

**CITY  
OF  
ALLIANCE**

**OPERATIONS  
PLAN**

**FOR  
DISASTER  
RESPONSE  
AND  
RECOVERY**

**2017**

# CITY OF ALLIANCE EMERGENCY OPERATIONS PLAN

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# CITY of ALLIANCE 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 Alliance 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 Box Butte 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 Alliance that the named key officials meet at least once a year and after each disaster to review the Plan with the Region 23 Emergency Management Coordinator to determine that the Plan is current and reflects the roles and responsibilities as defined by statues, 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 Alliance. These will require special considerations in warning, evacuation, and other areas of disaster response.

2. The community uses TTY and CodeRED 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 City Manager, the established line of succession is:
  - a. Acting City Manager
  - b. Senior member of the Management Team
  - 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 Alliance 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, dispatch (Communications Center) 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 Emergency Operations Center will be activated to coordinate disaster response and recovery with the site Incident Commander.

- a. Staffing will be determined by the severity of the situation.
- b. The EOC is located at Alliance Municipal Building. This location provides communications capability, auxiliary power, and ample space with support equipment for disaster operations. Secondary EOC location is the Alliance Public Library.

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 of the highway points leading into Alliance, 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 Alliance and the County. ID cards are needed for local officials, volunteers, the media, and residents when the disaster area has been secured. The Region 23 Emergency Management Coordinator (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 City Manager, either the City Clerk and/or Finance Director 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 and/or Finance Director'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 and/or Finance Director.

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 Head or the City Manager (Mayor, if no City Manager); 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. About 30 persons could be available from the Hemingford 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 Alliance 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 Department Heads and reports this to the EOC.
16. May request opening the EOC for assistance in coordinating disaster response.
17. Relocates to an alternate site, Alliance Public Library if the Municipal Building (City Hall) 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 Manager/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 Manager, 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 Heads; 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 Manager/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. Asst. Fire Chief, Emergency Medical Services (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 Manager/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, Cultural and Leisure Services. 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 Alliance Communications Center. The Superintendent will coordinate with the Mayor/City Manager/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 Manager/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 Manager/Mayor in meeting requirements for the disposal of disaster debris. Responsibilities for landfill operations are listed under City Manager.
  - k. Establishing temporary debris collection or disposal sites, additional temporary tree burning areas, as needed and as approved by Dept. of Environmental Quality.
  - 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 Manager, 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 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 Superintendent/Foreman will direct and coordinate activities that:
    - i. De-energizes downed power lines.
    - ii. Restores service as prioritized.
    - iii. Coordinates with the City Manager/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 Manager/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 Manager/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 Sewer 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. Sewer 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 Sewer 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 Manager/Mayor/Incident Commander of any problems.
5. Cultural/Leisure Services Department - Director
- a. Surveys damage to parks.
  - b. Reports to the City Manager/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 Manager/Mayor of any problems in disaster clean-up/repair.
6. Landfill Operation
- The City Manager/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 at the landfill 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 Manager

The City Manager 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 Manager may be delegated responsibility by the Mayor and Council to coordinate with the Emergency Management Director in providing unified management of the direction and control functions for disaster response and recovery and for support of the Incident Command. The City Manager'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 Manager will be alerted of a disaster situation by the dispatcher or Emergency Management Director; normally, the City Manager 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 City Clerk and/or Finance Director, ensuring that the City Clerk and/or Finance Director documents expenses for the disaster including the donation of supplies, equipment, services and volunteer labor.
17. Assisting the Emergency Management Director 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 Director 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 Alliance Emergency Management Director 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 Director will work closely with the City Manager. 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 (normally called by the Dispatcher); assumes overall operational management and coordination for the support of emergency functions of the disaster response and recovery.
3. In conjunction with the City Manager, 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 and/or Finance Director'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 Box Butte 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 City 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 Manager in determining potable water distribution locations; assuring that the public is notified concerning the availability and location of water.
19. Working with the City Manager 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 Alliance 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 Manager, 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 Manager in establishing a point of contact for insurance adjusters and the influx of builders and repairmen.
11. Contracts, with the approval of the City Manager, 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

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 Finance Director 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 Manager, 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 Alliance Procedures are outlined in Attachment 3 to Annex L.

NOTE :( *It is suggested that in major events, another person be assigned the responsibility for volunteer coordination and work closely with the City Clerk, as the City Clerk has other specialized financial and other civil responsibilities during an event*)

G. Finance Director

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 in assigning department superintendents an account number for emergency expenditures.