

CITY OF BRANDON EMERGENCY OPERATIONS PLAN

This Emergency Operations Plan is promulgated as the guidance for emergency response operations in the city. It is based on the promise that under the concept of comprehensive emergency management all Minnehaha County and City of Brandon agencies will work together to provide a coordinated, effective response to the emergency. The goals of emergency operations are to:

1. Save lives.
2. Reduce injuries.
3. Protect property.

This plan is based on a multi-hazards concept; i.e., rather than concentrating on a specific hazard and the response to it, this more general approach accentuates the commonalities in emergency responses and makes the plan useful for many hazards that might threaten our community.

THIS PLAN HAS BEEN WRITTEN WITH THE INTENT TO PROVIDE GUIDANCE FOR THE CITY OF BRANDON DURING TIME OF EXTREME EMERGENCY OR DISASTER.

EACH DEPARTMENT SHOULD HAVE ITS OWN DISASTER PLAN BASED ON THE RESPONSIBILITIES AGREED TO IN THE GENERIC LOCAL EMERGENCY OPERATIONS PLAN.

THIS LOCAL EMERGENCY OPERATIONS PLAN IS NOT INTENDED TO TELL DEPARTMENTS HOW TO RUN THEIR OPERATIONS IN DETAIL.

I.E.: DEPARTMENT'S PLAN SHOULD SAY HOW THE DEPARTMENT WILL RESPOND.

DEPARTMENT'S PLAN SHOULD SAY HOW VITAL RECORDS WILL BE SAFEGUARDED.

IF STEP-BY-STEP GUIDANCE IS NEEDED, DEPARTMENT'S PLAN SHOULD SAY HOW TO DO IT.

IT IS THE DEPARTMENT'S RESPONSIBILITY TO HAVE A STANDARD OPERATION PROCEDURE OR A GENERAL RULE GUIDE.

BASIC PLAN

I. AUTHORITIES AND REFERENCES:

- A. Federal Civil Defense Act, Public Law 920
- B. South Dakota Compiled Laws, 33 - 15
- C. State Emergency Operations Plan
- D. State Plan for Emergency Management of Resources

II. PURPOSE:

To maximize the survival of the citizens of Brandon and the preservation of their property in the event that a disaster should occur in this area. It may be natural, such as a flood or earthquake, or man-made, such as a hazardous material spill, nuclear attack, or terrorism incident.

III. SITUATION AND ASSUMPTIONS:

- A. The City of Brandon may be subjected to natural disasters, such a fire, flood, tornado, snowstorms, drought, or earthquakes. Great loss of life and property could be caused by one of more of these disasters. Emergencies must be acted upon quickly and efficiently to prevent loss of life and property to the greatest extent possible.
- B. The transportation systems on the city (streets, highways, pipelines, utilities, rail) could have serious emergencies escalate into major disasters if improperly handled. Transportation accidents involving radioactive materials may become more prevalent with the possible advent of a nuclear waste dump in our state.
- C. An enemy may attack a large number of targets within the Unites States and adjacent areas with nuclear weapons. Large areas, or all of the United States, could be contaminated with nuclear fallout. Radiation from fallout could be fatal to many of the people exposed to it. A nuclear attack on the United States would likely be preceded by a period of international tension and crises. If sufficient time is available (minimum 72 hours), protective actions may be taken to temporarily relocate residents from possible target areas to areas of lower risk.

The following counties in South Dakota have been designated as high risk areas by the Federal Emergency Management Agency:

1. West River: Pennington, Butte, Lawrence, Meade, Haakon, Jackson, Stanley, and Roberts.

2. East River: MINNEHAHA, Union, and Lincoln. Nuclear attack planning is detailed in Attachment 1.

- D. In emergency incidents, those involving hazardous materials, multiple agencies, multiple jurisdictions, and in other incidents requiring extensive on-scene coordination of personnel, an incident command system will be used. An Incident Commander will direct responses at the immediate incident scene. A command post will be established. The Emergency Operations Center may be established in conjunction with the command post if necessary. The ICS will be implemented immediately by the agency with the greatest jurisdictional responsibility, usually fire or law enforcement. A member of one of these agencies is Incident Commander and mobilizes agency personnel as necessary and according to established procedure. The Incident Commander has control over the incident scene and establishes the command post.

A law enforcement or fire agency generally initiates implementation of incident command. The agency notifies the Emergency Management Director when incidents are at a community emergency level. Once notified, the Emergency Management Director and the Incident Commander together make an assessment to determine what services the Emergency Management Director can provide. In addition, the Emergency Management Director will keep the chief executive officer(s) informed and recommend activation of the EOC as necessary. The EOC is activated if the incident is such that the incident command system needs to be expanded or if the chief executive officer(s) and the Emergency Management Director determine that it is necessary. The EOC is activated to support the overall management of the incident so as to assist the Incident Commander in handling the planning, logistics, and finance will be supported at the EOC. The organization and operation of the EOC is the responsibility of the Planning Section Chief.

In the event of a multi-jurisdictional emergency, a unified command system will be used. The Unified Command will establish itself in and operate from the EOC.

