



## City of Clearwater Council Meeting Notice

Tuesday, September 8, 2015 at 6:30pm

129 E Ross Clearwater, KS 67026

[www.clearwaterks.org](http://www.clearwaterks.org)

Please call the Clerk's office at 620-584-2311 or the Kansas Relay Service 800-8766-3777 at least 48 hours in advance if you require special accommodations to participate in this meeting. We make every effort to meet reasonable requests.

### AGENDA

[Please note that the meeting agenda is subject to change during the meeting.]

**1. Call meeting to order and welcome**

Burt Ussery, Mayor

**2. Invocation and flag salute**

**3. Roll Call**

Courtney Meyer, City Clerk

Burt Ussery, Mayor

Laura Papish, Councilmember President

Austin Wood, Councilmember

Paul Clark, Councilmember

Ron Marsh, Councilmember

Chris Griffin, Councilmember

**4. Action: Approve September 22, 2015 meeting agenda**

**5. Public Forum**

Pursuant to Ordinance No. 917 and Section 2.08.010 adopted by the governing body and approved by the Mayor on November 24, 2009, members of the public are allowed to address the Mayor and City Council for a period of time limited to not more than five minutes.

**6. Action: Approve Consent Agenda**

a. Minutes 9/8/15 Council Meeting

b. Accept the resignation of Dick Croft from Planning Commission

**7. Action: Approve League of Kansas Voting Delegates**

**8. Discussion: Emergency Management Workshop**

**9. Action: Claims and Warrants**

Courtney Meyer, City Clerk

**10. City Administrator Report**

Justin Givens, City Administrator

**11. Council Reports**

**12. Executive Session – Discussion of the Acquisition of Real Estate**

**13. Adjournment**

**NOTICE: SUBJECT TO REVISIONS**

It is possible that sometime between 6:30 and 7:00 pm immediately prior to this meeting, during breaks, and directly after the meeting, a majority of the Governing Body may be present in the council chambers or lobby of City Hall. No one is excluded from these areas during those times.

**Honorable Mayor and City Council**

**From: Justin S. Givens,  
City Administrator**

**Re: Agenda Summary 09 22 2015**

**Item6:** a. Review and Approve Minute of the September 8, 2015 City Council Meeting  
b. Accept the Resignation of Dick Croft from the Clearwater Planning Commission (letter attached)  
-----end of Consent Items

**Item 7:** Approve Voting Delegates for the League of Kansas Municipalities. The city is allowed one voting delegate and one alternate to cast votes in the business matters related to the League of Kansas Municipalities. This is done on an annual basis. The League will be conducting a business meeting on Monday, October 12<sup>th</sup> at the annual conference in Topeka.

**Item 8:** Staff will present the Clearwater Emergency Management Plan as well as other information related to the continuity of government and delivery of services during crises.

**Item 9:** All claims and warrants will be presented to the Governing Body at the meeting.

**Item 12:** Staff is requesting a brief executive session to discuss matters related to the acquisition of real estate.

**City of Clearwater, Kansas**  
Sedgwick County  
**City Council Meeting - MINUTES**  
September 8, 2015  
Clearwater City Hall – Council Chambers  
129 E. Ross Avenue Clearwater, KS 67026

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**Call to Order**

Mayor Burt Ussery called the meeting to order at 6:30 p.m.

**Invocation and Flag Salute**

Councilmember Griffin gave the invocation which was followed by the pledge of allegiance and flag salute.

**Roll Call**

The City Clerk called the roll to confirm the presence of a quorum. The following members were present:

Mayor Burt Ussery, Laura Papish, Austin Wood, Ron Marsh, Paul Clark, Chris Griffin were all present.

The following staff members were present:

Justin Givens, City Administrator; Courtney Meyer, City Clerk; Lee Parker, City Attorney; Jason Gearhardt, Interim Police Chief, Ernie Misak, Public Works Director.

Others Present:

Tristan Voran, Rhianna Lambert, Cora Mertens, Michaela Baker, TJ Henderson, Kaitlin Finney, Jessica Koch, Brenna Snyder, Amber Asbury, Curtis Rylant, Cody Horsh, George Serpan, Tessa Castor, Kathy Scapa, Ino Scapa, Mary Schauf; Paul Rhodes, Times Sentinel News.

**Approval of the Agenda**

Mayor Ussery called for a motion to approve the September 8<sup>th</sup> agenda.

**Motion:** *Griffin* moved, *Papish* seconded to accept the September 8, 2015 agenda. Voted and passed unanimously.

**Public Forum**

Mayor Ussery stated that nobody approached the podium however he had resident email him and Mayor Ussery read the email at this time.

Kathy Scapa of Wichita approached the podium and address the council in regards to her property at 140 and 142 E Wood. Ms. Scapa stated she has a problem with the plat for her property at 140 and 142 E Wood. The plat was signed by someone other than herself and approved by Clearwater Planning Commission and City Council. Sedgwick County shows the property owned by someone other than herself. She would like ideas on how to move forward and correct the issue. She also stated that this was urgent and she

needed it completed by October.

Mayor Ussery stated there was no action that could be taken at this time but the City would speak with the City Attorney to review the situation and advise us on what needs to be done. If there is action that needs to be taken it will be put on a future agenda and if there is no action that needs to be taken then she will be informed.

### **Consent Agenda**

Mayor Ussery called for a motion to approve the consent agenda.

