan	A-127
TAB F	Village of Rulo Operations Plan	A-139
TAB G	Village of Salem Operations Plan	A-151

TAB H	Village of Shubert Operations Plan	A-163
TAB I	Village of Stella Operations Plan	A-175
TAB J	Village of Verdon Operations Plan	A-187

THIS PAGE INTENTIONALLY HAS NO DATA

COUNTY OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,
THE CHIEF EXECUTIVE OF THE COUNTY
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

EXECUTIVE GROUP	NAME	BUSINESS	HOME	CELL
Commissioners, County Board				
EMERGENCY OPERATING STAFF	NAME	BUSINESS	HOME	CELL
County Emergency Management Director	Richardson County Emergency Management	402-245-2446		
Deputy Emergency Management Director	Richardson County Emergency Management	402-245-2446		
County Emergency Management Administrative Assistant	Richardson County Emergency Management	402-245-2446		
Communications Officer				
Damage Assessment Coordinator				
County Emergency Board				
Public Information Officer				
Medical Coordinator				
Public Health Coordinator	Southeast District Health	402-274-3993		

Citizen Corps Coordinator				
Medical Reserve Corps Coordinator				

EMERGENCY OPERATING STAFF (continued)	NAME	BUSINESS	HOME	CELL
Mass Care Coordinator (American Red Cross)				
Public Works/Utilities Coordinator				
Logistics Manager				
Volunteer Coordinator				
Salvation Army				
Area Agency on Aging				
Radiological Officer				
Local Emergency Planning Committee (LEPC) Chair				
County Attorney				
County Clerk	Richardson County	402-245-2911		
County Treasurer	Richardson County	402-245-3511		
County Engineer				
County Superintendent of Roads	Richardson County Roads Department	402-245-2614		
County Fire Department	Falls City Rural Fire Humboldt Fire			
County EMS	Falls City Ambulance Humboldt Rescue Squad			
County Levee Districts	Drainage District 7 Drainage District 8			
LAW ENFORCEMENT				
Richardson County Sheriff		402-245-2479		

Nebraska State Patrol		402-471-4750		
Game and Parks				

EMERGENCY OPERATING STAFF (continued)	NAME	BUSINESS	HOME	CELL
ADDITIONAL COMMUNICATIONS				
Amateur Radio Club				
REACT (CB Club)				
Gage County Squadron, Nebraska Civil Air Patrol		402-374-5507		

UTILITY SERVICES	PROVIDER NAME	CONTACT	BUSINESS
ELECTRICITY	OPPD NPPD		800-554-6773 877-275-6773
NATURAL GAS	N/A		
WATER	Rural Water District 1 Rural Water District 2		
SEWAGE	N/A		
PHONE	Southeast Nebraska Communications Windstream		402-245-5999 888-797-9421
ROADS	Richardson County Roads Department		402-245-2614
CABLE	N/A		
INTERNET	N/A		

TRIBAL OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,
THE CHIEF EXECUTIVE OF THE COUNTY
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

IOWA TRIBE OF KANSAS & NEBRASKA OFFICIALS	NAME	BUSINESS	HOME	CELL
Iowa Tribe		785-595-3258		
Executive Committee Chair				
Tribal Executive Committee Members				
Tribal Attorney				
Tribal Clerk	Iowa Tribe	785-595-6610		
Tribal Treasurer	Iowa Tribe	785-595-6610		
Fire Chief				
Law Enforcement	Iowa Tribal Police			
IOWA TRIBE OF KANSAS & NEBRASKA EMERGENCY OPERATING STAFF	NAME	BUSINESS	HOME	CELL
Tribal Emergency Management Director				
Communications Officer				
Damage Assessment Coordinator				
County Emergency Board				
Public Information Officer				

Medical Coordinator				
Public Health Coordinator				
Area Agency on Aging				
Environmental Protection Coordinator				

TRIBAL MAINTENANCE	NAME	BUSINESS	HOME	CELL
Utilities Department	Iowa Tribe			
Street Department	Iowa Tribe	785-595-3390		
Water Department	Iowa Tribe			
Sewage/Waste Water				
Housing Director	Iowa Tribe	785-595-3380		

UTILITY SERVICES	PROVIDER NAME	CONTACT	BUSINESS
ELECTRICITY	N/A		
NATURAL GAS	N/A		
WATER	Iowa Tribe		
SEWAGE	N/A		
PHONE	N/A		
CABLE	N/A		
INTERNET	N/A		

TRIBAL OFFICIALS AND EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,
THE CHIEF EXECUTIVE OF THE COUNTY
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

SAC & FOX NATION OF MISSOURI IN KANSAS & NEBRASKA OFFICIALS	NAME	BUSINESS	HOME	CELL
Sac & Fox Nation		782-742-0053		
Tribal Council Chair				
Tribal Council Members				
Tribal Attorney				
Tribal Clerk	Sac & Fox Nation			
Tribal Treasurer	Sac & Fox Nation			
Fire Chief				
Law Enforcement	Sac & Fox Nation	782-742-7190		
SAC & FOX NATION OF MISSOURI IN KANSAS & NEBRASKA EMERGENCY OPERATING STAFF	NAME	BUSINESS	HOME	CELL
Tribal Emergency Management Director				
Communications Officer				
Damage Assessment Coordinator				
County Emergency Board				
Public Information Officer				

Medical Coordinator				
Public Health Coordinator				
Area Agency on Aging				
Environmental Protection Coordinator				

TRIBAL MAINTENANCE	NAME	BUSINESS	HOME	CELL
Utilities Department				
Street Department	Sac & Fox Nation			
Water Department	Sac & Fox Nation			
Sewage/Waste Water				
Housing Department	Sac & Fox nation	782-742-2210		

UTILITY SERVICES	PROVIDER NAME	CONTACT	BUSINESS
ELECTRICITY	Brown-Atchison Electric Co-Operative		785-486-2117
NATURAL GAS	IGS Gas Company		
WATER	City of Reserve		
SEWAGE	City of Reserve		
PHONE	CenturyLink		
CABLE	N/A		
INTERNET	N/A		

THIS PAGE INTENTIONALLY LEFT BLANK

CITY OFFICIALS and EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,
THE CHIEF EXECUTIVE OF EACH JURISDICTION
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

CITY OF FALLS CITY OFFICIALS	NAME	BUSINESS	HOME	CELL
City of Falls City		402-245-2707		
Mayor				
City Council President				
City Council Members				
City Administrator				
City Attorney				
City Clerk/Treasurer				
Police Chief	Falls City Police	402-245-4422		
Fire Chief	Falls City-City Fire	402-245-4422		
PUBLIC WORKS/UTILITIES				
Utilities Director	City of Falls City	402-245-2724		
Sewage/Waste Water	Falls City Waste Water Treatment Plant	402-2453195		
Electric Department	City of Falls City	402-245-2727		
Street Department	Olsson Associates	402-474-6311		
Water Department	City of Falls City	402-245-2724		

UTILITY SERVICES	PROVIDER NAME	CONTACT	BUSINESS
ELECTRICITY	Falls City Utilities		402-245-2724
NATURAL GAS	Falls City Utilities		402-245-2724
WATER	Falls City Utilities		402-245-2724
SEWAGE	Falls City Waste Water Treatment Plant		402-245-3195
PHONE	Southeast Nebraska Communications Time Warner		402-245-5999 800-248-8823
CABLE	Southeast Nebraska Communications Time Warner		402-245-5999 800-248-8823
INTERNET	N/A		

CITY OF FALLS CITY EOC STAFF	NAME	BUSINESS	HOME	CELL
Incident Commander				
Communications Officer				
Support Communications Groups				
Public Information Officer				
Damage Assessment Coordinator				
Medical Coordinator				
Public Health Coordinator				
Mass Care Coordinator				
Logistics Manager				
Volunteer Coordinator				
Volunteer Organizations				
Ministerial Association				
Radiological Officer				
Schools Superintendent	Falls City Public Schools Falls City Sacred Heart	402-245-2825 402-245-4151		

CITY OFFICIALS and EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,
THE CHIEF EXECUTIVE OF EACH JURISDICTION
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

CITY OF Humboldt OFFICIALS	NAME	BUSINESS	HOME	CELL
City of Humboldt		402-862-2171		
Mayor				
City Council President				
City Council Members				
City Attorney	Donahue & Faesser	402-852-2577		
City Clerk/Treasurer				
Law Enforcement	Richardson County Sheriff	402-245-249		
Fire Chief	Humboldt Fire			
EMS Chief	Humboldt Rescue			
PUBLIC WORKS/UTILITIES				
Maintenance Coordinator	City of Humboldt	402-862-2171		
Sewage/Waste Water	PeopleService	402-334-4800		
Street Department	Olsson Associates	402-474-6311		
Water Department	City of Humboldt	402-862-2171		

UTILITY SERVICES	PROVIDER NAME	CONTACT	BUSINESS
ELECTRICITY	NPPD		877-275-6773
NATURAL GAS	Black Hills Energy		888-890-5554
WATER	PeopleService		402-344-4800
SEWAGE	PeopleService		402-344-4800
PHONE	Windstream		888-797-9421
CABLE	Time Warner		800-248-8823
INTERNET	N/A		

CITY OF FALLS CITY EOC STAFF	NAME	BUSINESS	HOME	CELL
Incident Commander				
Communications Officer				
Support Communications Groups				
Public Information Officer				
Damage Assessment Coordinator				
Medical Coordinator				
Public Health Coordinator				
Mass Care Coordinator				
Logistics Manager				
Volunteer Coordinator				
Volunteer Organizations				

Ministerial Association				
Radiological Officer				
Schools Superintendent	HTRS Public Schools	402-862-2235		

VILLAGE OFFICIALS and EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,
THE CHIEF EXECUTIVE OF EACH JURISDICTION
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

VILLAGE OF BARADA OFFICIALS	NAME	BUSINESS	HOME	CELL
Board Chair				
Village Board Members				
Village Attorney				
Village Clerk/Treasurer				
Law Enforcement	Richardson County Sheriff	402-245-2479		
VILLAGE MAINTENANCE				
Street Department	Richardson County Roads Department	402-245-2614		
Water Department	Rural Water District 2			
Sewage/Waste Water				

UTILITY SERVICES	PROVIDER NAME	CONTACT	BUSINESS
NATURAL GAS			
ELECTRICITY			
PHONE			
CABLE			
INTERNET			

VILLAGE OF BARADA EOC STAFF	NAME	BUSINESS	HOME	CELL
Incident Commander				
Communications Officer				
Support Communications				
Public Information Officer				
Damage Assessment Coordinator				
Mass Care Coordinator				
Public Health Coordination				
Radiological Officer				
School Superintendent				
Logistics Manager				
Volunteer Coordinator				
Volunteer Organizations				

VILLAGE OFFICIALS and EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,
THE CHIEF EXECUTIVE OF EACH JURISDICTION
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

VILLAGE OF DAWSON OFFICIALS	NAME	BUSINESS	HOME	CELL
Board Chair				
Village Board Members				
Fire Chief	Dawson Fire			
Village Attorney				
Village Clerk/Treasurer				
Law Enforcement	Richardson County Sheriff	402-245-2479		
VILLAGE MAINTENANCE				
Street Department	Richardson County Roads Department	402-245-2614		
Water Department	Village of Dawson			
Sewage/Waste Water				

UTILITY SERVICES	PROVIDER NAME	CONTACT	BUSINESS
NATURAL GAS	N/A		
ELECTRICITY	NPPD		877-275-6773
PHONE	Windstream		888-797-9421
CABLE	N/A		
INTERNET	N/A		
SEWAGE	N/A		
WATER	Village of Dawson		

VILLAGE OF BARADA EOC STAFF	NAME	BUSINESS	HOME	CELL
Incident Commander				
Communications Officer				
Support Communications				
Public Information Officer				
Damage Assessment Coordinator				
Mass Care Coordinator				
Public Health Coordination				
Radiological Officer				
School Superintendent				
Logistics Manager				

Volunteer Coordinator				
Volunteer Organizations				

VILLAGE OFFICIALS and EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,
THE CHIEF EXECUTIVE OF EACH JURISDICTION
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

VILLAGE OF PRESTON OFFICIALS	NAME	BUSINESS	HOME	CELL
Board Chair				
Village Board Members				
Village Attorney				
Village Clerk/Treasurer				
Law Enforcement	Richardson County Sheriff	402-245-2479		
VILLAGE MAINTENANCE				
Street Department	Richardson County Roads Department	402-245-2614		
Water Department	Rural Water District 2			
Sewage/Waste Water				

UTILITY SERVICES	PROVIDER NAME	CONTACT	BUSINESS
NATURAL GAS			
ELECTRICITY			
PHONE			
CABLE			
INTERNET			
SEWAGE			
WATER			

VILLAGE OF PRESTON EOC STAFF	NAME	BUSINESS	HOME	CELL
Incident Commander				
Communications Officer				
Support Communications				
Public Information Officer				
Damage Assessment Coordinator				
Mass Care Coordinator				
Public Health Coordination				
Radiological Officer				
School Superintendent				
Logistics Manager				

VILLAGE OFFICIALS and EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,
THE CHIEF EXECUTIVE OF EACH JURISDICTION
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

VILLAGE OF RULO OFFICIALS	NAME	BUSINESS	HOME	CELL
Board Chair				
Village Board Members				
Fire Chief	Rulo Fire			
Village Attorney				
Village Clerk/Treasurer				
Law Enforcement	Richardson County Sheriff	402-245-2479		
VILLAGE MAINTENANCE				
Street Department	JEO Consulting Group			
Water Department				
Sewage/Waste Water				

UTILITY SERVICES	PROVIDER NAME	CONTACT	BUSINESS
NATURAL GAS	N/A		
ELECTRICITY	OPPD		800-554-6773
PHONE	Southeast Nebraska Communications		402-245-2724
CABLE	N/A		
INTERNET	N/a		
SEWAGE	N/A		
WATER	Falls City Utilities	402-245-2724	

VILLAGE OF RULO EOC STAFF	NAME	BUSINESS	HOME	CELL
Incident Commander				
Communications Officer				
Support Communications				
Public Information Officer				
Damage Assessment Coordinator				
Mass Care Coordinator				
Public Health Coordination				
Radiological Officer				
School Superintendent				
Logistics Manager				

VILLAGE OFFICIALS and EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,
THE CHIEF EXECUTIVE OF EACH JURISDICTION
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

VILLAGE OF SALEM OFFICIALS	NAME	BUSINESS	HOME	CELL
Board Chair				
Village Board Members				
Fire Chief	Salem Fire			
Village Attorney				
Village Clerk/Treasurer				
Law Enforcement	Richardson County Sheriff	402-245-2479		
VILLAGE MAINTENANCE				
Street Department	JEO Consulting			
Water Department	Village of Salem			
Sewage/Waste Water				

UTILITY SERVICES	PROVIDER NAME	CONTACT	BUSINESS
NATURAL GAS	N/A		
ELECTRICITY	OPPD		800-554-6773
PHONE	Southeast Nebraska Communications		402-245-5999
CABLE	N/A		
INTERNET	N/A		
SEWAGE	N/A		
WATER	Rural Water District 2		

VILLAGE OF PRESTON EOC STAFF	NAME	BUSINESS	HOME	CELL
Incident Commander				
Communications Officer				
Support Communications				
Public Information Officer				
Damage Assessment Coordinator				
Mass Care Coordinator				
Public Health Coordination				
Radiological Officer				
School Superintendent				
Logistics Manager				

VILLAGE OFFICIALS and EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,
THE CHIEF EXECUTIVE OF EACH JURISDICTION
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

VILLAGE OF SHUBERT OFFICIALS	NAME	BUSINESS	HOME	CELL
Board Chair				
Village Board Members				
Fire Chief	Shubert Fire			
Village Attorney				
Village Clerk/Treasurer				
Law Enforcement	Richardson County Sheriff	402-245-2479		
VILLAGE MAINTENANCE				
Street Department	JEO Consulting			
Water Department	Village of Shubert			
Sewage/Waste Water				

UTILITY SERVICES	PROVIDER NAME	CONTACT	BUSINESS
NATURAL GAS	N/A		
ELECTRICITY	NPPD		877-275-6773
PHONE	Southeast Nebraska Communications		402-245-5999
CABLE	N/A		
INTERNET	N/A		
SEWAGE	Village of Shubert		
WATER	Village of Shubert		

VILLAGE OF PRESTON EOC STAFF	NAME	BUSINESS	HOME	CELL
Incident Commander				
Communications Officer				
Support Communications				
Public Information Officer				
Damage Assessment Coordinator				
Mass Care Coordinator				
Public Health Coordination				
Radiological Officer				
School Superintendent				
Logistics Manager				

VILLAGE OFFICIALS and EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,
THE CHIEF EXECUTIVE OF EACH JURISDICTION
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

VILLAGE OF STELLA OFFICIALS	NAME	BUSINESS	HOME	CELL
Board Chair				
Village Board Members				
Fire Chief	Stella Fire			
Village Attorney				
Village Clerk/Treasurer				
Law Enforcement	Richardson County Sheriff	402-245-2479		
VILLAGE MAINTENANCE				
Street Department	Village of Stella			
Water Department	Village of Stella			
Sewage/Waste Water				

UTILITY SERVICES	PROVIDER NAME	CONTACT	BUSINESS
NATURAL GAS	N/A		
ELECTRICITY	NPPD		877-275-6773
PHONE	Southeast Nebraska Communications		402-245-5999
CABLE	N/A		
INTERNET	N/A		
SEWAGE	Village of Stella		
WATER	Village of Stella		

VILLAGE OF PRESTON EOC STAFF	NAME	BUSINESS	HOME	CELL
Incident Commander				
Communications Officer				
Support Communications				
Public Information Officer				
Damage Assessment Coordinator				
Mass Care Coordinator				
Public Health Coordination				
Radiological Officer				
School Superintendent				
Logistics Manager				

VILLAGE OFFICIALS and EOC STAFF

IF POSITIONS HAVE NOT BEEN APPOINTED ON THE EOC STAFF,
THE CHIEF EXECUTIVE OF EACH JURISDICTION
WILL ASSUME RESPONSIBILITY FOR THAT FUNCTION

VILLAGE OF VERDON OFFICIALS	NAME	BUSINESS	HOME	CELL
Board Chair				
Village Board Members				
Fire Chief	Verdon Fire			
Village Attorney				
Village Clerk/Treasurer				
Law Enforcement	Richardson County Sheriff	402-245-2479		
VILLAGE MAINTENANCE				
Street Department	Village of Verdon			
Water Department	Village of Verdon			
Sewage/Waste Water				

UTILITY SERVICES	PROVIDER NAME	CONTACT	BUSINESS
NATURAL GAS	N/a		
ELECTRICITY	NPPD		877-275-6773
PHONE	Southeast Nebraska Communications		402-245-5999
CABLE	N/A		
INTERNET	N/A		
SEWAGE	Village of Verdon		402-883-2044
WATER	Village of Verdon Rural Water District 2		402-883-2044

VILLAGE OF PRESTON EOC STAFF	NAME	BUSINESS	HOME	CELL
Incident Commander				
Communications Officer				
Support Communications				
Public Information Officer				
Damage Assessment Coordinator				
Mass Care Coordinator				
Public Health Coordination				
Radiological Officer				
School Superintendent				
Logistics Manager				

THIS PAGE INTENTIONALLY HAS NO DATA



Incident Status Report

Instructions: As soon as possible fill in as much information as you currently know. Other information can be gathered as it becomes available. Please fill all of the information areas, put unknown in areas where you have no information and none where there is no damage or impact. Fill out form online at:

<http://www.nema.nebraska.gov/incident-status-report.html>

General Information

Incident:
Incident Description:
Incident Date:
Report Date/Time:
Jurisdiction:
Name:
Email Address of Reporting:
Callback Number:
Incident Commander:
EOC Activated? Yes ___ No ___
Disaster Declaration? Yes ___ No ___

*Minor - Building is damaged and may be used under limited conditions with minor repairs.
Major - Building is damaged to the extent that it is no longer usable and may be returned to service only with extensive repairs.
Destroyed - Building is a total loss or damaged to the extent that it is no longer usable and is not economically feasible to repair.*

Homes
Minor:
Major:
Destroyed:
% Insured:
Public Buildings
Minor:
Major:
Destroyed:
% Insured:

Local Actions

Evacuation Ordered? Yes ___ No ___
Size of the Area:
Law Enforcement Deployed? Yes ___ No ___
Fire Fighters Deployed? Yes ___ No ___
Rescue Workers Deployed? Yes ___ No ___
Public Works Deployed Yes ___ No ___
Mutual Aid Departments on the scene:
Private Utilities:

Business/Industry Buildings
Minor:
Major:
Destroyed:
% Insured:
Immediate Needs:

Disaster Impacts

Number of...
Fatalities:
Injuries:
Missing Persons:
Number of Shelters Open:
Number of People Sheltered:
Anticipated Total Number of Persons:
Special Needs Citizens Identified and Cared For:
Yes ___ No ___
Comfort locations for Emergency Workers established Yes ___ No ___
Number of structures damaged:

Impact on Critical Facilities

Hospitals:
Water Treatment Plants:
WasteWater Plants:
Lift Stations:
Natural Gas:
Correctional Facilities:
Other Impacted Critical Facilities:
Extent of Damage to Streets:
Extent of Damage to Roads:
Extent of Damage to Bridges:
Anticipated Future Needs: (including personnel, equipment, mass care, etc.)

Status of Services:

Status of Electric Utility Service:
Status of Telephone Service:
Status of Schools:
Status of Government Offices:

The NEMA watch officer will acknowledge receipt of Incident Status Reports with a return email that includes a copy of the submitted form.

THIS PAGE INTENTIONALLY HAS NO DATA.

SAMPLE LOCAL DISASTER DECLARATION

A Disaster Declaration must be issued prior to requesting state or federal assistance.

A Disaster Declaration for a city or village should be transmitted through the County Emergency Management Director. The County Board should also declare a disaster using this same form.

The following is a sample of the language that should be retyped onto the jurisdiction's official letterhead before submitting it to the State EOC.



Richardson County (or affected city/village) has suffered from a _____ (i.e., disastrous tornado strike) that occurred on _____ (include date(s) and time) causing severe damage to public and private property, disruption of utility service, and endangerment of health and safety of the citizens of *** County (or city/village) within the disaster area

Therefore, the Chair of the Richardson County Board of Commissioners (or the Mayor/Board Chair of _____) has declared a state of emergency authorized under Nebraska State Statute R.R.S. 81-829.50 on behalf of Richardson County (or city/village), and will execute for and on behalf of Richardson County (or city/village), the expenditure of emergency funds from all available sources, the invoking of mutual aid agreements, and the applying to the State of Nebraska for assistance from the Governor's Emergency Fund and any other resources he/she deems necessary in the fulfillment of his/her duties.

Chair, Richardson County
Board of Commissioners/Supervisors
(or Mayor/Board Chair of affected jurisdiction
or by appointed authorized representative)

WITNESS my hand and the seal of my office
this _____ day of _____, 20__.

County (or City/Village) Clerk

Date

THIS PAGE INTENTIONALLY HAS NO DATA.

**CITY
OF
FALLS CITY**

**EMERGENCY
OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2020

CITY OF FALLS CITY EMERGENCY OPERATIONS PLAN

TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
I. <u>Purpose</u>	A-57
II. <u>Planning Factors</u>	A-57
III. <u>Basic Disaster Operations</u>	A-58
IV. <u>Incident Command/Field Operations/ First Responders</u>	A-60
Police Department	A-62
Police Department Communications Center	A-64
Fire Department	A-64
Emergency Medical Services	A-65
Public Works/Utilities	A-66
Street Department	A-66
Electric Department/Power District	A-67
Water Division	A-68
Wastewater Division	A-68
Parks and Recreation Department	A-69
Landfill	A-70
V. <u>Emergency Operations Center</u>	A-70
Mayor/City Council	A-70
City Administrator	A-71
Emergency Management Director	A-73
City Attorney	A-75
Building Inspector	A-76
City Clerk/Treasurer	A-77
Purchasing Officer	A-78

CITY of FALLS CITY EMERGENCY OPERATIONS PLAN

I. PURPOSE

- A. The responsibility for the welfare of the residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination and management of both the prevention preparations and the disaster operations and recovery. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster. (Nebraska Emergency Management Act, 1996, section 81-829.46).
- B. The Emergency Preparedness Mission for the city of Falls City is to ensure the coordination of city departments and personnel to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- C. This plan identifies the primary disaster responsibilities of city departments and personnel employed by the city. This plan is intended to supplement the Richardson County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.
- D. It is in the best interest of the city of Falls City that the named key officials meet at least once a year and after each disaster to review the Plan with the County Emergency Agency to determine that the Plan is current and reflects the roles and responsibilities as defined by statutes, resolutions and field operations.

II. PLANNING FACTORS

A. All-Hazards Approach

- 1. This Plan uses an "all-hazards" approach that provides general direction for responding to any type of disaster across a full spectrum of hazards.

B. Vulnerable Populations

- 1. There are populations at risk in Falls City. These will require special considerations in warning, evacuation, and other areas of disaster response.

2. The community uses a call-down list to warn the various access and functional needs populations.

C. Primary Responsibility For Disaster Response and Recovery

1. The responsibility for the welfare of the residents during a disaster rests with the Mayor and the City Council. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster.
2. In the absence of the Mayor, the established line of succession is:
 - a. President of the City Council
 - b. Senior member of the City Council
 - c. An official as appointed/elected by the City Council (special election as necessary)

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. When alerted of a disaster situation, the Communications Center of the Falls City Police Department will begin notification of those on their emergency notification list.
2. The public may have already been warned by sirens or through the electronic media. If there are no automated warnings, Richardson County Sheriff's Department dispatch and/or Richardson County Emergency Management will sound the sirens as authorized.

B. Operations - Actual Disaster

1. The first priority after a disaster has struck is lifesaving activities and the subsequent preservation of property. First Responders will proceed to the scene of the disaster or staging area as soon as possible. Initial requests for Field Operations assistance will be channeled through the Communications Center.
2. After the initial response, the Emergency Operations Center (EOC) will likely be activated to provide a site for local officials and other designated

personnel to implement direction and provide coordination and support of Field Operations.

3. Other agencies and groups not defined as First Responders may be asked to provide additional disaster services as the city begins the process of recovery.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.
5. All responding departments, agencies and jurisdictions will follow the National Incident Management System (NIMS) protocols when conducting either individual or joint disaster response and recovery activities. This includes but is not limited to establishing unified or area incident command systems, the use of staging areas as needed, implementing multi-agency coordination systems and resource management including the identification and listing of all department, agency and jurisdiction disaster response resources (equipment, trained personnel, supplies, facilities) using the NIMS resource identification process.

C. Operations - Departmental Responsibilities

The City has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass three areas:

1. Field Operations (Tactical and Operational)

- a. First Responders will provide the initial tactical response to a disaster.
- b. These First Responders will use the National Incident Management System by establishing Incident Command. A member of one of the First Responder emergency units will provide the initial Incident Commander. This will be determined by the nature of the disaster. Incident Command may be transferred to another agency as disaster priorities change.
- c. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this plan.
- d. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

2. Emergency Operations Center (EOC) (Strategic and Functional)

THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING AND SUPPORTING THE INCIDENT COMMAND DURING DISASTER RESPONSE AND RECOVERY OPERATIONS. Not only will the Incident Commander work with the EOC, but also regular briefings will be held for Command, General and EOC Staff. The Chief Elected Official in coordination with the Incident Commander, schedule these meetings.

- a. Staffing will be determined by the severity of the situation.
- b. The EOC is located at the Falls City – City Hall. This location provides communications capability, auxiliary power, and ample space with support equipment for disaster operations.

3. Additional Disaster Services (Support)

Other agencies and groups may be asked for assistance after the initial response to the disaster. The Incident Command or the EOC Staff may request these services.

D. Field Operations: Incident Command and the EOC

1. Both the field responders and the EOC staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the city. The use of the NIMS will help standardize communications and enhance coordination between incidents, initial responders, mutual aid, CEO's and supporting organizations.
2. Communications Capabilities: When the Incident Commander establishes a command post and the EOC is activated, each will maintain communications with each other.
3. EOC Briefings: The Incident Commander, first responders, City Departments and agencies working the disaster may be required to send a representative to report activities, accomplishments, needed support and supplies and the next operational priority in their area. From this report, the Incident Action Plan (IAP) is developed for the next specified operational period.
4. Security of the Disaster Area:
 - a. Security may be needed at all the highway points leading into Falls City. The Nebraska State Patrol can help with security.

- b. Local resources will be used first for roadblocks and barricades; then other village/county/state roads departments may be asked to help. The Incident Commander or Law Enforcement will contact the Communications Center to request additional resources from these agencies.
- c. Identification cards for access to the disaster area will be issued in Falls City and the County. ID cards are needed for local officials volunteers, the media, and residents when the disaster area has been secured. The Richardson County Emergency Management Agency (or other authorized position) will distribute identification cards from the EOC or at the disaster access points.

E. Operations - Administration

1. Under the direction of the Mayor/City Administrator, either the City Clerk/Treasurer/Purchasing Officer will purchase or rent needed supplies, materials, and equipment or hire temporary help for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's/Treasurer's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures, including donated supplies, equipment, professional and volunteer services for the disaster will be submitted to and documented by the City Clerk/Treasurer.

IV. INCIDENT COMMAND / FIELD OPERATIONS - FIRST RESPONDERS

A. Primary Field Operational Control for the Disaster

1. All City Departments will become familiar with an Incident Command System per HSPD-5, NIMS. This Incident Command System will be used to ensure one point of contact for field coordination.
2. The Incident Commander may select staging area(s) if needed. The Incident Commander will inform the EOC of the location(s) of the staging area(s).

B. Responsibilities List for Field Operations

1. In preparing this plan, city officials have assigned responsibilities for disaster response and recovery. These responsibilities address an "all-hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-inclusive; at the direction of either the Department Supervisor or the City Administrator (Mayor, if no City Administrator); city personnel may be requested to perform other disaster duties.

2. The task assignments for each City Department are written in general terms and purposely do not tell supervisors how to do their jobs. Each Department should develop guidelines (SOPs) for their specific operations in a disaster situation.

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

1. Among the First Responders to the disaster scene.
2. Implements the appropriate National Incident Management System.
3. Assesses communications capability as a priority action.
4. Notifies off-duty Police Department personnel and, if required, other law enforcement agencies for assistance. There are law enforcement personnel that could be available from the Falls City Police Department, County Sheriff's Office, Nebraska State Patrol, Game and Parks Commission.
5. If needed, in conjunction with the Fire Department, warns residents and businesses by public address systems, knocking on doors, or other means.
6. Conducts any evacuation as required; including coordination with Emergency Management to select the best evacuation routes to the selected shelter. See Annex E for evacuation planning and operations guidelines.
7. Implements established procedures for roadblock locations to isolate Falls City if entry control is necessary.
8. Warns the public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected. See Annexes B and D for communications capabilities and strategies.
9. Coordinates with the EOC and Incident Command for transportation of access and functional needs evacuees.
10. Coordinates with the EOC and Incident Command in selecting assembly points and exercises surveillance over the assembly points being used for loading buses used for evacuation.
11. Assesses and determines the immediate needs for cleared routes to the hospital and coordinates with the EOC and Incident Command.

12. Coordinates traffic control and crowd control in and around the disaster area.
13. Coordinates with the Street Department for barricades, signs, and flags at control points as established by the Police Department. This will also be coordinated with the EOC and Incident Command.
14. Conducts search and rescue operations with Fire Department personnel.
15. Assesses the need for other City Departments to respond, contacts the Superintendents of Departments and reports this to the EOC.
16. May request opening the EOC for assistance in coordinating disaster response.
17. Relocates to an alternate site, Richardson County Sheriff's Department if the Police Station is damaged.
18. May initially advise the EOC of area affected and gives general damage information.
19. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual to the EOC.
20. Sends a representative to the briefings at the EOC; informs the EOC/City Administrator/Mayor/Incident Commander of any problems.
21. Secures the disaster area:
 - a. To include critical public facilities and residences
 - b. Checks volunteer ID cards
 - c. Checks permanent ID cards of City personnel
 - d. Controls EOC security from any interference with emergency operations
22. Prevents looting in disaster area.
23. Prevents re-entry into damaged or contaminated buildings.
24. Provides security at shelters, if needed.
25. Provides security for visiting dignitaries.
26. Notifies the EOC of possible flooding problems.

27. Picks up stray animals or implements other animal control measures using volunteers, veterinarians or animal control officers. See Annex H.
28. Provides volunteer inmate labor.
29. Deputizes additional personnel, as required.
30. Continues with police responsibilities and services in unaffected areas.
31. Designates and maintains the lines of succession in the absence of the Police Chief.

D. Communications Center - Police Department (LEOP - Annex B)

1. Maintains a current call-down roster of phones and pagers for key city personnel and others such as the hospital, care centers, schools, and businesses.
2. Provides warning through sirens; if the endangered area is isolated, telephones residents and/or businesses and initiates other warnings systems for identified special populations.
3. Monitors and disseminates further watches and/or warnings or advisories.
4. After the initial request for first response, makes the necessary notifications to include notifying the City Administrator, Mayor, and Emergency Management Director.
5. Coordinates emergency radio traffic.
6. May request additional assistance through the EOC.

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

1. Among the First Responders to disaster scene.
2. Assumes the operational control for fire suppression and explosions.
3. If properly trained, serve as a hazardous materials responder; provides measures to minimize dangers from hazardous materials.
4. Provides radiological monitoring at radiological accidents, including the necessary coordination with Nebraska Health and Human Services System Regulation and Licensure and the Nebraska Emergency Management Agency.
5. Implements the Incident Command System per NIMS.

6. May request opening the EOC for assistance in coordinating and supporting disaster response.
7. Coordinates with Law Enforcement in search and rescue operations.
8. Assists Law Enforcement in evacuation efforts.
9. Assists Law Enforcement in warning by public address system or door-to-door.
10. Assists Law Enforcement in crowd control/security of the disaster area.
11. Assesses need for other City Departments to respond and contacts the Department Superintendent(s); reports this to the EOC.
12. Implements mutual aid agreements with other jurisdictions, as needed.
13. Coordinates the staging area with the EOC and Incident Command.
14. Provides back-up equipment for water pumping.
15. Assists in safety inspections to assure the integrity of a structure before permitting re-occupancy.
16. Sends a representative to briefings at the EOC; informs the EOC/City Administrator/Mayor/Incident Commander of any problems.
17. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
18. Continues fire suppression operations.
19. Establishes and maintains the lines of succession in the absence of the Fire Chief.

F. Emergency Medical Services - Rescue Chief (LEOP - Annex G)

1. May be among the First Responders at the disaster scene.
2. Implements the Incident Command System per NIMS.
3. Conducts triage operations, if needed.
4. Operates emergency medical units to provide emergency treatment to injured personnel at the scene.

5. Transports injured to the hospital; checks with Police Department\EOC for open routes to hospital.
6. Implements mutual aid agreements with other jurisdictions as necessary, allowing hospital staff to stay at their facility to receive injured.
7. Sends a representative to briefings at the EOC and informs the EOC/City Administrator/Mayor/Incident Commander of any problems.
8. Continues emergency medical services for the remainder of the City.
9. Establishes and maintains the lines of succession.

G. Public Works/Utilities (LEOP - Annex K)

1. The Public Works/Utilities Department includes these departments: Street, City Electric, Water/Waste Water, Parks and Recreation. If a staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC and Incident Command.
2. Street Department - Superintendent

The call to respond to the disaster will probably come from dispatch at the Falls City Police Department Communications Center. The Superintendent will coordinate with the Mayor/City Administrator/Incident Commander on disaster work assignments. Tasks may include but are not limited to:

- a. Developing a response priority/plan to clear debris from the primary routes needed for First Responders; then clearing the arterials and collectors.
- b. Assessing and reporting street damage to the EOC; systematically clearing the streets as prioritized at the EOC briefings with input from the City Administrator/Mayor/Incident Commander, Police Department, and other affected City Departments.
- c. Closing streets, if requested by Law Enforcement/Incident Commander, by transporting and erecting barricades, signs, and flags at control points established by Law Enforcement.
- d. Posting traffic directional signs, as needed, particularly for evacuation.
- e. Clearing debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.
- f. Performing priority repairs to streets.

- g. Clearing inlets and repairing storm sewers.
 - h. Providing emergency repair and maintenance of vehicles and equipment during disaster operations.
 - i. During flooding conditions, coordinating sandbagging operations for public buildings/entities.
 - j. Assisting the City Administrator/Mayor in meeting requirements for the disposal of disaster debris. Responsibilities for landfill operations are listed under City Administrator.
 - k. Establishing temporary debris collection or disposal sites, additional temporary tree burning areas, as needed and as approved by Dept. of Environment and Energy (NDEE).
 - l. If not being utilized, furnishing heavy equipment and personnel to other City Departments.
 - m. Sending a representative to the briefings at the EOC; informing the EOC, City Administrator, Mayor and Incident Commander of accomplishments, needs and any problems.
 - n. Maintaining records of all overtime, operational expenses, repair costs, in-stock supplies used; supplies, equipment and labor procured during the response and recovery.
3. City Electric Department
- a. All department employees will report to their normal Street and/or Electric Shop for vehicles, mobile communications and assignments. If their work reporting stations are un-accessible, they will receive further information during the notification or recall process.
 - b. The first qualified employee reporting may survey the sub-stations; survey overall damage to see if outside assistance will be required and will alert the Superintendent if mutual aid is needed. This will also be reported to the EOC.
 - c. Electrical Supervisor/director will direct and coordinate activities that:
 - i. De-energizes downed power lines.
 - ii. Restores service as prioritized.

- iii. Coordinates with the City Administrator/Mayor and Incident Command and supplier in finding a temporary source of electricity should the city need it to restore utility service.
 - iv. Keeps the City Administrator/Mayor and Incident Command and supplier informed of the current situation and when service may be restored.
 - v. Sends representative to briefings at the EOC; inform the EOC/City Administrator/Mayor/Incident Commander of any problems.
 - vi. Safety inspects the electric systems on damaged public buildings; coordinates with the building inspector on these inspections.
 - vii. Provides emergency lighting where needed for disaster operations.
 - viii. Coordinates the use of emergency power generators with the EOC and Incident Command.
 - ix. Furnishes available heavy equipment and personnel to other City Departments.
4. Water and Wastewater Department - Superintendent
- a. Water Division
 - i. Can assess each house individually.
 - ii. Maintain water pressure and uncontaminated water supply.
 - iii. Where possible, ensures an adequate water supply to the fire hydrants in case of major fire.
 - iv. Is prepared to isolate the water system where there is a possibility of contamination from a hazardous materials spill.
 - v. Repairs the water tower and/or mains, as prioritized; isolates ruptured or damaged mains until repairs can be made.
 - vi. Coordinates water testing with the State Health and Human Services System.
 - vii. Provides potable emergency water supply.

- a. Locates suitable containers; fills with uncontaminated, potable water.
 - b. Distributes water to locations as coordinated by the EOC; is aware of prioritized facilities needing water such as the hospital or care facilities.
 - viii. Safety inspects the water system.
 - b. Wastewater Division
 - i. Maintains the sanitary sewer operations.
 - ii. Is prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.
 - iii. Safety inspects the wastewater system if damaged from the disaster.
 - iv. Contracts for portable toilets and for their maintenance.
 - c. Both Water and Wastewater Divisions
 - i. If not being utilized, may be required to furnish equipment, such as vehicles, and personnel to other City Departments.
 - ii. Sends one person to EOC briefings to represent both Divisions; informs the EOC/City Administrator/Mayor/Incident Commander of any problems.
- 5. Parks and Recreation Department - Director
 - a. Surveys damage to parks.
 - b. Reports to the City Administrator/Mayor for disaster work assignment.
 - c. If not being utilized, furnishes equipment/personnel to other City Departments; will primarily assist Street Department.
 - d. Will attend or be represented at EOC briefings; informs the EOC/City Administrator/Mayor of any problems in disaster clean-up/repair.

6. Landfill Operation

The City Administrator/Mayor will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function. The following may be some of the requirements for disaster operations:

- a. Meet the demand for greater disposal operations by:
 - i. Requesting an extension of hours as needed for debris disposal.
 - ii. Requesting signs or guides in the landfill area to organize disposal efforts.
- b. Obtain permission from DEQ for normally unauthorized items (to the extent possible) to go to the landfill; find alternatives for disposal of unauthorized items.
- c. Maintain a "salvage depot" for recovered, unclaimed damaged property which is removed from public or private property.
- d. In coordination with other affected City Departments, the EOC, and Incident Commander establishes temporary site(s) for debris disposal/storage, separation, storage, recycling.
- e. Will establish an additional temporary tree-burning area, if the one "permitted" burn site in Falls City is not adequate.

V. EMERGENCY OPERATIONS CENTER

A. Mayor/City Council (LEOP - Annex A)

Responsibilities of the Mayor and City Council during disaster operations may include, but are not limited to:

- 1. Making executive decisions; establish effective disaster response policy.
- 2. Exercising emergency powers; provide policy decisions.
- 3. Signing the Disaster Declaration.
- 4. Exercising the final authority on subjects such as:
 - a. Curfews
 - b. Price restrictions

- c. Standards for contractors, craftsmen
 - d. Temporary waivers for land use
 - e. Other related legal responsibilities
 - f. Evacuation decisions
5. Approving emergency legislation for the city.
6. Activating the EOC; notifying the Emergency Manager
7. Emergency Public Information (LEOP - Annex D)
- a. The Mayor will ensure that the public is given timely and accurate information through the Public Information Officer (PIO).
 - b. The Mayor will designate a PIO at the time of the disaster if one is not appointed.
 - c. The PIO will establish an Information Center to:
 - i. Release emergency directions and information to radio, television and newspaper.
 - ii. Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.
 - iii. Maintains liaison with the EOC and the Incident Commander to stay abreast of current information.
 - iv. Serves as the source through which the media will gain access to public officials, if required.
 - v. Provides current and accurate information to the general public making inquiries.

B. City Administrator

The City Administrator is the administrative head of the city government and works under the direction of the Mayor who has final authority for all City Departments. The City Administrator may be delegated responsibility by the Mayor and Council to coordinate with the Emergency Management Agency in providing unified management of the direction and control functions for disaster response and recovery and for support of the Incident Command. The City Administrator's responsibilities may include, but are not limited to:

1. Coordinating with the Mayor/City Council members, the Emergency Management Director and the Incident Commander during disaster operations.
2. The City Administrator will be alerted of a disaster situation by the dispatcher or Emergency Management Agency; normally, the City Administrator will, in turn, call the Mayor.
3. Activating the EOC.
4. Reporting to the EOC to monitor the disaster incident through situation reports and data coming into the EOC; visiting the various areas of the disaster, as necessary.
5. In conjunction with the Emergency Management Director, determining EOC staffing.
6. Providing over-all coordination of all City Departments and purchasing for handling the disaster effort.
7. In conjunction with needs of Field Operations and Emergency Management:
 - a. Recruiting any city personnel not involved in disaster response who could assist in emergency duties.
 - b. Forming a clerical pool and provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, word processing, answering inquiries, telephoning, etc.
8. Maintaining current inventory and resource list of emergency equipment and supplies.
9. Coordinating citywide resources that may be used in disaster response/recovery.
10. Coordinating with the City Attorney on any legal emergency matters.
11. Responding to official inquiries.
12. If a number of public buildings and/or streets have been affected by the disaster, assisting in prioritizing the return to service.
13. Coordinating with the Building Inspector in recovery and rebuilding efforts.

14. Ensuring the Building Inspector has designated someone to photographically document damage should there be a later application for state or federal assistance.
15. Designating appropriate staff to photograph debris piles before disposal.
16. In conjunction with the Clerk/Treasurer, ensuring that the City Clerk/Treasurer documents expenses for the disaster including the donation of supplies, equipment, services and volunteer labor.
17. Assisting the Emergency Management Agency in determining the location(s) for the distribution of potable water and requesting the Water Department to provide potable water to the public; then through the Public Information Officer, notifying the public of the availability and location(s) of water.
18. Working with the Emergency Management Agency in providing liaison with local contractors, businesses, and industries to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required in the disaster situation.
19. Advising disaster victims of temporary emergency housing.
20. Establishing a point of contact for cash donations from the community for disaster victims/efforts and establishing guidelines in distributing the money. Also maintain an accepted, standardized accounting system to track appropriate financial donations.
21. Maintaining a "salvage depot" for unclaimed items.

C. Emergency Management Director

The Richardson County Emergency Management Director or their designee will act as a disaster operations advisor to the Mayor and City Council. In performing the direction and control function for coordinating disaster operations, the Emergency Management Agency will work closely with the City Administrator. Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the EOC readiness to include adequate communications systems, status/ICS boards, maps, office supplies/equipment, printed logs/forms, alternate power or an alternate location.
2. Activating the EOC; assumes overall operational management and coordination for the support of emergency functions of the disaster response and recovery.

3. In conjunction with the City Administrator/Mayor, determining who is needed on the EOC Staff.
4. Maintaining a current call-down list of EOC Staff with an established procedure for calling in the Staff.
5. Coordinating additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.
6. Tracking and recording disaster events electronically, or on a status board or flip chart; plotting areas of destruction on maps; staff from the City Clerk/Treasurer's may be assigned this function.
7. Conducting EOC briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often briefings are needed.
8. Coordinating with the City Departments as well as local businesses, private groups, volunteers, and adjacent jurisdictions called for mutual aid and with Richardson County government if the situation dictates.
9. Requesting the Public Information Officer to provide emergency information to the public concerning an evacuation.
10. Coordinating transportation that may be required for evacuation.
11. Advising in the selection of assembly points for transportation.
12. Coordinating shelter operations with the American Red Cross.
13. Recommending that the Mayor/Council declare an emergency; preparing the Disaster Declaration for the signature of the Mayor and the witness of the Clerk.
14. Coordinating with the City Attorney on any legal emergency matters.
15. Coordinating with the ARC/Social Services/Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.
16. Coordinating staging areas with Field Operations.
17. Disseminating Identification cards for:
 - a. Emergency workers
 - b. Volunteers
 - c. Disaster area residents

d. Appointed/elected officials

18. Coordinating with the City Administrator in determining potable water distribution locations; assuring that the public is notified concerning the availability and location of water.
19. Working with the City Administrator in providing liaison with local contractors, businesses and industry to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required.
20. Making formal requests to the next higher levels of government for assistance if the disaster response is beyond the capability of the City.
21. Providing pre-event training opportunities for personnel who will respond to a disaster.
22. Reviewing and updating this Plan for the City of Falls City, annually.

D. City Attorney

1. Reviews the Nebraska Emergency Management Act and provides emergency legal counsel to city officials on subjects such as:
 - a. Curfews
 - b. Price restrictions
 - c. Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
 - d. Temporary waivers for land use
 - e. Other related legal duties
2. Drafts emergency legislation for the city.
3. Provides assistance in negotiating contracts for emergency services.

E. Building Inspector (LEOP - Annex C)

1. May coordinate or assist the Debris Manager in damage assessment of:
 - a. Public entities
 - b. Homes
 - c. Businesses
2. Compiles information to define the property appraisals/values and insurance coverage as well as damage sustained.
3. Works with the American Red Cross damage assessment team to assure all homes have been surveyed for damage.
4. In conjunction with the City Administrator, assures someone is designated to photograph and record public and private damage should there be an application for state or federal assistance.
5. Compiles all damage assessment reports into a summary document for use by the EOC Staff.
6. Assures that safety inspections are conducted for public and private buildings and issues temporary occupancy permits for temporary housing.
7. Prepares demolition orders for all unsafe structures and provides assistance in the coordination of the demolition work.
8. Assures that rebuilding is in compliance with the City's master development plan.
9. Coordinates first with local contractors/lumber yards to restore damaged public facilities.
10. Coordinates with the City Administrator in establishing a point of contact for insurance adjusters and the influx of builders and repairmen.
11. Contracts, with the approval of the City Administrator, for needed structural engineering services.
12. Coordinates, as necessary, with the City Electric Superintendent on the safety inspections of the electric systems on damaged public buildings.
13. Ensures that all incoming contractors register through the Building Inspector's office.

F. City Clerk/Treasurer

1. Witnesses the Disaster Declaration.
2. Tracks and documents all expenses for the disaster operations from each City Department to include:
 - a. Labor (regular and overtime, temporary help and volunteer time).
 - b. Equipment usage, rentals, repairs due to the disaster.
 - c. Materials (to include parts and supplies used from the City's inventory) and
 - d. Accounts for the reception and disbursements of all appropriate financial aid, equipment, supplies, volunteer labor and donations.
3. Coordinates with the Purchasing Officer in assigning (at the time of the disaster) an account number for emergency expenditures.
4. Provides financial statistics and summaries for the cost of the disaster, when requested.
5. In conjunction with the City Administrator, prepares the necessary documentation required for state and federal disaster assistance applications.
6. In initial disaster response, may assist at the Communications Center.
7. Provides staff for the EOC to track and record disaster events.
8. Work as or closely with the Volunteer Coordinator in Falls City. Procedures are outlined in Appendix 1 to Annex L.

G. Purchasing Officer

1. Makes emergency purchases, as required.
2. When the Mayor declares a disaster, implements the policy that delegates authority to department superintendents to purchase or lease emergency supplies and/or equipment.
3. Coordinates with the City Clerk/Treasurer in assigning department superintendents an account number for emergency expenditures.

**CITY
OF
HUMBOLDT**

**EMERGENCY
OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2020

CITY OF HUMBOLDT EMERGENCY OPERATIONS PLAN

TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
I. <u>Purpose</u>	A-81
II. <u>Planning Factors</u>	A-81
III. <u>Basic Disaster Operations</u>	A-82
IV. <u>Incident Command/Field Operations/ First Responders</u>	A-85
Police Department	A-86
Police Department Communications Center	A-88
Fire Department	A-88
Emergency Medical Services	A-89
Public Works/Utilities	A-90
Street Department	A-90
Electric Department/Power District	A-91
Water Division	A-92
Wastewater Division	A-93
Parks and Recreation Department	A-93
Landfill	A-94
V. <u>Emergency Operations Center</u>	A-94
Mayor/City Council	A-94
Emergency Management Director	A-97
City Attorney	A-99
Building Inspector	A-100
City Clerk/Treasurer	A-101
Purchasing Officer	A-102

CITY of HUMBOLDT EMERGENCY OPERATIONS PLAN

I. PURPOSE

- A. The responsibility for the welfare of the residents during a disaster rests with the Mayor and the City Council. The Mayor will be responsible for the coordination and management of both the prevention preparations and the disaster operations and recovery. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster. (Nebraska Emergency Management Act, 1996, section 81-829.46).
- B. The Emergency Preparedness Mission for the city of Humboldt is to ensure the coordination of city departments and personnel to effectively respond to and recover from a natural or manmade disaster so that the maximum number of people and the greatest amount of property in jeopardy from a disaster can be saved and order restored as soon as possible.
- C. This plan identifies the primary disaster responsibilities of city departments and personnel employed by the city. This plan is intended to supplement the Richardson County Local Emergency Operations Plan (LEOP); functions found in this plan are also discussed in the LEOP.
- D. It is in the best interest of the city of Humboldt that the named key officials meet at least once a year and after each disaster to review the Plan with the County Emergency Agency to determine that the Plan is current and reflects the roles and responsibilities as defined by statutes, resolutions and field operations.

II. PLANNING FACTORS

A. All-Hazards Approach

- 1. This Plan uses an "all-hazards" approach that provides general direction for responding to any type of disaster across a full spectrum of hazards.

B. Vulnerable Populations

- 1. There are populations at risk in Humboldt. These will require special considerations in warning, evacuation, and other areas of disaster response.

2. The community uses a call-down list to warn the various access and functional needs populations.

C. Primary Responsibility For Disaster Response and Recovery

1. The responsibility for the welfare of the residents during a disaster rests with the Mayor and the City Council. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster.
2. In the absence of the Mayor, the established line of succession is:
 - a. President of the City Council
 - b. Senior member of the City Council
 - c. An official as appointed/elected by the City Council (special election as necessary)

III. BASIC DISASTER OPERATIONS

A. Operations - Warning Phase

1. When alerted of a disaster situation, the Communications Center of the Richardson County Sheriff's Department will begin notification of those on their emergency notification list.
2. The public may have already been warned by sirens or through the electronic media. If there are no automated warnings, Richardson County Sheriff's Department dispatch and/or Richardson County Emergency Management will sound the sirens as authorized.

B. Operations - Actual Disaster

1. The first priority after a disaster has struck is lifesaving activities and the subsequent preservation of property. First Responders will proceed to the scene of the disaster or staging area as soon as possible. Initial requests for Field Operations assistance will be channeled through the Communications Center.
2. After the initial response, the Emergency Operations Center (EOC) will likely be activated to provide a site for local officials and other designated

personnel to implement direction and provide coordination and support of Field Operations.

3. Other agencies and groups not defined as First Responders may be asked to provide additional disaster services as the city begins the process of recovery.
4. All responders in the field and officials at the EOC must maintain contact with each other to effectively coordinate response/recovery from the demands of the emergency.
5. All responding departments, agencies and jurisdictions will follow the National Incident Management System (NIMS) protocols when conducting either individual or joint disaster response and recovery activities. This includes but is not limited to establishing unified or area incident command systems, the use of staging areas as needed, implementing multi-agency coordination systems and resource management including the identification and listing of all department, agency and jurisdiction disaster response resources (equipment, trained personnel, supplies, facilities) using the NIMS resource identification process.

C. Operations - Departmental Responsibilities

The City has defined responsibilities for providing assistance to individuals suffering injury and/or loss and for providing government emergency services after a disaster. Disaster operations can encompass three areas:

1. Field Operations (Tactical and Operational)

- a. First Responders will provide the initial tactical response to a disaster.
- b. These First Responders will use the National Incident Management System by establishing Incident Command. A member of one of the First Responder emergency units will provide the initial Incident Commander. This will be determined by the nature of the disaster. Incident Command may be transferred to another agency as disaster priorities change.
- c. Because of the scope of the disaster, First Responders may incur additional responsibilities as defined in Section IV of this plan.
- d. When the EOC is activated, field operations will coordinate with the EOC; although the EOC will not dictate field actions, final authority for major decisions in response/recovery operations is the responsibility of the elected officials at the EOC.

2. Emergency Operations Center (EOC) (Strategic and Functional)

THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING AND SUPPORTING THE INCIDENT COMMAND DURING DISASTER RESPONSE AND RECOVERY OPERATIONS. Not only will the Incident Commander work with the EOC, but also regular briefings will be held for Command, General and EOC Staff. The Chief Elected Official in coordination with the Incident Commander, schedule these meetings.

- a. Staffing will be determined by the severity of the situation.
- b. The EOC is located at the Humboldt City Hall. This location provides communications capability, auxiliary power, and ample space with support equipment for disaster operations.

3. Additional Disaster Services (Support)

Other agencies and groups may be asked for assistance after the initial response to the disaster. The Incident Command or the EOC Staff may request these services.

D. Field Operations: Incident Command and the EOC

1. Both the field responders and the EOC staff must interface during disaster operations so response efforts are channeled for the quickest, most effective recovery for the city. The use of the NIMS will help standardize communications and enhance coordination between incidents, initial responders, mutual aid, CEO's and supporting organizations.
2. Communications Capabilities: When the Incident Commander establishes a command post and the EOC is activated, each will maintain communications with each other.
3. EOC Briefings: The Incident Commander, first responders, City Departments and agencies working the disaster may be required to send a representative to report activities, accomplishments, needed support and supplies and the next operational priority in their area. From this report, the Incident Action Plan (IAP) is developed for the next specified operational period.
4. Security of the Disaster Area:
 - a. Security may be needed at all the highway points leading into Falls City. The Nebraska State Patrol can help with security.

- b. Local resources will be used first for roadblocks and barricades; then other village/county/state roads departments may be asked to help. The Incident Commander or Law Enforcement will contact the Communications Center to request additional resources from these agencies.
- c. Identification cards for access to the disaster area will be issued in Humboldt and the County. ID cards are needed for local officials volunteers, the media, and residents when the disaster area has been secured. The Richardson County Emergency Management Agency (or other authorized position) will distribute identification cards from the EOC or at the disaster access points.

E. Operations - Administration

- 1. Under the direction of the Mayor/City Administrator, either the City Clerk/Treasurer/Purchasing Officer will purchase or rent needed supplies, materials, and equipment or hire temporary help for disaster operations. All agreements and contracts on a temporary basis will be recorded in the City Clerk's/Treasurer's Office. Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures, including donated supplies, equipment, professional and volunteer services for the disaster will be submitted to and documented by the City Clerk/Treasurer.

IV. INCIDENT COMMAND / FIELD OPERATIONS - FIRST RESPONDERS

A. Primary Field Operational Control for the Disaster

- 1. All City Departments will become familiar with an Incident Command System per HSPD-5, NIMS. This Incident Command System will be used to ensure one point of contact for field coordination.
- 2. The Incident Commander may select staging area(s) if needed. The Incident Commander will inform the EOC of the location(s) of the staging area(s).

B. Responsibilities List for Field Operations

- 1. In preparing this plan, city officials have assigned responsibilities for disaster response and recovery. These responsibilities address an "all-hazards" approach; therefore, all activities listed for each department may not need to be applied to every disaster. However, the list is not all-inclusive; at the direction of either the Department Supervisor or the City Administrator (Mayor, if no City Administrator); city personnel may be requested to perform other disaster duties.

2. The task assignments for each City Department are written in general terms and purposely do not tell supervisors how to do their jobs. Each Department should develop guidelines (SOPs) for their specific operations in a disaster situation.

C. Sheriff's Department- Sheriff (LEOP - Annex H)

1. Among the First Responders to the disaster scene.
2. Implements the appropriate National Incident Management System.
3. Assesses communications capability as a priority action.
4. Notifies off-duty Police Department personnel and, if required, other law enforcement agencies for assistance. There are law enforcement personnel that could be available from the County Sheriff's Office, Nebraska State Patrol, Game and Parks Commission.
5. If needed, in conjunction with the Fire Department, warns residents and businesses by public address systems, knocking on doors, or other means.
6. Conducts any evacuation as required; including coordination with Emergency Management to select the best evacuation routes to the selected shelter. See Annex E for evacuation planning and operations guidelines.
7. Implements established procedures for roadblock locations to isolate Humboldt if entry control is necessary.
8. Warns the public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected. See Annexes B and D for communications capabilities and strategies.
9. Coordinates with the EOC and Incident Command for transportation of access and functional needs evacuees.
10. Coordinates with the EOC and Incident Command in selecting assembly points and exercises surveillance over the assembly points being used for loading buses used for evacuation.
11. Assesses and determines the immediate needs for cleared routes to the hospital and coordinates with the EOC and Incident Command.

12. Coordinates traffic control and crowd control in and around the disaster area.
13. Coordinates with the Street Department for barricades, signs, and flags at control points as established by the Sheriff's Department. This will also be coordinated with the EOC and Incident Command.
14. Conducts search and rescue operations with Fire Department personnel.
15. Assesses the need for other City Departments to respond, contacts the Superintendents of Departments and reports this to the EOC.
16. May request opening the EOC for assistance in coordinating disaster response.
17. Relocates to an alternate site, Richardson County Sheriff's Department if the Police Station is damaged.
18. May initially advise the EOC of area affected and gives general damage information.
19. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual to the EOC.
20. Sends a representative to the briefings at the EOC; informs the EOC/City Administrator/Mayor/Incident Commander of any problems.
21. Secures the disaster area:
 - a. To include critical public facilities and residences
 - b. Checks volunteer ID cards
 - c. Checks permanent ID cards of City personnel
 - d. Controls EOC security from any interference with emergency operations
22. Prevents looting in disaster area.
23. Prevents re-entry into damaged or contaminated buildings.
24. Provides security at shelters, if needed.
25. Provides security for visiting dignitaries.
26. Notifies the EOC of possible flooding problems.

27. Picks up stray animals or implements other animal control measures using volunteers, veterinarians or animal control officers. See Annex H.
28. Provides volunteer inmate labor.
29. Deputizes additional personnel, as required.
30. Continues with police responsibilities and services in unaffected areas.
31. Designates and maintains the lines of succession in the absence of the Police Chief.

D. Communications Center – Police/Sheriff’s Department (LEOP - Annex B)

1. Maintains a current call-down roster of phones and pagers for key city personnel and others such as the hospital, care centers, schools, and businesses.
2. Provides warning through sirens; if the endangered area is isolated, telephones residents and/or businesses and initiates other warnings systems for identified special populations.
3. Monitors and disseminates further watches and/or warnings or advisories.
4. After the initial request for first response, makes the necessary notifications to include notifying the City Administrator, Mayor, and Emergency Management Agency.
5. Coordinates emergency radio traffic.
6. May request additional assistance through the EOC.

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

1. Among the First Responders to disaster scene.
2. Assumes the operational control for fire suppression and explosions.
3. If properly trained, serve as a hazardous materials responder; provides measures to minimize dangers from hazardous materials.
4. Provides radiological monitoring at radiological accidents, including the necessary coordination with Nebraska Health and Human Services System Regulation and Licensure and the Nebraska Emergency Management Agency.
5. Implements the Incident Command System per NIMS.

6. May request opening the EOC for assistance in coordinating and supporting disaster response.
 7. Coordinates with Law Enforcement in search and rescue operations.
 8. Assists Law Enforcement in evacuation efforts.
 9. Assists Law Enforcement in warning by public address system or door-to-door.
 10. Assists Law Enforcement in crowd control/security of the disaster area.
 11. Assesses need for other City Departments to respond and contacts the Department Superintendent(s); reports this to the EOC.
 12. Implements mutual aid agreements with other jurisdictions, as needed.
 13. Coordinates the staging area with the EOC and Incident Command.
 14. Provides back-up equipment for water pumping.
 15. Assists in safety inspections to assure the integrity of a structure before permitting re-occupancy.
 16. Sends a representative to briefings at the EOC; informs the EOC/City Administrator/Mayor/Incident Commander of any problems.
 17. Refers inquiries from the general public regarding the disaster or the whereabouts of an individual, to the EOC.
 18. Continues fire suppression operations.
 19. Establishes and maintains the lines of succession in the absence of the Fire Chief.
- F. Emergency Medical Services - Rescue Chief (LEOP - Annex G)
1. May be among the First Responders at the disaster scene.
 2. Implements the Incident Command System per NIMS.
 3. Conducts triage operations, if needed.
 4. Operates emergency medical units to provide emergency treatment to injured personnel at the scene.

5. Transports injured to the hospital; checks with Police Department\EOC for open routes to hospital.
6. Implements mutual aid agreements with other jurisdictions as necessary, allowing hospital staff to stay at their facility to receive injured.
7. Sends a representative to briefings at the EOC and informs the EOC/City Administrator/Mayor/Incident Commander of any problems.
8. Continues emergency medical services for the remainder of the City.
9. Establishes and maintains the lines of succession.

G. Public Works/Utilities (LEOP - Annex K)

1. The Public Works/Utilities Department includes these departments: Street, City Electric, Water/Waste Water, Parks and Recreation. If a staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC and Incident Command.

2. Street Department - Superintendent

The call to respond to the disaster will probably come from dispatch at the Falls City Police Department Communications Center. The Superintendent will coordinate with the Mayor/City Administrator/Incident Commander on disaster work assignments. Tasks may include but are not limited to:

- a. Developing a response priority/plan to clear debris from the primary routes needed for First Responders; then clearing the arterials and collectors.
- b. Assessing and reporting street damage to the EOC; systematically clearing the streets as prioritized at the EOC briefings with input from the City Administrator/Mayor/Incident Commander, Police Department, and other affected City Departments.
- c. Closing streets, if requested by Law Enforcement/Incident Commander, by transporting and erecting barricades, signs, and flags at control points established by Law Enforcement.
- d. Posting traffic directional signs, as needed, particularly for evacuation.
- e. Clearing debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.
- f. Performing priority repairs to streets.

- g. Clearing inlets and repairing storm sewers.
 - h. Providing emergency repair and maintenance of vehicles and equipment during disaster operations.
 - i. During flooding conditions, coordinating sandbagging operations for public buildings/entities.
 - j. Assisting the City Administrator/Mayor in meeting requirements for the disposal of disaster debris. Responsibilities for landfill operations are listed under City Administrator.
 - k. Establishing temporary debris collection or disposal sites, additional temporary tree burning areas, as needed and as approved by Dept. of Environment and Energy (NDEE).
 - l. If not being utilized, furnishing heavy equipment and personnel to other City Departments.
 - m. Sending a representative to the briefings at the EOC; informing the EOC, City Administrator, Mayor and Incident Commander of accomplishments, needs and any problems.
 - n. Maintaining records of all overtime, operational expenses, repair costs, in-stock supplies used; supplies, equipment and labor procured during the response and recovery.
3. City Electric Department
- a. All department employees will report to their normal Street and/or Electric Shop for vehicles, mobile communications and assignments. If their work reporting stations are un-accessible, they will receive further information during the notification or recall process.
 - b. The first qualified employee reporting may survey the sub-stations; survey overall damage to see if outside assistance will be required and will alert the Superintendent if mutual aid is needed. This will also be reported to the EOC.
 - c. Electrical Supervisor/director will direct and coordinate activities that:
 - i. De-energizes downed power lines.
 - ii. Restores service as prioritized.

- iii. Coordinates with the City Administrator/Mayor and Incident Command and supplier in finding a temporary source of electricity should the city need it to restore utility service.
 - iv. Keeps the City Administrator/Mayor and Incident Command and supplier informed of the current situation and when service may be restored.
 - v. Sends representative to briefings at the EOC; inform the EOC/City Administrator/Mayor/Incident Commander of any problems.
 - vi. Safety inspects the electric systems on damaged public buildings; coordinates with the building inspector on these inspections.
 - vii. Provides emergency lighting where needed for disaster operations.
 - viii. Coordinates the use of emergency power generators with the EOC and Incident Command.
 - ix. Furnishes available heavy equipment and personnel to other City Departments.
4. Water and Wastewater Department - Superintendent
- a. Water Division
 - i. Can assess each house individually.
 - ii. Maintain water pressure and uncontaminated water supply.
 - iii. Where possible, ensures an adequate water supply to the fire hydrants in case of major fire.
 - iv. Is prepared to isolate the water system where there is a possibility of contamination from a hazardous materials spill.
 - v. Repairs the water tower and/or mains, as prioritized; isolates ruptured or damaged mains until repairs can be made.
 - vi. Coordinates water testing with the State Health and Human Services System.
 - vii. Provides potable emergency water supply.

- a. Locates suitable containers; fills with uncontaminated, potable water.
 - b. Distributes water to locations as coordinated by the EOC; is aware of prioritized facilities needing water such as the hospital or care facilities.
 - viii. Safety inspects the water system.
 - b. Wastewater Division
 - i. Maintains the sanitary sewer operations.
 - ii. Is prepared to isolate in-flow if the incident involves a hazardous materials spill into the waste system.
 - iii. Safety inspects the wastewater system if damaged from the disaster.
 - iv. Contracts for portable toilets and for their maintenance.
 - c. Both Water and Wastewater Divisions
 - i. If not being utilized, may be required to furnish equipment, such as vehicles, and personnel to other City Departments.
 - ii. Sends one person to EOC briefings to represent both Divisions; informs the EOC/City Administrator/Mayor/Incident Commander of any problems.
- 5. Parks and Recreation Department - Director
 - a. Surveys damage to parks.
 - b. Reports to the City Administrator/Mayor for disaster work assignment.
 - c. If not being utilized, furnishes equipment/personnel to other City Departments; will primarily assist Street Department.
 - d. Will attend or be represented at EOC briefings; informs the EOC/City Administrator/Mayor of any problems in disaster clean-up/repair.

6. Landfill Operation

The City Administrator/Mayor will primarily be responsible for coordinating disposal of disaster debris and will work with the Street Department in accomplishing this function. The following may be some of the requirements for disaster operations:

- a. Meet the demand for greater disposal operations by:
 - i. Requesting an extension of hours as needed for debris disposal.
 - ii. Requesting signs or guides in the landfill area to organize disposal efforts.
- b. Obtain permission from DEQ for normally unauthorized items (to the extent possible) to go to the landfill; find alternatives for disposal of unauthorized items.
- c. Maintain a "salvage depot" for recovered, unclaimed damaged property which is removed from public or private property.
- d. In coordination with other affected City Departments, the EOC, and Incident Commander establishes temporary site(s) for debris disposal/storage, separation, storage, recycling.
- e. Will establish an additional temporary tree-burning area, if the one "permitted" burn site in Falls City is not adequate.

V. EMERGENCY OPERATIONS CENTER

A. Mayor/City Council (LEOP - Annex A)

Responsibilities of the Mayor and City Council during disaster operations may include, but are not limited to:

- 1. Making executive decisions; establish effective disaster response policy.
- 2. Exercising emergency powers; provide policy decisions.
- 3. Signing the Disaster Declaration.
- 4. Exercising the final authority on subjects such as:
 - a. Curfews
 - b. Price restrictions

- c. Standards for contractors, craftsmen
 - d. Temporary waivers for land use
 - e. Other related legal responsibilities
 - f. Evacuation decisions
5. Approving emergency legislation for the city.
 6. Activating the EOC; notifying the Emergency Management Agency
 7. Emergency Public Information (LEOP - Annex D)
 - a. The Mayor will ensure that the public is given timely and accurate information through the Public Information Officer (PIO).
 - b. The Mayor will designate a PIO at the time of the disaster if one is not appointed.
 - c. The PIO will establish an Information Center to:
 - i. Release emergency directions and information to radio, television and newspaper.
 - ii. Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.
 - iii. Maintains liaison with the EOC and the Incident Commander to stay abreast of current information.
 - iv. Serves as the source through which the media will gain access to public officials, if required.
 - v. Provides current and accurate information to the general public making inquiries.
 8. Coordinating with the Emergency Management Agency and the Incident Commander during disaster operations.
 9. The Mayor will be alerted of a disaster situation by the dispatcher or Emergency Management Agency.

10. Reporting to the EOC to monitor the disaster incident through situation reports and data coming into the EOC; visiting the various areas of the disaster, as necessary.
11. In conjunction with the Emergency Management Director, determining EOC staffing.
12. Mayor provides over-all coordination of all City Departments and purchasing for handling the disaster effort.
13. In conjunction with needs of Field Operations and Emergency Management:
 - a. Recruiting any city personnel not involved in disaster response who could assist in emergency duties.
 - b. Forming a clerical pool and provide any other support personnel needed to staff the EOC - may include recording disaster events, maintaining status boards, word processing, answering inquiries, telephoning, etc.
14. Maintaining current inventory and resource list of emergency equipment and supplies.
15. Coordinating citywide resources that may be used in disaster response/recovery.
16. Coordinating with the City Attorney on any legal emergency matters.
17. Mayor responds to official inquiries.
18. If a number of public buildings and/or streets have been affected by the disaster, assisting in prioritizing the return to service.
19. Mayor coordinates with the Building Inspector in recovery and rebuilding efforts.
20. Ensuring the Building Inspector has designated someone to photographically document damage should there be a later application for state or federal assistance.
21. Designating appropriate staff to photograph debris piles before disposal.
22. The Mayor in conjunction with the Clerk/Treasurer, ensuring that the City Clerk/Treasurer documents expenses for the disaster including the donation of supplies, equipment, services and volunteer labor.

23. Assisting the Emergency Management Agency in determining the location(s) for the distribution of potable water and requesting the Water Department to provide potable water to the public; then through the Public Information Officer, notifying the public of the availability and location(s) of water.
24. Working with the Emergency Management Agency in providing liaison with local contractors, businesses, and industries to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required in the disaster situation.
25. Advising disaster victims of temporary emergency housing.
26. Mayor establishes a point of contact for cash donations from the community for disaster victims/efforts and establishing guidelines in distributing the money. Also maintain an accepted, standardized accounting system to track appropriate financial donations.
27. Maintaining a "salvage depot" for unclaimed items.