IV. CONCEPTUAL BASIS FOR OPERATION:

- A. Time – The emergency operation performed by the city as outlined in this document involves three time phases: Pre-Emergency, Emergency, and Recovery

1. Pre-Emergency Phase includes:
 - a. Planning
 - b. Organizing
 - c. Training
 - d. Testing
 - e. Preparations performed in non-emergency conditions
 - f. Preparations performed when a disaster might be forthcoming
 2. Emergency Phase includes:
 - a. Warning the populace
 - b. Evacuation
 - c. Reception and care of evacuees
 - d. Initiate damage estimations
 3. Recovery:
 - a. Initiate damage assessment activities
 - b. Close shelters
 - c. Restore to pre-emergency conditions
 - d. Completion of records and forms
 - e. Evaluate and consider actions to reduce or eliminate
- B. Phases of Emergency Management – Since this EOP is concerned with the many hazards to which the state and its citizens may be exposed before, during, and after an emergency/disaster occurs, responsible authorities must consider the four phases of Emergency Management:
1. Mitigation – Actions that can be taken to eliminate or reduce the degree of long-term risk. Such measures include building codes, public education, hazard vulnerability analysis, compliance and enforcement, zoning and land-use measures and preventative health care.
 2. Preparedness – Actions taken in advance of an emergency/disaster to develop operational capabilities and facilitate response operations. Such measures include the development of plans, procedures, warning and communications systems, EOC's, training, continuity of government, mutual aid agreements, emergency public information, and exercises.
 3. Response – Actions taken before, during, or after an emergency/disaster to save lives, minimize damages and enhance recovery operations. Such measures include activation of: emergency operation centers, plans, procedures, emergency broadcast systems, public warning, notification of public officials, provision of mass care, shelter, search and rescue, and security.

4. Recovery – Actions taken over the short term to return vital life-support systems to minimum standards and long term to return life to normal or improved levels. Such measures include damage assessment, supplemental federal assistance to individuals and public entities, assessment of plans, procedures, development of economic impact studies and methods to mitigate damages.

C. Administration of Operations:

Integrated Emergency Management Systems (IEMS)

IEMS is a comprehensive system that integrates and coordinates vital agencies and resources into a program of disaster mitigation, preparedness, response, and recovery. IEMS is based on the recognition that there are common elements that form the foundation for responding to any emergency and increasing capabilities in these areas to improve our ability to deal with any type of emergency. IEMS offers a conceptual framework for organizing and managing emergency protection efforts. It is a process for applying comprehensive emergency management concepts to “real world” emergency plans and capabilities. Its specific objectives are to:

- Save lives.
- Reduce duplication of efforts and resources.
- Increase jurisdictional flexibility in upgrading the capacity to handle potential hazards.
- Integrate FEMA support and objectives with those state and local operational requirements.

The Incident Command System (ICS) is part of the broader concept of IEMS. The ICS-IEMS identifies the need for “baseline” command systems to provide for a predictable, coordinated, effective, and acceptable response to emergencies of all types.

The IEMS approach recognizes that there are certain characteristics and requirements that are common across the full spectrum of emergencies – evacuation, sheltering, provision of food, and medical supplies, etc. Each requires an operational procedure. The ICS is such a procedure to ensure all areas of concern are addressed. The process is logical and applicable to all jurisdictions regardless of their size, level of sophistication, potential hazards, or current capabilities.

Incident Command System (ICS):

ICS is the model tool for command, control, and coordination of a response and provides a means to coordinate the efforts of individual agencies as they work toward the common goal of stabilizing the incident and protecting life, property, and the environment. The system consists of procedures for controlling personnel, facilities, equipment, and communications.

It is designed to begin developing from the time an incident occurs until the requirement for management and operations no longer exists. The "Incident Commander" is a title that can apply equally to a fire officer, law enforcement officer, or health official, depending on the situation. The structure of the ICS can be established and expanded depending upon the changing conditions of the incident. It is staffed and operated by qualified personnel from any emergency service agency and may involve personnel from a variety of agencies.

As such, the system can be utilized for any type of emergency, ranging from a minor incident involving a single unit to a major emergency involving several agencies. The ICS allows agencies to communicate using common terminology and operating procedures. It also allows for the timely combining of resources during an emergency.

The ICS is designed for use in response to emergencies caused by fires, floods, earthquakes, tornadoes, riots, hazardous materials, or other natural or human – caused incidents.

The ICS has five major functional areas: Command, Operations, Planning, Logistics, and Finance.

In an emergency, the Minnehaha County Commission shall be responsible for the direction and control of emergency operations and for the organization of personnel, resources and facilities.

- A. The Emergency Management Director will coordinate emergency activities under the direction of the County Commission Chairperson. He will also act as an advisor to the Commission.
- B. Heads of county and city departments and non-governmental personnel are responsible for emergency functions as specified in the balance of this plan. Emergency operations will be conducted by the county, city, and non-governmental personnel supplemented as necessary by the trained auxiliaries and manpower available within the county.
- C. Minor emergencies, may be coordinated at the scene or from affected agencies' normal place of business. However, in major emergencies, the focal point for direction and control of emergency operations will be

in the Emergency Operations Center (EOC).

- D. Disaster Declaration requests are made by the County Commission Chairperson.
 - a. A request for a declaration is made after it has been determined that the disaster will go beyond the county's available resources.
 - b. A resolution with a precise explanation of the disaster must be passed by the Commission that the county is in a state of emergency.
 - c. The resolution is sent to the State Division of Emergency Management, which is passed on to the Governor with a recommendation.
 - d. A Presidential declaration goes through the same process as a Governor's declaration.

D. Emergency Operating Centers:

An Emergency Operating Center (EOC) is a central facility from which all emergency efforts can be coordinated and directed. The EOC is a central location where government at any level is able to gather, receive, maintain, and process information concerning disasters and major emergencies. A command post differs from an EOC in that it is established on the site of a single emergency incident with one person directing all the activities. The EOC handles, on a larger scale, emergencies too large to be controlled from the field. The EOC handles multiple emergency incidents within a disaster. The EOC actions provide interagency coordination and executive decision-making for managing disaster response and recovery. The EOC is a direction and control facility used by the Chief Executive Officer and staff for response to any type of disaster. It should be located away from potential hazards, but it must be readily accessible to key decision-makers for use during periods of emergency.