**Motion:** *Griffin* moved, *Clark* seconded to approve the consent agenda as presented. Voted and passed unanimously.

### **Award Bid for Sewer and Water Improvements for Park Glen Estates Phase 1.**

Administrator Givens stated Mies Construction was low bid at \$65,778.50 They have 20 days form bid award to start the project and 30 days to complete the project. Bids ranged from 65,778.50 to \$125,000

**Motion:** *Clark* moved, *Wood* seconded to award the bid for sewer and water improvements for Park Glen Estates Phase 1 to Mies Construction. Voted and passed unanimously.

### **Consider Ordinance 1002 Amending Section 3.12 of the Clearwater Municipal Code**

Administrator Givens stated after the deluge of roofing and dent removal contractors in Clearwater after the recent hail storm, staff as directed by the Governing Body at the August 25<sup>th</sup> meeting prepared an updated ordinance and code relating to the issuance of Solicitor and Peddlers licenses.

Givens said that staff solicited information from local municipalities on licensing requirements and conferred on internal processes and requirements to effectively screen, license and control applicants. Staff is proposing the following substantive changes to Section 3.12 of the Clearwater Municipal Code based on the information obtained thru our research.

1. A yearly license that expires on December 31 of each year and is required to be renewed yearly for vendors.
2. KBI background checks for all applicants
3. A fee of \$50.00 plus an additional \$25.00 for the background check per person applying for a license
4. Time constraints during which door to door solicitation can take place.
5. The issuance of a color coded license for permitted vendors.
6. The city will reserve the right to deny an application based on past criminal history especially involving crimes relating to theft, fraud and of a sexual nature.

A vendor will be required to apply for a license prior to soliciting door to door. City staff will collect applications and photo id's which will be provided to the police department for follow up and background checks. If no issues arise from the background checks

staff will issue the applicant a color coded license good for the remainder or the calendar year. These licenses will not be pro-rated. Recognized non-profit groups will not be required to receive permits.

Currently, the application fee for licenses is \$5.00 which does not cover staff time involved in the process to issue the license. There is a minimal amount of revenue generated from these permits during a normal year.

Griffin asked if there is anything that can be done so kids are not approached by anyone who is going door to door. He said he had many complaints about kids being asked to take flyers and information back to their parents.

Wood mentioned that the police should be informed when that happens.

Mayor Ussery agreed with councilmember Wood. Police should be contacted if solicitors are approaching their kids. He also asked that the hours the solicitors are allowed to knock on doors be printed on the permit card. Mayor Ussery also thought the \$50.00 fee was very little and wanted to discuss raising the cost more.

Griffin suggested charged a business a flat fee and then a separate fee for each employee for a back ground check.

Public Works Director Misak asked to clarify the original proposal. He asked if the \$50.00 plus \$25.00 was per person no matter who they worked for or was the \$50.00 for the business and \$25.00 per person.

Givens clarified the original proposal was \$75.00 per person no matter who they worked for. The original proposal did not consider charging just a business fee but a per person fee.

Mayor Ussery then proposed a fee of \$100.00 plus a \$25.00 background check fee per person regardless of who they work for.

**Motion: Marsh** moved, **Wood** seconded to adopt Ordinance 1002 with modifying section 3.12.040 to \$100.00 fee instead of a \$50.00 fee.

Clerk Meyer gave a roll call for the vote

Clark, yea; Papish, yea; Wood, yea; Marsh, yea; Griffin yea.

Mayor Ussery stated that Ordinance 1001 passed 5-0.

### **Authorize a Temporary Permit of the Consumption of Alcohol on Public Property**

Givens said at the August 25<sup>th</sup>, 2015 meeting the Governing Body did consider a temporary permit for consumption of alcohol on city property. At that time a permit form was presented to the Governing Body. During the discussion, action on the permit was tabled until a generic permit could be created for which specific temporary permits could be issued.

The City Attorney has prepared the Temporary Permit in generic form for review and staff has prepared a Temporary Permit for Consumption of Alcohol during the Fall Festival as has been previously applied for. The generic permit includes information for the permittee and organization if any. The dates and hours that the temporary permit is being requested for and the location where consumption will be allowed. It also allows for the Governing Body to assign specific conditions in which any permit may be issued.

Givens recommends the City Council:

1. Approve the Generic Temporary Permit Form;
2. Approve a Temporary Permit for Consumption of Alcohol during the Fall Festival

**Motion:** *Wood* moved, *Papish* seconded to authorize the Mayor to sign the temporary permit for Alicia Lange on the Fall Festival Beer Garden. Voted and passed 4-1. Griffin voted no.

### **Sign Regulations for the City of Clearwater.**

Givens then addressed the Council in regards to the sign ordinance and said at the August 25, 2015 meeting the City Administrator in his report asked for direction on signs in the right of way. An ensuing discussion led to the request of an agenda item for review of Sign Regulations within the city.

Article 12 of the Clearwater Zoning Ordinance deals specifically with signs. The ordinance was adopted in whole in 2005. Much discussion in the planning fields is given to sign regulations. From size and form, to the function of the sign and its placement planners, city officials and property owners have long been in a state of flux in best practices in dealing with signs.

The largest part of the conversation that arose from the August 25<sup>th</sup> meeting dealt specifically with signs in the right-of-way. "Bandit" signs (small inexpensive signs that can be easily placed and discarded) were rising up in the public right-of-way after the recent hail storm. Staff was seeking guidance as to the proper method of policing these signs.

While most cities including Clearwater's zoning regulations outlaw signs in the right of way many cities deal with signs advertising a myriad of products or companies that pop up overnight, these types of signs often include garage sale signs.

