

CITY OF CHENEY

EMERGENCY **OPERATIONS/DISASTER** **RESPONSE** **POLICY**



Approved by the Cheney City Council on April 10, 2014.

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CITY OF CHENEY

EMERGENCY OPERATIONS/DISASTER POLICY

PURPOSE: The purpose of this policy shall be to aid authorities in organization, designating responsibilities, obtaining outside assistance, maintaining inventories or equipment and personnel that would be required in a City Emergency. The plan applies to local officials, departments and mutual aid entities. When a disaster strikes, an emergency organization must be mobilized immediately. This plan will assist the city to make this mobilization quick and effective.

This plan should be considered a preparedness document. As such, it should be understood, and exercised before an emergency occurs.

MISSION STATEMENT: The Emergency Preparedness Mission for the City of Cheney 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.

DESCRIPTION: The City of Cheney is an incorporated city of the third class in Sedgwick County, Kansas. The water supply for the city is obtained from three primary wells and three secondary wells. The city has a four-cell lagoon wastewater system. The City also supplies natural gas. Cheney is served by Cheney Fire Rescue, which is a volunteer fire department and Sedgwick County EMS. Cheney Police Department provides 24 hour coverage with five police officers. Cheney's current population is approximately 2,100.

Cheney is governed by a mayor and five-member city council, all elected at large. The city has eighteen (18) full time employees: City Administrator, City Clerk, Utility/Court Clerk, Deputy City Clerk; Maintenance Superintendent, Assistant Maintenance Superintendent, three (3) Maintenance employees; Chief of Police, Police Sergeant, three (3) Police Officers; Golf Course Manager, Assistant Golf Shop Manager; Golf Course Superintendent, Assistant Golf Course Superintendent. The rest of the employees are part time and seasonal.

Cheney is home of Cheney School District #268, St. Paul's Lutheran School and Pre-school (PK-8), and Trinity Learning Center Preschool. The following school facilities are located within the City limits: Cheney Grade School, Cheney Middle School/ High School, USD 268 Bus Barn, USD 268 District Office, USD 268 vocational building, Trinity Learning Center, St. Paul's School, St. Paul's In His Hands Preschool, Main Street Villas, Sundance, Cheney Golden Age Home, Sundance Apartments, Marshall Street Condos and Jefferson Street Condos.

Access into and out of Cheney is available on 391st St W (County paved road on west side of city limits), 383rd St W (County paved road through the middle of town- Main Street), and 375th St W (dirt road on east side of City limits). These roads can be accessed from the south on MacArthur Rd (County paved road 39th St S) and from the north side of the city limits on 23rd St S (County dirt road). Access to 391st St W and 383rd St W can be obtained from US Highway 54/400.

In the event it becomes necessary to evacuate the City of Cheney, the most direct routes out of the city would be north on 391st St W (Lake Rd) or 383rd St W (Main St) to US Highway 54/400, which runs west to Kingman and east to Wichita, or north on 391st St S (Lake Rd) to Hutchinson.

COMMUNITY'S IDENTIFIED RISKS & VULNERABILITIES

- Cheney's Farmers Cooperative facilities that houses hazardous chemicals.
- City is located in an area of the country that is prone to tornadoes, hail, winter storms, fires, drought, air transportation accidents and damaging wind storms.
- City-operated sewer lagoon system located outside of the city (within one mile east of city limits).
- Natural Gas Leak
- Flooding
- Earthquakes

DISASTER DECLARATION

When an emergency situation has caused severe damage, injury, or loss of life or it appears likely to do so, the Mayor may, by executive order or proclamation, declare a local state of emergency. If the Mayor is unavailable, the President of the Council may make the declaration. Sedgwick County may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted by the Governor.

A declaration of local disaster / emergency may be declared in accordance with the terms of K.S.A. 48-932 et seq. by the Chairman of the Board of County Commissioners (BoCC). This allows the Chair of the BoCC to issue such directives and activate such local resources as are required to respond to the incident.

- An Emergency Declaration may be issued by the Chair of the BoCC as outlined in K.S.A. 48-932 et seq. when it appears that response and recovery efforts will exceed normal local capabilities.
- Any order or declaration declaring, continuing, or terminating a disaster will be given prompt and general publicity through the Communications Director.
- Any disaster declaration will be filed promptly with the county clerk, Emergency Management Director, and the Kansas Division of Emergency
- Management.
- The effect of a Declaration of Local Emergency will be to activate response and recovery aspects of all applicable local and inter-jurisdictional emergency plans and to authorize the furnishing of aid and assistance.