1. Purpose

To assure that the capability exists for the leadership to direct and control operations from a centralized facility in the event of an emergency.

2. Authorities

SDCL 33-15-10 "Preparation of comprehensive plan – Coordination with federal plan."

SDCL 33-15-25 "Authority to accept federal moneys, services, or equipment – Conditions."

SDCL 33-15-26 "County emergency and disaster service organizations."

SDCL 33-15-27 "Director of local organization – Duties and powers."

Civil Preparedness Guide (CPG) 1-5 Federal Assistance Handbook:
Emergency Management Direction and Control Programs.

3. Evacuation Criteria

- a. The EOC has security protection.
- b. The EOC Operations Plan provides for 2 weeks of supplies.
- c. The EOC Operations Plan provides direction and control.
- d. The EOC Operations Plan provides for communication.
- e. The EOC Operations Plan provides for public information.
- f. The EOC Operations Plan provides for damage assessments.
- g. The EOC Operations Plan provides for warning.
- h. The designation of an alternate EOC is included in the Emergency Operations Plan.
- i. Communications equipment is included in the Operations Plan.
- j. The EOC Operations Plan Provides for RADEF.

4. Alternate Emergency Operations Center:

Alternate Emergency Operations Center is that designated facility which may be utilized as a point of operation in the event the primary operations center is non-functional.

a. Purpose:

To insure that an alternate operations center is designated should officials have to relocate governmental activities.

b. Authorities:

SDCL 6-6-1 "Meeting of governing body after or on threat of enemy attack designation of substitute place of government."

SDCL 6-6-2 "Powers exercised at substitution location – Formalities omitted validity of acts."

c. Evaluation Criteria:

1. Legislative authority for the relocation of government in an emergency has been approved.
2. A statement for alternate headquarter site(s) for the respective government as a whole has been prepared.
3. Agreements exist that authorize the local governments to relocate or establish temporary seats of governments in neighboring cities or counties.

5. Activation of the EOC

- a. An Emergency Operations Center may be activated when the severity of an incident dictates the need.

- b. In the event of an extreme emergency or disaster, the consensus of command personnel may request the activation of an EOC.
 - c. The City of Brandon Emergency Operations Plan will be implemented by the City Finance Officer, the Mayor, or the City Council to accomplish emergency functions.
6. Location of the EOC
- a. Minnehaha County EOC is located in Sioux Falls Fire Station #3, 2820 S. Minnesota Avenue, Sioux Falls, SD, (605) 367-8290.
 - b. The City of Brandon Emergency Operations Center is located at Brandon City Hall, 304 S. Main Ave, Brandon, SD, (605) 582-6515.
 - c. In the event of a multi-county, statewide, or national disaster, the State Area EOC will be activated. South Dakota has five (5) Area EOC's located at:
 - Rapid City
 - Pierre (also State EOC)
 - Huron
 - Aberdeen
 - Sioux Falls
 Minnehaha County's Area EOC is located in Sioux Falls, SD

G. CONTINUITY OF GOVERNMENT

The objective is to ensure that civil political leadership will continue to function effectively in the event of a natural or technological hazard, nuclear attack, or other emergency, which may be disruptive to the essential functions and authoritative powers of the local government. It is also to assure that the following actions are considered:

- A. Emergency Interim Succession to Office:
-Establish automatic lines of succession of personnel in key functions of government. (See attachment 3.)
- B. Pre-Delegation of Emergency Authorities:
-Task assignment for key personnel. (See P&S chart.)
- C. Emergency action Steps:
-Establish evacuation capability, activate mutual aid agreements.
- D. Emergency Operations Center:
-Staffing program and adequate equipment.
- E. Alternate Emergency Operations Center:
-Establish protected alternate sites from where operations can continue.
- F. Record Preservation:
-Preserve essential records needed to protect the rights of individuals and conduct emergency operations such as: vital statistics, deeds, corporation

papers, operational plans, resource data, personnel and payroll rosters, laws and financial records.

G. Resource Management:

-Provide for the full use of government personnel, facilities and equipment for emergency and disaster functions.

The purpose and authority under which each of the above listed actions will function are described in the following subsections of this attachment.

Specific actions regarding items A through G are documented under the appropriate annex or identified in the Standard Operating Procedures(SOP) on file in the office of the key agency.

A. Emergency Interim Succession to Office:

Emergency interim successor means a person designated in the event the officer is unavailable to exercise the powers and discharge the duties of an office until a successor is appointed or elected or until the lawful incumbent is able to resume the exercises of the powers and duties of the office.

1. Purpose:

To insure continuity of government through legally constituted leadership, authority, and responsibility in offices of the government of the state and its political subdivisions.

2. Authorities:

SDCL 1-30-5 "Local resolutions and ordinances for emergency interim succession."

SDCL 1-30-6 "Designation by local officers of emergency interim successors."

Article III, 29(1) "Legislative powers in emergency from enemy attack."

3. Evaluation Criteria:

a. Personnel and positions exist to assure continuous leadership, authority, and responsibility of local government.

b. Procedures exist for naming successors to a minimum depth of three and filling vacancies.

c. Procedures exist for notifying key officials in the event of an emergency are listed and available.

d. Procedures exist for updating the lists.

B. Predelegation of Emergency Authorities:

A process whereby specific emergency-related legal authorities can be exercised by the elected or appointed governing officials or their designated successors.