C. Emergency Management Director

The Richardson County Emergency Management Director or their designee will act as a disaster operations advisor to the Mayor and City Council. In performing the direction and control function for coordinating disaster operations, the Emergency Management Agency will work closely with the City Administrator. Disaster operations duties for the Emergency Management Director may include, but are not limited to:

1. Being responsible for the EOC readiness to include adequate communications systems, status/ICS boards, maps, office supplies/equipment, printed logs/forms, alternate power or an alternate location.
2. Activating the EOC; assumes overall operational management and coordination for the support of emergency functions of the disaster response and recovery.
3. In conjunction with the City Administrator/Mayor, determining who is needed on the EOC Staff.
4. Maintaining a current call-down list of EOC Staff with an established procedure for calling in the Staff.
5. Coordinating additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.

6. Tracking and recording disaster events electronically, or on a status board or flip chart; plotting areas of destruction on maps; staff from the City Clerk/Treasurer's may be assigned this function.
7. Conducting EOC briefing(s) to coordinate disaster response/recovery efforts; determine with executives how often briefings are needed.
8. Coordinating with the City Departments as well as local businesses, private groups, volunteers, and adjacent jurisdictions called for mutual aid and with Richardson County government if the situation dictates.
9. Requesting the Public Information Officer to provide emergency information to the public concerning an evacuation.
10. Coordinating transportation that may be required for evacuation.
11. Advising in the selection of assembly points for transportation.
12. Coordinating shelter operations with the American Red Cross.
13. Recommending that the Mayor/Council declare an emergency; preparing the Disaster Declaration for the signature of the Mayor and the witness of the Clerk.
14. Coordinating with the City Attorney on any legal emergency matters.
15. Coordinating with the ARC/Social Services/Area Agency on Aging on disaster needs of individuals to provide necessary outreach services and assistance in recovery.
16. Coordinating staging areas with Field Operations.
17. Disseminating Identification cards for:
 - a. Emergency workers
 - b. Volunteers
 - c. Disaster area residents
 - d. Appointed/elected officials
18. Coordinating with the City Administrator in determining potable water distribution locations; assuring that the public is notified concerning the availability and location of water.

19. Working with the City Administrator in providing liaison with local contractors, businesses and industry to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required.
20. Making formal requests to the next higher levels of government for assistance if the disaster response is beyond the capability of the City.
21. Providing pre-event training opportunities for personnel who will respond to a disaster.
22. Reviewing and updating this Plan for the City of Humboldt, annually.

D. City Attorney

1. Reviews the Nebraska Emergency Management Act and provides emergency legal counsel to city officials on subjects such as:
 - a. Curfews
 - b. Price restrictions
 - c. Standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
 - d. Temporary waivers for land use
 - e. Other related legal duties
2. Drafts emergency legislation for the city.
3. Provides assistance in negotiating contracts for emergency services.

E. Building Inspector (LEOP - Annex C)

1. May coordinate or assist the Debris Manager in damage assessment of:
 - a. Public entities
 - b. Homes
 - c. Businesses
2. Compiles information to define the property appraisals/values and insurance coverage as well as damage sustained.
3. Works with the American Red Cross damage assessment team to assure all homes have been surveyed for damage.
4. In conjunction with the City Administrator, assures someone is designated to photograph and record public and private damage should there be an application for state or federal assistance.
5. Compiles all damage assessment reports into a summary document for use by the EOC Staff.
6. Assures that safety inspections are conducted for public and private buildings and issues temporary occupancy permits for temporary housing.
7. Prepares demolition orders for all unsafe structures and provides assistance in the coordination of the demolition work.
8. Assures that rebuilding is in compliance with the City's master development plan.
9. Coordinates first with local contractors/lumber yards to restore damaged public facilities.
10. Coordinates with the City Administrator in establishing a point of contact for insurance adjusters and the influx of builders and repairmen.
11. Contracts, with the approval of the City Administrator, for needed structural engineering services.
12. Coordinates, as necessary, with the City Electric Superintendent on the safety inspections of the electric systems on damaged public buildings.
13. Ensures that all incoming contractors register through the Building Inspector's office.

F. City Clerk/Treasurer

1. Witnesses the Disaster Declaration.
2. Tracks and documents all expenses for the disaster operations from each City Department to include:
 - a. Labor (regular and overtime, temporary help and volunteer time).
 - b. Equipment usage, rentals, repairs due to the disaster.
 - c. Materials (to include parts and supplies used from the City's inventory) and
 - d. Accounts for the reception and disbursements of all appropriate financial aid, equipment, supplies, volunteer labor and donations.
3. Coordinates with the Purchasing Officer in assigning (at the time of the disaster) an account number for emergency expenditures.
4. Provides financial statistics and summaries for the cost of the disaster, when requested.
5. In conjunction with the City Administrator, prepares the necessary documentation required for state and federal disaster assistance applications.
6. In initial disaster response, may assist at the Communications Center.
7. Provides staff for the EOC to track and record disaster events.
8. Work as or closely with the Volunteer Coordinator in Humboldt. Procedures are outlined in Appendix 1 to Annex L.

G. Purchasing Officer

1. Makes emergency purchases, as required.
2. When the Mayor declares a disaster, implements the policy that delegates authority to department superintendents to purchase or lease emergency supplies and/or equipment.
3. Coordinates with the City Clerk/Treasurer in assigning department superintendents an account number for emergency expenditures.

**VILLAGE
OF
BARADA**

**OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2020

VILLAGE of BARADA EMERGENCY OPERATIONS PLAN

TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
Responsibilities and Overview of Disaster Operations	105
I. Warning	106
II. Incident Command and Field Response	106
III. Law Enforcement	107
IV. Fire Department	108
V. Emergency Medical Services	108
VI. Public Works/Utilities	109
VII. Emergency Operations Center	109
VIII. Communications at the EOC	110
IX. Emergency Public Information	110
X. Sheltering	111
XI. Resources	111
XII. Damage Assessment	112
XIII. Health and Human Services	112
XIV. Public Health	112
XV. Financial Accountability	112
XVI. When the Disaster is Beyond Local Capability	113

VILLAGE of BARADA EMERGENCY OPERATIONS PLAN

This plan is for the elected and appointed officials in the Village of Barada as well as for the first responders and any support groups. This Plan identifies their roles and responsibilities in disaster response and recovery.

Each Annex in the Richardson County Local Emergency Operations Plan (LEOP) details and supports this jurisdiction's Plan. For example: general procedures for disaster response to fires and hazardous materials are defined in Annex F. The additional information in this plan under Field Operations for the Fire Department gives further specific guidelines for the Village.

It is in the best interest of the Village of Barada, that the named key officials meet at least once a year and after each disaster to review the Plan with the County Emergency Management Agency to determine that the Plan is current and reflects the roles and responsibilities as defined by statutes, resolutions and field operations.

RESPONSIBILITY FOR DISASTER OPERATIONS

The responsibility for the welfare of the residents during a disaster rests with the Village Board Chairperson and the Village Board. The Village Board Chairperson will be responsible for both the coordination and management of prevention preparations and the coordination and management of disaster support operations and recovery. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster, RSS Nebraska Emergency Management Act 1996, Section 81-829.46).

OVERVIEW OF DISASTER OPERATIONS

Warnings: Whenever possible, the public will be alerted to threats or potential disasters. (Annexes B, D).

Field Operations: In a disaster, lifesaving activities and the preservation of property are the priorities of the elected officials and the first responders.

Emergency Operations Center (EOC): An EOC will likely be opened at the Richardson County Emergency Management EOC and/or Mobile EOC to provide officials a site for coordination and support of the disaster operations. Area and local support agencies will generally work from the EOC.

Incident Command: First Responders will use the National Incident Management System (NIMS) by establishing Incident Command. EOC staff, to include the chief elected officials, will also follow NIMS protocols.

I. WARNINGS (Annex B)

- A. Severe Weather Spotting Program: Richardson County Emergency Management will activate spotters when severe weather is a possibility. The County Communications Center will page out the request to weather spotters. Spotters are primarily from Richardson County Emergency Management Agency and are equipped with radios. There **are** designated spotting locations in and around Richardson County. Spotters radio their reports to the Emergency Management Agency and/or County Sheriff's Department Communications Center. The Emergency Management Agency and/or County Sheriff's Department Communications Center will advise the National Weather Service, of conditions.
- B. Citizens may also be alerted of danger by outdoor sirens or public address systems on emergency vehicles. If necessary, warnings may be given door-to-door if time allows.
- C. Emergency information can be broadcast over radio station(s) KLZA, KTNC, B103 and television station FCTV.
- D. Warnings procedures and protocols have been developed and will be implemented for identified access and functional needs populations.

II. INCIDENT COMMAND and FIELD RESPONSE (Annex A)

- A. The first emergency responder to arrive at the scene will become the initial Incident Commander and expand/transfer the incident Command as the situation warrants; following NIMS protocols.
- B. Emergency communications and warnings for Barada and the County are handled through the Falls City Police Department Communications Center and Richardson County Sheriff's Department Communications Center located in the Falls City Police Station and the Richardson County Sheriff's Station, respectively. The Communications Center will give emergency information via pagers and radios to the first responder agencies, including Law Enforcement, the individual Fire Departments, EMS and the Richardson County Emergency Management personnel. Attachment 2, Annex B lists the frequencies used.
- C. The Incident Command must let the EOC know what is needed for disaster operations.
- D. The Incident Commander will request mutual aid through the Communications Center.

III. LAW ENFORCEMENT (Annex H)

- A. Law Enforcement personnel can communicate by radio with the Communications Center, the Incident Command Post, the EOC and the Fire & Rescue Departments.
- B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expands/transfers the Incident Command as the situation warrants.
- C. Evacuation
 - 1. People will be notified in the event that evacuation is necessary. The Village Board Chairperson can order an evacuation. The Incident Commander at the scene will, if time allows, consult with the Village Board Chairperson in situations requiring immediate evacuation. If the impacted area has a critical threat or is life-threatening to the population or environment, the Incident Commander may order an evacuation.
 - 2. If residents need transportation during the evacuation, they may call the Communications Center who will relay the request to the Richardson County Emergency Manager or the Emergency Operations Center. If the EOC has not yet been opened, the Communications Center will call the Incident Commander. Transportation resources are listed in Annex L of the County LEOP. In the field, if the Incident Commander sees the need for transportation during evacuation, he will notify the EOC for coordination and support.
- D. Law enforcement will work with other First Responders in search and rescue.
- E. Security of the Disaster Area.

Security may be needed at all the highway points leading into Barada. The Nebraska State Patrol, Army National Guard, and other mutual aid law enforcement and/or game and parks personnel can help with security.

- 1. Roadblocks and barricades: Local resources will be used first then other village/county/state roads departments may be asked to help. The Incident Commander or Law Enforcement will contact the Communications Center to request additional resources from these agencies.
- 2. Identification cards for access to the disaster area will be issued in Barada. The County and local officials, volunteers, the media, and residents may need ID cards even when the disaster area has been secured. The Richardson County Emergency Management Agency or designee will distribute identification cards from the EOC or at the disaster access points.

IV. FIRE DEPARTMENT (Annex F)

- A. Fire Department personnel can communicate by radio with the Communications Center, the Incident Command, the EOC, Law Enforcement and EMS as well as with each other.
- B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expand/transfer the Incident Command as the situation warrants.
- C. The Fire Department will coordinate with other First Responders in search and rescue.
- D. Hazardous Materials Response (Annex F, Appendix 1).
 - 1. The Incident Commander will notify the Communications Center if assistance is needed in responding to a hazardous materials incident. The Communications Center will call for a State Emergency Response Team (SERT) through the NE State Patrol (402) 471-4545.
 - 2. The Incident Commander will determine if the incident poses a threat to people and/or property and will determine if an evacuation is necessary.
 - 3. Facilities that store Hazardous Materials, including radiological, in *** County are listed in Annex F, Appendix 1, Attachment 1.

V. EMERGENCY MEDICAL SERVICES (EMS) (Annex G)

- A. EMS personnel can communicate by radio with the Communications Center, the Incident Command, the EOC, Law Enforcement, Fire Departments, and with each other.
- B. The first emergency responder to arrive at the scene will become the Incident Commander and expand/transfer the Incident Command as the situation warrants; following NIMS protocols.
- C. EMS will work with other First Responders in search and rescue.
- D. One person may be dedicated to radio communications; another may be needed to set up triage.
- E. After triage, victims can be transported to the nearest receiving hospital(s).

VI. PUBLIC WORKS/UTILITIES (Annex K, Annex C)

- A. The Public Works/Utilities Supervisor will maintain communication and coordination with the Executive Board, the Incident Command and the EOC during the initial response activities through the final restoration of services.
- B. Utilities will provide personnel for emergency repairs.
- C. Village street maintenance crews will clear emergency routes for the initial disaster response and will begin debris removal. The County Road Department may be contacted for additional help.
- D. The Village Board Chairperson will authorize a tree dump as approved by DEQ. Arrangements can be made to separate, recycle, store and discard debris at a later time.
- E. The primary list of heavy equipment and resources for disaster operations is in Annex L, Attachment 2.

VII. EMERGENCY OPERATIONS CENTER (EOC) (Annex A)

- A. THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING AND SUPPORTING THE INCIDENT COMMAND DURING DISASTER RESPONSE AND RECOVERY OPERATIONS. Not only will the Incident Commander work with the EOC, but also regular briefings will be held for Command, General and EOC Staff. The Chief Elected Official in coordination with the Incident Commander, schedule these meetings.
- B. Direction and coordination of the disaster response and recovery support operations will be administered from the EOC.
- C. The Village Board Chairperson has the primary responsibility and authority, by law, for disaster operations coordination. The Village Board Chairperson line of succession is to the President of the Village Board.
- D. The Emergency Operating Center (EOC) will be set up in a village community building and/or the Emergency Management Mobile EOC, if not damaged and if available at the time of the disaster. There **is no** auxiliary power at the EOC. **A generator is available for use from the Richardson County Emergency Management Agency**
- E. The Richardson County Emergency Management Agency will work under the Village Board Chairperson's direction in carrying out disaster coordination and support duties. Other staff that may be called upon to work in the EOC are the:

1. Communications dispatch (2-3 people),
 2. Public Information Officer,
 3. Representatives from Law Enforcement, Fire, EMS, and Utilities,
 4. Village Clerk,
 5. Village Board Member(s), and
 6. Representatives from support agencies as needed.
- F. The Richardson County Emergency Management Agency and/or the Village Board Chair can open the Emergency Operating Center. The Emergency Management Agency will inform the Nebraska Emergency Management Agency (NEMA) in Lincoln that the EOC has been opened.
- G. The Richardson County Emergency Management Agency will call in personnel to work the disaster. The Emergency Management Agency will coordinate and work with all responding agencies.
- H. A telephone list of officials and personnel is found in Annex A, Attachments 1 and 2 of the county LEOP.
- I. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of Barada to respond (Annex A, Attachment 3). Additional assistance will be requested from surrounding towns, from the County and from mutual aid groups. The Richardson County Emergency Management Agency will send a copy of the Disaster Declaration to NEMA as soon as practical.

VIII. COMMUNICATIONS at the EOC (Annex B)

Coordination between the EOC, the Incident Command Post and the first responders is essential. The communications capability at the EOC includes mobile and fixed radios, landline and wireless telephone, Internet, and messengers. Additional communications assistance may be available from the Nebraska Emergency Management Agency and/or the Nebraska State Patrol Mobile Command Post.

IX. EMERGENCY PUBLIC INFORMATION (Annex D)

- A. The Village Board Chairperson, the Incident Commander, Public Information Officer or the Richardson County Emergency Management Director serving as an alternate, will release official public information. This Public Information

Officer will work at the EOC, coordinating with the Village Board Chairperson, Emergency Management, and the Incident Commander.

- B. The Chief Elected Official must approve the public information being released.
- C. Official information or instructions to the public will be broadcast over radio station(s) KLZA, KTNC, B103 and television station FCTV.
- D. If needed, the Public Information Officer will conduct briefings with the media to update them on the latest disaster events.
- E. A telephone line may be set up to receive calls from the public concerning the disaster. The Public Information Officer will be responsible for this "rumor control" line.
- F. Emergency information could also be released through the Nebraska Emergency Alert System (EAS). Richardson County is in Area 1 of the EAS network (Annex B).

X. SHELTERING (Annex I)

- A. The local jurisdiction is responsible for initial sheltering and welfare of victims. The Richardson County Emergency Management Agency will call the American Red Cross (ARC) when short term sheltering is needed. Red Cross will open shelters under the direction of the Richardson County Emergency Management agency.
- B. Emergency Management will alert the Field Incident Commander and the Public Information Officer which shelters have been opened and which streets are cleared to the shelters.
- C. A list of shelters in Barada and/or surrounding areas is in Attachment 1 to Annex I.

XI. RESOURCES (Annex L)

- A. The Chief Elected Official is responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.
- B. The County Road Department and/or the Richardson County Emergency Management Agency maintain (s) a list of heavy equipment, transportation resources, generators, and specialized teams or services that can be used in disaster operations. Resources available to the county are listed in Attachments 1, 2, Annex L.

- C. The appointment of the Volunteer Coordinator for Barada will be determined at the time of the incident. Procedures are outlined in Annex L, Appendix 1.

XII. DAMAGE ASSESSMENT (Annex C)

- A. The Richardson County Assessor *and/or Richardson County Emergency Management Agency* will serve as the Damage Assessment Coordinator who will compile and report to the EOC all of the damage information gathered. The Incident Status Report (OMS-1) form can be found in the county LEOP in Annex A, Attachment 3.
- B. Damage assessment starts as soon as lifesaving efforts are completed.
- C. Damage Assessment for the following areas will be completed by:
 - 1. Public Facilities: Public Works,
 - 2. Residences: Insurance Adjusters, Insurance Agents, and
 - 3. Businesses: Insurance Adjusters, Insurance Agents.

XIII. HEALTH and HUMAN SERVICES (Annex G)

The coordination of all public welfare and human needs after a disaster will be provided from such organizations as the Southeast District Health, Nebraska Area Agency on Aging, the American Red Cross and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

Emergency Management along with the EMS Chief will be responsible for addressing public health issues, including counseling services.

XV. FINANCIAL ACCOUNTABILITY

The Barada Village Clerk will be responsible for tracking all disaster expenses including overtime for paid personnel, supplies used, emergency purchases/rentals/contracts. Also an accounting system will track all donations of supplies, material, equipment, mutual aid support and volunteer labor for the duration of the event.

XVI. WHEN the DISASTER is BEYOND LOCAL CAPABILITIES

- A. When local resources are not sufficient for the disaster response needs, the Chief Executive may request assistance from Richardson County and from the Richardson County Emergency Management Agency. If, in the determination of county officials, county resources and mutual aid are not adequate to cope with the situation, assistance may be requested from the Nebraska Emergency Management Agency by calling toll free 1-877-297-2368.
- B. A telephone list for officials, first responders, and support groups is found in Annex A, Attachments 1 and 2.

THIS PAGE INTENTIONALLY HAS NO DATA

**VILLAGE
OF
DAWSON**

**OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2020

VILLAGE of DAWSON EMERGENCY OPERATIONS PLAN

TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
Responsibilities and Overview of Disaster Operations	117
I. Warning	118
II. Incident Command and Field Response	118
III. Law Enforcement	119
IV. Fire Department	120
V. Emergency Medical Services	120
VI. Public Works/Utilities	121
VII. Emergency Operations Center	121
VIII. Communications at the EOC	122
IX. Emergency Public Information	122
X. Sheltering	123
XI. Resources	123
XII. Damage Assessment	124
XIII. Health and Human Services	124
XIV. Public Health	124
XV. Financial Accountability	124
XVI. When the Disaster is Beyond Local Capability	125

VILLAGE of DAWSON EMERGENCY OPERATIONS PLAN

This plan is for the elected and appointed officials in the Village of ### as well as for the first responders and any support groups. This Plan identifies their roles and responsibilities in disaster response and recovery.

Each Annex in the Richardson County Local Emergency Operations Plan (LEOP) details and supports this jurisdiction's Plan. For example: general procedures for disaster response to fires and hazardous materials are defined in Annex F. The additional information in this plan under Field Operations for the Fire Department gives further specific guidelines for the Village.

It is in the best interest of the Village of Dawson, that the named key officials meet at least once a year and after each disaster to review the Plan with the County Emergency Agency to determine that the Plan is current and reflects the roles and responsibilities as defined by statutes, resolutions and field operations.

RESPONSIBILITY FOR DISASTER OPERATIONS

The responsibility for the welfare of the residents during a disaster rests with the Village Board Chairperson and the Village Board. The Village Board Chairperson will be responsible for both the coordination and management of prevention preparations and the coordination and management of disaster support operations and recovery. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster, RSS Nebraska Emergency Management Act 1996, Section 81-829.46).

OVERVIEW OF DISASTER OPERATIONS

Warnings: Whenever possible, the public will be alerted to threats or potential disasters. (Annexes B, D).

Field Operations: In a disaster, lifesaving activities and the preservation of property are the priorities of the elected officials and the first responders.

Emergency Operations Center (EOC): An EOC will likely be opened at the Richardson County Emergency Management EOC and/or Mobile EOC to provide officials a site for coordination and support of the disaster operations. Area and local support agencies will generally work from the EOC.

Incident Command: First Responders will use the National Incident Management System (NIMS) by establishing Incident Command. EOC staff, to include the chief elected officials, will also follow NIMS protocols.

I. WARNINGS (Annex B)

- A. Severe Weather Spotting Program: Richardson County Emergency Management Agency will activate spotters when severe weather is a possibility. The Emergency Management Agency will page out the request to weather spotters. Spotters are primarily from Richardson County Emergency Management and are equipped with radios. There **are** designated spotting locations in and around Richardson County. Spotters radio their reports to the Emergency Management Agency and/or to Richardson County Sheriff's Department Communications Center. The Emergency Management Agency and/or County Sheriff's Department Communications Center will advise the National Weather Service, of conditions.
- B. Citizens may also be alerted of danger by outdoor sirens or public address systems on emergency vehicles. If necessary, warnings may be given door-to-door if time allows.
- C. Emergency information can be broadcast over radio station(s) KLZA, KTNC, and B103 and television station FCTV.
- D. Warnings procedures and protocols have been developed and will be implemented for identified access and functional needs populations.

II. INCIDENT COMMAND and FIELD RESPONSE (Annex A)

- A. The first emergency responder to arrive at the scene will become the initial Incident Commander and expand/transfer the incident Command as the situation warrants; following NIMS protocols.
- B. Emergency communications and warnings for Dawson and the County are handled through the Falls City Police Department Communications Center and the Richardson County Sheriff's Department Communications Center located in the Falls City Police Station and the Richardson County Sheriff's Station, respectively. The Communications Center will give emergency information via pagers and radios to the first responder agencies, including Law Enforcement, the individual Fire Departments, EMS and the Richardson County Emergency Management personnel. Attachment 2, Annex B lists the frequencies used.
- C. The Incident Command must let the EOC know what is needed for disaster operations.
- D. The Incident Commander will request mutual aid through the Communications Center.

III. LAW ENFORCEMENT (Annex H)

- A. Law Enforcement personnel can communicate by radio with the Communications Center, the Incident Command Post, the EOC and the Fire & Rescue Departments.
- B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expands/transfers the Incident Command as the situation warrants.
- C. Evacuation
 - 1. People will be notified in the event that evacuation is necessary. The Village Board Chairperson can order an evacuation. The Incident Commander at the scene will, if time allows, consult with the Village Board Chairperson in situations requiring immediate evacuation. If the impacted area has a critical threat or is life-threatening to the population or environment, the Incident Commander may order an evacuation.
 - 2. If residents need transportation during the evacuation, they may call the Communications Center who will relay the request to the Richardson County Emergency Agency or the Emergency Operations Center. If the EOC has not yet been opened, the Communications Center will call the Incident Commander. Transportation resources are listed in Annex L of the County LEOP. In the field, if the Incident Commander sees the need for transportation during evacuation, he will notify the EOC for coordination and support.
- D. Law enforcement will work with other First Responders in search and rescue.
- E. Security of the Disaster Area.

Security may be needed at all the highway points leading into Dawson. The Nebraska State Patrol, Army National Guard, and other mutual aid law enforcement and/or game and parks personell can help with security.

- 1. Roadblocks and barricades: Local resources will be used first then other village/county/state roads departments may be asked to help. The Incident Commander or Law Enforcement will contact the Communications Center to request additional resources from these agencies.
- 2. Identification cards for access to the disaster area will be issued in Dawson. The County and local officials, volunteers, the media, and residents may need ID cards even when the disaster area has been secured. The Richardson County Emergency Management Director or designee will distribute identification cards from the EOC or at the disaster access points.

IV. FIRE DEPARTMENT (Annex F)

- A. Fire Department personnel can communicate by radio with the Communications Center, the Incident Command, the EOC, Law Enforcement and EMS as well as with each other.
- B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expand/transfer the Incident Command as the situation warrants.
- C. The Fire Department will coordinate with other First Responders in search and rescue.
- D. Hazardous Materials Response (Annex F, Appendix 1).
 - 1. The Incident Commander will notify the Communications Center if assistance is needed in responding to a hazardous materials incident. The Communications Center will call for a State Emergency Response Team (SERT) through the NE State Patrol (402) 471-4545.
 - 2. The Incident Commander will determine if the incident poses a threat to people and/or property and will determine if an evacuation is necessary.
 - 3. Facilities that store Hazardous Materials, including radiological, in Richardson County are listed in Annex F, Appendix 1, Attachment 1.

V. EMERGENCY MEDICAL SERVICES (EMS) (Annex G)

- A. EMS personnel can communicate by radio with the Communications Center, the Incident Command, the EOC, Law Enforcement, Fire Departments, and with each other.
- B. The first emergency responder to arrive at the scene will become the Incident Commander and expand/transfer the Incident Command as the situation warrants; following NIMS protocols.
- C. EMS will work with other First Responders in search and rescue.
- D. One person may be dedicated to radio communications; another may be needed to set up triage.
- E. After triage, victims can be transported to the nearest receiving hospital(s).

VI. PUBLIC WORKS/UTILITIES (Annex K, Annex C)

- A. The Public Works/Utilities Supervisor will maintain communication and coordination with the Executive Board, the Incident Command and the EOC during the initial response activities through the final restoration of services.
- B. Utilities will provide personnel for emergency repairs.
- C. Village street maintenance crews will clear emergency routes for the initial disaster response and will begin debris removal. The County Road Department may be contacted for additional help.
- D. The Village Board Chairperson will authorize a tree dump as approved by DEQ. Arrangements can be made to separate, recycle, store and discard debris at a later time.
- E. The primary list of heavy equipment and resources for disaster operations is in Annex L, Attachment 2.

VII. EMERGENCY OPERATIONS CENTER (EOC) (Annex A)

- A. THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING AND SUPPORTING THE INCIDENT COMMAND DURING DISASTER RESPONSE AND RECOVERY OPERATIONS. Not only will the Incident Commander work with the EOC, but also regular briefings will be held for Command, General and EOC Staff. The Chief Elected Official in coordination with the Incident Commander, schedule these meetings.
- B. Direction and coordination of the disaster response and recovery support operations will be administered from the EOC.
- C. The Village Board Chairperson has the primary responsibility and authority, by law, for disaster operations coordination. The Village Board Chairperson line of succession is to the President of the Village Board.
- D. The Emergency Operating Center (EOC) will be set up in a village community building and/or Emergency Management Mobile EOC, if not damaged and if available at the time of the disaster. There **is no** auxiliary power at the EOC. **A generator is available for use from the Emergency Management Agency**
- E. The Richardson Emergency Management Agency will work under the Village Board Chairperson's direction in carrying out disaster coordination and support duties. Other staff that may be called upon to work in the EOC are the:

1. Communications dispatch (2-3 people),
 2. Public Information Officer,
 3. Representatives from Law Enforcement, Fire, EMS, and Utilities,
 4. Village Clerk,
 5. Village Board Member(s), and
 6. Representatives from support agencies as needed.
- F. The Richardson Emergency Management Agency and/or the Village Board Chair can open the Emergency Operating Center. The Director will inform the Nebraska Emergency Management Agency (NEMA) in Lincoln that the EOC has been opened.
- G. The Richardson County Emergency Management Agency will call in personnel to work the disaster. The Emergency Management Agency will coordinate and work with all responding agencies.
- H. A telephone list of officials and personnel is found in Annex A, Attachments 1 and 2 of the county LEOP.
- I. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of Dawson to respond (Annex A, Attachment 3). Additional assistance will be requested from surrounding towns, from the County and from mutual aid groups. The Richardson Emergency Management Agency will send a copy of the Disaster Declaration to NEMA as soon as practical.

VIII. COMMUNICATIONS at the EOC (Annex B)

Coordination between the EOC, the Incident Command Post and the first responders is essential. The communications capability at the EOC includes mobile and fixed radios, landline and wireless telephone, Internet, and messengers. Additional communications assistance may be available from the Nebraska Emergency Management Agency and/or the Nebraska State Patrol Mobile Command Post.

IX. EMERGENCY PUBLIC INFORMATION (Annex D)

- A. The Village Board Chairperson, the Incident Commander, Public Information Officer or the Richardson County Emergency Management Agency serving as an alternate, will release official public information. This Public Information

Officer will work at the EOC, coordinating with the Village Board Chairperson, Emergency Management, and the Incident Commander.

- B. The Chief Elected Official must approve the public information being released.
- C. Official information or instructions to the public will be broadcast over radio station(s) KLZA, KTNC and B103 and television station FCTV.
- D. If needed, the Public Information Officer will conduct briefings with the media to update them on the latest disaster events.
- E. A telephone line may be set up to receive calls from the public concerning the disaster. The Public Information Officer will be responsible for this "rumor control" line.
- F. Emergency information could also be released through the Nebraska Emergency Alert System (EAS). Richardson County is in Area 1 of the EAS network (Annex B).

X. SHELTERING (Annex I)

- A. The local jurisdiction is responsible for initial sheltering and welfare of victims. The Richardson County Emergency Management Agency will call the American Red Cross (ARC) when short term sheltering is needed. Red Cross will open shelters under the direction of the Richardson County Emergency Management Agency.
- B. Emergency Management will alert the Field Incident Commander and the Public Information Officer which shelters have been opened and which streets are cleared to the shelters.
- C. Shelter is to be determined upon the incident. A list of shelters in Dawson is in Attachment 1 to Annex I.

XI. RESOURCES (Annex L)

- A. The Chief Elected Official is responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.
- B. The County Road Department and/or the Richardson County Emergency Management Agency maintain (s) a list of heavy equipment, transportation resources, generators, and specialized teams or services that can be used in disaster operations. Resources available to the county are listed in Attachments 1, 2, Annex L.

- C. The appointment of the Volunteer Coordinator for Dawson will be determined at the time of the incident. Procedures are outlined in Appendix 1 to Annex L.

XII. DAMAGE ASSESSMENT (Annex C)

- A. The Richardson County Assessor and/or the Richardson County Emergency Management Agency, or their designees, will serve as Damage Assessment Coordinator who will compile and report to the EOC all of the damage information gathered. The Incident Status Report (OMS-1) form can be found in the county LEOP in Annex A, Attachment 3.
- B. Damage assessment starts as soon as lifesaving efforts are completed.
- C. Damage Assessment for the following areas will be completed by:
 - 1. Public Facilities: Public Works,
 - 2. Residences: Insurance Adjusters, Insurance Agents, and
 - 3. Businesses: Insurance Adjusters, Insurance Agents.

XIII. HEALTH and HUMAN SERVICES (Annex G)

The coordination of all public welfare and human needs after a disaster will be provided from such organizations as the Southeast District Health Department, Nebraska Area Agency on Aging, the American Red Cross and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

Emergency Management along with the EMS Chief will be responsible for addressing public health issues, including counseling services.

XV. FINANCIAL ACCOUNTABILITY

The Dawson Village Clerk will be responsible for tracking all disaster expenses including overtime for paid personnel, supplies used, emergency purchases/rentals/contracts. Also an accounting system will track all donations of supplies, material, equipment, mutual aid support and volunteer labor for the duration of the event.

XVI. WHEN the DISASTER is BEYOND LOCAL CAPABILITIES

- A. When local resources are not sufficient for the disaster response needs, the Chief Executive may request assistance from Richardson County and from the Richardson Emergency Management Agency. If, in the determination of county officials, county resources and mutual aid are not adequate to cope with the situation, assistance may be requested from the Nebraska Emergency Management Agency by calling toll free 1-877-297-2368.
- B. A telephone list for officials, first responders, and support groups is found in Annex A, Attachments 1 and 2.

THIS PAGE INTENTIONALLY HAS NO DATA

**VILLAGE
OF
PRESTON**

**OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2020

VILLAGE of PRESTON EMERGENCY OPERATIONS PLAN

TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
Responsibilities and Overview of Disaster Operations	129
I. Warning	130
II. Incident Command and Field Response	130
III. Law Enforcement	130
IV. Fire Department	132
V. Emergency Medical Services	132
VI. Public Works/Utilities	133
VII. Emergency Operations Center	133
VIII. Communications at the EOC	134
IX. Emergency Public Information	134
X. Sheltering	135
XI. Resources	135
XII. Damage Assessment	136
XIII. Health and Human Services	136
XIV. Public Health	136
XV. Financial Accountability	136
XVI. When the Disaster is Beyond Local Capability	137

VILLAGE of PRESTON EMERGENCY OPERATIONS PLAN

This plan is for the elected and appointed officials in the Village of Preston as well as for the first responders and any support groups. This Plan identifies their roles and responsibilities in disaster response and recovery.

Each Annex in the Richardson County Local Emergency Operations Plan (LEOP) details and supports this jurisdiction's Plan. For example: general procedures for disaster response to fires and hazardous materials are defined in Annex F. The additional information in this plan under Field Operations for the Fire Department gives further specific guidelines for the Village.

It is in the best interest of the Village of Preston, that the named key officials meet at least once a year and after each disaster to review the Plan with the County Emergency Manager to determine that the Plan is current and reflects the roles and responsibilities as defined by statutes, resolutions and field operations.

RESPONSIBILITY FOR DISASTER OPERATIONS

The responsibility for the welfare of the residents during a disaster rests with the Village Board Chairperson and the Village Board. The Village Board Chairperson will be responsible for both the coordination and management of prevention preparations and the coordination and management of disaster support operations and recovery. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster, RSS Nebraska Emergency Management Act 1996, Section 81-829.46).

OVERVIEW OF DISASTER OPERATIONS

Warnings: Whenever possible, the public will be alerted to threats or potential disasters. (Annexes B, D).

Field Operations: In a disaster, lifesaving activities and the preservation of property are the priorities of the elected officials and the first responders.

Emergency Operations Center (EOC): An EOC will likely be opened at the Richardson County Emergency Management EOC and/or Mobile EOC to provide officials a site for coordination and support of the disaster operations. Area and local support agencies will generally work from the EOC.

Incident Command: First Responders will use the National Incident Management System (NIMS) by establishing Incident Command. EOC staff, to include the chief elected officials, will also follow NIMS protocols.

I. WARNINGS (Annex B)

- A. Severe Weather Spotting Program: Richardson County Emergency Management Agency will activate spotters when severe weather is a possibility. The County Communications Center will page out the request to weather spotters. Spotters are primarily from Fire/EMS Departments and are equipped with radios. There **are** designated spotting locations in and around Richardson County. Spotters radio their reports to the Richardson County Emergency Management Agency and/ or to the County Sheriff's Department Communications Center. The Emergency Management Agency and/or County Sheriff's Department Communications Center will advise the National Weather Service, of conditions.
- B. Citizens may also be alerted of danger by outdoor sirens or public address systems on emergency vehicles. If necessary, warnings may be given door-to-door if time allows.
- C. Emergency information can be broadcast over radio station(s) KLZA, KTNC, and B103 and television station FCTV.
- D. Warnings procedures and protocols have been developed and will be implemented for identified access and functional needs populations.

II. INCIDENT COMMAND and FIELD RESPONSE (Annex A)

- A. The first emergency responder to arrive at the scene will become the initial Incident Commander and expand/transfer the incident Command as the situation warrants; following NIMS protocols.
- B. Emergency communications and warnings for Preston and the County are handled through the Falls City Police Department Communications Center and Richardson County Sheriff's Communications Center located in the Falls City Police Station and the Richardson County Sheriff's Station, respectively. The Communications Center will give emergency information via pagers and radios to the first responder agencies, including Law Enforcement, the individual Fire Departments, EMS and the Richardson County Emergency Management personnel. Attachment 2, Annex B lists the frequencies used.
- C. The Incident Command must let the EOC know what is needed for disaster operations.
- D. The Incident Commander will request mutual aid through the Communications Center.

III. LAW ENFORCEMENT (Annex H)

- A. Law Enforcement personnel can communicate by radio with the Communications Center, the Incident Command Post, the EOC and the Fire & Rescue Departments.
- B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expands/transfers the Incident Command as the situation warrants.
- C. Evacuation
 - 1. People will be notified in the event that evacuation is necessary. The Village Board Chairperson can order an evacuation. The Incident Commander at the scene will, if time allows, consult with the Village Board Chairperson in situations requiring immediate evacuation. If the impacted area has a critical threat or is life-threatening to the population or environment, the Incident Commander may order an evacuation.
 - 2. If residents need transportation during the evacuation, they may call the Communications Center who will relay the request to the Richardson County Emergency management Agency or the Emergency Operations Center. If the EOC has not yet been opened, the Communications Center will call the Incident Commander. Transportation resources are listed in Annex L of the County LEOP. In the field, if the Incident Commander sees the need for transportation during evacuation, he will notify the EOC for coordination and support.
- D. Law enforcement will work with other First Responders in search and rescue.
- E. Security of the Disaster Area.

Security may be needed at all the highway points leading into Preston. The Nebraska State Patrol, Army National Guard, and other mutual aid law enforcement and/or game and parks personnel can help with security.

- 1. Roadblocks and barricades: Local resources will be used first then other village/county/state roads departments may be asked to help. The Incident Commander or Law Enforcement will contact the Communications Center to request additional resources from these agencies.
- 2. Identification cards for access to the disaster area will be issued in Preston. The County and local officials, volunteers, the media, and residents may need ID cards even when the disaster area has been secured. The Richardson County Emergency Management Director or designee will distribute identification cards from the EOC or at the disaster access points.

IV. FIRE DEPARTMENT (Annex F)

- A. Fire Department personnel can communicate by radio with the Communications Center, the Incident Command, the EOC, Law Enforcement and EMS as well as with each other.
- B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expand/transfer the Incident Command as the situation warrants.
- C. The Fire Department will coordinate with other First Responders in search and rescue.
- D. Hazardous Materials Response (Annex F, Appendix 1).
 - 1. The Incident Commander will notify the Communications Center if assistance is needed in responding to a hazardous materials incident. The Communications Center will call for a State Emergency Response Team (SERT) through the NE State Patrol (402) 471-4545.
 - 2. The Incident Commander will determine if the incident poses a threat to people and/or property and will determine if an evacuation is necessary.
 - 3. Facilities that store Hazardous Materials, including radiological, in Richardson County are listed in Annex F, Appendix 1, Attachment 1.

V. EMERGENCY MEDICAL SERVICES (EMS) (Annex G)

- A. EMS personnel can communicate by radio with the Communications Center, the Incident Command, the EOC, Law Enforcement, Fire Departments, and with each other.
- B. The first emergency responder to arrive at the scene will become the Incident Commander and expand/transfer the Incident Command as the situation warrants; following NIMS protocols.
- C. EMS will work with other First Responders in search and rescue.
- D. One person may be dedicated to radio communications; another may be needed to set up triage.
- E. After triage, victims can be transported to the nearest receiving hospital(s).

VI. PUBLIC WORKS/UTILITIES (Annex K, Annex C)

- A. The Public Works/Utilities Supervisor will maintain communication and coordination with the Executive Board, the Incident Command and the EOC during the initial response activities through the final restoration of services.
- B. Utilities will provide personnel for emergency repairs.
- C. Village street maintenance crews will clear emergency routes for the initial disaster response and will begin debris removal. The County Road Department may be contacted for additional help.
- D. The Village Board Chairperson will authorize a tree dump as approved by DEQ. Arrangements can be made to separate, recycle, store and discard debris at a later time.
- E. The primary list of heavy equipment and resources for disaster operations is in Annex L, Attachment 2.

VII. EMERGENCY OPERATIONS CENTER (EOC) (Annex A)

- A. THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING AND SUPPORTING THE INCIDENT COMMAND DURING DISASTER RESPONSE AND RECOVERY OPERATIONS. Not only will the Incident Commander work with the EOC, but also regular briefings will be held for Command, General and EOC Staff. The Chief Elected Official in coordination with the Incident Commander, schedule these meetings.
- B. Direction and coordination of the disaster response and recovery support operations will be administered from the EOC.
- C. The Village Board Chairperson has the primary responsibility and authority, by law, for disaster operations coordination. The Village Board Chairperson line of succession is to the President of the Village Board.
- D. The Emergency Operating Center (EOC) will be set up in a village community building and/or the Emergency Management Mobile EOC, if not damaged and if available at the time of the disaster. There **is no** auxiliary power at the EOC. **A generator is available for use from the Emergency Management Agency.**
- E. The Richardson County Emergency Management Agency will work under the Village Board Chairperson's direction in carrying out disaster coordination and support duties. Other staff that may be called upon to work in the EOC are the:

1. Communications dispatch (2-3 people),
 2. Public Information Officer,
 3. Representatives from Law Enforcement, Fire, EMS, and Utilities,
 4. Village Clerk,
 5. Village Board Member(s), and
 6. Representatives from support agencies as needed.
- F. The Richardson County Emergency Management Agency and/or the Village Board Chair can open the Emergency Operating Center. The Director will inform the Nebraska Emergency Management Agency (NEMA) in Lincoln that the EOC has been opened.
- G. The Richardson County Emergency Management Agency will call in personnel to work the disaster. The Emergency Management Agency will coordinate and work with all responding agencies.
- H. A telephone list of officials and personnel is found in Annex A, Attachments 1 and 2 of the county LEOP.
- I. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of Preston to respond (Annex A, Attachment 3). Additional assistance will be requested from surrounding towns, from the County and from mutual aid groups. The Richardson County Emergency Management Agency will send a copy of the Disaster Declaration to NEMA as soon as practical.

VIII. COMMUNICATIONS at the EOC (Annex B)

Coordination between the EOC, the Incident Command Post and the first responders is essential. The communications capability at the EOC includes mobile and fixed radios, landline and wireless telephone, Internet, and messengers. Additional communications assistance may be available from the Nebraska Emergency Management Agency and/or the Nebraska State Patrol Mobile Command Post.

IX. EMERGENCY PUBLIC INFORMATION (Annex D)

- A. The Village Board Chairperson, the Incident Commander, Public Information Officer or the Richardson County Emergency Management Agency serving as an alternate, will release official public information. This Public Information

Officer will work at the EOC, coordinating with the Village Board Chairperson, Emergency Management, and the Incident Commander.

- B. The Chief Elected Official must approve the public information being released.
- C. Official information or instructions to the public will be broadcast over radio station(s) KTNC, KLZA, and B103 and television station(s) FCTV.
- D. If needed, the Public Information Officer will conduct briefings with the media to update them on the latest disaster events.
- E. A telephone line may be set up to receive calls from the public concerning the disaster. The Public Information Officer will be responsible for this "rumor control" line.
- F. Emergency information could also be released through the Nebraska Emergency Alert System (EAS). Richardson County is in Area 1 of the EAS network (Annex B).

X. SHELTERING (Annex I)

- A. The local jurisdiction is responsible for initial sheltering and welfare of victims. The Richardson County Emergency Management Agency will call the American Red Cross (ARC) when short term sheltering is needed. Red Cross will open shelters under the direction of the Richardson County Emergency Management Agency.
- B. Emergency Management will alert the Field Incident Commander and the Public Information Officer which shelters have been opened and which streets are cleared to the shelters.
- C. Shelter is to be determined upon the incident. A list of shelters in Preston is in Attachment 1 to Annex I.

XI. RESOURCES (Annex L)

- A. The Chief Elected Official is responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.
- B. The County Road Department and/or Richardson County Emergency Management Agency maintain (s) a list of heavy equipment, transportation resources, generators, and specialized teams or services that can be used in disaster operations. Resources available to the county are listed in Attachments 1, 2, Annex L.

- C. The appointment of the Volunteer Coordinator for Preston will be determined at the time of the incident. Procedures are outlined in Appendix 1 to Annex L.

XII. DAMAGE ASSESSMENT (Annex C)

- A. The Richardson County Assessor and/or Richardson County Emergency Management Agency will serve as the Damage Assessment Coordinator who will compile and report to the EOC all of the damage information gathered. The Incident Status Report (OMS-1) form can be found in the county LEOP in Annex A, Attachment 3.
- B. Damage assessment starts as soon as lifesaving efforts are completed.
- C. Damage Assessment for the following areas will be completed by:
 - 1. Public Facilities: Public Works,
 - 2. Residences: Insurance Adjusters, Insurance Agents, and
 - 3. Businesses: Insurance Adjusters, Insurance Agents.

XIII. HEALTH and HUMAN SERVICES (Annex G)

The coordination of all public welfare and human needs after a disaster will be provided from such organizations as the Southeast District Health Department, Nebraska Area Agency on Aging, the American Red Cross and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

Emergency Management along with the EMS Chief will be responsible for addressing public health issues, including counseling services.

XV. FINANCIAL ACCOUNTABILITY

The Preston Village Clerk will be responsible for tracking all disaster expenses including overtime for paid personnel, supplies used, emergency purchases/rentals/contracts. Also an accounting system will track all donations of supplies, material, equipment, mutual aid support and volunteer labor for the duration of the event.

XVI. WHEN the DISASTER is BEYOND LOCAL CAPABILITIES

- A. When local resources are not sufficient for the disaster response needs, the Chief Executive may request assistance from Richardson County and from the Richardson Emergency Management Agency. If, in the determination of county officials, county resources and mutual aid are not adequate to cope with the situation, assistance may be requested from the Nebraska Emergency Management Agency by calling toll free 1-877-297-2368.
- B. A telephone list for officials, first responders, and support groups is found in Annex A, Attachments 1 and 2.

THIS PAGE INTENTIONALLY HAS NO DATA

**VILLAGE
OF
RULO**

**OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2020

VILLAGE of RULO EMERGENCY OPERATIONS PLAN

TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
Responsibilities and Overview of Disaster Operations	141
I. Warning	142
II. Incident Command and Field Response	142
III. Law Enforcement	143
IV. Fire Department	144
V. Emergency Medical Services	144
VI. Public Works/Utilities	145
VII. Emergency Operations Center	145
VIII. Communications at the EOC	146
IX. Emergency Public Information	146
X. Sheltering	147
XI. Resources	147
XII. Damage Assessment	148
XIII. Health and Human Services	148
XIV. Public Health	148
XV. Financial Accountability	148
XVI. When the Disaster is Beyond Local Capability	149

VILLAGE of RULO EMERGENCY OPERATIONS PLAN

This plan is for the elected and appointed officials in the Village of Rulo as well as for the first responders and any support groups. This Plan identifies their roles and responsibilities in disaster response and recovery.

Each Annex in the Richardson County Local Emergency Operations Plan (LEOP) details and supports this jurisdiction's Plan. For example: general procedures for disaster response to fires and hazardous materials are defined in Annex F. The additional information in this plan under Field Operations for the Fire Department gives further specific guidelines for the Village.

It is in the best interest of the Village of Rulo, that the named key officials meet at least once a year and after each disaster to review the Plan with the County Emergency Manager to determine that the Plan is current and reflects the roles and responsibilities as defined by statutes, resolutions and field operations.

RESPONSIBILITY FOR DISASTER OPERATIONS

The responsibility for the welfare of the residents during a disaster rests with the Village Board Chairperson and the Village Board. The Village Board Chairperson will be responsible for both the coordination and management of prevention preparations and the coordination and management of disaster support operations and recovery. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster, RSS Nebraska Emergency Management Act 1996, Section 81-829.46).

OVERVIEW OF DISASTER OPERATIONS

Warnings: Whenever possible, the public will be alerted to threats or potential disasters. (Annexes B, D).

Field Operations: In a disaster, lifesaving activities and the preservation of property are the priorities of the elected officials and the first responders.

Emergency Operations Center (EOC): An EOC will likely be opened at the Richardson County Emergency Management EOC and/or Mobile EOC to provide officials a site for coordination and support of the disaster operations. Area and local support agencies will generally work from the EOC.

Incident Command: First Responders will use the National Incident Management System (NIMS) by establishing Incident Command. EOC staff, to include the chief elected officials, will also follow NIMS protocols.

I. WARNINGS (Annex B)

- A. Severe Weather Spotting Program: Richardson County Emergency Management Agency will activate spotters when severe weather is a possibility. The County Communications Center will page out the request to weather spotters. Spotters are primarily from Richardson County Emergency Management Agency and are equipped with radios. There **are** designated spotting locations in and around Richardson County. Spotters radio their reports to the Emergency Management Agency and/or to the Richardson County Sheriff's Communications Center. The Emergency Management Agency and/or County Sheriff's Department Communications Center will advise the National Weather Service, of conditions.
- B. Citizens may also be alerted of danger by outdoor sirens or public address systems on emergency vehicles. If necessary, warnings may be given door-to-door if time allows.
- C. Emergency information can be broadcast over radio station(s) KLZA, KTNC, and B103 and television station(s) FCTV
- D. Warnings procedures and protocols have been developed and will be implemented for identified access and functional needs populations.

II. INCIDENT COMMAND and FIELD RESPONSE (Annex A)

- A. The first emergency responder to arrive at the scene will become the initial Incident Commander and expand/transfer the incident Command as the situation warrants; following NIMS protocols.
- B. Emergency communications and warnings for Rulo and the County are handled through the Falls City Police Department Communications Center and the Richardson County Sheriff's Department Communications Center located in the Falls City Police Station and the Richardson County Sheriff's Station, respectively. The Communications Center will give emergency information via pagers and radios to the first responder agencies, including Law Enforcement, the individual Fire Departments, EMS and the Richardson County Emergency Management personnel. Attachment 2, Annex B lists the frequencies used.
- C. The Incident Command must let the EOC know what is needed for disaster operations.
- D. The Incident Commander will request mutual aid through the Communications Center.

III. LAW ENFORCEMENT (Annex H)

- A. Law Enforcement personnel can communicate by radio with the Communications Center, the Incident Command Post, the EOC and the Fire & Rescue Departments.
- B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expands/transfers the Incident Command as the situation warrants.
- C. Evacuation
 - 1. People will be notified in the event that evacuation is necessary. The Village Board Chairperson can order an evacuation. The Incident Commander at the scene will, if time allows, consult with the Village Board Chairperson in situations requiring immediate evacuation. If the impacted area has a critical threat or is life-threatening to the population or environment, the Incident Commander may order an evacuation.
 - 2. If residents need transportation during the evacuation, they may call the Communications Center who will relay the request to the Richardson County Emergency Agency or the Emergency Operations Center. If the EOC has not yet been opened, the Communications Center will call the Incident Commander. Transportation resources are listed in Annex L of the County LEOP. In the field, if the Incident Commander sees the need for transportation during evacuation, he will notify the EOC for coordination and support.
- D. Law enforcement will work with other First Responders in search and rescue.
- E. Security of the Disaster Area.

Security may be needed at all the highway points leading into Rulo. The Nebraska State Patrol, Army National Guard, and other mutual aid law enforcement and/or game and parks personnel can help with security.

- 1. Roadblocks and barricades: Local resources will be used first then other village/county/state roads departments may be asked to help. The Incident Commander or Law Enforcement will contact the Communications Center to request additional resources from these agencies.
- 2. Identification cards for access to the disaster area will be issued in Rulo. The County and local officials, volunteers, the media, and residents may need ID cards even when the disaster area has been secured. The Richardson County Emergency Management Director or designee will distribute identification cards from the EOC or at the disaster access points.

IV. FIRE DEPARTMENT (Annex F)

- A. Fire Department personnel can communicate by radio with the Communications Center, the Incident Command, the EOC, Law Enforcement and EMS as well as with each other.
- B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expand/transfer the Incident Command as the situation warrants.
- C. The Fire Department will coordinate with other First Responders in search and rescue.
- D. Hazardous Materials Response (Annex F, Appendix 1).
 - 1. The Incident Commander will notify the Communications Center if assistance is needed in responding to a hazardous materials incident. The Communications Center will call for a State Emergency Response Team (SERT) through the NE State Patrol (402) 471-4545.
 - 2. The Incident Commander will determine if the incident poses a threat to people and/or property and will determine if an evacuation is necessary.
 - 3. Facilities that store Hazardous Materials, including radiological, in Richardson County are listed in Annex F, Appendix 1, Attachment 1.

V. EMERGENCY MEDICAL SERVICES (EMS) (Annex G)

- A. EMS personnel can communicate by radio with the Communications Center, the Incident Command, the EOC, Law Enforcement, Fire Departments, and with each other.
- B. The first emergency responder to arrive at the scene will become the Incident Commander and expand/transfer the Incident Command as the situation warrants; following NIMS protocols.
- C. EMS will work with other First Responders in search and rescue.
- D. One person may be dedicated to radio communications; another may be needed to set up triage.
- E. After triage, victims can be transported to the nearest receiving hospital(s).

VI. PUBLIC WORKS/UTILITIES (Annex K, Annex C)

- A. The Public Works/Utilities Supervisor will maintain communication and coordination with the Executive Board, the Incident Command and the EOC during the initial response activities through the final restoration of services.
- B. Utilities will provide personnel for emergency repairs.
- C. Village street maintenance crews will clear emergency routes for the initial disaster response and will begin debris removal. The County Road Department may be contacted for additional help.
- D. The Village Board Chairperson will authorize a tree dump as approved by DEQ. Arrangements can be made to separate, recycle, store and discard debris at a later time.
- E. The primary list of heavy equipment and resources for disaster operations is in Annex L, Attachment 2.

VII. EMERGENCY OPERATIONS CENTER (EOC) (Annex A)

- A. THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING AND SUPPORTING THE INCIDENT COMMAND DURING DISASTER RESPONSE AND RECOVERY OPERATIONS. Not only will the Incident Commander work with the EOC, but also regular briefings will be held for Command, General and EOC Staff. The Chief Elected Official in coordination with the Incident Commander, schedule these meetings.
- B. Direction and coordination of the disaster response and recovery support operations will be administered from the EOC.
- C. The Village Board Chairperson has the primary responsibility and authority, by law, for disaster operations coordination. The Village Board Chairperson line of succession is to the President of the Village Board.
- D. The Emergency Operating Center (EOC) will be set up in a village community building and/or the Emergency Management Mobile EOC, if not damaged and if available at the time of the disaster. There **is no** auxiliary power at the EOC. **A generator is available for use from the Emergency Management Agency.**
- E. The Richardson County Emergency Management Agency will work under the Village Board Chairperson's direction in carrying out disaster coordination and support duties. Other staff that may be called upon to work in the EOC are the:

1. Communications dispatch (2-3 people),
 2. Public Information Officer,
 3. Representatives from Law Enforcement, Fire, EMS, and Utilities,
 4. Village Clerk,
 5. Village Board Member(s), and
 6. Representatives from support agencies as needed.
- F. The Richardson County Emergency Management Agency and/or the Village Board Chair can open the Emergency Operating Center. The Director will inform the Nebraska Emergency Management Agency (NEMA) in Lincoln that the EOC has been opened.
- G. The Richardson County Emergency Management Director will call in personnel to work the disaster. The Emergency Management Director will coordinate and work with all responding agencies.
- H. A telephone list of officials and personnel is found in Annex A, Attachments 1 and 2 of the county LEOP.
- I. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of Rulo to respond (Annex A, Attachment 3). Additional assistance will be requested from surrounding towns, from the County and from mutual aid groups. The Richardson County Emergency Management Agency will send a copy of the Disaster Declaration to NEMA as soon as practical.

VIII. COMMUNICATIONS at the EOC (Annex B)

Coordination between the EOC, the Incident Command Post and the first responders is essential. The communications capability at the EOC includes mobile and fixed radios, landline and wireless telephone, Internet, and messengers. Additional communications assistance may be available from the Nebraska Emergency Management Agency and/or the Nebraska State Patrol Mobile Command Post.

IX. EMERGENCY PUBLIC INFORMATION (Annex D)

- A. The Village Board Chairperson, the Incident Commander, Public Information Officer or the Richardson County Emergency Management Agency serving as an alternate, will release official public information. This Public Information

Officer will work at the EOC, coordinating with the Village Board Chairperson, Emergency Management, and the Incident Commander.

- B. The Chief Elected Official must approve the public information being released.
- C. Official information or instructions to the public will be broadcast over radio station(s) KTNC, KLZA, and B103 and television station(s) FCTV.
- D. If needed, the Public Information Officer will conduct briefings with the media to update them on the latest disaster events.
- E. A telephone line may be set up to receive calls from the public concerning the disaster. The Public Information Officer will be responsible for this "rumor control" line.
- F. Emergency information could also be released through the Nebraska Emergency Alert System (EAS). Richardson County is in Area 1 of the EAS network (Annex B).

X. SHELTERING (Annex I)

- A. The local jurisdiction is responsible for initial sheltering and welfare of victims. The Richardson County Emergency Management Agency will call the American Red Cross (ARC) when short term sheltering is needed. Red Cross will open shelters under the direction of the Richardson County Emergency Management Director.
- B. Emergency Management will alert the Field Incident Commander and the Public Information Officer which shelters have been opened and which streets are cleared to the shelters.
- C. Shelter is to be determined upon the incident. A list of shelters in Rulo is in Attachment 1 to Annex I.

XI. RESOURCES (Annex L)

- A. The Chief Elected Official is responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.
- B. The County Road Department and/or the Emergency Management Agency maintain (s) a list of heavy equipment, transportation resources, generators, and specialized teams or services that can be used in disaster operations. Resources available to the county are listed in Attachments 1, 2, Annex L.

- C. The appointment of the Volunteer Coordinator for Rulo will be determined at the time of the incident. Procedures are outlined in Appendix 1 to Annex L.

XII. DAMAGE ASSESSMENT (Annex C)

- A. The Richardson County Assessor and/or the Richardson County Emergency Management Agency will serve as the Damage Assessment Coordinator who will compile and report to the EOC all of the damage information gathered. The Incident Status Report (OMS-1) form can be found in the county LEOP in Annex A, Attachment 3.
- B. Damage assessment starts as soon as lifesaving efforts are completed.
- C. Damage Assessment for the following areas will be completed by:
 - 1. Public Facilities: Public Works,
 - 2. Residences: Insurance Adjusters, Insurance Agents, and
 - 3. Businesses: Insurance Adjusters, Insurance Agents.

XIII. HEALTH and HUMAN SERVICES (Annex G)

The coordination of all public welfare and human needs after a disaster will be provided from such organizations as the Southeast Nebraska District Health Department, Nebraska Area Agency on Aging, the American Red Cross and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

Emergency Management along with the EMS Chief will be responsible for addressing public health issues, including counseling services.

XV. FINANCIAL ACCOUNTABILITY

The Rulo Village Clerk will be responsible for tracking all disaster expenses including overtime for paid personnel, supplies used, emergency purchases/rentals/contracts. Also an accounting system will track all donations of supplies, material, equipment, mutual aid support and volunteer labor for the duration of the event.

XVI. WHEN the DISASTER is BEYOND LOCAL CAPABILITIES

- A. When local resources are not sufficient for the disaster response needs, the Chief Executive may request assistance from Richardson County and from the Richardson County Emergency Management Agency. If, in the determination of county officials, county resources and mutual aid are not adequate to cope with the situation, assistance may be requested from the Nebraska Emergency Management Agency by calling toll free 1-877-297-2368.
- B. A telephone list for officials, first responders, and support groups is found in Annex A, Attachments 1 and 2.

THIS PAGE INTENTIONALLY HAS NO DATA

**VILLAGE
OF
SALEM**

**OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2020

VILLAGE of SALEM EMERGENCY OPERATIONS PLAN

TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
Responsibilities and Overview of Disaster Operations	153
I. Warning	154
II. Incident Command and Field Response	154
III. Law Enforcement	155
IV. Fire Department	156
V. Emergency Medical Services	156
VI. Public Works/Utilities	157
VII. Emergency Operations Center	157
VIII. Communications at the EOC	158
IX. Emergency Public Information	158
X. Sheltering	159
XI. Resources	159
XII. Damage Assessment	160
XIII. Health and Human Services	160
XIV. Public Health	160
XV. Financial Accountability	160
XVI. When the Disaster is Beyond Local Capability	161

VILLAGE of SALEM EMERGENCY OPERATIONS PLAN

This plan is for the elected and appointed officials in the Village of Salem as well as for the first responders and any support groups. This Plan identifies their roles and responsibilities in disaster response and recovery.

Each Annex in the Richardson County Local Emergency Operations Plan (LEOP) details and supports this jurisdiction's Plan. For example: general procedures for disaster response to fires and hazardous materials are defined in Annex F. The additional information in this plan under Field Operations for the Fire Department gives further specific guidelines for the Village.

It is in the best interest of the Village of Salem, that the named key officials meet at least once a year and after each disaster to review the Plan with the County Emergency Manager to determine that the Plan is current and reflects the roles and responsibilities as defined by statutes, resolutions and field operations.

RESPONSIBILITY FOR DISASTER OPERATIONS

The responsibility for the welfare of the residents during a disaster rests with the Village Board Chairperson and the Village Board. The Village Board Chairperson will be responsible for both the coordination and management of prevention preparations and the coordination and management of disaster support operations and recovery. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster, RSS Nebraska Emergency Management Act 1996, Section 81-829.46).

OVERVIEW OF DISASTER OPERATIONS

Warnings: Whenever possible, the public will be alerted to threats or potential disasters. (Annexes B, D).

Field Operations: In a disaster, lifesaving activities and the preservation of property are the priorities of the elected officials and the first responders.

Emergency Operations Center (EOC): An EOC will likely be opened at the Richardson County Emergency Management Agency EOC and/or Mobile EOC to provide officials a site for coordination and support of the disaster operations. Area and local support agencies will generally work from the EOC.

Incident Command: First Responders will use the National Incident Management System (NIMS) by establishing Incident Command. EOC staff, to include the chief elected officials, will also follow NIMS protocols.

I. WARNINGS (Annex B)

- A. Severe Weather Spotting Program: Richardson County Emergency Management Agency will activate spotters when severe weather is a possibility. The County Communications Center will page out the request to weather spotters. Spotters are primarily from Richardson County Emergency Management Agency and are equipped with radios. There **are** designated spotting locations in and around Richardson County. Spotters radio their reports to the Emergency Management Agency and/or County Sheriff's Department Communications Center. The Emergency Management Agency and/or County Sheriff's Department Communications Center will advise the National Weather Service of conditions.
- B. Citizens may also be alerted of danger by outdoor sirens or public address systems on emergency vehicles. If necessary, warnings may be given door-to-door if time allows.
- C. Emergency information can be broadcast over radio station(s) KLZA, KTNC, and B103 and television station(s) FCTV.
- D. Warnings procedures and protocols have been developed and will be implemented for identified access and functional needs populations.

II. INCIDENT COMMAND and FIELD RESPONSE (Annex A)

- A. The first emergency responder to arrive at the scene will become the initial Incident Commander and expand/transfer the incident Command as the situation warrants; following NIMS protocols.
- B. Emergency communications and warnings for Salem and the County are handled through the Falls City Police Department Communications Center and the Richardson County Sheriff's Department Communications Center located in the Falls City Police Station and the Richardson County Sheriff's Station, respectively. The Communications Center will give emergency information via pagers and radios to the first responder agencies, including Law Enforcement, the individual Fire Departments, EMS and the Richardson County Emergency Management personnel. Attachment 2, Annex B lists the frequencies used.
- C. The Incident Command must let the EOC know what is needed for disaster operations.
- D. The Incident Commander will request mutual aid through the Communications Center.

III. LAW ENFORCEMENT (Annex H)

- A. Law Enforcement personnel can communicate by radio with the Communications Center, the Incident Command Post, the EOC and the Fire & Rescue Departments.
- B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expands/transfers the Incident Command as the situation warrants.
- C. Evacuation
 - 1. People will be notified in the event that evacuation is necessary. The Village Board Chairperson can order an evacuation. The Incident Commander at the scene will, if time allows, consult with the Village Board Chairperson in situations requiring immediate evacuation. If the impacted area has a critical threat or is life-threatening to the population or environment, the Incident Commander may order an evacuation.
 - 2. If residents need transportation during the evacuation, they may call the Communications Center who will relay the request to the Richardson County Emergency Agency or the Emergency Operations Center. If the EOC has not yet been opened, the Communications Center will call the Incident Commander. Transportation resources are listed in Annex L of the County LEOP. In the field, if the Incident Commander sees the need for transportation during evacuation, he will notify the EOC for coordination and support.
- D. Law enforcement will work with other First Responders in search and rescue.
- E. Security of the Disaster Area.

Security may be needed at all the highway points leading into Salem. The Nebraska State Patrol, Army National Guard, and other mutual aid law enforcement and/or game and parks personnel can help with security.

- 1. Roadblocks and barricades: Local resources will be used first then other village/county/state roads departments may be asked to help. The Incident Commander or Law Enforcement will contact the Communications Center to request additional resources from these agencies.
- 2. Identification cards for access to the disaster area will be issued in Salem. The County and local officials, volunteers, the media, and residents may need ID cards even when the disaster area has been secured. The Richardson County Emergency Management Director or designee will distribute identification cards from the EOC or at the disaster access points.

IV. FIRE DEPARTMENT (Annex F)

- A. Fire Department personnel can communicate by radio with the Communications Center, the Incident Command, the EOC, Law Enforcement and EMS as well as with each other.
- B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expand/transfer the Incident Command as the situation warrants.
- C. The Fire Department will coordinate with other First Responders in search and rescue.
- D. Hazardous Materials Response (Annex F, Appendix 1).
 - 1. The Incident Commander will notify the Communications Center if assistance is needed in responding to a hazardous materials incident. The Communications Center will call for a State Emergency Response Team (SERT) through the NE State Patrol (402) 471-4545.
 - 2. The Incident Commander will determine if the incident poses a threat to people and/or property and will determine if an evacuation is necessary.
 - 3. Facilities that store Hazardous Materials, including radiological, in Richardson County are listed in Annex F, Appendix 1, Attachment 1.

V. EMERGENCY MEDICAL SERVICES (EMS) (Annex G)

- A. EMS personnel can communicate by radio with the Communications Center, the Incident Command, the EOC, Law Enforcement, Fire Departments, and with each other.
- B. The first emergency responder to arrive at the scene will become the Incident Commander and expand/transfer the Incident Command as the situation warrants; following NIMS protocols.
- C. EMS will work with other First Responders in search and rescue.
- D. One person may be dedicated to radio communications; another may be needed to set up triage.
- E. After triage, victims can be transported to the nearest receiving hospital(s).

VI. PUBLIC WORKS/UTILITIES (Annex K, Annex C)

- A. The Public Works/Utilities Supervisor will maintain communication and coordination with the Executive Board, the Incident Command and the EOC during the initial response activities through the final restoration of services.
- B. Utilities will provide personnel for emergency repairs.
- C. Village street maintenance crews will clear emergency routes for the initial disaster response and will begin debris removal. The County Road Department may be contacted for additional help.
- D. The Village Board Chairperson will authorize a tree dump as approved by DEQ. Arrangements can be made to separate, recycle, store and discard debris at a later time.
- E. The primary list of heavy equipment and resources for disaster operations is in Annex L, Attachment 2.

VII. EMERGENCY OPERATIONS CENTER (EOC) (Annex A)

- A. THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING AND SUPPORTING THE INCIDENT COMMAND DURING DISASTER RESPONSE AND RECOVERY OPERATIONS. Not only will the Incident Commander work with the EOC, but also regular briefings will be held for Command, General and EOC Staff. The Chief Elected Official in coordination with the Incident Commander, schedule these meetings.
- B. Direction and coordination of the disaster response and recovery support operations will be administered from the EOC.
- C. The Village Board Chairperson has the primary responsibility and authority, by law, for disaster operations coordination. The Village Board Chairperson line of succession is to the President of the Village Board.
- D. The Emergency Operating Center (EOC) will be set up in a village community building and/or the Emergency Management Agency Mobile EOC, if not damaged and if available at the time of the disaster. There **is no** auxiliary power at the EOC. **A generator is available for use from the Richardson County Emergency Management Agency.**
- E. The Richardson County Emergency Management Agency will work under the Village Board Chairperson's direction in carrying out disaster coordination and support duties. Other staff that may be called upon to work in the EOC are the:

1. Communications dispatch (2-3 people),
 2. Public Information Officer,
 3. Representatives from Law Enforcement, Fire, EMS, and Utilities,
 4. Village Clerk,
 5. Village Board Member(s), and
 6. Representatives from support agencies as needed.
- F. The Richardson Emergency Management Agency and/or the Village Board Chair can open the Emergency Operating Center. The Director will inform the Nebraska Emergency Management Agency (NEMA) in Lincoln that the EOC has been opened.
- G. The Richardson County Emergency Management Director will call in personnel to work the disaster. The Emergency Management Director will coordinate and work with all responding agencies.
- H. A telephone list of officials and personnel is found in Annex A, Attachments 1 and 2 of the county LEOP.
- I. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of Salem to respond (Annex A, Attachment 3). Additional assistance will be requested from surrounding towns, from the County and from mutual aid groups. The Richardson County Emergency Management Agency will send a copy of the Disaster Declaration to NEMA as soon as practical.

VIII. COMMUNICATIONS at the EOC (Annex B)

Coordination between the EOC, the Incident Command Post and the first responders is essential. The communications capability at the EOC includes mobile and fixed radios, landline and wireless telephone, Internet, and messengers. Additional communications assistance may be available from the Nebraska Emergency Management Agency and/or the Nebraska State Patrol Mobile Command Post.

IX. EMERGENCY PUBLIC INFORMATION (Annex D)

- A. The Village Board Chairperson, the Incident Commander, Public Information Officer or the Richardson County Emergency Management Agency serving as an alternate, will release official public information. This Public Information

Officer will work at the EOC, coordinating with the Village Board Chairperson, Emergency Management, and the Incident Commander.

- B. The Chief Elected Official must approve the public information being released.
- C. Official information or instructions to the public will be broadcast over radio station(s) KTNC, KLZA, and B103 and television station(s) FCTV.
- D. If needed, the Public Information Officer will conduct briefings with the media to update them on the latest disaster events.
- E. A telephone line may be set up to receive calls from the public concerning the disaster. The Public Information Officer will be responsible for this "rumor control" line.
- F. Emergency information could also be released through the Nebraska Emergency Alert System (EAS). Richardson County is in Area 1 of the EAS network (Annex B).

X. SHELTERING (Annex I)

- A. The local jurisdiction is responsible for initial sheltering and welfare of victims. The Richardson County Emergency Management Agency will call the American Red Cross (ARC) when short term sheltering is needed. Red Cross will open shelters under the direction of the Richardson Emergency Management Director.
- B. Emergency Management will alert the Field Incident Commander and the Public Information Officer which shelters have been opened and which streets are cleared to the shelters.
- C. Shelter is to be determined upon the incident. A list of shelters in Salem is in Attachment 1 to Annex I.

XI. RESOURCES (Annex L)

- A. The Chief Elected Official is responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.
- B. The County Road Department and/or the Richardson County Emergency Management Agency maintain (s) a list of heavy equipment, transportation resources, generators, and specialized teams or services that can be used in disaster operations. Resources available to the county are listed in Attachments 1, 2, Annex L.

