

**VILLAGE OF WATERLOO
RESOLUTION NO. 10-13-20-05**

WHEREAS, the Douglas County Local Emergency Operations Plan (LEOP) empowers local officials and others to take actions necessary to effectively plan, mitigate, respond to and recover from community emergencies and natural disasters, and

WHEREAS, Federal and State requirements necessitate the Village of Waterloo to participate in the LEOP, and


WHEREAS, the Douglas County Emergency Management Agency (DCEMA) along with the Nebraska Emergency Management Agency (NEMA) have revised and updated the section pertaining to the Village of Waterloo,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WATERLOO, NEBRASKA, AS FOLLOWS:

THAT, the revisions and updates completed to the Village of Waterloo section of the Douglas County Local Emergency Operations Plan, attached hereto as Exhibit "A", is hereby approve.


PASSED THIS 13 DAY OF October, 2020

ATTEST:



Melissa Johnson
Clerk





Travis Harlow
Chairperson

**VILLAGE
OF
WATERLOO**

**OPERATIONS
PLAN**

**FOR
DISASTER
RESPONSE
AND
RECOVERY**

2020

VILLAGE of WATERLOO EMERGENCY OPERATIONS PLAN

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VILLAGE of WATERLOO EMERGENCY OPERATIONS PLAN

This plan is for the elected and appointed officials in the Village of Waterloo 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 Douglas 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 Waterloo 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 Waterloo Fire Station 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: The National Weather Service in Valley will discuss with Douglas County Emergency Management as to when spotters should be activated when severe weather is a possibility. There are designated spotting locations in and around Douglas County. Spotters radio their reports to the National Weather Service and the Douglas County EOC. The National Weather Service will notify the Douglas County Communications Center of conditions.
- B. Citizens may also be alerted of danger by outdoor warning sirens, telephonic notifications 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 local radio station(s) and local television station(s).
- 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 Waterloo and the County are handled through the Douglas County Communications Center located at 156th & Maple. 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 Douglas 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 Douglas 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 Waterloo. The Nebraska State Patrol and Douglas County Sheriff 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 or other identifiers for access to the disaster area may be issued in Waterloo. The County and local officials, volunteers, the media, and residents may need ID cards even when the disaster area has been secured. The Douglas County Emergency Management Agency or designee will coordinate identification cards/other identifiers 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 Douglas County Emergency Management 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 Douglas 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 Engineer's Office 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.

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, will 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 Vice-Chairperson.
- D. The Emergency Operating Center (EOC) will be set up in the Waterloo Fire Station, if not damaged and if available at the time of the disaster. There is auxiliary power at the EOC. A generator is available for use from the Fire Department.
- E. The Waterloo Emergency Management Coordinator 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 Waterloo Emergency Management Coordinator and/or the Village Board Chair can open the Emergency Operating Center. The Coordinator will inform the Douglas County Emergency Management Agency (DCEMA) in Omaha that the EOC has been opened.
- G. The Waterloo Emergency Management Coordinator will call in personnel to work the disaster. The Emergency Management Coordinator will coordinate and work with all responding agencies.
- I. The Village Board Chairperson will declare a Disaster when assistance is needed beyond the capability of Waterloo to respond (Annex A, Attachment 3). Additional assistance will be requested from surrounding towns, from the County and from mutual aid groups. The Douglas County Emergency Management Agency 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 Waterloo Emergency Management Coordinator 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 local radio station(s) and television station(s).

- 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) or Wireless Emergency Alerts (WEA). Douglas 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 Waterloo Emergency Management Coordinator will call the American Red Cross (ARC) when short term sheltering is needed. Red Cross will open shelters under the direction of the Douglas County Emergency Management Director.
- B. Emergency Management will alert the Field Incident Commander and the Public Information Officer of which shelters have been opened and which streets are cleared to the shelters.
- C. A list of shelters in Waterloo 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 Douglas County Engineer's Office (and/or the Waterloo Emergency Management Coordinator) maintain a list of their heavy equipment, transportation resources, generators, and specialized teams or services that can be used in disaster operations.
- C. The Village Clerk will be appointed as the Volunteer Coordinator in Waterloo Procedures are outlined in Appendix 1 to Annex L.

XII. DAMAGE ASSESSMENT (Annex C)

- A. The DCEMA Liaison will serve as the Damage Assessment Coordinator who will compile and report to the EOC all of the damage information gathered in

Waterloo. The Incident Status Report form can be found in the county LEOP in Annex A, Attachment 2.

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 Eastern Nebraska Office on Aging, the American Red Cross and other social service and community organizations.

XIV. PUBLIC HEALTH (Annex G)

EMS Coordinator will be responsible for addressing public health issues, including counseling services.

XV. FINANCIAL ACCOUNTABILITY

The Waterloo 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 Douglas County and from the Douglas 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.