1. Purpose:
Assure that sufficient authoritative measures are in effect which maintain governmental operations under emergency conditions.
2. Authorities:
SDCL 1-30-7 "Exercise of powers by emergency successor to local office – Termination of powers."
Article III, 29(2) "Legislative powers in emergency from enemy attack."
SDCL 3-4-3 "Appointments to fill vacancies – By whom made."
SDCL 3-4-4 "Filling vacancies in board of county commissioners."
SDCL 33-15-27 "Director of local organization – Duties and powers."
SDCL 33-15-34 "Mutual aid arrangements of local organizations."
3. Evaluation Criteria:
 - a. Administrative authorities needed for independent emergency operations are identified.
 - b. The authority of designated successors to exercise agency direction, including any exceptions and their authority to redelegate functions and activities are explicitly stated.
 - c. The circumstances under which predelegated authorities would become effective and when they would be terminated are indicated.
 - d. Essential duties to be performed under an emergency are identified and listed for local departments and agencies.
 - e. Authorities, policies, laws, ordinances, agreements, and procedures exist to assure the Continuity of Government (COG) capability.
 - f. Provisions for mutual aid agreements exist that authorize the city to enter into bilateral or multi-lateral agreements with its neighbors.

C. Emergency Action Steps:

Emergency action steps are those actions that allow emergency personnel to respond quickly and effectively to emergencies.

1. Purpose:
To assure that procedures or checklists exist that identify actions that leadership must take in response to emergency conditions.
2. Authorities:
SDCL 33-15-26 "County emergency and disaster service organizations."
SDCL 33-15-27 "Director of local organization – Duties and powers."
SDCL 33-15-10 "Preparation of comprehensive plan – Coordinate with federal plan."
3. Evaluation Criteria:
 - a. Emergency action procedures for chief executives are provided.
 - b. Responsibilities for officials at departmental levels are identified.
 - c. Checklists for steps to be taken in bringing an EOC to maximum readiness are available.
 - d. Procedures exist that describe identification of emergency assignments, emergency duty stations, alerting and notification procedures, locating and recall procedures.
 - e. Procedures exist that describe steps to be taken for direction, control and warning procedures, population protection, contamination monitoring and control, and public education and emergency information.
 - f. Training is available to familiarize emergency personnel with their respective responsibilities.

D. Record Preservation:

Record preservation means the protection and safe keeping of those documents that are necessary for continuity of government activities.

1. Purpose:
To assure that records considered essential to the effective functioning of government are preserved.
2. Authorities:
SDCL 1-27-9 "Records management programs – Definition

of terms.”

SDCL 1-27-18 “Local records management programs.”

3. Evaluation Management:

a. Lists of records considered essential for continuing government functions and needed in the event of relocation are available.

b. Records required to protect the rights and interests of individuals, including vital statistics records, land and tax records, license registers, and papers of incorporation, are available.

c. Records required by such departments as health, fire, and public works to conduct emergency operations, including utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, lists of succession, and lists of regular and auxiliary personnel are available.

d. Records required to re-establish normal governmental functions and to protect the rights and interests of governments including constitutions, charters, statutes, and ordinances, court records are available.

e. Reciprocal storage arrangements exist between states and local governments as an additional safeguard measure.

f. Provisions exist for an alternate storage location for the essential records and documents.

E. Resource Management:

Resource management means the organization, control and utilization of government resources, facilities and personnel essential for emergency response.

1. Purpose:

To assure the protection of key personnel, facilities and resources so government may operate effectively in an emergency.

2. Authorities

SDCL 33-15-3 “Coordination with federal government – Cooperation with other agencies.”

SDCL 33-15-8 “Authority of Governor in time of disaster.”

SDCL 33-15-8.1 “Emergency coordination of resources by Governor.”

SDCL 33-15-11 “Supplies and equipment – Cooperation with federal government – Agreements with other states –

- Relocation population – Training and information program.
3. Evaluation Criteria:
 - a. There are plans that specify deployment of government equipment and supplies in an emergency.
 - b. Locating and calling backup personnel, as reassignments are needed, are included in the plans.
 - c. Recalling non-key personnel and shifting them to key assignments are included in the plans.
 - d. Deployment of workers and equipment to maximize survival is included in the plans.
 - e. Plans exist for relocating or protecting private and public resources.
 - f. Procedures exist for protecting critical workers and equipment, such as police, firefighters, and other first-line personnel.

VI. IEMS ORGANIZATION AND RESPONSIBILITIES:

INCIDENT COMMAND

The one function that will always be filled at every incident, regardless of size, is the Incident Commander's (IC) position. The IC has the responsibility for overall management of the incident. The following list outlines the basic responsibilities of the IC at every incident.

- 1) Assesses the incident priorities.
- 2) Determines the incident's strategic goals and tactical objectives.
- 3) Develops or approves and implements the incident action plan.
- 4) Develops an incident command structure appropriate for the incident.
- 5) Assesses resource needs and orders, deploys and releases needed resources.
- 6) Coordinates overall emergency activities.
- 7) Serves as the ultimate incident safety officer, responsible for preventing injuries and/or death.
- 8) Authorizes information release to the media.

At large-scale or complex incidents, consideration may be given to the command staff positions of Safety, Liaison, and Information. If the IC cannot effectively handle any of these functional requirements, they should be delegated.