- C. The appointment of the Volunteer Coordinator for Salem will be determined at the time of the incident. Procedures are outlined in Appendix 1 to Annex L. (

XII. DAMAGE ASSESSMENT (Annex C)

- A. The Richardson County Assessor and/or the Richardson County Emergency Management Agency will serve as the Damage Assessment Coordinator who will compile and report to the EOC all of the damage information gathered. The Incident Status Report (OMS-1) form can be found in the county LEOP in Annex A, Attachment 3.
- B. Damage assessment starts as soon as lifesaving efforts are completed.
- C. Damage Assessment for the following areas will be completed by:
 - 1. Public Facilities: Public Works,
 - 2. Residences: Insurance Adjusters, Insurance Agents, and
 - 3. Businesses: Insurance Adjusters, Insurance Agents.

XIII. HEALTH and HUMAN SERVICES (Annex G)

The coordination of all public welfare and human needs after a disaster will be provided from such organizations as the Southeast Nebraska Health Department, Nebraska Area Agency on Aging, the American Red Cross and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

Emergency Management along with the EMS Chief will be responsible for addressing public health issues, including counseling services.

XV. FINANCIAL ACCOUNTABILITY

The Salem Village Clerk will be responsible for tracking all disaster expenses including overtime for paid personnel, supplies used, emergency purchases/rentals/contracts. Also an accounting system will track all donations of supplies, material, equipment, mutual aid support and volunteer labor for the duration of the event.

XVI. WHEN the DISASTER is BEYOND LOCAL CAPABILITIES

- A. When local resources are not sufficient for the disaster response needs, the Chief Executive may request assistance from Richardson County and from the Richardson County Emergency Management Agency. If, in the determination of county officials, county resources and mutual aid are not adequate to cope with the situation, assistance may be requested from the Nebraska Emergency Management Agency by calling toll free 1-877-297-2368.
- B. A telephone list for officials, first responders, and support groups is found in Annex A, Attachments 1 and 2.

THIS PAGE INTENTIONALLY HAS NO DATA

**VILLAGE
OF
SHUBERT**

**OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2020

VILLAGE of SHUBERT EMERGENCY OPERATIONS PLAN

TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
Responsibilities and Overview of Disaster Operations	165
I. Warning	166
II. Incident Command and Field Response	166
III. Law Enforcement	167
IV. Fire Department	168
V. Emergency Medical Services	168
VI. Public Works/Utilities	169
VII. Emergency Operations Center	169
VIII. Communications at the EOC	170
IX. Emergency Public Information	170
X. Sheltering	171
XI. Resources	171
XII. Damage Assessment	172
XIII. Health and Human Services	172
XIV. Public Health	172
XV. Financial Accountability	172
XVI. When the Disaster is Beyond Local Capability	173

VILLAGE of SHUBERT EMERGENCY OPERATIONS PLAN

This plan is for the elected and appointed officials in the Village of Shubert as well as for the first responders and any support groups. This Plan identifies their roles and responsibilities in disaster response and recovery.

Each Annex in the Richardson County Local Emergency Operations Plan (LEOP) details and supports this jurisdiction's Plan. For example: general procedures for disaster response to fires and hazardous materials are defined in Annex F. The additional information in this plan under Field Operations for the Fire Department gives further specific guidelines for the Village.

It is in the best interest of the Village of Shubert, that the named key officials meet at least once a year and after each disaster to review the Plan with the County Emergency Manager to determine that the Plan is current and reflects the roles and responsibilities as defined by statutes, resolutions and field operations.

RESPONSIBILITY FOR DISASTER OPERATIONS

The responsibility for the welfare of the residents during a disaster rests with the Village Board Chairperson and the Village Board. The Village Board Chairperson will be responsible for both the coordination and management of prevention preparations and the coordination and management of disaster support operations and recovery. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster, RSS Nebraska Emergency Management Act 1996, Section 81-829.46).

OVERVIEW OF DISASTER OPERATIONS

Warnings: Whenever possible, the public will be alerted to threats or potential disasters. (Annexes B, D).

Field Operations: In a disaster, lifesaving activities and the preservation of property are the priorities of the elected officials and the first responders.

Emergency Operations Center (EOC): An EOC will likely be opened at the Richardson County Emergency Management EOC and/or Mobile EOC to provide officials a site for coordination and support of the disaster operations. Area and local support agencies will generally work from the EOC.

Incident Command: First Responders will use the National Incident Management System (NIMS) by establishing Incident Command. EOC staff, to include the chief elected officials, will also follow NIMS protocols.

I. WARNINGS (Annex B)

- A. Severe Weather Spotting Program: Richardson County Emergency Management will activate spotters when severe weather is a possibility. The County Communications Center will page out the request to weather spotters. Spotters are primarily from Richardson County Emergency Management Agency and are equipped with radios. There **are** designated spotting locations in and around Richardson County. Spotters radio their reports to the Emergency Management Agency and/or the Richardson County Sheriff's Department Communications Center. The Emergency Management Agency and/or Richardson County Sheriff's Department Communications Center will advise the National Weather Service, of conditions.
- B. Citizens may also be alerted of danger by outdoor sirens or public address systems on emergency vehicles. If necessary, warnings may be given door-to-door if time allows.
- C. Emergency information can be broadcast over radio station(s) KTNC, KLZA, and B103 and television station(s) FCTV.
- D. Warnings procedures and protocols have been developed and will be implemented for identified access and functional needs populations.

II. INCIDENT COMMAND and FIELD RESPONSE (Annex A)

- A. The first emergency responder to arrive at the scene will become the initial Incident Commander and expand/transfer the incident Command as the situation warrants; following NIMS protocols.
- B. Emergency communications and warnings for Shubert and the County are handled through the Falls City Police Department Communications Center and the Richardson County Sheriff's Department Communications Center located in the Falls City Police Station and the Richardson County Sheriff's Station, respectively. The Communications Center will give emergency information via pagers and radios to the first responder agencies, including Law Enforcement, the individual Fire Departments, EMS and the Richardson County Emergency Management personnel. Attachment 2, Annex B lists the frequencies used.
- C. The Incident Command must let the EOC know what is needed for disaster operations.
- D. The Incident Commander will request mutual aid through the Communications Center.

III. LAW ENFORCEMENT (Annex H)

- A. Law Enforcement personnel can communicate by radio with the Communications Center, the Incident Command Post, the EOC and the Fire & Rescue Departments.
- B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expands/transfers the Incident Command as the situation warrants.
- C. Evacuation
 - 1. People will be notified in the event that evacuation is necessary. The Village Board Chairperson can order an evacuation. The Incident Commander at the scene will, if time allows, consult with the Village Board Chairperson in situations requiring immediate evacuation. If the impacted area has a critical threat or is life-threatening to the population or environment, the Incident Commander may order an evacuation.
 - 2. If residents need transportation during the evacuation, they may call the Communications Center who will relay the request to the Richardson County Emergency Agency or the Emergency Operations Center. If the EOC has not yet been opened, the Communications Center will call the Incident Commander. Transportation resources are listed in Annex L of the County LEOP. In the field, if the Incident Commander sees the need for transportation during evacuation, he will notify the EOC for coordination and support.
- D. Law enforcement will work with other First Responders in search and rescue.
- E. Security of the Disaster Area.

Security may be needed at all the highway points leading into Shubert. The Nebraska State Patrol, Army National Guard and other mutual aid law enforcement and/or game and parks personnel can help with security.

- 1. Roadblocks and barricades: Local resources will be used first then other village/county/state roads departments may be asked to help. The Incident Commander or Law Enforcement will contact the Communications Center to request additional resources from these agencies.
- 2. Identification cards for access to the disaster area will be issued in Shubert. The County and local officials, volunteers, the media, and residents may need ID cards even when the disaster area has been secured. The Richardson County Emergency Management Director or

designee will distribute identification cards from the EOC or at the disaster access points.

IV. FIRE DEPARTMENT (Annex F)

- A. Fire Department personnel can communicate by radio with the Communications Center, the Incident Command, the EOC, Law Enforcement and EMS as well as with each other.
- B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expand/transfer the Incident Command as the situation warrants.
- C. The Fire Department will coordinate with other First Responders in search and rescue.
- D. Hazardous Materials Response (Annex F, Appendix 1).
 - 1. The Incident Commander will notify the Communications Center if assistance is needed in responding to a hazardous materials incident. The Communications Center will call for a State Emergency Response Team (SERT) through the NE State Patrol (402) 471-4545.
 - 2. The Incident Commander will determine if the incident poses a threat to people and/or property and will determine if an evacuation is necessary.
 - 3. Facilities that store Hazardous Materials, including radiological, in Richardson County are listed in Annex F, Appendix 1, Attachment 1.

V. EMERGENCY MEDICAL SERVICES (EMS) (Annex G)

- A. EMS personnel can communicate by radio with the Communications Center, the Incident Command, the EOC, Law Enforcement, Fire Departments, and with each other.
- B. The first emergency responder to arrive at the scene will become the Incident Commander and expand/transfer the Incident Command as the situation warrants; following NIMS protocols.
- C. EMS will work with other First Responders in search and rescue.
- D. One person may be dedicated to radio communications; another may be needed to set up triage.
- E. After triage, victims can be transported to the nearest receiving hospital(s).

VI. PUBLIC WORKS/UTILITIES (Annex K, Annex C)

- A. The Public Works/Utilities Supervisor will maintain communication and coordination with the Executive Board, the Incident Command and the EOC during the initial response activities through the final restoration of services.
- B. Utilities will provide personnel for emergency repairs.
- C. Village street maintenance crews will clear emergency routes for the initial disaster response and will begin debris removal. The County Road Department may be contacted for additional help.
- D. The Village Board Chairperson will authorize a tree dump as approved by DEQ. Arrangements can be made to separate, recycle, store and discard debris at a later time.
- E. The primary list of heavy equipment and resources for disaster operations is in Annex L, Attachment 2.

VII. EMERGENCY OPERATIONS CENTER (EOC) (Annex A)

- A. THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING AND SUPPORTING THE INCIDENT COMMAND DURING DISASTER RESPONSE AND RECOVERY OPERATIONS. Not only will the Incident Commander work with the EOC, but also regular briefings will be held for Command, General and EOC Staff. The Chief Elected Official in coordination with the Incident Commander, schedule these meetings.
- B. Direction and coordination of the disaster response and recovery support operations will be administered from the EOC.
- C. The Village Board Chairperson has the primary responsibility and authority, by law, for disaster operations coordination. The Village Board Chairperson line of succession is to the President of the Village Board.
- D. The Emergency Operating Center (EOC) will be set up in a village community building and/or the Emergency Management Mobile EOC, if not damaged and if available at the time of the disaster. There **is no** auxiliary power at the EOC. **A generator is available for use from the Richardson County Emergency Management Agency.**
- E. The Richardson County Emergency Management Director will work under the Village Board Chairperson's direction in carrying out disaster coordination and support duties. Other staff that may be called upon to work in the EOC are the:

1. Communications dispatch (2-3 people),
 2. Public Information Officer,
 3. Representatives from Law Enforcement, Fire, EMS, and Utilities,
 4. Village Clerk,
 5. Village Board Member(s), and
 6. Representatives from support agencies as needed.
- F. The Richardson County Emergency Management Director and/or the Village Board Chair can open the Emergency Operating Center. The Director will inform the Nebraska Emergency Management Agency (NEMA) in Lincoln that the EOC has been opened.
- G. The Richardson County Emergency Management Director will call in personnel to work the disaster. The Emergency Management Director will coordinate and work with all responding agencies.
- H. A telephone list of officials and personnel is found in Annex A, Attachments 1 and 2 of the county LEOP.
- I. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of Shubert to respond (Annex A, Attachment 3). Additional assistance will be requested from surrounding towns, from the County and from mutual aid groups. The Richardson County Emergency Management Director will send a copy of the Disaster Declaration to NEMA as soon as practical.

VIII. COMMUNICATIONS at the EOC (Annex B)

Coordination between the EOC, the Incident Command Post and the first responders is essential. The communications capability at the EOC includes mobile and fixed radios, landline and wireless telephone, Internet, and messengers. Additional communications assistance may be available from the Nebraska Emergency Management Agency and/or the Nebraska State Patrol Mobile Command Post.

IX. EMERGENCY PUBLIC INFORMATION (Annex D)

- A. The Village Board Chairperson, the Incident Commander, Public Information Officer or the Richardson County Emergency Management Director serving as an alternate, will release official public information. This Public Information

Officer will work at the EOC, coordinating with the Village Board Chairperson, Emergency Management, and the Incident Commander.

- B. The Chief Elected Official must approve the public information being released.
- C. Official information or instructions to the public will be broadcast over radio station(s) KTNC, KLZA, and B103 and television station(s) FCTV.
- D. If needed, the Public Information Officer will conduct briefings with the media to update them on the latest disaster events.
- E. A telephone line may be set up to receive calls from the public concerning the disaster. The Public Information Officer will be responsible for this "rumor control" line.
- F. Emergency information could also be released through the Nebraska Emergency Alert System (EAS). Richardson County is in Area 1 of the EAS network (Annex B).

X. SHELTERING (Annex I)

- A. The local jurisdiction is responsible for initial sheltering and welfare of victims. The Richardson County Emergency Management Director will call the American Red Cross (ARC) when short term sheltering is needed. Red Cross will open shelters under the direction of the Richardson County Emergency Management Director.
- B. Emergency Management will alert the Field Incident Commander and the Public Information Officer which shelters have been opened and which streets are cleared to the shelters.
- C. Shelter is to be determined upon the incident. A list of shelters in Shubert is in Attachment 1 to Annex I.

XI. RESOURCES (Annex L)

- A. The Chief Elected Official is responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.
- B. The County Road Department and/or the Richardson County Emergency Management Agency maintain (s) a list of heavy equipment, transportation resources, generators, and specialized teams or services that can be used in disaster operations. Resources available to the county are listed in Attachments 1, 2, Annex L.

- C. The appointment of the Volunteer Coordinator for Shubert will be determined at the time of the incident. Procedures are outlined in Appendix 1 to Annex L.

XII. DAMAGE ASSESSMENT (Annex C)

- A. The Richardson County Assessor and/or the Richardson County Emergency Management Agency will serve as the Damage Assessment Coordinator who will compile and report to the EOC all of the damage information gathered. The Incident Status Report (OMS-1) form can be found in the county LEOP in Annex A, Attachment 3.
- B. Damage assessment starts as soon as lifesaving efforts are completed.
- C. Damage Assessment for the following areas will be completed by:
 - 1. Public Facilities: Public Works,
 - 2. Residences: Insurance Adjusters, Insurance Agents, and
 - 3. Businesses: Insurance Adjusters, Insurance Agents.

XIII. HEALTH and HUMAN SERVICES (Annex G)

The coordination of all public welfare and human needs after a disaster will be provided from such organizations as the Southeast Nebraska Health District, Nebraska Area Agency on Aging, the American Red Cross and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

Emergency Management along with the EMS Chief will be responsible for addressing public health issues, including counseling services.

XV. FINANCIAL ACCOUNTABILITY

The Shubert Village Clerk will be responsible for tracking all disaster expenses including overtime for paid personnel, supplies used, emergency purchases/rentals/contracts. Also an accounting system will track all donations of supplies, material, equipment, mutual aid support and volunteer labor for the duration of the event.

XVI. WHEN the DISASTER is BEYOND LOCAL CAPABILITIES

- A. When local resources are not sufficient for the disaster response needs, the Chief Executive may request assistance from Richardson County and from the Richardson County Emergency Management Agency. If, in the determination of county officials, county resources and mutual aid are not adequate to cope with the situation, assistance may be requested from the Nebraska Emergency Management Agency by calling toll free 1-877-297-2368.
- B. A telephone list for officials, first responders, and support groups is found in Annex A, Attachments 1 and 2.

THIS PAGE INTENTIONALLY HAS NO DATA

**VILLAGE
OF
STELLA**

**OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2020

VILLAGE of STELLA EMERGENCY OPERATIONS PLAN

TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
Responsibilities and Overview of Disaster Operations	177
I. Warning	178
II. Incident Command and Field Response	178
III. Law Enforcement	179
IV. Fire Department	180
V. Emergency Medical Services	180
VI. Public Works/Utilities	181
VII. Emergency Operations Center	181
VIII. Communications at the EOC	182
IX. Emergency Public Information	182
X. Sheltering	183
XI. Resources	183
XII. Damage Assessment	184
XIII. Health and Human Services	184
XIV. Public Health	184
XV. Financial Accountability	184
XVI. When the Disaster is Beyond Local Capability	185

VILLAGE of STELLA EMERGENCY OPERATIONS PLAN

This plan is for the elected and appointed officials in the Village of Stella as well as for the first responders and any support groups. This Plan identifies their roles and responsibilities in disaster response and recovery.

Each Annex in the Richardson County Local Emergency Operations Plan (LEOP) details and supports this jurisdiction's Plan. For example: general procedures for disaster response to fires and hazardous materials are defined in Annex F. The additional information in this plan under Field Operations for the Fire Department gives further specific guidelines for the Village.

It is in the best interest of the Village of Stella, that the named key officials meet at least once a year and after each disaster to review the Plan with the County Emergency Manager to determine that the Plan is current and reflects the roles and responsibilities as defined by statutes, resolutions and field operations.

RESPONSIBILITY FOR DISASTER OPERATIONS

The responsibility for the welfare of the residents during a disaster rests with the Village Board Chairperson and the Village Board. The Village Board Chairperson will be responsible for both the coordination and management of prevention preparations and the coordination and management of disaster support operations and recovery. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster, RSS Nebraska Emergency Management Act 1996, Section 81-829.46).

OVERVIEW OF DISASTER OPERATIONS

Warnings: Whenever possible, the public will be alerted to threats or potential disasters. (Annexes B, D).

Field Operations: In a disaster, lifesaving activities and the preservation of property are the priorities of the elected officials and the first responders.

Emergency Operations Center (EOC): An EOC will likely be opened at the Richardson County Emergency Management EOC and/or Mobile EOC to provide officials a site for coordination and support of the disaster operations. Area and local support agencies will generally work from the EOC.

Incident Command: First Responders will use the National Incident Management System (NIMS) by establishing Incident Command. EOC staff, to include the chief elected officials, will also follow NIMS protocols.

I. WARNINGS (Annex B)

- A. Severe Weather Spotting Program: Richardson County Emergency Management will activate spotters when severe weather is a possibility. The County Communications Center will page out the request to weather spotters. Spotters are primarily from Richardson County Emergency Management Agency and are equipped with radios. There **are** designated spotting locations in and around Richardson County. Spotters radio their reports to the Emergency Management Agency and/or the Richardson County Sheriff's Department Communications Center. The Emergency Management Agency and/or Richardson County Sheriff's Department Communications Center will advise the National Weather Service, of conditions.
- B. Citizens may also be alerted of danger by outdoor sirens or public address systems on emergency vehicles. If necessary, warnings may be given door-to-door if time allows.
- C. Emergency information can be broadcast over radio station(s) KTNC, KLZA, and B103 and television station(s) FCTV.
- D. Warnings procedures and protocols have been developed and will be implemented for identified access and functional needs populations.

II. INCIDENT COMMAND and FIELD RESPONSE (Annex A)

- A. The first emergency responder to arrive at the scene will become the initial Incident Commander and expand/transfer the incident Command as the situation warrants; following NIMS protocols.
- B. Emergency communications and warnings for Stella and the County are handled through the Falls City Police Department Communications Center and the Richardson County Sheriff's Department Communications Center located in the Falls City Police Station and the Richardson County Sheriff's Station, respectively. The Communications Center will give emergency information via pagers and radios to the first responder agencies, including Law Enforcement, the individual Fire Departments, EMS and the Richardson County Emergency Management personnel. Attachment 2, Annex B lists the frequencies used.
- C. The Incident Command must let the EOC know what is needed for disaster operations.
- D. The Incident Commander will request mutual aid through the Communications Center.

III. LAW ENFORCEMENT (Annex H)

- A. Law Enforcement personnel can communicate by radio with the Communications Center, the Incident Command Post, the EOC and the Fire & Rescue Departments.
- B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expands/transfers the Incident Command as the situation warrants.
- C. Evacuation
 - 1. People will be notified in the event that evacuation is necessary. The Village Board Chairperson can order an evacuation. The Incident Commander at the scene will, if time allows, consult with the Village Board Chairperson in situations requiring immediate evacuation. If the impacted area has a critical threat or is life-threatening to the population or environment, the Incident Commander may order an evacuation.
 - 2. If residents need transportation during the evacuation, they may call the Communications Center who will relay the request to the Richardson County Emergency Agency or the Emergency Operations Center. If the EOC has not yet been opened, the Communications Center will call the Incident Commander. Transportation resources are listed in Annex L of the County LEOP. In the field, if the Incident Commander sees the need for transportation during evacuation, he will notify the EOC for coordination and support.
- D. Law enforcement will work with other First Responders in search and rescue.
- E. Security of the Disaster Area.

Security may be needed at all the highway points leading into Stella. The Nebraska State Patrol, Army National Guard and other mutual aid law enforcement and/or game and parks personnel can help with security.

- 1. Roadblocks and barricades: Local resources will be used first then other village/county/state roads departments may be asked to help. The Incident Commander or Law Enforcement will contact the Communications Center to request additional resources from these agencies.
- 2. Identification cards for access to the disaster area will be issued in Stella. The County and local officials, volunteers, the media, and residents may need ID cards even when the disaster area has been secured. The Richardson County Emergency Management Director or designee will

distribute identification cards from the EOC or at the disaster access points.

IV. FIRE DEPARTMENT (Annex F)

- A. Fire Department personnel can communicate by radio with the Communications Center, the Incident Command, the EOC, Law Enforcement and EMS as well as with each other.
- B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expand/transfer the Incident Command as the situation warrants.
- C. The Fire Department will coordinate with other First Responders in search and rescue.
- D. Hazardous Materials Response (Annex F, Appendix 1).
 - 1. The Incident Commander will notify the Communications Center if assistance is needed in responding to a hazardous materials incident. The Communications Center will call for a State Emergency Response Team (SERT) through the NE State Patrol (402) 471-4545.
 - 2. The Incident Commander will determine if the incident poses a threat to people and/or property and will determine if an evacuation is necessary.
 - 3. Facilities that store Hazardous Materials, including radiological, in Richardson County are listed in Annex F, Appendix 1, Attachment 1.

V. EMERGENCY MEDICAL SERVICES (EMS) (Annex G)

- A. EMS personnel can communicate by radio with the Communications Center, the Incident Command, the EOC, Law Enforcement, Fire Departments, and with each other.
- B. The first emergency responder to arrive at the scene will become the Incident Commander and expand/transfer the Incident Command as the situation warrants; following NIMS protocols.
- C. EMS will work with other First Responders in search and rescue.
- D. One person may be dedicated to radio communications; another may be needed to set up triage.
- E. After triage, victims can be transported to the nearest receiving hospital(s).

VI. PUBLIC WORKS/UTILITIES (Annex K, Annex C)

- A. The Public Works/Utilities Supervisor will maintain communication and coordination with the Executive Board, the Incident Command and the EOC during the initial response activities through the final restoration of services.
- B. Utilities will provide personnel for emergency repairs.
- C. Village street maintenance crews will clear emergency routes for the initial disaster response and will begin debris removal. The County Road Department may be contacted for additional help.
- D. The Village Board Chairperson will authorize a tree dump as approved by DEQ. Arrangements can be made to separate, recycle, store and discard debris at a later time.
- E. The primary list of heavy equipment and resources for disaster operations is in Annex L, Attachment 2.

VII. EMERGENCY OPERATIONS CENTER (EOC) (Annex A)

- A. THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING AND SUPPORTING THE INCIDENT COMMAND DURING DISASTER RESPONSE AND RECOVERY OPERATIONS. Not only will the Incident Commander work with the EOC, but also regular briefings will be held for Command, General and EOC Staff. The Chief Elected Official in coordination with the Incident Commander, schedule these meetings.
- B. Direction and coordination of the disaster response and recovery support operations will be administered from the EOC.
- C. The Village Board Chairperson has the primary responsibility and authority, by law, for disaster operations coordination. The Village Board Chairperson line of succession is to the President of the Village Board.
- D. The Emergency Operating Center (EOC) will be set up in a village community building and/or the Emergency Management Mobile EOC, if not damaged and if available at the time of the disaster. There **is no** auxiliary power at the EOC. **A generator is available for use from the Richardson County Emergency Management Agency.**
- E. The Richardson County Emergency Management Director will work under the Village Board Chairperson’s direction in carrying out disaster coordination and support duties. Other staff that may be called upon to work in the EOC are the:

1. Communications dispatch (2-3 people),
 2. Public Information Officer,
 3. Representatives from Law Enforcement, Fire, EMS, and Utilities,
 4. Village Clerk,
 5. Village Board Member(s), and
 6. Representatives from support agencies as needed.
- F. The Richardson County Emergency Management Director and/or the Village Board Chair can open the Emergency Operating Center. The Director will inform the Nebraska Emergency Management Agency (NEMA) in Lincoln that the EOC has been opened.
- G. The Richardson County Emergency Management Director will call in personnel to work the disaster. The Emergency Management Director will coordinate and work with all responding agencies.
- H. A telephone list of officials and personnel is found in Annex A, Attachments 1 and 2 of the county LEOP.
- I. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of Stella to respond (Annex A, Attachment 3). Additional assistance will be requested from surrounding towns, from the County and from mutual aid groups. The Richardson County Emergency Management Director will send a copy of the Disaster Declaration to NEMA as soon as practical.

VIII. COMMUNICATIONS at the EOC (Annex B)

Coordination between the EOC, the Incident Command Post and the first responders is essential. The communications capability at the EOC includes mobile and fixed radios, landline and wireless telephone, Internet, and messengers. Additional communications assistance may be available from the Nebraska Emergency Management Agency and/or the Nebraska State Patrol Mobile Command Post.

IX. EMERGENCY PUBLIC INFORMATION (Annex D)

- A. The Village Board Chairperson, the Incident Commander, Public Information Officer or the Richardson County Emergency Management Director serving as an alternate, will release official public information. This Public Information

Officer will work at the EOC, coordinating with the Village Board Chairperson, Emergency Management, and the Incident Commander.

- B. The Chief Elected Official must approve the public information being released.
- C. Official information or instructions to the public will be broadcast over radio station(s) KTNC, KLZA, and B103 and television station(s) FCTV.
- D. If needed, the Public Information Officer will conduct briefings with the media to update them on the latest disaster events.
- E. A telephone line may be set up to receive calls from the public concerning the disaster. The Public Information Officer will be responsible for this "rumor control" line.
- F. Emergency information could also be released through the Nebraska Emergency Alert System (EAS). Richardson County is in Area 1 of the EAS network (Annex B).

X. SHELTERING (Annex I)

- A. The local jurisdiction is responsible for initial sheltering and welfare of victims. The Richardson County Emergency Management Director will call the American Red Cross (ARC) when short term sheltering is needed. Red Cross will open shelters under the direction of the Richardson County Emergency Management Director.
- B. Emergency Management will alert the Field Incident Commander and the Public Information Officer which shelters have been opened and which streets are cleared to the shelters.
- C. Shelter is to be determined upon the incident. A list of shelters in Stella is in Attachment 1 to Annex I.

XI. RESOURCES (Annex L)

- A. The Chief Elected Official is responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.
- B. The County Road Department and/or the Richardson County Emergency Management Agency maintain (s) a list of heavy equipment, transportation resources, generators, and specialized teams or services that can be used in disaster operations. Resources available to the county are listed in Attachments 1, 2, Annex L.

- C. The appointment of the Volunteer Coordinator for Stella will be determined at the time of the incident. Procedures are outlined in Appendix 1 to Annex L.

XII. DAMAGE ASSESSMENT (Annex C)

- A. The Richardson County Assessor and/or the Richardson County Emergency Management Agency will serve as the Damage Assessment Coordinator who will compile and report to the EOC all of the damage information gathered. The Incident Status Report (OMS-1) form can be found in the county LEOP in Annex A, Attachment 3.
- B. Damage assessment starts as soon as lifesaving efforts are completed.
- C. Damage Assessment for the following areas will be completed by:
 - 1. Public Facilities: Public Works,
 - 2. Residences: Insurance Adjusters, Insurance Agents, and
 - 3. Businesses: Insurance Adjusters, Insurance Agents.

XIII. HEALTH and HUMAN SERVICES (Annex G)

The coordination of all public welfare and human needs after a disaster will be provided from such organizations as the Southeast Nebraska Health District, Nebraska Area Agency on Aging, the American Red Cross and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

Emergency Management along with the EMS Chief will be responsible for addressing public health issues, including counseling services.

XV. FINANCIAL ACCOUNTABILITY

The Stella Village Clerk will be responsible for tracking all disaster expenses including overtime for paid personnel, supplies used, emergency purchases/rentals/contracts. Also an accounting system will track all donations of supplies, material, equipment, mutual aid support and volunteer labor for the duration of the event.

XVI. WHEN the DISASTER is BEYOND LOCAL CAPABILITIES

- A. When local resources are not sufficient for the disaster response needs, the Chief Executive may request assistance from Richardson County and from the Richardson County Emergency Management Agency. If, in the determination of county officials, county resources and mutual aid are not adequate to cope with the situation, assistance may be requested from the Nebraska Emergency Management Agency by calling toll free 1-877-297-2368.
- B. A telephone list for officials, first responders, and support groups is found in Annex A, Attachments 1 and 2.

THIS PAGE INTENTIONALLY HAS NO DATA

**VILLAGE
OF
VERDON**

**OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2020

VILLAGE of VERDON EMERGENCY OPERATIONS PLAN

TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
Responsibilities and Overview of Disaster Operations	189
I. Warning	190
II. Incident Command and Field Response	190
III. Law Enforcement	191
IV. Fire Department	192
V. Emergency Medical Services	192
VI. Public Works/Utilities	193
VII. Emergency Operations Center	193
VIII. Communications at the EOC	194
IX. Emergency Public Information	194
X. Sheltering	195
XI. Resources	195
XII. Damage Assessment	196
XIII. Health and Human Services	196
XIV. Public Health	196
XV. Financial Accountability	196
XVI. When the Disaster is Beyond Local Capability	197

VILLAGE of VERDON EMERGENCY OPERATIONS PLAN

This plan is for the elected and appointed officials in the Village of Verdon as well as for the first responders and any support groups. This Plan identifies their roles and responsibilities in disaster response and recovery.

Each Annex in the Richardson County Local Emergency Operations Plan (LEOP) details and supports this jurisdiction's Plan. For example: general procedures for disaster response to fires and hazardous materials are defined in Annex F. The additional information in this plan under Field Operations for the Fire Department gives further specific guidelines for the Village.

It is in the best interest of the Village of Verdon, that the named key officials meet at least once a year and after each disaster to review the Plan with the County Emergency Manager to determine that the Plan is current and reflects the roles and responsibilities as defined by statutes, resolutions and field operations.

RESPONSIBILITY FOR DISASTER OPERATIONS

The responsibility for the welfare of the residents during a disaster rests with the Village Board Chairperson and the Village Board. The Village Board Chairperson will be responsible for both the coordination and management of prevention preparations and the coordination and management of disaster support operations and recovery. The elected officers of the jurisdiction shall be responsible for ensuring that emergency management services are provided to their citizens and for coordinating emergency operations in their respective jurisdictions, as well as making executive decisions necessary to provide an effective response and recovery to the disaster, RSS Nebraska Emergency Management Act 1996, Section 81-829.46).

OVERVIEW OF DISASTER OPERATIONS

Warnings: Whenever possible, the public will be alerted to threats or potential disasters. (Annexes B, D).

Field Operations: In a disaster, lifesaving activities and the preservation of property are the priorities of the elected officials and the first responders.

Emergency Operations Center (EOC): An EOC will likely be opened at the Richardson County Emergency Management EOC and/or Mobile EOC to provide officials a site for coordination and support of the disaster operations. Area and local support agencies will generally work from the EOC.

Incident Command: First Responders will use the National Incident Management System (NIMS) by establishing Incident Command. EOC staff, to include the chief elected officials, will also follow NIMS protocols.

I. WARNINGS (Annex B)

- A. Severe Weather Spotting Program: Richardson County Emergency Management will activate spotters when severe weather is a possibility. The County Communications Center will page out the request to weather spotters. Spotters are primarily from Richardson County Emergency Management Agency and are equipped with radios. There **are** designated spotting locations in and around Richardson County. Spotters radio their reports to the Emergency Management Agency and/or the Richardson County Sheriff's Department Communications Center. The Emergency Management Agency and/or Richardson County Sheriff's Department Communications Center will advise the National Weather Service, of conditions.
- B. Citizens may also be alerted of danger by outdoor sirens or public address systems on emergency vehicles. If necessary, warnings may be given door-to-door if time allows.
- C. Emergency information can be broadcast over radio station(s) KTNC, KLZA, and B103 and television station(s) FCTV.
- D. Warnings procedures and protocols have been developed and will be implemented for identified access and functional needs populations.

II. INCIDENT COMMAND and FIELD RESPONSE (Annex A)

- A. The first emergency responder to arrive at the scene will become the initial Incident Commander and expand/transfer the incident Command as the situation warrants; following NIMS protocols.
- B. Emergency communications and warnings for Verdon and the County are handled through the Falls City Police Department Communications Center and the Richardson County Sheriff's Department Communications Center located in the Falls City Police Station and the Richardson County Sheriff's Station, respectively. The Communications Center will give emergency information via pagers and radios to the first responder agencies, including Law Enforcement, the individual Fire Departments, EMS and the Richardson County Emergency Management personnel. Attachment 2, Annex B lists the frequencies used.
- C. The Incident Command must let the EOC know what is needed for disaster operations.
- D. The Incident Commander will request mutual aid through the Communications Center.

III. LAW ENFORCEMENT (Annex H)

- A. Law Enforcement personnel can communicate by radio with the Communications Center, the Incident Command Post, the EOC and the Fire & Rescue Departments.
- B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expands/transfers the Incident Command as the situation warrants.
- C. Evacuation
 - 1. People will be notified in the event that evacuation is necessary. The Village Board Chairperson can order an evacuation. The Incident Commander at the scene will, if time allows, consult with the Village Board Chairperson in situations requiring immediate evacuation. If the impacted area has a critical threat or is life-threatening to the population or environment, the Incident Commander may order an evacuation.
 - 2. If residents need transportation during the evacuation, they may call the Communications Center who will relay the request to the Richardson County Emergency Agency or the Emergency Operations Center. If the EOC has not yet been opened, the Communications Center will call the Incident Commander. Transportation resources are listed in Annex L of the County LEOP. In the field, if the Incident Commander sees the need for transportation during evacuation, he will notify the EOC for coordination and support.
- D. Law enforcement will work with other First Responders in search and rescue.
- E. Security of the Disaster Area.

Security may be needed at all the highway points leading into Verdon. The Nebraska State Patrol, Army National Guard and other mutual aid law enforcement and/or game and parks personnel can help with security.

- 1. Roadblocks and barricades: Local resources will be used first then other village/county/state roads departments may be asked to help. The Incident Commander or Law Enforcement will contact the Communications Center to request additional resources from these agencies.
- 2. Identification cards for access to the disaster area will be issued in Verdon. The County and local officials, volunteers, the media, and residents may need ID cards even when the disaster area has been secured. The Richardson County Emergency Management Director or

designee will distribute identification cards from the EOC or at the disaster access points.

IV. FIRE DEPARTMENT (Annex F)

- A. Fire Department personnel can communicate by radio with the Communications Center, the Incident Command, the EOC, Law Enforcement and EMS as well as with each other.
- B. The first emergency responder to arrive at the scene will become the Incident Commander and following NIMS protocols, expand/transfer the Incident Command as the situation warrants.
- C. The Fire Department will coordinate with other First Responders in search and rescue.
- D. Hazardous Materials Response (Annex F, Appendix 1).
 - 1. The Incident Commander will notify the Communications Center if assistance is needed in responding to a hazardous materials incident. The Communications Center will call for a State Emergency Response Team (SERT) through the NE State Patrol (402) 471-4545.
 - 2. The Incident Commander will determine if the incident poses a threat to people and/or property and will determine if an evacuation is necessary.
 - 3. Facilities that store Hazardous Materials, including radiological, in Richardson County are listed in Annex F, Appendix 1, Attachment 1.

V. EMERGENCY MEDICAL SERVICES (EMS) (Annex G)

- A. EMS personnel can communicate by radio with the Communications Center, the Incident Command, the EOC, Law Enforcement, Fire Departments, and with each other.
- B. The first emergency responder to arrive at the scene will become the Incident Commander and expand/transfer the Incident Command as the situation warrants; following NIMS protocols.
- C. EMS will work with other First Responders in search and rescue.
- D. One person may be dedicated to radio communications; another may be needed to set up triage.
- E. After triage, victims can be transported to the nearest receiving hospital(s).

VI. PUBLIC WORKS/UTILITIES (Annex K, Annex C)

- A. The Public Works/Utilities Supervisor will maintain communication and coordination with the Executive Board, the Incident Command and the EOC during the initial response activities through the final restoration of services.
- B. Utilities will provide personnel for emergency repairs.
- C. Village street maintenance crews will clear emergency routes for the initial disaster response and will begin debris removal. The County Road Department may be contacted for additional help.
- D. The Village Board Chairperson will authorize a tree dump as approved by DEQ. Arrangements can be made to separate, recycle, store and discard debris at a later time.
- E. The primary list of heavy equipment and resources for disaster operations is in Annex L, Attachment 2.

VII. EMERGENCY OPERATIONS CENTER (EOC) (Annex A)

- A. THE EOC NEEDS TO BE THE ONE POINT OF CONTACT IN COORDINATING AND SUPPORTING THE INCIDENT COMMAND DURING DISASTER RESPONSE AND RECOVERY OPERATIONS. Not only will the Incident Commander work with the EOC, but also regular briefings will be held for Command, General and EOC Staff. The Chief Elected Official in coordination with the Incident Commander, schedule these meetings.
- B. Direction and coordination of the disaster response and recovery support operations will be administered from the EOC.
- C. The Village Board Chairperson has the primary responsibility and authority, by law, for disaster operations coordination. The Village Board Chairperson line of succession is to the President of the Village Board.
- D. The Emergency Operating Center (EOC) will be set up in a village community building and/or the Emergency Management Mobile EOC, if not damaged and if available at the time of the disaster. There **is no** auxiliary power at the EOC. **A generator is available for use from the Richardson County Emergency Management Agency.**
- E. The Richardson County Emergency Management Director will work under the Village Board Chairperson’s direction in carrying out disaster coordination and support duties. Other staff that may be called upon to work in the EOC are the:

1. Communications dispatch (2-3 people),
 2. Public Information Officer,
 3. Representatives from Law Enforcement, Fire, EMS, and Utilities,
 4. Village Clerk,
 5. Village Board Member(s), and
 6. Representatives from support agencies as needed.
- F. The Richardson County Emergency Management Director and/or the Village Board Chair can open the Emergency Operating Center. The Director will inform the Nebraska Emergency Management Agency (NEMA) in Lincoln that the EOC has been opened.
- G. The Richardson County Emergency Management Director will call in personnel to work the disaster. The Emergency Management Director will coordinate and work with all responding agencies.
- H. A telephone list of officials and personnel is found in Annex A, Attachments 1 and 2 of the county LEOP.
- I. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of Verdon to respond (Annex A, Attachment 3). Additional assistance will be requested from surrounding towns, from the County and from mutual aid groups. The Richardson County Emergency Management Director will send a copy of the Disaster Declaration to NEMA as soon as practical.

VIII. COMMUNICATIONS at the EOC (Annex B)

Coordination between the EOC, the Incident Command Post and the first responders is essential. The communications capability at the EOC includes mobile and fixed radios, landline and wireless telephone, Internet, and messengers. Additional communications assistance may be available from the Nebraska Emergency Management Agency and/or the Nebraska State Patrol Mobile Command Post.

IX. EMERGENCY PUBLIC INFORMATION (Annex D)

- A. The Village Board Chairperson, the Incident Commander, Public Information Officer or the Richardson County Emergency Management Director serving as an alternate, will release official public information. This Public Information

Officer will work at the EOC, coordinating with the Village Board Chairperson, Emergency Management, and the Incident Commander.

- B. The Chief Elected Official must approve the public information being released.
- C. Official information or instructions to the public will be broadcast over radio station(s) KTNC, KLZA, and B103 and television station(s) FCTV.
- D. If needed, the Public Information Officer will conduct briefings with the media to update them on the latest disaster events.
- E. A telephone line may be set up to receive calls from the public concerning the disaster. The Public Information Officer will be responsible for this "rumor control" line.
- F. Emergency information could also be released through the Nebraska Emergency Alert System (EAS). Richardson County is in Area 1 of the EAS network (Annex B).

X. SHELTERING (Annex I)

- A. The local jurisdiction is responsible for initial sheltering and welfare of victims. The Richardson County Emergency Management Director will call the American Red Cross (ARC) when short term sheltering is needed. Red Cross will open shelters under the direction of the Richardson County Emergency Management Director.
- B. Emergency Management will alert the Field Incident Commander and the Public Information Officer which shelters have been opened and which streets are cleared to the shelters.
- C. Shelter is to be determined upon the incident. A list of shelters in Verdon is in Attachment 1 to Annex I.

XI. RESOURCES (Annex L)

- A. The Chief Elected Official is responsible for obtaining additional resources needed to respond to the disaster. The First Responders in the field may make resource requests to the EOC.
- B. The County Road Department and/or the Richardson County Emergency Management Agency maintain (s) a list of heavy equipment, transportation resources, generators, and specialized teams or services that can be used in disaster operations. Resources available to the county are listed in Attachments 1, 2, Annex L.

- C. The appointment of the Volunteer Coordinator for Verdon will be determined at the time of the incident. Procedures are outlined in Appendix 1 to Annex L.

XII. DAMAGE ASSESSMENT (Annex C)

- A. The Richardson County Assessor and/or the Richardson County Emergency Management Agency will serve as the Damage Assessment Coordinator who will compile and report to the EOC all of the damage information gathered. The Incident Status Report (OMS-1) form can be found in the county LEOP in Annex A, Attachment 3.
- B. Damage assessment starts as soon as lifesaving efforts are completed.
- C. Damage Assessment for the following areas will be completed by:
 - 1. Public Facilities: Public Works,
 - 2. Residences: Insurance Adjusters, Insurance Agents, and
 - 3. Businesses: Insurance Adjusters, Insurance Agents.

XIII. HEALTH and HUMAN SERVICES (Annex G)

The coordination of all public welfare and human needs after a disaster will be provided from such organizations as the Southeast Nebraska Health District, Nebraska Area Agency on Aging, the American Red Cross and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

Emergency Management along with the EMS Chief will be responsible for addressing public health issues, including counseling services.

XV. FINANCIAL ACCOUNTABILITY

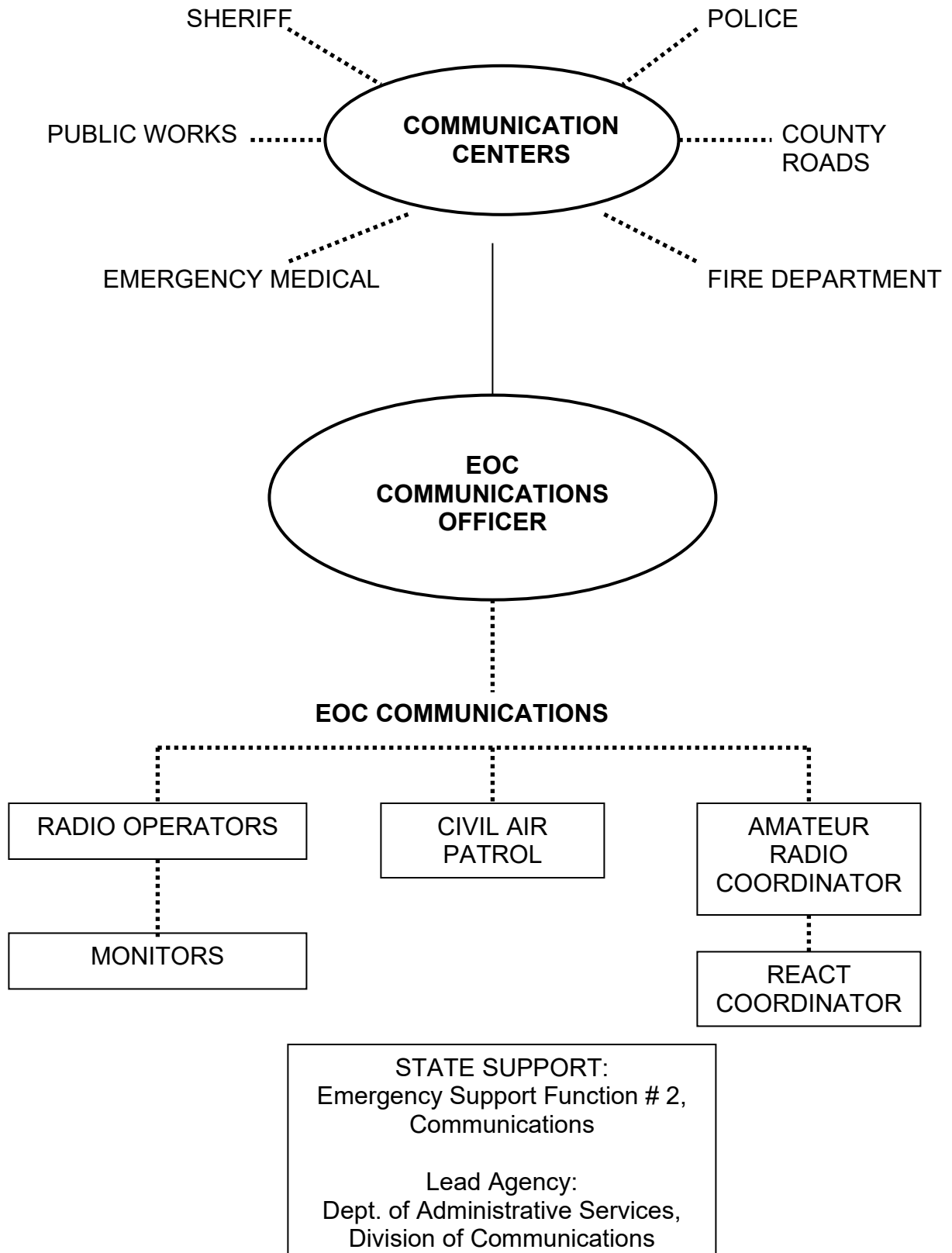
The Verdon Village Clerk will be responsible for tracking all disaster expenses including overtime for paid personnel, supplies used, emergency purchases/rentals/contracts. Also an accounting system will track all donations of supplies, material, equipment, mutual aid support and volunteer labor for the duration of the event.

XVI. WHEN the DISASTER is BEYOND LOCAL CAPABILITIES

- A. When local resources are not sufficient for the disaster response needs, the Chief Executive may request assistance from Richardson County and from the Richardson County Emergency Management Agency. If, in the determination of county officials, county resources and mutual aid are not adequate to cope with the situation, assistance may be requested from the Nebraska Emergency Management Agency by calling toll free 1-877-297-2368.
- B. A telephone list for officials, first responders, and support groups is found in Annex A, Attachments 1 and 2.

THIS PAGE INTENTIONALLY HAS NO DATA

COMMUNICATIONS AND WARNING



COMMUNICATIONS AND WARNING

I. PURPOSE

This Annex provides information and guidance concerning available communications and warning systems within Richardson County and the interoperability with others beyond the county border. The communications and warning systems are discussed, and procedures for their use during emergency operations are outlined.

II. SITUATION

A countywide communications center is located in the Falls City Police Department at the Falls City Police Station, and Richardson County EOC and the Richardson County Sheriff's Office at the Law Enforcement Center. The Falls City Police Department and Richardson County Sheriff are staffed on a 24-hour basis. Sufficient communications and warning equipment is available to provide communications necessary for most emergency situations. In disasters, augmentation may be required.

- A. Hazards vary in predictability and speed of onset; therefore, time available for warning may vary from ample to none.
- B. The County has eight facilities (*Cornhusker Boy Scout Camp, Falls City Airport, Falls City Country Club, Kirkman's Lakeview Golf Course, Humboldt Pool, Humboldt Public School, Colonial Acres Nursing Home, and Indian Cave State Park*) requiring specific warning that a hazard exists. Emergency response vehicles may be needed to help warn these facilities.
- C. Agreements exist between the United States, Russia, and other countries to reduce the risk of nuclear war because of an accidental, unauthorized, or other unexplained incident involving a nuclear weapon. The National Warning System (NAWAS) would broadcast any warnings if such an unlikely incident threatened the United States.

III. ASSUMPTIONS and PLANNING FACTORS

- A. Communications and warning are vital to the effective and efficient preparedness, response and recovery activities during emergency operations.
- B. Some people that are directly threatened by a hazard may ignore, not hear, or not understand the warnings issued.

- C. Volunteer radio groups such as REACT, Civil Air Patrol, and local/regional amateur radio clubs may respond to the County EOC upon notification of a disaster.
- D. Cyber-attacks on governmental communication systems, computers, smartphones, cellphones, etc. are increasing. Such attacks may disrupt operational and recovery operations and may have a negative impact on the community economic restoration.
- E. The EOC staff, first response agencies and the Communications Centers have formalized and tested communications restoration and recovery plans to cover the loss of power, computer disruptions, loss of transmission towers, etc.

IV. ORGANIZATION and RESPONSIBILITIES

The communications and warning function is directed and coordinated by the Communications Center, i.e. Richardson County Sheriff's, Richardson County Emergency Management, Falls City Police Department. Each emergency service may also have and maintain their internal system and is fully interoperable with the Communications Center.

- A. Each agency's or emergency services Communications Officer is responsible for the supervision of all activities within their respective communications center.
- B. Each agency will provide sufficient cyber security awareness and security training to the users of the communications and warning equipment as well as providing cyber protection to the equipment and systems.
- C. Each entity will maintain a current roster of personnel for recall on short notice.
- D. Emergency Management Communications assists jurisdictions by recruiting and coordinating amateur, REACT/CB, Civil Air Patrol, and Business Band radio operators and their equipment.

V. CONCEPT of OPERATIONS

A. Communications

- 1. The Emergency Operation Center (EOC)

- a. The EOC is equipped with adequate communications equipment to transmit and receive pertinent information. See Attachment 1 for communications capabilities.
 - b. In the event of commercial power failure, a backup diesel generator will provide power for essential equipment in both the EOC and communications center.
 - c. There are six installed and readily available telephone lines in the EOC.
 - i. Cellular phones will quickly fail due to system overload or loss of one or more cellular towers in or near the county. Prior arrangements with the cellular provider(s) may enable the use of selected cellular phones.
 - ii. The Executive Group and/or the Communications Coordinator shall establish the priority of service restoration, both cellular and non-cellular.
2. Richardson County Communications Center (911)
- a. The County Communication Center is located at the Richardson County Law Enforcement Center and provides services to various public safety agencies, including the Falls City Police and the Richardson County Sheriff. Radio frequencies used on a daily basis are listed in Attachment 1.
 - b. The Richardson County Communications Center is a warning point in the National Warning System (NAWAS). Warnings will be received via the NAWAS distribution system to include the National Weather Service's severe weather warnings.
 - c. The County Communications Center has interoperable communication links with the surrounding counties of Nemaha County and Johnson/Pawnee County.
3. Falls City Police Department Communications Center
- a. The City of Falls City Police Department is a warning point in the National Warning System (NAWAS). Warnings are received via the NAWAS distribution system to include the National Weather Service's severe weather warnings. Radio frequencies used on a daily basis are listed in Attachment 1.

- b. The Falls City Police Department *is equipped* with a generator to continue operations should a power outage occur.

4. Richardson County Sheriff's Office

- a. The Sheriff's Office is located at the Law Enforcement Center in Falls City. The frequencies used on a daily basis are listed in Attachment 3.
- b. The Sheriff's Office *is* equipped with a generator to continue operations should a power outage occur.

5. Nebraska State Patrol

- a. The Nebraska State Patrol Troop headquarters is located in Lincoln and provides service to Richardson County. The frequencies used on a daily basis are listed in Attachment 1.
- b. The NSP, cooperating with local, state and federal law enforcement agencies, will provide essential information to the county, city and village agencies that may be involved with a situation, on a 'need to know' basis from the State Fusion Center.
- c. The Nebraska State Mobile Command Post can provide communications resources with an emphasis on law enforcement operations. By using programmable equipment it will be capable of transmitting and receiving within the following ranges:
 - i. VHF Low Band 29.7 to 50.0 MHz.
 - ii. VHF High Band 148.0 to 174.0 MHz.
 - iii. UHF 450.0 to 470.0 MHz.
 - iv. 800 MHz radios 700 to 800 MHz.
 - v. VHF High band, UHF band and the Motorola 800 radios are capable of narrow or wide band operations, analog or digital, conforming to P25 standards.
 - vi. EDACS 800 radios for operation on City of Lincoln/Lancaster County or RACOM networks in the Norfolk area.

6. Local and Area Hospitals

- a. The Community Medical Center has sufficient dedicated electronic communications equipment for day-to-day medical surge activity.

The equipment includes: internal and external two-way radios landline phones, cell phones.

- b. The medical communications system includes plans for continuity of operations (COOP) in the event of power outages, disruption or lack of access to the facility (storm damaged) and after hours. The system designated the protocols and SOPs for Incident Management, EMS and other first response, coordination with the EOC, and region inter-connectivity during a disaster. The communications systems also includes a plan for implementing a Joint Information Center with the EOC, elected officials, field responders, support agencies and regional health care facilities.

7. Other Jurisdictions

Communication capabilities exist in other jurisdictions within Richardson County and are listed in Attachment 1. Regional capabilities are also listed.

8. Civil Air Patrol

During a disaster, members of the Nebraska Wing of the Civil Air Patrol can support the County disaster relief operations with VHF and UHF frequency radio, as well as assist with damage assessment, disaster welfare inquiries and aerial reconnaissance/damage assessment.

11. Communication Systems Maintenance, Testing and Protection

Local provisions are in place to provide professional maintenance, repair and periodic operational tests of all communications systems, including outdoor warning system and other electronic media and computer communications systems. Immediate corrective actions for any problems identified are completed.

B. Warning

1. The National Warning System (NAWAS) is a Federal system of high priority, dedicated communications.
 - a. The Nebraska NAWAS System is that part of the National Warning System within the State.
 - b. The Nebraska Emergency Management Agency Communications Officer is responsible for the operation of the Nebraska system. The telephone company performs maintenance.

- c. The State Warning Point is at the Nebraska State Patrol Dispatch at the Joint Forces Headquarters (JFHQ) in Lincoln, and the State Emergency Operating Center (NEMA) is designated as the Alternate State Warning Point.
 - d. Although warning information can originate from several sources, all relevant warning information is passed via the NAWAS system to all warning points within the State. This system is outlined on Attachment 4, the Nebraska Emergency Management Warning Network.
2. Notification of Officials
- a. The Richardson County Emergency Management Agency or the Richardson County Sheriff's Dispatcher will alert city/county officials, the County Emergency Management Director and others on the County EOC staff immediately after initiating public warning.
 - b. Pagers are utilized to provide warning to various governmental and non-governmental agencies. Pagers are activated by the Emergency Management Staff or Sheriff's Department.
3. Warning the Public
- a. The Richardson County Emergency Management Agency or Richardson County Sheriff's Dispatch will provide warning to the public by activating all fixed sirens in the County, either simultaneously or individually.
 - b. The authority to activate the sirens in Richardson County rests with the Richardson County Emergency Management Agency in policies developed by the Richardson County Emergency Management Director and approved by the Richardson County Board of Commissioners. Sirens are intended for out-of-door warning only.
 - c. Public warnings may also be provided by loudspeakers or sirens on emergency vehicles or by immediate broadcast via local radio station, NOAA Weather Radio, television station, and the local cable system.
 - d. Warnings, disaster information and instructions are provided to identified access and functional needs populations by the Richardson County Sheriff's Dispatch and the Falls City Police Department Dispatch centers call-down lists.

4. Tornado Watch

Richardson County has an established tornado-spotting program with assistance from trained rural spotters, and law enforcement personnel. Reports from the public, rural spotters and law enforcement personnel are made directly to the Richardson County Emergency Management or Richardson County Sheriff's Dispatch.

5. Flood Watch/Warning

- a. Emergency Preparedness Plans for the Kirkman's Cove Watershed/Dam have been developed by the Nemaha Natural Resources District. These plans include Notification Lists whereby the Richardson County Sheriff or Richardson County Emergency Management will contact residents in the area and agencies involved should a hazardous situation occur (reference Annex E, Appendix 1 for operational procedures).
- b. The National Weather Service (NWS) monitors conditions that may lead to flooding, i.e., ice dams, rainfall, and snow melt. NWS may also contact Richardson County Emergency Management observers to make local assessments of river or stream conditions or to report data from the non-automated river gauges. Based on the data received, the Valley Office of the NWS will issue warnings and watches as warranted.
- c. The public is notified by means of the Richardson County EAS Plan.

6. Hazardous Materials Incidents

- a. The owner of a facility is required to notify the State Department of Environment and Energy (NDEE) upon discovery of a release of a hazardous substance of reportable quantity (RQ) or greater, according to DEQ Regulation Title 126. A fixed facility that has a release of an extremely hazardous chemical above the 302(a) reportable quantity (RQ) of SARA Title III requires notification under section 102(a) of CERCLA. They shall notify, immediately after the release, the Community Emergency Coordinator (CEC) identified in Annex F, IV, B, of any area likely to be affected by the release and the State Emergency Response Commission of any state likely to be affected by the release. This notification will be by the most expedient means possible (see Annex F, Appendix 1, Attachment 2, "Hazardous Materials Incident Notification").

- b. A transportation incident of a substance subject to 302(a) requirements shall satisfy notification requirements by dialing 911 or, in the absence of a 911 system, calling the operator.
 - c. The notification requirements under section 304(b) will be met by using the "Hazardous Materials Incident Report", Annex F, Appendix 1, Attachment 2. Report as much information that is known at the time of notification.
 - d. The public is notified by means of the Richardson County Emergency Management EAS Plan.
7. The Nebraska Emergency Alert System (EAS) provides disaster information and instruction to the public through radio, television and cable system(s). Local officials have the authority to request activation of the Nebraska EAS web/network by contacting their Local Station (LP-1 or LP as listed in the Nebraska Plan EAS) to provide information to the people in that operational area (Attachment 2).
8. Some local jurisdictions may provide multiple broadcasts of alert and warning messages for any hazard or emergency through the Integrated Public Alert and Warning System (IPAWS).
9. Warnings and emergency information can be broadcast through local media outlet service providers.
10. By law, the Nebraska Education Telecommunications (NET) provides text decoded emergency information that includes severe weather warnings and reports from the National Weather Service. Many commercial television stations will also broadcast emergency public information text and audio alerts.

VI. ADMINISTRATION and LOGISTICS

A. Records

The Executive Group will ensure that adequate records of all local government agencies communications expenses; Law, Fire, EMS, Public Works, Roads, etc. are maintained.

B. Plan Maintenance

The Communications Officer(s) will be responsible for assisting the Emergency Management Director in the maintenance and improvement of this Annex. The Annex will be reviewed, updated, and modified as necessary, but not less than annually.

VII. TRAINING and EXERCISING

A. Training

1. Each agency or organization assigning personnel to the EOC for communications and warning purposes is responsible for ensuring that those individuals are adequately trained to use the equipment, are familiar with the procedures of the EOC, and understand the unique operating procedures.
2. The training program will be consistent with the five-year Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

B. Exercising

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Nebraska Homeland Security Exercise and Evaluation Program (NeHSEEP).

LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	County Communication Capabilities	B-11
2	Nebraska EAS Operational Areas	B-13
3	National Weather Services Offices and Contacts	B-14
4	NAWAS Network (Directions and Map)	B-15
5	TICPs	B-17

RICHARDSON COUNTY COMMUNICATIONS CAPABILITIES

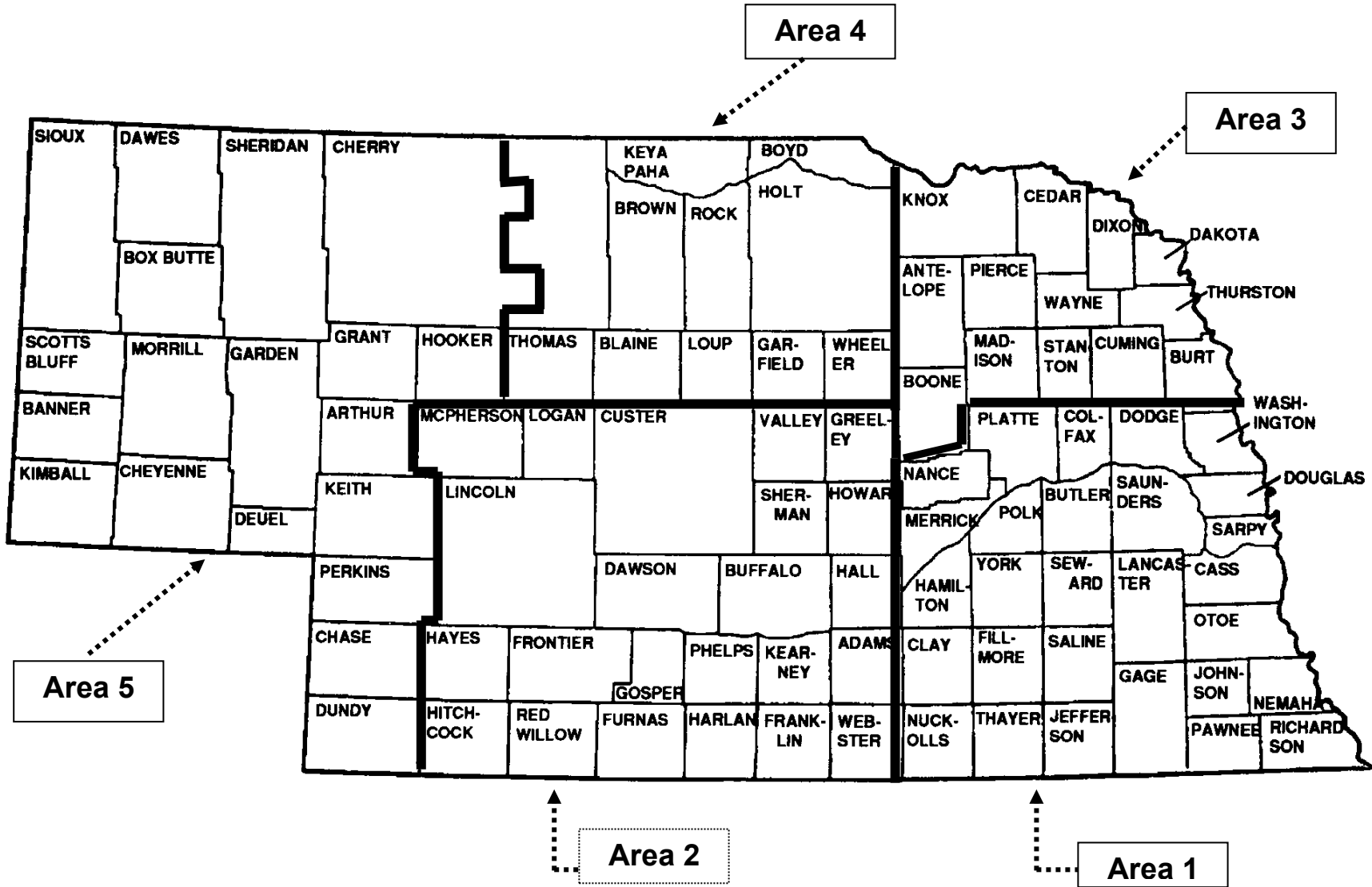
AGENCY/ADDRESS	FREQUENCY/ CAPABILITY	FUNCTION
Richardson County EOC		
Falls City Police Department Communication Center		
Richardson County Sheriff's Office		
County Courthouse		
<p>Specify the capabilities of various local and regional hospitals serving *** County. (List any other resources such as county school buses, city/village/county Highway/Roads Dept, Utilities, etc. that have communications capabilities that could be used during a disaster)</p>		
Community Medical Center		
Richardson County Roads Department		
Falls City Public Schools		

REGIONAL CAPABILITIES

AGENCY/ADDRESS	FREQUENCY/ CAPABILITY	FUNCTION
Richardson County is also able to interconnect with: (list other surrounding jurisdictions with which the county can establish and maintain communications)		
Nemaha County		
Johnson/Pawnee County		

*Contact information is kept on file in the Richardson County Sheriff's office and Dispatch

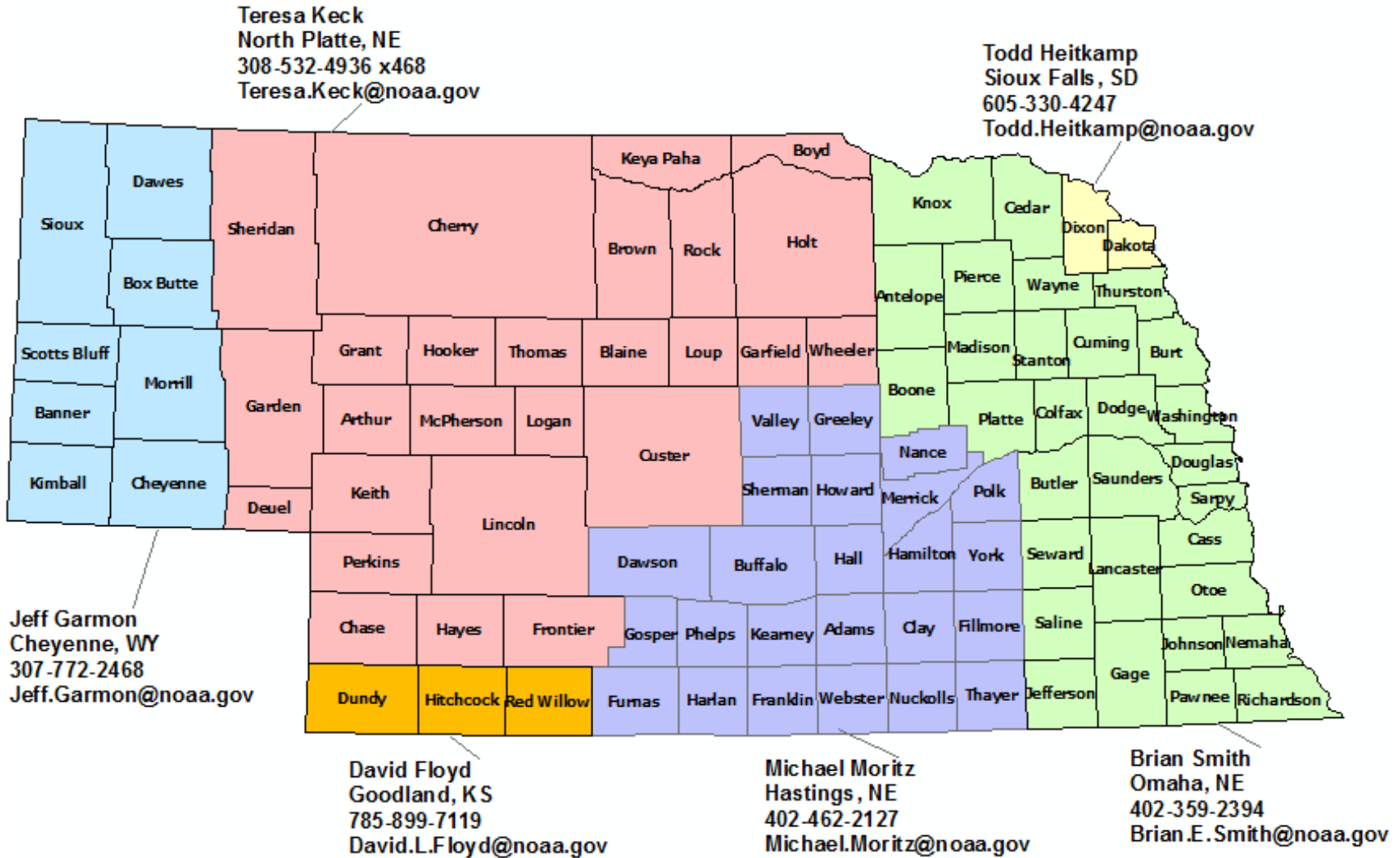
Nebraska Emergency Alert System (EAS) Operational Areas



B-13

2020

National Weather Service Areas and Primary Contacts



B-14

<http://www.stormready.noaa.gov/stormmaps/ne-cwa.htm>

National Warning System (NAWAS) Emergency Management Warning Procedures

Tests:

The State Warning Point for NAWAS is at the Nebraska State Patrol Dispatch at the Joint Forces Headquarters (JFHQ) in Lincoln. Each Nebraska Warning Point is tested daily using a dedicated telephone line, (see map).

The Alternate State Warning Point is at the NEMA State Emergency Operating Center, Lincoln. A weekly roll call or Fan-out test, designated as: **"TEST, TEN-ONE-ZERO-ONE (10-1-0-1)"** is accomplished. The test message is relayed by radio from the Warning Points areas to the counties.

Each Warning Point will report to the Alternate State Warning Point either a:

Positive report from all counties in the area by an, **"ALL CONFIRMED"** message, or a

Negative report when fan out stations do not respond such as:

Grand Island:	"Grand Island to Nebraska Alternate"
Alternate State Warning Point:	"This is Nebraska Alternate, OVER"

Grand Island:	"Negative copy, Howard and Merrick Counties, OVER"
Alternate State Warning Point	"ROGER, Nebraska Alternate, OUT".

Warning:

State actions:

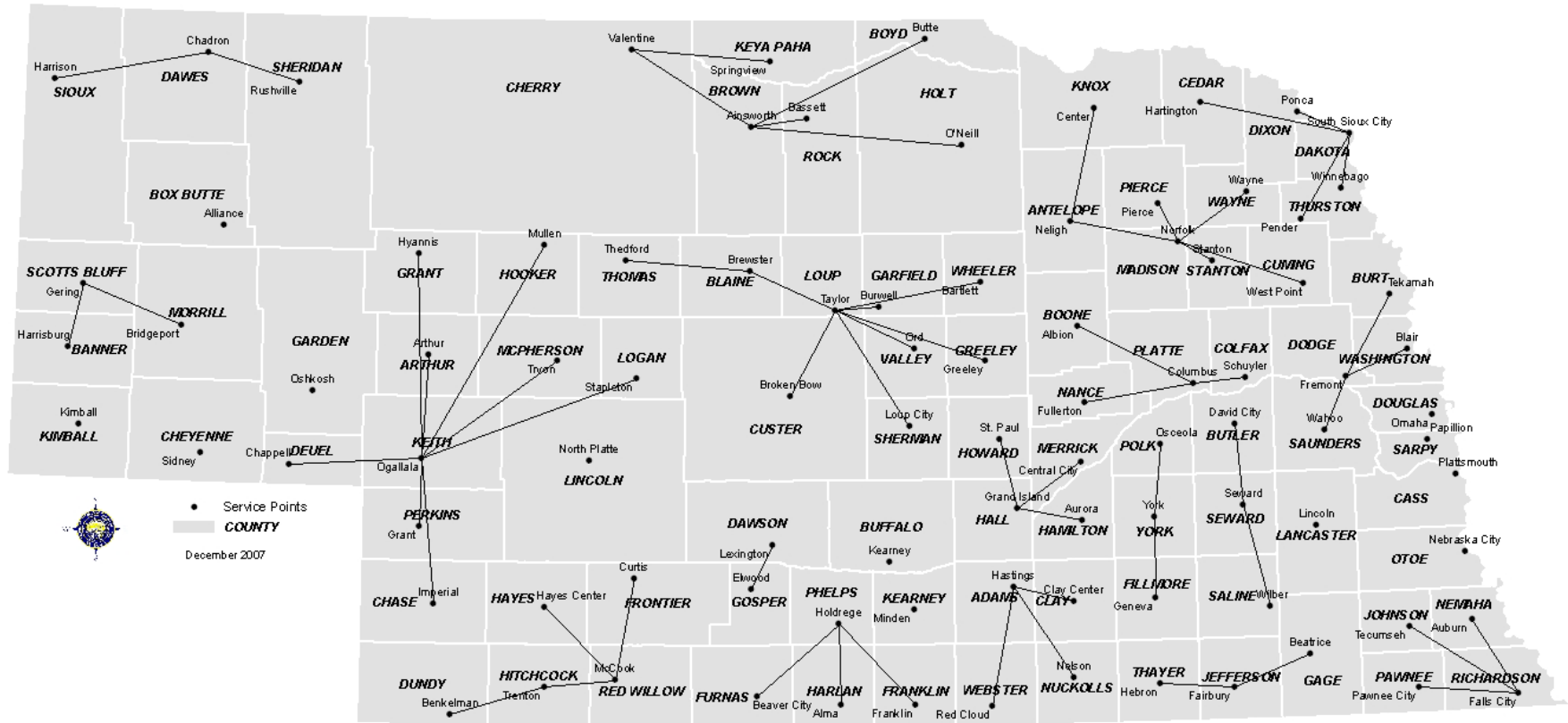
When a warning is received, the operator at the State Warning Point will clear the NAWAS network of all traffic, transmit the warning and then receive acknowledgement of the warning from each Warning Point. The Alternate State Warning Point provides a backup means of disseminating tactical warnings. The area Warning Points will immediately send any warnings to assigned locations using a secondary warning network, 39.9 MHz or telephone (see map on opposite side).