Section 1.2 states:

3. It shall be unlawful for any person or persons to fasten, paste, place, post, paint, or attach in any way any sign, handbill, poster, advertisement, or notice of any kind or sort, whether political or otherwise, or to cause the same to be done, in or upon any curbstone, lamp post, telephone, telegraph, or electric light pole, tree, or bridge. It shall be unlawful to paste, place, paint, or attach any sign on any building, street, or property of the City; provided, however, that any property owner or the occupant of any property abutting on any public street in the City or County may paint or stamp the address of such property upon the curbing directly in front of the building or to have same painted thereon, subject to approval by the Building Official.

As stated previously, this issue is not isolated to Clearwater. As the cost of these signs has decreased, the number of signs in the public right-of-way has increased. Some cities have gone so far as to consider sign deputies and will impound signs that are placed within the right of way.

An additional aspect of the sign discussion is the banner sign holder in the south east corner of the city park. This prime location consistently displays signs from community organizations and events, but in discussions with staff no city person is involved in the

approval of signs that are placed on this particular piece of city property.

Staff is seeking the input of the Governing Body as to an appropriate course of action in the creation of or modification to any regulations that they Governing Body deems fit.

Givens asked City Council to review the regulations and direct staff in an appropriate manner.

Clark mentioned the Lyons Club has a 4' x 8' sign they place at the corner of 4<sup>th</sup> and Ross. Is that considered a "bandit" sign?

Givens said no that is not and asked Council what the T Posts in the park are used for and if there is a type of approval process for what is displayed there.

Council stated no there has never been an approval process but it is used for promoting community events.

Marsh stated the biggest problem is signs in the right of way.

Attorney Parker stated that the City needs to be aware that they can't regulate speech with signs and approve some signs to be out and not others.

Mayor Ussery said the practice has been that 4<sup>th</sup> and Ross had been used as a corner for advertising. He would like to keep it that way but limit it to advertising from Friday through Sunday and then signs should be gone on Monday

Marsh agrees but wants to make sure visibility won't be blocked at the corner.

Givens suggested staff could come back to council with size regulations.

Griffin asked if a sign was in front of his house on the right of way does he have authority to remove it.

Givens said it would be better to call City Hall and report it.

Mayor Ussery stated whatever is decided it needs to be consistent with our regulations.

Misak suggested using the fence at the basketball court or the electronic sign for advertisements or events around the City.

Papish suggested making it a requirement to register signs for the corner of 4<sup>th</sup> and Ross and have a sticker that is placed on the back stating the permit number and time to display.

Mayor Ussery would like to explore making 4<sup>th</sup> and Ross a sign area.

Griffin mentioned that signs haven't been an issue until the roof and dent repair people came to town. Why should we change it?

There was a general consensus to not do anything at this time since councilmember Griffin had a good point.

### **Debt Service Implications on Sewer Rates**

During the 2016 budget discussions staff alerted the Governing Body to the possible need for rate increases based on increased spending in the sewer department as well as increased bond payments for existing debt for the lagoon expansion and new debt for work to bring the city into compliance with an Administrative Order from KDHE.

In 2010, the Governing Body passed a rate ordinance that would increase sewer rates for each user class 1% per year. Unfortunately, operating costs and debt service has increased at a higher rate per year than the 1%. Sewer Operating costs are beginning to impact cash carry over and profit/loss balances.

Staff presented detailed information at the meeting that provided a multi-year overview of the sewer department as well as impacts that any increases such as a debt service fee would have on the department. Staff also provided information on actual monthly billing costs as well as regional data for comparison.

Any increase in the sewer rate will have a direct impact on customers. It is estimated that in 2017, a minimum bond payment of \$171,500.00 will be required to meet current obligations.

Givens mentioned with figuring 950 sewer customers the debt service fee through 2023 would be \$15.05 and from 2024 through 2026 the debt service fee would drop to \$5.70.

The bids for the sewer lagoon project did come in lower therefore the price can be transferred to the debt service fee. The fee would drop to approximately \$13.95 through 2023 and from 2024 to 2026 it would be \$3.95.

Mayor Ussery stated we don't have a choice and this does have to happen. He would like to communicate with the residents why and when this will be happening. He would like a couple town hall meeting set up at the school gym if possible. One in October and another one in November.

Givens said he will get with bond council to make sure the debt service fee gets as low as possible and will schedule a town hall meeting to discuss utility rates in for October.

### **Claims and Warrants**

Meyer presented the claims and warrants in the amount of \$97,804.40 and asked Council if they had any questions.

**Motion:** *Papish* moved, *Clark* seconded to pay the claims and warrants in the amount of \$97,804. Voted and passed unanimously.

### **City Administrators Report**

#### Administration

- All clearwaterks.org emails should be operational. IT Kansas is working out a few specific issues to certain accounts but all city business should not be used conducted on these addresses versus personal addresses going forward.
- Hailstorm Update – the Ford Cruisers were a complete total loss. Staff will be working with EMC to discuss options for these vehicles. There was damage to the Honda and we will be getting quotes for repair work for that vehicle. City Hall and other buildings including the concession stand, museum, library

and park properties received damage as well. Staff is getting quotes from roofing companies for repairs to these building as well.

- The LKM Annual Conference is October 10-12 in Topeka. If you are interested in going let staff know and we can make arrangements. We will also need to select voting delegates at the next meeting.
- Emergency management meeting has been tentatively set for September 17<sup>th</sup> at 6:30 pm.