Request for Assistance

- Sedgwick County will first implement mutual aid agreements of cooperation within the county. Agreements through K.S.A. 48-948 through 48-958 in conjunction with the Kansas Division of Emergency Management.
- In the event the available mutual aid agreement(s) is/are not sufficient to meet the needed requirements, the Chair of the BoCC through the Emergency Manager may request assistance from the state.

- Request for assistance from the state should be through the Emergency Management Director to The Adjutant General's Department, Division of Emergency Management. In anticipation of State involvement, local government should declare a State of Local Disaster Emergency.
- The Adjutant General's Department, Division of Emergency Management will review the request, evaluate the overall disaster situation, and recommend action to the Governor.

If a state declaration is declared based on the local declaration of emergency, the Governor may invoke any of the following:

- Suspending procedural laws and rules to facilitate a timely response.
- Using all available resources of government and commandeering private property, subject to compensation, to cope with the disaster.
- Restricting the movement of people and occupancy of premises.
- Prohibiting the sale or transportation of certain substances.
- Implementing price controls.

A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration **is required** to obtain state and federal disaster recovery assistance, if awarded.

RESPONSIBILITIES AND ASSIGNMENTS:

In preparing this guideline, responsibilities for disaster/response and recovery have been assigned. 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 the Mayor or Administrator, city personnel may be requested to perform other disaster duties.

Day-to-day functions that do not contribute directly to response actions in an emergency may be suspended for the duration of the emergency. The resources and efforts that would normally be required for those functions may be diverted to the accomplishment of emergency tasks by the agency managing the use of those resources.

On April 10, 2008 the City Council approved NIMS as the City of Cheney’s all hazards incident management system and support the adoption by associations, utilities, non-governmental organizations, and appropriate private sector organizations.

The first task following an emergency will be to establish a command post. The following list is in order of preference for location of the command post. The availability of any of the facilities will depend on the type of emergency event that has occurred. Proximity of disaster, potential for continuation of disaster conditions and access by the public should be taken into account.

- A. City Hall (located at 131 N. Main)
- B. City Maintenance Building (311 E. South Ave)
- C. Fire Station (525 N. Main)
- D. Cherry Oaks Golf Course (1119 N. Main)

Initial Response- Cheney emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from our local officials along with activation of mutual aid agreements and seek technical assistance from county, state and federal agencies and industry where appropriate.

The first local emergency responder to arrive at the scene of an emergency situation will implement Incident Command System (ICS) and serve as the Incident Commander (IC) until relieved by a more senior or more qualified individual. The IC will establish an incident command post and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response.

Under the ICS, the EOC serves as the support system to field operations. The Incident Commander establishes command at the scene, and requests for resources and information go to the EOC. If a city level EOC is created, additional resources and information may be requested by activating Sedgwick County EOC. Direct requests for state and federal resources must pass through the county EOC via the emergency management director or designee.

For some types of emergencies, a specific incident scene may not exist in the initial response phase and the (EOC) Emergency Operations Center may accomplish initial response actions such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an incident command post may be established, and direction and control of the response transitioned to the IC.

Cheney Emergency Operations Center (EOC)

When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post at the disaster site and the EOC. A general division of responsibilities is outlined below. It is essential that the precise division of responsibilities be determined for specific emergency operations.

Incident Commander's Roles and Responsibilities

The (IC) also known as the Incident Commander is generally responsible for field operations, including:

1. Isolating the scene.
2. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
3. Warning the population in the area of the incident and providing emergency instructions to them.
4. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
5. Coordinating with local law enforcement for traffic control arrangements in and around the incident scene.

6. Requesting additional resources through the IC (incident Command).
7. Coordinate with the Mayor in determining location for distribution of potable water assure the public is notified concerning availability and location of water.
8. Work with the Mayor in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialize personnel as may be required in the disaster situation.
9. Make formal request to the next higher level of government through the Department of Emergency Management for assistance if disaster response is beyond the capability of the City.

The Emergency Operations Center (EOC) is generally responsible for:

1. Providing resource support for the incident command operations.
2. Issuing community-wide warning.
3. Issuing instructions and providing information to the general public.
4. Organizing and implementing large-scale evacuation.
5. Organizing and implementing mass shelter and feeding for evacuees. Contact the local Red Cross or other providers in assist in feeding people in shelter.
6. Coordinating traffic control for large-scale evacuations.
7. Requesting assistance from the County EOC.

Emergency Management Coordinator – Fire Chief or City Administrator

The local government has primary responsibility for emergency management activities within the city. All other levels of government provide resources not available at the local level. When the emergency exceeds local government's capability to respond, assistance can be requested of the County Emergency Management Director. The Fire Chief will be designated as Emergency Management Coordinator, but in the event of a fire disaster the City Administrator or designee may be deemed as Emergency Management Coordinator.