Locations:

Because 93 counties are involved, counties will acknowledge receiving the warning message to their respective Warning Points (NAWAS). Acknowledgement from the Warning Points will then be transmitted to the State Warning Point or to the Alternate.

Within the counties and municipalities, warnings are given as described in the Basic Plan section & Annexes A & D of the Local Emergency Operations Plan (LEOP). The goal is to provide warning in time for people to take adequate protective action.

NEBRASKA EMERGENCY MANAGEMENT WARNING NETWORK



B-16

December 2007 (Supersedes previous Warning Maps)

STATE WARNING POINT: Nebraska State Patrol Headquarters – Lincoln, Nebraska

ALTERNATE STATE WARNING POINT: State Emergency Operating Center (EOC) – Lincoln, Nebraska

NAWAS: (National Warning System) Special Telephone Lines, RADIO: 39.9 MHz

Service Points will relay the warning or test to its respective county service point(s)

Tactical Interoperability Communications Plan- TICP

- I. The TICP is intended to document the interoperable communications resources that are available within the State or Region, who controls each resource, and what rules of use or operational procedures exist for the activation and deactivation of each resource. The TICP planning process was established during a Kickoff meeting held on November 7, 2007, in Lincoln, NE.
- II. The TICP is divided into five major sections as outlined in the Department of Homeland Security (DHS) TICP template:

- Section 1 – State/Regional Information
- Section 2 -Governance
- Section 3 – Interoperability Equipment, Policies and Procedures
- Section 4 – Regional Emergency Resource Staffing
- Section 5 – CASM

A. Section 1: State/Regional Information

Section 1 provides a high level overview of the State's or Regions demographics and lists the individual public safety agencies that are directly involved in the generation of the Plan.

B. Section 2: Governance

Section 2 provides a description of the governing body that will be responsible for the Plan's management and maintenance. This section also defines the participating agencies' responsibilities.

C. Section 3: Interoperability Equipment, Policies and Procedures

Section 3 is a summary of the interoperability equipment and radio system resources that will be made available to support interoperable communications in the State of Nebraska. The major items that are addressed include:

1. Radio Caches – Many agencies maintain a set of radios that can be distributed to other agencies with incompatible radio equipment that are responding to an incident. Given the diversity of the State, there are many different types of radio systems that employ various radio frequency bands and/or operate disparate system technologies. Maintaining a cache of radios is one strategy that addresses supply and demand for compatible interoperable radio communications traffic.
2. Shared Channels/Talkgroups – Shared channels are those radio frequencies that are made available for use by agencies participating in a mutual aid response. Shared talkgroups refer to the “virtual” channels available on trunked radio systems. These resources are classified in the TICP as follows:
 - a. Local – channels/talkgroups set aside by an agency for joint interoperable communications.
 - b. Regional – designated radio channels available across a multi agency or multi-county area.
 - c. State – specific radio channels designated by the State of Nebraska for mutual

aid situations throughout the State.

- d. National – specific common radio channels designated for use nationwide.
 - e. Federal – specific federal National Telecommunications and Information Administration (NTIA) radio channels for the State of Nebraska area made available for State and local government public safety use.
3. Gateways – The term “gateway” is a general classification of electronic hardware that allows the interconnection or “patching” of radio equipment that are operating on various radio frequency bands, same frequency bands, but on channels not normally available, and/or different system technologies. Gateways can be categorized in a number of ways including:
 - a. Fixed – the device is static and situated at a specific location. There are two sub-classifications:
 - i. Dedicated fixed gateway – specifically used to patch radio resources.
 - ii. Console gateway – serves as main dispatch point but can be used to patch radio resources for interoperability use.
 - b. Mobile – the device is installed in a vehicle and can be moved to an incident scene.
 - c. Transportable – the device can be carried and placed in operation in a wide range of situations.
 4. Shared Systems – Shared systems are those that provide radio communications on a day-to-day basis to two or more independent agencies. By their very nature, interoperable communications can be easily activated since multiple agencies share the same radio system architecture. Shared channels and talkgroups are generally available to other agencies that do not use the system for their primary communications.
 5. Mobile Communications Assets – Mobile communications assets include mobile command posts, mobile cellular sites, and trailer mounted antennas. Other mobile communications assets may be included as necessary.

D. Section 4: Regional Emergency Resource Staffing

Section 4 establishes a list of personnel who will respond to fill the Communications Unit positions. Identified personnel must train and exercise to a regional or State response level. Job descriptions and qualified personnel for each Communications Unit position are detailed in the plan.

E. Section 5: CASM

Section 5 the Communications Assets Survey and Mapping (CASM) section provides the ability for representatives of public safety agencies within a urban areas or State to collect, store, and visualize data about agencies, communication assets, and how agencies use those assets. The CASM tool is composed of two components: The Communications Assets Survey (CAS) and the Communications Assets Mapping (CAM) tool. Together these will allow the COML to visualize the assets and challenges in providing interoperable communications within a designated area.

- III. The TICP includes a number of Appendices that contain additional information regarding each of the major subject areas such as:

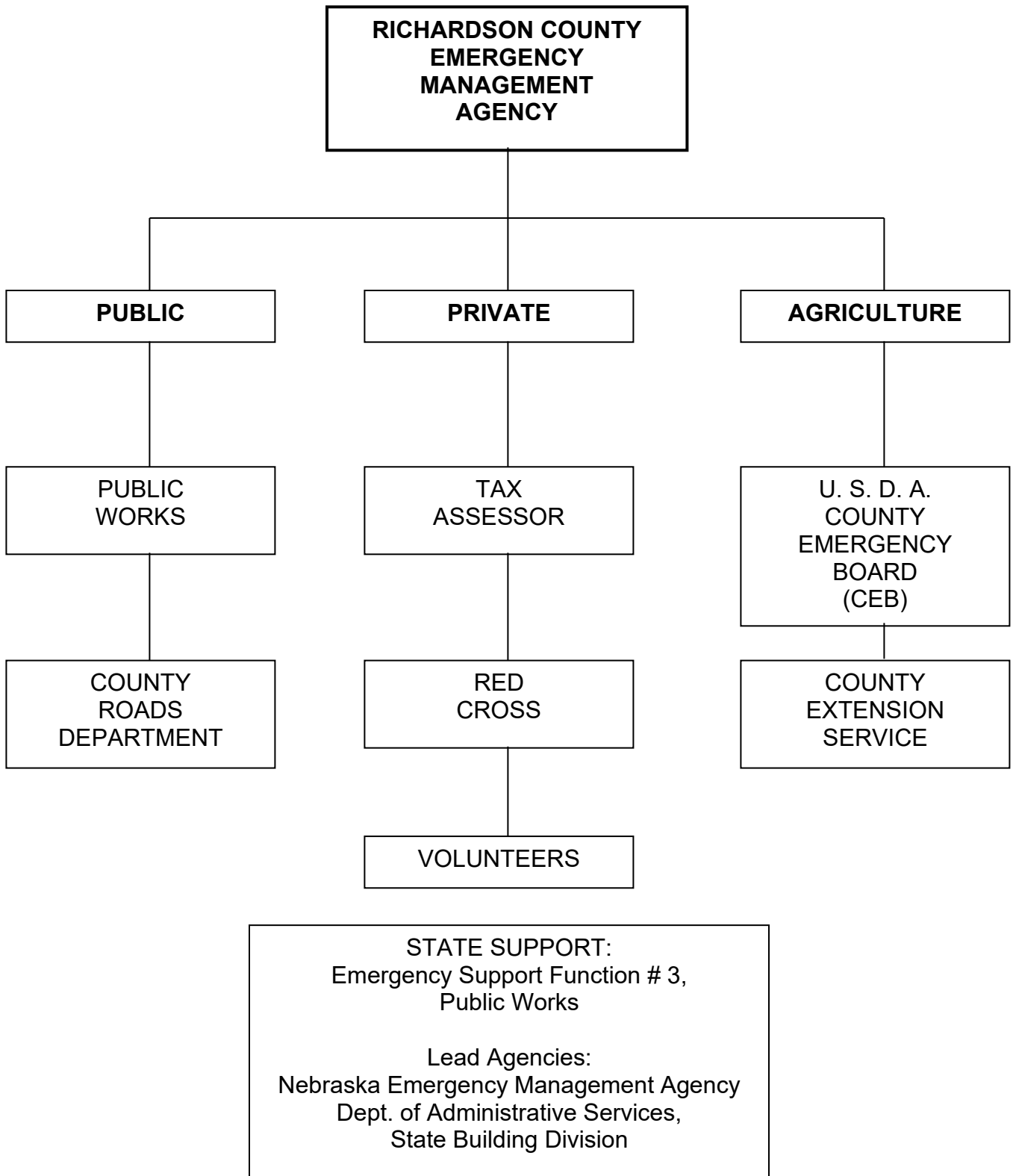
- A. Point of Contact Information
- B. Shared systems
- C. Inter-system Shared Channels
- D. Gateways
- E. Radio Caches
- F. Mobile Communications Units
- G. Policy Documents, Governing Documents and Agreements
- H. Incident Command system Planning
- I. Reference Materials
- J. Glossary

IV. Existing TICPs

- A. The eight (8) Planning Exercise and Training Regions, Lancaster County and the State of Nebraska, have existing TICPs.
- B. The official TICP's reside at the Nebraska Emergency Management Agency and with the Chairperson of each respective region.
- C. It is important to note that the TICP is a living document that will be updated, as needed. As agencies add or change radio equipment, personnel, types of systems, or policies and procedures, the Plan will require updates and changes.

THIS PAGE INTENTIONALLY HAS NO DATA

DAMAGE ASSESSMENT



DAMAGE ASSESSMENT

I. PURPOSE

This Annex describes damage assessment procedures necessary to gather data and evaluate information to determine the extent of damage and the impact on the community resulting from a disaster.

II. SITUATION

Richardson County is susceptible to disasters that could cause extensive damage to public and private property. In the event of a disaster, planned damage assessment procedures are essential for effective response and recovery operations.

III. ASSUMPTIONS

- A. The prompt and accurate assessment of damage to public and private property following a disaster is of vital concern to local officials.
- B. A rapid response has a direct bearing on disaster recovery.
- C. For any emergency involving radiological materials, the Nebraska Health and Human Services has sole responsibility for making technical assessments. However, it is conceivable that the Department could request some assistance from local radiological staff during an emergency.
- D. The State Department of Environment and Energy is responsible for decisions on the scope of clean up operations from a hazardous materials incident.

IV. ORGANIZATION and RESPONSIBILITIES

A. Incident Assessment

The County Emergency Management Agency will coordinate the gathering of damage assessment information necessary to complete the Incident Status Report, Annex A, Attachment 3, and for keeping the information updated during the course of the incident. Other responsibilities include, but are not limited to, the following:

1. Establishing a point of contact with officials of the affected jurisdictions and determine the approximate area affected.

2. Gathering information about the extent of damage, as quickly as it is available, from both public and private sources, with special attention being paid to impacts to community lifelines, to help in the prioritization of response efforts.
3. Providing updated information gathered from both public and private entities to the Executive Group and the Nebraska Emergency Management Agency using the Incident Status Report from Annex A, Attachment 3.
4. Coordinating with the Public Information Officer to keep the public informed of hazardous conditions.

B. Record Keeping

Each public and private agency will keep complete records of resources and personnel involved in the response to the emergency or disaster for use in determining the extent of impact of the incident on the jurisdiction.

C. Agricultural Damage Assessment

The Farm Service Agency (FSA) through the County Emergency Board will assess the agricultural and related rural damages with assistance, as needed, from other USDA agencies. All information will be forwarded to the USDA State Emergency Board and may be available to the Richardson County Emergency Management Agency.

D. Radiological/HazMat Damage Assessment - Industrial/Transportation Incident/Accident

1. In the event of a radiological incident, local damage assessment response will be limited to obtaining radiological readings to detect the actual hazard. The Health and Human Services will accomplish detailed hazard assessment to determine any possible threat to people and livestock, see Annex F, Appendix 1.
2. In case of a hazardous materials incident, local response will be limited to the level of training as defined by standards set by their employer in compliance with OSHA and EPA regulations.

E. Inspections

The County Assessor and/or County Emergency Management Agency, or their designee(s), assisted by jurisdictional Fire and/or Utility personnel, will complete the initial safety and habitability inspections of both residents and businesses. The State Fire Marshall may be requested to help. Data obtained during safety inspections will be included in damage assessment

reports. Subsequent and more detailed inspections may be completed at a later date.

V. CONCEPT of OPERATIONS

A. Initial Assessment

The emergency manager will utilize the Incident Status Report (ISR) found in Annex A, Attachment 3 of this LEOP to determine the scope of the damage and forward the information to NEMA. Information from the ISR will be the starting point from which all future state or federal damage assessments will be conducted.

1. After rescue operations have been concluded, more detailed information should be gathered to complete additional Incident Status Report updates. This information will be gathered from the first responders, organizations and agencies involved and provided to the Executive Group and forward to NEMA.
2. In accordance with the community lifelines concept, conduct the initial assessment of the facilities considered critical for emergency operations, the health, welfare and safety of the people. Early identification of damages will enable policymakers to set priorities and make efficient decisions concerning resources available.
3. Incident Status Report (ISR)
 - a. Initial field responders and public works agencies have a responsibility for collecting the initial damage assessment information on damage which has occurred to the infrastructure in the jurisdiction. This includes damage to bridges, roads, and right of ways, culverts, and other lifeline systems which are the responsibility of the local government. Part of the ISR must also include estimating the amount and types of debris which will need to be handled. See Debris Management Planning, Annex C, Appendix 1.
 - b. The Emergency Management Agency will coordinate the initial assessment of governmental owned facilities, to include estimating the amount of structural damage, damage to grounds, and type of debris.
 - c. Individual citizen and business/industry damage information will be coordinated by the Emergency Manager and reported to NEMA using the Incident Status Report. Information from the American Red Cross and other VOAD organizations may include limited information on damages to homes and businesses, which could be used to determine a damage estimate to be included in the ISR.

- d. Information and figures generated from these assessments are estimates only and are used by NEMA to determine the need to conduct a state (NEMA) PDA or request a joint NEMA/FEMA PDA. Later, more detailed information would indicate the number of homes, businesses public buildings, grounds and infrastructure involved. All information will be forwarded to NEMA through the local Emergency Manager.
- 4. Using the information from the completed Incident Status Reports, a local decision will be made to sign a disaster declaration. Only after the declaration has been signed, can the state determine whether a State or Federal Disaster is justified. If there is a possibility of a Federal declaration, a joint Federal/State team may complete a FEMA/State Preliminary Damage Assessment (PDA).

B. FEMA/State Joint Preliminary Damage Assessment (PDA)

- 1. In the event that damage estimates reach the threshold for state or federal assistance, NEMA and/or FEMA will send in a team to conduct a Joint Preliminary Damage Assessment (PDA). The local jurisdiction is responsible for providing staff to be a part of the Joint PDA Teams. The PDA is a quick visit to the disaster area, and is normally conducted in a 24-48 hour period.
 - a. The Joint PDA teams will conduct assessment training and hold briefings with local officials on the assessment process.
 - b. The Teams will provide all forms necessary to complete the assessment.
- 2. The PDA Teams will examine and document damages to the public infrastructure. Included are estimates of the amount and types of debris. Figures generated from the PDA are used as documentation from the State in their formal request for federal assistance.

VI. ADMINISTRATION and LOGISTICS

The Emergency Management Agency will review and update this annex annually.

VII. TRAINING and EXERCISING

A. Training

The training program will be consistent with the Homeland Security Exercise Plan provisions. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

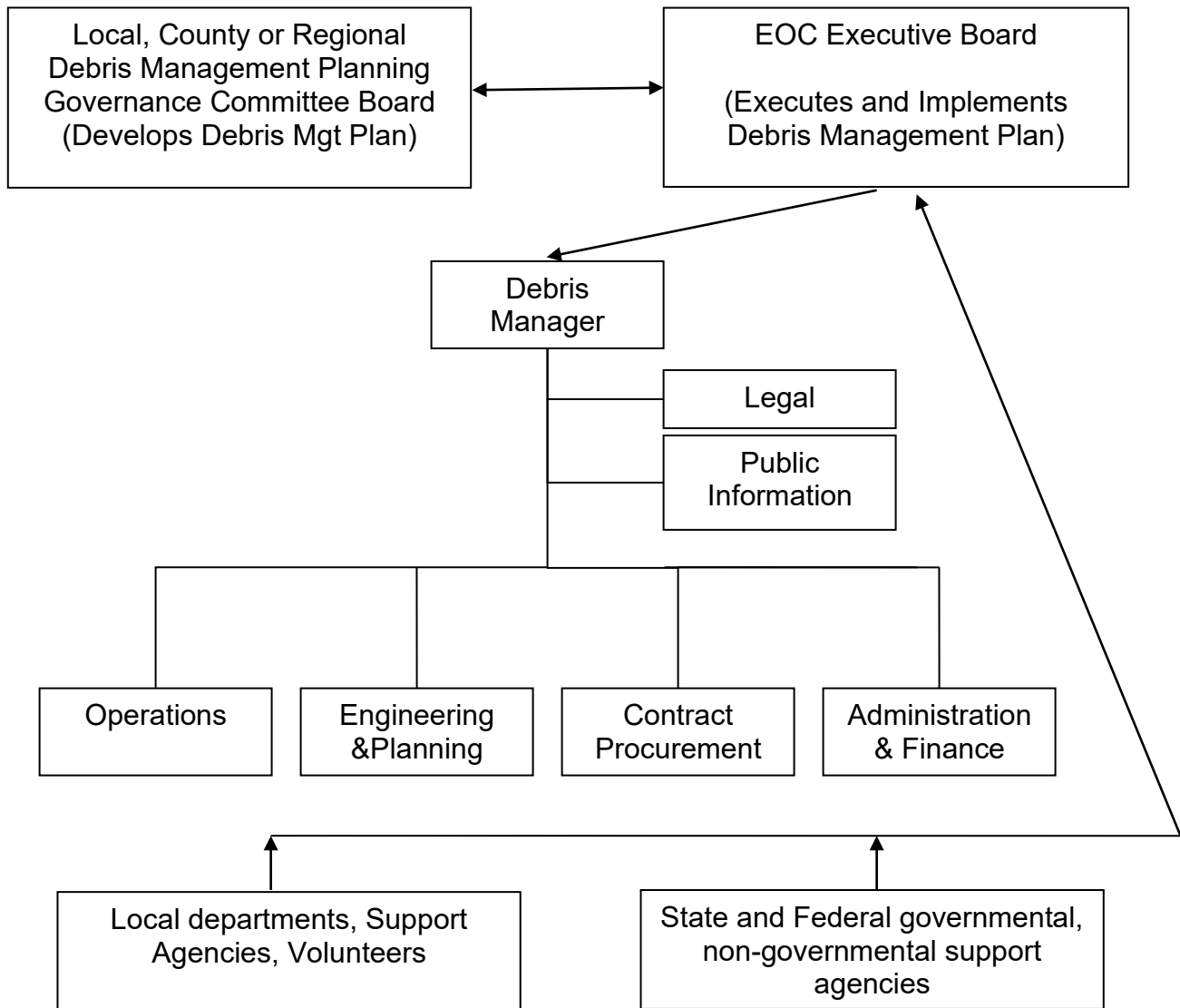
B. Exercising

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
Appendix #		
1	Debris Management Planning	C-7
Attachment		
1	Typical Hazards And Debris Generated	C-20

DEBRIS MANAGEMENT PLANNING



DEBRIS MANAGEMENT PLANNING

I. PURPOSE

- A. The purpose is to facilitate and coordinate the removal, collection, and disposal of debris. The overall goal is to use existing solid waste best practice strategies and methods to reduce, reuse, recycle, recover, and landfill where feasible.
- B. The Debris Management Planning guidance will identify the organizational structures of the various disaster debris management roles, responsibilities and procedures conducted by the agencies and partners of Richardson County and the city(ies) of Falls City, and Humboldt, and the villages of Barada, Dawson, Preston, Rulo, Salem, Shubert, Stella and Verdon.
- C. This guidance will assist the local governments, county-wide or regional debris management teams/committees in creating a cohesive, compatible and unified plan to address debris management issues.

II. SITUATION

- A. Both manmade and natural events could cause this plan to be activated. The most likely events are earthquakes, tornados, floods, windstorms, debris flow (landslide), land, rail air or river transportation incidents or accidents, hazardous materials incidents, structural collapse or fire, acts of terrorism or severe winter storms. See Attachment 1 for a matrix of common hazards and the types of debris generated.
- B. Numerous policy decisions regarding debris management issues can be made in advance by elected officials. Once identified, specific issues and concerns can be addressed through city and county ordinances, such as:
 - 1. Establishing a price gouging ordinance invoked during a declared emergency;
 - 2. Issuing a disaster declaration in order to expedite the permitting process;
 - 3. Allowing temporary changes to zoning codes to facilitate the location of temporary disposal/reduction site while keeping FEMA requirements in mind;
 - 4. Having written procedures detailing who has emergency purchasing authority and what items can be purchased. All purchases must follow the appropriate local, state, and federal guidelines pursuant to 2 CFR 200.317- 200.326 as applicable.

- C. Richardson County does not have a Region VII FEMA approved Debris Management Plan. This Plan should be located in the EOC, Public Works, County Highway Engineer's, county/city Clerk's, attorney's Offices, and the appropriate provisions, processes and procedures will be implemented during a disaster.

III. ASSUMPTIONS and PLANNING FACTORS

If an event produces disaster related debris, the FEMA approved Debris Management Plan (DMP) will be implemented. Until such a plan is approved, current local plans will be used. Consider the following in developing the DMP.

- A. Roads, bridges and drainage structures will be damaged and alternate routing will be needed.
- B. Buildings will be damaged and possibly not accessible.
- C. Communications may be impaired.
- D. A local disaster will be declared.
- E. A state or federal disaster may be declared based on local information from the Incident Status Report.
- F. Emergency powers may be enacted during a declared disaster for price gouging, temporary suspension of codes, temporary debris sites, etc.
- G. If the damage is beyond jurisdictional boundaries cities and villages may not have the capability to deal with debris and could turn responsibility over to the County.
- H. Debris may be contaminated and should be evaluated for possible hazardous waste. The surrounding environment may also be contaminated and need remediation.
- I. Debris may include human victims and remains.
- J. Debris may include displaced, injured or dead animals.
- K. Salvageable materials and properties will be saved, recycled.
- L. People will begin to recover and clean up their property as soon as possible; therefore, the need for prepared public information and instructions (separation, recycling, transfer sites, etc) is critical to the community's effective and safe recovery.

IV. RESPONSIBILITIES

- A. The Public Works/County Highway and/or County Emergency Management agencies within the County are responsible for the development, monitoring, and implementation of either the county's or jurisdiction's Debris Management Plan. Other city/county agencies/organizations having needed resources will be assigned to support the debris management efforts. Implementation of the Plan must be done in conjunction with other activities coordinated through the Emergency Operations Center (EOC).
- B. Prior to an event, the Public Works/County Highway and/or County Emergency Management agencies are responsible for establishing mutual aid agreements with other government agencies and utility companies. They may provide technical data and specifications for writing contracts with private contractors. The normal approval process for emergency contracts may be suspended under the provisions of the Nebraska Emergency Management Act. All emergency contracts in force must be tracked using standard, accepted practices.

V. CONCEPT of OPERATIONS

The activities of Debris Management will follow NIMS and the Incident Command System as positions are created and demobilized as necessary. The Debris Management Staff positions, in general, are listed below.

A. Debris Management Staff Roles and Responsibilities:

1. Debris Manager

The Richardson County Roads Superintendent or their designee is the incident manager of all debris management activities, such as:

- a. Working with EOC staff, elected and appointed leaders, establishes debris management priorities for both disaster response and recovery.
- b. Providing regular updates to EOC staff, cooperating agencies, elected and appointed officials the status of debris management.
- c. Representing the City or County in all meetings with government, private, and other agencies involved in debris management efforts.
- d. Coordinating with other local, City, County, state, federal agencies as necessary.
- e. Developing and implementing a system to rapidly mobilize and manage debris management resources, including employees, equipment, and materials.

- f. Convening debris management meetings with appropriate personnel and agency representatives.
- g. Appointing Debris Management Staff positions.
- h. Providing information to the Public Information Officer.
- i. Ensuring that records of all actions, operations, contracts and expenses are properly maintained and reported.
- j. The Debris Manager may assign a liaison to the EOC in order to coordinate and respond to requests from the EOC staff, as well as communicate debris management needs to the EOC.

2. Administration

Administrative support staff will be utilized by the Debris Manager to provide financial, personnel, and documentation support. Documentation may include, but is not limited to:

- a. Personnel policies.
- b. Labor and equipment timesheets and summaries.
- c. Safety procedures.
- d. Contract procurement procedures.
- e. Contracts.
- f. Billing and invoices, including debris hauler load tickets.
- g. Environmental permits.
- h. Right of entry and hold harmless agreements for private property debris removal and demolition, when applicable.
- i. Public information announcements.
- j. Debris salvage value information.
- k. The Administrative section should work with the Public Information Officer and the EOC to formulate a strategy to ensure that accurate information is provided to the public and media. This strategy should include methods of providing the following types of information:
 - i. Debris pick-up schedules.

- ii. Disposal methods and ongoing actions to comply with Federal, State, and local environmental regulations.
 - iii. Disposal procedures for self-help and independent contractors.
 - iv. Restrictions and penalties for creating illegal dumps.
 - v. Curbside debris segregation instructions.
 - vi. Public drop-off locations for all debris types.
 - vii. Process for answering the public's questions concerning debris removal.
3. Contracting and Procurement:

The primary role of the Contracting and Procurement section is to have debris contracts in draft form ready for advertisement or have pre-qualified contractors in place prior to the event. Contracting and Procurement planning includes the following tasks:

- a. Develop contract requirements.
 - b. Establish contractor qualifications.
 - c. Distribute instructions to bidders.
 - d. Advertise bids.
 - e. Establish a pre-disaster list of pre-qualified contractors.
 - f. Manage the contract scope of work.
 - g. Establish a post-disaster contracting close-out procedure if necessary.
4. Legal

The Legal staff leads the review process for all legal matters in the debris management planning process. In addition to advising the Debris Management Staff, the following issues should be performed addressed or coordinated through this office:

- a. Review all contracts.
- b. Review and/or establish a land acquisition process for temporary debris management sites.
- c. Review all appropriate governmental insurance policies.

- d. Ensure environmental and historic preservation compliance before, during, and after operations.
- e. Ensure that site restoration and closure requirements are fulfilled.
- f. Review and/or establish a building condemnation processes.
- g. Review and/or establish a legal process for private property demolition and debris removal.
- h. Review right-of-entry and hold harmless agreements.

5. Operations:

The Operations section is responsible for the supervision of government and contract resources and overall project implementation. The Operations section is responsible for implementing the tactical debris removal operation. Operation responsibilities may include:

- a. Positioning equipment and resources for the response and recovery debris removal operations.
- b. Developing staff schedules and strategies.
- c. Providing communication, facilities, services, equipment, and materials to support the response and recovery activities.
- d. Monitoring and directing force account and contract labor.
- e. Distributing response and recovery resources.
- f. Operating and managing the collection, debris management site, and disposal strategies.
- g. Creating a demolition strategy for structures, if necessary.
- h. Reporting progress for distribution to the debris management planning staff.

6. Engineering and Planning:

The Engineering & Planning section supports all other debris management sections in a technical role. This section provides debris quantity assumptions, economic analysis, and feasible solutions for the debris operations. The following are tasks that may be completed by the Engineering & Planning section:

- a. Forecasting debris volume based on assumed disaster type.

- b. Developing an estimating strategy for post-disaster debris quantities.
- c. Strategizing and map debris haul routes.
- d. Selecting debris management sites and designing the site layout.
- e. Determining reduction and recycling means and methods.
- f. Identifying and coordinating environmental issues.
- g. Assessing available landfill space and determining if additional space is needed.
- h. Developing the debris collection strategy.
- i. Writing contract scopes of work, conditions, and specifications.
- j. Coordinating with other local and State jurisdictions for road clearance and operations.
- k. Establishing a process for building damage assessment and condemnation (including public and private properties).
- l. Issue permits.

VI. EMERGENCY COMMUNICATIONS PLAN:

Under most emergencies/disasters, communications will be primarily by radio, land telephone lines, cellular telephones, or computer; however, the municipality recognizes that as a result of some disasters, various communications systems may be inoperable.

- A. All members of the Debris Management Staff will strive to maintain access to a multiple communications systems. A communications plan (ICS Form 205) defines systems currently available and their designated uses.
- B. Debris Management Staff and field operations will use an appropriate mix of radio, wireless phone and landline phones.
- C. If land lines, radios, and wireless phones are inoperable, then Debris Management Staff and field personnel will use “runners” between the EOC and other operations centers and the field.
- D. Communication resources are in the Annex B – Communications & Warning.

VII. HEALTH and SAFETY PLAN and PROCEDURES:

- A. Protecting the community’s health and safety by removing debris presents a number of risks to the health and safety of responders, contractors, citizens and volunteers engaged in debris management operations. Therefore, the

Debris Manager will oversee the development of a Health and Safety Strategy, using currently approved safety standards. Site safety is the responsibility of every responder, elected/appointed official. Dangerous or hazardous conditions and activities should be reported to the EOC immediately. DHHS personnel may provide technical assistance in the Health and Safety Plan.

- B. Contracted labor will follow all establish safety procedures determined by the Debris Manager. The Debris Manager may assign personnel as Safety Officers to develop the Health and Safety Plan, as well as monitor operations for adherence to this plan.

VIII. DEBRIS COLLECTION PLAN:

The Debris Manager, in coordination of the EOC staff and under the policy direction of elected/appointed administration, will determine strategies and incident action plans for response and recovery operations. This debris management plan will be incorporated in the general Incident Action Plan adopted by the Incident Commander.

A. Priorities:

In general, debris management priorities will align with other emergency response priorities of life safety, property protection, the preservation of the environment and in suspected terrorism or crime scenes, the preservation of evidence for possible investigation. Priority for debris clearance will be determined upon the following criteria and circumstances:

1. Extrication of victims.
2. Ingress and egress for fire, EMS, law enforcement, and EOC staff, hospitals, jail, public shelters and other critical facilities.
3. Major traffic routes.
4. Major flood drainage ways.
5. Supply distribution points and mutual aid assembly areas.
6. Government facilities.
7. Public Safety communications towers.
8. American Red Cross shelters.
9. Secondary roads.
10. Access for utility restoration.

- 11. Neighborhood streets.
 - 12. Removal of debris from private property when presenting a risk to public health and safety.
- B. During all debris clearance operations, the Debris Manager will coordinate with public and private utilities and organizations to ensure the safe disposition of power lines, pipelines, railroads, airports and other infrastructure in or serving the jurisdiction.

IX. RESPONSE OPERATIONS

The Debris Manager’s primary responsibility is to clear debris from at least one lane on all primary and secondary roads to expedite the movement of emergency service vehicles such as fire, police and medical responders. This includes roadways in the affected areas, as well as those affecting critical infrastructure such as fire stations, law enforcement offices, hospitals and medical facilities, City Hall, shelters, water and sewage plants, etc.

- A. Assign crews(in-force or contract) to identified areas to begin road clearing.
- B. From field assessments, will determine if in-house capabilities are sufficient for debris removal. If the quantity exceeds the capacities to clear, remove and dispose of the debris, then pre-positioned contracts with qualified contractors may be activated by notifying the Contract and Procurement Section (Clerk or Procurement Office).
- C. Note that contractor clearing operations under a ‘time and material’ contract are no longer limited to no more than 70 hours to comply with current FEMA guidance. Please see the 2 CFR part 200.317-326 for more information.
- D. When local capabilities are still exceeded, The EM will submit an updated Incident Status Report and request for help to NEMA.

X. DEBRIS COLLECTION and STORAGE SITES

Sites include established landfills, transfer stations, neighborhood collections points, recycling centers and temporary debris storage and reduction (TDSR) sites. Temporary site determinations will be made by the Debris Manager, assisted by representatives from (list only those actually used) Public Works, Engineering, the Utilities, the Health Department, and NDEQ.

- A. The public, contractors and response agencies will be instructed on the current debris separation, sorting and hazardous materials designations and handling procedures prior to debris collection.

- B. Local neighborhood collection sites with “dumpsters” may be the most effective means of collection, separation and transfer of debris.
- C. Curbside pick-up and public drop-off sites are options.
- D. Pre-selection of appropriate sites can be identified by site selection teams from the local jurisdiction with technical assistance from the Nebraska Department of Environment and Energy, Waste Management Division (NDEE).
- E. The site selection size and area should comply with all applicable county, state, and federal rules and regulations, including Fish and Wildlife, Forestry and Fire Conservation, Historical Preservation, NDEQ permitting, and the Endangered Species Act. Temporary storage/reduction site size should be an appropriate sized acreage for the estimated amount of debris.
- F. The sites used in this Plan may be temporary or permanent. Sites may be restricted to one type of material, or may be a multi-use site.
- G. Special permits for temporary and burial sites are obtained from NDEQ. Burn permits may be issued from local or rural fire departments.
- H. Site monitors will be used to insure that sites are appropriately used, environmental concerns are addressed, debris is sufficiently segregated and safety is maintained.
- I. The EOC will notify other government agencies and the public of the site locations, access, hours of operations and restrictions, etc.
- J. As temporary sites are no longer needed, they will be closed and the land remediated to pre-disaster conditions, meeting all current local, state and federal rules and regulations.

XI. CONTRACTS

FEMA reimburses costs incurred using three types of contract payment obligations: fixed-price, cost-reimbursement, and, to a limited extent, time and materials (T&M). The specific contract types related to each of these are described in FEMA’s *Procurement Guidance for Recipients and Subrecipients Under 2 C.F.R. Part 200 (Uniform Rules)*. The Nebraska Emergency Management Act allows jurisdictions to suspend normal procedures during the duration of declared disasters. However, federal requirements are still valid.

- A. The Applicant must include required provisions in all contracts awarded and maintain oversight to ensure contractors perform according to the conditions and specifications of the contract and any purchase orders.

- B. FEMA does not reimburse costs incurred under a cost plus a percentage of cost contract or a contract with a percentage of construction cost method.
- C. FEMA advises against the use of T&M contracts and generally limits the use of these contracts to a reasonable time based on the circumstances during which the Applicant could not define a clear scope of work (SOW). T&M

contracts do not provide incentives to the contractor for cost control or labor efficiency. Therefore, FEMA may reimburse costs incurred under a T&M contract only if all of the following apply:

1. No other contract was suitable;
 2. The contract has a ceiling price that the contractor exceeds at its own risk; and
 3. The Applicant provides a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
- D. The Applicant should define the SOW as soon as possible to enable procurement of a more acceptable type of contract.
- E. Some entities, such as Rural Electrical Cooperatives, provide the materials necessary to restore their facilities and refer to such contracts as Time and Equipment (T&E) contracts. The limitations and requirements that apply to T&M contracts also apply to T&E contracts.
- F. The Davis Bacon Act, which requires “prevailing wage” payment to contracted workers based on the local union wage scale defined by the U.S. Department of Labor, does not apply to State, Territorial, Tribal, local government, or PNP contracts for PA-funded projects. However, if the Applicant incorporates prevailing wage rates as part of its normal practice for all contracts regardless of the funding source, then those rates are eligible.

XII. PUBLIC INFORMATION ACTIVITIES

The PIO’s responsibilities are detailed in Annex D. The PIO will be responsible for working with the debris manager, coordinator or assigned personnel to educate the public on debris separation, household hazardous material lists and disposal methods, dead animal handling, recycling, general disposal methods, pick up schedules, site locations, and drop-off procedures, safety and information to expedite the clean-up process. Informational material and press releases will be issued through currently established media links. Flyers with instructions or guides may be created to be distributed from structure to structure, (household to household).

XIII. VOLUNTEER MANAGEMENT

- A. A volunteer manager will be appointed to deal with volunteers, see Annex L, Attachment 3.

- B. Additional volunteers may be used to go from house to house with the flier to educate the public on debris disposal, separation and recycling. The flier will include information about the:
 - 1. Types of debris recycling and what they are.
 - 2. Dates that a volunteer will be in the neighborhood to assist in questions about separation of debris.
 - 3. Dates and times a pickup will occur in the neighborhood.
 - 4. The hazards of burning debris, hazardous materials, toxic fumes, smoke, etc.
 - 5. Debris drop-off points and procedures.
- C. Volunteers may leave the fliers on the doors, but will be available for questions if the occasion arises.
- D. Volunteer time and kinds of labor may be used to off-set local cost sharing during federally declared disasters. Accurate tracking systems of groups or individuals contributions of time, labor, cash or materials are essential for fiscal management. Groups should indicate a point of contact to the EOC.

XIV. STATE and FEDERAL AGENCIES

In the event that the president declares either an Emergency Declaration or Major Disaster declaration, debris management activities will be coordinated with state and federal agencies. In a large scale event, debris removal activities may be tasked to a federal agency. This could be the Department of Transportation, US Military, US Army Corps of Engineers, or other Debris Management specialists.

XV. ADMINISTRATION and LOGISTICS

- A. The Emergency Management Director should meet annually with the participating agencies such as city/county Public works, Parks & Recreation, jurisdictions' attorneys, Building departments, landfill authorities/owners and others having an identified role in debris management to review and revise this plan.
- B. Changes and revisions to this plan shall be made after any event involving disaster debris management.

XVI. TRAINING SCHEDULE

The responsibility of developing a regular training schedule on debris management and particular aspects of this plan falls upon the directors of each applicable department. Departments are encouraged to use the annual review and revise period to introduce the plan to employees, providing updated training and directions. The county's five-year training calendar should include testing components of the plan within related exercises, drills and workshops.

LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	Typical Hazards and Debris Generated Chart	C-20

TYPICAL HAZARDS AND DEBRIS GENERATED

Forecasted Debris Locations

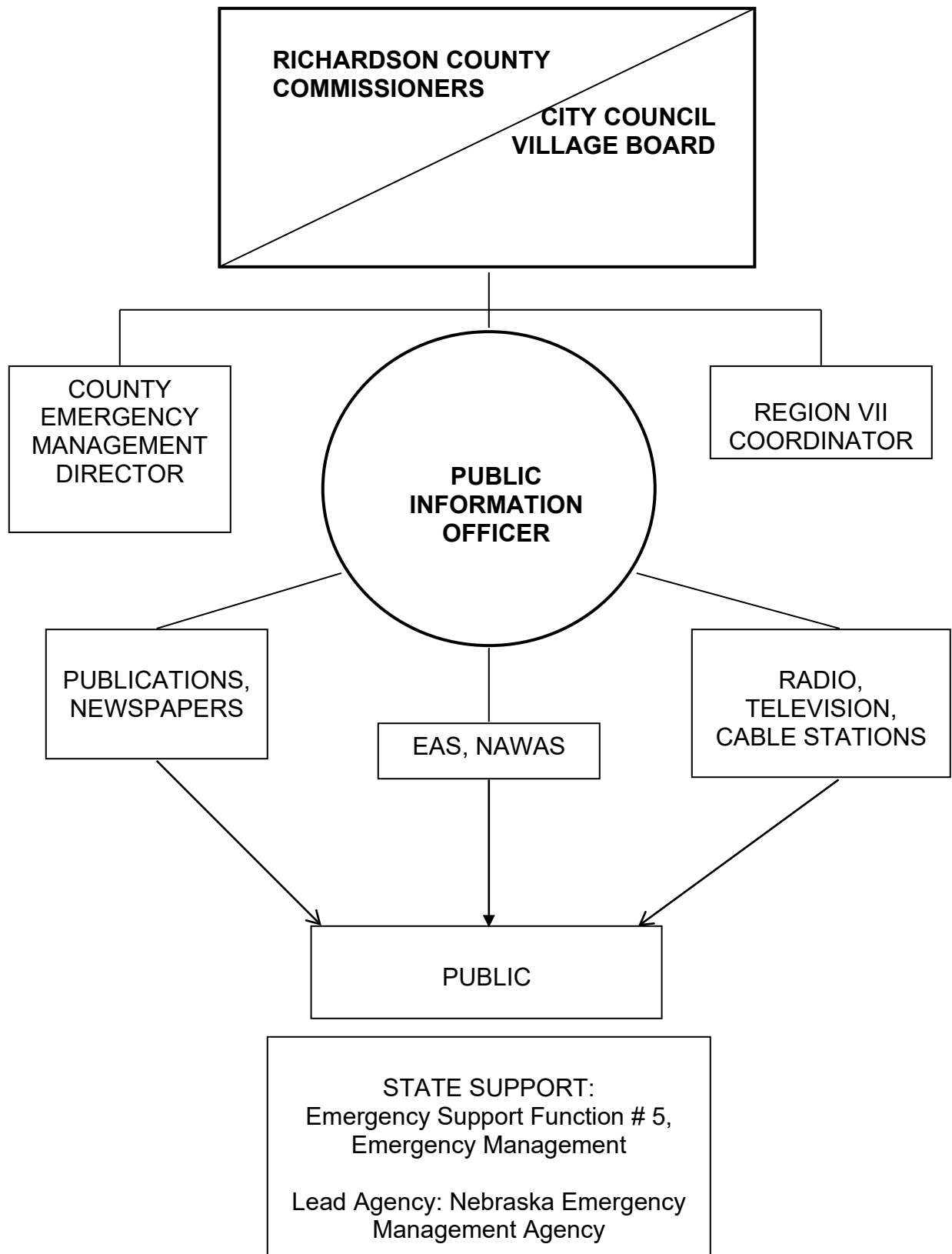
Debris will occur wherever a disaster occurs, though it is generally accepted that the presence of human development (homes, businesses, industry) increases not only the variety, but also quantity of debris. Such populated areas will feature growing amounts of construction debris, white metals and personal property. Industrial areas will feature much more hazardous waste, and therefore, more soil and land issues due to contamination.

Flood debris is most likely to occur in and adjacent to flood plain areas near bodies of water. Tornado and other storm debris are generally more wide-spread, and may include varying mixes of debris, dependent upon the development of homes and businesses in the affected areas.

Debris Forecast by Hazard		Typical Debris Streams								
		Green Debris	Construction & Demolition	Personal Property	Hazardous Waste	Household Hazardous Waste	White Metals	Soil, Mud, & Sand	Vehicles & Vessels	Putrescent
Local Hazards	Tornado	X	X	X	X	X	X		X	X
	Severe Thunderstorm	X	X	X		X				
	Flood	X	X	X	X	X	X	X	X	X
	Ice Storm	X				X				
	Fires	X	X	X	X	X	X		X	
	Hazardous Materials	X	X	X	X	X	X	X	X	X
	Industrial Incident		X		X	X	X	X	X	
	Aircraft Incident			X	X	X	X	X	X	X
	Acts of Terrorism	X	X	X	X	X	X	X	X	X

THIS PAGE INTENTIONALLY HAS NO DATA

EMERGENCY PUBLIC INFORMATION



EMERGENCY PUBLIC INFORMATION

I. PURPOSE

This Annex establishes procedures for the rapid dissemination of emergency public information and outlines the media resources available. During an emergency/disaster, all levels of government are responsible for keeping the public informed of the situation. It is through a speedy and precise public information program that people are advised of hazards or threats and will be told of actions they need to take for their safety and survival.

II. SITUATION

- A. Radio station KFAB in Omaha is the Local Primary (LP-1, or LP) Emergency Alert Station for Nebraska Operational Area, which serves Richardson County. This station broadcasts the Initial weather alerts and warnings and national emergency warnings.
- B. Richardson County officials will primarily use KTNC, KLZA, and FCTV in Falls City to broadcast emergency instructions and information directed to people within the County.
- C. Emergency public information **may** be disseminated in Richardson County through an over-ride capability of Time Warner Cable Television.
- D. There are two weekly newspapers in Richardson County. Newspapers will be used for disseminating written instructions to the public.

III. ASSUMPTIONS and PLANNING FACTORS

- A. There **are no known** groups of non-English speaking people in Richardson County. Every household has members who can adequately read the newspaper and/or understand spoken English.
- B. There are provisions for disseminating emergency information to persons with access and functional needs.
- C. It is critical that the public have confidence that the local governments is in control of the situation. Awareness of an event, warnings and timely reports of actions mitigating the event, potential consequences, information, public orders/directions and information gains and builds this public confidence.

- D. During and after a disaster, specific protective action information and advice to the public is essential to maximize survival and protect property. Most of the public would comply with official advice received by them.
- E. Implementing the Joint Information System concept integrates incident information and public affairs into a cohesive organization providing consistent, coordinated, timely information.
- F. The media's approach to reporting disasters has, at times, crossed the line to sensationalism. Timely and accurate information from a credible source builds public confidence, reduces panic, fear and adverse public responses.
- G. Public broadcast outlets have a choice in which emergency messages they transmit.

IV. ORGANIZATION and RESPONSIBILITIES

- A. The Public Information Officer (PIO) directs all county emergency public information activities and interfaces with the public and media and with other agencies with incident-related information. The PIO is responsible for the collection, coordination, development, dissemination and monitoring of emergency public information.
- B. The Public Information Officer ***has been appointed***, and is the official spokesperson for the ***County Commissioners*** (*according to the impacted jurisdiction*) and is a member of the Emergency Operations Center (EOC) Staff. The PIO will coordinate all public information activities with the Chief Executive, County Emergency Management Director and Incident Command.
- C. The PIO may appoint a supporting staff to assist in the public information functions and ensure the capability of extended operations. Supporting functions may include:
 - 1. Rumor Control/Public Inquiry
 - 2. Distribution of emergency information, including broadcast and printed materials, and monitoring the media releases for accuracy, and
 - 3. Coordination of emergency public information supplies and equipment requirements as well as volunteer support staff.
- D. The Public Information Officer at the Nebraska Emergency Management Agency, in a disaster situation, has the following responsibilities:
 - 1. Coordinates with and supports the Governor's Office,
 - 2. Coordinates with and supports the local government's PIOs,

3. Develops and releases information concerning the state's involvement and/or activities, and
 4. Monitors the media for accuracy of information released.
- E. The federal agency's PIO, when federal support is activated, will have the following responsibilities:
1. Coordinates with and supports the state and local governments PIO,
 2. Releases information concerning the federal government's involvement and/or activities.
- F. Volunteer and private organization PIOs should coordinate with the local Public Information Officer and release information concerning their own efforts.

V. CONCEPT of OPERATIONS

A. Coordination

1. The public information program requires a coordinated flow of information from all levels of government and private agencies through a central release point. This ensures that only accurate information is presented. This will be accomplished through:
 - a. Coordinating and exchanging information among all staff, department heads, and the PIO.
 - b. Collecting, compiling, and verifying information before authorizing releases.
 - c. Protecting/safeguarding sensitive information.
 - d. Releasing information to the media at briefings by the Public Information Officer or an authorized representative.
 - e. Establishing Rumor Control/Public Inquiry where citizens with questions can receive accurate and verified information. Rumor Control/Public Inquiry must be coordinated with the Communications Officer to ensure adequate public service telephone capabilities. The media will publish/broadcast the Rumor Control/Public Inquiry telephone number. In addition to answering questions from the public, telephone operators will pass rumor trends on to the PIO and assistance requests to the EOC.
 - f. Establish/activating a JIC for multi-agency coordination.

2. Information about emergency shelters, feeding, and assistance programs will be disseminated throughout the emergency/disaster period.
3. As a situation develops, uses all available media resources to increase public education, instructions, and information (Attachment 1).
4. Disaster information on radio/television and in the newspapers will be monitored to ensure the public is receiving accurate and timely information.

B. Information Dissemination

1. Joint Information Center (JIC)

- a. The Joint Information Center (JIC) in the Richardson County Board Room is the designated place where the cooperating agencies' PIOs will conduct news briefings and conferences. Located on the Second Floor of the Richardson County Courthouse.
- b. Briefings and conferences will be held at regularly scheduled intervals which will be determined at the time of the disaster.
- c. All supporting agencies will have access to and participate in the JIC.

2. Electronic Media

- a. Information requiring immediate broadcast for a local area will be released to radio and television stations. A list of local radio/television /cable stations is included in Attachment 1. Routine information will be given to the media through the Joint Information Center briefings.
- b. The Emergency Alert System (EAS) will be activated through radio stations KFAB, Nebraska EAS Operational Area 1, in accordance with the Emergency Alert System Plan and NOAA Weather Radio.
- c. Computers, social media and other electronic communications devices will have messages prepared appropriate to the medium and transmitted in a timely manner.

3. Printed Materials

Newspaper releases, flyers, brochures, etc. will be prepared and/or approved by the Executive Group and distributed at the direction of the Public Information Officer.

C. Support from State Agencies

1. The Nebraska Emergency Management Agency is responsible for the collection, correlation, and dissemination of disaster-related information to appropriate state agencies and the Governor's Office. The Nebraska Emergency Management Agency's Public Information Officer will during a State of Emergency, coordinate all state public affairs/information efforts with the Governor's Office.
2. The Nebraska Emergency Management Agency has established procedures for rapid dissemination of hazard warnings and disaster-related information to local government primarily through the National Warning System (NAWAS) and to the public through the Emergency Alert System (EAS).
3. The Nebraska Emergency Management Agency will coordinate the use of the state warning system to ensure that all commercial radio and television stations receive the emergency information.
4. The Nebraska Educational Telecommunications (NET) in conjunction with the Nebraska Commission for the Hearing Impaired, will, by law, provide text decoding to the hearing impaired for all programming to include area and statewide disaster warnings.
5. The Nebraska Emergency Management Agency's Public Information Officer will work closely with the local government and provide assistance, particularly in preparing and disseminating information to the public concerning disaster recovery centers.
6. State agencies will support local governments by providing reports of potential and existing widespread hazardous conditions.
7. The Nebraska State Patrol, in coordination with the Department of Transportation, will provide road conditions to responding agencies, media, and the public.
8. Subsequent to a Presidential Declaration, the Public Information Officers of all state agencies involved in disaster recovery efforts will coordinate activities with the federal agencies involved through the lead PIO at the JIC.

D. Support from Federal Agencies

1. The National Weather Service has the primary responsibility for issuing weather-related disaster warnings to the public.
2. Under a Presidential Emergency or a major disaster declaration, the Federal Emergency Management Agency's (FEMA) Public Information

Officer will coordinate and be responsible for release of public information concerning federal assistance.

E. Support from Volunteer Agencies and Organizations

Volunteer and private organizations will be evaluating the situation and making internal determinations of the level of assistance they can provide. Each organization, in coordination with state and local governments and the JIC, will be providing public information concerning their efforts.

F. Support from Media

Agreements **(or: Pre-planning or Arrangements)** have been made with local media organizations to ensure rapid dissemination of emergency public information.

VI. ADMINISTRATION and LOGISTICS

- A. The County Public Information Officer should meet annually with local government officials, the Emergency Management Director, and media representatives to review this Annex and coordinate operating procedures.
- B. The Emergency Management Director will revise this Annex based upon the recommendations of the PIO.
- C. Every effort will be made to incorporate media involvement in exercises of the Basic Plan.

VII. TRAINING and EXERCISING

A. Training

The training program will be consistent with the Homeland Security Exercise Plan procedures. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

B. Exercising

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

LIST OF ATTACHMENTS

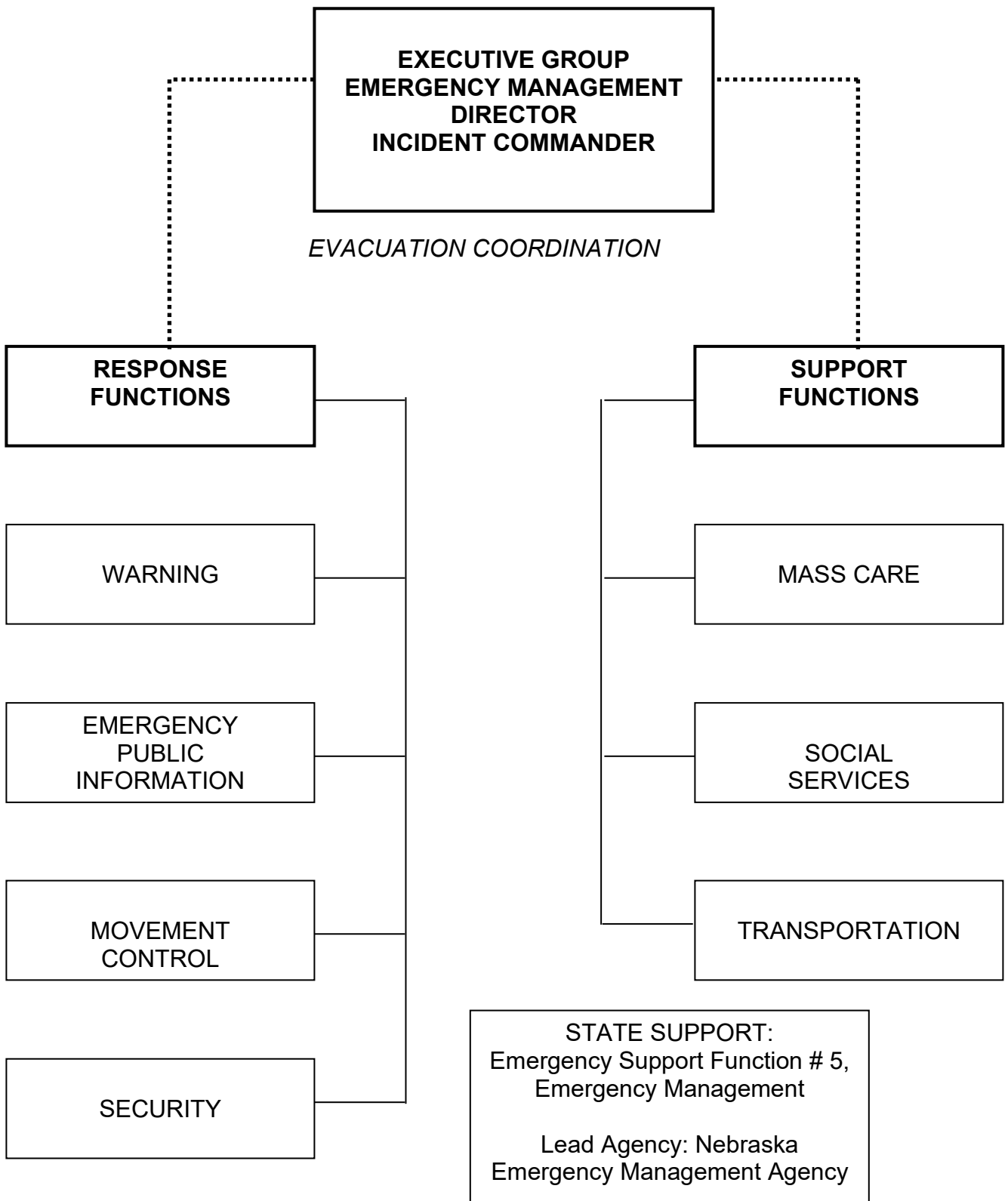
<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	Media Outlets	D-9

MEDIA OUTLETS

RADIO		
EAS PRIMARY STATION		
	Phone:	
	FAX:	
	Hotline:	
	Contact:	
KTNC	Phone:	
	FAX:	
	Hotline :	
	Contact:	
B 103	Phone:	
	FAX:	
	Hotline:	
	Contact:	
	Phone:	
	FAX:	
	Hotline:	
	Contact:	
TELEVISION		
FCTV1	Phone:	
	FAX:	
	Hotline:	
	Contact:	
	Phone:	
	FAX:	
	Hotline:	
	Contact:	
	Phone:	
	FAX:	
	Hotline:	
	Contact:	

CABLE TELEVISION		
TIME WARNER CABLE	Phone:	
	FAX:	
	Contact:	
NEWSPAPERS		
Daily		
	Phone:	
	FAX:	
	Contact:	
	Phone:	
	FAX:	
	Contact:	
Weekly		
Falls City Journal	Phone:	
	FAX:	
	Contact:	
Humboldt Standard	Phone:	
	FAX:	
	Contact:	
PRINTERS		
Richardson County EMA	Phone:	
	FAX:	
	Contact:	
Wolfes Printing	Phone:	
	FAX:	
	Contact:	

EVACUATION



EVACUATION

I. PURPOSE

This Annex provides direction and planning guidance for the implementing a timely and orderly evacuation of all or any part of Richardson County when that is the most effective means for protecting the population.

II. SITUATION

- A. The Richardson County Hazard Analysis identifies hazards that could result in the need to evacuate. The most probable of these are severe weather, Hazmat, or flooding.
- B. Some flooding along the Missouri River occurs almost annually. While much of this involves lowland agricultural flooding, damage to public property (bridges, highways, and county roads) is a primary concern. Maps showing the 100 year flood plain are located at the Richardson County Emergency Management Agency. The County could also be affected by failure of the Kirkman's Cove Dam located three miles northwest of Humboldt. See Appendix 1 for flooding details.
- C. Anhydrous ammonia and other hazardous materials are transported, used and stored in the county. A hazmat spill, release or accident could require an evacuation. Transportation accidents on Highway 4, 8, 62, 64, 67, 73, 75, 105, and 159, railroad incidents on Burlington Northern Santa Fe (BNSF) and Union Pacific (UP) tracks, pipeline incidents with Magellan Company, Tans Canada/ANR, Southern Star Central Gas, Black Hills Energy, and Northern Natural Gas, and/or river barges could affect evacuation movement.
- D. There are places where large gatherings occur. Among these are the schools in the county with a student population over 1,350. Other facilities that could pose special evacuation problems are Richardson County 4-H Fair, Richardson County Free Fair, Cobblestone, and Sauce and Cycles, and the Community Medical Center Hospital in Falls City and the four nursing homes/assisted living facilities. Each of these facilities and events should develop and exercise their specific evacuation plans and may coordinate with the EMA for planning information and/or to participate in jurisdictional or regional joint exercises.

III. ASSUMPTIONS and PLANNING FACTORS

- A. Each jurisdiction will develop a Primary Evacuation Plan specific to the community and their needs. This Plan addresses at least the listed assumptions and planning factors yet keeps in mind that unique situations

may cause departure from portions of the Primary Plan. This Primary Evacuation Plan will be the guide for local or incident evacuation decisions.

- B. While some evacuations allow time for incident planning, the worse case assumption is that there will be little or no warning of the need to evacuate. The evacuation decision could occur day/night and in all weather conditions.
- C. All evacuation decisions and resultant actions are event or incident driven.
- D. Evacuation plans will give due consideration to closing of schools, malls, businesses in the risk areas or during pandemic events.
- E. Evacuation plans will give due consideration to people with access and functional needs that require transportation and populations with companion or service animals.
- F. Evacuation plans will give due consideration to the transportation and sheltering of household pets.
- G. All safe and practical modes of transportation will be considered for evacuations. Most people will use their own vehicles to leave the evacuated area. Fuel shortages may occur and evacuation routes may be blocked with vehicle breakdowns.
- H. Maximum traffic congestion should be expected.
- I. In urban areas, additional time is required to inform citizens, develop assembly areas, load and transport those needing mass transportation, prepare public announcements of designated assembly areas, review or create usage agreements for use of privately owned assembly areas. Plans to transport mobility impaired individuals to the safe areas should be in place and is essential in the Primary Evacuation Plan.
- J. There would not normally be time to obtain personnel support from outside the county. Local government resources could be severely stressed with many responders and their families affected by the evacuation.
- K. Evacuees will have little preparation time and may require maximum support in shelter/reception centers, particularly in the areas of food, bedding, clothes, and medical supplies. Many will be concerned about the care and welfare of pets and animals.
- L. Reception centers and shelters, within the county and neighboring counties, need as much advance notice as possible. At the time of public announcement of the evacuation order, shelters may not be fully set up to handle the evacuees, especially for those with functional needs or those at risk. Medical shelters are for medically fragile people who require care provided in hospitals and nursing homes. People with access and functional

needs can be integrated into a shelter setting appropriate to their needs which is typically mass care.

- M. Voluntary evacuation could occur after the public has been advised of a potential problem or danger, even though the situation does not warrant an official evacuation. Under this situation:
 - 1. Voluntary evacuation in excess of 50 percent of the residents of the affected area is a possibility if there is an extended danger period.
 - 2. News reports of a hazard situation may cause voluntary evacuation.
 - 3. If evacuation is directed for a small area, then voluntary evacuation of adjacent areas should be expected.
 - 4. A large percentage of voluntary evacuees will leave because they have a place to go such as to relatives, friends, etc.
 - 5. Those concerned about their pets, livestock, research and commercial or production animals should be advised to implement their individual family/business evacuation plan that addresses the care and welfare of their animals.
 - 6. Following an event, fear and anxiety can be expected from individuals, first responders, care providers and the worried well; all of which will stress support agencies beyond those directly involved with the movement of people.
- N. Animal owners have the primary responsibility for the survival and well being of their animals and are responsible for all costs associated with the care and well being of their animals.
 - 1. Some evacuees, not having their own transportation, will still want to take and be sheltered with their pets.
 - 2. Some animals will pose a threat to other animals and humans. Therefore animals being evacuated by public means should be appropriately restrained, muzzled or confined.
 - 3. Household and service animals require the same general care as people; food, water, exercise, places for relief, security, etc.
- O. Some people will refuse to evacuate.
- P. State and federal highways will receive priority snow removal by the Department of Roads and are expected to be open at all times. County roads in the area are mainly graveled, and the road networks are sufficiently developed that alternate routes can be developed if temporary closures are experienced.

- Q. The Emergency Management Agency will share local plans with neighboring or regional jurisdictions so that roles and responsibilities are defined and traffic control, sheltering, public information and other essential functions are coordinated and monitored. The most recent version of a county's LEOP can be found on the NEMA website: <https://nema.nebraska.gov/>.
- R. An evacuation communications plan will be developed and implemented to maintain coordination between Incident Command, the EOC, responders, receiving sites and the evacuees and non-evacuating populations.
- S. Plans to reconstitute or return citizens back to their homes, schools and businesses will be developed concurrently with the incident evacuation plan. This plan will consider staged or phased time periods for returns. Any health and general safety concerns and available emergency shelter should be addressed should the returning individuals find their homes uninhabitable, permanently or partially.
- T. Re-entry plans will give due consideration to expected medical or health issues, the recovery of the dead, the recovery and disposal of animal remains.
- U. Re-entry and restoration of the affected area may take weeks to months. Return plans should address this issue for returning evacuees.

IV. ORGANIZATION and RESPONSIBILITIES

The overall responsibility for issuing evacuation orders rests with the chief elected executives of the affected political subdivisions. When there is an immediate need to protect lives and provide for public safety, the Incident Commander can make the decision to evacuate. Key organizational requirements are:

- A. Jurisdiction's Chief Elected Official (CEO)
 - 1. When circumstances permit, the CEO will formally declare the evacuation order; maintain the management, direction and control, and support of the evacuation. The CEO may also issue a disaster declaration as in any "all-hazard" disaster.
 - 2. Will implement appropriate sections of the jurisdictions' Continuity of Operations / Continuity of Government Plans.
- B. Local Emergency Management Director:

1. Responsible for advising the Executive Group on the evacuation decision, for coordinating evacuation support activities, coordination with the Incident Commander, providing for special transportation needs, sheltering issues, closing of hospitals, schools and businesses, and managing resources.
2. Will coordinate the development of the Evacuation Incident Action Plan with Incident Command and the other agencies involved in an evacuation.
3. Co-authors the evacuation communications plans with the Communications Officers and the Incident Commander.
4. Notifies the PIO and with the IC, determines the JIC activation level.

C. Law Enforcement Agencies:

1. Responsible for conducting actual evacuation efforts, for designating evacuation routes, providing traffic and movement control, monitoring traffic flow, and establishing security of the evacuated area.
2. If necessary, they will also assist in warning the public.
3. Coordinates with the EOC and IC on the development, implementation and demobilization of the evacuation plan.

D. Fire Departments:

1. Responsible for on-scene control and for advising executives on the evacuation decision for hazardous material and fire incidents.
2. Responsible for fire security in evacuated areas and assistance in warning the public.
3. Coordinates with the EOC and IC on the development, implementation and demobilization of the evacuation plan.

E. Public Works Director / County Highway Superintendent / Street Superintendent:

1. Responsible for maintenance of the evacuation routes and for providing traffic control devices.
2. May be assigned the responsibility for care and maintenance of portable toilet facilities, monitoring emergency fuel supplies and distribution, and dealing with disabled vehicles blocking the evacuation routes.

3. Coordinates with the EOC and IC on the development, implementation and demobilization of the evacuation plan.

F. Local government and/or non-governmental schools, animal shelters, zoos, refuges, veterinary facilities, voluntary animal care organizations:

1. These entities may provide advice to the public about the welfare needs of the animals, availability of space within their facilities, trained staff to assist in mass care shelters, and resources such as food, cages and medical supplies for evacuated animals.
2. These groups may provide insight and additional information on animal care during an evacuation for inclusion into the Primary Evacuation Plan and will cooperate with local law enforcement agencies and the EOC during an incident.
3. Individuals with pets and service animals are responsible for their animals care, maintenance and welfare at public shelters, if such shelters are available.

G. Public Information Officer:

1. Responsible for the dissemination of emergency information advising the public of what evacuation actions to take, availability of shelters and re-entry.
2. Responsible for rumor control and responding to requests for information from the media and messages to the non-evacuating population.

H. American Red Cross:

1. After the initial response, the ARC is responsible for coordinating mass care activities including registration, lodging, and feeding. The Salvation Army and other service organizations may provide support as defined in Annex I.
2. The Red Cross may provide animal friendly sheltering or information to registered evacuees of animal sheltering options.

I. Office, Nebraska Department of Health and Human Services:

Will ensure that Social Service programs are continued and supported by other area programs, such as the Southeast Area Agency on Aging, and may assist in crisis counseling and other activities for people with access and functional needs. Social Services actions are defined in Annex G.

J. Game and Parks Commission:

1. Will assist evacuation efforts in state parks and recreation areas during major emergency/disaster operations.
2. Will support other law enforcement agencies as practical.

K. Affected Facilities (Hazardous Materials Incident):

The Facility Emergency Coordinator will advise local and State officials if the facility management recommends evacuation or in-place shelter.

V. CONCEPT of OPERATIONS

A. Direction and Control

1. The primary responsibility for evacuation activities rests with the local government. Public officials are expected to:
 - a. Provide security and access control for the evacuated area,
 - b. Provide temporary shelter and mass care support for the evacuees,
 - c. Coordinate the return of people to their homes as safety permits,
 - d. Manage recovery operations, and
 - e. Return to normal operations.
2. The Emergency Operating Center may be activated because of the primary hazard event. Executive direction and control of the incident and any ensuing evacuation may be conducted from the EOC as outlined in Annex A. The Emergency Management Agency may coordinate all evacuation support activities.
3. Large-scale evacuations spanning multiple jurisdictions or regions require comprehensive response strategies. To facilitate resource support and coordination of the Incident Command Post(s) across local or regional boundaries, it is suggested that a Regional Unified Command structure or Multi-Agency Coordination Centers (MACC) be established.
4. Reception plans of the counties or cities agreeing, by established Mutual Aid Agreements or MOUs, to host evacuees and the designated shelters for large-scale or regional evacuations need to be implemented early in the response. Area hospitals will be alerted to the situation.
5. Implement appropriate portions of the jurisdiction's COOP-COG Plan to ensure that vital and essential functions of government services continue

during and after a disaster, especially when government facilities and staff are affected.

B. Evacuation Order

1. The Chief Executive of the affected political subdivision will normally order an evacuation.
2. In situations where rapid evacuation is critical to the continued health and safety of the population, the Incident Commander may order an evacuation.
3. During floods, evacuation orders will generally be initiated after evaluation and recommendation of National Weather Service. Dam failure/flooding considerations are in Appendix 1 of this Annex.
4. In a radiological incident/accident, the evacuation order will be based on the recommendation of the Nebraska Health and Human Services.
5. All evacuation orders will contain instructions for at-risk populations to take medications, supplies and special equipment with them or to notify the Richardson County EOC for transportation assistance.
6. All governmental agencies will account for their financial expenditures from the time of the threat or incident occurrence, during and after the evacuation and re-entry.
7. All potentially impacted jurisdictions supporting the response will be notified of evacuation decisions and given briefings as the response progresses.

C. Evacuation Decision Considerations

Evacuation may be only one of several protective action alternatives. Decision makers must exercise care to ensure that a directed evacuation will not place the affected population into a more dangerous situation than posed by the primary hazard. When ordering the evacuation, the following considerations should be addressed:

1. Weather conditions,
2. Evacuation routes, their capacities and susceptibilities to hazards,
3. The availability and readiness of shelters for evacuees,
4. Effective means of providing public information and direction, especially to people with access and functional needs.
5. Modes of transportation for evacuees and for those unable to provide their own,

6. The location in the evacuation area of people with access and functional needs including nursing home or hospital patients, day care centers, apartment complexes, schools, jails, businesses, other congregate areas. These may pose unique evacuation problems and the evacuation itself could be more life threatening than the initial hazard.
7. In the event of a hazardous material incident the choice needs to be made between evacuation and in-place shelter. The decision should be based on the wind speed and direction and density of the plume and the chemical substance involved.

D. Evacuation Area Definition

The definition of the area to be evacuated will be determined by those officials recommending or ordering the evacuation based on the advice of appropriate advisory agencies. In the case of hazardous materials incident/accidents, fire chiefs should refer to the DOT Hazardous Materials Emergency Response Guide book, or follow the recommendation provided by CHEMTREC. In all cases, the hazard situation will be continually monitored in case changing circumstances, such as a wind shift, require redefinition of a potentially affected area. The PIO will ensure that the evacuation area is described to the public in understandable terms.

E. Public Notification

Persons to be evacuated should be given as much warning time as possible.

1. Pre-evacuation Warning: For slow moving events, pre-evacuation notice should be given to affected residents. Residents should be advised that they might have to move out with little or no additional notice. Those with concerns for their pets should be advised to implement their family evacuation plans. Consideration should be given to early evacuation of schools and large gatherings. Hospitals and nursing homes will be kept fully advised of the situation and be given earliest possible warning because of the extra time required to evacuate.
2. Evacuation Warning: All warning systems will be utilized to direct the affected population to evacuate. Wherever possible, the warning should be given on a direct basis as well as through the media. The use of vehicles moving through the affected area with sirens and public address is usually effective. Door-to-door notification should be considered, particularly in rural areas. Responders should sweep the evacuated area to ensure all persons have been advised. Persons refusing to follow evacuation instructions will be advised of possible consequences and then left alone until all who are willing to leave have been provided for. Time permitting, further efforts may be made to persuade them to evacuate. In accordance with the jurisdiction's Primary Evacuation Plan, persons with animals refusing to evacuate may be advised that further

attempts at evacuation will be made only when there is the capability to assist them without risking the lives and safety of the rescuers. See Attachment 1, Responsibilities of Household Animal Owners.