Council mentioned that was the first day of the Fall Festival and that would not work and suggested the following Thursday September 24<sup>th</sup> at 6:30pm.

- Staff is meeting with a potential business tomorrow that is interested in property in the business park. More information will be provided in following meetings based on that conversation.
- Staff met with the City Engineer and County Engineering Staff concerning the 4<sup>th</sup> and Ross Project. There is an opportunity to shift the funds that were originally going to be used for drainage enhancements on the east side of 4<sup>th</sup> to intersection improvements at 4<sup>th</sup> and Ross. The proposed work will stop at the north side of the 4<sup>th</sup> and Ross intersection and no improvements will be made to the intersection surface.

Council discussed whether to move forward with the drainage project or go a different direction.

Council advised staff to discuss with Sedgwick County options to move forward.

#### Public Works

- Will begin preparations for fall festival including installing hitching posts at the museum and the creation of the tractor pull area as well as other routine maintenance and checks.
- Will be installing new street signs this week.
- Staff has meet with two contractors to discuss options on improved telemetry for the water system. No formal proposals have been presented to date. Also, staff is soliciting information and proposals for the variable speed drive at the wells.

#### Parks and Recreation

- On Sunday, September 13<sup>th</sup> a ballet company will have a performance in the city park. That performance will start at 2:00 pm with costume activities starting at 1:30 pm
- There are 17 players registered for flag football and 3 teams of volleyball players this fall.
- The Board will meet tomorrow at 6:30.

#### Library

- Preschool story time started today. Numbers were down for the first meeting and staff will look at options to improve attendance.
- The Library Board will meet next Tuesday, September 15<sup>th</sup> at 6:30 pm

#### Police

- Staff extended the application period for the Patrol Officer until this Friday.

- Background checks are being completed for chief candidates but have not been returned yet.
- Staff has initiated a couple of ordinance changes to be considered in upcoming meetings. These changes will hope to clarify the intent of past ordinances by changing wording.
- There was a low speed chase last weekend by an outside police agency that resulted in an arrest in Clearwater. The outside agency was using lights and sirens inside the city. Clearwater PD participated but not with lights and sirens.

Fall Fest Buttons, Ducks, Wristbands and T-shirts are available for purchase here at City Hall. The Fall Festival is September 17<sup>th</sup> – 20<sup>th</sup> and more information can be obtained at [clearwaterksfallfest.com](http://clearwaterksfallfest.com)

### **Council Reports**

Wood had nothing to report.

Clark said he has received calls about a fence on Elaine that looks like a salvage yard fence and was asked to look into if there were any regulations stating the fence does not fall under them.

Givens said he would look into it.

Marsh mentioned that Sedgwick County is trying to open up 135<sup>th</sup> Street by the Fall Festival but doesn't want to make an official statement just yet.

Griffin had nothing to report.

Papish had nothing to report.

Ussery had nothing to report.

### **Adjournment**

With no further discussion Ussery called for a motion to adjourn.

**MOTION:** *Marsh* moved, *Clark* seconded to adjourn the meeting. Voted and passed unanimously

The Meeting adjourned at 8:21 p.m.

## **CERTIFICATE**

State of Kansas        }  
County of Sedgwick   }  
City of Clearwater    }

I, Courtney Meyer, City Clerk of the City of Clearwater, Sedgwick County, Kansas, hereby certify that the foregoing is a true and correct copy of the approved minutes of the September 8, 2015 City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 22th day of September, 2015.

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Courtney Meyer, City Clerk

Hello Justin,

Please consider and accept my resignation from the Clearwater Planning Commission. I must resign because I have other special interests that require lots of my time. I've found myself with too many things that require my time and energy. Also I'm involved with other organizations that create schedule conflicts.

Thanks a lot for providing me the opportunity to see how city government works and tries to make our community great to live in.

I appreciate the other Planning Commissioners, City Administrator, City Attorney and others helping to show me the ropes. I have no complaints or grudges towards anyone. I simply would rather be doing other things more than being on the Planning Commission. You may proceed with finding a replacement for me if you desire.

Respectfully,

Dick Croft.

## I. Purpose and Forward

This emergency operation plan outlines an approach to emergency operations. It provides general guidance for emergency management activities and an overview of methods of mitigation, preparedness, response and recovery. This plan describes an emergency response organization (i.e. the Incident Management System (IMS) and assigns responsibilities for various emergency tasks. This plan is intended to provide a basic framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to local officials, departments and mutual aid entities. The primary audience for this document includes the chief elected official (Mayor), other elected officials (Council members), the emergency management staff, department and agency heads and their senior staff members, leaders of private volunteer organizations that support emergency operations, and others who may participate in the mitigation, preparedness, response and recovery efforts.

The City of Clearwater, Kansas (approx. pop. 2,400) is a third class, bedroom community located ten minutes southwest of Wichita, Kansas (pop. 350,000). The City is approximately 11 miles south of US Highway 54/400 and 10 miles west of the Kansas Turnpike (I-35). In addition, the City is 7 miles south of Kansas Highway 42.

When disaster strikes, an emergency organization must be mobilized immediately. This plan will assist the city to make this mobilization quick and effective. Although the organizational concepts reflected in this plan focus on potential large scale disasters that can generate unique situations requiring unusual responses, hazards like fire, flood, gas leaks, or any natural or manmade disaster could also result in the loss of life and critical facilities.