In the event of a disaster and declaration by the Sedgwick County commissioners, the Sedgwick County Emergency Management Director will implement the county's emergency operations plan. The Sedgwick County Emergency Operations Center (EOC) may be activated at the request of the Mayor or City Officials should it be determined that additional resources may be needed or assistance provided. This request will come to the Sedgwick County Emergency Management Director, and the EOC will be activated to Level 2 in accordance with ESF #5 of the Sedgwick County local emergency operations plan.

Disaster operation duties for the Sedgwick County Emergency Management Director may include, but are not limited to:

- Assume overall coordination of emergency operations relating to disaster response/recovery.
- Coordinate additional communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.
- Conduct EOC briefings to coordinate disaster response/recovery efforts; determine with executives how often briefings are needed.
- Coordinate efforts of City, local businesses, private groups, volunteers, adjacent jurisdictions for mutual aid.

- Liaison responsibilities between the city, counties, state, and if needed, federal agencies.
- Support evacuation:
 - Request to provide emergency information to the public concerning an evacuation.
 - Coordinate additional transportation that may be required for evacuation.
- Coordinate shelter operations:
 - American Red Cross
 - The Emergency Management Coordinator will notify the American Red Cross to open shelter(s) and provide traditional emergency needs of evacuees:
 - shelter-cots, blankets
 - food (from local stores, if possible)
 - emergency family services
 - mobile feeding in disaster area
 - damage assessment-residential # of families affected-offer family services
 - Red Cross will send a representative to EOC briefings.
 - No pets (except assistance service dogs) will be allowed in the shelter.
 - Red Cross will have written agreements with schools and churches for use as shelters during a disaster.
 - Salvation Army
 - The Emergency Management Coordinator will notify the Salvation Army to provide assistance as needed.
 - May provide counseling services from local pastors, if needed.
- Declaration of local disaster will be requested by the Sedgwick County Emergency Management Director to the Chair of the Board of County Commissioners in accordance with ESF #5 of the Sedgwick County Local Emergency Operations Plan.
- Coordinate with County Attorneys on any legal emergency matters.
- Coordinate with Social Services/Senior Services on the disaster needs of individuals to provide necessary outreach services and assistance in recovery.
- Coordinate staging areas with Field Operations.
- Disseminate “identification cards: for:
 - Emergency workers outside those provided by the City.
 - Volunteers.
 - Disaster area residents
 - Appointed/elected officials outside the City limits.
- Organize the volunteer force
- Provide training for personnel who will respond to a disaster.
- Contact Sedgwick County Animal Response Team

Emergency Management Team

The Emergency Management Team (EMT) shall consist of the department head from each department of the City or his/her designee. The Emergency Management Director (Fire Chief) shall chair the EMT. The EMT shall perform the following duties:

- Each member shall serve as a liaison for their respective organizations in order to coordinate and ensure continuity of operations during a declared emergency.
- Each member shall report to the City's Emergency Operations Center (EOC) when requested by the EMT Director in order to coordinate response activities;
- Each member will create an emergency management organization within his/her department to guide the employees of the City during a disaster and give employees a clear understanding of the Emergency/Disaster Plan and its principles;
- Each member shall guide the emergency organization of his/her department in developing and maintaining department level disaster readiness plans and SOPs, including evacuation exercises.

Mayor/City Council: responsibilities of the Mayor and City Council during a disaster may include, but are not limited to:

- The Mayor will be alerted of a disaster situation by the City Administrator, Chief of Police, or Fire Chief. The Mayor will, in turn, call / notify the Council members.
- Make executive decisions; establish policy needed to effectively respond to the disaster.
- Provide policy oversight of the Emergency Management Team
- The Mayor will declare and sign a local State of Emergency when the scope of the disaster/emergency is beyond municipality's ability to respond without assistance.
- Exercise emergency powers; provide policy decisions.
- City staff will exercise final authority on subjects such as:
 - Curfews
 - Price restrictions
 - Standards for contractors, craftsmen
 - Temporary waivers for land use
 - Other related legal responsibilities
 - Evacuation decisions
- Approve emergency legislation for the city.
- Mayor may activate EOC (Emergency Operations Center).
- The Mayor may request assistance from mutual aid communities.

City Administrator

- Notifies the Mayor of a disaster situation. Initiates the calling tree/notifying department heads of the disaster situation.
- Carry out emergency management activities to protect life and property prior to and during any emergency or disaster.
- Coordinate the emergency management forces of Cheney in handling of a disaster or an emergency.
- Ensures that a copy of the local declaration of emergency is transmitted to the Sedgwick County Office of Emergency Management.
- Public Information Officer
 - The Administrator will ensure that the public is given timely and accurate information.
 - The Administrator can delegate public information duties as necessary.