3. Emergency Public Information: The Public Information Officer will ensure that evacuation information is disseminated to the media in a timely manner. Instructions to the public such as traffic routes to be followed, location of temporary reception centers as well as situation updates will be issued as that information becomes available. Specific public information guidelines are contained in Annex D.
4. Both government and non-government shelter agencies and managers need to be notified and briefed early in the process: Shelters require lead time in preparation to receive evacuees. In large scale or regional events, the host counties, cities, villages beyond the affected jurisdiction(s) need notice as soon as possible in the response phase.

F. Movement

Law enforcement agencies will direct and control the vehicular and pedestrian traffic flow during the evacuation.

1. The jurisdiction's primary evacuation plans will be used to determine the specific evacuation routes at the time of the evacuation decision.
2. Evacuation procedures and instructions will be part of the warning and subsequent public information releases.
3. If at all possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles. Specific traffic control points will be determined at the time based on anticipated traffic volume and identifiable problem areas.
4. The proper authorities (law, fire) will coordinate the use of wrecker services needed to clear disabled vehicles.
5. Traffic control devices such as signs and barricades will be provided by the public works in the affected jurisdictions or supported by mutual aid.
6. Fuel shortages that could be experienced by the evacuees will be addressed under the primary plan.

G. Transportation of People with Access and Functional Needs

The incident commander will determine requirements for special transportation and coordinate with the EOC and social service support agencies, for the use of transportation resources to support the evacuation, especially transportation for people with access and functional needs.

1. Assembly (Staging) Area: If the potential evacuated population is of significant size, there could be many people without private transportation. Convenient centralized locations in the evacuation area, such as schools or churches, will be identified as assembly areas. These locations will be announced in evacuation instructions issued by the Public Information Officer. Residents will be instructed to go to the assembly areas for transportation. The transportation of persons with animals, other than service animals, will be a consideration in the Evacuation Action Plan.
2. Transportation of People with Access and Functional Needs: There could be cases where people with access and functional needs located in the evacuation area will not be able to get to the assembly point or would need special types of transport. The EOC will make provisions for the use of government or volunteer vehicles to transport these individuals. The public will be instructed to notify the EOC of any special transportation problems.
3. Health Care Transportation: The evacuation of the nursing homes or the hospital poses special transportation problems. The institutions' administrators will determine specific transportation needs and coordinate with the EOC if transportation assistance is needed. Ambulances from fire and rescue departments within the County may be the primary resource for medical transport. The health care provider should maintain a list of patients using durable medical equipment and arrange for transportation for this specialized need.
4. Transportation Resources: School buses, handi-buses operated by the Blue River Area Agency on Aging, and other privately owned/operated vans/buses might be available during emergencies. The Emergency Management Agency maintain a listing of all such resources (Annex L).

H. Mass Care of Evacuees

While many evacuees will go to the homes of friends and relatives, there may be requirements for temporary mass lodging and feeding. The jurisdiction may have to provide temporary reception centers until the Red Cross can establish short term shelters. Mass care of evacuees will be managed by the American Red Cross. Mass Care operations are covered in Annex I.

I. Health Care Facilities

Evacuations of health care facilities create special problems and may extend the time required to clear the affected area. Health care evacuation considerations are addressed in Annex G.

J. Schools

1. All schools have internal emergency evacuation plans.
2. Falls City, HTRS Public, and Sacred Heart Private school have radio-equipped buses. Additional buses would be necessary or buses would need to make more than one trip. If buses are required to make more than one trip, they will take students and staff to a temporary staging area outside the hazard area and return for additional passengers.

K. Access Control

1. Law enforcement agencies will establish a perimeter control to provide security and protection of property. An access pass system will be established.
2. Curfews may need to be established to limit risks to responders and victims who might wish to remain or re-enter the disaster area.

L. Re-entry

Reoccupation of an evacuated area requires the same considerations, coordination, and control of the items undertaken in the original evacuation and is addressed in the initial and all revised Evacuation Action Plans. The chief executives will make the re-entry decision and issue a Re-entry order after the threat has passed, the evacuated area has been inspected and found safe by fire, law, health, and utilities personnel. Some specific re-entry considerations are:

1. Ensure that the threat which caused evacuation is over.
2. Ensure that search, rescue and recovery missions are completed so that survivors and any human or animal remains have been attended to and recovered.
3. If needed, ensure that homes have been inspected to determine if they are safe to return to and unsafe structures are so marked to prevent entry.
4. Determine the number of persons in shelters who will have to be transported back to their homes.
5. If homes have been damaged, determine the long-term housing requirements.

6. Coordinate traffic control and movement back to the area.
7. Implement the portion of the Evacuation Plan that provides assistance to individuals with lost or missing family members.
8. Inform the public of proper re-entry actions, particularly cautions they should take with regard to re-activating utilities in addition to issuing instructions for proper clean-up and debris disposal.
9. Implement the portion of the Evacuation Plan that provides assistance to individuals requiring counseling, see Annex G, or financial or housing assistance.

M. State Support

Under disaster conditions, evacuation support and resources may be available from a number of state agencies. Assistance will generally be requested through the Nebraska Emergency Management Agency. Assistance includes manpower, transportation, supplies and technical advice. The following agencies may become involved in the emergency evacuation of an area.

1. Department of Transportation: The Department of Transportation will provide updated information on road conditions, load bearing capacities and usability to support evacuation or rerouting of traffic. They will also provide equipment and manpower to maintain or repair roads and bridges to usable condition in support of an evacuation. Personnel may assist in traffic control by erecting barricades, warning lights and signs, or providing manpower.
2. Health and Human Services: The Nebraska Health and Human Services will make recommendations to local authorities and the Nebraska Emergency Management Agency regarding health problems within an area which may dictate that evacuation of that area is necessary. Special consideration will be given to hospital and nursing home evacuation. If an evacuation is initiated, maintenance of the health standards in reception areas will be closely monitored. This agency is responsible for the prevention of overcrowding, spread of disease, and the development of unsanitary conditions/practices.
3. State Fire Marshal: The State Fire Marshal may recommend that evacuation of an area be initiated because of an existing fire emergency. The State Fire Marshal may coordinate manpower from local fire departments for disaster assistance.
4. Nebraska State Patrol: The State Patrol will establish control points for traffic control, assist in maintaining order, issue passes to prevent

unauthorized entry into areas, obtain medical help and direct emergency vehicles to the proper destination within the disaster area.

5. Nebraska National Guard: The National Guard will provide support to the civil authorities when authorized by the Governor. Any National Guard facility or area may be used as an assembly or dispersal area in support of evacuation procedures with the approval of the Nebraska National Guard on request by the Nebraska Emergency Management Agency.
6. Game and Parks Commission: The Game and Parks Commission field personnel may be able to provide information on local conditions or augment law enforcement personnel in traffic control. The Game and Parks Commission also has boats available to assist in evacuation during floods.

N. Non-Governmental Organizations

The Nebraska Humane Society and the local affiliates may provide advice to the public about the welfare and sheltering needs of the animals, trained staff to assist in mass care shelters, and resources such as food, cages and medical supplies for evacuated animals.

VI. ADMINISTRATIVE

- A. After each evacuation of any scale, the incident involved officials, first responders, Emergency Management, other support agencies and jurisdictions, and possibly interested citizens will conduct a post-incident critique and write after-action reports (AAR) and evaluations. These documents will be the basis for review of and revision of policy.
- B. The County Emergency Management Agency is responsible for the annual review and update of this Annex. The AARs and evaluations will provide guidance in this annual update.

VII. TRAINING and EXERCISING

A. Training

The training program will be consistent with the Homeland Security Exercise Plan process. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

B. Exercising

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

LIST OF ATTACHMENTS

<u>ATTACHMENT #</u>	<u>ITEM</u>	<u>PAGE</u>
1	Responsibilities of Household Animal Owners	E-17
Appendix 1	Flood\Dam Failure Evacuation	E-19

RESPONSIBILITIES of ANIMAL OWNERS 'PETS and SERVICE ANIMALS IN DISASTERS'

Family disaster planning should also include pets (household animals). If you must evacuate your home and you have the time and resources, plan to take your pets with you. Pets most likely cannot survive on their own and if they do, you may not be able to find them once you return. Include these steps in your planning:

- A. Locate a safe place for the pets before disaster strikes. Friends or relatives outside the affected area may shelter your animals. If you have more than one pet, they may be more comfortable if kept together, but be prepared to shelter them separately.
- B. Prepare a list of friends, boarding facilities and veterinarians who could shelter animals in an emergency; include 24 hour phone numbers.
- C. Call hotels and motels in your immediate area and a reasonable distance from the home. Ask whether they accept pets, under what conditions, and whether they are restricted as to the size or number of animals.
- D. Call local boarding kennels.
- E. You may not be home when an evacuation order or disaster warning is given. Make arrangements with a trusted friend or relative to gather your pets and meet you at a pre-arranged location.
- F. Assemble a portable Pet Disaster Supplies Kit and keep it in a sturdy container in an accessible place. Essential supplies will be needed, regardless of the time the family will be away.
 1. Medication and medical records (stored in a waterproof container),
 2. A first aid kit,
 3. Current photos of the pet(s),
 4. Food, water, medications, portable bowls, cat litter/pan, and can opener, feeding schedule, notes about medications or potential behavior problems,
 5. Instructions on the pet(s)' feeding schedules, diet, and special circumstances (allergies, difficulty chewing/swallowing, mobility restrictions, diabetes, etc.) and
 6. Sturdy leashes, harnesses, and/or carriers to transport pets.

- G. Know what to do as a disaster approaches:
1. Owners are responsible for the care, feeding and control of their animals at all times, including any time spent in public or private shelters.
 2. Call ahead to your pre-identified care facility to confirm emergency shelter arrangements for you and your pet.
 3. Check that your pet disaster supplies are ready to take at short notice.
 4. Eliminate search time for your pets by sheltering them in one central place (a barn, the house, the basement, storm cellar, etc.).
 5. Make sure all dogs and cats are wearing collars that are securely fastened with up-to-date identifications. If available, attach the name, address, and phone number of the temporary shelter the family will be located or the information of the friend/relative where you'll be staying. Temporary tags may be purchased or adhesive tape attached to the pet's I.D. tag may be used for additional information.
 6. Transport dogs, cats and birds in sturdy carriers, reptiles such as snakes and lizards in heavy cloth bags, "pocket pets" animals such as rabbits, hamsters, gerbils in cages that can contain litter or the bedding without spilling during transport or sheltering.
- H. If you cannot move your animals, try to arrange to leave a minimum of three days food and water for each animal. Bring all animals indoors. Do not chain or restrict any animals outside. Separate dogs from cats as even "friendly" or "family pets" may show signs of stress and lash out or attack other animals in the house. Provide for sanitation as best possible.
- I. Provide for search and rescue responders semi-permanent notices on the inside and outside of the house that there are animals in the house. List the kinds and numbers of animals, favorite hiding places, other essential information and how the responder can reach you concerning the care and welfare of your pets.
- J. Follow all directions and procedures if you place the pet in a public animal care facility. You are still responsible for your animal(s).
- K. Large animals and livestock require a higher level of response. Additional planning guidelines may be available through local veterinarians or animal associations and trade organizations. Plan to have an animal identification system, trained handlers, sufficient transportation and alternate sites to feed and house the animals if evacuation is necessary. Have sufficient feed, water, medications and handling equipment for several days should one choose to shelter-in-place. Consider having an alternate power supply for water pumps.

FLOOD/DAM FAILURE EVACUATION

I. PURPOSE

This Annex identifies actions required to evacuate the population and protect facilities threatened by flood or dam failure.

II. SITUATION

A. Missouri River Basin

1. Richardson County lies within the Missouri River basin. The Missouri River flow is controlled so that flooding is infrequent. However, damaging floods occur. Many of the areas between the plains and the valley are steep and concentrate runoff from high intensity storms. Heavy winter snows, ice dams and rapid spring melt can overstress the system of flood control impoundments resulting in flooding.
2. Approximately five percent (5%) of the county's population resides within the 100-year flood plain as defined on the National Flood Insurance Maps, located in the Emergency Management Office.
3. The most current flood maps from FEMA are available at:

<http://msc.fema.gov/portal>

B. Dams That Could Affect Richardson County

1. Long Branch Watershed Dam

Owner: Nemaha Natural Resources District

Emergency Preparedness Plan: January 2014

2. Southfork Watershed Dam

Owner: Nemaha Natural Resources District

3. Winnegbago-Bean Dam

Owner: Nemaha Natural Resources District

C. Potential Effect of Dam Failure

The City of Humboldt and the surrounding rural population of Richardson County could be affected by the failure of one or another of these dams.

III. RESPONSIBILITIES

- A. The National Weather Service is responsible for notifying and advising local government when flooding is a threat.
- B. The owner/operator of each dam, as listed in Section II B, is responsible for the safe operation and maintenance of dam structures. They are also responsible to notify or alert local jurisdictions promptly in the event of a threat situation.
- C. Local government responsibilities are as defined elsewhere in this Plan for all hazards. In addition, the Nemaha Natural Resources District is responsible for monitoring high water conditions and for coordinating warning systems. The Nemaha Natural Resources District is primarily responsible for maintaining the flood gauge system and along with the Richardson County Emergency Management Agency and the Humboldt Fire Department for making recommendations on evacuation decisions. Other flooding responsibilities:
 - 1. The Humboldt Fire Department with support from the Richardson County Emergency Management Agency and/or Richardson County Roads will provide sandbagging activity, emergency dike/levee repair, construction of temporary dikes.
 - 2. The Humboldt Fire Department and Richardson County Emergency Management Agency with support from the Richardson County Roads will monitor conditions of local dams, sandbag or effect temporary repairs, if necessary.
 - 3. The Richardson County Road Superintendent will safety inspect bridges, wing walls and approaches to bridges after the water subsides.
- D. The Richardson County Emergency Management Agency is responsible for disseminating warnings concerning dam failures or emergencies to all affected local governments.

IV. CONCEPT of OPERATIONS

This section addresses unique aspects of an evacuation under threat of flood or dam failure.

A. Notification of Threat

1. General flooding of the Missouri River is monitored by the National Weather Service, the Nebraska Emergency Management Agency as well as other state agencies. Advisories will be issued by these agencies to the Emergency Management Director. Local monitoring of river conditions will augment this information.
2. Flash flood watches and warnings will be issued by the National Weather Service, Valley, NE.
3. Dam failure, potential or actual, or emergency release notification is the responsibility of the dam owners/operators. See Section II B and the appropriate Dam Emergency Plan.

B. Increased Readiness Measures

1. At a flood watch notice, the Emergency Management Agency will ensure that flood monitoring procedures are implemented (see Annex B).
2. On receipt of a flood warning or notification of a potential or actual emergency, the NOAA Radio, local radio stations, and the Richardson County Dispatch Centers will alert and advise all affected communities and key facilities.
3. Preparations will be carried out for the movement of people and critical equipment from the affected areas. The Emergency Management Agency will notify all support agencies and organizations.

C. Dam Failure - Response Times Available
(Predicted Time of Maximum Elevation)

1. Long Brand Watershed Dam
 - a. Principal Spillway Crest is 1048.0 ft
 - b. Dam Breach or Failure above top of dam at 1068.0 ft
2. Times Not Defined For Other Dams

D. Key Facilities In Inundation Areas

1. General Flooding (100-Year Flood Plain)

City of Falls City- Waste Water Treatment Plant, Lift Station, Rulo Wells

City of Humboldt- Waste Water Treatment Plant

Village of Dawson- Life Station, Dawson Wells

Village of Verdon-Lift Station

E. Special Notification Procedures – Nemaha NRD Dam

In the event of an emergency with the Nemaha NRD Dam, the Richardson County Sheriff will make direct contact with those residences located in potential inundation areas.

F. Evacuation Decisions

The decision to evacuate any potential flood or inundation area will be made by the executives of affected jurisdictions based on recommendations from elected and appointed officials (EMA Director, Fire Department, Sheriff). In the event of immediate danger, the Incident Commander may make the evacuation decisions.

FIRE SERVICES

CITY FIRE DEPARTMENT

DISTRICT FIRE DEPARTMENT

Falls City Fire
Rulo Fire
Salem City Fire
Shubert City Fire
Humboldt City Fire

Falls City Rural Fire
Verdon Rural Fire
Stella Rural Fire
Humboldt Rural Fire
Dawson Rural Fire
Iowa Tribe Fire

RICHARDSON
COUNTY
MUTUAL
AID
ASSOCIATION

STATE SUPPORT:
Emergency Support Functions
4, 5, 10,
Fire Suppression,
Emergency Management,
Environmental Quality

Lead Agencies:
State Fire Marshal

Nebraska Emergency Management Agency,
Dept. of Environment and Energy

FIRE SERVICES and HAZARDOUS MATERIALS

I. PURPOSE

This Annex describes the direction, control, roles and responsibilities for a coordinated response for Fire Services during, or as a result of a natural or man-made disaster or a nuclear crisis.

II. SITUATION

- A. The county is vulnerable to severe weather and structures failures that could destroy property and cause loss of life.
- B. Trucks, trains and airplanes can carry hazardous materials within the county. There are a number of sites in the county that store hazardous materials and substances. Because of this, the potential for accidents and incidents involving hazardous materials and substances exists.
- C. A risk analysis of fixed facilities and known transportation routes, where potential release situations with possible consequences beyond the boundaries of the facility or adjacent to the transportation route, was completed in conjunction with SARA Title III planning.
- D. SARA Title III requires that facilities report the use and storage of all extremely hazardous materials and materials included under the Community-Right-to Know category in the facility and other emergency plans. The most current information is included this Annex.
- E. The county is served by ten Fire Departments, one of which operate Rescue Squads (Attachment 1). All Fire Departments are members of the Richardson County Mutual Aid Association.
- F. There are no private or company fire brigades located in the county.

III. ASSUMPTIONS and PLANNING FACTORS

- A. Existing fire personnel and equipment will be able to handle most emergency situations through their own resources or mutual aid.

- B. Clearing roads to permit passage of emergency vehicles is a high priority responsibility of Public Works subsequent to any disaster (Annex K).
- C. Law enforcement will handle on-scene traffic and crowd control to permit access to emergency personnel and equipment.
- D. The Nebraska Department of Health And Human Services, Office of Radiological Health will advise the local Fire Departments on the radiological response activities of a radiological incident/accident involving the county.

IV. ORGANIZATION and RESPONSIBILITIES

- A. The primary responsibilities of the Fire Services are the prevention and suppression of fires; providing rescue services; and responding to hazardous material incidents.
- B. The Fire Chief of each district in the County is designated as the Community Emergency Coordinator (CEC) for hazardous materials incidents as defined in the Superfund Amendment. As CEC, the Fire Chief:
 - 1. Receives notification from facilities that an accidental release of an extremely hazardous substance has occurred.
 - 2. Makes determination to implement those portions of the plan relating to hazardous material incident response, as necessary.
 - 3. Provides notification to the Local Emergency Planning Committee and the public that the plan has been activated.
- C. The Fire Chief of each jurisdiction or fire district is responsible for the coordination, planning, training, and development of the Fire Department's operational policy for their respective jurisdiction including:
 - 1. Fire Fighting,
 - 2. Coordination of Fire Services during a natural disaster, and
 - 3. Acting in the role of the CEC, coordinating with other governmental response authorities and Facility Emergency Coordinators in the event of a hazardous material incident.
- D. During emergency operations, the Fire Chief(s) of the affected jurisdiction(s), or a designated representative, will serve as a member of the EOC staff.
- E. In a situation that affects more than one Fire Department in the county and an Emergency Operations Center is activated, each department will select a member to represent their district on the EOC Staff. This representative will:

1. Coordinate data regarding requirements (i.e., personnel, equipment, supplies, reporting requirements, etc.) of the Fire Departments.
2. Act as a liaison between Fire Departments and the local government and other agencies/organizations.
3. Report general activities and status of Fire Services at EOC briefings.

F. Overall Fire Service Responsibilities are:

1. Fire Chief

- a. Develop standard operating procedures, provide training, and use the Incident Command System per the NIMS and implement policies for the department.
- b. Coordinate and direct volunteers assisting the Fire Department.
- c. Maintain a current file of information submitted under Title III to include:
 - i. The current list of reporting facilities and the Facility Emergency Coordinators (FEC).
 - ii. Material Safety Data Sheets (MSDS), Inventory lists or Tier II reports.
- d. Develop departmental tactical response plans for facilities where hazardous materials are produced, used, or stored.
- e. Coordinate fire inspections for homes or commercial buildings during or after a disaster to determine if the facility is safe for occupancy.
- f. Alerts all emergency response organizations, governmental, non-governmental and private support agencies of the dangers associated with technological hazards and fire during emergency operations.

2. Senior Fire Officer

- a. Direct the level of response, request mutual aid or other assistance, and make decisions concerning the Fire Department's actions and policies during emergency operations.
- b. Direct search and rescue operations.
- c. Request the Medical Coordinator in the event of a Multiple Casualty Incident (MCI) if required (Annex G).

- d. Authorize Fire Department personnel and equipment to respond to mutual aid requests.

G. Line of Succession

Each Fire Department's line of succession is as follows:

1. Fire Chief,
2. Assistant Fire Chief,
3. Senior Fire Officer on duty.

V. CONCEPT of OPERATIONS

A. Mutual Aid

1. The Senior Fire Officer will request mutual aid when the emergency extends beyond the capabilities of the local Fire Department.
2. When an emergency extends beyond the capabilities of mutual aid resources, the Senior Fire Officer will:
 - a. Notify the County Emergency Management Agency, to coordinate additional support.
 - b. Request assistance from the state and/or other agencies/organizations required at the scene.

B. Hazardous Materials

Specific policies, responsibilities, and operational procedures for hazardous material response including radiological are contained in Appendix 1 to this Annex. The following general guidelines apply for hazardous material response:

1. The local Fire Department is responsible for the initial response, and, if possible, containment of hazardous material incidents within their level of training and certification. The Incident Commander will coordinate with law enforcement regarding:
 - a. Defining the hazard area,
 - b. Limiting access requirements,
 - c. Providing advice on the hazards involved and making recommendations to local executives.

2. Direct advisory or technical support will be requested through the Communications Center.
 - a. Accidents involving chemicals
 - i. Chemtrec (1-800-424-9300),
 - ii. NEMA Duty Officer,
 - iii. Nebraska Environment and Energy (NDEE),
 - iv. The nearest MOU (Memoranda of Understanding) Hazmat Response Team is Beatrice Fire.
 - b. Accidents involving radioactive materials
 - i. Immediate notification to the Nebraska Department of Health and Human Services is required. Once they have been notified, it is their responsibility to determine what radiation control actions are necessary to protect the public.
 - ii. Each Fire Chief will ensure that personnel are selected and trained in both radiological monitoring equipment operation and agency emergency response procedures before responding to a radiological incident.
 - iii. In addition, all major hazardous material incidents will be reported to the County Emergency Management Agency for coordinating additional support and for notification of and reporting to the appropriate state agencies.

C. Searches

1. The Senior Fire Officer of the jurisdiction will coordinate all searches involving:
 - a. Fires,
 - b. Personal injuries.
2. Law enforcement officials are responsible for searches involving:
 - a. Lost or missing persons,
 - b. Fugitives,
 - c. Bomb scares.

3. The Air Force Rescue Coordination Center (AFRCC) is responsible for all searches involving missing or downed aircraft other than military.
4. When a search extends beyond the capabilities of the coordinating agency, the County Emergency Management Agency will be notified to coordinate additional requirements.
5. Additional resources (personnel, equipment, supplies) may be available through:
 - a. Mutual Aid,
 - b. Local, state, and/or federal agencies, and
 - c. Volunteer organizations.

D. Rescue

Rescue operations are usually performed by the Fire Department. Annex G has a detailed description of emergency medical operations. Each jurisdiction is responsible for providing rescue, emergency treatment, and transportation for the seriously ill or injured. This is accomplished through:

1. The local Fire Department's Rescue Unit. See Annex G, Attachment 2, for EMS resources.
2. Mutual aid agreements with adjacent Fire Department's Rescue Units when the local Fire Department does not operate a Rescue Unit or when the Rescue Unit is unavailable.
3. The Rescue Units of the individual Fire Departments have the capability to provide Basic Life Support only.

E. Resources

1. The State Fire Marshal has certain fire response and investigative responsibilities as set forth in State Statutes. In addition, the Fire Marshal will support operations to the fullest extent possible and would normally be contacted as early as possible in major fire, explosion, or hazardous material incidents or accidents.
2. Agencies available to support Fire Services along with contact information are listed in the Richardson County Mutual Aid Association Resource Directory and the Richardson County Emergency Management Resource Lists.

F. Support to Other Agencies

The Senior Fire Officer has the authority to utilize the Fire Department personnel and equipment to support other agencies or organizations during an emergency/disaster, dependent on the current situation and resources available. Areas of possible support include:

1. Law Enforcement: traffic and crowd control.
2. Health and Medical: first aid stations, public health (i.e., collecting water samples, etc.), and transportation to assist a medical facility during evacuation.
3. Radiological Protection: radiological monitoring and decontamination.
4. Public Works: debris clearance.

G. Extended Operations

1. All fire and rescue personnel in the county or jurisdiction may go on full time status with twelve (12) hour shifts. An exception will be the individuals who are considered by the Executive Group to be key personnel in other areas.
2. Mutual aid information may be coordinated through the EOC.
3. The fire districts within the county will maintain their normal jurisdictional responsibilities.

VI. ADMINISTRATIVE and LOGISTICS

A. Administration

The individual Fire Departments will maintain their normal administrative records of personnel, equipment and material used. Accurate record keeping will identify specific needs to the Resources Coordinator (Annex L).

B. Reports

Each Fire Chief will prepare and submit reports required by Statutes of the State of Nebraska and as requested by other state agencies.

C. General

Some of the information contained in this Annex may also be found in the publication "Rural Fire Plan, Richardson County Mutual Aid Association" dated 2010 and supporting documents. Additional detailed information specifically pertaining to the Mutual Aid Association is contained in these publications and has not been duplicated in this Plan.

VII. TRAINING and EXERCISING

A. Training

1. In addition to the prescribed training required by Fire Departments for normal operations, fire personnel should be trained in:
 - a. Radiological monitoring/decontamination - every two years,
 - b. Hazardous materials response to the level determined by their employer in compliance with OSHA and EPA regulations. It is critical that responders never perform a function for which they are not adequately trained and equipped.
2. Intra-agency action will be taken to inform other emergency support agencies of the physical hazards associated with fire emergencies.
3. The training program will be consistent with the Homeland Security Exercise Plan procedures. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

B. Exercising

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	Fire Resources	F-11
<u>Appendix</u>		
1	Hazardous Materials Response	F-13
<u>Attachment</u>		
1	Facilities and Vulnerable Areas	F-27
2	Hazardous Material Incident Report Form	F-31
3	Hazardous Materials Incident Notification and Telephone Numbers	F-33
<u>Appendix</u>		
2	Radiological Ingestion Response	F-35

RICHARDSON COUNTY FIRE RESOURCES

(List numbers of equipment)

FIRE DEPARTMENT	PHONE	AERIAL	PUMPER	TANKER	PUMPER/ TANKER	GRASS-WEED TRUCK	UTILITY TRUCK	RESCUE UNITS	JAWS of LIFE	KINDS/TYPES/ SPECIAL- TEAMS	KINDS/TYPES SPECIAL EQUIPMENT	KAIU- LOGICAL EQUIPMENT Yes / No
DAWSON			2	1		3						NO
FALLS CITY	402-245-3555		2									NO
FALLS CITY RURAL			1	2		3	1					NO
HUMBOLDT			1	2		1		1			Portable Generator	NO
IOWA TRIBE			1	1		1						NO
RULO			1	1							Foam Capabilitie s	NO
SALEM			1				1					NO
SHUBERT			1								Foam Capabilitie s	NO
STELLA			1	1		2					Foam Capabilitie s	NO
VERDON	402-883-2833		1	1		2						NO
Nearest HAZMAT Response Team	Beatrice, NE											YES

THIS PAGE INTENTIONALLY HAS NO DATA

HAZARDOUS MATERIALS RESPONSE

I. PURPOSE

To identify actions required to minimize damage to human health, natural systems and property caused by the actual or potential spill or release of hazardous materials, including a radioactive material incident/accident.

II. SITUATION

- A. Substances, which if released in an uncontrolled manner (i.e. spill), can be harmful to people, animals, property, and/or the environment. A hazardous material is any substance or combination of substances, which because of quantity, concentration, physical, chemical, or infectious characteristics may pose substantial immediate or potential hazards to humans or the environment.
- B. Richardson County is vulnerable to various hazardous materials. Agricultural and industrial chemicals, explosive and combustible materials are transported and stored in the county.
1. There are facilities within the county with the potential for a release beyond the boundaries of the facility.
 - a. Some facilities store extremely hazardous material over the SARA Title III threshold levels. See Attachment 1 for the listing of facilities.
 - b. Some facilities produce, use or store hazardous materials that are not required to be reported under Title III. See Attachment 1.
 2. Hazardous materials, including radiological materials, transported **on Highway 4,8,62,64,67,73,75,105 and 159 or by Burlington Northern Sante Fe (BNSF) and Union Pacific (UP) rail, river barges, pipelines, or aircraft**, could be involved in an accident causing a spill or the potential for a spill.
 3. There are vulnerable areas and populations.
 - a. Locations near facilities with hazardous materials may contribute to additional risk. See Attachment 1 for these locations.
 - b. Special populations, such as schools, hospitals, or nursing homes, are subject to additional risk due to their proximity to facilities with hazardous substances (Attachment 1).

4. Some areas of Richardson County because of sensitive environment, land use patterns or water supplies are particularly vulnerable (Attachment 1).
 5. Response to a HazMat incident may be affected by the weather or time of day.
- C. OSHA (CFR 1910.120) and EPA regulations define levels of training required for response to a hazardous materials incident. The employer must certify the level of training for each person who may respond to an incident. Responders will not perform any function they are not trained and equipped to execute.
1. The County has/has no trained and equipped Hazmat Teams.
 2. In the event of a large release that overwhelms the response capacities at the local level, the local fire chief or emergency manager may request a Nebraska Hazardous Incident Team (NHIT) response by contacting their Nebraska State Patrol area office.
 3. The local fire chief/IC or emergency manager may request a State Emergency Response Team (SERT) if the local response becomes overwhelmed.
 4. There are State Emergency Response Teams, referred to as, MOU cities, located across the state. To request their assistance contact the closest MOU HazMat team. NEMA and the local emergency Manager **must** be notified if a SERT is called out.
 5. Richardson County has a mutual aid agreement with the NHIT HazMat team located in Beatrice.
 6. The Fire Departments have response vehicles equipped with some of the following special resources: self-contained breathing apparatus, bunker/turnout gear, binoculars, foam/agents, foam application equipment, sorbents, communications, radiological monitoring equipment, dry chemical extinguishers and crews are trained to handle some but not all hazardous materials incidents.
 7. Facilities that use and store hazardous materials may have response equipment. See the individual facility list, Attachment 1.
- D. There are many different ways an individual can be exposed to radioactive materials. In the county, highways and railroads are used for receiving and/or transporting these materials. Any peacetime radiological incident would probably be the result of a transportation accident.

- E. There may be licensed users of radioactive materials within the county. Typically, this includes hospitals, universities, industrial facilities, and doctors who are licensed and regulated by the Nebraska Radioactive Materials Program administered through the Nebraska Department of Health and Human Services' Office of Radiological Health.

III. ASSUMPTIONS and PLANNING FACTORS

- A. The fire department or law enforcement agency responding to an accident scene will usually be the first to discover the presence of hazardous materials either spilling or with the potential to spill. These personnel usually have had some training in handling this type of incident.
- B. It is imperative that the hazardous material involved in the incident be identified as early as possible for the safety not only of the general populace, but for the first responders as well. Knowledge of the agent involved will determine the specific response required.
- C. This plan considers any incident/accident involving radioactive materials. The most likely scenario would be a transportation accident. It is unlikely that the shipping container would rupture due to impact; however, attendant with each vehicle accident is the possibility of fire or an explosion. These could either melt the protective lead containers or create a rupture allowing a release of the radioactive materials. In the early stages of this type incident/accident, local capabilities are usually limited because assistance from persons with special radiological knowledge and expertise may not be immediately available.
- D. In the event of a radiological incident/accident, response personnel will notify the Nebraska State Patrol in Lincoln (402) 471-4545. The first responder calling the State Patrol should gather as much of the information as possible from the Hazardous Materials Reporting Form (Attachment 2) prior to placing the call.

IV. RESPONSIBILITIES

- A. The Fire Department is responsible for:
 - 1. Coordinating with the Facility Emergency Coordinator on response to hazardous substances in a facility or a carrier in a transportation accident.
 - 2. The initial response and containment, if possible.
 - 3. Coordinating and establishing a command post at the scene.

4. Assuring that first responders receive sufficient direction to be able to handle the situation properly.
 5. Planning for possible in-place-shelter or evacuation of buildings or areas involved.
 6. Coordinating with law enforcement in defining the hazard area.
 7. Requesting a Nebraska Hazards Incident Team (NHIT) through the Nebraska State Patrol, if necessary.
 8. Initiating notification of support agencies including hospitals that may receive potentially contaminated patients.
 9. Ensuring that a hazardous material training program is conducted for all department personnel.
- B. Law Enforcement Agencies are responsible for:
1. Providing security for the hazard area.
 2. Hazard area traffic and crowd control.
 3. Directing and controlling any evacuations.
 4. Providing hazmat training for their personnel.
- C. Richardson County Emergency Management Agency is responsible for the:
1. Notification of support agencies.
 2. Coordination with charitable and volunteer organizations that may provide assistance.
 3. Coordination with state and federal agencies that may have a disaster response role.
 4. Coordination in notifying the public of evacuation areas or other health and protective measures.
 5. Obtaining or coordination of appropriate training programs which will provide the skills and capabilities required for radiological operations within the various departments of government. Emergency response agencies such as law enforcement, fire, and rescue services are considered primary responders to a radiological incident.

D. Radiological Responders

1. Radiological Officer

- a. Richardson County has (does not have) an assigned and trained Radiological Officer (RO).
- b. The RO works with the Richardson County Emergency Management Agency, the Nebraska Emergency Management Agency, and the Nebraska Health and Human Services to develop and maintain a radiological program in the jurisdiction. The RO is involved in recruiting and training Radiological Monitors, makes quarterly operational checks of assigned monitoring equipment and reviews response plans.

2. Radiological Monitor

- a. Richardson County has (does not have) assigned and trained Radiological Monitors (RM).
- b. Radiological Monitors are first responders with additional training in on-scene radiological monitoring. The RM also identifies radiological hazards, recommends protective actions, works with the local responders, continues monitoring and makes technical recommendations to the Incident Commander until all regulatory agencies declare the site safe.

3. Local government agencies may be responsible for decontamination of their equipment and vehicles.

E. Local Emergency Planning Committee (LEPC)

1. The Local Emergency Planning Committee (LEPC) is locally organized with representatives from first responders, industrial, environmental, media, concerned citizens and others appointed by the State Emergency Response Commission. The LEPC is governed by Nebraska State Statutes 81-15,212 and 81-15,217(a) through (e) and the membership and activities are approved and regulated by the State Emergency Response Commission (SERC) which is administered by NEMA and the Dept of Environment and Energy (NDEE).
2. The LEPC's responsibilities are specified in RSS 81-15,191 to 81-15,235. These responsibilities include but may not be limited to:
 - a. Developing and exercising a plan to identify and coordinate the local response to an incident involving hazardous materials.

- b. Providing information to citizens of the district on the hazardous substances stored and used in their neighborhoods
- c. Provide help in identifying potential chemical hazards and risks to the community, public education, review and development of a community hazmat response plan (this Appendix), review and improvement to fixed facilities plans after an hazmat event in the county.
- d. Much of this work is accomplished by:
 - i. Completing an annual review and update of this Annex and Attachments.
 - ii. Evaluating the need for resources necessary to develop, implement, and exercise the emergency plan and make recommendations with respect to additional resources that may be required and the means for providing such additional resources.
 - iii. Designating a public library in each county within its district as the depository for the local emergency operations plan (LEOP).
 - iv. Providing the emergency plan to the governing bodies having jurisdiction in the district for review prior to submitting the plan to the SERC.
 - v. Respond to a request for information following Federal Public Law 99-499.
 - vi. Annually publish a public notice in a local newspaper that the local emergency plan (this LEOP, Annex F, Appendix 1) and Tier II forms have been submitted and are available for public review.
- e. The LEPC may have an agreement with the County Emergency Management Agency to assist the EM in other disaster planning or outreach activities
- f. Additional detailed information concerning the roles and responsibilities if a LEPC are available from the SERC Administrator at the NEMA.

F. State Agencies

- 1. The Nebraska Emergency Management Agency
 - a. Coordinates state agency response and provides assistance and support as determined by the situation.

- b. Provides the SERC Administrative guidance for the LEPC.
 2. The Nebraska Department of Environment and Energy (NDEE)
 - a. Provides technical assistance to the LEPC in its planning activities.
 - b. Provides technical assistance for determining areas likely to be affected by a release.
 - c. Provides technical assistance relevant to the containment and cleanup of hazardous materials incidents. They are also responsible for warning downstream water users, where applicable.
 - d. Approves the cleanup plan and notifies the responsible person when satisfactory cleanup is achieved.
 - e. Gives prior approval to all disposal actions.
 - f. May require a report, following the cleanup, from the responsible person describing all aspects of the incident including cause of the release, monitoring requirements (long and short term), cleanup and disposal methods, and steps to prevent a similar occurrence. If the cleanup is to be long-term, the Department may require interim status reports.
 - g. Is the main point of contact with the Regional Response Team (RRT), for requesting assistance, resources and coordination with Federal Agencies for response, cleanup and recovery actions.
 3. The Nebraska Department of Health and Human Services (DHHS)
 - a. The Department of Health and Human Services, under the authority of R.R.S. 71-3513, has responsibility to issue regulations and require actions needed to meet any radiological emergency. Once notified of an accident/incident involving radioactive materials, DHHS is responsible for health hazard assessment and controlling advising of all safety, containment, decontamination, and cleanup actions.
 - b. DHHS notifies the public of the potential health effects of a HazMat incident.
 4. The State Fire Marshal supports the local fire department's response in all working fires and hazardous materials incidents.
 5. The Nebraska Department of Agriculture can provide additional technical assistance for a suspected or actual pesticide release.

G. Federal Government

1. U.S. Nuclear Regulatory Commission (USNRC)

- a. Coordinates the overall federal technical response to a radiological emergency.
- b. Provides technical advice to state or local agencies.
- c. Assesses the nature and extent of the radiological emergency and the potential consequences to the health and safety of the public.

2. Environmental Protection Agency (EPA)

- a. Emergency planning and response branch provides technical assistance in hazardous material spills under the National Contingency Plan.
- b. Establishes radiological protective action guides (PAGs) and recommends appropriate protective measures.
- c. During emergency operations provides personnel, equipment, and laboratory support to assist DOE in monitoring activities.
- d. Assumes the responsibility from the Department Of Energy for the intermediate and long-term monitoring function.
- e. Can provide resources through the Regional Response Team (RRT). The RRT can be activated through the NDEQ.
- f. Office of Water and Hazardous Materials provides assistance with pesticide incidents.
- g. Section 123 of SARA authorizes EPA to reimburse local governments, who qualify, for expenses incurred in carrying out temporary emergency measures in response to hazardous substance threats. Reimbursement is available only to local governments. To be eligible for these funds, EPA must be notified within 24 hours of the incident by calling the National Response Center at 1-800-424-8802. An application package may be obtained by calling the Local Government Reimbursement Helpline, 1-800-431-9209.

3. Department of Energy (DOE) during federal support operations will provide the personnel, an on-scene technical director, and equipment for radiological monitoring and assessment activities.

4. Department of Transportation (DOT) under Public Law 93-633, Section 109 (d) (2), is required to provide information and advice in transportation emergencies involving hazardous materials. The DOT will also investigate transportation accidents and inspect for violations under their authority.
5. National Response Center (NRC) receives and relays notices of releases to the appropriate On-Scene Commander (OSC) and disseminates OSC and Regional Response Team (RRT) reports to the National Response Team (NRT).

H. Industry

1. Facility Owners or Operators

- a. The owner is required to notify the State Department of Environment and Energy (NDEE) upon discovery of a release of certain hazardous materials.
- b. The owner or operator will designate a Facility Emergency Coordinator who will participate in the planning process and who will notify:
 - i. The Community Emergency Coordinator (CEC) for the Local Emergency Planning Committee (LEPC),
 - ii. The State Emergency Response Commission (SERC) of any state likely to be affected by the release,
 - iii. The National Response Center (NRC), and
 - iv. Any other persons to whom the facility is to give notification.
- c. The Facility Emergency Coordinator will make available to the Community Emergency Coordinator any information needed for implementing this emergency plan including advice on response, evacuation and in-place shelter options.

2. Shipper

- a. Under the regulations of the U.S. Department of Transportation (DOT) and the Nuclear Regulatory Commission, the shipper of hazardous materials is responsible for complying with all applicable regulations in packaging, labeling, marking, and otherwise preparing any goods for transport by carrier. The shipper must certify on the shipping papers that applicable regulatory requirements have been met.

- b. DOT regulations also require the shipper to inform the carrier of any special precautions that must be taken in the transport of the goods.
 - c. If called in case of an accident, the shipper is also required to provide whatever details about the shipment that are necessary and helpful. The shipper may wish to offer assistance in confining and cleaning up any accident involving his shipment.
 - d. The shipper must also provide a list of 24-hour telephone contacts of persons familiar with the technical details of the shipment.
3. Carrier:
- a. The carrier is responsible for handling, stowing, storing shipments, and placarding vehicles in accordance with DOT regulations and exercising due care in transporting the shipment to the consignee.
 - b. In the event of an accident, the carrier is responsible for initial actions to include notification of appropriate governments, the shipper, DOT, and possibly the Department of Energy (DOE).
 - c. The carrier also has the basic responsibility for containing or confining any threat associated with the cargo in his possession, whether or not radioactive materials or other hazardous materials are involved.
 - d. During recovery, the carrier also has the basic responsibility to see that the cleanup/decontamination is completed.
4. Radiological licensees: operating within the states generally fall into one or two categories.
- a. They either must comply with the Nebraska Radiation Control Act (RRS 71-3501 to 71-3519) or,
 - b. They must be covered by an appropriate reciprocal procedure.
 - c. In the event of a radiological incident, licensees must respond as required by DHHS regulations. Licensees may assume the responsibilities of the shipper when radioactive materials under their control must be transported by a carrier.

V. CONCEPT OF OPERATIONS

Most operations would be conducted as defined elsewhere throughout this Plan. This Appendix addresses only those unique aspects of hazardous materials incidents.

A. Notification

1. When a hazardous materials incident is identified, the first responders will notify local authorities and executives of the incident.
 - a. In the event of a fixed site incident, the facility will use the normal emergency notification system to notify the Fire Chief, who is the designated Community Emergency Coordinator (CEC). The Incident Commander shall decide to implement the plan.
 - b. In the event of a transportation spill, the notification will be satisfied by dialing 911 or the Operator if 911 is not available.
2. The owners/shippers of the materials should be notified to request information on the properties of the hazardous materials involved.
3. The appropriate State Agencies should be advised of the situation using the Hazardous Material Incident Report Form, Attachment 3, to ensure that all necessary information is gathered and reported and to request assistance if the situation is beyond local and/or mutual aid capabilities.
4. When radiological material is confirmed, the DHHS should be immediately notified via Nebraska State Patrol Communications.
5. The County Emergency Management Director will alert volunteer and charitable organizations that may provide assistance to evacuees.
6. **Nuclear Power Station Incident/Accident**
 - a. **In the event of an accident at the Cooper Nuclear Station that could affect the food chain or water supplies in Richardson County, the county will be notified by the Nebraska Emergency Management Agency. The objective of emergency operations is to minimize radiological exposure to the public through the food chain and is coordinated by the USDA-FSA State Emergency Board.**
 - b. **Where municipal, agriculture, agri-business areas and other supplies are affected, considerable radiological engineering expertise could be required. Therefore, Ingestion Emergency Planning Zone (IEPZ) operations are extensively covered in the State Radiological Emergency Response Plan (RERP) and in appropriate federal plans. The county RERP is kept in the EOC and reviewed no less than once a year.**

B. Initial Response

1. The Incident Commander will identify the area to be isolated by a controlled perimeter, the area of population likely to be affected by such release, and report this information to the dispatch center to relay to other responding agencies.
2. Determine the nature of the material from the facility personnel, placards, labels, or shipping papers from the shipper/owner.
3. Identify, evaluate, and assess the problem and its potential. Consider that some effects of the incident may not be noticeable for some time.
4. Contact CHEMTREC (1-800-424-9300) for information to determine the most effective handling of the incident.
5. A Nebraska Hazard Incident Team (NHIT) may be requested through the Nebraska State Patrol to aid the responding units. NSP will dispatch the closest member(s) of the team to the scene to provide guidance and technical assistance to the Incident Commander.
6. A State Emergency Response Team (SERT) may be requested by the local fire chief/IC of emergency manager if the local response becomes overwhelmed.
7. NEMA and the local emergency Manager **must** be notified if a SERT is called out.

C. Emergency Public Information

It is important to provide accurate information to the public so they know what to do immediately to protect them.

1. The Public Information Officer will coordinate the dissemination of information concerning the incident with the Chief Executive Officer the County Emergency Management Director and the Incident Commander as defined in Annex D.
2. Because information will be needed quickly, radio and television are the best media to release data on health hazards, precautions for personal protection, and evacuation routes away from the hazard area. Radio and TV stations commonly used in *** County are listed in Annex D, Attachment 1.

D. Evacuation / In-place-shelter

1. The Incident Commander will make the decision to shelter in-place or to evacuate based on the recommendations of CHEMTREC, the DOT

Emergency Response Guidebook, the product manufacturer, and/or state or federal agency advisors.

2. Policy and procedures for evacuation are defined in Annex E. In-place sheltering procedures are in Annex J. Procedures for movement of evacuees are in Annex H. Procedures for the reception and care of evacuees are in Annex I.

E. Containment and Cleanup

1. Determine what can be done, based on training and equipment available, to remove the threat, i.e., contain and/or counteract, decontaminate, or remove, etc. By law it is the spiller's responsibility to contain or confine any threat associated with the cargo in their possession.
2. The party responsible for spilling the product should, depending on the material involved, complete the cleanup and disposal as specified by publications and agencies. See above IV, 3, D.
3. The manufacturer is a source of advice and information for a chemical decontamination team.
4. The Regional Response Team (RRT), composed of representatives of Federal Agencies may be convened by the Federal On-Scene Coordinator to provide advice or recommendations during a response to a major hazardous materials incident.

F. Health and Safety

Federal law requires the presence of a Safety Officer on every hazardous materials site. The Safety Officer will:

1. Determine the types of respiratory or other personal protective equipment required for workers.
2. Have victims treated if an accurate diagnosis can be obtained. Some effects may not be noticeable for some time. Information should be obtained to identify all persons at the scene even if no immediate medical problems appear.
3. Get emergency medical information and other pertinent information from CHEMTREC (800-424-9300).
4. Notify local supporting hospitals of the hazardous substance's identity and the number of persons affected.

5. Have standby medical personnel ready to provide service to those working on the material. Follow standard procedures for baseline medical checkups for everybody who enters and leaves the 'hot zone' or has been exposed.
6. Every precaution should be taken to minimize exposure of emergency workers to radiation. Dosimeters are included in all monitoring sets issued to emergency response personnel. Once the presence of radioactive material is detected, the on-scene commander will ensure that personnel wear dosimeters and/or TLDs (if available). The *** County Radiological officer will ensure that sufficient dosimeters/TLDs are charged and available at the scene and that records of exposure times and readings are initiated. Lifesaving rescue and emergency care will not be delayed in order to obtain precise measurements of radiation exposure levels or to distribute radiological equipment.
 - a. Radiation exposure to emergency workers will be kept as low as reasonably achievable. Guidelines recommend maximum accumulation of not more than 1 REM in general emergency situation or 25 REM to save a life.
 - b. Air breathing apparatus should be utilized if there is a gaseous or particulate release of radioactive material. If in doubt, the equipment should be used.

G. Security

The defined hazard area will be isolated and cordoned, permitting only lifesaving and response operations. Only those responders properly trained and equipped will be allowed entry.

H. Explosive Handling

Only trained specialists should attempt to remove or defuse an explosive device when found.

1. Police, key officials, and the State Patrol Office will be notified immediately. Other agencies that might be notified depending on the circumstances are the State Fire Marshal and the Nebraska Emergency Management Agency.
2. If it is a military device, notify the nearest military installation.
3. If terrorist activity is suspected, use the procedures outlined in Appendix 1 to Annex H.

VI. TRAINING AND EXERCISE

A. Training

1. In addition to the training required for normal operations, fire, law enforcement and medical personnel should be trained to respond to a hazardous material incident to the level determined by their employer in accordance with OSHA (CFR-1910.120) and EPA regulations. All training supported by the Homeland Security process or grants must be DHS (Department of Homeland Security) approved.
2. Radiological Officers and all Radiological Monitors will receive initial radiological training. This training should specifically relate to their area of individual responsibility.

B. Exercise

An exercise involving response to a hazardous material incident should be conducted annually. The training program will be consistent with the Homeland Security Exercise Plan policies.

FACILITIES and VULNERABLE AREAS
in
RICHARDSON COUNTY

ALL TIER II REPORTS ARE KEPT ON FILE IN THE RICHARDSON COUNTY EMERGENCY MANAGEMENT OFFICE AND AVAILABLE FOR REVIEW UPON REQUEST.

Note to the reader:

The Nebraska Revised State Statute 81-15.244 states,

“The owner or operator of any facility which is required to prepare or have available a material safety data sheet for a hazardous chemical meeting threshold quantity requirements under regulations promulgated under Title III shall prepare and submit annually on or before March 1 beginning in 1998 a tier II inventory form on data for the preceding calendar year to:

- (a) The local emergency planning committee for the emergency planning district in which the facility is located;
- (b) The commission coordinator* for information; and
- (c) The fire department** with jurisdiction over the facility.”

[Asterisks added for clarity:

*(Nebraska Dept. of Environment and Energy (NDEE))

** (Community Emergency Coordinator)]

Generally, the LEPC provides the county Emergency Management Agency this data for planning and response purposes. At the request of the Richardson County Emergency Agency and under the auspices of and with the approval of the Richardson Co. Local Emergency Planning Committee, (LEPC), the data normally reported here for use by citizens and first responders is retained by the LEPC. It is the responsibility of the LEPC to make this data available to citizens upon request, following the process and protocols as described within SARA Title III regulations.

The public and responders can also access information about chemicals stored in local facilities on-line at: <https://deq-iis.ne.gov/tier2/>

or on the NDEQ web site: www.deq.state.ne.us, go to the search box , lower left, enter: “SARA Title III”, click “Online NDEQ Tier II System”. Follow the step by step instructions and menu boxes.

FACILITIES and VULNERABLE AREAS
in
CITY/VILLAGE/COUNTY

Facility reporting under Section 302 of Title III - **Extremely Hazardous Substances**

Facility reporting under Section 312 of Title III – **Community Right-to-Know**

Facility Name:		
Location:		
Facility Coordinator:		
Business Phone	24 hr. Phone	Home/Cell Phone
Risk Management Program:	YES / NO	
On Site Emergency Response Plan filed with LEPC dated:		
Emergency equipment or facility response teams available:		

Vulnerable areas that may be affected by a facility incident, (congregate populations, environmentally sensitive areas, well-heads, at risk populations, transportation corridors, etc.)		
Facility/location	Point of Contact	Phone

Extremely Hazardous Substances and chemicals in reportable quantities for the facility are listed on the DEQ website: www.deq.state.ne.us, use the search words: "SARA Title III".

THIS PAGE INTENTIONALLY HAS NO DATA

HAZARDOUS MATERIAL INCIDENT REPORT

Anyone giving or receiving an incident report should obtain as much information as possible.

* Time Report _____ a.m./p.m. * Date _____

* NAME OF PERSON CALLING _____

* REPRESENTING _____ TITLE OR POSITION _____

* CALL BACK NUMBER AT SCENE _____

* LOCATION OF INCIDENT:

*City _____ *County _____

* Exact location of area involved: _____

* HAZARDOUS MATERIAL INVOLVED: (Use additional pages as needed)

* Chemical or trade name: _____ * Manufacturer: _____

* Quantity spilled/released (if known): _____ * Duration of release: _____

* Physical form (liquid, solid, or gas): _____ * Measurements from radiation detection instruments: _____

* Media into which the release occurred (land, air, water): _____ Other: _____

DESCRIPTION OF INCIDENT: (Use additional pages as needed)

A. Time of incident: _____ AM./PM. Date of incident ____/____/20____

B. Weather conditions (wind, atmospheric conditions, etc.) _____

C. Current status of incident:

1. Is the incident area secure? _____ Evacuation or in-place-shelter needed (which?)? _____

2. Was there an explosion? _____ Fire? _____ Environmental damage? _____

3. Are there people injured or contaminated? _____ How many? _____

4.* Advice regarding necessary medical attention or chronic health risks? (if known) _____

5.* Actions taken to respond to, contain, clean up materials. _____

6. Location & disposal method of hazardous\ contaminated materials _____

D. Report taken by: _____ Agency _____

****Information that must be obtained for Federal Reporting Requirements***

THIS PAGE INTENTIONALLY HAS NO DATA

HAZARDOUS MATERIALS INCIDENT NOTIFICATION

INCIDENT OCCURS

I. Spill or release from a fixed facility

Responsibility of facility owner/operator to notify

1. Local response organizations by dialing 911 or appropriate number,
2. Nebraska Department of Environment and Energy (NDEE)
Monday through Friday 0800 – 1700, call (402) 471-2186,
after-hours, weekends, and holidays, call the Nebraska State Patrol,
(402) 471-4545,
3. National Response Center (NRC) hot line (800) 424-8802,
4. The Community Emergency Coordinator (CEC) designated by the Local
Emergency Planning Committee (LEPC). The CEC is usually the District
Fire Chief.

II. Transportation accident

By law, dial 911 or the operator.

III. Responsibility of local response organization, Incident Commander (IC):

A. Incident at Fixed facility

1. Operate under the Incident Management System (IMS),
2. Confirm the appropriate notifications have been made by responsible party, if not make notifications to NDEQ, NRC, and CEC.

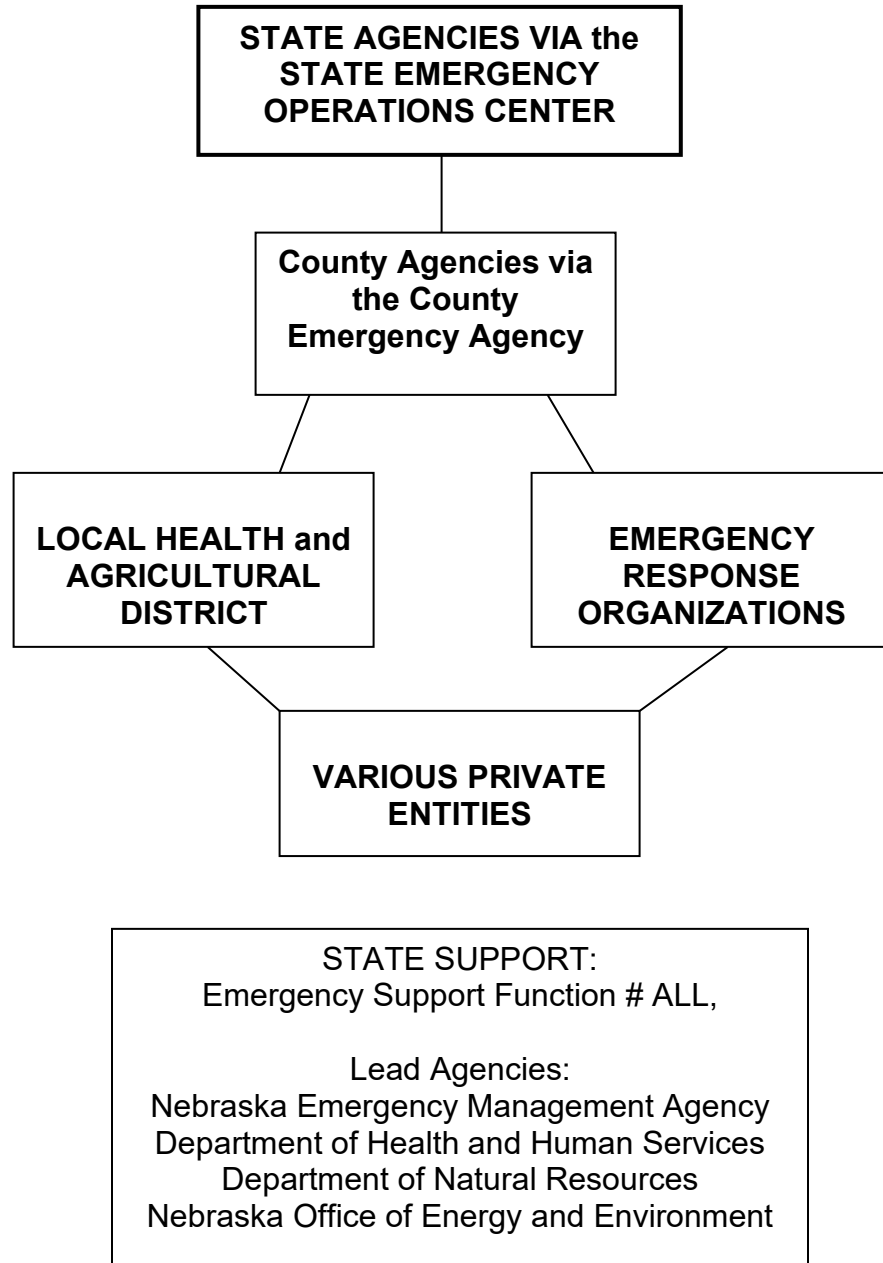
B. Transportation accident

1. Operate under the Incident Management System (IMS),
2. Incident Commander should see that above notifications are made to NDEQ, NRC, and CEC.

EMERGENCY NOTIFICATION ROSTER

Groups	Phone
<u>State Assistance</u>	
State Emergency Response Commission	402-471-7421
Nebraska Dept. of Environment and Energy	402-471-2186
Nebraska Emergency Management Agency	402-471-7421
After Hours	877-297-2368
State Fire Marshal	402-471-2027
Nebraska State Patrol	402-471-4545
Nebraska Department of Health and Human Services	402-471-2541
Nebraska Game and Parks	402-471-5547
Nebraska Dept of Transportation (local District)	
Department of Aeronautics (downed aircraft, non-military)	402-471-2371
National Guard, contact NEMA	402-471-7421
<u>Other Emergency Assistance 24 HRS</u>	
Emergency Planning, Community Right-to-know Act (EPCRA) Hotline	800-424-9346
Chemtrec	800-424-9300
National Response Center/ Spill reporting	800-424-8802
http://www.nrc.uscg.mil/nrchp.html	
U.S. National Response Team (chemical guides, biologicals)	
http://www.nrt.org	
Poison Control Center (PCC) [for pesticides]	800-955-9119
National Poison Control Center (directs to the nearest PCC)	800-222-1222
Union Pacific Railroad	800-877-0511
U. P. Response Management Communications Center	888-877-7267
Burlington Northern Santa Fe Railroad	817-234-6164
Nebraska Kansas Colorado Railroad	800-331-3115
Nebraska Central Railroad Company	402-562-6155 day, 402-564-8329 night
Natural Gas Pipeline	800-733-2400
Enterprise Products Operating L. P. gas	800-546-3482
Jayhawk Pipeline, L.L.C.	888-542-9575
Kaneb Pipeline Op Partnership, NuStar Energy L.P.	800-759-0033
Kinder Morgan Energy Partners	888-844-5658
Kinder Morgan Interstate Gas Transmission LLC	888-763-3690
Kinder Morgan, Trailblazer Pipeline	800-733-2490
Kinder Morgan Pipelines/ Platte Pipe Line Comp.	888-449-7539
National Co-op Refinery Assoc – NCRA	620-241-6611
SourceGas Distribution LLC	800-563-0012

INGESTION PATHWAY PLANNING



Ingestion Pathway Planning

I. INTRODUCTION

- A. An incident/accident at Cooper Nuclear Station (CNS) has the potential for radiological materials to be deposited around CNS, creating a hazard to humans, livestock, pets, and wildlife. These are expected to be low level contaminants and not expected to be harmful unless ingested. In the unlikely event of a release, a cadre of local, state, and federal resources will be deployed to respond. The State's Radiological Emergency Response (REP) Plan details the available resources and response actions.
- B. This annex is intended to support emergency operations before, during, and after a radiological release for counties within a 50-mile radius of (CNS) located in Brownville, Nebraska. This area is called the Ingestion Pathway Zone (IPZ). The counties within this zone include Cass, Gage, Johnson, Lancaster, Nemaha, Otoe, Pawnee, Richardson, and Sarpy. Training is offered on an annual basis to the counties within the ingestion pathway zone. An exercise is held every eight (8) years as well.
- C. Some of Nemaha and Richardson counties are within the 10-mile emergency planning zone and are designated as "risk counties". Risk Counties are required to have a Radiological Emergency Response (REP) plan based upon specific planning standards. Large portions of Richardson and Otoe Counties reside outside the 10-mile EPZ and have been identified as counties that will receive evacuees from the risk areas. They are referred to as "host counties" and their plans must include provisions and practices to receive and processes evacuees from the risk areas. The remaining counties are within the 50-Mile planning zone and must develop Ingestion Pathway Plans to address the hazards that could affect them.

II. PLANNING FACTORS

- A. The Assistant Director of the Nebraska Emergency Management Agency acts as the Governor's Authorized Representative (GAR) and holds authority to direct and implement "protective actions" within the state. These protective actions are designed to protect the health and safety of the citizens of Nebraska as well as the economy of the state.
- B. A release of contaminated materials from CNS will disperse as it travels downwind and in various directions depending upon prevailing winds at different elevations. These radiological materials are colorless, tasteless, and odorless; and can only be detected using specialized equipment.

III. EMERGENCY CLASSIFICATION LEVELS and ASSOCIATED ACTIONS

- A. Emergency Classification Levels (ECL) have been developed to reflect the severity of the incident/accident at the NPP. CNS will alert and notify the State, Nemaha, and Richardson counties of the emergency and the ECL classification as soon as possible.
- B. Counties are advised to review this annex and any MOU/MOAs anytime a Notification of an Unusual Event (NOUE)/Unusual Event (UE) or higher has been classified and notifications made to the Initial warning points at the state and local levels. Once an ECL has been declared, it can only remain at the same level, escalate, or the incident/accident be resolved.
- C. There four (4) Emergency Classification Levels. They are Notice of Unusual Event, Alert, Site Area Emergency, and General Emergency. Each ECL has been described below
 - 1. Notification of Unusual Event (NOUE)/Unusual Event: A low-level event which poses no threat to public safety but which warrants an increased awareness on the part of the plant and off-site agency personnel. The state monitors the condition until it is resolved or escalates.
 - a. Expected Actions - Ingestion Counties:

No action is expected by the Ingestion Counties at this level. Courtesy calls may be made to those counties who have requested such calls from the NEMA Watch Center.
 - b. Expected Actions - State Emergency Operations Center (SEOC)

No formal notification is made to the Ingestion Counties. Courtesy calls may be made to those counties who have requested such calls from the NEMA Watch Center.
 - 2. Alert: A low-level condition, which poses no immediate threat to public safety, but precautionary notification and/or mobilization of certain response functions, is appropriate in case conditions degrade. The State Emergency Operations Center (SEOC) may be fully activated to monitor the situation.
 - a. Expected Actions - Ingestion Counties:

No action is expected by the Ingestion Counties at this level. Courtesy calls may be made to those counties who have requested such calls from the Watch Center.

b. Expected Actions - State Emergency Operations Center (SEOC):

No formal notification is made to the Ingestion Counties. Courtesy calls may be made to those counties who have requested such calls from the Watch Center.

3. Site Area Emergency (SAE): Plant conditions have degraded to a point that warrants notifications be made to all off-site response organizations and ingestion counties; specific response functions may be directed by the Governor's Authorized Representative (GAR). Any release is not expected to exceed beyond the boundaries of the plant.

a. Expected Actions - Ingestion Counties:

- i. The county emergency manager (or designee) will notify their elected officials and the local jurisdictions in the county of the current ECL.
- ii. The county emergency manager (or designee) will develop and deliver a telephone and email directory upon activation of their EOC and deliver it to the SEOC. They will also ensure they receive a copy of the Incident Support Plan (ISP) which includes information related to the current shift including the telephone and email directory from the SEOC.
- iii. The county emergency manager (or designee) will maintain communications with the SEOC.
- iv. The county emergency manager (or designee) will maintain situational awareness for the duration of the event.
- v. The county emergency manager (or designee) will communicate their concerns/questions to the SEOC. It is recommended that the information be pushed up to the state.
- vi. The county emergency manager or designee will participate in all scheduled SEOC briefing to ensure they have situational awareness regarding the ongoing event and will be prepared to report on the status of any requests for assistance (RFAs), requests for resources (RFRs), and/or the status of any actions as directed by the GAR.
- vii. The county emergency manager (or designee) will communicate to the SEOC any special events (large public gatherings) or significant emergencies that are active in their jurisdictions

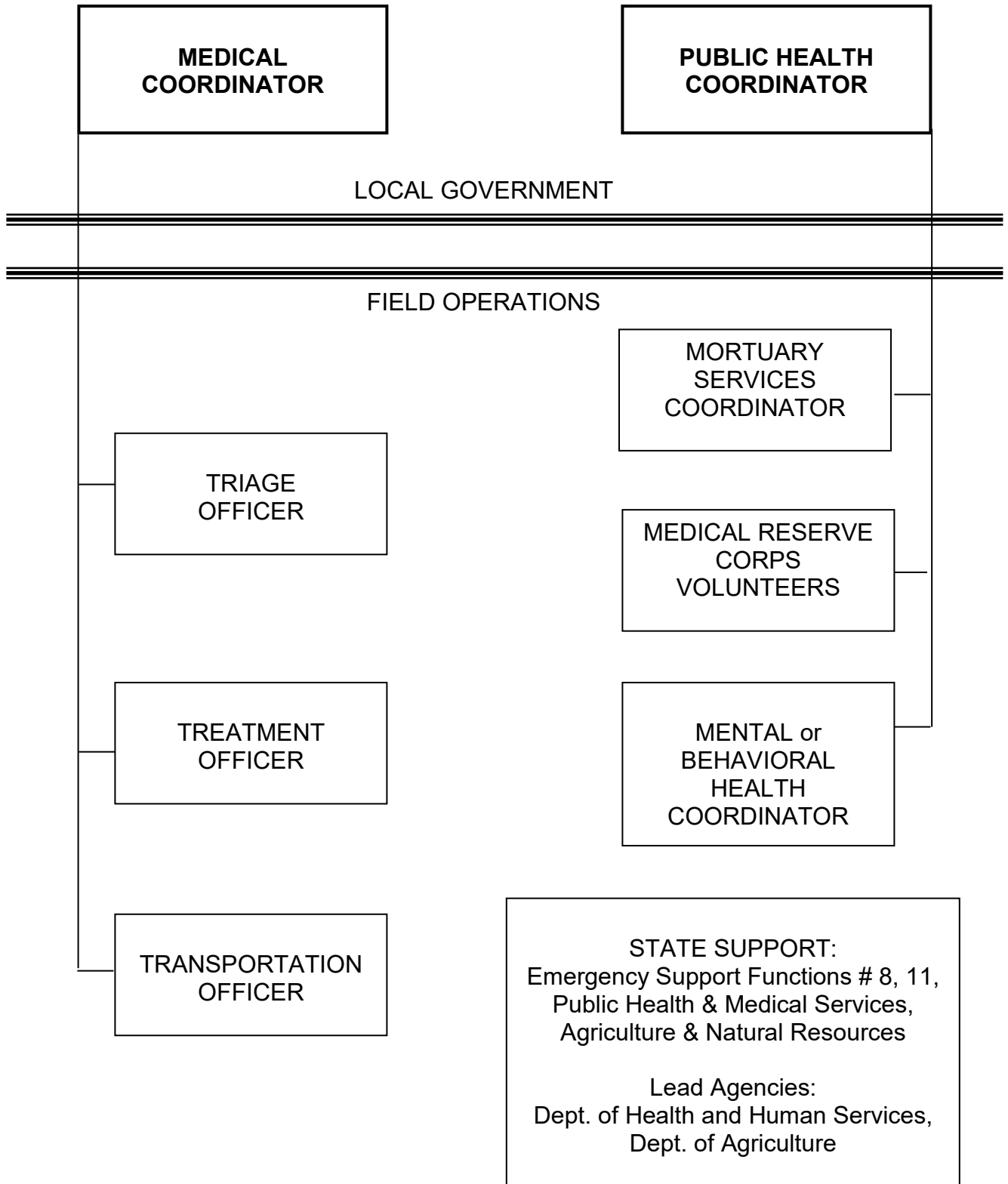
- viii. Ingestion Counties will prepare to provide support to the Risk and Host Counties in accordance with the MAAs/MOUs/MOAs, etc.
 - ix. Ingestion Counties will prepare to implement emergency protective actions recommended by the GAR.
- b. Expected Actions - State Emergency Operations Center (SEOC):
- i. The county emergency manager (or designee) will be notified of the SAE Declaration by the SEOC.
 - ii. The SEOC Manager (or designee) will ensure that each Ingestion County receives a copy of the current shift's Incident Support Plan (ISP).
 - iii. The SEOC Manager (or designee) will ensure that ingestion counties are included in all SEOC briefings and are prepared to report on any requests for assistance (RFAs), requests for resources (RFRs), and any actions that were directed for implementation by the GAR.
 - iv. The SEOC Manager (or designee) will communicate GAR directives to the Ingestion Counties and monitor their needs for assistance.
4. General Emergency (GE): Indicates plant conditions have degraded to the point where the area outside the CNS security fence could be contaminated. Protective actions may be initiated which could include sheltering-in-place and/or evacuating the public from contaminated areas. Areas downwind of the release may also have protective actions placed on them including, but not limited to, putting livestock on stored feed and water, as well as food and product embargos.
- a. Expected Actions - Ingestion Counties:
- i. The county emergency manager (or designee) will open their County EOC and maintain at least minimal 24/7 staffing until they are directed to stand down by the GAR.
 - ii. The county emergency manager (or designee) will develop and deliver a telephone and email directory upon activation of their EOC and deliver it to the SEOC. They will also ensure they receive a copy of the Incident Support Plan (ISP) which includes information related to the current shift including the telephone and email directory from the SEOC.