The intent of this plan is to prepare in advance, train to a specific standard, and exercise procedures in order to save lives and protect property. This plan will help the city mitigate, prepare for, respond to and organize in the four phases of emergency management as noted below:

**Mitigation:** Mitigation action involves lasting, often permanent, reduction of exposure to, probability of or potential for loss from hazard events. They tend to focus on where and how to build. Examples include zoning and building code requirements for rebuilding in high hazard areas, floodplain buyouts, etc. Mitigation also involves educating businesses and the public on simple measures to take to reduce loss or injury.

**Preparation:** Preparation involves establishing authorities and responsibilities for emergency actions and gathering the resources to support them. Jurisdictions must assign or recruit staff for emergency management duties and designate or procure facilities, equipment and other resources for carrying out assigned duties. Planning, training, and exercises are the key to effective preparation.

**Response:** Response is the application of time sensitive actions required to save lives and property, as well as actions to stabilize the situation so the jurisdiction can regroup. This phase includes notification of key personnel and the warning and evacuating or sheltering of the population, if possible. It also includes keeping citizens informed, rescuing individuals, providing medical treatment, maintaining law and order and requesting and then coordinating assistance from outside agencies.

**Recovery:** Recovery is the effort to restore infrastructure and the social and economic life of the community to normal. In the short term, recovery may mean bringing necessary lifeline systems (e.g. power, communications, water, sewage and transportation) back on-line while at the same time providing for basic human needs (e.g. food, clothing, shelter) and ensuring societal needs (e.g. law and order, crisis counseling). Once stability is achieved, long term recovery effort can commence.

**This plan should be considered a preparedness document. As such, it should be read, understood, and exercised before an emergency occurs.** It is critical that a high level of preparedness be achieved and maintained by elected and appointed city officials and those designated as Emergency Management Team (EMT) members.

**All city departments included in this plan are responsible for developing and maintaining up to date Standard Operating Procedures (SOP) necessary for implementing assigned duties and responsibilities. Individual department plans should be attached to this document as they are developed and approved for implementation.**

## II. Situation and Assumptions

### A. Situation

The City of Clearwater is located approximately 15 miles southwest of Wichita. The Wichita Mid-Continent Airport is located 10 miles north and 4 miles east of Clearwater. Two major county road corridors (135<sup>th</sup> Street West and 103<sup>rd</sup> Street South) which intersect in the northeast quadrant of the City heavily influence transportation to and from the community as well as transportation within the community.

Due to the Ninnescah River floodplain on the south and west only two streets have crossings – Ross Street toward the west (also known as 103<sup>rd</sup> Street South in the county) and Tracy Avenue extending south after it turns into 151<sup>st</sup> Street West. The next crossing of the Ninnescah River to the east occurs 2 miles to the east at 119<sup>th</sup> Street West.

The city is vulnerable to various natural, technological and wartime related threats for which planning is necessary.

Tornadoes and severe thunderstorms represent the primary catastrophic natural emergencies facing the city.

Flooding whether through natural precipitation or the Cheney Reservoir failing is also a threat facing the city.

A variety of other threats and emergencies exist including: hazardous materials incidents, fire, drought and water emergencies, air transportation accidents, civil disturbances, winter storms and other types of severe weather.

A summary of our major hazards is noted on page 4. More detailed information is provided in addendum G (Hazard Analysis).

The City of Clearwater will continue to be exposed to the hazards or risks identified in this plan as well as others which may develop in the future.

#### B. Assumptions

The City will depend on outside assistance and resources in a major emergency. In such an emergency, outside assistance may take up to 72 hours or longer to arrive and effectively stabilize the situation and begin the recovery process.

Government officials will continue to recognize their responsibilities with regard to the public safety and exercise their authority to implement this plan in a timely manner when confronted with real or threatened disasters.

If properly implemented, this plan will reduce or prevent disaster related losses.

#### C. Hazard summary

Hazard	Probability of Occurrence	Impact Area	Health & Safety	Property	Environment	Economic
<b><u>Natural</u></b>						
Drought						
Earthquake						
Flooding						
Hail						
High Winds						
Lightning						
Tornadoes						
All Natural Hazards						
Infestation, Disease						
Major Fire – Urban						
Major Fire – Wildland						
Severe Winter Storm						
Ice Storm						
<b><u>Societal</u></b>						
Terrorism						
Economic Crisis						
Crime						
Civil Disturbance						
Key Employer Crisis						
<b><u>Technological</u></b>						
Loss of Sewer Service						
Loss of Gas Service						
Loss of Electrical Srvc						
Loss of Water Service						
Hazardous Materials						
Radiological						

Telecommuni cations						
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The top 5 hazards the City faces are:

1. Tornadoes
2. Severe Thunderstorms
3. Severe Winter Storms/Ice Storms
4. Loss of Electrical Service
5. Loss of Water Service

### III. Concept of Operations

#### A. General

The City's initial response to a major emergency would be to activate the Emergency Management Team (EMT) to centralize and coordinate emergency operations. The City Administrator normally assumes the role of EMT Director and receives staff support and advice from the Police/Fire/Emergency services staff in the establishment and administration of the EMT organizational structure. Functional and operational departments, under this structure, are tasked with emergency management functions including public information, damage assessment and sheltering. Operational departments continue the delivery of their normal services under the emergency management functions. To the extent possible, the same personnel and material resources will be employed in both cases.