- Emergency public information responsibilities include:
 - An Information Center to:
 - Release emergency directions and information to:
 - Radio
 - Television
 - Cable Television Interrupt
 - Newspaper(s)
 - Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.
 - Maintain liaison with the EOC and with Field Operations in order to stay abreast of current information.
 - Serve as the source through which the media will gain access to public officials, if required.
 - Provide current and accurate information to the general public making inquiries.
 - Publicize telephone numbers where official disaster information can be obtained by the public. (City Office Staff could field calls.)
- If the disaster exceeds the city boundaries, Incident Command will expand to a unified command and establish a joint information center (JIC) that will include more than one jurisdiction PIO. A spokesperson will be assigned to convey a common message from that JIC.
- Provide a daily “rumor control” sheet with information pertinent to the disaster for the person(s) taking calls; allow this person(s) to attend the EOC briefings.
- In conjunction with the Mayor, prepare necessary documentation required for state and federal disaster assistance applications.
- Coordinate with the Public Works Director to order needed supplies and equipment.
- Assess city’s losses for insurance documentation.
- Coordinate with City Attorney on any legal emergency matters.
- Work with EOC in providing liaison with local contractors, businesses, and industry to obtain needed heavy equipment and operators, supplies, or specialized personnel as may be required in the disaster situation.

City Clerk

- Track and document all expenses for disaster operations from the City Maintenance Supervisor to include:
 - Labor (regular and overtime)
 - Equipment
 - Materials (to include parts and supplies used for the City’s inventory)
- Create a separate fund account to track funds received for the disaster. Do not mix the funds with normal accounts within the General Fund.
- Create separate files for the receipt and expense of funds in order to track all disaster related revenue and expenses.

- Establish a separate fund to receive and account for donations.
- Ask for departments to prepare daily accounting records showing personnel hours and equipment used. Records will show what equipment is used and by what operator and what action was being done.
- Provide financial statistics and summaries for the cost of the disaster, when requested.
- In initial disaster response, may assist at the Communications Center.
- May be designated by the City Administrator to perform emergency public information duties.
- Provide staff at EOC documentation to track and record disaster events.
- Provide a check-in site for all volunteers who are assisting with disaster response efforts, and maintain accurate records of all volunteers, amount and type of volunteer work completed, and record any expenses incurred in the disaster response.
- Dispense volunteer ID cards and/or armbands.
- Provide information to volunteers about handling debris and necessity of current tetanus vaccinations; advise volunteers about safety precautions.
- Make arrangements for meals and/or snacks & beverages for volunteers.
- Maintain / restore City's accounting software as soon as possible.
- Designate someone to document damage through photographs, should there later be an application for state or federal assistance. Every piece of equipment and building damaged by the event should be photographed for insurance claims.
- Advise disaster victims of temporary emergency housing.
- Establish a point of contact for cash donations from the community for disaster victims/efforts and establish guidelines in distributing the money.

Deputy City Clerk

- Will perform duties as assigned under the direction of the City Clerk, not assigned from list above.
- Assumes the responsibilities of the City Clerk, in his / her absence.
- Responds to calls from the public and provides information for the EOC.

Utility Clerk

- Maintain and/or restore City's utility billing system.
- Assist City Clerk with the management of volunteers and other duties assigned under the direction of the City Clerk.
- Responds to calls from the public and provides information for the EOC.

Fire Chief

- Notify the City Administrator of the disaster.
- Will assume primary operational control of fire suppression.
- Serve as hazardous materials responder; provide measurers to minimize dangers from hazardous materials; will coordinate efforts with the HazMat Team, if needed.
- In conjunction with law enforcement, warn residents and businesses by public address systems, knocking on doors, or any other necessary methods.
- Assist law enforcement with evacuation efforts.
- Assist law enforcement in crowd/security of the disaster area.

- Implement mutual aid agreements with other jurisdictions, as needed.
- Assist in safety inspections to assure the integrity of a structure before permitting re-occupancy.
- Will notify Mayor/City Council and EOC of possible fire problems.
- Continue fire suppression operations for the remained of the City.
- Check and validate that the tornado sirens are still operational. If the sirens are not functional after the disaster, coordinate to have a temporary siren in place until the city's can be repaired or replaced.

Public Works/Utilities

The Public Works/Utilities Department includes: Street, Water, Waste Water, and Natural Gas. If staging area for the Public Works/Utilities function is established, it will be coordinated with the EOC.