- iii. The county emergency manager (or designee) will maintain communications with the SEOC.
 - iv. The county emergency manager (or designee) will maintain situational awareness for the duration of the event.
 - v. The county emergency manager (or designee) will communicate their concerns/questions to the SEOC.
 - vi. The county emergency manager or designee will participate in all scheduled SEOC briefing to ensure they have situational awareness regarding the ongoing event and will be prepared to report on the status of any requests for assistance (RFAs), requests for resources (RFRs), and/or the status of any actions as directed by the GAR.
 - vii. The county emergency manager (or designee) will communicate to the SEOC any special events (large public gatherings) or significant emergencies that are active in their jurisdictions).
 - viii. Ingestion Counties will prepare to provide support to the Risk and Host Counties in accordance with the MAAs/MOUs/MOAs, etc.
 - ix. Ingestion Counties will prepare to implement emergency protective actions recommended by the GAR.
 - x. The local county EOC will plan and coordinate the implementation of relocation, reentry, and return as defined by the GAR in coordination with the county. They are also responsible for implementing the means to cordon off restricted areas using fencing, signage, etc., and providing security over those areas.
- b. Expected Actions - State Emergency Operations Center (SEOC):
- i. Based on the data received through aerial and ground monitoring and sampling, Nebraska Department of Health and Human Services (DHHS) Division of Public Health (DPH) will make recommendations to the Governor’s Authorized Representative (GAR) concerning the “Relocation”, “Re-entry”, “Return”, and creation of restricted areas. These terms are defined as follows:
 - a) Relocation: The long term relocation of residents to locations outside the hazard area(s) for purposes of residency until such time as DHHS Division of Public Health has declared the areas safe for inhabitation.

- b) Re-Entry: Allows certain individuals temporary access to an evacuated area under specific circumstances and for specific purposes. The locations and time allotted will be assessed by DHHS Division of Public Health and provided to the GAR. The local county jurisdictions are responsible for developing plans that will allow residents to apply for consideration to gain temporary access to their evacuated properties.
 - c) Return: The systematic return of previously evacuated populations to their home and businesses in areas deemed safe.
 - d) Restricted Area: Areas that have been deemed unsafe and will be cordoned off from access and/or use by the general public.
- ii. The SEOC Manager (or designee) will communicate GAR directives to the Ingestion Counties and monitor their needs for assistance.
 - iii. The SEOC Manager (or designee[s]) will coordinate and facilitate actions, activities, and information to/from the SEOC on behalf of the GAR to the Ingestion Counties, Risk Counties, and Host Counties.
 - iv. The SEOC will receive, process, and inform Ingestion Counties regarding the status of any requests for information (RFIs) and requests for assistance (RFAs), and ensure they are properly recorded in the state's emergency management program and closed out with the requesting agency.
 - v. Any action or activity that has not been expressly defined within this Annex will be implemented using the standards of practices as described in the National Response Framework (NRF) and the Incident Command System (ICS).

THIS PAGE INTENTIONALLY HAS NO DATA

HEALTH AND HUMAN SERVICES



HEALTH AND HUMAN SERVICES

I. PURPOSE

A. Medical

This provides guidance for a coordinated response for medical care and treatment for the ill and injured during or from a disaster.

B. Public Health

This provides guidance for coordinated public health services and interventions during and following a disaster. Functions include early detection and surveillance; epidemiologic investigation; implementation of control measures to reduce, contain or prevent disease; communication of essential information to the healthcare community, public and media; distribution and delivery of prophylactic medication or vaccination, if needed; and environmental surety.

C. Behavioral Health

This annex describes the behavioral health resources available to reduce harmful stress levels of citizens and to respond to the behavioral health needs of survivors, emergency responders in the field, and functional needs individuals in time of disaster.

D. Medical Reserve Corps (MRC)

The MRC, a component of the Citizen Corps program, recruits and prepares health and medical professionals, as well as skilled non-medical individuals to volunteer in local communities. These volunteers are available to assist local medical, health care systems and health care facilities when needed during a disaster or public health emergency.

E. Social Services

This annex describes the role and responsibilities of local social services and agencies able to provide for the coordination and implementation of specialized support to disaster survivors, first responders and/or functional needs individuals.

II. SITUATION

- A. The potential exists for a multiple casualty incident resulting from a naturally occurring, manmade, or terrorist event involving weapons of mass destruction which would stress emergency medical services. Public health

hazards in the form of disease outbreak situations may also stress the existing medical system.

- B. Community Medical Center is the only hospital in Richardson County. Licensure capacity is listed as 24
- C. There are 4 nursing homes and/or Assisted Living facilities in the county licensed by the Nebraska Health and Human Services, Department of Regulation and Licensure. Facility details are found in Attachment 1.
- D. There are 2 Emergency Medical Services (EMS) within the county (Attachment 2).
- E. There are three clinics with medical staffs of two RNs seven LPNs, three X-Ray technicians, and one Lab Techs.
- F. The Southeast Office of the Department of Health and Human Services, the Blue Rivers Area Agency on Aging and other private agencies have the capability to respond to the serious needs of the population should a major disaster occur.

III. ASSUMPTIONS and PLANNING FACTORS

- A. Any incident that generates an emergency patient load that exceeds the normal day-to-day capabilities of local emergency medical resources or poses a public health threat to the residents may be considered a disaster.
- B. Mutual Aid and outside resources will be available to assist the county in natural, technological and man-made emergencies/disasters and incidents involving threatened or deliberate terrorist use of weapons of mass destruction.
- C. Any hospital or nursing home evacuating patients to facilities in other local or regional facilities will provide the medical records of patients, professional staff, and as many supplies and equipment as practical.
- D. There are indirect and direct public health threats associated with specific types of emergencies and disasters. These might include non-outbreak situations (for example, contaminated drinking water, chemical exposures, and sewage discharges), disease outbreaks (for example *E. coli* 0157, anthrax, meningitis, West Nile Virus, plague, smallpox, and SARS), sanitation problems, an overload of mortuary service capabilities and community mental health issues.
- E. People not normally clients of the local Social Services agency may require some form of public assistance under disaster conditions.

- F. The local/regional Public Health agency (ies) will work in partnership with the Emergency Agency and the mass care shelter manager to plan for and assist them to accommodate people who have access and functional needs. Public Health will provide recommendations for communications methods, public information message development, special equipment and supplies that may be needed and locating local care providers to assist individuals whose needs cannot be met at the shelter.

IV. ORGANIZATION and RESPONSIBILITIES

- A. Medical, Public Health, Mental or Behavioral Health, Medical Reserve Corps and Social Services operations are each described separately, but close coordination is required to fulfill the overall responsibility of safeguarding and minimizing the adverse health factors which may affect our citizens during and/or after an emergency or disaster. To provide a coordinated and effective response, the health and human services functions have been separated into two areas, local government support and field operations (see page G-1).

- 1. Local government support and coordination entails coordinating emergency services such as law enforcement, fire, rescue, and public works, and providing logistical support where required. Both the Medical Coordinator and the Public Health Coordinator represent their respective functions on the EOC Staff.
- 2. Field operations direction and control should follow the Standard Operating Procedures (SOPs) developed by the local health, mental or behavioral health, state social services and local area medical professionals/facilities.

B. Health and Medical Responsibilities

1. Emergency Medical Services:

- a. Basic Life Support is the responsibility of the Falls City Volunteer Ambulance Squad and the Humboldt Rescue Squad. Advanced Life Support Services (ALS) is the responsibility of the Humboldt Rescue Squad or contracted ambulance service.
 - i. The notification for emergency medical assistance comes from Richardson County Sheriff's office or Falls City Police Department dispatch via radio call-out.
 - ii. The first EMS agency on scene will initiate an Incident Command System and will coordinate field operations and transport of

victims with Community Medical Center or the closest hospital equipped to handle patient's needs.

- iii. The EMS Incident Commander or their designee will notify Community Medical Center as soon as possible if the patient being transported is potentially contaminated from a HazMat incident and provide information about the hazardous substance involved.
 - iv. The Ambulance/Rescue Chief will ensure that all personnel are trained to respond to a hazardous materials incident according to levels of response training set by their employer in compliance with OSHA and EPA regulations.
 - v. The following functions are needed:
 - a) Triage: Assessing patients and assigning priorities for medical treatment and transport.
 - b) Treatment: Providing care and treatment of patients while being held for transportation to medical facilities.
 - c) Transportation: Coordinating with Community Medical Center for directing patient transport to receiving hospitals and/or medical facilities.
- b. Air ambulance support would be requested from LifeNet.

2. Medical Coordination

- a. A member of the EOC staff will appoint a Medical Coordinator in the event a disaster extends beyond mutual aid capabilities. The Medical Coordinator will act as a liaison between the medical community and the local government.
- b. When an incident occurs which requires medical field operations, the Medical Coordinator will support medical mutual aid requests and coordinate additional requirements.
- c. The Medical Coordinator, with the support of the Logistics Chief/Manager and/or Emergency Management Agency, will locate supplies and/or equipment to support medical operations in the event of an actual or anticipated shortage. Requests for professional medical volunteers from local health care facilities may be requested through the Emergency Agency.

3. Public Health Coordination

- a. The Southeast District Health Department designee will serve as the Public Health Coordinator and is responsible for coordinating activities required to safeguard public health and minimize the spread of disease. The Public Health Coordinator is the liaison between public health officials and the local government.
- b. The Public Health Coordinator will coordinate with the Emergency Management Agency, County Emergency Board, and other agencies as applicable. This is critical in the care and sheltering of populations with functional needs.
- c. The Public Health Coordinator will assess the need for crisis counseling for disaster survivors and disaster workers. If crisis counseling is deemed necessary, the Public Health Coordinator will request assistance from and coordinate with the local ministerial association and/or the Blue Valley Mental Health Center to provide the necessary services.
- d. The Public Health Coordinator or designee is responsible for initial size-up, hazard evaluation and assessment related to existing or anticipated public health threats. The Public Health Coordinator or designee will determine the scope and level of the public health response and what assistance may or may not be needed. Depending upon the nature of the incident, the Health Department may take the lead or assume a support role. Specific capabilities, which correspond to the Target Capabilities List in Homeland Security Presidential Directive 8 include, but are not limited to, the following:
 - i. Environmental Health Water Safety: The Department would coordinate with DHHS about potential drinking water contamination. DHHS and/or Southeast District Health Department would direct the certified public water operators within the county to provide bottle water, direct or recommend boil water orders, or perform additional sampling, depending upon the situation, to confirm contamination. For private wells, Southeast District Health Department would contact the homeowner and make appropriate recommendations.
 - ii. Environmental Health Emergency Sanitary Sewage Disposal: The Department would recommend portable toilets for use by incident site clean-up crews, residents and the public as needed. The Department would also coordinate with the American Red Cross, Salvation Army, and the County Emergency Management Agency to inform and advise the public of emergency individual sewage disposal procedures.

- iii. Vector Control: The Department would survey and map affected area(s); provide mosquito trapping and testing of mosquitoes for West Nile Virus; identify problem areas so that preventive measures (i.e., larviciding) for vectors may be taken; recommend other prevention methods such as drainage of standing water and use of mosquito abatement techniques over potential breeding sites as needed. Rodent and insect control is expedited by public complaint. Exterior mouse and rat infestations are exterminated by the Department. Extermination of interior insect and rodent infestations are required of homeowners.
- iv. Food Safety: The Department would coordinate with the Nebraska Department of Agriculture, United States Department of Agriculture (USDA) and Food and Drug Administration (FDA) to identify the extent of contamination, embargo and recall food as necessary, and request laboratory and investigation assistance as needed. Reports of human illness would be forwarded by the Department's Epidemiology Section to DHHS Epidemiologist. Contaminated food will be transported to the Brown County Sanitary Landfill for disposal.
- v. Mass Prophylaxis: Based upon the results of epidemiologic investigation and in compliance with the Centers for Disease Control and Prevention (CDC) and DHHS recommendations, the Public Health District/Department would vaccinate or provide antibiotic prophylaxis. See Appendix 1.
- vi. Isolation and Quarantine: The Public Health Coordinator or designee would determine measures necessary to prevent the introduction of communicable diseases into the county and to remove or quarantine any person or persons having such disease. The Public Health District/Department, in consultation with DHHS, the CDC, and other local health experts (as deemed necessary) will determine the specific community-wide containment strategy(s) to be implemented and the geographic area in which it will be implemented. The Public Health Coordinator or designee, in consultation with DHHS and County Attorney, shall produce the written order of isolation or quarantine.
- vii. Epidemiological Investigation: The Public Health District/Department Epidemiology Section is responsible for the evaluation of suspected and confirmed communicable disease events and the identification of situations of public health importance that may require the implementation of aggressive disease containment measures that go beyond the routine measures employed on a daily basis. Confirmed or suspected communicable diseases of possible significant public health

concern identified by Epidemiology staff will be immediately reported to and evaluated by the Epidemiology Section Supervisor for analysis. Based upon determination that the reported disease or event is unusual and/or poses a significant, immediate threat to the community, the Public Health Coordinator will consult with DHHS, and the CDC.

- viii. Emergency Public Information: The Public Health District/Department would provide information, updates, guidelines and recommendations to the healthcare community including treatment recommendations and protocols and plans for prophylaxis if warranted. The District/Department would also relay appropriate information and recommendations to the public through responsible media and public relations activities. The Department would use the State Health Alert Network (HAN) to get out time critical information to HAN recipients (physicians and healthcare organizations) in Richardson County or to areas surrounding the incident. The Department would coordinate and consult with the County Emergency Management Agency to use public alerting systems if necessary.
 - ix. Re-entry: The District/Department may recommend when it is safe to reoccupy an area after evacuation caused by a hazardous material release or a communicable disease outbreak.
4. Mental (Behavioral) Health Coordinator:
- a. The Mental (Behavioral) Health Coordinator will work closely with the Social Services Coordinator and will coordinate behavioral health services for victims, family members, first responders, health and medical personnel as well as the general public. Within the general population are those identified as having access and functional needs, at-risk or having increased vulnerability to the effects of a crisis. These populations are:
 - i. Individuals with disabilities, including developmental, physical and/or mental illness.
 - ii. People with a history of substance (drug or alcohol) abuse.
 - iii. Children under the age of 18.
 - iv. Adults age 65 and over.
 - v. Non-English speaking populations.
 - vi. Individuals who are homeless.

- vii. Long term care and residential nursing facilities.
- b. Locations where the Mental (Behavioral) Health response/services may be available include:
 - i. Sites where the survivors and families of victims will be such as, shelters, meal sites, disaster application centers, American Red Cross service centers, hospitals, survivor's homes, farms, morgues, etc.,
 - ii. Mass care centers and immunization clinics,
 - iii. Hotline sites,
 - iv. Community outreach sites such as community centers, shopping malls, locations announced through the media, etc., and
 - v. Sites where responders gather such as the incident site, staging and material storage areas.
- c. Services will be coordinated with the American Red Cross, local ministerial associations or interchurch ministries, community volunteers, Critical Incident Stress Management personnel and others as appropriate.
- d. An outreach program providing information and messages relating to services and health topics may be established. This public education information will be prepared in collaboration with, local service providers and coordinated with the various DHHS Public Information Officers.
- e. The Mental (Behavioral) Health Coordinator will make recommendations and provide status reports to the Public Health Coordinator.
- f. The local Ministerial Association, with possible referral to the Blue Valley Mental Health Center, will conduct the initial crisis counseling.
- g. Critical Incident Stress Management (CISM) Teams are available to provide stress management sessions for fire, EMS, law enforcement, dispatchers, hospital, corrections and emergency management personnel following a disaster/emergency situation. Contact the Nebraska State Patrol Troop area where the disaster/emergency situation is located to activate a CISM response.

5. The Medical Reserve Corps (MRC)

The MRC, a component of the Citizen Corps program, recruits and prepares health and medical professionals, as well as skilled non-medical individuals, to volunteer in local communities. MRC partners with the Nebraska Volunteer Registry, also known as the Emergency System for Advance Registration of Volunteer Health Professionals (ESAR-VHP) to provide first responders and emergency managers with a database of health professionals. These volunteers are available to assist local medical, health care systems and health care facilities when needed during a disaster or public health emergency.

- a. The MRC intent is to supplement, not replace, local health care resources and to contribute to meeting public health issues. The MRC volunteers can provide medical surge capabilities during emergencies and disasters.
- b. Richardson County is served by the Southeast Nebraska MRC service area. See Attachment 4.
- c. MRC volunteers can be requested by local health care facilities for public health issues directly from the MRC service area. Responding volunteers would work for the requesting organization and be subject to the requesting organization's protection and liabilities.
- d. MRC volunteers requested by the Emergency Agency during a disaster would be selected and deployed by DHHS and be provided the protection of a State Emergency Response Team.
- e. Demobilization planning should begin prior to the arrival and placement of volunteers into field operations.

6. Social Services Coordinator

The Administrator of the Southeast Nebraska Office of the Department of Health and Human Services will serve as the Social Services Coordinator. The Coordinator will advise local executives on matters pertaining to social services, ensure that activities are administered in an orderly, efficient manner, develop procedures for determining needs of disaster survivors, and process inquiries concerning disaster survivors. The existing Health and Human Services staff, augmented as necessary from other organizations, will serve as support staff. Health and Human Services will distribute USDA donated foods to local organizations and Red Cross to provide mass feeding for disaster survivors and, if implemented, will administer the Emergency Food Stamp Program. All agencies will participate to the extent of their mandated responsibilities.

7. Community Services

- a. Various community services programs function as vital support on a routine basis and are an important resource in disaster response and recovery activities. Their ability to respond to community needs is based on the organized efforts of many volunteers. Services provided by the community include, but are not limited to:
 - i. Food for disaster survivors,
 - ii. Clothing,
 - iii. Temporary shelter.
- b. Churches and church groups are vital community resources and function as support organizations to provide response and recovery assistance to disaster survivors. They may provide:
 - i. Food to disaster survivors,
 - ii. Clean-up and recovery equipment and labor assistance,
 - iii. Crisis counseling for disaster survivors/workers.
- c. In addition to the local church groups, assistance in disaster recovery activities can be obtained from the Mennonite Disaster Service, the Adventists Community Services, and other non-profit, volunteer-based, disaster recovery organizations. Most of these organizations are affiliated with Voluntary Organizations Active in Disaster (VOAD). Contact with these groups can be made through the Nebraska Emergency Management Agency.
- d. The Blue Rivers Area Agency on Aging assesses the needs of the elderly population in Richardson County to include food, clothing, housing, and transportation. During disaster situations, emotional stress experienced by the elderly is greatly increased; therefore, referral recommendations to local mental health organizations for crisis counseling may be initiated by this group to aid recovery from the effects of the disaster.
- e. The Richardson County Handi-Bus Program assists by providing the handicapped and elderly with transportation services.

V. CONCEPT OF OPERATIONS

A. Mass Casualty/Fatality Incident

1. EMS Incident Commander will establish a command post that is responsible for patient care operations at the scene including personnel assignment.
2. The first arriving EMS team Captain (acting as Incident Commander) will triage and assign priority categories based on urgency and chance of survival.
3. The command post will be in communication with the Community Medical Center. Determination of receiving facility will be predicated on medical facility patient loads and nature of injuries, and levels of care needed and available. Patient transfer between receiving hospitals will be coordinated by the responding hospitals.
4. The incident command will normally determine requirements for and request medical mutual aid. If necessary, the Medical Coordinator will support the mutual aid requests and coordinate additional resource requirements.
5. Community Medical Center will coordinate with law enforcement officials on additional security requirements at the hospital.
6. Shortages (or anticipated shortage) of medical supplies/equipment or personnel will be reported to the Medical Coordinator for procurement.

B. Mortuary Services (Mass Fatality Plan)

1. When mortuary capabilities are exceeded during a disaster, the County Attorney is responsible for coordinating the interment of the dead. Disposition of the deceased will be in accordance with Nebraska statutes and will respect religious, ethnic and cultural differences to the extent possible. Additionally the County Attorney may:
 - a. Assign bodies to local funeral homes,
 - b. Establish temporary morgue facilities,
 - c. Coordinate emergency interment.
2. Emergency Morgue: If a request for an emergency morgue is made through the Sheriff's Office, then the County Attorney acting as coroner, will:

- a. Obtain the use of a suitable building that is easily accessible to the disaster area,
- b. Notify the EOC of the morgue location,
- c. Coordinate with all the area funeral homes for the recovery, transportation, preservation and identification of the bodies and body parts, respecting cultural and religious differences to the extent possible.
- d. If conditions warrant, request refrigerated trucks from local trucking companies to hold bodies pending transfer to funeral homes.
- e. The locally developed Mass Fatality Plan includes a description of the procedures and agencies use to identify and respond to damage to grave sites and cemeteries.
- f. The local Mass Fatality Plan will address how the next of kin will be notified and bodies claimed by the surviving family and for the disposition of unclaimed bodies.

C. Evacuation of In-patient Medical Facilities

1. The hospital and nursing homes are responsible for developing internal procedures for:
 - a. Assessing and preparing patients for evacuation,
 - b. Assuring medical records are transported with patients,
 - c. Identifying and transporting essential medications and supplies to include medical hard goods, dressings, food, day to day support items.
2. The Administrator or designated representative of the affected facility(s) will coordinate evacuation requirements, including transportation, with the EOC.
3. Receiving facilities will be in accordance with Hospital Emergency Plans.

D. Support to Medical Professionals

The hospital will work closely with the local EMS Providers in providing emergency transportation to and from critical medical facilities. Volunteers, such as 4-wheel drive vehicle owners/clubs, snowmobile owners/clubs, and amateur radio operators (depending on situation - i.e., winter storms) will be utilized to provide this transportation.

E. Public Health Threats

1. In an anticipated or actual public health threat, the Public Health Coordinator or the Emergency Agency will notify the Nebraska Emergency Management Agency to coordinate State assistance.
2. In the event of water shortages, Public Works should coordinate with the Emergency Management Agency and Public Health Coordinator to meet the critical potable water requirements.
3. The Nebraska Emergency Management Agency will contact state, federal, or other agencies, as appropriate, and request assistance for Richardson County.

F. Social Services

The Social Services Coordinator will coordinate the efforts of various agencies to meet individual human needs. During actual or impending disaster situations requiring the lodging and feeding of a considerable number of people, procedures outlined in Annex I, Mass Care will be supported by Health and Human Services agencies.

1. Disaster Recovery Center (DRC): Upon a Presidential Disaster Declaration, a representative of Health and Human Services may participate in the Disaster Recovery Center. The DRCs will provide information to individuals on the various disaster assistance programs available as a result of the Presidential Disaster Declaration. The Center will also provide a bank of telephones for individuals to make direct application for assistance.
2. Functional Needs: Disaster survivors and functional needs groups may require assistance to meet their necessary expenses and serious needs (food, clothing, housing, medical and financial). The Southeast Nebraska Office of the Department of Health and Human Services, in coordination with community services, such as the Red Cross, and the Area Agency on Aging will identify any functional needs individuals and in the event of a disaster, ensure that their needs and levels of care are met.
3. Counseling: Mental health professionals, members of the local ministerial association and public school counselors may provide emergency counseling to disaster survivors. This counseling may occur at several locations and will be coordinated between the Mental Health Coordinator and the Public Health Director.
4. Evacuation: Health and Human Services, in coordination with the Area Agency on Aging and Handi-Bus Service will attempt to identify and

assist any elderly, infirm or access and functional needs individuals who may be unable to evacuate on their own. The availability of this service will be emphasized in emergency public information releases and should be coordinated with the PIO.

VI. ADMINISTRATIVE and LOGISTICS

A. The Emergency Management Agency will update and/or revise this Annex based upon the correlation of information provided by the Medical, Public Health and Social Services Coordinators.

B. Exercising

1. Every effort will be made to incorporate local and where possible regional health care facilities involvement into the hospital and nursing home's annual exercise.
2. Emergency medical professionals and volunteers will participate in these exercises to the maximum extent possible.
3. All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

C. Training

1. In addition to the training required for normal operations, health and medical personnel should be trained to respond to a hazardous material incident to the level determined by their employer in accordance with OSHA and EPA regulations.
2. The training program will be consistent with the Homeland Security Exercise Plan procedures. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	Health and Medical Resources	G-17
2	Emergency Medical Resources	G-21
3	Activation of ESAR-VHP	G-23
4	MRC Map & Contacts	G-25
 <u>Appendix</u>		
1	Medical Countermeasure Plan	G-27
2	Agricultural Disease Response Plan	G-31
 <u>Attachment #</u>		
1	Animal Disease Initial Response Plan	G-47
2	Potential Animal Holding Areas	G-55

HEALTH AND MEDICAL RESOURCES

<http://dhhs.ne.gov/licensure/Pages/Rosters-of-Facilities-and-Services.aspx>

WITHIN RICHARDSON COUNTY

NAME	CAPACITY	PHONE NUMBER
LICENSED HOSPITALS:		
Community Medical Center		
NURSING HOMES:		
Falls City Care Center		
Falls City Nursing & Rehabilitation		
Colonial Acres of Humboldt		
ASSISTED LIVING:		
Jonesbrook Estates		
Colonial Acres of Humboldt		
Falls City Nursing & Rehabilitation		
ADULT DAY CENTERS:		
CLINICS:		
Family Medicine Clinic		
Falls City Family Practice PC		
Humboldt Family Medicine		
HOME HEALTH:		
MENTAL HEALTH:		
Blue Valley Behavioral Health		
NAME	CAPACITY	PHONE NUMBER
MORTUARIES FOR MULTI-CASUALTY		

INCIDENTS (MCI):		
Dorr & Clark Funeral Home		
Hall Funeral Home		
*Contact information is kept on file in Richardson County Emergency Management Office		
OUTSIDE RICHARDSON COUNTY		
HOSPITALS:		
AMBULANCES:		
AIR/GROUND SERVICES (Include only those normally used or would be used in an extreme case)		
CRETE:		
Air Methods (Helicopter) Bryan Health		1-800-252-4262
OMAHA:		
Life Net (Helicopter and Fixed Wing)		1-888-481-7040
NORFOLK:		
Life Net (Helicopter and Fixed Wing)		1-888-481-7040
FREMONT:		
Life Net (Helicopter and Fixed Wing)		1-888-481-7040
KEARNEY:		
Good Samaritan AirCare (Helicopter and Fixed Wing) Long Distance Ground Service: including out-of-state		1-800-474-7911
GRAND ISLAND:		
LifeTeam (Helicopter) Office is in Newton, KS		1-877-213-5433
MCCOOK:		
MedStar (Helicopter) (McCook Police Department/Public Safety Dispatch)		308-345-3450
SCOTTSBLUFF:		
Air Link at Regional West Health Services (Helicopter)		1-800-252-2215

AIR/GROUND SERVICES (continued)	
(Include only those normally used or would be used in an extreme case)	
SIOUX CITY, IA	
Mercy Air Care at Mercy Medical Center – Sioux City (Helicopter)	712-279-2066
DENVER, CO	
Flight For Life (Helicopter and Fixed Wing)	1-800-525-3712
GREELEY, CO	
North Colorado Med Evac (Helicopter)	1-800-247-5433
RAPID CITY, SD	
Black Hills Life Flight (Helicopter and Fixed Wing)	1-800-232-2452
WICHITA, KS	
EagleMed (Helicopter and Fixed Wing)	1-800-525-5220

THIS PAGE INTENTIONALLY LEFT BLANK

RICHARDSON COUNTY EMERGENCY MEDICAL RESOURCES

(For Definitions Refer to: Title 172, Chapter 12 Nebraska Administrative Code)

RESCUE UNIT NAME	PHONE NUMBER	# OF BASIC LIFE SUPPORT AMBULANCES	# OF ADVANCED LIFE SUPPORT AMBULANCES	# OF EMTS	# OF PARA- MEDICS	ADVANCED SERVICES (Air Ambulance, etc...)
Falls City Vol. Ambulance Squad		2				
Humboldt Rescue		2				

THIS PAGE INTENTIONALLY LEFT BLANK

Nebraska Health / Medical Volunteer Registry (ESARVHP) Activation In Support of Local Disasters

- I. If a disaster depletes or overwhelms available health care personnel and mutual aid with the Medical Reserve Corps is exhausted, local emergency management can request additional health and medical personnel from NEMA through the Emergency System for Advanced Registration of Volunteer Health Professionals (ESAR-VHP).

- II. In a locally declared disaster, the EMA may request from the Nebraska Emergency Management Agency (NEMA) additional health and medical personnel from the state ESAR-VHP. The request for assistance from NEMA should include the following information:
 - A. The incident specific mission(s) for which ESAR-VHP volunteers are needed,
 - B. The type of skill sets and anticipated number of volunteers needed,
 - C. The contact information for the incident's health and medical coordinator,
 - D. Anticipated location and length of deployment,
 - E. Incident specific conditions relevant to deployment (risks, environment, etc.),
 - F. Medical equipment, supplies or personal protective equipment required by volunteers in support of their mission (if known and available).
 - G. Verification that the disaster is beyond the response capabilities of local resources, and that all local and sub-state regional resources have been utilized to the fullest.

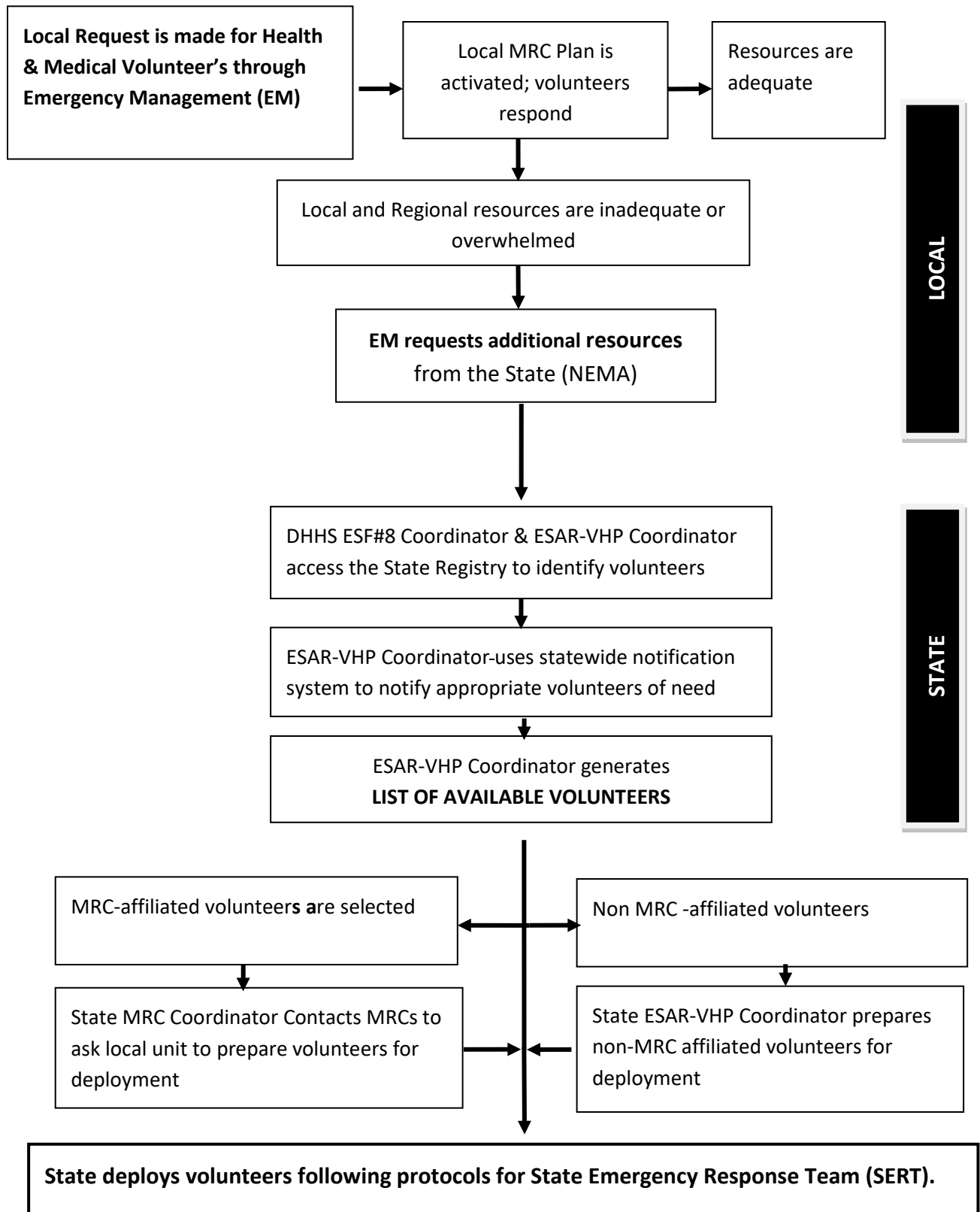
- III. NEMA and DHHS will decide which available volunteers to deploy.
 - A. Priority is given to MRC affiliated volunteers and/or volunteers with disaster specific training and experience over non-affiliated and inexperienced personnel when skill sets are equal.
 - B. NEMA and the requesting local emergency management agency will coordinate logistics for the deployed volunteers.
 - C. The State MRC Coordinator (NEMA) will contact the local MRC representatives to notify and prepare selected volunteers for deployment.

- D. Should ESAR-VHP volunteers with special skills, who are not MRC members, be needed, DHHS will notify and prepare those individuals for deployment.
- E. All volunteers are assigned and deployed as a state resource as a State Emergency Response Team(s).
- F. SERTs are supported by NEMA administratively and operate under and within the local Incident Command.

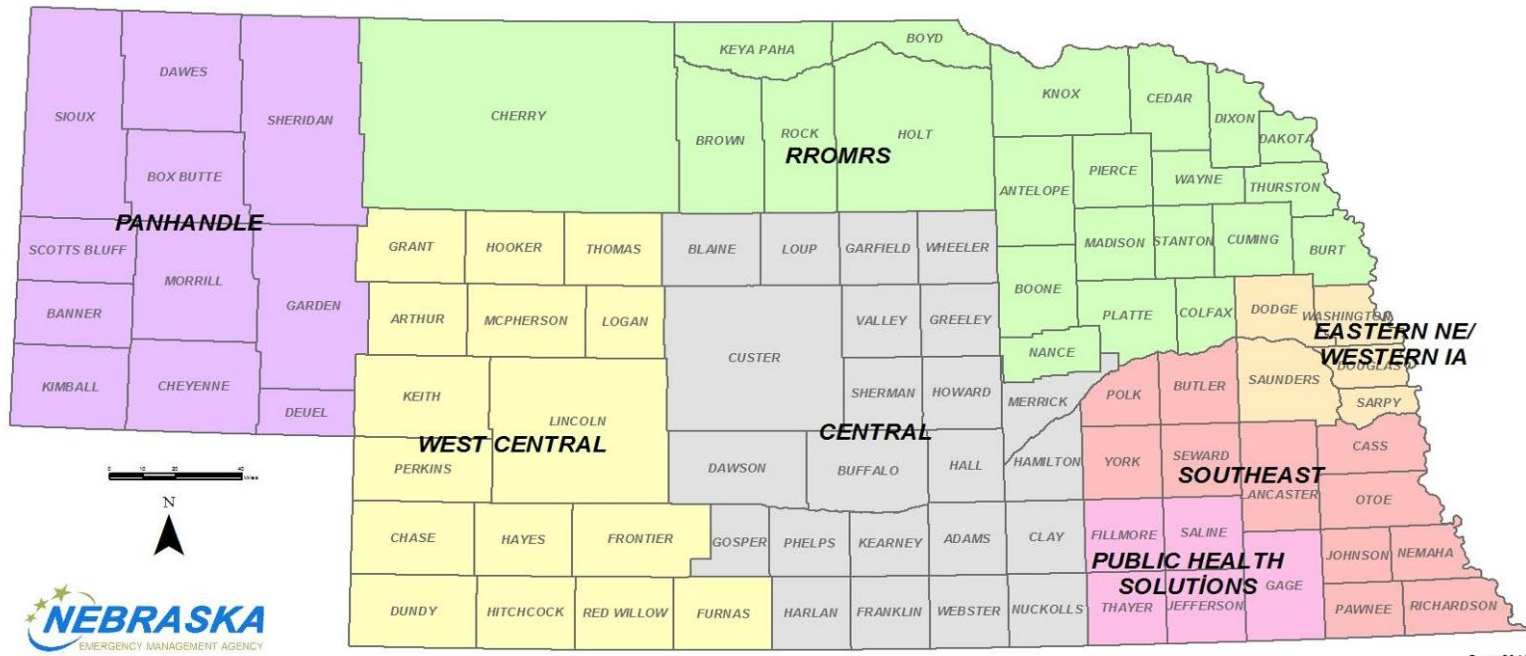
Additional guidance on ESAR-VHP activation can be found in the Nebraska State Emergency Operations Plan, ESF-8, Appendix 7.

Activation of Health and Medical Volunteers

Reference: Nebraska SEOP ESF8 rev. 2016



NEBRASKA MEDICAL RESERVE CORPS REGIONS



RICHARDSON COUNTY LEOP

G-25

Panhandle Medical Reserve Corps
mleisy@pphd.org
 308-262-2217

Rural Region One Medical Response System
 (RROMRS) Medical Reserve Corps
rromrs@conpoint.com
 402-529-2233

Western Central Medical Reserve Corps
mulligans@gprmc.com
 308-696-7990

Eastern Nebraska/Western Iowa Medical Reserve Corps
mrc@uwmidlands.org
 402-522-7970

Central Nebraska Medical Reserve Corps
centralnebraskamrc@gmail.com
 402-224-0108

Public Health Solutions Medical Reserve Corps
kplouzek@phsneb.org
 402-826-3880

Southeast Medical Reserve Corps
rdavis@lincoln.ne.gov
 402-441-8006

2020

ANNEX G
ATTACHMENT 1

Sept. 2010

THIS PAGE INTENTIONALLY HAS NO DATA

MEDICAL COUNTERMEASURE DISTRIBUTION AND DISPENSING PLAN

I. PURPOSE

This provides a rapid and coordinated response for the citizens and transients of Richardson County for a mass administration of vaccines and prophylactic medications and supplies in the event of a bio-terrorism outbreak or other medical needs.

II. SITUATION

- A. The County Emergency Management Agency along with the Southeast District Health District (SEDHD), the Community Medical Center, the Nebraska Health and Human Services (NeDHHS), the Centers for Disease Control and Prevention (CDC) and the Nebraska Emergency Management Agency (NEMA) have identified numerous hazards that would give cause to do a mass vaccination/prophylaxis clinic. Any outbreak would affect all the citizens and transients of the county. The population range could vary depending on the type and time of outbreaks and certain geographic factors.
- B. Transient population needing vaccination/prophylaxis would be citizens not counted in the county's vaccine, medications or supplies allotment.
- C. On a local level, initial response will be by local authorities. The regional/local Public Health District may determine the need for incident prophylaxis such as tetanus during a flood or tornado. Response management will follow the National Incident Management System (NIMS).
- D. The decision to mass vaccinate/prophylaxis would come from the President of the United States under the advisement of the CDC. The Governor of Nebraska would declare a state of emergency.

III. ASSUMPTIONS and PLANNING FACTORS

- A. All the population in the county may be affected by any outbreak.
- B. Outbreak events may occur with little or no warning and may not be determined for days after an event has occurred in the United States.
- C. No single agency at the local level possesses the expertise to respond to an event. All county agencies will work toward a common goal ensuring the well-being of the citizens.

IV. CONCEPT OF OPERATIONS

The CDC, DHHS and PHD will provide direction to the county in the event of an actual emergency. The county's general plan for mass vaccine/prophylaxis clinics and potential follow up clinics is as follows.

- A. Richardson County's Mass Vaccination/Prophylaxis Clinic will be located at:
 - 1. To be determined as needed per incident as the primary site.
 - 2. To be determined as needed per incident as the secondary site.
- B. Richardson County's Mass Vaccination Core Committee will provide a volunteer staff to fill all the positions needed to operate a clinic.
 - 1. The core team includes but is not limited to: Site Coordinator, Medical Director, Nurse Manager, Supply Manager, Clinic Security, Volunteer Coordinator, Translator, EMS, Emergency Management Agency and the County Board of Commissioners
 - 2. The list of volunteers is on file and continually updated. Copies of this list are kept at Southeast District Health Department, with the volunteer coordinator and with the Richardson County Emergency Management Agency. The list will include but is not limited to county and village first responders, medical staff, record keepers, security, and other needed key personnel.
- C. Notification of a local event may come to the Emergency Management Agency, Community Medical Center or Law Enforcement. At that time, all clinic core team members will be contacted. Notification of public health events occurring outside Richardson County, which could affect the county, could come from several sources including the CDC, NE DHHS, adjacent county health departments or other State Health Departments.
- D. Notification of all volunteers
 - 1. A calling bank, designated by the volunteer coordinator, will be used to notify volunteers with back up provided by the County Emergency Management Staff.
 - 2. The Local Emergency Operations Plan (LEOP) Annex B (Communications and Warnings) will be utilized. This annex addresses how all emergency responders and officials are notified.

3. Upon notification, volunteers will report as soon as possible or at a set time to the clinic site. Parking for volunteers will be determined at activation time of the clinic.
4. All clinic positions and operations will be staffed before the clinic opens to the public.

E. Handling of vaccine/medications/supplies

1. Nebraska State Patrol assisted by local Law Enforcement personnel will transfer vaccine from the State distribution site to the county.
2. The vaccine/medications/supplies will be signed off to a designated person at the clinic. If the vaccine/medications/supplies comes before the clinic is activated, it will be delivered to the Richardson County Law Enforcement Center. The vaccine/medications/supplies will be signed for by the County Sheriff or the Falls City Police Chief and placed in the evidence room.
3. The vaccine/medications/supplies will be guarded at all times and will be under the direction of the County Sheriff or his/her designee. Certain vaccines may require special precautions.
4. All precautions will be taken when working with and around the vaccine, according to the guidelines provided.

F. Purchase and storage of supplies

1. In order to be prepared as possible for an emergency clinic, general supplies will be purchased ahead of time.
2. Before supplies will be purchased, storage space at Community Medical Center will be requested. This location would make rotation of stock convenient, and therefore make it less likely that supplies purchased in advance could deteriorate if not used by their expiration dates.
3. If storage space is not available at Community Medical Center, available storage space at Richardson County Courthouse will be used.
4. If supplies are to be purchased in advance of a possible clinic, the Southeast District Health Department will assemble a list of needed supplies and the estimated costs.
5. In case of any potential countywide clinic, the County Board of Commissioners will be asked for funding for supplies necessary to run a clinic. County Purchasing department will contact pre-contracted medical/clerical suppliers for specific additional supplies from the Master Supply List found in the Public Health Districts Master Plan.

6. If county funding is not available, the core committee will seek other funding alternatives, including but not limited to solicitation of all emergency and health care services in the county, fund-raising events, donations, etc.

G. Transportation and parking for the public.

1. Parking will be limited at the clinic site. The following lots will be used and shuttle service will be provided to transport the public:
 - a. Will be determined upon incident site.
 - b. Locations will be announced as needed
 - c. Possible site locations include but are not limited to: School District 56 High school, Prichard Auditorium Public Parking, etc.
2. Those individuals confined to health care or other facilities may receive on-site treatment. This will be coordinated with the Core Committee.
3. Others unable to provide their own transportation will be given instructions through the media as to whom to call, staging areas for transportation pick-up and return, etc.

H. County residents and transients will be notified as soon as possible of the mass vaccination plan and instructions for participation.

1. The local media outlets will be utilized.
2. Local emergency management procedures will be followed as outlined in Annex B, Communications and Warning.
3. The public will be given a local number to call for more information and further instructions.

AGRICULTURE DISEASE EMERGENCY RESPONSE PLAN

I. PURPOSE

- A. To provide coordinated measures and actions related to an agricultural emergency to detect, control and eliminate diseases, infestations, contamination and contagions to animals, plants and food as rapidly as possible within Richardson County.
- B. To generate appropriate measures at all response levels to eliminate the emergency and minimize its consequences in order to return Richardson County to a contagion-free status.

II. SITUATION

- A. The agriculture industry in Richardson County is a major segment of the county's economy. Agriculture is a critical infrastructure of the State of Nebraska. A major outbreak of disease or infestation in animals or in plants, or a contamination of foods in the county will have a devastating economic effect not only on the local economy, but also on the state, region and nation as well. These events may occur by natural processes or as a result of a chemical or biological attack. Richardson County is vulnerable to such events. Richardson County has an agricultural economy that includes both plant and livestock industries.
- B. A major outbreak of disease, infestation or contamination in animals, plants or food could create both environmental and public health hazards to the human population including exposure to hazardous materials and contaminated water supplies, crops, livestock and food products. There could also be a significant mental health impact to the producers and their families, business partners, and the residents in and around the affected area.
- C. Hazardous biological or chemical substances, when released in either a controlled or uncontrolled manner, can be harmful to people, animals, plants, property, the environment and/or the economy. A hazardous material is any substance or combination of substances which, because of quantity, concentration, or physical, chemical, or infectious characteristics, may pose substantial immediate or potential hazards to humans, plants, and animals or the environment.
- D. Response to contamination and/or disease may involve local, state, federal and other entities. No single local or state agency has the full authority and

expertise to act unilaterally, nor does the county have the necessary resources to deal with a large-scale situation.

- E. Limited response resources in some geographical sections of the county may increase response time and there is the potential of radio and telephone communication difficulties.

III. ASSUMPTIONS and PLANNING FACTORS

- A. The identification of animal disease, plant disease or infestation, or food, milk or dairy product contamination within the United States (US) could affect the State of Nebraska, including Richardson County. This could result in the creation and enforcement of movement controls of people, vehicles, livestock, poultry, plants, food, milk and dairy products, and other property.
- B. Positive detection of disease, infestation, or contamination elsewhere will prompt state officials to employ additional precautions to prevent or mitigate a local occurrence.
- C. Due to the nature of agricultural emergencies, such as a Foreign Animal Disease (FAD), and existing laws, entities other than the county may declare a disaster, subsequently affecting the county. In such incidents, the county also will submit a Disaster Declaration as described in Annex A, Attachment 4, of the Richardson County local emergency operation plan (LEOP).
- D. If a threat of disease, infestation, or contamination is received as a mechanism of terrorism and is confirmed as being a terrorist event, the "Terrorism" Appendix of Annex H, Law Enforcement, of this LEOP will be used in conjunction with this Appendix.
- E. Numerous local, state and federal agencies will play a role in mitigating an agricultural event. Remediation and recovery activities have the potential to involve massive amounts of resources.
- F. Large quantities of crops, rangeland, domestic livestock, wildlife, and food may be destroyed or controlled to prevent the spread of disease, infestation, or contamination after it has been confirmed within the county.
- G. Vector-borne diseases can spread quickly; therefore, a rapid response and control over a potentially wide area is needed.
- H. Suspected or confirmed cases may require immediate quarantine of the area of origination and may require special operational procedures.
- I. Eradication of the causative agent will require proper sanitary and disposal procedures for animal carcasses, plant material and/or food, milk, or dairy products, as determined by the Nebraska Department of Agriculture (NDA) or

Nebraska Department of Environment and Energy (NDEE). Suspected infected locations, transport vehicles and on-site personnel may require cleaning and disinfection. Local biosecurity guidelines need to be established and implemented.

- J. Environmental protection regulations or procedures may need to be temporarily suspended to allow the timely and efficient disposal of food, plant material or euthanized livestock and wildlife.
- K. NDA is the coordinating state agency for a response to a livestock, plant, food, milk, and dairy product emergency, as discussed in Appendix 1, Appendix 2, Appendix 3 and/or Appendix 4 of Emergency Support Function (ESF) #11, of the State Emergency Operations Plan (SEOP). If an animal disease event occurs, NDA will determine the level of response and activities necessary to respond to a suspected or confirmed FAD.
- L. It is recognized that under some agriculture scenarios, the need for resources, trained personnel and specialized equipment and supplies will be tremendous.
- M. Before, during and following the Governor's emergency proclamation, an NDA representative will serve as the designated Emergency Support Function Coordinator (ESFC).
- N. If the situation is determined to be an act of terrorism, LEOP Annex H, Appendix 1, "Terrorism," will be referenced for response to the incident. The Federal Bureau of Investigation (FBI) is the lead agency responsible for crisis management and is responsible for coordinating federal law enforcement response and action during a terrorist/weapons of mass destruction (WMD) incident, and throughout the post-incident investigation.
- O. The level of response to an event depends on the extent and severity of the event. The introduction of a major food contamination or highly contagious disease may initiate a response from multiple sectors in multiple jurisdictions for a prolonged period of time.
- P. Federal agencies may provide support during emergency events. The United States Department of Agriculture (USDA) has the power, in certain circumstances, to declare an emergency. In these cases, USDA representatives will work with the NDA as described in ESF #11.

Animal Disease Incident Severity Levels

There are five incident severity levels relating to NDA's actions relative to animal health and maintaining the livestock and poultry industries within the state. The first two incident Levels, 1 and 2, are disease management levels and are generally handled internally by NDA. Incident Levels 3, 4 and 5 represent FAD emergency response levels. Under Levels 3, 4 or 5, it is likely that county response will be requested from NDA and that this

Annex to the LEOP will be activated. In addition, these levels will require support from other state agencies, federal agencies, counties, humane organizations and other relevant and appropriate entities.

LEVEL 1: Normal operating conditions. This level entails the daily routine activity of NDA enforcing statutory rules and regulations.

LEVEL 2: A disease that is not common to Nebraska either threatens to enter the state or has been identified in the state. A Level 2 disease is not considered a high-consequence animal disease. Level 2 diseases include, but are not limited to, Tuberculosis, Brucellosis, Pseudorabies and Low Pathogenic Avian Influenza.

Levels 1 and 2 can be handled internally by NDA staff. It is unlikely that the SEOC's activation level will be changed due to a Level 1 or 2 livestock/poultry disease incident.

LEVEL 3: A FAD is confirmed in North America but not in a bordering state, and there is no perceivable threat to Nebraska.

LEVEL 4: A FAD is confirmed in a border state or when the incident in a non-border state has a real or perceived threat to Nebraska agriculture.

LEVEL 5: A FAD is suspected or confirmed within Nebraska.

Specific details and actions are listed in the ESF #11, Appendix 1, of the SEOP.

IV. CONCEPT of OPERATIONS

In a FAD incident, Richardson County will be responding as a support entity for ESF-11 activities. Because of this, the county's concept of operations for a foreign animal disease response will focus on activation and notification, and response support.

A. Activation and Notification

1. Upon a request for assistance, the ESFC, in cooperation with Nebraska Emergency Management Agency (NEMA), will determine which participating departments/agencies/associations are needed and will take steps to activate them or place them on alert.
2. In an animal disease event in North America, but not in Nebraska, when an approved diagnostic laboratory confirms a positive test for either a "FAD LEVEL 3 and/or 4," the USDA Animal and Plant Health Inspection Service (APHIS), Veterinary Services (VS) will notify NDA, which will notify NEMA. ESF #11 may be activated. With this activation, NEMA may notify the Richardson County Emergency Agency. The emergency

Agency will activate the county Agricultural Disease Emergency Response Plan. The emergency manager will begin preparations to support the response, which could include:

- a. Notifying appropriate elected officials;
- b. Requesting a local disaster declaration;
- c. Activating local temporary animal housing and care locations;
- d. Assisting in traffic control;
- e. Assisting in quarantine enforcement;
- f. Locating and mapping susceptible species locations;
- g. Assisting with cleaning and disinfection;
- h. Identifying local sites and options for carcass disposal;
- i. Acting as a local liaison with the NDA incident command and NEMA; and
- j. Managing logistics issues for the local response.
 - i. In an animal disease event in Nebraska (LEVEL 5), when an approved diagnostic laboratory makes a presumptive positive identification of a FAD, NDA will be notified. NDA will subsequently notify NEMA. ESF #11 may be activated. With this activation, NEMA will notify the Richardson County Emergency Agency. The emergency agency will activate the county Agricultural Disease Emergency Response Plan. The emergency manager will begin preparations to support the response, as described above.
 - ii. In an animal disease event in Nebraska (LEVEL 5), when a foreign animal disease diagnostician (FADD) makes a diagnosis of a medium or high suspicion of a FAD, NDA will notify NEMA. Either NDA or NEMA will notify the Richardson County Emergency agency of the diagnosis. In this situation, county support may be required to assist the FADD, who may remain on-site until a diagnosis is made. Prior to a diagnosis, county support will be requested by the FADD or by the NDA. At this point in a response, all communications and information must be carefully controlled. Public dissemination of incident-specific information at this point is likely to cause significant negative economic impact on the livestock or poultry industry, as well as reducing

the public's confidence in the nation's food supply. The county may be asked to provide the following support at this time:

- a) Notifying appropriate local elected officials;
- b) Assisting in traffic control;
- c) Assisting in quarantine enforcement; and
- d) Locating and mapping susceptible species locations.

B. Response Support

1. In some animal disease incidents, the Governor's declaration may include closing or restricting movement across the borders of the state and/or suspending livestock transport within the state. This action may be taken by the Governors of border states. This action may create the need for off-loading and holding pen locations for livestock in transit. See "Potential Animal Holding Areas," Appendix 2, Attachment 2. Richardson County should develop contingency plans for the proper care of animals in transit. This includes unloading, feeding, and watering of livestock. The NDA Monograph, *Temporary Housing and Care of Livestock and Poultry*, provides operational guidance for this planning as well as the set-up and operation of these areas. Identifying and photographing unloaded animals will be necessary. Biosecurity techniques such as waste management, secure confinement of individual loads, and the inspection of certificates of shipment (health certificates) will be needed. A health inspection of livestock will be performed by designated officials before reloading. Only qualified responders will be assisting as animal handlers. A notification process also needs to be established so that the State Veterinarian, the shipping company, and the livestock owners know of the location of the animals being held.
2. Additional local plans or Standard Operating Procedures are needed for the cleaning, disinfection, and storage of the trucks and personnel involved with the event. NDA has developed the following set of five County Emergency Response Monographs: *Traffic Control Agricultural Response*, *Catastrophic Mortality and Associated Material Disposal*, *Temporary Housing and Care for Livestock and Poultry*, *Cleaning and Disinfection*, and *Continuity of Services*. These monographs provide operational guidance for issues that an affected county may face and can be found at: <http://www.nda.nebraska.gov/admin/security/index.html>.
3. The entire process or chain of events needs documentation which should include the confirmation of ownership of animals, copies of bills of lading, direct expenses incurred during the temporary housing of animals, and the final distribution of the animals.

4. The Livestock Emergency Disease Response System (LEDRS) veterinary corps will supply trained first responders in case of an animal emergency, as well as limited initial veterinary supplies. LEDRS trailers, with limited amounts of equipment and supplies, also may be available. A list of equipment and supplies available in the LEDRS trailers is found in ESF #11 of the SEOP.

V. ORGANIZATIONAL ROLES and RESPONSIBILITIES

Details of the roles and responsibilities of the various agencies and organizations are found in the SEOP. The following describes in general the roles and scope of activities. Due to the nature of a specific event, this list may not be all-inclusive or describe all activities or operations.

A. STATE AGENCIES

1. Nebraska Department of Agriculture

The NDA is the coordinating agency for all agriculture-related responses in the State of Nebraska as designated in the Nebraska Emergency Operations Plan. NDA, along with the NEMA, will conduct operations using National Incident Management System (NIMS) protocols for multi-agency coordination.

As the coordinating agency, some of NDA's responsibilities relative to local jurisdictions include:

- a. Working with local jurisdictions to support planning and mitigation related to agriculture response;
- b. Coordinating with individual producers and agricultural trade associations on mitigation, planning, response and recovery related to an agriculture emergency;
- c. Assisting local jurisdictions and producers with recovery-related issues;
- d. Developing and maintaining operational monographs to assist the state and local jurisdiction with agriculture response;
- e. Coordinating with USDA;
- f. Activating and deploying support personnel from the LEDRS;
- g. Directing all livestock-or poultry-related response;

- b. Specifies containment practices and procedures for carcass disposal, including on-site disposal, decontamination, cleaning, disinfecting stations, and waste disposal and/or treatment sites; and
 - c. Provides information on permitted livestock feeding operations.
5. Nebraska Department of Natural Resources (NDNR)
- a. Provides technical assistance during planning; and
 - b. Provides mapping information, especially on topography, water tables, and food and agriculture assets.
6. Nebraska Department of Transportation (NDOT)
- a. Identifies the sustainability of roads and bridges for law enforcement for traffic control issues;
 - b. Provides guidance in re-routing traffic in and around the affected area;
 - c. Assists with the transportation of soil, carcasses or debris; and
 - d. Helps identify additional sources of contractors and specialized equipment.
7. Nebraska Games and Parks Commission (NGPC)
- a. Provides containment and/or quarantine assistance, including vector control, and monitoring and management of wildlife, to prevent the spread of animal disease to or through non-domesticated animals;
 - b. Provides disposal sites and excavation equipment, and aids in the transport of carcasses, soil and debris; and
 - c. Assists law enforcement agencies with traffic control, general security and law enforcement.
8. Nebraska Department of Health and Human Services (DHHS)
- a. Provides an assessment of the public health needs;
 - b. Provides the technical assistance, leadership and coordination to address the medical and behavioral health care needs of the public;
 - c. Provides assistance and epidemiology services in dealing with zoonotic (transmitted from animals to humans) diseases; and

- d. Supports local jurisdictions, per the LEOP, in other areas to include the testing of potable water, behavioral health and other public health concerns.

9. Nebraska Military Department (MIL)

Supports other agencies in containment/quarantine activities, traffic control, general security, transportation or other designated functions. A request for military support is outlined in each county's LEOP, Basic Plan, VI, J, 3.

10. Nebraska State Fire Marshal (NSFM)

Provides NIMS compliant Incident Management training to local responders, officials and animal care providers. The training also can address specialized topics such as cleaning and disinfection.

11. Nebraska State Patrol (NSP)

- a. Coordinates with local law enforcement agencies in establishing or assisting with personnel, responders and site security and safety;
- b. Coordinates with local law enforcement on travel into or out of movement control and quarantine zones;
- c. Assists with traffic control;
- d. Provides additional communications support with a mobile communications vehicle; and
- e. Assists in the coordination of transportation of suspected diseased tissue samples to an appropriate diagnostic laboratory.

12. University of Nebraska System (UNS)

The UNS, through its various departments, campuses and affiliations, such as the University of Nebraska-Lincoln (UNL) Extension, provides:

- a. Information regarding animal diseases, biosecurity, and plant/animal health practices;
- b. Technical assistance in the incident planning process; and
- c. Surveillance assistance in the prevention, response and recovery stages.

Various departments, such as the UNL School of Veterinary Medicine and Biomedical Sciences, may assist in animal disease diagnosis and

provide laboratory services for analysis or pathology of animal samples. The UNL Veterinary Diagnostic Center (UNL/VDC) is a member of the National Animal Health Laboratory Network (NAHLN) and provides diagnostic support for animal disease diagnosis. The UNL Plant Pathology Department Plant and Pest Diagnostic Clinic and the Department of Entomology are members of the National Plant Diagnostic Network and provide diagnostic services to the State Plant Regulatory Official, for events involving plants or crops. The University of Nebraska Medical Center (UNMC) Nebraska Public Health Laboratory (NPHL) provides testing services on human specimens, when requested, during an event involving food, milk or dairy products.

B. FEDERAL AGENCIES

1. Lead Federal Agency (LFA)

The Lead Federal Agency, generally the USDA, or the FBI in a terrorist incident, may implement the National Response Framework which provides a mechanism for the organization, coordination and mobilization of federal resources to support state and local activities.

2. United States Department of Agriculture

- a. The USDA, through its various national, state and local agencies' offices, will provide technical assistance during the planning phase and technical resources during the prevention, response and recovery stages of an incident. USDA will provide laboratory assistance in the identification of livestock and poultry FADs, and plant pests and/or diseases. Upon confirmation of a disease or pest, the USDA Secretary can issue an Emergency Declaration which will initiate an immediate response by other federal agencies and affected jurisdictions. The USDA Farm Service Agency may administer the indemnification process to include the cost of animals and approved costs associated with an incident. Appraisal of animals to be euthanized, as well as other incident-related damages, may be done by USDA.
- b. NDA and USDA-APHIS-VS will work collaboratively to determine and issue animal-related quarantines. The USDA will consult with state and local authorities regarding eradication activities. These include but are not limited to treatment or elimination and disposal of exposed or infected animals, cleaning and disinfection, transportation issues, records, public information coordination and required training for those involved in the eradication process.

- c. NDA, in conjunction with USDA-APHIS Plant Protection and Quarantine (PPQ), will determine actions to be taken in the event of an emergency involving plants or crops.

3. United States Food and Drug Administration (FDA)

The FDA, through its various divisions, will provide technical assistance during the planning stage and technical and laboratory support during the prevention, response and recovery phases of a food or dairy incident.

4. Federal Bureau of Investigation

In the event that the emergency is the possible or confirmed result of terrorist activities, the FBI will be the lead agency related to the criminal investigation. The LEOP, Annex H, Appendix 1, Terrorism, details the role of the FBI, and its relationships with the affected jurisdictions.

5. Department of Defense (DOD)

The DOD has units trained and organized to respond to weapons of mass destruction/terrorists attacks. In such an event, the DOD may direct special operations in support of civil authorities in combating terrorism.

- C. LOCAL/COUNTY AGENCIES

1. Local officials, elected and appointed, will be actively involved and local resources will be used in a response, following the guidelines and framework provided in this LEOP. Any or all local agencies may be involved and will, in general, assume their normal roles as defined in this Plan.

Counties are expected to provide the following support:

- a. Provide assistance in identifying and locating livestock and poultry throughout the county;
- b. Identify, operate and manage locations to temporarily house and care for livestock or poultry held in the county during a movement control situation;
- c. Assist with cleaning and disinfection;
- d. Provide traffic control support; and
- e. Assist with local logistics.

The following agencies or entities may provide additional support during an agricultural emergency. The county role in a FAD or plant disease/pest incident will be a supporting role. The state, through NDA and in coordination with USDA, will provide incident command and will serve as liaison with other state and federal agencies to coordinate support.

2. Richardson County Commissioners

- a. Maintain direction and control of governmental activities;
- b. Declare a county emergency through the normal process described in the LEOP; and
- c. Provide local resources within their capability.

3. Richardson County Clerk and Treasurer

- a. Coordinates the documentation of all disaster related expenses such as personnel time, overtime, equipment usage, in-kind or stocked materials, etc.; and
- b. Follows accepted accounting procedures. Each county or local agency will document its own disaster related expenses and make the data available as requested.

4. Richardson County Sheriff's Office

- a. Receives an early alert of an agricultural emergency from the County Emergency Manager when the situation warrants;
- b. At the time of a FAD event, the Sheriff will become a member of the Richardson County Unified Command structure for the event and assume the command position for local law enforcement functions;
- c. Provides the initial incident security to personnel and the quarantine zone;
- d. Provides communications support;
- e. Coordinates local law enforcement response with support from the Nebraska State Patrol; and
- f. Assumes other roles and responsibilities during a disaster which are outlined in other parts of this LEOP.

5. Richardson County Emergency Management

- a. Receives an early alert of an agricultural emergency, such as a suspected FAD, from NEMA or NDA should the conditions warrant;
- b. Activates the county Emergency Operations Center to support state or local response;
- c. Coordinates logistics and requests for additional support; and
- d. Communicates with the chief elected officials and NEMA, advising them of local conditions and activities.

6. Richardson County Roads Department

- a. Assists with traffic control in and around any quarantine or movement control areas;
- b. Supports law enforcement agencies in identifying the sustainability of roads and bridges necessary for re-routing traffic from the quarantine or movement control areas; and
- c. Provides excavation and transportation equipment and operators to move soil, carcasses or debris as directed.

Their activities will be coordinated through the County EOC.

7. Richardson County Fire Service/EMS

- a. Provides assistance with cleaning and disinfection, hazardous material and fire protection as required by NDA and/or USDA; and
- b. Provides EMS services as needed.

Mutual aid requests will follow normal processes as described in Annex F of the LEOP.

8. Southeast District Health Department

- a. Supports the Nebraska Department of Health and Human Services and Voluntary Organizations Active in Disaster (VOAD) in providing overall leadership, coordination, assessment and technical assistance for public health needs in the event of a disaster or emergency;
- b. Provides assistance and epidemiology services in dealing with zoonotic (transmitted from animals to humans) diseases; and

c. Performs other functions as described in Annex G of the LEOP.

D. OTHER AGENCIES and ORGANIZATIONS

1. Livestock Concentration Points

Livestock concentration points include all livestock operations, auction markets, slaughter operations and private and commercial feedlots. These operations, in sizes from one animal to thousands, should develop livestock biosecurity plans which will be implemented during an emergency.

2. Volunteer Organizations Active in Disaster

Various volunteer agencies coordinate the provision of food and temporary shelter on site, especially when an area is quarantined. See NEMA's Emergency Manager's Handbook for a list of participating agencies.

3. Associations (Trade, Professional, Marketing)

Industry and professional associations, from international to local affiliates, are invaluable resources, providing membership lists, lists of resources such as equipment, stock holding locations, trained stock handling personnel, information about security and other technology that may impact planning, response, recovery and mitigation.

VI. ADMINISTRATION and LOGISTICS

A. ADMINISTRATION

A record of the costs and expenses incurred in the direct support of an emergency or disaster situation will be maintained by each jurisdiction and agency in the event reimbursement of claims is made available by state and federal agencies.

B. EXERCISES

All agencies with responsibilities outlined in this Appendix will provide annual training in regard to livestock and poultry emergencies. An orientation and/or tabletop exercise should be conducted annually to ensure adequate response to a threatened or actual outbreak of disease in a non-human population. The objectives for these exercises should be based on the policies and procedures identified in this Plan.

C. PLAN MAINTENANCE

The County Emergency Management Director, with the assistance of a member of the LEDRS Veterinarian Corps, shall annually review this Plan and update the information based on input from the Plan's participating agencies.

LIST of ATTACHMENTS

<u>Attachment#</u>	<u>Item</u>	<u>Page</u>
1	Animal Disease Initial Response Plan/Chart	G - 47
2	Potential Animal Holding Areas	G - 55

FOREIGN ANIMAL DISEASE (FAD) INITIAL RESPONSE PLAN

This is a summary of the planned activities from the Emergency Support Function (ESF) #11 Annex of the State Emergency Operations Plan. This portion reflects only those activities at FAD Incident Severity Level 5: "A FAD is suspected or confirmed in Nebraska".

A FAD causing a Level 5 severity level is a highly contagious and/or economically significant foreign animal disease posing a serious threat to Nebraska's livestock or poultry industries, as determined by the State Veterinarian.

Many of the activities listed will happen simultaneously, although they are listed here sequentially.

An Agricultural Emergency Response to a FAD begins when a FAD is suspected.

A commercial producer or processor will most often notify a local veterinarian when unusual conditions or signs are recognized in a herd/flock. The local veterinarian will make an initial assessment. If a non-FAD condition is identified, normal animal health care practices are initiated. In some cases a National Animal Health Laboratory Network Laboratory (NAHLN), such as the University of Nebraska-Lincoln's (UNL) Veterinary Diagnostic Center (VDC) may receive samples that suggest the presence of a FAD.

If signs in the herd, flock or sample lead to the suspicion of a FAD, the following steps will be initiated:

I. STATUS INVESTIGATION

- A. Either a NAHLN Laboratory analyzes an unusual or suspicious sample; or a local veterinarian, animal health technician or extension specialist, has been called to examine the animals in the flock or herd; and through the initial examination one of these professionals identifies a Nebraska Reportable Condition or otherwise suspects a FAD and will do the following:
 1. Contact the State Veterinarian at the Nebraska Department of Agriculture (NDA) 402-471-2351 or the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Veterinary Services (VS), Area Veterinarian in Charge (AVIC) 402-434-2300. In some cases the initial call will be to the closest NDA field veterinarian or animal health technician.
 2. NDA will advise the professional at the farm, or the producer directly on immediate herd health actions.
- B. The State veterinarian and the AVIC will decide if the circumstances warrant the deployment of a Foreign Animal Disease Diagnostician (FADD) to site where the sample was taken or where the suspect animals were examined.

C. The FADD, if deployed:

1. Will travel to the site and conduct an investigation. The investigation will include preliminary epidemiological data gathering, examination of the suspect animals, taking samples, and submitting samples for laboratory confirmation according to protocol for the suspected disease.
2. Will report activities and situation to the State Veterinarian and the AVIC.
3. Will become the initial Site Incident Commander.
4. May implement local quarantine if necessary.
5. May request voluntary travel restrictions of individuals in incident area.
6. May request support from local emergency management (e.g., locating nearby animals, quarantine enforcement support, and cleaning, and disinfection support if necessary).

D. NDA, if the FADD identifies a “high suspicion” of a FAD:

1. Notifies the Nebraska Emergency Management Agency (NEMA), and NEMA:
 - a. May assist in transporting samples to diagnostic laboratory.
 - b. May activate the State Emergency Operations Center (SEOC) and implement ESF #11.
 - c. Notifies the local Emergency Manager in the affected jurisdiction.
 - d. Notifies the Nebraska State Patrol, which:
 - i. May assist in transportation of samples to diagnostic laboratory.
 - ii. May assist with local quarantine support.
2. Notifies Governor’s Office.
3. Coordinates incident site security, access control points and decontamination if local resources are unable to provide from local or mutual aid resources.
4. Notifies the Livestock Emergency Disease Response System (LEDRS) Veterinary Corps.
5. Activates NDA Command Center.

E. USDA:

1. Performs diagnostic testing and disease confirmation.
2. Informs FADD, State Veterinarian and AVIC of test results.

II. DIAGNOSTIC RESULTS

A. If results are negative for a FAD

1. FADD informs local producer, processor and veterinarian routine and ordinary veterinary procedures implemented.
2. NDA notifies the Governor’s Office and NEMA, who in turn notifies the local Emergency Manager.
3. Incident response is curtailed.
4. Local agency maintains activity log and tracks expenses.

B. If results indicate a presumptive positive or confirmed positive for a highly contagious or economically significant FAD, the following events will occur:

1. For a confirmed positive USDA will:
 - a. Notify the FADD, NDA, State Veterinarian and AVIC.
 - b. Notify all State Veterinarians and all federal AVICs.
 - c. Activate the National Animal Health Emergency Management System.
 - d. Declare an “Emergency” or “Extraordinary Emergency”; if necessary and evaluates the need for Presidential Declaration.
 - e. Provide technical advice, supplies and personnel to support NDA.
2. For a presumptive positive, most likely identified by a NAHLN laboratory (i.e., UNL/VDC), the laboratory will:
 - a. Notify NDA and the State Veterinarian.
 - b. Submit the sample to the appropriate USDA Foreign Animal Disease Diagnostic Laboratory (FADDL) for confirmatory analysis.

3. In either of the above cases, presumptive or confirmed FAD in Nebraska:
 - a. NDA will:
 - i. Notify the Governor’s Office and NEMA.
 - ii. Send a representative to the SEOC to serve as the Emergency Support Function (ESF) #11 Coordinator.
 - iii. Establish quarantine zones.
 - iv. Issue “Stop (Animal) Movement Orders” (an embargo or import order to restrict animal transport either intra or interstate).
 - v. Activate LEDRS.
 - vi. Confer with State Veterinarians in surrounding states.
 - b. NEMA will:
 - i. Activate the SEOC and ESF-11, if not already activated.
 - ii. Establish an appropriate Incident Command structure.
 - iii. Notify additional agencies for support.
 - iv. Advise the Governor’s Office for the need for a State Emergency Proclamation, and to request a Presidential Declaration.
 - v. Coordinates with local emergency manager, gathers information for analysis by NDA.
 - vi. Coordinate with other local, state, federal agencies.
 - vii. Establish a Joint Information Center (JIC), if not already activated.
 - c. The Governor will:
 - i. Notify governors of surrounding states.
 - ii. Issue disaster proclamations.
 - iii. Consider the need for issuing a “Stop (People) Movement Order” (an embargo or import order).
 - iv. Monitor and assign state resources for import/export restrictions.

III. LOCAL JURISDICTIONS

A. County with “High Suspicion” FAD – Local Emergency Manager

1. Is notified by NEMA.
2. May open the emergency operations center (EOC).
3. Reviews and readies to implement FAD section of the local emergency operations plan (LEOP) and Agricultural Monographs from NDA.
4. Notifies local resources, such as local law enforcement.
5. Establishes site security.
6. Establishes access control points.
7. May establish cleaning, disinfecting and decontamination stations for vehicles and personnel; is advised by NDA and the Nebraska Department of Environment and Energy (NDEE).
8. Prepares to support the identification and location of susceptible species throughout the county.
9. May notify the Chief Local Elected Officials and request a County Declaration.
10. Maintains activity log and tracks expenses.