It is the responsibility of government to undertake the comprehensive management of emergencies in order to protect life and property from the effects of a catastrophic event. This plan is based upon the concept that emergency functions performed by various groups responding to an emergency will generally parallel their normal day to day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

The Mayor is responsible for Emergency activities within the City's jurisdiction. The Mayor receives staff support and advice from the City Administrator, Chief of Police and other department heads in the establishment and administration of the (EMT) Emergency Management Team.

All disasters are local. As such, the local government has primary responsibility for emergency management activities. 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 from the Sedgwick County Emergency Management Coordinator. The federal government will provide assistance and resources to the state where needed, particularly in the event of a major disaster only after the request is made to the county's elected officials.

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.

A comprehensive emergency management plan is concerned with all types of hazards. As shown below, this is more than an operations plan because it accounts for activities before, during and after the disaster.

## **B. Operational Guidance**

**Initial Response** – The city’s emergency responders are to establish command of the scene of an emergency situation in the city. They will normally assume command and remain in charge of the incident until it is resolved or others who have legal authority assume responsibility. They will seek guidance and direction from our local officials and seek technical assistance from state and federal agencies and industry where appropriate.

Implementation of Incident Management System (IMS) – IMS is a generic term for the design of ad hoc emergency teams that coordinate the efforts of more than one agency under a unified command. It is a functionally based organizational template that facilitates information flow, decision making, and operational coordination. IMS emphasizes joint problem solving to meet the needs of an emergency. What makes IMS distinctive is that it creates a clear chain of authority that can quickly orchestrate collaborative operations by diverse organizations that have little or no previous operational relationships. The scalability of IMS – the ability to accommodate small and large events – is one of its virtues.

The first local emergency responder to arrive at the scene of an emergency situation will implement IMS 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 onscene response.

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 warnings 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.

**Source and Use of Resources** – The City will use its own resources to respond to emergency situations, purchasing supplies and equipment as necessary, and request assistance if those resources are insufficient or inappropriate. The county should be the first channel through which a municipality requests assistance when its resources are depleted. If additional resources are required, the City will:

1. Summon those resources available pursuant to public assistance and county mutual aid resolution adopted by the city/county. These are published separately in this plan, which summarizes the inter-local/mutual aid agreements and identifies the officials authorized to request those resources.
2. Summon emergency service resources the City has listed in this plan.
3. Request assistance from volunteer groups active in disasters.
4. Request assistance from private sector industry or individuals who have resources needed to deal with the emergency situation.
5. When external agencies respond to an emergency situation within the jurisdiction, they are expected to conform to the guidance and direction provided by the IC.

**C. Emergency Operations Center (EOC)**

For major emergencies and disasters the EOC may activate with the authorization of the Mayor. 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 a precise division of responsibilities be determined for specific emergency operations.

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

1. Isolating the scene.
2. Directing and controlling the onscene 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).

The 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.
6. Coordinating traffic control for large scale evacuations.
7. Requesting assistance from the County, State and other external resources.

In some large scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, a unified command of more than one incident may be established. If this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

#### **D. State, Federal & Other Assistance**

If local resources are inadequate to deal with an emergency situation, the City of Clearwater will request assistance from Sedgwick County. As noted previously, the city must request assistance from the county before requesting state assistance.

Note: State assistance furnished to local governments is intended to supplement local resources and substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts.

Requests for state assistance should be made to the Sedgwick County Emergency Management Director. In essence, state emergency assistance to local governments begin at the county level and the key person to validate a request for, obtain, and provide that state assistance and support is the County Emergency Management Director. The County Emergency Preparedness Coordinator has the authority to utilize all state resources within the county to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor. But can be requested through the Sedgwick County Emergency Management Director.

## **E. Other Assistance**

If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).

For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to state and local governments. The Federal Response Plan (FRP) describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions.

## **F. Emergency Authorities**

Key federal, state, and local legal authorities pertaining to emergency management are listed in a separate annex in this plan.

State statutes and the Executive Order of the Governor relating to Emergency Management provide local government, principally the chief elected official, with a number of powers to control emergency situations. If necessary, these powers shall be used during emergency situations. These powers include:

**Emergency Declaration** – In the event of riot or civil disorder, the Mayor may request the County to issue a disaster declaration for this jurisdiction and take action to control the situation.

**Disaster Declaration** – When an emergency situation causes severe damage, injury, or loss of life or it appears likely to do so, the Mayor may, by proclamation, declare a local state of emergency. The County may subsequently issue orders or resolutions referencing that declaration to invoke certain emergency powers granted by the Governor. These powers may include:

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

A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration is required, only by the county, to obtain state and federal disaster recovery assistance.

NOTE: Local, County, and State laws must be reviewed to see which apply during an emergency situation.

#### **IV. Organization and Responsibilities**

Most departments and agencies of local government have emergency functions in addition to their normal day to day duties. During emergency situations, normal organizational arrangements are modified to facilitate emergency operations.

The Clearwater Local Emergency Operations Plan (LEOP) when activated will be organized into three groups: Legislative, Executive and Operations.

Legislative Group (City Council):

Headed by the Mayor per state and local law and assisted by the Clearwater City Council president. It passes ordinances, including emergency ordinances, resolutions and laws governing the City. Also provides policy oversight on the Emergency Management Team (EMT).

Executive Group

Headed by the City's Chief Executive Officer or his/her designee, and consist of the Emergency Management Director (EMD), leaders of mutual aid entities (if assisting) and other local elected officials. The Executive Group will be the focal point for leadership, decision making and coordination during the emergency response.