Public Works Director/Street Superintendent

- The call to respond to a disaster will initially come from a City Official; the Public Works Director will coordinate with the Fire Chief on disaster work assignments.
- Close streets to prevent the flow of traffic in/out of the city, as well as transporting/erecting barricades, signs at control points established by law enforcement.
- Assess damage to streets and report damage to the EOC; systematically clear streets as prioritized at EOC briefings with input from the Mayor.
- Clear debris from routes needed for Emergency Responders; next priority is the arterials and collectors.
- Post traffic directional signs, as needed, particularly for evacuation.
- Clear debris from public areas, but only from private property as is necessary for the rescue of the occupants.
- Perform priority repairs to streets.
- Notify KDHE District Engineer, and request assistance if needed.
- Provide emergency repair and maintenance of vehicles and equipment during disaster operations.
- Assist in meeting requirements for disposal of disaster debris.
- Will establish additional temporary tree burning areas, as needed in coordination with Fire Chief.
- Attend briefings at the EOC; inform the EOC and Mayor of any problems.
- Meet the demand for greater disposal operations by requesting extension of hours as needed for debris disposal at county landfill.
- Obtain permission for normally unauthorized items (to the extent possible) at the landfill; find alternative for disposal of unauthorized items.
- Will ensure the City establishes additional temporary tree burning area, if the one "permitted" burn site is not adequate.
- If a number of public buildings and/or streets have been affected by the disaster, assist in prioritizing return to service.
- Coordinate with the Mayor in recovery and rebuilding efforts.
- Survey damage to parks.

- Coordinates with private sector utilities and contractors for use of private sector resources in public works related operations.
- Since disasters are likely to destroy normal visual signs, it will be difficult to locate where a person is. Temporary signs should be installed quickly. Ideas for temporary signs are wooden signs placed in a barrel in the center of an intersection.
- Prepare daily accounting records showing personnel hours and equipment used. Include type of equipment used, by what operator, and what action was done.

Sewer/Water/Natural Gas

- Repair pumps and control systems.
- Responsible for generator at the Lift Station.
- Take necessary action to minimize the threat to property, and public health resulting from damage to the wastewater system.
- Use pumps and sludge handling equipment to take the necessary action to minimize the threat to the environment from contamination from spills.
- Within one hour of an event the city should be aware of the integrity of the **wastewater system**. The priority is to maintain the system flow. Staff will need to treat excess flow and watch for excess chemicals.
- Tornado winds may fill the sewer lagoons with debris that will need to be cleaned out and the lagoon repaired. Utilization of local insurance funds and the State KDOC Urgent Need Grant, which pays 100% up to \$400,000 is probably the best course of action to take in repairing the sewer lagoons.
- Within one hour of an event the city needs to be advised of the integrity of the **water system**. The primary task is to maintain adequate water pressure. The city may be required to do a boil order if the water pressure is not maintained.
- If water service is shut off at a residence or business, crews should paint a blue "X" on the water can so people can easily find water services turned off.
- Prepare daily accounting records showing personnel hours and equipment used. Include type of equipment used, by what operator, and what action was done.

City Attorney

- Provide emergency legal counsel to city officials on subjects such as:
 - Curfews
 - price restrictions
 - standards for contractors, craftsmen to ensure disaster victims are not further victims of unscrupulous practices
 - temporary waivers for land use
 - other related legal duties.
- Draft emergency legislation for the city.
- Provide assistance in negotiation contracts for emergency services.

Fire/EMS

- Assist in evacuation of nursing homes
- Establishes the Incident Command Post
- Conducts search and rescue operations

- Provide emergency medical services
- Provide personnel for field triage
- Contact Sedgwick County for additional support
- Suppresses fires
- Conducts/coordinates hazardous material support

Police Department

- Coordinate traffic control for evacuations, shelter operations, and in and around emergency areas.
- Manages law enforcement resources and directs traffic control and law enforcement operation and evacuation.
- Provide security at facilities, as needed.
- Provides liaison with other law enforcement agencies (Sheriff, State Police, FBI, etc)
- Coordination of all law enforcement in the City.
- Support emergency public safety activities by coordinating with the Fire Department and supporting search and rescue.
- Provide crowd control as required.
- Coordinates security of fatalities with Sedgwick County Coroner
- Set up a collection point for found weapons to be turned in. The weapons will eventually be returned to the rightful owners.
- Prepare daily accounting records showing personnel hours and equipment used. Include type of equipment used, by what operator, and what action was done.

All Organizations

- Maintain current personnel notification rosters and Emergency Operations Procedures.
- Identify potential resources of additional equipment and supplies.
- Establish clear line of succession for key management positions to ensure continuous leadership and authority for emergency actions and decisions.
- Protect city records, facilities, and equipment essential for sustaining government functions and conducting emergency operations.
- Ensure that alternate operating locations are available should the primary locations suffer damage, become inaccessible, or require evacuation.
- Rotate staff and schedule time off to prevent burnout.
- Ensure functioning of communications and other essential equipment. This includes actions to test, maintain, and repair communications and warning equipment.
- Document all costs and expenses associated with response and recovery activities.
- Prepare daily accounting records showing personnel hours and equipment used. Include type of equipment used, by what operator, and what action was done.