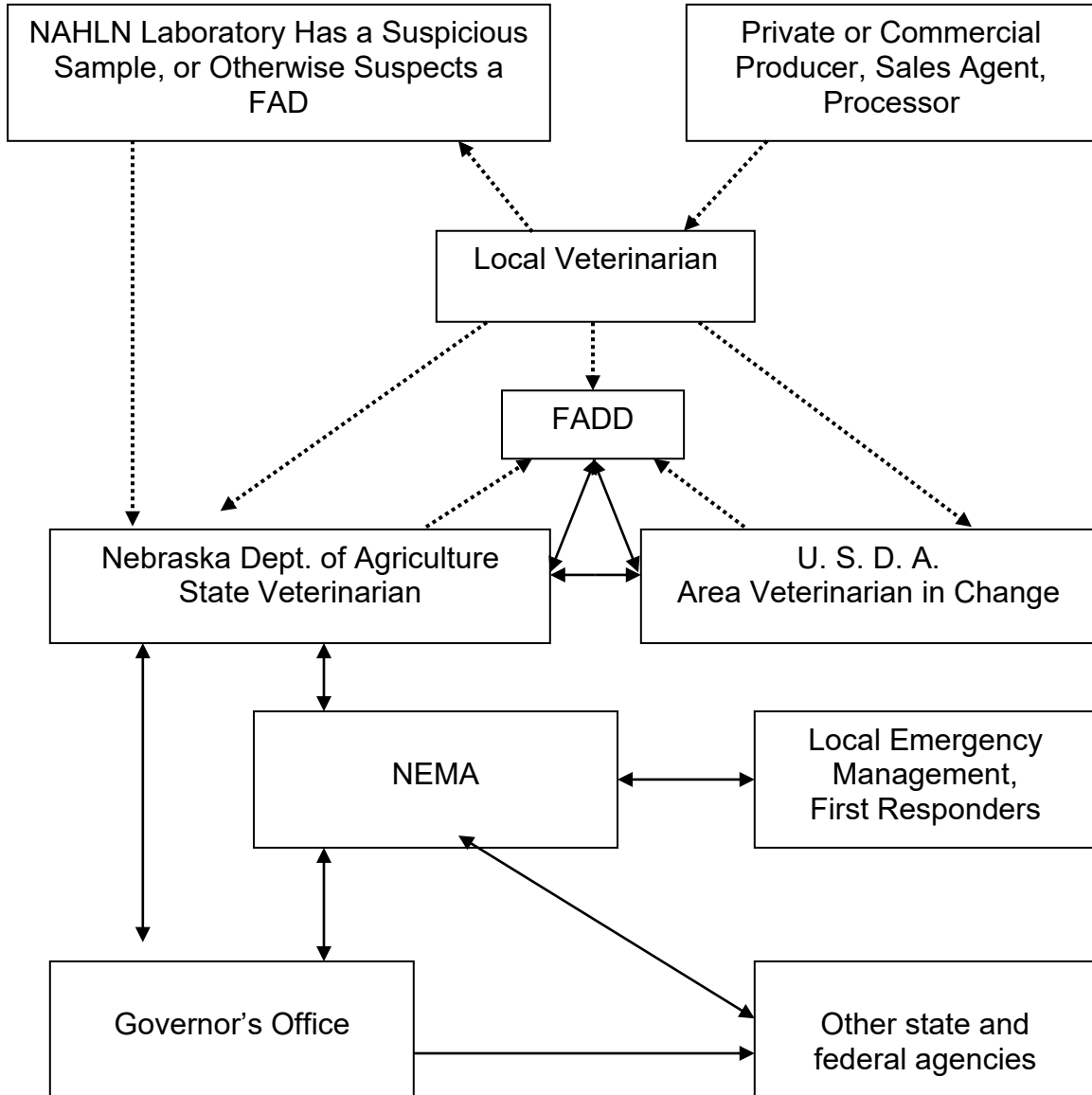
B. County with “Confirmed FAD” – Local Emergency Manager

1. Activates EOC, reviews and implements LEOP and the appropriate Agricultural Monographs from NDA.
2. Activate county temporary animal housing locations.
3. Prepares to support the identification and location of susceptible species throughout the county.
4. Notifies Chief Elected Officials and asks for County Declaration.
5. Informs producers/processors through local network of University Extension agents.
6. Coordinates with Voluntary Organizations Active In Disasters (VOAD) in support of mass care.

7. May request mutual aid from other counties.
 8. Maintains activity log and tracks expenses.
 9. Facilitates Law Enforcement and Fire Service to assist in quarantine, traffic control, cleaning and disinfection, and restricting access in/out of the area.
 10. Confers with Nebraska State Patrol.
- C. All Counties affected by a “Stop Movement Order” – (an embargo or import order) will:
1. Activate the county LEOP and appropriate NDA monographs.
 2. May activate EOC.
 3. Maintains activity log and tracks expenses.
 4. Informs producers/processors through local network of University Extension agents.
 5. Activate the county temporary animal holding areas.
 6. Coordinate with local law enforcement regarding where animals are being held in the county.
 7. Confers with Nebraska State Patrol.
 8. Confirms with NEMA that “Stop (Animal) Order” is in effect.

AGRICULTURAL DISEASE INITIAL RESPONSE PLAN/CHART

Initial Phase: Suspected or Confirmed Contagious Animal Disease



.....> Initial Veterinarian Contacts

————> Communications, coordination

THIS PAGE INTENTIONALLY HAS NO DATA

POTENTIAL ANIMAL HOLDING AREAS

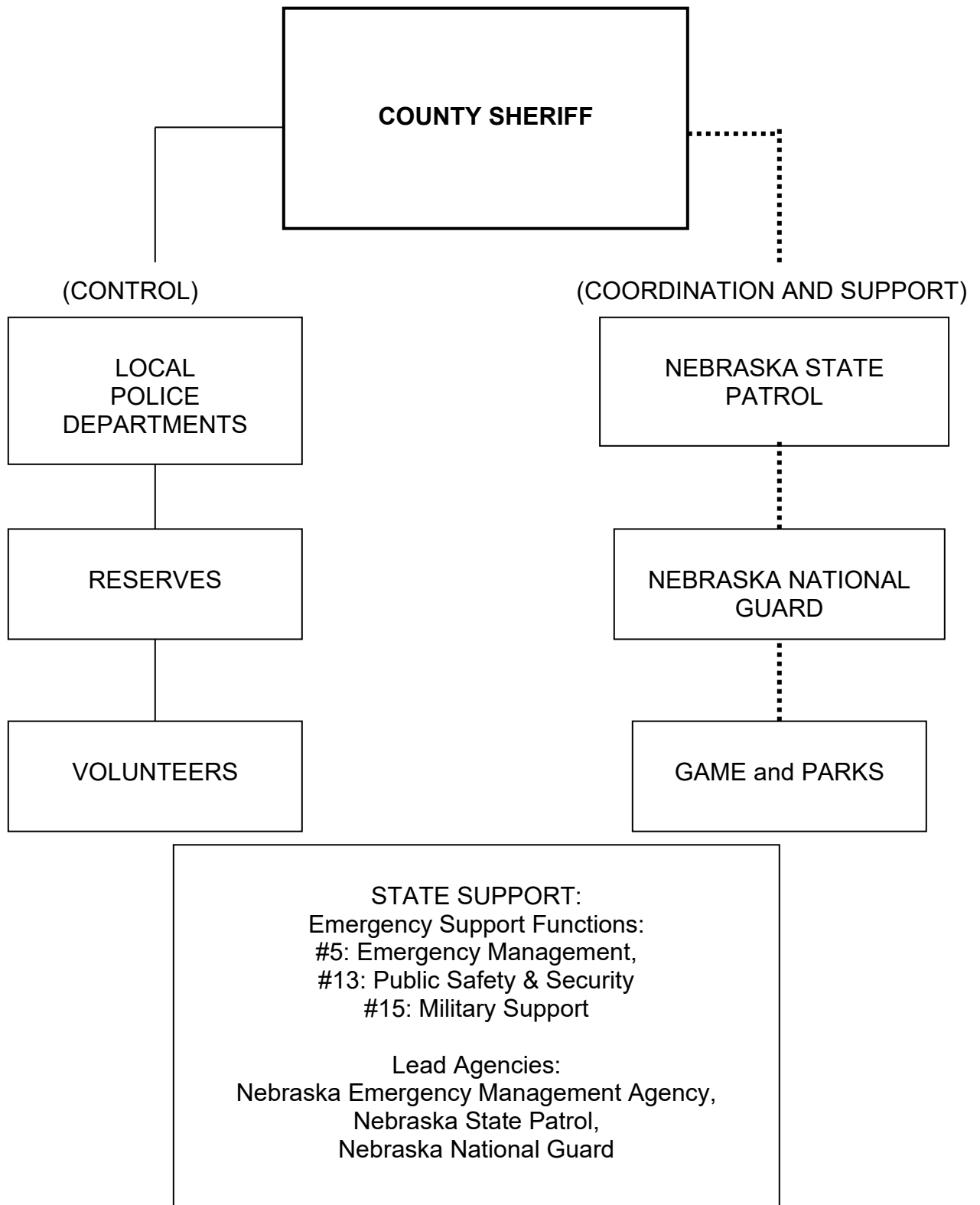
Location	Contact/Phone	Agreement
Capacity by Animal Type (Numbers represent single type of animal only)		
Type of Animal:	Capacity:	
Facility description:		
Essential Personnel		
Name	Contact/Phone	
Inspection Veterinary:		
Available handlers/security:		

***Contact information is kept on file in the Richardson County Emergency Management Office.**

** Additional resources listed in Annex L, Attachment 2

THIS PAGE INTENTIONALLY HAS NO DATA

LAW ENFORCEMENT



LAW ENFORCEMENT

I. PURPOSE

This Annex assigns responsibilities and provides coordination guidelines between the law enforcement agencies operating during disasters to ensure the safety of all citizens in Richardson County, to maintain law and order, protect public and private property, and provide protection for essential industries, supplies, and facilities.

II. SITUATION

During disasters, law enforcement agencies will need to expand their normal operations to provide increased control, protection, and security. Mutual aid, state and federal law enforcement agencies may be available to support local law enforcement. There are four law enforcement agencies in the county (Attachment 1).

During threats or incidents of terrorism, the roles and responsibilities of the law enforcement agencies are detailed in the Terrorism Appendix 1 of this annex.

III. ASSUMPTIONS and PLANNING FACTORS

Local law enforcement activities will increase significantly during disaster operations. Additional law enforcement resources and services may be available through existing law enforcement agency mutual aid agreements. If local capabilities are overwhelmed, outside support may be obtained from state and federal law enforcement agencies. Areas that may require support are:

- A. Traffic and crowd control,
- B. Evacuation,
- C. Search and rescue operations,
- D. Security,
- E. Acts of terrorism or other federal crimes,
- F. Civil disobedience,

IV. ORGANIZATION and RESPONSIBILITIES

The Richardson County Sheriff, Falls City Police Department, Iowa Tribal Police Department, and Sac & Fox Nation police departments are responsible for law enforcement within their respective jurisdictions. Troopers from the Nebraska State Patrol are available to support local law enforcement requirements. Nebraska National Guard units are available to provide support subsequent to a Governor's Disaster Proclamation. Jurisdictional law enforcement responsibilities are:

A. City Police Departments

1. Maintain law enforcement in their jurisdictions.
2. Participate in evacuation procedures and special contingency planning.
3. Maintain records of disaster related costs.

B. County Sheriff

1. Directs the County Sheriff's Office.
2. Coordinates search operations in rural areas.
3. Establishes mutual aid agreements with adjacent jurisdictions.
4. Coordinates evacuation procedures and special contingency planning with local law enforcement.
5. Maintains records of disaster related costs.

C. Nebraska State Patrol

1. Performs law enforcement activities within the county in accordance with responsibilities assigned by State Statutes.
2. Participates in evacuation procedures and special contingency planning.
3. Maintains records of disaster related costs.
4. Coordinates Nebraska State Patrol operations with the county. The State Patrol may set up its Mobile Command Post, if needed.

D. Tribal Police Departments

1. Maintains law enforcement in their jurisdictions
2. Coordinates search operations within their jurisdictions.

3. Establishes mutual aid agreements with adjacent jurisdictions
 4. Coordinates evacuation procedures and special contingency planning with local law enforcement
 5. Maintains records of disaster related costs.
- E. Game and Parks provides law enforcement in state parks and recreation areas and may assist county law enforcement agencies.
- F. Other Support:
1. Reserve/Auxiliary Training: **neither** the County Sheriff and/or the Falls City Police have reserve law enforcement personnel who are qualified and will be used.
 2. Volunteers: if utilized, will assist law enforcement personnel as directed.
 3. Nebraska National Guard: Under disaster emergency conditions proclaimed by the Governor, the National Guard assistance may be requested through the Nebraska Emergency Management Agency. Mission support provided to law enforcement includes:
 - a. Security of disaster area.
 - b. Search and rescue operations.
 - c. Assisting the county law enforcement resources during evacuation activities.
 - d. Providing transportation and communications resources.
 - e. Traffic management, including roadblocks.
 - f. Providing aerial reconnaissance of disaster areas.
 - g. Assisting with crowd control and riots.
 - h. Providing support during acts of terrorism.

V. CONCEPT of OPERATIONS

A. General

Emergency law enforcement operations will be an expansion of normal operations and responsibilities. Each law enforcement agency is responsible

for providing law enforcement for its jurisdiction. Upon request, they may assist in similar functions outside their jurisdictional area.

B. Coordination

1. In an event involving a number of individual law enforcement agencies, it will be the responsibility of each agency chief to ensure that effective coordination and cooperation between agencies is accomplished.
2. If the Emergency Operations Center (EOC) is activated, the affected jurisdiction's law enforcement chief will have the responsibility of advising and making recommendations to the Executive Group.

C. Warning

Law enforcement personnel may support warning procedures by using emergency vehicles with sirens and public address systems to ensure notification of all residents in an affected area.

D. Traffic and Crowd Control

Law enforcement agencies have the major responsibility of providing traffic and crowd control to ensure a safe and orderly evacuation of the disaster area.

1. Law enforcement units will be located at traffic control points on streets and roads designated as evacuation routes.
2. Where possible, evacuation routes will be confined to all-weather roads to provide easy accessibility and minimize the possible effects of inclement weather on evacuation operations.
3. Emergency routes will be designated as necessary. The law enforcement chief or the Executive Group will issue directives banning parking on emergency routes.
4. The law enforcement PIO, in coordination with the EM and PIO, will release evacuation information and instructions on a scheduled and timely basis.
5. Spontaneous evacuation from the hazard area can be anticipated prior to an order for evacuation.

E. Security and Access Control

Individual jurisdictions will maintain regular security protection. Law enforcement personnel will establish and enforce policies and procedures for movement in restricted disaster areas.

1. Security

- a. Security will be provided by the law enforcement agency having primary jurisdiction.
- b. A security guard may be posted to prohibit unauthorized personnel from entering the EOC.
- c. The Chief Executive may declare a curfew.
- d. Law enforcement personnel will provide security for emergency response forces during disaster operations and establish a secure cordon around the disaster site(s).

2. Access Control

- a. Members of the EOC Staff will coordinate emergency worker identification requirements with law enforcement officials.
- b. Access Control Points will be used to manage access to the disaster area.
- c. Other than immediate response emergency personnel, entry into a disaster area will be controlled by a pass system.
- d. If a segment of the population is evacuated, control points will be established on routes providing access to the evacuated area. Operational responsibility will be coordinated among the various law enforcement agencies.

3. Passes and Identification

- a. The County Emergency Management personnel will provide local government emergency response identification cards/passes. Possession of this card permits full-time entry into restricted disaster areas.
- b. The Emergency Management Agency will determine the need and issue volunteers identification cards/passes.
- c. City employees are issued permanent identification cards by Richardson County Emergency Management Agency. Possession of this card will permit access to restricted areas within the city.
- d. Local government personnel not issued permanent identification cards will be issued the cards on a temporary, as-needed basis by

the appropriate law enforcement agency in coordination with the Emergency Management Agency.

- e. Media personnel within the county are provided with identification cards by their individual agencies. Except for unusual circumstances, these identification cards will be recognized for entry into restricted areas.

F. Search Coordination

Law enforcement officials are responsible for the coordination of search efforts involving:

- 1. Lost or missing persons,
- 2. Fugitives,
- 3. Bomb threats.

G. Extended Disaster Operations

- 1. All law enforcement personnel in the county may go on full time status with 12-hour shifts to maintain a 24-hour capability. An exception will be individuals who are considered by the Executive Group to be key personnel in other areas.
- 2. Mutual aid information may be coordinated through the EOC by the law enforcement chiefs.

H. Damage Assessment

Law enforcement agencies will support damage assessment by providing an initial definition of the disaster area. They will maintain security of all the damaged areas and the essential facilities. This may include cordoning the disaster site.

I. Radioactive Materials Incident/Accident

Each law enforcement chief should select personnel to be trained in both radiological monitoring equipment operation and agency emergency response procedures.

J. Hazardous Materials Incident

In the event of a hazardous materials incident, law enforcement personnel will:

- 1. Approach cautiously from upwind, uphill or upstream.

2. Stay clear of Vapor, Fumes, Smoke and Spills;
2. Keep a safe distance from the scene;
3. Isolate the area protecting themselves and others;
4. Identify hazards the hazards using placards, container labels, shipping documents or people on scene;
5. Assess situation;
6. Obtain help by calling for assistance from qualified personnel.
7. Respond to their level of training and capability.

K. Prisoners

1. On a day-to-day basis, the jail population of the county is transported to and confined in Falls City, Nebraska. The facility has the capability to house 27 prisoners. If a need arose to temporarily control a group of riotous or rowdy persons exceeding the capacity of the jail facility, the County Sheriff would be responsible for selecting a temporary control area.
2. The protection or evacuation of the prisoner population is the responsibility of the jurisdiction. If prisoners need to be re-located, they will be moved to the Nemaha County Jail Facility in Auburn, Nebraska. The Otoe County Facility in Nebraska City, Nebraska will be used if additional space is needed.
3. Transportation requirements will be coordinated through Richardson County Sheriff's Department. Cars or buses will normally be used.

L. Animal Control/Pet Disaster Planning

1. Local law enforcement will work with an area Humane Society, a local veterinary clinic or local animal care volunteers to assist the evacuation, sheltering, care of sick and injured and the final disposition of loose domestic, zoo, pet store, school and kenneled animals when owners cannot be contacted. Nebraska Game and Parks will be contacted for guidance on the handling or disposal of displaced or injured wild animals.
2. During sheltering situations, Red Cross disaster shelters do not accept pets because of the state's health and safety regulations. Service animals, such as guide dogs or trained companion animals that assist people with disabilities, are the only animals allowed in Red Cross shelters. See Annex E, Attachment 1 for animal owners' responsibilities.

VI. ADMINISTRATION and LOGISTICS

A. Plan Maintenance

The Emergency Management Director, in coordination with law enforcement, is responsible for annual review and update of this Annex.

VII. TRAINING and EXERCISING

A. Training

The training program will be consistent with the Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

B. Exercising

1. All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).
2. Law enforcement personnel will participate in exercises designed to examine the feasibility of this County Local Emergency Operating Plan.

LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	Law Enforcement Resources	H-11
 <u>Appendix</u>		
1	Terrorism	H-13

THIS PAGE INTENTIONALLY HAS NO DATA

RICHARDSON COUNTY LAW ENFORCEMENT RESOURCES

RESOURCES	COUNTY SHERIFF DEPT	NEBRASKA STATE PATROL	FALLS CITY POLICE DEPT.	SAC & FOX POLICE DEPT.	IOWA TRIBE POLICE DEPT.	Xxx POLICE DEPT.	COUNTY EMA	GAME & PARKS
Sheriff	1							
Deputies	11							
Police Chief			1	1	1			
Assistant Chief			1	1	1			
Officers			7	3	4			1
Troopers		1						
Reserves								
SPECIAL TEAMS								
RADIOLOGICAL EQUIPMENT							14	
Total	12	1	9	5	6		14	1
Vehicles with radios	4	1	4	6	4		1	1
Mobile Command Vehicle				1			1	

H-11

2020

RICHARDSON COUNTY LEOP

ANNEX H
ATTACHMENT 1

THIS PAGE INTENTIONALLY HAS NO DATA

TERRORISM

I. PURPOSE

A. Introduction:

1. In February 2003, the White House issued Homeland Security Presidential Directive 5 (HSPD-5), "Management of Domestic Incidents," to enhance the ability to manage domestic incidents by establishing a single, comprehensive national incident management system.
2. In March 2011, the White House issued Presidential Policy Directive 8 (PPD-8), "National Preparedness," to strengthen the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the Nation, including acts of terrorism, cyber-attacks, pandemics, and catastrophic natural disasters by requiring a national preparedness goal that identifies the core capabilities necessary for preparedness and a national preparedness system to guide activities that will enable the Nation to achieve the goal.
3. Terrorism, as defined by the Federal Bureau of Investigation is the unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives. An act of terrorism incorporates all four of these elements.

B. Purpose of This Appendix:

1. To provide guidelines for assessing threats and reducing a community's vulnerability to terrorism.
2. To assist in developing a comprehensive and integrated plan for local governments to work in cooperation with state and federal agencies in responding to and managing the "crisis" of terrorism, including the use of nuclear, biological, chemical, and other weapons of mass destruction (WMD).
3. To provide guidance in coordinating "consequence" recovery activities in the community after a terrorist incident.

II. SITUATION

A. Scope of This Appendix:

1. This Appendix applies to all threats or acts of terrorism within the county and to the departments/agencies that may be required to respond to a threat or act of terrorism.
2. This Appendix builds upon concepts already addressed in this Local Emergency Operations Plan (LEOP) to respond to and recover from a broad spectrum of hazards, but it will also address unique actions necessary to respond to a terrorist act.
 - a. On the local level, initial response will be by local authorities, using an Incident Management System in accordance with HSPD-5.
 - b. When the incident is identified as a terrorist act or there is a credible threat, the State may request Federal assistance in accordance with PPD-8.

B. Conditions:

1. Concern or an actual threat of terrorism may prompt precautionary measures. A credible threat scenario will initiate a threat assessment led by the Federal Bureau of Investigation.
2. Significant threat or act of terrorism will cause a response as described in this Appendix.

III. ASSUMPTIONS and PLANNING FACTORS

- A. All communities are vulnerable to acts of terrorism from local, national or international sources.
- B. Terrorist events may occur in a single area or simultaneous in multiple geographic areas and may result in immediate mass casualties such as an explosion or delayed casualties as in bio chemical incidents.
- C. Terrorist events may occur with little or no warning and involve one or more tactics to include WMD, bombing, hostage taking, etc.
- D. The fact that an emergency was a result of a terrorist act may not be determined until days, weeks, or months after the event has occurred.
- E. The local Emergency Management organization is based on a broad, functionally oriented, multi-hazard approach to disasters that can be quickly and effectively integrated with all levels of government.

- F. No single agency at the local, state, federal, or private level possesses the expertise to act unilaterally in response to threats/acts of terrorism, particularly if weapons of mass destruction are involved.
- G. Terrorism against a large population may overwhelm local and state government almost immediately; major events involving WMD may overwhelm federal capabilities as well.
- H. If protective capabilities are not available, responders cannot be required to put their own lives at risk in order to enter a perimeter contaminated with nuclear, biological, or chemical (NBC) material. The perimeter may be closed until the effects of the NBC materials have degraded to safe levels.

IV. CONCEPT of OPERATIONS

A. Hazardous Analysis:

Emergency Management, in coordination with law enforcement and other appropriate agencies, should conduct a Hazards Analysis to identify facilities/individuals, essential services, and activities that might be at risk from terrorism.

B. Initial Response To Terrorism:

- 1. When the incident is suspected to be or is identified as a result of a terrorist act, the following agencies will be notified:
 - a. Federal Bureau of Investigation,
 - b. Nebraska State Patrol, and the
 - c. Nebraska Emergency Management Agency.
- 2. All responding and cooperating agencies will use the NIMS.
- 3. The local Emergency Management organization will provide the framework for local resource coordination and deployment to support the Incident Command. The EM will also be responsible for coordinating recovery efforts from a terrorist incident.

C. Site Assessment:

- 1. The site assessment of the threat and risks will determine protective actions for the responders and the public.
- 2. Personal protective equipment recommendations are based on risk.

3. The IC will determine if evacuation or in-place sheltering is needed.
4. The area must be immediately evacuated when a secondary device is suspected or discovered.
5. Security and access control measures in and around the disaster site will be implemented immediately by first responders to ensure public and responder safety as well as facilitate response and recovery initiatives.
6. Local law enforcement will immediately begin working with all responders to maximize the preservation of the crime scene.

D. Beyond Local Capability:

Response to a terrorist event will involve multiple jurisdictions and levels of government. As state and federal resources arrive, response and recovery operations will be structured to include federal, state and local representation per NIMS.

E. Command Structure:

The Unified Command (UC) will incorporate multi-levels of response similar to the Incident Management System already functioning at the local level. To effectively address the situation, members of UC are jointly responsible for the development of objectives, priorities, and operational strategy (Incident Action Plan).

F. Unified Command:

1. All agencies responding to the emergency in the field report to one Unified Command Post and follow one Incident Action Plan (IAP).
2. Factors determining agencies responding will be:
 - a. The terrorist tactics employed,
 - b. The challenges presented by the scope and nature of the incident,
 - c. The target group involved,
 - d. The response and recovery capabilities of the affected community.
3. The Operations Section Chief, designated by the Unified Commander, will be responsible for the implementation of the Incident Action Plan. The Operations Section Chief qualifications include a variety of factors such as:

- a. An understanding/experience of NIMS procedures in multi-agency responses,
 - b. Existing statutory authority,
 - c. Which agency has the most involvement for that operational period,
 - d. The amount of resources involved, and
 - e. Mutual knowledge of the individual's qualifications.
4. As the terrorism event unfolds, local Emergency Management and the Nebraska Emergency Management Agency will each conduct operations at their respective Emergency Operations Centers with coordination between local and state agencies maintained as in any other disaster.
 5. The FBI may request local representation at the Joint Operations Center.

G. Joint Field Office:

The FBI Field Office responsible for the incident site can modify its Command Post to function as a Joint Operations Center (JOC). The JOC may be integrated into the Joint Field Office established by federal agencies during large-scale incidents. Selected local, state, and federal Consequence Management agencies may be requested to serve in the four areas at the JOC:

1. Command Group (multi-agency),
2. Operations Group (from NRP Nov. 2004),
3. Operations Support Group (media – public information functions),
4. Consequence Management Group (liaisons).

H. Technical Support

1. After notification to federal authorities of a suspected, threatened, or actual terrorist incident, both the FBI and FEMA can request federal agencies to support operations. These agencies/teams will provide specialists with technical expertise to deal with a full range of terrorist tactics to include nuclear, biological, and chemical incidents.
 - a. The FBI may deploy a Domestic Emergency Support Team (DEST) to provide expert advice/assistance to the on-scene commander in the event of a major terrorism event.

- b. DHS/FEMA from the Regional Response Coordination Center can activate an Emergency Response Team – Advance Element to the scene, and/or request response of federal agencies that have been assigned duties under the functions of the National Response Plan.
 - 2. Local and state specialized teams (i.e., hazardous materials, crime narcotics, gang, hostage, etc.) who have skills and equipment to support these operations will assist federal teams, as directed.
- I. Preserving The Crime Scene:
 - 1. Because of the nature of terrorist acts involving a variety of tactics, law enforcement personnel will work with other responders to:
 - a. Preserve the crime scene while developing strategies to protect response personnel,
 - b. Carry out life-saving actions,
 - c. Implement necessary protective actions,
 - d. Define and contain the hazard.
 - 2. First responders become potential witnesses, investigators, and sources of intelligence in support of the crime scene investigation. Training should emphasize that all incidents are a potential crime scene that may provide evidence in determining the cause of the event and in identifying the responsible parties. First responders should review and modify their response procedures to preserve the crime scene without compromising functional responsibilities, standards of service or safety.
- J. Accessibility Policies:
 - 1. Once the life-saving activities and the investigation of the crime scene are completed and the area is considered safe, the area will be made accessible to damage assessment teams, restoration teams, property owners, insurance adjusters, media, etc. However, access to the area may still be limited depending on the extent of damage sustained, general conditions of the area and who has requested access.
 - 2. The appropriate local, state, and federal officials will develop the site accessibility and re-entry policies. Policies will define:
 - a. Who has access to the damaged areas,
 - b. Any time restrictions regarding access,
 - c. Whether escorts are necessary, and

- d. What protective equipment is required to enter the area.
3. Identification and accountability systems are developed for emergency workers, media, property owners, insurance adjusters, etc. utilizing a system of passes, colored badges, name tags, arm bands, etc. Security personnel are responsible for enforcing these policies and procedures.
4. On site potential hazards or risks are identified and cordoned with the appropriate isolation and warning devices.

V. RESPONSIBILITIES

A. Procedures that are unique in responding to a terrorist act include:

1. Law Enforcement, lead by the FBI, is responsible for the definition of the perimeter, control of access to the area, investigation of the crime and the collection of physical evidence.
2. Fire Service is responsible for fire suppression, search and rescue and hazardous materials response to the level of their training and equipment. See Annex F.
3. Emergency Medical is responsible for triage, treatment and transport of victims. See Annex G.
4. Public Works is responsible for debris removal, utilities, and to aid in traffic management. See Annex K.
5. Emergency Management is responsible for coordinating public information, damage assessment, sheltering, volunteer coordination, human services, and resource management.

B. Events of national scale will involve the additional agencies or offices and may request support or intelligence from local responders:

1. The U.S. Attorney General has the lead responsibility for criminal investigations of terrorist acts or threats by individuals or groups, as well as for coordinating activities of the other law enforcement agencies to detect, prevent, pre-empt and disrupt terrorist attacks against the United States. This includes actions based on specific intelligence or law enforcement information.
2. The Secretary of Defense may authorize Defense Support of Civil Authorities for domestic incidents as directed by the President or when consistent with military readiness operations and appropriate under the

circumstances of law. Command of such military forces will remain with the Secretary of Defense.

3. The Secretary of State coordinates international preparedness, response and recovery activities relating to domestic incidents and the protection of U. S. citizens and U.S. interests overseas.
4. The Director of National Intelligence serves as the President’s principal intelligence advisor and oversees and directs the implementation of the National Intelligence program.
5. Various Federal departments or agencies may play primary, coordinating and/or support roles based on their authorities and resources and the nature of the threat or incident.

VI. ADMINISTRATION and LOGISTICS

A. Records:

All agencies will maintain records of their expenses incurred in response and recovery activities to a terrorism event.

B. Training:

Emergency Management training for response and recovery to terrorism is available to jurisdictions by contacting the Training Office at the Nebraska Emergency Management Agency in Lincoln.

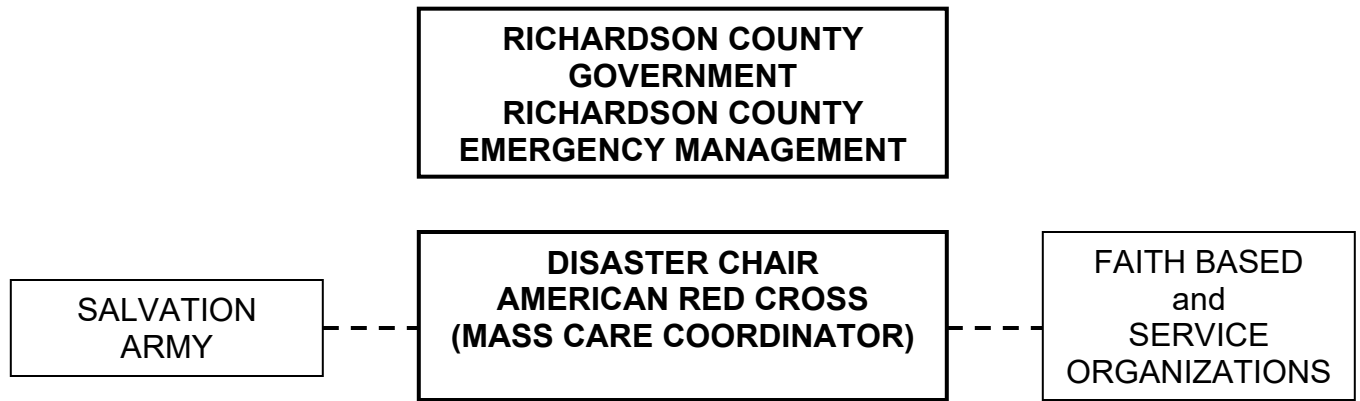
C. Exercising:

After the planning and training elements on counter-terrorism are complete, an exercise addressing potential threats in the community should be conducted. These training and exercise activities are listed in the County’s five-year calendar.

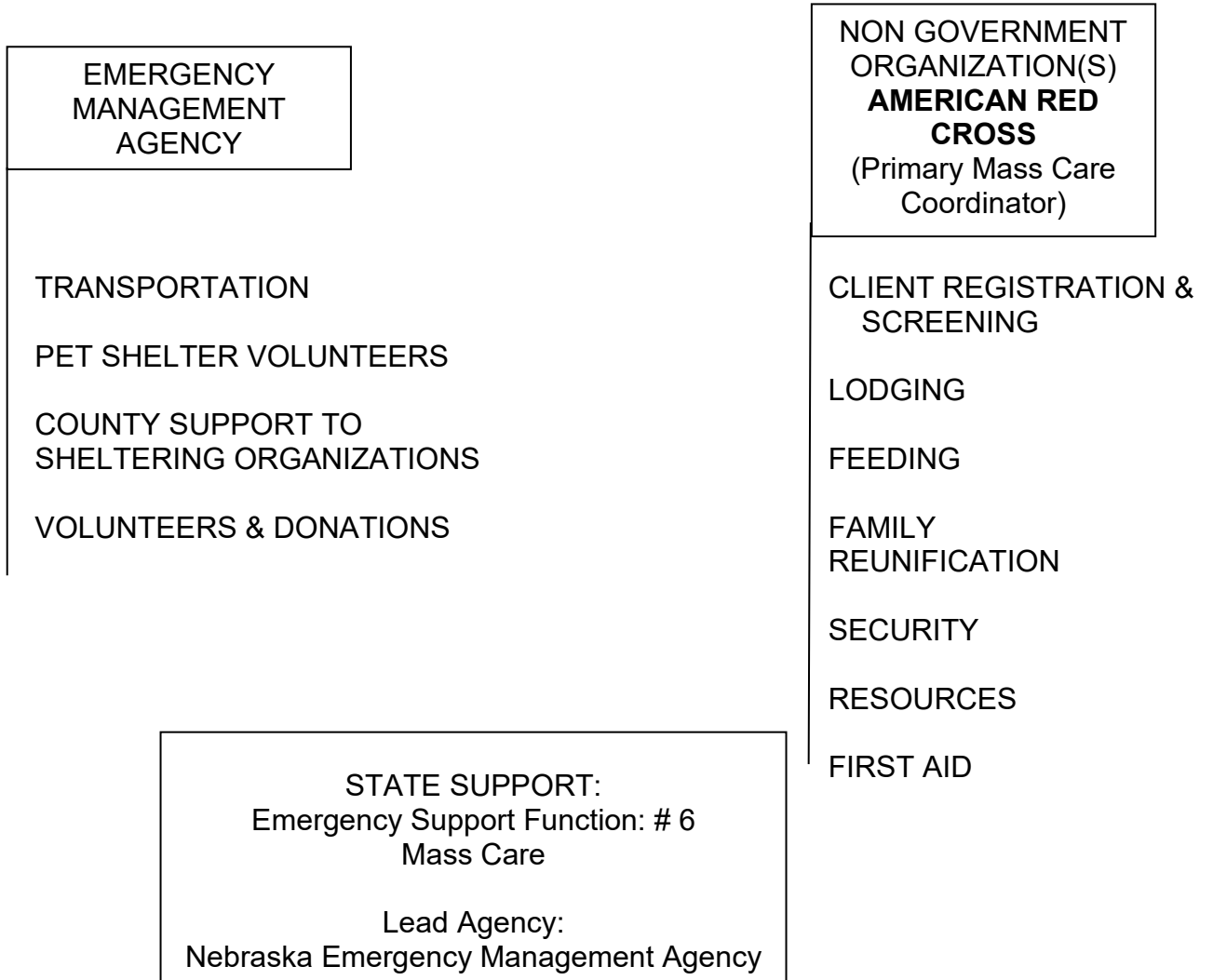
D. Annex Maintenance:

The County Emergency Management Agency is responsible for the maintenance and improvement of this Appendix. The Appendix will be reviewed and updated as necessary but not less than annually.

MASS CARE



EMERGENCY MANAGEMENT ORGANIZATION Functional Operations



MASS CARE

I. PURPOSE

This Annex establishes management plans, procedures, policies and guidelines for providing temporary lodging, feeding, coordination of bulk distribution of emergency relief items and the general welfare of people forced to leave their homes. These plans also address the care, sheltering and essential needs of household animals. Mass care involves many components; this Annex will emphasize the temporary housing/sheltering of victims.

II. SITUATION

- A. Within Richardson County hazards have been identified that could cause an evacuation of some portion of the county, see Annex E. Although the county has a resident population of approximately 7,969, there is no conceivable hazard that would require mass care of the full population. The most likely situations would be from a few families displaced to as many as 4,500 people displaced by a tornado.
- B. Tourists or travelers and other overnight occupants from the nearly 50 motel/hotel beds in facilities located along Highway 73 in Falls City and others may also need to move to shelters.
- C. The Emergency Management Agency and/or the American Red Cross has identified buildings suitable to lodge or feed evacuees. See Attachment 1.
- D. The Emergency Management Agency in coordination with the American Red Cross, have identified facilities appropriate for sheltering household animals and agencies capable of providing assistance.
- E. Individuals, families, unaccompanied children and those with access and functional needs that do not relocate may require temporary support of food, water, cleaning supplies and other relief materials, physical, behavioral and financial support during the response and recover phases.

III. ASSUMPTIONS and PLANNING FACTORS

- A. The local jurisdiction may have to provide initial sheltering until the American Red Cross can mobilize and begin temporary shelter operations. Long term sheltering is not addressed in this Annex.
- B. Sheltering information will be released to the public and responders as soon as the Executive Boards or Emergency Management Agency determines the

need, and available resources and shelter support systems can be implemented.

- C. Persons or organizations controlling potential shelters will cooperate and make the facilities available per existing agreements or MOUs.
- D. The American Red Cross (ARC) will manage and coordinate mass care operations. Richardson County, local government and the local health department will support all mass care activities, particularly as the requirements become greater and the American Red Cross nears its limit in resources. Public Health Department will provide recommendations for communication methods, public information message development, special equipment and supplies that may be needed and locating local care providers to assist individuals whose needs cannot be met at the shelter.
- E. The selection and preparation of shelters will be based on the number and kinds of populations needing protection, the shelter's proximity to transportation systems and distance from the incident site.
- F. Family reunification and disaster relief program information will be available at each shelter opened.
- G. Other professional and volunteer organizations, which normally respond to disaster situations, will do so.
- H. Assistance from outside the county through mutual aid agreements and from state and federal level emergency oriented agencies may be available.
- I. Facilities and staffing planned for mass care use will be available at the time of need. Lodging facility capacities are based on 40 - 60 square feet per space.
- J. Experience has shown that under localized emergency conditions, a high percentage (50 percent or more) of evacuees will seek shelter with friends or relatives rather than go to established shelters.
- K. Essential public and private services will be continued during a mass care situation. Normal activities in some schools and churches may have to be curtailed or discontinued.
- L. If the threat of an evacuation is due to a visible hazard or has been discussed in the media, some spontaneous evacuation will occur prior to an implementing order. Therefore, mass care operations may start early in any disaster period.
- M. Planning assistance for shelters, especially for access and functional needs individuals is available at: www.ada.gov/pcatoolkit/chap7shelterchk.htm.

- N. Household animal shelters may be co-located with mass care shelters or they may be separate congregate facilities.
- O. Household animal shelters will generally accept domesticated animals such as dogs, cats, birds, rabbits, rodents, turtles.
- P. If established, household animal shelters will provide the basic needs for approved animals of food, water, sanitation, security, basic medical care, environmental protection and reunification with the owners.

IV. ORGANIZATION/RESPONSIBILITIES

The ultimate responsibility for the care of evacuees in the county rests with local governments. In most emergencies, some level of government support will be required. The Richardson County Emergency Management Agency will act for their jurisdictions in coordinating mass care activities until the American Red Cross can respond.

A. Emergency Management

1. The Emergency Management Agency or selected staff will be responsible for identifying appropriate lodging and feeding facilities, coordinating utilization of transportation resources, supporting evacuee registration and overseeing lodging and feeding operations.
2. The local jurisdiction may have to provide temporary shelter until the American Red Cross can mobilize and begin operations.
3. The County EOC will monitor shelters to maintain manageable distribution of victims, support staff and supplies.
4. The Public Information Officer of support organizations will assemble, prepare and disseminate sheltering, family reunification, points of distribution of emergency supplies and disaster relief program information as appropriate. In a large disaster, this will be coordinated through the functions of a Joint Information Center (JIC).

B. American Red Cross (ARC):

The American Red Cross will carry out the temporary Mass Care coordination function. The nature and scope of the emergency will determine specific actions but the American Red Cross will be responsible for carrying out its mandated responsibilities as indicated in the Act of Congress, January 5, 1905, as amended, 36 U.S.C. The American Red Cross will not assume responsibility for government functions but will support state and local government and will provide assistance to individuals and families as indicated and within current American Red Cross disaster relief policies.

American Red Cross will coordinate registration of evacuees, shelter, feeding and other support as the situation may indicate. The American Red Cross will be responsible for only those costs committed by its authorized representative.

C. Supporting Organizations:

1. The Salvation Army and other disaster relief organizations may support mass care operations as provided for in their plans and procedures.
2. The USDA County Emergency Board (CEB) maintains a listing of food, feed, and seed facilities located within the county which may be of assistance for mass care operations.
3. The Public Health Department agencies will work in partnership with the Emergency Management Agency, American Red Cross and the mass care shelter manager to plan for and assist them to accommodate people who have access and functional needs.
4. Local or regional humane societies or other volunteer, animal support organizations will establish and maintain the household animal sheltering system.

V. CONCEPT of OPERATIONS

A. American Red Cross Functions:

The American Red Cross will manage lodging and mass feeding operations. They will work with the Emergency Management Director to ensure effective coordination of resources. American Red Cross activities will be in accordance with the current ARC disaster guidelines and procedures.

1. Temporary Sheltering: When shelter facilities are opened by the American Red Cross, it will be the responsibility of the American Red Cross to maintain all functions and staffing according to American Red Cross policy. Some functions will be to:
 - a. Provide shelter managers,
 - b. Select shelter sites in coordination with the Emergency Management Agency and have a signed shelter agreement between ARC and the facility management,
 - c. Provide food service,
 - d. Provide disaster health service through American Red Cross staff in cooperation with the Emergency Medical Services and the Public

Health Department Coordinators. Services may include first aid, replacement of medication, immunizations, mental health services, etc.

- e. Maintain records,
 - f. Staff Lodging,
 - g. Maintain American Red Cross shelter identity,
 - h. Maintain order,
 - i. Provide evacuee locator and welfare inquiry services (Disaster Welfare Inquiry Operations), especially for lost, missing or displaced children. Additional help from other local social services or volunteer agencies may be available.
 - j. Establish first aid stations in reception and shelters, as necessary.
 - k. Shelter managers will maintain communications with the EOC and brief the county EOC at scheduled times about the numbers housed, fed, status of supplies, condition of facility and other concerns affecting those being sheltered.
 - l. Shelter managers and agencies will coordinate with the EOC during the development of plans for and the initiation of shelter closings.
 - m. During the registration of evacuees at a shelter, those with access and functional needs will be identified, protecting the individual's privacy, and with a coordinated effort between the American Red Cross and Public Health Department agencies, appropriate sheltering and care will be identified.
2. Feeding: As needed, meals and snacks will be provided to evacuees and workers through both mobile units and fixed feeding sites. American Red Cross will be responsible for meal planning, coordination of mobile feeding, identifying feeding sites and resources for the procurement of food and related supplies. Some specific functions will be to:
- a. Select feeding sites in coordination with the Emergency Management Director,
 - b. Request health inspections through the Public Health Department Coordinator,
 - c. Procure food and supplies,
 - d. Maintain records and reports,

e. Provide and maintain mobile feeding units.

3. Registration: The American Red Cross will register evacuees, and as applicable, will share the numbers with appropriate government agencies concerning evacuees housed in American Red Cross shelters.

B. Salvation Army Functions:

The Salvation Army may provide the following support during mass care operations.

1. Registration and identification of victims, missing persons services, locating individuals and answering inquiries from concerned relatives and families outside the disaster area.
2. Mass feeding in Salvation Army temporary facilities assigned for that purpose.
3. Mobile feeding, hot meals or snacks, for disaster victims and emergency workers at the disaster scene.

C. Lodging/Feeding Facilities:

1. Facility List: Attachment 1 is the list of available lodging/feeding facilities.
2. Selection: The designation of specific lodging and feeding facilities will depend on the actual situation and the location of the hazard area. Selected facilities will be located far enough from the hazard area so that there is no possibility of the threat extending to the mass care facility. The best possible facilities will be selected from the list in Attachment 1 or from lists maintained by the American Red Cross.
3. Agreements: The American Red Cross has agreements to use facilities in the county. The Emergency Management Agency will obtain permission from owners to use other facilities as required.
4. Access and functional needs: Selection and operations of temporary lodging facilities for institutionalized or access and functional needs groups (nursing homes, hospitals, etc.) will be coordinated with those organizations to ensure the facilities are adequate.

D. Implementation:

Provisions of this plan concerning mass care will be implemented as soon as a need for temporary sheltering or feeding is noted. While a coordinated

government/American Red Cross decision is desirable, the American Red Cross may independently activate their operations.

1. Preparedness Phase: Communications will be established with all agencies. Essential personnel, including volunteers, will be alerted and required material resources (cots, blankets, food, etc.) located and prepositioned, if necessary. ***In the event of an evacuation caused by an incident at the Cooper Nuclear Power Station, communications will be established with the Richardson County EOC and the Nemaha County EOC. Refer to the Richardson County Radiological Emergency Preparedness Plan for details.***
2. Response Phase: In the event of a major disaster, actions for the reception of evacuees, including the opening the Registration Center and selected lodging/feeding facilities, will begin.
3. De-activation stage: Communications and messages will change to reflect the closing or consolidation of shelters. Facilities will be restored to pre-event conditions, supplies and material will be returned to storage or disposed of according to law or agency SOPs. All signage will be removed. All expenses will be documented and records made available to the EOC.

E. Registration of Evacuees:

1. Evacuees will register at the designated lodging facilities in accordance with American Red Cross procedures. If it is necessary for shelters to be opened before the American Red Cross is available to begin registration, local officials may make copies of the registration form, Attachment 2, to begin the process. During the registration process, individuals, with medical or other functional needs that may require more services than the American Red Cross can provide, will be identified so that the appropriate placement and care can be provided to the individual.
2. Registration of evacuees' household animals helps to protect both the sheltering agency and the animal owners. A suggestion animal registration form is provided in Attachment 3.

F. Welfare Inquiries:

The American Red Cross may establish a Disaster Welfare Inquiry Operation to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. Incoming and outgoing traffic will generally be handled by the Richardson County EMA, Amateur Radio Club and the Civil Air Patrol. Local volunteer groups in Richardson County will conduct welfare search missions. Welfare inquiry listings, along with

registration listings, will be coordinated with the EOC and law enforcement agencies for comparison with missing persons lists.

G. Emergency Public Information:

The American Red Cross and the Emergency Management Agency will coordinate with the Public Information Officer to ensure that the public is kept informed about location of mass care facilities, places of contact for missing relatives, and continued emergency services.

H. Resource Support:

The County Emergency Management Agency will determine transportation and other resource needs and coordinate utilization of resources. The Emergency Management Agency maintains a resource directory.

I. Humane Society or volunteer animal support organizations:

Animal care and welfare will be provided within the capabilities of the jurisdiction. It is expected that owners will provide as much care and maintenance of their property as possible. Those volunteer organizations providing this service and facilities for owners unable to care for their pets or for animals with unknown ownership, will provide information to owners who register their pets for care, will provide adequate housing, basic medical care, food, water, exercise, will maintain facility sanitation, and manage animal-owner reunification, dispose of wastes, carcasses and demobilize the facility when no longer needed.

VI. ADMINISTRATION and LOGISTICS

- A. The County and the American Red Cross will maintain records of all expenses incurred by their mass care activities. The Executive Group will ensure that adequate records of local government expenses are maintained.
- B. The American Red Cross offers training in Shelter Operation Workshop and Disaster Welfare Inquiry Operations and will provide these trained persons for disaster operations when requested by the County Emergency Management Agency.
- C. Animal care providers will maintain records of all expenses, volunteer time, cash, food and other support material donations.

VII. TRAINING and EXERCISING

A. Training:

The training program will be consistent with the Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

B. Exercising:

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

LIST OF ATTACHMENTS

<u>Attachment</u>	<u>Title</u>	<u>Page</u>
1	Listing of Mass Care Facilities	I-11
2	Listing of Functional Need Resource Contacts	I-13
3	Evacuee Registration Form	I-14
4	Pet Registry at Public Shelter	I-15

MASS CARE FACILITIES

City of Falls City

Facility	Address	Point Of Contact	Phone Number	Lodging Capability (numbers)	Feeding Capability (numbers)	Usage Agreement Date	ADA Accessible
Prichard Auditorium							YES
Falls City Public High School							YES
Falls City Public Middle School							YES
Falls City Public South School							YES
Falls City Public North School							YES

City of Humboldt

Facility	Address	Point Of Contact	Phone Number	Lodging Capability (numbers)	Feeding Capability (numbers)	Usage Agreement Date	ADA Accessible
Ag Society Building							YES
Humboldt Auditorium							NO
HTRS Public School							YES

Villages

Facility	Address	Point Of Contact	Phone Number	Lodging Capability (numbers)	Feeding Capability (numbers)	Usage Agreement Date	ADA Accessible
Other Community Building							

** Contact information is kept on file in the Richardson County Emergency Management Office.

THIS PAGE INTENTIONALLY HAS NO DATA

THIS PAGE INTENTIONALLY HAS NO DATA

Evacuee Registration Form	
Shelter Location:	
Family Name (Last Name):	Total Family Members Registered: Sheltered:
Address:	Home Phone:
City, State Zip:	Cell Phone:

Information About Individual Family Members

Last Name, First Name	Age	Gender (M/F)	Arrival Date	Departure Date	Relocation address & phone

Are there members of your family requiring medical attention? No Yes
Who?

Special dietary needs:

Special accommodations required:

Who we should notify in a emergency (family, doctor):

Name:

Phone:

Do you have pets in an emergency shelter? No Yes
Where?

Notes:

Registration Taken by:

PET REGISTRY AT PUBLIC SHELTER

CONTROL NUMBER _____

Type of Pet:

Dog Breed: _____

Cat Breed: _____

Other _____

Special Needs:

Medication

Food Type

Other _____

Name of Owner: _____

Address: _____

Home Phone Number: _____

Person Registering Pet: _____

Date/Time Pet placed in Shelter: _____ / _____

Person Removing Pet from Shelter: _____

Date/Time Pet returned to Owner: _____ / _____

Shelter Location:

Shelter Phone Number:

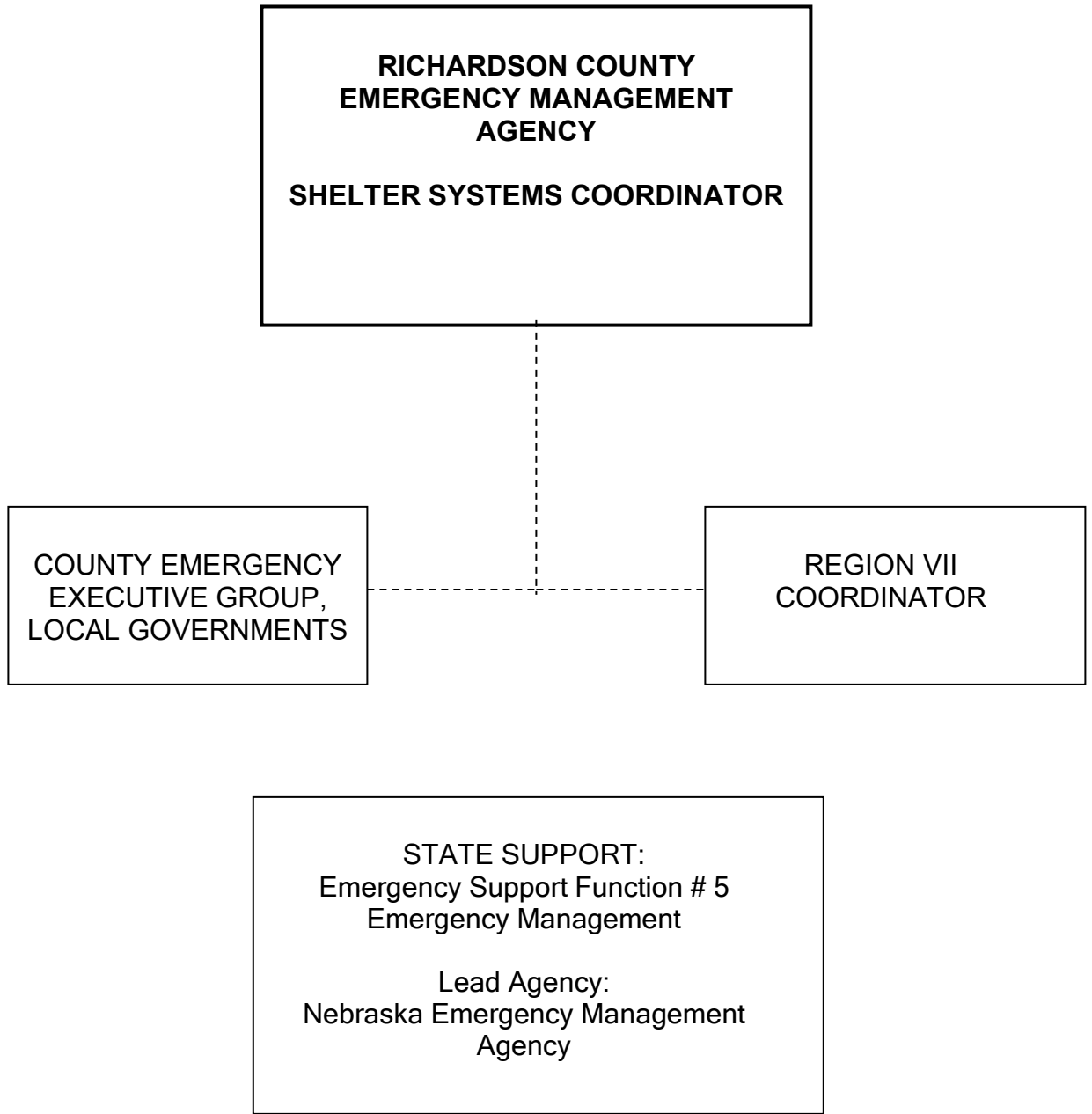
Cage ID. _____

Shelter Contact/Intake Person:

NOTES:



PROTECTIVE SHELTER



PROTECTIVE SHELTER

I. PURPOSE

The purpose of this Annex is to outline procedures necessary for the protective sheltering of citizens and transients if severe weather, nuclear crisis, or other hazardous events threaten or occur.

II. SITUATION

- A. Tornadoes, winter storms and prolonged heat waves are the usual natural events impacting the county.
- B. There are no known public buildings identified as public shelters.
- C. Industrial and transportation accidents may release hazardous materials into the water or air. Such incidents may require localized sheltering or evacuation.

III. ASSUMPTIONS and PLANNING FACTORS

- A. There will be sufficient warning and time for people to find shelter.
- B. Buildings identified as protective shelters will be available at the time of need.
- C. Other public buildings, although not identified as shelters, may be open and offer protection to the public.
- D. Buildings identified as shelters are ADA compliant.
- E. Severe weather protective actions may be short term, spontaneous, and consist primarily of a relatively small sector of the county residents seeking immediate shelter.
- F. During severe weather, segments of the populations will require transportation to the shelters.
- G. Citizens in areas of hazardous materials releases will follow either evacuation or shelter-in-place directives.

IV. ORGANIZATION and RESPONSIBILITIES

A. Organizations

Protective sheltering programs in the communities may be carried out by the County Emergency Management Director, assisted by local Emergency Management Directors, Red Cross and other support agencies.

B. Responsibilities

The responsibilities of those identified agencies and organizations providing or managing protective shelters, include, but are not limited to:

1. Inspecting and selecting potential shelter sites, assuring that the facilities can support access and functional needs individuals, including non-English speaking persons.
2. Maintaining the current listing and usage agreements for shelter facilities.
3. Maintaining current listings of shelter resources needed (i.e., supplies, equipment, material, staff).
4. Developing, maintaining and exercising management policies, procedures specific to the individual facilities.

V. CONCEPT of OPERATIONS

A. Tornado Policy/Procedures

This policy is to provide timely notification of a tornado watch or warning.

1. When the National Weather Service issues a tornado WATCH that includes any portion of the county, that information will be transmitted to the public by both radio and television. During a tornado WATCH condition, people can continue their normal activities.
2. If a tornado is indicated by radar or actually sighted, then a tornado WARNING will be issued. People in the threatened area should immediately seek shelter and remain there until the WARNING period has expired.
3. Prior to and during the event, The County Emergency Management Director, in coordination with the Public Information Officer, will ensure that the public is made aware of the basic policies/actions they should use for protection.
4. Special Populations:
 - a. Schools: When schools are in session, students, teachers, staff and visitors should respond as directed by an existing school

disaster/tornado plan. Generally, teachers will gather the students in the most solid area of the school structure such as rest rooms or interior corridors without exterior openings. Large span rooms such as auditoriums, gymnasiums, or corridors that have exterior openings and rooms with windows should not be used. If the school structure does not have protective capability and if time permits, all should move to the nearest structure that would provide protection.

- b. Hospitals and Nursing homes: Staff, patients, residents and visitors should follow the facilities protection plan. In general, such plans include moving ambulatory patients to areas of the building providing the best protection such as the basement or small span, interior rooms on the main floor, then using the best methods available to protect patients who cannot be moved.
- c. Recreation Areas: Visitors to Kirkman's Cove Lake should respond to a tornado warning in accordance with the current safety plan.

B. Extreme Temperatures

During winter storms, prolonged excessive heat, or power outages, residents may be advised that warming or cooling shelters are available. These shelters usually operate for the short term. Those needing transportation should contact the EOC Transportation Officer to arrange expedient transportation. Victims using warming or cooling shelters may require specialized medical care or behavioral management; shelter managers should arrange for local medical support and mental health/behavioral modification assistance.

C. Hazardous Materials Incident

1. The responsibilities for hazardous materials incidents is detailed in Annex F. In general, during incidents with immediate life safety issues, the Incident Commander may order an evacuation or to shelter in place. In situations affording more time, the Incident Commander will recommend that the chief elected official will issue such orders.
2. Evacuations will follow the appropriate sections of the jurisdiction's primary evacuation plan.
3. In the event of a HazMat spill or accident, it is sometimes safer to keep affected citizens inside with doors and windows closed. Instructions should be given to:
 - a. Move inside,
 - b. Close all doors, windows, dampers, fans, shut off all ventilation, heating and air conditioner systems,

- c. Move to a small room and seal the door and windows with plastic and tape, and
- d. Tune your radio to the EAS station.

VI. ADMINISTRATION and LOGISTICS

A. Administration

1. Public Tornado/Severe Weather Shelters:

The County Emergency Management Agency will maintain a current listing of identified shelters. The listing will be periodically reviewed to assure the continued availability and usability of each facility planned for use and in the event of change in owner, continued formal agreement for use of the facility. Where possible, tornado shelters are clearly marked.

2. Other Facilities:

The Emergency Management Agency may assist school officials, administrators of hospitals and nursing homes, and directors/owners of other facilities or businesses in determining the safest area within their facility or of the nearest protective facility. The Emergency Management Agency may also aid in the development of a disaster plan for their facility.

B. Logistics

Records of supplies, materials, and equipment used will be maintained to assist the Logistics Chief in making a determination of resources remaining and to support requests for outside assistance (Annex L).

C. Public Education

The County Emergency Management Agency will work directly with the Public Information Officer to provide to the public:

- 1. Periodic spot announcements on pertinent aspects of the protective shelter program.
- 2. Useful and current information should a protective shelter situation arise.

VII. TRAINING and EXERCISING

A. Training

The training program will be consistent with the Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

B. Exercising

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	Tornado and Extreme Temperature Shelters	J-7

PROTECTIVE SHELTERS

TORNADO SHELTERS		
Name of Facility	Address/Location	Contact/Owner & Phone#

Public tornado shelters are not established in Richardson County. It should be the responsibility of all building owners who conduct private/public business in *** County to identify locations within their facilities as designated shelter areas.

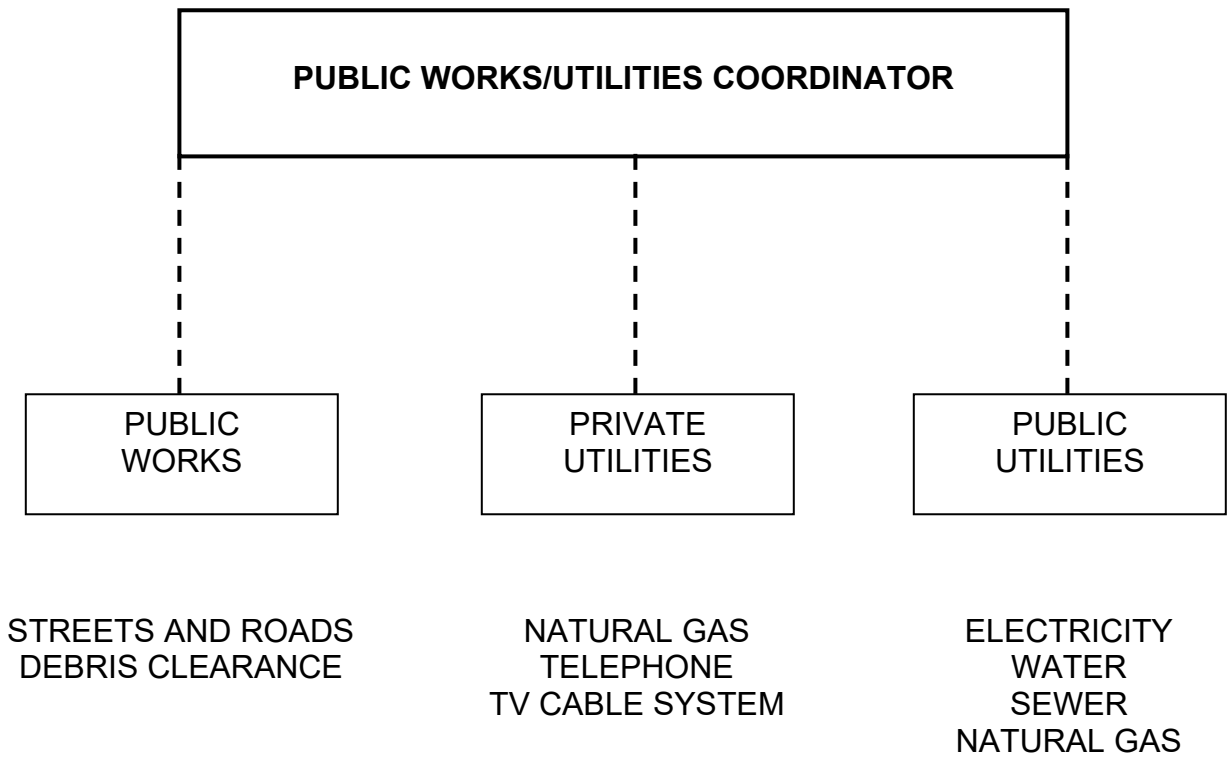
The employees of all facilities (public, private, governmental, schools, care facilities, etc.) should be briefed on the internal emergency sheltering procedures. Signs should be posted to direct persons to the shelter areas within the facility.

The county or municipal Public Safety Office or the Richardson County Emergency Management may provide assistance to establish individual building emergency plans and identify the safest areas for shelter.

EXTREME TEMPERATURE (Warming / Cooling) SHELTERS			
Type	Name of Facility	Address/Location	Contact/Owner & Phone#

THIS PAGE INTENTIONALLY HAS NO DATA

PUBLIC WORKS / UTILITIES



STATE SUPPORT:
Emergency Support Functions # 3, 14
Public Works,
Long-term Community Recovery & Mitigation

Lead Agency:
Nebraska Emergency Management Agency

PUBLIC WORKS/UTILITIES

I. PURPOSE

The purpose of this Annex is to provide plans and procedures for:

- A. The continuation or restoration of those public services essential for basic human needs.
- B. Debris removal (see Annex C, Appendix 1) and public access restoration.

II. SITUATION

Richardson County and its communities are subject to natural and man-made hazards resulting in the disruption of public works/utility services, limiting the movement of people and equipment, or having a deteriorating effect on the safety and welfare of the people.

III. ASSUMPTION and PLANNING FACTORS

- A. The continued operation of public works and utility services is essential for effective and efficient response and recovery actions.
- B. The primary responsibilities of the county and urban public works departments are the restoration and maintenance of essential public services.
- C. Private utility companies will cooperate with government services. The list of utility service providers is found in Annex A, Attachments 1 and 2.
- D. The County Road Department and each town's street department will restore and maintain roads/streets to facilitate traffic movement.
- E. Assistance from outside the county will be available through mutual aid and other existing agreements.

IV. ORGANIZATION and RESPONSIBILITIES

- A. The affected jurisdiction's public works director will serve as the Public Works/Utilities Coordinator. This Coordinator will be a member of the EOC staff for the purpose of collecting information and ensuring coordination among the Executive Group, various department heads, and government/private utilities.

- B. Each of the individual departments within the Public Works/Utilities function will be responsible for emergency/disaster operations within their normal operational areas. Specific disaster procedures will be outlined in departmental Standard Operating Procedures (SOPs).
- C. Each department will coordinate and manage their mutual aid support.
- D. Private utilities are responsible for restoration of their services. The list of utility service providers is found in Annex A, Attachments 1 and 2.

V. CONCEPT of OPERATIONS

Generally, department heads will continue to operate from their normal locations, but their primary actions during disaster operations will be to assess damage, then prioritize and restore interrupted services. The Public Works/Utilities Coordinator may work with each affected department head in coordinating recovery from the disaster.

- A. Specific actions of the Public Works/Utilities Coordinator may include, but are not limited to:
 - 1. Coordinating with the head of affected organizations, both public and private.
 - 2. Assisting departments in determining staging areas for incoming assistance and coordinating mutual aid support.
 - 3. Gathering information on damage in the public works/utilities area:
 - a. Assessing general damage in the public works/utilities area by obtaining damage reports from affected departments; present summary to the Executive Group at EOC briefings.
 - b. Ensuring departments are documenting actual damage with photographs that can later be used for disaster assistance requests. Pictures of debris piles should also be taken before disposal of the debris; dimensions need to be included with the photos.
 - c. Alerting departments to track disaster operation expenses. Examples of fiscal expenditures that should be recorded, fully detailed, and maintained are:
 - i. Personnel costs, including:
 - a) Department employee overtime,
 - b) Additional help hired for disaster-related work.

- c) Emergency response work, such as use of a vehicle, barricade erection, sand bagging to protect lift stations, etc.
 - ii. Equipment:
 - a) Hours of actual use of department equipment in disaster operations,
 - b) Rental or lease equipment.
 - iii. Materials and supplies, from stock or purchased, that are used in direct support of emergency operations and recovery actions.
 - iv. Ad hoc contracts entered into for emergency operations and recovery actions.
 - v. Expenses incurred with the removal, transport, storage and disposal of debris.
- 4. Working with department heads and the EOC in prioritizing the restoration of services for each affected community. Annex A, Attachment 1 and 2 lists the providers of public works and utilities services for each community in the county.
- 5. Coordinating with those doing the damage assessments to ensure that all affected structures, public and private, are inspected for safety and habitability.
- 6. Attending EOC briefings.
- 7. Coordinating with other public works/utility departments, not directly involved in disaster operations, to obtain their support in the restoration/recovery activities.
- 8. Coordinating with law enforcement and fire officials to protect suspected crime scenes.

B. Restoration of Services:

The Public Works/Utilities Coordinator will ensure that the following are completed as applicable to the disaster recovery:

- 1. Public Works:
 - a. Roads and Street Departments
 - i. Assess the damage to streets and roads.

- ii. May assist in establishing detour routings; provide barricades for traffic control.
 - iii. Provides priority service/repair to roads and streets designated as primary evacuation routes or to those needed for emergency vehicle traffic for initial disaster response.
 - iv. Make emergency repairs, then permanent repairs on roads/streets, bridges, other structures.
 - v. If weather conditions dictate, start the early implementation of the existing snow removal plans. The Plans for snow removal will include expanding snow removal activities to facilitate the movement of vehicles supporting emergency operations.
 - vi. Assist law enforcement and fire officials in protecting suspected crime scenes.
- b. Debris Clearance and Trash Removal
- i. Clear fallen debris from streets and roads.
 - ii. Remove debris from public and private property (as established by jurisdiction's policy) and transport to selected sites for disposal.
 - iii. Separate debris into hazardous materials, special and common waste piles. See Annex D for classification of debris. Initiate a recycling program for white goods, electronics and other material. The Department of Environment and Energy (NDEE) can advise on separation, recycle and disposal methods.

2. Utilities:

The Public Works/Utilities Coordinator ensures the timely restoration of interrupted community power, natural gas, water/sewer, and telephone service. This may include, but is not limited to, the following:

- a. Ensures that utility repairs are made, as prioritized, to key facilities necessary for disaster operations.
- b. Provides emergency power. Existing emergency power systems will be checked and refueled as needed during any disaster. Action will be taken to ensure that emergency power is available for the key facilities if electricity cannot be restored to all of the community.
- c. Provides adequate supplies of potable water and identifies sources of additional supplies, if needed.

3. Radioactive Material Incident/Accident:

If trained in both radiological monitoring equipment operation and emergency response procedures, may provide support to the fire department during containment or decontamination activity in the event of a radiological accident/incident.

VI. ADMINISTRATION, LOGISTICS

A. Administration:

A record of costs and expenses incurred in direct support of an emergency or disaster situation will be maintained to support subsequent reimbursement claims to State and Federal government.

B. Plan Maintenance:

1. The Public Works/Utilities Coordinator will be responsible for annually reviewing this Annex; this review may include input from each public works/utility department head. Revisions to this Annex will be submitted to the Emergency Management Director for inclusion in LEOP updates/revisions Annex, A, Attachments 1 and 2.
2. Public Works/Utilities Department supervisors will also be responsible for preparing and maintaining Standard Operating Guidelines (SOGs) for disaster operations within their respective department.