Operations Group

Headed by the Emergency Management Director, the operations group will consist of the EMT, support staff and mutual aid liaison.

When activated, the EMT will perform the following duties:

1. Each member will serve as a liaison for their respective organizations in order to coordinate and ensure continuity of operations during a declared emergency.
2. Each member will report to the Emergency Operations Center when requested by the EMD in order to coordinate their response activities.
3. Each member will create an emergency management organization within his/her department to guide employees of the city during a disaster and give employees a clear understanding of the Emergency/Disaster Plan and its principles.

(Attachment – Emergency Operations Organizational Chart for the organizational structure used by the municipality for emergency response operations.)

**A. Chief Executive Officer (Mayor)** – is responsible for the performance of the following functions under this plan:

1. Declares a local State of Emergency when the scope of the disaster/emergency is beyond the municipality's ability to respond without assistance.
2. Requests assistance from mutual aid communities and/or the county of Sedgwick.
3. Exercises executive authority and direct control over all municipal departments, agencies and offices.
4. Approves policy for the emergency response organization.

**B. Emergency Management Director (City Administrator)** – is responsible for the performance of the following functions under this plan:

1. Carries out emergency management activities to protect life and property prior to and during an emergency or disaster.
2. Identifies by title/position the individuals responsible for serving as IC, for all functions in the plan.
3. Identifies by title/position the individuals assigned to work in the Emergency Operations Center.
4. Advises the Chief Executive Officer on emergency management matters and related laws, rules and regulations.
5. Plans, develops, organizes, directs and coordinates Clearwater's Emergency Operations Plan with the goal of saving lives and protecting property by maintaining emergency operational capabilities to mitigate, prepare for, respond to and recover from any emergency or disaster.
6. Is responsible for accomplishing the following emergency management functions:
  - a. Emergency Operation, Planning and Management.
  - b. Direction, Control and Warning.
  - c. Population Protection.
  - d. Training and Exercising.
7. As a staff officer to the Chief Executive Officer, coordinates the emergency management forces of Clearwater in the handling of a disaster or an emergency.

8. Coordinates damage assessment functions to ensure that personnel and procedures are in place to provide preliminary estimates for disaster situation reports to the appropriate County Management Office. This is not a city function with the citizens/residents, but will assist in public assessment.
9. Advocates that mitigation concerns be addressed appropriately during response and recovery operations.
10. Ensures that a copy of the local declaration of emergency is transmitted to the Sedgwick County Office of Emergency Management.

**C. Emergency Management Coordinator** – is responsible for the performance of the following functions under this plan:

1. Coordinates all of the functions of this plan to ensure necessary planning considerations are included in the Clearwater Emergency Operations Plan.
2. Coordinates with the local chapters of the American Red Cross, Salvation Army, other public service non-profit organizations, the Superintendent of Schools, etc., to identify a lead organization, if possible, and personnel to perform Shelters/Mass Care operations.
3. Coordinates volunteer support efforts to include activities of volunteers outside of jurisdiction and the assistance offered by unorganized groups within Clearwater.
4. Works with the public information officer to develop emergency information packets and emergency instructions for the public.
5. Coordinates planning requirements with the emergency management staff in neighboring jurisdictions that have been identified as potentially hazard free and have agreed to house evacuees in their Shelter/Mass Care facilities.
6. Coordinates the provision of Shelter/Mass Care needs for personnel performing medical duties during catastrophic emergencies.

**D. Fire Department**

Manages fire department resources and directs fire department operations.

**E. Police Department**

Manages law enforcement resources and directs traffic control and law enforcement operation and evacuation.

**F. Public Works Department**

1. Manages public works resources and directs public works operations (e.g. water supply/treatment, road maintenance, trash/debris removal).
2. Coordinates with private sector utilities (e.g. power, gas, telecommunications, rural water district)
3. Coordinates with private sector utilities and contractors for use of private sector resources in public works related operations.

**G. Warning Coordinator** – is responsible for the performance of the following functions under this plan:

1. Determines warning resource requirements.
2. Identifies warning system resources in Clearwater that are available to warn the public.
3. Performs a survey to establish warning sites.
4. Develops procedures to warn areas not covered by existing warning systems.
5. Develops special warning systems for those with hearing and sight disabilities.
6. Identifies means to give expedited warning to custodial institutions (e.g. nursing facilities, homes, schools and other special needs facilities).
7. Coordinates planning requirements with the Emergency Management Coordinator.

**H. Communications Coordinator** – This individual is responsible for the management of all emergency communications operations systems and protocols. The Communications Coordinator:

1. Coordinates with mutual aid agencies and public service agencies involved in emergency operations to develop a communication procedure that will be responsive to the city's needs and compatible with the communications procedures used by emergency response organizations.
2. Identifies communications and warning resources in the city available to the Emergency Operations Center (EOC).
3. Identifies and designates private and public service agencies, personnel, equipment, and facilities that can be used to augment the city's communications capabilities and the County's Amateur Radio Operators.

4. Survey's communications equipment sites for power sources and locations.
5. Analyzes equipment locations in relation to potential hazards and disaster conditions.
6. Identifies a repair capability available under emergency conditions and coordinates repair and maintenance activities.
7. Arranges training programs for all communications staff, including volunteers and repair personnel.
8. Coordinates emergency communications and procedures with the Emergency Operations Center and with neighboring communities.