EXECUTIVE GROUP

The Executive Group is composed of the chief executive officer(s) and immediate staff, (i.e., Chief of Staff and legal adviser). It is concerned with policy matters – including the

basic plan of action and overall deployment of staff and equipment. Normally, this group would include the chief executive(s), the emergency manager, the public information officer, the military liaison officer (if available), key department heads of the Unified Command Group if designated. Some department heads or executive staff may also be assigned as members of one of the five ICS functional areas. The composition of the executive staff for the policy group should be based on the relationships of the chief executive with principle officials according to how the government defines “policy” matters as opposed to “operations.” The principle functions and responsibility of the Executive Group is to establish and administer policy and to represent the community politically with other governmental agencies. The Executive Group performs the following functions:

- 1) Declare a local state of emergency and, if necessary, issue directives as to travel restrictions on county or local roads.
- 2) Relieve employees of normal duties and temporarily reassign them to other duties and employ temporary workers as necessary.
- 3) Make, amend, or rescind ordinances or rules necessary for emergency purposes which supplement a rule, order, or directive issued by the Governor or a state agency under a Governor’s directive.
- 4) Activate mutual aid agreements as necessary.
- 5) Direct and coordinate response activities in accordance with this plan, including prioritizing allocation of scarce resources.
- 6) Appropriate and expend funds, make contracts, and obtain and distribute equipment, materials, and supplies for disaster purposes.
- 7) Provide aid to other communities as provided for in mutual aid agreements.
- 8) Review and authorize the release of information given to the public via the Public Information official.
- 9) Determine whether a request for the Governor to declare a state of disaster or emergency is necessary.
- 10) Provide for the health and safety of persons and property, including recommending appropriate protective measures.
- 11) Convene the governing body as soon as practical for their participation in responding to the incident.

A. City Council

- 1) Direct and control all governmental agencies.
- 2) Establish public information policy direction to provide official information to the public.
- 3) Establish policies concerning the use of available funds (i.e., funds presently at the local level as well as emergency funds that are made available from state or federal sources).
- 4) Establish priorities and allocations in the use, distribution, and management of equipment and resources available before, during and after the emergency.

- 5) Insure that the terms of any mutual aid agreements, loan agreements, or relief contracts, (such as with the National Guard), etc., are met when assisting or being assisted by other jurisdictions.
- 6) Determine if any evacuation of any area is warranted and coordinated with law enforcement, reception and care, etc.
- 7) Act on any necessary ordinances or resolutions.
- 8) Take action necessary for an emergency/disaster declaration when the situation warrants.

B. Emergency Management Director:

- 1) Act as advisor to the City Council; keep abreast of changing local conditions and provide briefings for local officials.
- 2) Act as coordinator of operations between governmental agencies and support organizations before, during and after the emergency.
- 3) Activate the Emergency Operations Center and be responsible for its operations.
- 4) Coordinate any military, state or federal aid available.
- 5) Coordinate with a reception area should evacuation be necessary.
- 6) Perform all duties granted by SDCL 33-15.
- 7) Prepare and update emergency plans and advise staff of the use of the plans.

C. Federal-State Coordinator (Division of Emergency Management):

- 1) Assemble necessary staff.
- 2) Be responsible for the placement of any state or federal agency that may be called to assist local government in the disaster relief and recovery. This will include office space, telephones, etc. These activities would not be immediate as it could be several days before these activities would occur.
- 3) Coordinate activities with the Facility Coordinator.

D. Legal Guidance (City Attorney):

The governing or decision-making body shall seek legal counsel from the State, County or Municipal Attorney in the interpretation of issues that may arise as a result of response or recovery actions that may be implemented during a time of emergency or disaster. The following are situations applicable for legal guidance and council.

- 1) Guidance to the City Council on the extent of their legal authority in the issuance of a disaster declaration or as a result of such a declaration.
- 2) Advise on legal issues and potential legal problems arising as a result of the disaster situation.
- 3) Legal advice to other Emergency Operation Center (EOC) staff as needed or requested.

- 4) Provide guidance and council in the development of the Multi-Hazard Emergency Operations Plan.
- 5) Assist in the drafting of mutual aid agreements or in intering into such agreements.

E. Public Information Officer:

- 1) Establish procedures for the dissemination of emergency information and instruction to the public through all media—newspaper, radio, and television.
- 2) Be responsible for the issuance of official information, advice, and instructions from the local government to the public.
- 3) Serve as an advisor both to the elected officials and the Emergency Operations Center staff.
- 4) Function as a single point of contact for releasing information to the news media and general public.

OPERATIONS

Operations is responsible for management of all tactical operations at the incident. The Operations Section Chief is responsible for the direction and coordination of all tactical operations. As part of this overall responsibility, Operations also:

- 1) Assists the IC in developing strategic goals and tactical objectives for the incident.
- 2) Develops operational plans
- 3) Requests of releases resources through the IC.
- 4) Consults with the IC about the overall incident action plan.
- 5) Keeps the IC informed of situation and resource status within operations.
- 6) Supervises the Staging Area Manager

A. Law Enforcement (Sheriff/Police Chief):

- 1) Establish security patrols and other law enforcement activities in and around the disaster area, paying special attention to any vital and important facilities within the area.
- 2) Implement a traffic control plan to route traffic around the disaster area.
- 3) Report to the Emergency Operations Center.
- 4) Assemble necessary staff.
- 5) Be responsible for crowd control, identification, and evacuations.

- 6) Coordinate with the Coroner and Missing Persons sections.
- 7) Issue emergency passes as required and necessary.
- 8) Satisfy expanded personnel and specialized equipment requirements by using auxiliary organizations and volunteers.