VII. TRAINING and EXERCISING

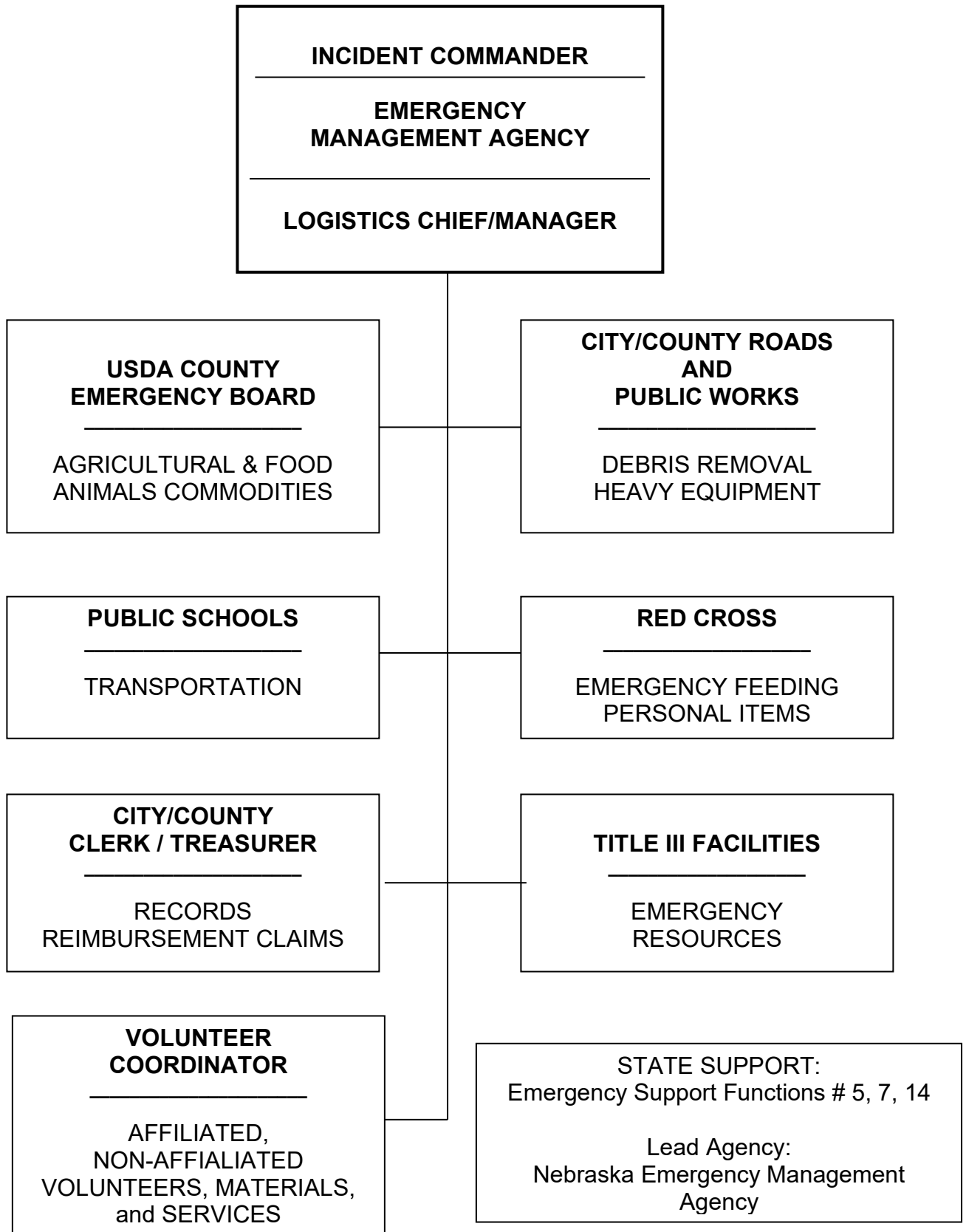
A. Training:

The training program will be consistent with the Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

B. Exercising:

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

RESOURCE MANAGEMENT



RESOURCE MANAGEMENT

I. PURPOSE

This Annex provides guidelines for the procurement, storage, control, allocation and financial recording and accountability and of labor, materials, equipment; and contracted services; for the coordination of a volunteer labor force; and the donation of goods, services and money which are required to provide incident managers with timely and appropriate resources in the event of a disaster within *** County.

II. SITUATION

- A. The Richardson County Hazard Analysis or the Emergency Management Agency has identified a number of hazards which could occur and cause extensive damage to both public and private property requiring a coordinated management of response and recovery resources within the County.
- B. Richardson County, its communities, agencies, and businesses have sufficient resources to support activities associated with most emergency or disaster operations. The resource manager maintains the point of contacts and resources lists.
- C. Resource Management starts with the Incident Commander; and the initial need for additional resources is at the IC's request. If the incident expands to where Multi-Agency coordination is needed, the EOC will be activated in support of the Incident Commander. At that time, resource management, procurement, distribution and tracking, replacement and restoration will transition from the IC and the dispatcher to the Logistics Chief/Manager or Administrative section within the EOC.
- D. During an event, Multi-Agency Coordination resource management coordination activities generally take place within the EOC. When multi-agency coordination entities are established, the Executive Board may also prioritize and coordinate resource allocation and distribution of resources.
- E. The Nebraska Emergency Management Act, section 81-829.31, sections 81-829.36 to 81-829.75, July 1996, describes such emergency powers of governments to supersede existing procurement procedures or expedite resource coordination, procurement and management.

III. ASSUMPTIONS and PLANNING FACTORS

- A. Resources are defined as: personnel, teams, equipment, supplies and facilities that are available or potentially available for assignment, deployment or allocation in support of incident management and emergency response and recovery activities.
- B. The affected jurisdiction must effectively complete these primary tasks:
 - 1. Establish systems for describing, inventorying, requesting and tracking resources,
 - 2. Activate those systems prior to, during and after an incident,
 - 3. Dispatch resources prior to, during and after an incident,
 - 4. Demobilize, recall, dispose, restore or replace resources during or after incidents.
- C. Local resources will be activated and used at the onset of the incident. Should these resources become unavailable or exhausted; the local jurisdiction will request additional resources according to their local, county or regional plan which may include Mutual Aid Agreements or Memoranda of Understanding (MOU) concerning shared or available resources.
- D. The impacted jurisdiction may have to provide its own sustainability for 48 hours or more before additional help can arrive.
- E. If the need arises, local government will assume control of and ensure appropriate and equitable distribution and use of existing resources. Rationing will be implemented, if necessary.
- F. County, cities, and villages will support requests for resources per MOUs or as they have the ability to respond to the requesting jurisdiction.
- G. Para-professional and volunteer agencies will provide resource support, equipment and personnel, within their capabilities.
- H. Each facility that reports under Title III requirements has an emergency response plan that lists their available emergency resources. This list may also be available at local fire departments and in Annex F, Appendix 1, Attachment 1.
- I. Assistance will be available from other counties through mutual aid agreements. Pre-incident agreements among all parties providing or requesting resources are necessary to enable effective and efficient resource management. Pre-incident agreements may be established with governmental, non-governmental, private and non-profit entities to provide response and recovery support.

- J. Citizens within Richardson County and neighboring areas will volunteer to support the recovery efforts following a disaster. Coordination of these volunteers will be assigned to a Volunteer Coordinator who will work with the Logistics Chief/Manager and Incident Manager.
- K. Following a local declaration of emergency, support may be available through state emergency resources such as those available through the State Administrative Services, <http://das.nebraska.gov/materiel/index.html>, to supplement local deficiencies, meet critical requirements, and replace expended emergency resources.
- L. Spontaneous and un-solicited donations of food, water, personnel, equipment and supplies may interfere with priority response and recovery activities.
- M. Some local resources will not be available for use. Cataclysmic disruption of government services (pandemic influenza) or physical destruction of infrastructure a city or village will require outside resources and assistance.

IV. ORGANIZATION and RESPONSIBILITIES

A. First Response and other local support agencies will:

1. Provide to the Emergency Management Agency, prior to an incident and periodically as requested for planning purposes, lists of resources available for deployment during an incident. (See various Annexes in this Plan).
2. Certify that responding personnel meet professional standards of training, experience and performance required for the incident.
3. Manage and maintain specialized equipment (such as decontamination systems) and inventories with special shelf life (medications, respirator filters, PPE, batteries and the like) in a state of readiness.

B. Incident Commander and command staff

The Incident Commander will follow both the NIMS and the local plans of operations that include the procedure for requesting resources and the development of staging areas as needed for efficient field deployment.

C. Emergency Management Agency

The Emergency Management's responsibilities are defined in other parts of the Plan, especially in the Basic Plan and Annex A. Additional specific responsibilities required prior to, during and after a disaster may include:

1. Development, coordination and distribution of specific response plans, Memorandums of Agreement documents, and available resource lists prior to potential events.
2. During an event, may serve as the Incident Manager in the EOC and maintain communication with the IC, the Executive Board and supporting organizations.
3. Advise and assist the Logistics Chief/Manager and Volunteer Coordinator as needed.

D. EOC Executive Board, elected and appointed officials

The Executive Board will support the incident according to the Nebraska Emergency Management Act and this Plan as described in the LEOP Basic Plan and Annexes. Responsibilities include establishing response and recovery priorities, providing resources to the Incident Commander, providing information to the public and financial decisions.

E. The EOC/MACC Logistics Function (NIMS) - Logistics Chief/Manager

1. When the incident expands beyond normal day-to-day mutual aid support or the Incident Commander requests additional resources from the EOC, and the Emergency Management Agency determines that additional personnel are required, the Logistics Chief/Manager will be notified or activated.
2. The Logistics Chief/Manager will be appointed per incident site and is responsible for the overall logistics and resource management activities within the county and is a member of the Emergency Operating Center (EOC) Staff.
3. Prior to an incident, in cooperation and coordination with the Emergency Management Agency and others as needed, the Logistics Chief/Manager will have:
 - a. Obtained, reviewed, maintained and distributed to first response agencies the county and local resource lists. These lists are contained in various Annexes of the LEOP: A, F, G, H, I, K and L.
 - b. Developed a plan to keep un-needed, unsolicited contractors, vendors and volunteers away from the disaster scene, EOC and

- municipal offices. This plan should include the coordination system with law enforcement and information being released by the PIO.
- c. Developed a plan for return, storage or disposal of surplus equipment or supplies.
 - d. Developed a plan for the rehabilitation, replenishment, disposal and return of equipment and supplies and the rehabilitation, replenishment of personnel.
 - e. Developed plans and agreements to have non-expendable resources fully functional and ready for mobilization. The organization with invoicing responsibility for the incident, or as defined in pre-incident agreements, replaces broken or lost items.
 - f. In the case of human resources, pre-incident plans should include:
 - i. Processes to supply crews with food, sanitation, medical support, rest and recuperation time and facilities for the same,
 - ii. Notification and mobilization guidelines,
 - iii. Process as to monitor the occupational health and mental health issues and their impact on responders. See Annex G, reference Critical Incident Stress Management, and support by non-profits such as the Red Cross and Salvation Army.
 - iv. Expendable resources are re-stocked at the point at which the resources were issued. The incident management organization bears the cost of expendable resources, as authorized by jurisdictional procedures or in preplanned financial agreements concluded by the preparedness organizations.
 - g. Developed a process or learned how the jurisdiction's financial management system will operate during a disaster so that documentation can be kept, bills paid, emergency contracts issued, and reimbursements can be requested.
 - h. Understand and will perform resource management tasks either at the Incident Commander's request or in accordance with jurisdictional planning requirements.
 - i. At the direction of the Executive Group, assume direct control of resources identified as critical items, to assure most efficient utilization.

- j. Implement and modify the pre-incident resource management operations plans above to accommodate the incident.
 - k. Advise the Executive Group on current status and recommend actions to be taken (i.e., implementing emergency ordinances required for price controls, procuring equipment, rationing, etc.).
 - l. Initiate and control actions needed to comply with the desires and decisions of the Executive Group. The NIMS protocols under the Logistics, Administration and Finance organization will be the model for operations.
 - m. Coordinate the actions of the various agencies, offices, groups, and individuals involved with the procurement, temporary storage, distribution, utilization and control of local resources.
 - n. During the event, maintain an inventory of available resources and recommend to the Executive Group the most efficient use of existing/remaining resources.
4. Because of the potential magnitude and complexity of the resource program, the Logistics Chief/Manager may select a supporting staff.
 5. In the event that there is no pre-designated Logistics Chief/Manager, one will be appointed by the Executive Board or the Chief Executive Officer of the jurisdiction will assume the responsibilities above.

F. The Volunteer Coordinator

1. A Volunteer Coordinator may be named to work with the Logistics Chief/Manager and the Emergency Manager. The Volunteer Coordinator will coordinate the work requirements from the disaster with the volunteer assets which include people and donations. Additional Guidelines are in Attachment 3 of this Annex.
2. Additional responsibilities may include but be limited to the following:
 - a. Implement pre-incident agreements or develop agreements with area VOAD organizations to assist in the coordination of donations and volunteers.
 - b. Consider using trained, credentialed and previously identified Community Emergency Response Teams, CERTs, or 2-1-1 volunteers to assist with donations and volunteers.

- c. Coordinate with the PIO and the EM to develop and implement media releases that provide direction to those wishing to donate or volunteer.
- 3. Develop, prior to the incident, volunteer registration/information forms to receive, catalog skills, track on-the job training and safety briefing including the volunteers medications or physical limitations, deployment location and duration, assigned supervisor and after work assessment. See Attachment 4.
- 4. Volunteer mobilization plans should include considerations for:
 - a. Security of the scene and the check-in center,
 - b. Traffic control, parking and security of volunteers' property,
 - c. Utilities, sanitation, first aid, protected rest facilities for volunteers,
 - d. Sanitation, janitorial and garbage service for the feeding centers, mass shelters, household animal shelters,
 - e. Staffing of trained mass care shelter or household animal shelters support personnel, and
 - f. Means or system to prevent conflicting volunteer job assignments or assignments to tasks completed.

G. Jurisdiction's Clerk's / Treasurer's Office

The Clerk/Treasurers responsibilities are stated in the Basic Plan. This (these) Office(s) will assist the Logistics Chief/Manager and the Emergency Management Agency in developing and implementing a system of records for evaluating status of resources and supplies, emergency procurement and contract letting, and completing reports and procedures to verify and obtain reimbursement claims from local, state, and federal governments.

H. The County Roads Superintendent, City/Village Streets and Public Works

These Department(s) will assist in the management and requisition of heavy equipment (trucks, earth moving equipment, etc.), dirt or sand, barricades, and in the coordination of debris removal. The Logistics Chief/Manager and Emergency Management Agency will ensure that resource listings are prepared and maintained.

I. The USDA County Emergency Board (CEB)

The CEB maintains an inventory of agricultural products and food animal resources and will act in an advisory capacity regarding availability, use and protection of these resources. This board can assist the Logistics Chief/Manager in the management and requisition of needed materials and supplies.

J. Other support agencies/Departmental Heads of local government

These various support organizations in cooperation and coordination with the Emergency Manager, provide lists of resources that could be deployed during a disaster.

The various supervisors or department heads of local government agencies and private organizations will be responsible for managing the resources of their individual agencies/organizations when supporting overall disaster resource needs.

- K. The Richardson County Transportation Coordinator will coordinate the requisition and management of needed public transportation resources (buses, handi-vans, etc.).
- L. The Facility Emergency Coordinator (FEC) of each Title III facility (hazmat reporting facility) will coordinate the requisition and management of the facility- owned emergency resources.
- M. The American Red Cross will assume the lead role in providing for displaced persons. The Red Cross will procure the necessary food and personal care items needed.

V. CONCEPT of OPERATIONS

- A. The EOC Logistics Manager will implement the jurisdiction's response management plan as directed by either the Incident Commander or the EOC operating as a Multi-Agency Coordination Center (MACC), depending on the Logistics Manager's assignment and the scope of disaster.
- B. Efficient and effective resource management requires the full support from governmental, non-governmental, not-for profit and private sectors. Local resources used during the operational period of the disaster could include:
 - 1. Food products from local food retail and wholesale sources.
 - 2. Manual labor materials and hardware items from local hardware stores and lumberyards.
 - 3. Transportation needs will primarily be obtained from the County Emergency Management Agency. The transportation resource listing is maintained by the Emergency Management Agency, see Attachment 1.

- C. The first priority for transportation is to support the evacuation of school children and citizens without private vehicles, including hospitals and nursing home patients. Some specific transportation considerations are:
1. Specialized transportation includes alternate vehicles for use as ambulances or handi-buses.
 2. Public transportation includes buses to support an evacuation.
 3. Tractor-trailers (semi's), vans, pickups, other trucks and farm equipment can be used to move supplies and materials.
- D. All vehicles designated as essential to emergency operations will be serviced by local government during the operational period. Disaster related costs must be documented.
- E. Labor requirements will be obtained through local government and private agency's utilization of their own personal resources, volunteer agencies, fraternal and social organizations, and job service sources. Normal work assignments may be re-assigned for the duration of the declared emergency.
- F. Heavy equipment resources will initially come from government agencies such as the Richardson County Roads Department. Additional assistance may be requested from the State Department of Transportation. Also, heavy equipment could be contracted from construction firms and private contractors. See Attachment 2 for a listing of heavy equipment resources.
- G. Unless otherwise determined, equipment provided by the various agencies and private organizations will be maintained and parked in the "yards", but preferable in the designated staging areas.
- H. All volunteers will register with a Volunteer Coordinator. Procedures for managing a volunteer work force are discussed in Attachment 3.
- I. Volunteers assigned to work on public facilities and grounds must be registered, have their work assignments tracked and in some incidents they must be screened to:
1. Assure the safety and security of the volunteers,
 2. Assure the safety and security of the victims and property,
 3. Assign the best qualified volunteers to appropriate tasks in a timely manner,
 4. Reduce the risk of liability to the jurisdiction,

5. To document the hours of donated labor that may be used to off-set the non-Federal share of Category A (Debris management) and Category B (Emergency Protection) programs costs. See Annex C, Attachment 1, Debris Management.
- J. All responding organizations and agencies will develop, maintain and provide upon request, records of appropriate materiel, equipment, professional services and financial donations. All resources used such as equipment, expendables, non-expendables, human resources including volunteers will be tracked and accounted for through the response and recovery phases.

VI. ADMINISTRATION and LOGISTICS

- A. The County, City/Village Clerks/Treasurers will maintain official records and accounting of materials and supplies used and funds expended in support of emergency operations for possible reimbursements by local, state, or federal governments. All department heads will maintain appropriate records regarding specific contracts, contractual agreements, employee overtime, and equipment operating costs and make these available upon request.
- B. The Emergency Management Agency, Logistics Manager and other appropriate local officials, will review this Annex annually and modify as needed to reflect local operational capabilities and plans.

VII. TRAINING and EXERCISING

A. Training:

The training program will be consistent with the Homeland Security Exercise Plan. All training supported by the Homeland Security grant process must be DHS (Department of Homeland Security) approved.

B. Exercising:

All exercises and drills will be evaluated and any follow-up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

LIST OF ATTACHMENTS

<u>Attachment #</u>	<u>Item</u>	<u>Page</u>
1	Transportation Resources	L-13
2	Heavy Equipment Resources	L-15
3	Procurement Contract Compliance	L-17
<u>Appendix #</u>		
1	Volunteer Coordination	L-19
<u>Attachment #</u>		
1	Citizen Corps	L-27
2	Job Aids: Volunteer Registration, Work Assignment Forms	L-29

THIS PAGE INTENTIONALLY HAS NO DATA

THIS PAGE INTENTIONALLY HAS NO DATA

**PROCUREMENT IN COMPLIANCE
WITH FEDERAL GUIDELINES**

A federally declared disaster enables certain entities to qualify for grants to aid them after a disaster. These grants typically fall into two categories. Individual Assistance (IA) and Public Assistance (PA). IA is meant for members of the public and has very stringent requirements. IA is incredibly rare and few have qualified for it. FEMA typically handles IA. PA is meant for public entities and certain private nonprofit. The State of Nebraska Emergency Management Agency acts as the “pass through” agency for these grants. Even though the checks you may receive for PA come from NEMA, the money is actually from FEMA. FEMA has their own stringent guidelines for reviewing an entities eligibility to receive funds. The checklist in the following items is what FEMA use to review an entities procurement methods. It is important to remember that your normal day to day procurement guidelines may not meet the requirements of federal grants. Please use these documents to ensure you have the best to chance to receive funds after a disaster. They can be found on the NEMA website at: <https://nema.nebraska.gov/recovery/public-assistance>

- A. Public Assistance Grantee and Sub grantee Procurement Requirements under 44 C.F.R PT 13 and 2 C.F.R. PT 215;
- B. Required Contract Clauses;
- C. Checklist for Reviewing Procurements by Federal Grant Recipients and Sub recipients.

THIS PAGE INTENTIONALLY HAS NO DATA

VOLUNTEER COORDINATION DURING DISASTER RESPONSE and RECOVERY

I. PURPOSE

This appendix provides guidance and direction for the effective, safe and efficient use of volunteers during a disaster. The primary role of the Volunteer Coordinator is the coordination of disaster work requirements with the available volunteer assets.

II. SITUATION

- A. Individuals, local, regional and beyond, will want to volunteer their time and services for many reasons and purposes.
- B. Volunteers represent a valuable resource to fill gaps and provide additional help during the response and recovery of a community.
- C. Volunteer contributions have a monetary value which can be used to offset cost sharing during a Presidential Declaration.
- D. The Richardson County volunteer management plan includes but is not limited to the notification, screening, "just in time" training, deployment, work assignment, safety, tracking of the individuals and accomplishments, dismissal and demobilization of volunteers.
- E. Volunteers are managed during an incident by a pre-appointed and trained volunteer coordinator.
- F. If there is no Volunteer Coordinator, the Logistics Chief / Manager will manage the volunteer program.
- G. The Volunteer Coordinator will work with the Logistics Chief / Manager, the EOC Executive Board, Emergency Manager and as needed the Incident Commander.
- H. Dependent upon the situation, the Volunteer Coordinator may need an additional people to carry out the responsibilities of this function. This group, a part of the Logistics or Administration section (NIMS), will constitute the Volunteer Registration Center (VRC).

III. ASSUMPTION AND PLANNING FACTORS

- A. Not all volunteer are suited for disaster response and recovery work.
- B. Volunteers and donated goods and services must be managed and accounted for as any other resource.

- C. The Volunteer Coordinator is assigned and trained in volunteer management.
- D. A Volunteer Management Plan has been developed to address policy and processes used and to eliminate potential problems that could occur during activation.
- E. The Volunteer Coordinator has knowledge of the Federal Volunteer Protection Act, 1997, the Nebraska Emergency Management Act, 1996 RRS, and any local ordinances regarding the use, management, liability of and for volunteers.
- F. The Incident Commander, in coordination with the Resource Chief and Emergency Manager will initiate the Volunteer Registration Center activation.

IV. THE VOLUNTEER COMPLEX

There are four types of volunteers that are useful resources during an event. Each requires a management strategy to provide the effective use, reduce jurisdiction liabilities, track accomplishments, for incident management planning and as an offset to local cost sharing, and to provide for and protect the individual volunteers.

The types of volunteers include:

- A. **Professional:** These individuals have identified levels of skills, training, certification or licenses; generally belong to an affiliated organization. These are generally nationally, state, regionally or locally recognized organizations.
- B. **Affiliated:** These individuals are identified with a recognized group or organization in which there is generally a command and control structure; individuals may be professional or certified or specialty trained such as Medical Reserve Corps members, Civil Air Patrol or members of National Volunteer Organizations Active in Disasters, Community Organizations Active in Disasters, local Humane Societies.. Or the members may not be trained or certified, but respond under an affiliated organization such as a local/regional bank, local social/service organization such as the Elks, Boy Scouts or local/regional faith based community organizations.
- C. **Unskilled:** These individuals are untrained in response and possess no specific skills. These individuals may be either affiliated or unaffiliated and if the latter, they are usually spontaneous.
- D. **Spontaneous:** These individuals arrive on scene without being requested by the authorities/incident command. Some will have professional certifications, others will “just want to help” yet others may be there for illegal purposes. Some individuals may not be suited to assist. However, most will have some

skills that could be useful during some action period. Many will also be unaffiliated.

V. CONCEPT OF OPERATIONS

A. Local Emergency Management

The jurisdiction will activate the volunteer management plan at the beginning of the event to provide for life safety and control of spontaneous volunteers.

1. Procedures and responsibilities of volunteer coordination:

- a. The Logistics Chief / Manager will receive the requests for assistance from the I C, affected individuals or agencies. The EOC Executive Board will determine the process for assistance request prioritization.
- b. The Volunteer Coordinator will maintain records and accounting of numbers, kinds and accomplishments of the volunteers so the Planning section and the Incident Commander are aware of these resources prior to the next Incident Action Plan creation.
- c. Volunteers, including VOAD, COAD, MRC, CAP, Citizen Corps members, will register at the Volunteer Registration Center or other location designated by the Volunteer Coordinator. Registration information will be given to the EOC and distributed to the public through by the PIO.
- d. The Volunteer Coordinator will work with the Public Information Officer to coordinate public announcements about the volunteer registration locations as well as other necessary information regarding this effort.
- e. The PIO will prepare media releases asking for volunteers and/or providing information about the volunteer process. It is advisable to have prepared messages containing information about:
 - i. How and where to register for volunteer work,
 - ii. Jurisdictional guidance about those under 18 years old and their access to the site; whether parent/guardian must sign registration,
 - iii. The need to have valid identification, and certification for medical and other specialized services.
 - iv. The duration and types of volunteer work needed,

- v. The types of skills, equipment and number of volunteers needed,
 - vi. Limitations for volunteers such as medical conditions that may limit activities, allergies, Tetanus shot information (i.e.) date of last tetanus shot and/or location where to receive tetanus shot,
 - vii. Appropriate clothing and protective clothing such as steel-toed shoes, waterproof boots, full length pants or jeans, full shirts preferably long sleeved, jacket, rain gear, gloves, hat or hard hat, protective eyewear, sunscreen, insect repellent;
 - viii. Appropriate tools to bring such as shovels, brooms, buckets, mops or hand tools and chain saws and their responsibility to use and track them appropriately,
 - ix. Parking areas and Staging areas for transportation to and from the work site(s), and
 - x. Information about water, snacks, lunches and smoking.
- f. Registration of volunteers should include:
- i. A registration card (pre-printed, if possible, see example) with:
 - a) Name,
 - b) Individual or organization represented,
 - c) Equipment assets available, special training or skills,
 - d) Name/phone number for notification if there is an emergency,
 - e) A reference for verification (screening) purposes for specialty or sensitive tasks, and,
 - f) Skills appropriate for the volunteer tasks.
 - ii. Groups or organizations donating time, labor, materials and wish to remain anonymous must have a designated point of contact (POC). The POC is responsible for reporting the numbers of volunteers, kinds of work accomplished, donations, etc. to the EOC or Volunteer Coordinator. The POC is also responsible for the safety and actions of the organization.
 - iii. Long-term volunteers such as in the EOC, communications support, volunteer coordinators, and mass care coordinators should have a written job description, the nature of the assignment, the expectations, prohibitions and consequences.
 - iv. Being assigned work appropriate to capability and possible equipment assets of the volunteer.

- v. Giving the volunteer a pass/identification card to the disaster area. It is recommended these cards be reissued daily.
 - vi. Prior to deployment to the disaster area, volunteers should be given a safety briefing.
- g. The safety briefing should include statements or a handout indicating:
- i. The jurisdiction's appreciation for their concern and a warning that their enthusiasm may lead to unsafe decisions,
 - ii. The worksite communications structure: who their immediate supervisor is, when they are to start/stop work, where, what their assignment are, how long the work period is, and how to reach someone for help, extra supplies, field condition safety issues, etc.
 - iii. The kinds of hazards they may find at the work site and the need to listen to the crew leader and follow their guidance concerning the work site,
 - iv. The use of appropriate clothing for the season and community and the personal protection equipment such as boots, gloves, hats, long pants, sunscreen, insect repellent,
 - v. That if they provide their own tools, they are responsible for them,
 - vi. That water may be available in the work area, but encourage them to bring a personal water container; and to stay hydrated,
 - vii. Where the portable toilets are located and personal hygiene needs,
 - viii. That flood waters and storm debris should be considered as contaminated and containing bacteria; therefore, wash hands, face before eating, drinking;
 - ix. They must seek immediate medical treatment for all injuries, insect bites,
 - x. That stray pets or wild animals may be encountered and they should inform the crew leader and avoid the animal,
 - xi. How to retrieve and safely store personal items found such as pictures, clothing, electronics, other household items,
 - xii. That looting is a crime,

- xiii. That storm debris contains many heavy, sharp items; use heavy gloves; get help lifting or ask the crew leader to call for heavy equipment,
 - xiv. That disasters often dislodge hazardous materials and volunteers are to follow the instructions of trained Hazmat responders,
 - xv. Information about the possibility of encountering victims, in shock, injured or deceased, and injured or dead animals. They are to follow the instructions given at the work site, and
 - xvi. Information about disaster stress, anxiety: that they will be unable to undo the effects of the disaster; that each is helping - one step at a time to assist the victims; that if they recover one picture, lost toy, care for one disoriented victim, then they have helped ease the suffering and allowed that person to begin recovery.
- h. The Volunteer Coordinator will maintain a communications system with the Crew Leaders and receive periodic updates on the volunteers, work accomplished, injuries, additional resources needed.
 - i. The Volunteer Coordinator/Crew Leaders must ensure that volunteers return to the registration desk or official exit point after completing their work assignment and notify the Coordinator that the work has been completed or additional resources are needed. If volunteers wish to continue working, they will receive a new assignment.
 - j. The Volunteer Coordinator will update the Logistics Manager frequently on:
 - i. Personnel and equipment being volunteered
 - ii. Work being accomplished in the disaster area, and
 - iii. Additional resources needed or unusual circumstances that are of concern.
 - k. The Volunteer Coordinator will complete a summary of all volunteer time, material, services and equipment provided during the event. This summary will be forwarded to the Logistics Manager, the EOC and possibly the jurisdiction's Clerk's office.
 - l. Sample volunteer registration and job assignment forms are available in Attachment 4 and in the Nebraska State Emergency Manager's Handbook.

VI. ADMINISTRATION AND LOGISTICS

This Appendix will be reviewed and upgrades at least annually and after every event using volunteers.

VII TRAINING AND EXERCISING

Training is available through FEMA, NEMA and other agencies. The local volunteer coordination plan is incorporated into the county's PET program.

LIST OF ATTACHMENTS

<u>Attachment</u>	<u>Item</u>	<u>Page</u>
1	Citizen Corps	L-25
2	Job Aids	L-27

THIS PAGE INTENTIONALLY HAS NO DATA

Citizen Corps – Volunteer Resources

The Nebraska Citizen Corps program, <http://www.citizencorps.gov>, provides training and information to citizens regarding disaster preparedness and, response, promoting the goal of being self-sufficient for 72 hours. It also provides volunteer opportunities for preparedness education and outreach. Citizen Corps has five partner programs: Medical Reserve Corps (MRC), Community Emergency Response Team (CERT), Volunteers in Police Services (VIPS), Fire Corps, and Neighborhood Watch. Not all counties in Nebraska have Citizen Corps Councils, nor all of these programs

A. Medical Reserve Corps (MRC)

The MRC provides volunteers in disasters or public health events. These volunteers can provide medical and health care, administrative, organizational, and logistical support. There are seven MRC regions in Nebraska, see map, Annex G, Attachment 4. The Regional MRC coordinators can notify volunteers when needed for deployment.

B. Community Emergency Response Team (CERT)

CERT trains volunteers in disaster preparedness, light search and rescue, damage assessment, disaster first aid, triage, fire suppression, and basic disaster psychology. CERT volunteers can assist first responders or be used to support community events.

C. Volunteers in Police Services (VIPS)

VIPS provides support and resources for agencies that wish to use the skills of citizen volunteers. The goal is to enhance the capacity of state and local law enforcement to utilize volunteers.

D. Fire Corps

The Fire Corps provides support and resources for fire departments interested in using volunteers to help fill administrative and service roles. Firefighters are then free to focus on their specialized duties. The goal is to aid in fire prevention, response, and education through the volunteers working with the fire department.

E. Neighborhood Watch

The Neighborhood Watch program encourages citizens to be vigilant and proactive about community safety. Issues such as, "eyes-and-ears" training and target-hardening techniques form the core of the program. As groups have grown, the citizens' roles have become more multifaceted and tailored to local needs. USAonWatch, the face of the National Neighborhood Watch Program, empowers citizens to become active in homeland security efforts and to provide information, training, technical support and resources to local law enforcement agencies and citizens.

THIS PAGE INTENTIONALLY HAS NO DATA

JOB AIDS: VOLUNTEER COORDINATION

REGISTRATION FORMS, JOB REQUEST FORMS AND JOB ASSIGNMENTS

The following have been provided by Nebraska Emergency Managers and others in an effort to assist the Volunteer Coordination team during disaster response. The local Emergency Agency may use any of these as is or modify them to fit their situation.

Note that each serves a slightly different purpose.

Forms included in the attachment:

- Emergency Management Volunteer Worker Register
- Volunteer Registration Information
- Request for Volunteer Help
- Volunteer Work Site sign-In/Out Accomplishments
- Volunteer Sign-In Sheet
- Volunteer Sign-in/out and Assignment Sheet

VOLUNTEER REGISTRATION INFORMATION

This form is used for all volunteers: full-time, occasional or specific disasters.

PLEASE PRINT CLEARLY, COMPLETE AS BEST YOU CAN, RETURN THIS TO A COORDINATOR AT THE REGISTRATION CENTER/TABLE OR FAX TO _____

I am willing to volunteer: for this disaster _____, or work in this county _____,
a neighboring county _____, anywhere in NE _____, anywhere in US _____
Mr. ___ Mrs. ___ Ms. ___ Name (first) _____(last)_____ DOB ___/___/___

Home Address _____ E-Mail address _____

Day Phone _____ Evening phone _____ Today's date ___/___/___

Emergency contact _____ Relationship _____ Emergency phone _____

Occupation _____ Employer _____

Business address _____ City _____ ST _____ ZIP _____

Medical conditions that may limit activity _____ Allergic to _____

If under 18, a parent or guardian must sign here as approval to work: _____

I am a year-round Nebraska resident: yes ___ no ___; if not, which months available? _____

I am currently affiliated with the _____ disaster agency and have been trained in the following special skills: _____

Skills; Please check all that apply that you are willing to use.

Medical

- Doctor/Nurse/EMT
- First Aid
- Mental health counsel
- Veterinarian
- Veterinarian Tech

Communications

- CB or HAM operator
- Hotline/rumor control
- Public relations
- Media: print, electronic
- Web page design/maint.
- Public speaking

Languages:

- Spanish
- Vietnamese
- Ukrainian
- Bosnian
- Russian
- Chinese
- Arabic
- Other _____

Office Support

- Clerical-filing, copying
- Data entry

- Phone center
- Word processing
- Messenger
- Auditing/accounting
- Other _____

Service

- Food; prep, serve, clean
- Elder/disabled care
- Child care
- Shelter management
- Spiritual counseling
- Social work
- Citizen Corps
- Search and rescue
- Traffic control
- Crime watch
- Animal rescue/care
- Waste Disposal

Structural

- Damage assessment
- Metal construction
- Wood construction
- Masonry construct
- Plumbing
- Electrical
- Roofing

Transportation

- (use A = available for use)
- (use O= qualified operator)
- Car
- Van / station wagon
- Truck, capacity _____
- 4WD/ATV
- Boat, capacity _____
- CDL- Class _____
- Maintenance/repair

Labor

- Loading / shipping
- Sort/Inventory/packing
- Clean-up debris
- Supervisory experience

Equipment

- (use A = available for use)
- (use O= qualified operator)
- Backhoe
- Chainsaw
- Generator
- Skid loader
- Front-end loader
- Other _____

VOLUNTEER REGISTRATION INFORMATION

- Side 2 -

(Emergency Manager NOTE: This statements below are suggestions only. The following has not been reviewed by any legal representative for the state of Nebraska, nor shall it be construed to alter any law, executive order, rule, regulation, or local jurisdiction’s resolution concerning liability for volunteers assisting in disaster work. EMs are advised to have their county attorney review and provide guidance on the following statement.)

The Volunteer Protection Act of 1997 provides legal immunity for registered volunteers working in disaster-related functions, who are working within the scope of their assigned responsibilities, are acting in good faith and are not guilty of gross negligence.

I, for myself and my heirs, executors, administrators and assigns, hereby release, indemnify and hold harmless the Coordination Agency, Local Governments, State of Nebraska, disaster response and recovery supporting non-profit, non-government Agencies, the organizers, sponsors and supervisors of all disaster preparedness, response and recovery activities from all liability for any and all risk of damage or bodily injury or death that may occur to me (including any injury caused by negligence), in connection with any volunteer disaster effort in which I choose to participate.

I likewise hold harmless from liability any person transporting me to or from any disaster relief activity.

In addition, disaster relief officials have permission to utilize any photographs, digital images, or videos taken of me foe publicity or training purposes.

I will abide by all safety instructions and information provided to me during disaster relief efforts.

I expressly agree that this release, waiver and indemnity agreement is intended to be as broad and inclusive as permitted by the State of Nebraska, and that if any portion thereof is held invalid, it is agreed that the balance shall notwithstanding, continue in full force.

I have no known physical or mental conditions, except as indicated on the reverse side of this form, that would impair my capability to participate fully, as intended or expected of me.

I have carefully read this release and indemnification and understand the contents thereof and sign this release as my own free act.

Signature _____ Date _____

Parent/Guardian, if under 18 _____ Date_____

Please return this signed form to the registration desk or Volunteer Coordinator



REQUEST FOR VOLUNTEER HELP REQUEST #

COMPLETE ONE REQUEST FOR EACH PROPERTY OWNER'S/AGENCY'S REQUEST FOR HELP

Date of request _____ Coordinator _____

Individual Agency Contact person _____ Phone(s) _____

Location of work site _____

Directions to site: _____

Type of work: _____

Special physical or hazardous conditions: _____

Special skills / equipment needed: _____

Estimated number needed: _____ Duration of job: (days/hours) _____

When work can begin: _____

CONTACT WITH REQUESTOR:

Date	Comments	Coordinator

VOLUNTEERS REFERRED

NAME	DATE	NAME	DATE

(USE ADDITIONAL PAGES AS NEEDED)

TASK COMPLETED ON ___/___/___ CANNOT FILL REQUEST _____

COORDINATOR: WHEN THE WORK HAS BEEN COMPLETED, RETURN THIS RECORD TO THE APPROPRIATE SECTION (Logistics or Administrative) AT THE EOC.

Volunteer Sign-in / Sign out and Assignment Sheet

Disaster _____ Coordinator _____ Date _____ Crew Leader _____ Page _____

NAME (PRINT)	Address	Phone	Assignment	Time In	Time Out
Equipment: Personal/supplied				Notes:	
NAME (PRINT)	Address	Phone	Assignment	Time In	Time Out
Equipment: Personal/supplied				Notes:	
NAME (PRINT)	Address	Phone	Assignment	Time In	Time Out
Equipment: Personal/supplied				Notes:	
NAME (PRINT)	Address	Phone	Assignment	Time In	Time Out
Equipment: Personal/supplied				Notes:	
NAME (PRINT)	Address	Phone	Assignment	Time In	Time Out
Equipment: Personal/supplied				Notes:	
NAME (PRINT)	Address	Phone	Assignment	Time In	Time Out
Equipment: Personal/supplied				Notes:	
NAME (PRINT)	Address	Phone	Assignment	Time In	Time Out
Equipment: Personal/supplied				Notes:	
NAME (PRINT)	Address	Phone	Assignment	Time In	Time Out
Equipment: Personal/supplied				Notes:	

Volunteer Sign-In / Sign-out and Assignment Sheet

_____ County Disaster _____ Coordinator _____ Date _____ Page _____

NAME (PRINT)	Address	Phone	Work assigned	Crew leader	Time in	Time out	Total
Equipment brought/supplied				Notes			
NAME (PRINT)	Address	Phone	Work assigned	Crew leader	Time in	Time out	Total
Equipment brought/supplied				Notes			
NAME (PRINT)	Address	Phone	Work assigned	Crew leader	Time in	Time out	Total
Equipment brought/supplied				Notes			
NAME (PRINT)	Address	Phone	Work assigned	Crew leader	Time in	Time out	Total
Equipment brought/supplied				Notes			
NAME (PRINT)	Address	Phone	Work assigned	Crew leader	Time in	Time out	Total
Equipment brought/supplied				Notes			
NAME (PRINT)	Address	Phone	Work assigned	Crew leader	Time in	Time out	Total
Equipment brought/supplied				Notes			

THIS PAGE INTENTIONALLY HAS NO DATA.

RESOLUTION

WHEREAS, the Board of **Commissioners** of Richardson County, Nebraska, pursuant to Nebraska Statute, is vested with the authority of administering the affairs of Richardson County, Nebraska; and

WHEREAS, it has been determined that a Richardson County Local Emergency Operations Plan has been developed in order to provide for a coordinated response to a disaster or emergency in Richardson County, the cities and villages in Richardson County; and

WHEREAS, the Board of **Commissioners** of Richardson County, deems it advisable and in the best interest of Richardson County to approve said Local Emergency Operations Plan;

WHEREAS, the acceptance of this 2020 Local Emergency Operations Plan supersedes all previous approved Richardson County Local Emergency Operations Plans;

NOW, THEREFORE, BE IT RESOLVED by the Board of **Commissioners** of Richardson County, Nebraska, that the Richardson County Local Emergency Operations Plan be, and hereby is, approved.

PASSED AND APPROVED THIS 16th DAY OF June, 2020.

ATTEST:

May L. Eckhoff
County Clerk



Board of County **Commissioners**,
Richardson County, Nebraska

David D. Sichel
Terry Frank
John Rupp

HTRS Elementary (PREK- 5th Grade)



Parent-Student Handbook

2024-2025

Superintendent’s Message	1
Intent of Handbook	1
Arrival Time for Students	1
Absence and Tardiness	1
Closed Campus	1
Birth Certificates	2
Parental Custody Information	2
Dismissal	2
After-School Safety	2
Change of Address.....	2
Health	2
Communicable Diseases	3
Lice (Pediculosis)	3
First-Aid.....	4
Lunches	4
Playground	5
Physical Education.....	5
Tennis Shoes	5
Coats & Boots	5
Staying after School.....	6
Homework	6
Bicycles, Skateboards, Scooters & Heelys.....	6
Building Discipline	6
Violence	6
Immediate Intervention:.....	6
Support:.....	6
Restitution:	6
Teaching Alternatives:	6
Consequence:	6
Follow-Up:	7
Prevention Strategies:.....	7
Profanity	7
Behavior Reflection:.....	7
Drug Free.....	8
Sexual Harassment	8
Anti-Bullying Policy	8
Reporting Bullying	8
Bullying Investigations	9

Alcohol and Illicit Drug Use Prohibited	9
District Responsibilities for Communicating with Parents	9
Care of School Property.....	9
Library Books.....	9
Use of District Technology.....	9
Emergency Contact Information.....	10
Discrimination and Harassment	10
Student Fees Policy	11
Conferences and Reports to Parents	11
Classroom Assignments.....	11
Retention	11
Lost and Found.....	11
Police Questioning and Apprehension.....	11
Video Surveillance.....	12
Field Trips.....	12
Classroom Parties.....	12
Birthday Treats/Snacks	12
Party Invitations.....	12
Gifts.....	12
Toys.....	12
Pets	13
School Dress Code	13
Visitors	13
Bus Information	13
After School Plans	13
District Cell Phone Policy.....	14
Child Abuse	14
Complaint Procedure.....	14
HTRS Alerts.....	14
Special Education Identification and Placement Procedure.....	14
Substitute Teachers.....	14
Student Data and Information for NDE.....	14
Notice of Nondiscrimination	15
Additional Information:.....	15
Elementary Administration & Teaching Staff.....	15

Superintendent's Message

Welcome to HTRS Elementary and the 2024/2025 school year! We have prepared this handbook so that you may know a little more about our school and its policies and procedures. (Board Policy 5034) It will help us establish positive lines of communication and work together effectively. Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education. Throughout the year, additional information will be made available to you through newsletters, Titan Alerts, and the school website <http://www.htrstitans.com> If you have any questions or concerns, please do not hesitate to call or visit the school. Our goal at HTRS Elementary is to provide the best educational opportunities possible for each child. By partnering with you, this goal can be accomplished!

Dr. George Griffith, Superintendent

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a "contract" with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students.

The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

Arrival Time for Students

School begins each day at 8:00 am. No adult supervision is provided before 7:30 a.m. Please do not drop off students before 7:30 a.m. For the safety of the children, please follow the procedures for student drop off and parking of vehicles. Building entry time is at the discretion of the supervising adults. Children will proceed to the cafeteria for breakfast or to the old gym.

Absence and Tardiness

Parents are asked to call the office if their child is going to be absent on a particular day. This call will let the school know that the absence is not truancy or that the student might have experienced difficulties on the way to school. Once the call is made, a written note will not be needed when the student returns to school. If the office does not receive a call by 9:00 a.m., the office personnel will call to check on the absence.

Children not present in school are counted absent regardless of the reason for the absence. Children late for school are counted tardy, even if the reason is a doctor or dentist appointment. Tardiness and absence for these reasons are perfectly legitimate and often necessary, but they must be counted. Students will be counted tardy after 8:00 a.m. (Board Policy 5001).

Closed Campus

Children must remain on the school premises during the noon hour and at all other times during the day except with prior written parental permission.

Birth Certificates

All enrolling students are required by state law to provide a certified copy of the student's birth certificate or other reliable proof of the student's identity and age accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. There is a thirty-day period in which this may occur. Failure to comply shall cause the school district to notify the parents or guardian in writing. If after ten days, compliance has not occurred, the school is required to report the matter to the local law enforcement agency.

Parental Custody Information

It is the responsibility of the parent with whom a student resides to keep the Principal informed about which parent has custody of the child and about any visitation restrictions of the noncustodial parent. If the noncustodial parent is restricted from contact with a student, a court order to this effect must be on file at the school. The school will make every effort to ensure that such visitation restrictions are carried out.

However, the school cannot accept the responsibility for the child once he/she leaves the school premises. Reports of student progress and other informational documents will be given to both parents when requested. (Board Policy 5020)

Dismissal

Children who are not waiting for a ride are to leave the school grounds immediately after dismissal. Children will not be excused from school before dismissal time without a note or phone call from their parents. Please instruct your child never to leave school with a stranger.

Parent permission is needed if your child is to leave the school with someone who does not routinely pick up the child. Grade levels dismiss at the following times:

Kindergarten: 3:25 p.m.

1st & 2nd grades: 3:30 p.m.

3rd & 4th grades: 3:34 p.m.

Parents should make every attempt to pick up their students in a timely and reasonable manner. Teachers and/or other adults will supervise students until parents arrive. However, teachers do have other responsibilities after school such as curriculum work, team meetings, staff meetings, etc. Therefore, if an emergency occurs or if for another reason children will be picked up late, the school needs to be notified.

After-School Safety

Insist that your child looks both ways before crossing a road and avoid walking behind parked vehicles. Parents who pick students up after school should park in the west parking lot in the spaces designated for student drop-off/pick-up. Parents who park in the diagonal spaces are asked to walk to the holding area to get their child. Students will not be permitted to walk between parked cars.

Buses pick up children on the west side of the building and all other traffic should avoid that area. Student pick up on the south side of the building is discouraged as supervision is not provided. This area is designated for special education transportation only.

Change of Address

Parents should notify the teacher or office immediately of any changes in address, phone number, or family doctor. All unlisted numbers will be kept confidential.

Health

A physical inventory is made of every student during the school year by the School Nurse, and the findings recorded on the permanent record. (Board Policy 5010, 5011 and 5059) Parents will be mailed a written notice of any concerns or symptoms found and are urged to correct them as soon as possible. The school DOES NOT

diagnose or treat an illness or injury. Our policies are:

1. First aid is provided for sudden illness or injury.
2. The school's obligation continues until the emergency has been placed in the care of the family or physician of their choice.
3. Treatment of injuries occurring outside school jurisdiction is not the responsibilities of school employees.
4. Exclusion of children: having a fever greater than 100°, with a suspected contagion, symptoms of vomiting and/or diarrhea, head lice, etc. Students need to be fever free, without the use of medication for 24 hours before coming back to school.
5. Any child with a rash must be excluded until the disappearance of the rash and any other symptoms. If the parent has consulted the family physician and he/she recommended readmission with a written notice to this effect, then admittance is acceptable.

Sending medications with your child is discouraged. Generally, if children are sick enough to be taking medicine they should stay home. At the suggestion of the Nebraska School Health Policies, our school system has implemented the use of a "medication permission" sheet. This is simply signed permission from the parent or guardian requesting the school district to comply with a physician's order for a student required to take medication during the regular school day. If your child needs to have medicine at school, please stop in the nurse's office to complete and sign this form. This would be used to administer prescription and nonprescription medication. (Board policy 5023 and 5024)

Nebraska schools have a duty under state law to provide a quality health screening program to all students in attendance. The purpose of the health screening is to identify those students needing further evaluation or assistance in the areas screened. A health screening or health inspection is not diagnostic. Screening to be performed includes height/weight, near and distant vision, hearing and dental screening. Health screening takes place in the fall and results that require further follow-up will be communicated with parents.

Please note the 2024-2025 immunization information included in this packet.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition, please call (402) 862-2151 and ask for the nurse.

Lice (Pediculosis)

Children may be examined periodically by the school nurse to determine if lice are present. If the examination indicates the presence of lice or nits, the child will be sent home immediately, or as soon as safe and proper conveyance can be found. In the event arrangements cannot be made for the child to go home, the child will be isolated from the other students. Parents will be required to bring the child to the nurse or nurse aide at the time of reentry. The child must be nit-free before readmission will be granted. (Board Policy 5062).

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Lunches

A supervised lunchroom is maintained for children who eat hot or cold lunch at school. However, those students who are unable to conduct themselves properly during the lunch period will be required to eat lunch elsewhere. Lunch money must be brought to the office and the lunch count taken by teachers so that the food service will know how many lunches to prepare. Please call in the lunch order if you know your child will be late for lunch count.

2024-2025 Food Service Prices:

- Lunch: Students PreK-4: \$2.90
- Breakfast: Students PreK-4: \$2.60 Milk: \$0.40

Students are not allowed to bring soda (pop) as a part of their cold lunch. The soda will be removed by one of the adult supervisors. Suitable alternatives are: fruit juice box, bottled water, purchase of milk, or drinks from the school's water fountain. Lunch from fast food restaurants is not permitted.

Payment Options. Families may pay for school lunches using cash or check. Electronic or e-fund payments are also available through a link on the school district's website.

Meal Charge Policy. The district will notify students and their families of the policy for Charged Meals, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided to all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

If a student has no funds available to pay for a meal, the student will be provided, but not charged for a "courtesy meal," such as a plain sandwich. A student's account will not be allowed to become delinquent more than \$5.00.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any student from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, or is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Playground

Children need to play outside. Parents' cooperation in seeing that children dress according to the weather is requested. In most cases, if children are not well enough to play outside, they are not well enough to be in school. A child who must remain indoors due to an injury should bring a note daily to that effect. Otherwise, the teacher's judgment will be used.

Physical Education

All students must participate in physical education. If any limitation is to be placed on participation in physical education, a written statement from the parent will be honored for two successive physical education classes. If the student is to be excused further, a doctor's statement must be received stating the reason for and duration of the excused absence. The statements will be made a part of the student's record. Ordinarily students who have any limitation placed on their physical education activity will be excused for the entire period.

Tennis Shoes

For safety reasons and to prevent injury, each child needs to bring a pair of tennis shoes need to be brought to school for P.E. and kept at school. Children without tennis shoes or shoes not approved by the physical education teacher will not participate in P.E. class. Socks need to be worn as well.

Coats & Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

Staying after School

On occasion a student may be required to stay after school to make up work or for discipline reasons. Parents will be notified in advance.

Homework

Homework is a learning activity related to the experience within the school. Its purposes are to supplement and to enrich work done in the classrooms. Homework should be assigned following the building homework guidelines. (Board Policy 6017)

Bicycles, Skateboards, Scooters & Heelys

Students are to park their bikes in the appropriate racks. Under no circumstances are students to borrow or tamper with bicycles that are not their own. Bicycles are not to be ridden on the playground or on the sidewalks on the school grounds (this includes before and after school). Skateboards, rollerblades, scooters and Heelys are not to be brought to school.

Building Discipline

Violence

When addressing hitting, kicking, or fighting behaviors in kindergarten to 4th-grade students, it's essential to respond with interventions that promote accountability, teach appropriate behavior, and ensure the safety and well-being of all students involved. Intervention and consequences

Immediate Intervention:

- Stop the behavior immediately to prevent further harm.
- Separate the students involved and ensure their safety.

Support:

- Check for any injuries and provide necessary medical attention.
- Offer emotional support and reassurance to the students involved.
- Once emotions have settled, have a calm discussion with the students separately to understand what happened and why.
- Encourage them to express their feelings and perspectives on the situation.

Restitution:

- Have the students apologize to each other if appropriate, emphasizing empathy and understanding the impact of their actions.
- Encourage them to make amends by helping to repair any damage caused, such as apologizing to the affected peers or making a small gesture of kindness.

Teaching Alternatives:

- Teach conflict resolution strategies, such as using "I-messages" to express feelings or seeking help from a teacher when feeling upset.
- Role-play scenarios where students can practice resolving conflicts peacefully.

Consequence:

Depending on the severity and frequency of the behavior, implement an appropriate consequence. This includes a call to parent and could include:

- Loss of privileges (e.g., recess, preferred activities).
- Minimum 30 minute time-out or reflection time to calm down and think about their actions.

- Written reflection or apology letter to the teacher or affected peers

Major offenses: For more serious infractions such as physical aggression, repeated defiance, or significant disruption of the learning environment, ISS durations might range from one to three days. It's important to consider the severity of the behavior, the safety of other students and staff, and the need for additional interventions or support.

Extreme offenses: In cases of extreme misconduct that pose a serious threat to safety or involve illegal activities, ISS durations might extend beyond three days, and additional interventions such as parent meetings, counseling, or behavior intervention plans may be necessary. However, for PK to 2nd-grade students, extreme offenses are relatively rare, and a focus on prevention and early intervention is crucial.

Follow-Up:

- Parent communication, including a phone call home to discuss the incident
- Monitor the students closely to ensure they are adhering to expectations and using appropriate behaviors.
- Provide positive reinforcement for improved behavior and acknowledge efforts to resolve conflicts peacefully.

Prevention Strategies:

- Implement proactive measures to prevent future incidents, such as teaching and reinforcing positive social skills, promoting empathy and kindness, and creating a supportive classroom environment where students feel safe to express themselves.

It is crucial to address hitting, kicking, and fighting behaviors promptly and consistently while also promoting positive behavior and teaching alternative ways to handle conflicts. Collaboration with parents/guardians and ongoing communication with students are key components of addressing and preventing these behaviors effectively.

Possession of cell phones and other electronic communication devices in school is prohibited. If any of these rules are violated, the cell phone/electronic communication device will be taken from the student by a school employee and turned into the principal's office. A parent must pick the phone up at the school office.

If a parent needs to be in contact with a student, please call the office at (402) 862-2151 and we will be happy to share the message.

Profanity

Verbal Warning: For a first offense or if the language was not extremely offensive, the student may receive a verbal warning from the teacher or school staff.

Parental Notification: The school might inform the student's parents or guardians about the incident, discussing the inappropriate language and potential consequences.

Loss of Privileges: The student could lose privileges such as recess time, participation in certain activities, or access to preferred materials or toys.

Behavior Reflection:

The school may require the student to apologize to the person(s) offended by their language, fostering a sense of accountability and empathy.

The student might be asked to reflect on their behavior, considering why they used the inappropriate language and how they can express themselves more appropriately in the future.

In-School Suspension: In more serious cases, the student might receive an in-school suspension, where they spend a day or more away from their regular classroom activities, usually completing assignments under supervision.

Parent-Teacher Conference: The school may arrange a meeting between the teacher, parents, and student to discuss the incident, its implications, and strategies for preventing similar behavior in the future.

Counseling or Intervention: If the behavior persists or is indicative of deeper issues, the school might recommend counseling or intervention from a school counselor or psychologist to address underlying issues.

It is important for consequences to be age-appropriate and for the school to use the incident as an opportunity to educate the student about appropriate language and behavior. Additionally, schools often aim to work collaboratively with parents to address behavioral issues and ensure consistency between home and school expectations.

Drug Free

Students who bring, use, possess, sell, share, or distribute any of the items listed below face consequences, suspension and/or possible expulsion:

- Electronic nicotine delivery systems or products, cigarette, or other tobacco products
- Alcohol
- Prescription medication (must be kept in office)
- Illegal drugs, substances used to simulate drugs or drug paraphernalia or over the counter medications except for personal use in office with parent approval.

Sexual Harassment

Sexual harassment will not be tolerated and will be dealt with as outlined in the District policy. Sexual harassment is defined as any unwanted or unwelcome visual, verbal or physical sexual behavior that is offensive to another person.

Anti-Bullying Policy

One of the missions of the HTRS School District is to provide a physically safe and emotionally secure environment for all students and staff. The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others. The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse. The school district shall review the anti-bullying policy annually. (Board Policy 5054)

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform Safe2Help to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must

also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Alcohol and Illicit Drug Use Prohibited

The Board of Education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers, and students on school property or at any school sponsored event or activity; further, any employee, volunteer, or student found to be under the influence of alcohol or illegal drugs, while on school property or at a school sponsored event or activity will be subject to disciplinary measures.

Moreover, the board authorizes and directs school administrators or their representatives to discipline employees, volunteers or students, consistent with pertinent state and federal law, for any violations of this policy.

Discipline for employees may extend to a recommendation for dismissal. While the board does not sponsor directly rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition to continued employment. Discipline for any adult volunteers may include removal from the volunteer position. Discipline for students may include suspension, expulsion, and/or a referral to a rehabilitative agency. Information on area agency rehabilitative services may be obtained from any of the school counselors.

The board will implement and support curricular materials and activities that teach about the harmful effects of alcohol and illegal drugs and serve as prevention and intervention programs (Board Policy 4002).

District Responsibilities for Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Care of School Property

The School District provides needed textbooks, workbooks, library books and athletic equipment without charge. This necessitates that all students assume full responsibility for those items issued to them. Fines will be made for the replacement cost of the books and equipment if lost or damaged.

Library Books

Books will be checked out for two weeks. Parents will be charged for damaged or lost library books. Additional books will not be checked out until the previous overdue books are returned. Books will be considered lost if they are not returned after 4 weeks. At the end of the school year, report cards will be held until restitution is made.

Use of District Technology

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.

4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3/mp4 sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages (Board Policy 5037).

Emergency Contact Information

Parents must complete an emergency information form for each child enrolled in the district. The form should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Discrimination and Harassment

HTRS Public School prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Students or employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Mrs. Kim Standerford at 402-862-2151, kimstanderford@htrstitans.org or in person at school. Students or employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Dr. George Griffith at 402-862-2235,

georgegriffith@htrstitan.org, 810 Central Ave. Humboldt, NE 68376, or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Dr. George Griffith at 402-862-2235, georgegriffith@htrstitan.org, or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow HTRS Public Schools policies to respond to the report.

Student Fees Policy

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes specific student fees and/or materials required. Elementary students might be required participants of this policy in one area: field trip fees. (Board Policy 5045)

Conferences and Reports to Parents

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at the end of the first quarter and during the third quarter. In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Classroom Assignments

Students will be assigned to a particular teacher at the discretion of the building administrator. The administrator will seek input from previous teachers and specialists to ensure the most appropriate placement.

Retention

Students who do not perform to their capabilities may be retained. The following procedures will be utilized:

- At the end of the first semester, the parent will be notified in writing of possible retention, and a parent conference will be scheduled.
- Student progress will be reported to the parents at conferences at the end of the third quarter and five weeks before the close of school.
- A committee made up of the classroom teacher, a principal, and a special area teacher, if appropriate, will be formed. Following their input, a decision will be made by the parents regarding the retention or advancement of the student. Principal input will be seriously considered.

Lost and Found

All lost and found articles are to be taken to the main entryway. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Video Surveillance

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment.

Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws,

it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies. Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. For example, students making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, but students are still subject to the district's appropriate use and student discipline policies. An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Field Trips

A well planned field trip is considered a worthwhile educational experience that contributes much to the overall school program. A permission form will need to be signed prior to attending a field trip. Teachers and other adults will accompany the students. The number of adults needed to accompany the students on field trips will be determined by the classroom teacher. In most circumstances, students must ride the bus with their classmates and teachers to their field trip destination and back to school at the conclusion of the field trip.

Parents will be notified in advance when field trips and activities requiring a bus ride will take place. However, on occasion the class may go on a tour within walking distance of the school. Parents will not necessarily be advised in advance of such excursions. (Board Policy 6027)

Classroom Parties

Classroom parties will be limited to three per year and will be no longer than one hour in duration. Supervision will be provided for those students whose parents request that they not participate.

Birthday Treats/Snacks

If children bring treats for the room on their birthday, they will be distributed and consumed before dismissal time. Delivered balloons and/or flower bouquets sent to students will remain in the office until the end of the school day. Suckers are discouraged because of safety concerns. Please make sure birthday treats do not include nuts of any kind, and treats cannot be refrigerated at school due to limited space.

Party Invitations

Although birthday parties, etc., are an "out of school" activity, it is permissible for your child to distribute invitations at school provided all children in the class receive one.

Gifts

An employee who receives bonus merchandise or gift with a value over \$25.00 must disclose the receipt of such gift to the superintendent.

Toys

Toy guns, knives, bats, trading cards (baseball, cartoon, etc.), balls, skateboards, roller blades and other toys are not to be brought to school. Key chains and toys hanging from book bags are discouraged as they are a distraction and/or safety concern. Toys confiscated by school personnel will not be returned to the children until the end of the school year.

Pets

Please see that dogs and other pets are kept home and not allowed to follow pupils to school. A call will be made to the parents to come get the pet. If unavailable, the local law enforcement will be contacted. Pets may be

brought to school for instructional purposes only. To do so, arrangements must be made with the classroom teachers and building administrator in advance.

School Dress Code

The school dress of elementary students is the responsibility of the parent. Students are expected to be appropriately dressed and acceptably groomed for school. Appropriate clothing shall be that which does not pose a health or safety hazard, does not disrupt classroom learning and behavior, and complies with reasonable standards for cleanliness. Students must wear shoes at all times. Heelys are not permitted at school. Clothing items with inappropriate statements, pictures, or expressions will not be allowed.

Examples-drug or alcohol messages, obscenities, violence, and disrespectful/negative messages. Unacceptable clothing items include the following: very short shorts or skirts;; oversized "sagging" pants and shorts; oversized tank tops worn alone; halter tops; and chains attached to billfolds or pants. For safety reasons during recess times, 'flip-flops' are discouraged. If a student wears a piece of clothing that promotes or advertises the above mentioned items, they will be asked to do one of the following:

1. Call home and request that a parent bring another piece of clothing.
2. If possible, turn and wear the garment inside out.
3. Proceed to the nurse's office to select and wear a piece of clothing from the school's supply. That piece of clothing should then be washed and returned to school the next day.

For playing outdoors in wet and snowy weather, your children need to be equipped with overshoes or rubber boots. Be sure both boots are marked as well as mittens, caps, scarves, etc. Except for extreme weather conditions, children will be outside every day.

Visitors

Parents are encouraged to visit school any time after the first month. That first month is important to let children make the adjustment to school life. We request that visitors call ahead to inform the office staff and classroom teacher. Upon arrival, please check in at the office. In order to maintain an effective learning environment with limited disruption, classroom visits should not exceed one hour and should be arranged with the teacher and principal. Requests exceeding one hour must have approval of the principal. (Board Policy 5018)

Bus Information

Students are expected to abide by the Rules of Conduct on School Vehicles as set forth in the HTRS Public School Safe Pupil Transportation Plan (Policy 5044). Please read and review these rules with your children. Safety is our first consideration, when transporting children to school. If the bus driver is distracted, danger exists. This is why standards of discipline have been established and must be maintained for our children's safety.

Parents are reminded that school buses are operated for the purpose of providing transportation for children to and from school. Once the bus arrives at the school, the students must enter the school and are subject to the discipline and rules. If for some reason you have not received the Rules of Conduct on School Vehicles, notify the Principal's office. Parents are asked to call the bus driver's cell phone if their child or children will not be riding the bus on a given day. Parents are asked to contact the transportation director, Scott Freeman (402-720-8605) for approval if their child(ren) are to be delivered to a different stop on the established route. (Board Policy 5044)

After School Plans

If a child is planning to go home with a friend, those arrangements must be made between the parents ahead of time. The child must then bring a written note to the classroom teacher informing them about the arrangements. Students will not be allowed to call their parents about plans they made during the school day. The children will be sent home in the usual manner.

District Cell Phone Policy

Possession of cell phones/other electronic communication devices in school is prohibited. If any of this rule is

violated, the cell phone will be taken from the student by a school official and turned in to the principal's office.

First offense: The cell phone will be confiscated and held in the principal's office. A phone call will be made for the parents to pick up the cell phone/other electronic communication devices. The principal will inform the parent that a second offense by the student is insubordination.

Second Offense: The cell phone/other electronic communication devices will be confiscated and held in the principal's office. A phone call will be made for the parents to pick up the cell phone/other electronic communication devices. Depending on the circumstances, the principal will determine whether the student receives an in-school suspension for insubordination (Board Policy 6025).

Child Abuse

Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services (Board Policy 4054).

Complaint Procedure

In the event of complaints or concerns, parents are advised to initially attempt to resolve the situation with the teacher or school employee involved. If the problem cannot be resolved, please contact the school principal, who will schedule a meeting with all the people involved. The superintendent and school board members are to be involved after the above steps are exhausted (Board Policy 2006).

HTRS Alerts

To receive important information about Humboldt-Table Rock-Steinauer Public Schools sent as a text message or voice message directly to mobile, home or office phones, wireless, sign up for HTRS Alerts. Information consists of emergency information, school closings, early dismissals and school event reminders. Please contact Kim Standerford, Technology Integration/Assistant Principal at 402-862-2151 ext. 210 or kimstanderford@htrstitans.org.

Special Education Identification and Placement Procedure

All children, regardless of their handicapping condition, are entitled to a free appropriate public education and an equal opportunity for education according to their needs. The district will follow the rules and protocols created by the Nebraska Department of Education and the United States Department of Education in identifying, evaluating, verifying and serving students who may be entitled to rehabilitation or special education services. The school district shall provide special education and rehabilitative services only to children with verified disabilities and qualifying conditions (Board Policy 6010).

Substitute Teachers

If a long-term substitute is needed for four weeks or more, the school district will do its best to find a substitute that is highly qualified for the position. If this is not possible, parents will be notified in writing.

Student Data and Information for NDE

Information for the Nebraska Student and Staff records system is collected by the Nebraska Department of Education (NDE) for the purpose of doing state and federal reporting. This data includes information for the Nebraska Student-Centered Assessment (NSCAS) state aid, special education, and the federal No Child Left Behind Act. Student data are protected by state and federal laws and must be maintained in a confidential matter at all times. Parents may review the kinds of data that are collected about our students and the methods that the Nebraska Department of Education uses to manage this data at the Department of Education website: <http://www.nde.state.ne.us/>

Notice of Nondiscrimination

The School District of HTRS does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment or educational programs and activities.

Any person having inquiries concerning The HTRS School District complies with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Dr. George Griffith, in writing 810 Central Ave. Humboldt, Nebraska 68376 or by telephone at (402) 862-2235. Any person may also contact the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114-3302 or by telephone at (816) 268-0550, regarding compliance with the regulations implementing Title VI, Title IX, or Section 504.

Additional Information:

In addition to the foregoing information, a copy of the following policies are enclosed:

1. 2024-2025 Summary of the School Immunization Rules and Regulations
2. 2024-2025 School Calendar

Elementary Administration & Teaching Staff

If at any time a parent/guardian would like to contact the administration or a teacher, please consider the following options:

Telephone: School number is (402) 862-2151

E-mail : firstname.lastname@htrstitans.org

Example: georgegriffith@htrstitans.org

Holly Hawley
63288 733A Rd
Brock, NE 68320

Dr. George Griffith
Humboldt Table-Rock Steinauer
Superintendent
810 Central Ave
Humboldt, NE 68376

May 2, 2024

Dear Dr. Griffith,

I am writing this letter to officially notify you that I will be resigning from my current position as a Grade 2 Teacher at HTRS Public Schools. I will be taking a new position within a different district.

I have already informed fellow staff members of my decision. We will be working together to make this transition as smooth as possible for my 2nd grade students going into 3rd grade.

Teaching at HTRS has been a genuine pleasure and has provided me with many valuable professional relationships. I have learned how to be a great teacher and what it means to be the best that I can be for my students, even when I have to stand up for what I believe is in the best interest of my students and their education at the expense of being treated poorly by fellow staff members. There have definitely been some major struggles this year that has guided my decision to leave this district.

If you have any questions or require more information, you can reach me by phone, or by email at: hawleyholly9@gmail.com.

Thank you for your time.

Sincerely,



Mrs. Holly Hawley
Second Grade Educator

April 12, 2024

Macie Coffey
maciecoffey@htrstitans.org
(402)-947-1336

HTRS Public Schools
810 Central Avenue
Humboldt, NE 68376

Resignation

Dear School Board Members and Administrators,

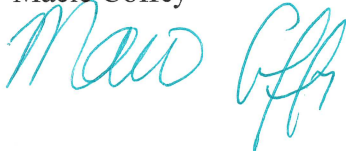
I am writing to formally resign from my position as a kindergarten teacher and Problem Solving Team Leader at HTRS Public Schools, effective May 17th, 2024. This decision did not come easily, but after careful consideration I have decided to accept a position in another district.

Teaching at HTRS Public Schools has been a great experience. I am thankful to have spent five years with incredible staff and inspiring students at HTRS Public Schools! In preparation for my departure, I am committed to ensure a smooth transition. Please let me know how I can further assist during this transition period. I am forever grateful for the support and opportunities that I have been offered during this time at HTRS Public Schools.

If you have any questions or would like to complete an exit interview with me, please feel free to contact me at maciecoffey@htrstitans.org or (402)-947-1336.

Best wishes to you all,

Macie Coffey



810 Central Ave.
Humboldt, NE 68376

Dr. G and Board of Education,

Please accept this letter of resignation effective the last day of the current school year, due to accepting a position at another school district. I am very appreciative of all the connections I have made and the experiences that I have had. I would like to thank you for the opportunity to teach at HTRS.

Thank you,

A handwritten signature in black ink that reads "Tim Blecha". The signature is written in a cursive style with a long, sweeping underline.

Tim Blecha



Dr. George Griffith, Superintendent Report

May 2024

Mrs. Frey was able to get \$15,000 grant from beyond school bells to help cover the cost of the Summer 2024 STEAM Program. This was needed because the original ESSERS III fund for the afterschool and summer program was cut. To continue the afterschool program into next year we will be looking for additional grant funding and need to budget general funds to continue the program.

We are working on the 6-12 student handbook and staff handbook ready for the June meeting and hopefully KSB will have policy updates by then. The PRK – 5 handbook is separated again this year.

On May 24, the Community BBQ begins at 5:00 pm by Community for the Pool and the Humboldt Chamber Ice Cream Social during BBQ at HTRS School, common area. I will be doing tours of the school that evening.

On May 25 I will be doing tours of the school from 11:00am to 3:00pm – The HHS/HTRS Alumni banquet will be in the HTRS new gym at noon. Alumni can purchase tickets prior to May 17 at American National Bank, Humboldt Standard, Marburger Shoe Store & State Bank of Table Rock or you can contact to reserve & pay at door: Doris DeJonge (402) 862-2747 or Email: ddidejone@yahoo.com - Sandy Stalder (402) 862-5421 or email: sandystalder@neb.rr.com - Gloria Hunzeker (402) 862-2629 or email: chuckgloria@windstream.net or email Jenny Stutheit at Stutheit_jenney@yahoo.com.

The Summer Lunch program will start on May 20 and needs volunteers. Anyone wishing to volunteer can contact Chris Ogle.

Three and-a-half days left after today and I think all the students have senioritis now.

I would like to thank Den's for the donation of beef sticks for all the students and staff at HTRS.