PLANNING FACTORS FOR THE GUIDELINE

All-Hazards Approach

This guideline uses an “all-hazards” approach, which provides general procedures for responding to any type of disaster across a full spectrum of hazards. The City of Cheney is susceptible to a number of hazards. The following list identifies the primary hazards that could have a significant effect on the population and property in the City of Cheney.

- | | |
|----------------------------------|---------------------------|
| 1. Tornado | 2. Major Wind Storm |
| 3. Major/Prolonged Power Failure | 4. Major Hail Storm |
| 5. Ice Storm | 6. HazMat |
| 7. Major Winter Storm | 8. Communications Failure |
| 9. Acts of Terrorism | 10. Flooding |
| 11. Earthquake | |

Vulnerable Populations

These are populations at risk in the City of Cheney. These will require special considerations in warning, evacuation, and other areas of disaster response. The vulnerable populations are:

- | | |
|--|-----------------------------------|
| 1. Apartment Complex | 2. Nursing Home/ Villa Apartments |
| 3. Schools | 4. Parks |
| 5. Elderly Housing, including Sundance, Northboro, Jefferson St. Condos, Marshall St. Condos | |

Triage/First Aid Station

The triage and first aid station of the most suitable site nearest the event site, ideally this would be at Cheney High School. A morgue will be also designated away from the triage station.

Generators and Fuel

The City of Cheney has stationary generators at the Fire Station, both sewer lift stations, water tower, and City Maintenance Shop. One portable generator will be used during the day at City Hall and at night at water well #11. This generator is stored at the City Maintenance Shop. Fuel to run generators will be provided by Farmer's Co-op. A generator may be rented to run City Hall if 24 hour operations are required.

Debris Disposal

The City of Cheney Debris Management Plan should be followed.

- Determine type and scope of damages.
- Check on equipment (city-owned) to determine whether or not it will function and whether or not it is accessible.
- Check for downed electric lines.
- Clear streets of debris to allow access to emergency vehicles.
 - Set up barricades where necessary.
 - Station traffic director at entrances to city, if necessary, to limit sightseers.
 - Contact KDOT to use a vehicle magnet to pick up nails and other metal on the roadways, to limit the number of flat tires. Tire repair shops should also be contacted to make arrangements in changing tires.
- Open and staff temporary storage / sorting area(s) and burn-site for debris.
 - Areas designated according to quantity and/or type of debris
 - “Plan A”, debris removal from home site to burn site for tree limbs & brush or other items approved by KDHE for burning at city burn site
 - “Plan B”, debris removal from home site to temporary storage/sorting area to burn site and/or disposal site
 - Check with city's solid waste hauler to find out, in the event of a major storm, what kind of materials they will pick up to take to a transfer station

- Establish an area for temporary storage of household hazardous waste items
 - Conduct “Environmental Assessment”
 - Determine environmental impact on area to be used for burn site
 - Determine environmental impact on temporary debris storage/sorting area
 - Determine method of debris disposal for items that cannot be burned or hauled away to construction/demolition landfill or disposed of with household solid waste.

Contact Lists

- Full time employees and City Council members
 - See attached contact list.
- Emergency Personnel
 - Fire Department Chief, Brad Ewy: Cell: 316-215-1967
 - Police Chief, Howard Bishop: Cell: 316-215-1877
 - Other Emergency Personnel: 911
- Emergency Assistance
 - To dispatch immediate help (Fire Department, EMS, and Law Enforcement)
CALL 911
 - Sedgwick County Emergency Management, Randy Duncan
Office: (316) 660-5959; 24-hour communications center: (316) 290-1071
 - Sedgwick County Sheriff’s Department: 316-660-3900
 - Sedgwick County Hazardous Waste: 316-660-7458
 - Sedgwick County Public Works: 316-660-1777
 - Sedgwick County Health Department: 316-660-7300
 - Kansas Highway Patrol: 785-296-6800
 - Kansas Department of Transportation: 785-296-3566
 - Kansas Department of Health & Environment (KDHE): Daytime 8 to 5
Call 785-296-1500; After hours: 1-877-427-7317
 - Kansas State Fire Marshall Office: 316-744-1093 Investigator: 785-207-2191
 - Governor’s Office: 785-296-3232
 - Kingman County Dispatch: 620-532-3138
 - Reno County Dispatch: 620-694-2801
- Utility Companies
 - Westar Energy: Topeka, Outage hotline: 800-544-4857
C & I Business Center: 1-800-826-0026
Bridget Bowman Cell: 316-213-5568
 - Cox Communications:
Marcheta Puckett Cell: 316-208-5331 Office: 316-978-4885
 - AT&T: 1-800-286-8313
 - Black Hills Energy: 800-694-8989
 - Oneok: 888-675-3302
 - Sedgwick Count Electric: Office: 316-542-3131 Outage: 316-761-7225