B. Fire Chief (Fire Department):

- 1) Responsible for all fire, search and rescue.
- 2) Assemble necessary staff.
- 3) Coordinate with the Coroner and Missing Persons sections.
- 4) Coordinate all fire services to effectively use personnel and equipment through mutual assistance with all fire agencies.
- 5) Aid in evacuations.
- 6) Use all resources necessary to fulfill responsibilities.
- 7) Assume coordination of hazardous materials incidents.

C. Emergency Medical Services (Regional Emergency Medical Authority):

- 1) Coordinate and control the use of ambulances from outside the area.
- 2) Coordinate and control the training and response of all BTLs and ALS agencies.
- 3) Establish mass casualty incident protocol.
- 4) Coordinate and control the use of ground and air transport to and from the incident scene.
- 5) Be responsible for the accountability of individuals affected by the incident treated by Emergency Medical Services.

D. Public Works:

- 1) Debris Clearance Coordinator (Street Department):
 - a. Assemble necessary staff.
 - b. Coordinate activities with County Highway, State Highway, City of Brandon, and private contractors to fulfill responsibilities.
 - c. Provide necessary vehicles, equipment, barricades, road signs, and roadblocks to guide, direct and control traffic.
 - d. Coordinate to remove all debris from public property or elsewhere as necessary.
 - e. Develop and implement collection point resources.
 - f. Aid in search and rescue will receive priority.
- 2) Water Reclamation (Sewer/City Utilities);
 - a. Assemble necessary staff.
 - b. Be responsible for direction and control of waste disposal, sewage collection, and inland flooding.
 - c. Coordinate with other agencies as necessary.

- 3) Water City Utilities
 - a. Assemble necessary staff.
 - b. Be responsible for the protection and maintenance of the water supply system including testing, purification, and the rationing of or placing restrictions upon the use of water supplies.
 - c. Coordinate emergency pumping and transportation of water by private carriers.
 - d. Coordinate with other agencies as necessary.
- 4) Light Department (City Utilities);
 - a. Assemble necessary staff.
 - b. Coordinate with other utilities to fulfill the responsibilities.
 - c. Be responsible for the protection and maintenance of the city system.
 - d. Set priorities for public service and gas utility usages. Establish liaison with all public and private utilities to facilitate shutting off of service to prevent injury or property damage.
- 5) Community Emergency Response Team (CERT)
 - a. Assemble Team.
 - b. Coordinate activities with incident command upon request.
 - c. Coordinate activities with police chief upon request.
 - d. Coordinate activities with fire chief upon request.

PLANNING

Planning is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources. The Planning Section Chief is responsible for the information management about the incident status and resources. The Planning Section operates from the EOC. Planning also performs the following functions:

- 1) Collection of information regarding the incident and resources.
- 2) Evaluation of information received from a variety of sources.
- 3) Dissemination of information to the Policy Group, IC, Operations, and incident personnel as necessary.
- 4) Use of information in preparation of the incident action plan.
- 5) Assist the IC in developing an effective incident action plan based on projected

needs.

- 6) Assist the IC in modifying the incident action plan to meet changing needs.
- 7) Anticipate changing resource needs.
- 8) Preparing alternate strategies and tactical options based on incident potential.
- 9) Carries out the following seven activities: startup, administration and event documentation, information management, resource management, disaster analysis, decision-making, and recovery.

The Planning Section consists of the Situation Status Unit, the Resource Status Unit, the Documentation Unit, the Demobilization Unit, and Technical Specialists.

A. Resource Management (City/County/Schools):

Resource Management Board will consist of the designated representatives of the city and county governments and the school system.

1. Advise the City Council/County Commission/School Board.
2. Serve as county coordinator for all requests for emergency assistance.
3. Coordinate with the transportation coordinator for use of all transport equipment to move material, supplies, key workers, and equipment during the emergency.
4. Assign priorities for response to each request for material or manpower assistance under policy direction of the Unified Command.
5. Maintain a resource guide of available resources in the county.
6. Perform liaison function with the private sector, including inter-municipal, inter-county, state, and federal agencies for the purpose of sharing and /or procurement of material resources.
7. Oversee the transportation, feeding, lodging, and sheltering of key workers.
8. Coordinate with the essential agencies.

B. Radiological Defense Officer:

1. Establish adequate monitoring system to receive fallout dosage information specifically pertaining to the locations used for sheltering essential workers and residents.
2. Train and supervise monitoring personnel.
3. Provide fallout information to the EOC and appropriate control staff.
4. Advise on the stay times and allowable exposures for those who are required to temporarily leave shelters.
5. Advise on-scene personnel at a radioactive material transportation

accident as to safe working distances from the spill.

C. Damage Assessment & Inspection (City Engineer/County Equalization):

1. This mission will be done by the County Equalization and the City Planning & Building Services as a joint effort.
2. Coordinate all damage assessment and dollar estimate loss.
3. Declare all unfit structures unsafe.
4. Coordinate all reports of damage, unfit structures, etc.
5. Provide direction and control for damage assessment and inspection forces.
6. Coordinate with all agencies necessary to fulfill the responsibilities.

D. Engineering (City Engineer):

1. Assemble necessary staff.
2. Coordinate all engineering activities.
3. Coordinate with all other agencies necessary to fulfill the necessary work.
4. Provide direction and control for engineering forces and outline functions, responsibilities, and activities.

E. Facility Coordinator (City Park Department):

1. Assemble necessary staff.
2. Assist state and federal agencies in obtaining a workplace adequate for their needs.
3. Establish liaison with the necessary agencies and building owners for uses of non-public location.

F. Private Utilities:

Private utilities, where possible, will maintain a staff member in the E.O.C. to advise the E.O.C. staff as well as their respective companies.