- Assistance Organizations
 - American Red Cross, Midway-Kansas Chapter: 316-219-4000
 - United Way of the Plains: 316-267-1321 or dial 2-1-1
 - FEMA Disaster Information Helpline: 800-525-0321;
Hearing/Speech Impaired: 800-462-7585
- Insurance
 - United Insurance, Kathy Brier. 205 N Main Cheney, KS 67025
316-540-3600, fax: 316-540-3784. Policy # 8A5-85-01---14

Additional Disaster Services

The following may support disaster operations. Responsibilities include, but are not limited to:

- **County Health Department**
 - Investigates sanitation conditions
 - Coordinates Public Health Education
 - Provides EOC support
 - Provides medical personnel and equipment
 - Provides damage assessment for water supply
 - Coordinates special immunization programs
 - Monitors exposure to radiological, chemical, and biological agents
- **Public Schools-Superintendent**
 - Pre-disaster: Provide emergency safety education/drills in schools for students and staff
 - Be prepared to evacuate and relocate children from school, if situation dictates; facilities have been identified for relocation
 - Broadcast emergency school information over local radio
 - Perform initial damage assessment of affected school facilities
 - May furnish school busses and drivers for evacuation
 - May make school facilities available as evacuation shelter, staging area, morgue, as required
 - Be prepared to recall needed staff should a school facility be designated for disaster operations
- **Ministerial Alliance/Local Pastors**
 - Provide counseling and/or crisis intervention to disaster victims, including the injured and bereaved
 - May be asked to provide counseling services at shelters
- **Animal Health**
 - The local Cheney veterinarian will be designated as the Animal Health Officer in the event of a disaster. The Animal Health Officer's primary responsibility will be animal care and disposal decisions.
 - Sedgwick County Animal Response Team will be contacted through Sedgwick County Emergency Management and will work under the supervision of the

Animal Health Officer and/or the American Red Cross. They will be responsible for taking animals to shelter, assisting in animal care and/or disposal decisions regarding animal care in Cheney, in the event of a disaster or other emergency situation. They will also provide for direction and dictation of shelter and food related to animals.

- A board/site may be set up with pictures of animals and ways to claim animals.
- Animal shelter will be set up at the Sedgwick County Fairgrounds.
- Coordination-The Animal Health Officer and Animal Control Officer are responsible for coordination of activities relating to animal health with the following:
 - EOC and Command Post-He/She will relay the appropriate and pertinent information to the EOC and field command posts in matters relating to the animal population in Cheney.
 - State and Federal Agencies-He/She will coordinate with KDHE, KDAG, and USDA when necessary. These agencies will be consulted to determine jurisdiction, relative to the following:
 - Contamination Assessments-Assessment of chemical, biological, and/or radiological contamination of animals and livestock.
 - Disposal-Disposal procedures addressing contaminated animals or large number of carcasses

- **Mutual Aid**

- Mutual aid agreements (verbal and written) in effect at the time of the emergency will be made use of if necessary and feasible to do so.

IDENTIFICATION BADGES

All full-time employees and Volunteer Firemen will receive a City issued Identification card upon employment with the City. Identification badges are crucial in gaining access to the City in the event of an emergency.

USE OF LOCAL FIRMS

When major disaster assistance activities may be carried out by contract or agreement with private organizations, firms or individuals, preference will be given, to the extent feasible and practicable, to those organizations, forms and individuals residing or doing business primarily in the city and surrounding area.

PLAN DEVELOPMENT AND MAINTENANCE

The City Administrator shall determine the distribution of this Emergency Operations/Disaster Response policy. In general, copies of plans should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set aside for the EOC and other emergency facilities.

The Emergency Operations/Disaster Response policy shall be reviewed annually by local officials. The policy will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or government structure occur.

The Emergency Operations/Disaster Response policy will be revised or updated by a formal change at least every five years. Responsibility for revising or updating the policy is assigned to the City Administrator. Revised or updated planning documents will be provided to all departments, agencies, and individuals tasked in those documents.

Plans without exercises are of little practical value. This policy will be exercised at least every two years.

CONTINUATION OF LOCAL GOVERNMENT

Continuity of Government is an essential function of emergency management and is vital during an emergency/disaster situation. Continuity of Government is defined as the preservation, maintenance, or reconstitution of the civil governments' ability to carry out its constitutional responsibilities.