1. Assemble necessary staff.
2. Coordinate with other utilities to fulfill the responsibilities.
3. Be responsible for the protection and maintenance of the city system.
4. Set priorities for public service and utility usage's. Establish liaison with all public and private utilities to facilitate shutting off service to prevent injury or property damage.

G. Technical Specialists:

Personnel with special skills who are activated only when needed. Technical specialists can be used anywhere within the ICS organization.

1. Provide technical data, resources, information, and advice as necessary.
2. Assist in assessment and planning.

LOGISTICS

Logistics is responsible for providing facilities, services, and materials for the incident. The Logistics Section Chief manages service and support resources required for the incident. The Logistics Section consists of the Service Branch, Communications Unit, Medical Unit, Food Unit, Support Branch, Supply Unit, Facilities Unit, and Ground Support Unit.

A. Communications Director (Metro Communications):

1. Be responsible for all communications equipment in the City Emergency Operations Center.
2. Serve as an official communications controller and point of contact for auxiliary telecommunications support.
3. Manage the placement of radio communication at traffic control stations, collection points, lodging, feeding and shelter and other areas that may deem necessary.
4. Coordinate volunteer communications.
5. Provide a communications link between the county and the cities within the county, adjacent counties and the State Emergency Operations Center.
6. Ensure that the applicable disaster warning has been sounded. Warning – attack and natural disaster:
 - a. Alert notification procedure.
 - b. Sounding of sirens.

B. Missing Persons Officer (City Police Department):

- A. Assemble necessary staff.
- B. Coordinate activities with law enforcement, coroner, hospitals, and media.
- C. Be responsible for all missing persons activities and use all available resources to complete the assigned responsibilities.
- D. Set up operations point other than the EOC.

- E. Establish forms and procedures needed to fulfill the mission.
- C. Wrecked Vehicles (County Treasurer):
- A. Assemble necessary staff.
 - B. Establish liaison with towing companies, a storage area for the vehicles to be towed to, insurance agencies, and owner of towed vehicles.
 - C. Vehicles will only be towed from public property.
 - D. Check registration of vehicles and contact owners.
 - E. Should there be no activity in this section, the section leader may be assigned to another section.
- D. Medical and Health (Public Health Director/City Health Officer):
- A. Assemble necessary staff.
 - B. Be responsible for all medical and health situations.
 - C. Under authorization of the Council, assume control of all health and medical personnel, facilities, equipment, supplies, and activities.
 - D. Use all resources available to fulfill the responsibilities.
 - E. Coordinate with the other relief agencies.
 - F. Act as liaison assessing the severity and duration of the disaster and anticipated support needed.
 - G. Advise the City Council/County Commission on all health and medical functions relative to the emergency.
 - H. Is responsible under the Incident Command system for the operation of Public Health, Emergency Medical Services, Morgue and Burial, and Clinical Medical Services.
 - I. Overall responsibility for the accountability of individuals affected by the incident receiving medical treatment.
- E. Public Health (City Health Officer):
- A. Designate and organize medical and first-aid stations where needed and coordinate the supply of operations.
 - B. Prepare for possible mass inoculations of people.
 - C. Prepare to advise on drinking water and food stocks.
 - D. Be responsible for disposal of contaminated food and dead animals.
 - E. Be responsible for the accountability of individuals affected by the incident receiving treatment at Public Health installations.
- F. Morgue and Burial (County Coroner):
- A. Identify and establish the necessary resources to perform morgue operations.

- B. Assemble necessary staff.
 - C. Establish mortuary facilities and perform operations.
 - D. Be responsible for the accountability of individuals affected by the incident for morgue and burial services.
- G. Clinical Medical Services:
- A. Coordinate available bed space between community health care facilities.
 - B. Coordinate available overflow bed space with regional health care community.
 - C. Coordinate transportation between regional health care community.
 - D. Assemble necessary Emergency Room staff to receive casualties.
 - E. Be responsible for the accountable of individuals affected by the incident admitted to community health care facilities.
 - F. Coordinate with hospital and medical representatives.
- H. Manpower (County and City Human Resources):
- A. Assemble necessary staff.
 - B. Provide the necessary manpower for agencies and departments when requested.
 - C. Coordinate the registration of volunteers if necessary.
 - D. Arrange for transfer of employees from department to department as required.
- I. Shelter Officer (Welfare Director):
- A. Insure that those protective actions against the effects of nuclear weapons, which are within the capability of the shelter, are taken.
 - B. Develop and implement plans for the satisfaction of basic human needs – a livable atmospheric environment, water, food, sleep, sanitation, and medical care – within the limits imposed by shelter resources and conditions.
 - C. Establish a shelter organization and a shelter schedule by which to carry out all shelter activities.
 - D. Develop and implement plans for in-shelter training of key workers population that will enhance their survival capabilities during and after the shelter stay.
 - E. Prepare plans for in-shelter emergency situations and implement plans if necessary.
 - F. Establish and control relocatee reception registration centers.
 - G. Staff, equip, and maintain congregate care lodging facilities for those relocated from a disaster area.
 - H. Establish liaison with state and federal welfare authorities, Red Cross,

Salvation Army, and other relief forces to insure supplies and volunteer personnel to staff the necessary functions.

FINANCE

Finance is responsible for tracking all incident costs and evaluating the financial considerations of the incident. The Finance Section Chief must provide for the documentation of all incident costs and provide guidance to the IC on financial issues that may have an impact on incident operations. These responsibilities include:

- 1) Future payments.
- 2) Future budgeting.
- 3) Payment of personnel costs.
- 4) Cost recovery.

The Finance Section consists of the Time Unit, the Procurement Unit, the Compensation/Claims Unit, and the Cost Unit.

A. Private Donations (City Finance):

1. Assemble necessary forces.
2. Be responsible for all private donations such as money, food, and clothing. Food and clothing shall be turned over to the County Welfare and private relief agencies for distribution.
3. Establish a non-governmental employee committee to handle the donated monies to the victims.
4. Make arrangements for a disaster relief fund account at a local bank.
5. Relief donations would not be immediate; therefore, activities of this section would not be immediate.

A. Purchase Recorder (City Finance):

1. Assemble necessary staff.
2. The Purchase Recorder will be the person that everyone will report to when purchasing *any* needed supplies or equipment. All Items of purchase will have to be recorded before purchase.
3. The Purchase Recorder will be permitted to authorize the expenditure of up to \$5,000.00 for the period of the emergency; all items above this amount will have to go before the appropriate person in the Unified Command.

B. Finance (City Finance Department):

- A. Assemble necessary staff.
- B. Keep the appropriate person(s) on the Unified Command advised on fiscal responsibilities.
- C. Prepare all necessary forms for state and federal assistance.
- D. Keep accounts of all money spent during operations.
- E. Coordinate with all other agencies as necessary.

C. Data Processing:

- A. Assemble necessary staff.
- B. Provide technical support for computer operations.
- C. Provide adequate computers to maintain a satisfactory Emergency Operations Center.
- D. Develop (if necessary) computer communications from field to the Emergency Operations Center.
- E. Provide computer services to county/city departments.

VII. PLAN DEVELOPMENT AND MAINTENANCE:

- A. This plan was developed with the cooperation of city departments with responsibilities by the Minnehaha County Emergency Management Office and the South Dakota Division of Emergency Management with guidance provided by the Federal Emergency Management Agency.
- B. The Brandon City Council shall review this plan annually and update the annexes in conjunction with the departments and agencies involved.

EMERGENCY GENERATORS

10 KW Onan Generator with gas engine on trailer (115-240 volt):

- Will run smaller lift stations.
- Will operate one of three building, (Maintenance Shop, City Hall & Fire Station).

12 KW Onan Generator with diesel engine on trailer (115-240 volt):

- Will run smaller lift stations.
- Will operate one of three building, (Maintenance Shop, City Hall & Fire Station).

30 KW Kohler Generator with gas engine on trailer (115-240 volt):

- Will run all lift stations except the Parkview Lift Station.
- Will operate one of three building, (Maintenance Shop, City Hall & Fire Station).

350 KW Caterpillar Generator on trailer with diesel engine (480 volt, 3 phase):

- To run water treatment plant.

225 KW Caterpillar Generator on Trailer with diesel engine (208/240/480 3 phase):

- Will run the waste plant, Parkview Estates Lift and Well # 6.

(1KW = 1000 Watts)

CONTINUITY OF GOVERNMENT

THE PURPOSE OF THIS ATTACHMENT IS TO LIST ALL ELECTED OFFICIALS AND DEPARTMENT HEAD AS WELL AS THE DULY AUTHORIZED EMERGENCY INTERIM SUCCESSORS FOR EACH POSITION.

	<u>OFFICE</u>	<u>WORK</u>	<u>HOME</u>
<u>ELECTED OFFICIALS</u>			
Larry Beesley 212 7 th Ave Brandon, SD 57005	Mayor	582-8015	582-3907 360-1036 (Cell)
Mindy Hansen 317 Switch Grass Trail Brandon, SD 57005	Alderwoman	978-9720	582-7848
Roger Brooks 117 S. Country Club Dr. Brandon, SD 57005	Alderman Council Vice President	N/A	582-7170 366-5534 (Cell)
Blaine Jones 120 River Oak Court Brandon, SD 57005	Alderman Council President	201-9625	582-8368 310-4453 (Cell)
Barb (Vavruska) Fish 1401 Parkview Place Brandon, SD 57005	Alderwoman	582-2037	582-2711 310-0920 (Cell)
Jo (Donna) Hausman 517 Tamarac Ave. Brandon, SD 57005	Alderwoman	582-8834	221-5605 (Cell)
Bob Smith 1708 Sylvan Circle Brandon, SD 57005	Alderman	582-2249	906-0831 (Cell)
<u>CITY ADMINISTRATOR</u>			
Bryan Read 2917 Sunrise Court Brandon, SD 57005	City Administrator	582-6515	582-6769 366-2387 (Cell)
<u>POLICE</u>			
Dave Kull 408 Sunday Drive Brandon, SD 57005	Police Chief	582-6125	582-8368 376-2351 (Cell)
<u>CITY ATTORNEY</u>			
Lisa K. Marso Boyce Greenfield Pashby & Welk, LLP 101 N. Phillips Ave. #600 Sioux Falls, SD 57104	City Attorney	336-2424	582-6418

CITY ENGINEER

Stockwell Engineers, Inc.
John Brown
600 N. Main Ave. #100
Sioux Falls, SD 57104

City Engineer

338-6668

N/A

PUBLIC WORKS DIRECTOR

Rollie Hoeke
48427 Beaver Valley Road
Valley Spring, SD 57068

Public Works Director

582-2273

582-3721
310-3922 (Cell)

GOLF COURSE

Zane Swenson
2204 Byrum Circle
Brandon, SD 57005

Golf Pro

582-7100

582-3629
351-2492 (Cell)

Bill Reiter
908 S. Sneve Avenue
Sioux Falls, SD 57103

Greens Superintendent

582-7163

332-9215

FIRE CHIEF

Greg Lembcke
105 Cardinal Avenue
Brandon, SD 57005

Fire Chief

582-6163