An organizational chart has been provided for line of succession. This chart can be used in the event of initiating the calling tree.

In the event that the City Hall should become unavailable, or other seat of government should become unavailable, that work will be relocated to another suitable facility. Presently the seat of government is located at 131 N. Main, Cheney, Kansas.

First Alternate: Fire Department- 525 N Main

Second Alternate: City Maintenance Shop- 311 E South Ave.

Third Alternate: Golf Course- 1119 N Main

Fourth Alternate: Local churches

Fifth Alternate: School building

Other alternate sites may include other city-owned facilities, city-leased office spaces, etc. The Director of the Emergency Management Team will select an alternate site when the determination has been made that City Hall is uninhabitable.

During the event of a disaster, it is recommended that the City Council hold daily Council meetings. The meeting should not be adjourned each day, but recess the meeting announcing the meeting time, location and date when it will continue. Daily meetings are recommended until such time as the city council sees no requirement to do so.

Daily meetings should also be held with the general public. The public meetings should be held in a consistent place and be large enough to accommodate everyone. A recognizable city official shall conduct the meetings. Handouts will be provided to the public with important information. Bulletin boards, near the City Clerk's office or designated facility will also be established for public notices to be posted on for the public to review.

City residents and businesses will request services on a standardized form and copies of all requests will be kept.

ENFORCING OFFICER FOR UNSAFE OR DANGEROUS STRUCTURES AND ABANDONED PROPERTY

Ordinance 858, adopted December 13, 2012 complies with K.S.A 12-1750 and appointed the City Engineer to fulfill the responsibilities of an 'enforcing officer' for unsafe or dangerous structures and abandoned property and further duties as deemed necessary by the Cheney governing body.

CITY MAPS, POLICIES, AND ZONING

The following maps, policies, and zoning regulations are included to help assist with the duties during a disaster.

Natural Gas Utility Map

Water Utility Map

Sewer Utility Map

Street Maps (20 copies)

Flood Plain Map

Zoning Map

City Zoning Codes

City Code Book

Purchasing Policy

Sedgwick County Multi-Jurisdiction Hazard Mitigation Plan can be viewed at:

http://sedgwickcounty.org/emermgmt/planning/mitigation_plan.pdf

SAMPLE OF FORMS

The following sample forms, templates and news releases are included to help assist with daily happenings after a disaster strikes. The samples have been provided by the City Clerk and Municipal finance Officers Association.

NONDISCRIMINATION

There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of emergency management functions. This policy applies to all levels of government, contractors, and labor unions.

Additional Outside Resources

Department of Commerce for CDBG Urgent Need Grant: 785-296-4100

Electrical work:

Cheney Electric Service: 316-542-3616

Doug Twietmeyer: 316-772-3113

Equipment Rental:

White Star: 316-838-3321 skid-steers & loaders

RSC Equipment Rental: 316-682-7368

Volvo Rents Inc: 316-722-7600 backhoes, mini excavators, bulldozers, generators

Foley Equipment: 316-944-7368 backhoes, mini excavators, bulldozers, generators

Fuel for generator:

Farmer's Co-op 316-542-0231

Humane Society: 316-524-9196

Heavy Equipment:

Young Construction: Allen Young 316-772-7073 Jeff Young: 316-772-7512

Steve Dick Digging: 316-215-2302

Kansas Housing Resource Corporation: 785-217-2046

- to assist displaced persons as well as assistance for rehabilitation of damaged homes.

- Kansas Municipal Utilities: 620-241-1423

Plumbing Supplies:

The Tap of Kansas: 316-265-4440

Locke Supply: 316-945-7676

Portable pumps:

Wichita Pump & Supply Co 316-264-8308

Port-a-potties:

Waste Connections Cell: 316-208-3962 or 316-838-4920

AAA Portable Services 316-522-6442

Residence Assistance: 1-800-Board-Up

Tire Shops:

TBA Tire Shop: 542-3112

Lubbers Tire Shop: 540-0011

Tracy's Automotive- Goddard: 316-794-7767

Bosley's Tire & Wheel- Wichita: 316-524-0299

AJ Tire- Kingman: 620-532-3481

Traffic Signs:

Cillessen & Sons 316-682-2400

Trash Containers:

Waste Connections of Kansas: Jeff Fawcett Cell: 316-208-3962

Tree Service:

Maximum Tree Service: 316-641-2453

SZ Mowing: 316-619-3896

Water & Fire Damage:

Eagle Environmental: 316-944-2445

- water damage, mold remediation, haz-mat cleanup, vacuum truck, confined space, rescue standby