**I. Public Information Officer** – is responsible for the performance of the following functions under this plan:

1. Advises the EMD and CEO on matters of emergency public information.
2. Establishes and maintains a working relationship with local media.
3. Prepares emergency information packets for release; distributes pertinent materials to local media prior to emergencies; and insures that information needs of visually impaired, hearing impaired, and non English speaking audiences are met.
4. Coordinates with the animal care and control coordinator to obtain information for dissemination to the public on the appropriate actions that should be taken to protect and care for companion and farm animals and wildlife during a disaster situation.

**J. Evacuation Coordinator** – is responsible for the performance of the following functions under this plan:

1. Coordinates all evacuation planning activities with the EMD.
2. Identifies high hazard areas and determines population risk, prepares time estimates for evacuation of the people in the different risk areas. Accomplishment of these tasks requires the preparation of a threat summary, based on the jurisdiction's hazard analysis. The summary addresses the evacuation needs that are applicable to the hazards that threaten the people living in the city. Typical threats include:

- a. Hazardous materials accidents involving the facilities that use, store, manufacture or dispose of them, and transport modes (planes, trucks, railroads, pipelines, etc.) used to move them.
  - b. Flooding as a result of snow melt, ice jams or torrential rains in flood prone and/or low lying areas subject to flash floods; and wind damage caused by gusts and tornadoes.
  - c. Areas subject to wildfires.
  - d. Populations at risk to war related or national security threats involving nuclear, chemical or biological weapons.
  - e. Any other situation involving terrorist activities.
3. Identifies transportation resources (i.e. school buses) likely to be available for evacuation operations; prepares an inventory of vehicle resources (public and private buses, public works trucks, commercial bus companies, trucking companies, truck rental companies, ambulance services, etc.).
  4. Assists facilities that provide care for special needs populations to develop a facility evacuation plan.
  5. Develops information for evacuee' use on the availability and location of Shelter/Mass Care facilities away from the threat of further hazard induced problems.
  6. Assists as appropriate, the Animal Care and Control Coordinator in the preparedness actions for the evacuation of animals during catastrophic emergencies.

**K. Shelter/Mass Care Coordinator** – is responsible for the performance of the following functions under this plan:

1. Surveys building to select the safest and best possible for use as Shelter/Mass Care facilities.
2. Prepares a list that identifies the buildings that have been selected for use as Shelter/Mass Care facilities and the number of people that can be housed in each.
3. Compares Shelter/Mass Care facility locations with potential hazards and disaster conditions.
4. Prepares necessary agreements to guarantee access to those non government owned facilities that have been designated for Shelter/Mass Care use during emergencies.

5. Coordinates with the EMD and Public Information Officer to develop a public information program to make citizens aware of the availability and location of Shelter/Mass Care facilities.
6. Assists, as appropriate, the Animal Care and Control Coordinator in the preparedness actions that should be accomplished in order to feed, shelter, and provide medical treatment for animals during and after catastrophic emergencies.

**L. Resource Manager** – is responsible for the performance of the following functions under this plan:

1. Manages and directs resource support activities during large scale emergencies and disasters.
2. Chairs planning meetings.
3. Ensures that resource listings and/or the resource database are current.
4. Ensures that necessary agreements and appropriate public information materials (e.g. regarding donations) are in place.
5. Coordinates resource planning activities with the EMD.

**M. Superintendent of Schools** – is responsible for the performance of the following functions under this plan:

1. Develops and periodically exercises a student evacuation plan.
2. Coordinates with the Evacuation Coordinator to work out arrangements to use school buses to transport school children and other evacuees.
3. Coordinates with the Shelter/Mass Care Coordinator to work out arrangements to use schools and/or their food stocks for Shelter/Mass Care.
4. Coordinates with the Shelter/Mass Care Coordinator for the transport of school children to Shelter/Mass Care facilities.

**N. Animal Care and Control Coordinator** – is responsible for the performance of the following functions under this plan:

1. Coordinates the services and assistance provided to the animal victims.

2. Coordinates preparedness activities with public and private sector organizational representatives. These activities will include:
  - a. Planning that addresses provisions for the protection of companion and farm animals, wildlife, etc.
3. Coordinates with state/local agencies.
4. Coordinates with the local emergency agency's staff, the individuals tasked in the LEOP to serve as Evacuation and Shelter/Mass Care Coordinators, Public Information Officer, Resource Manager, and the County's Health Department.
5. Obtains assistance from non-governmental organizations such as the Red Cross, Veterinarian Medical Association (state), livestock and horse associations, kennel clubs, and other animal protection volunteer groups.
6. Forms emergency response teams (i.e. evacuation, shelter, medical treatment, search and rescue, etc.) that include trained professionals and volunteers to accomplish necessary actions during response operations. The team members may include animal control officers, veterinarians, game wardens, farmers, kennel owners, and volunteers from animal protection organizations, etc.

**O. All Tasked Organizations:**

All tasked organizations identified in the LEOP will:

1. Maintain current internal personnel notification rosters and SOP's to perform assigned tasks.
2. Negotiate, coordinate and prepare mutual aid agreements.
3. Work with the EOC Communications Coordinator to ensure equipment and procedures are compatible.
4. Identify potential resources of additional equipment and supplies.
5. Provide for the continuity of operations.
  - a. Establish clear line of succession for key management positions to ensure continuous leadership and authority for emergency actions and decisions.
  - b. Protect city records, facilities, and equipment essential for sustaining government functions and conducting emergency operations.

- c. Ensure, if practical, that alternate operating locations are available should the primary locations suffer damage, become inaccessible, or require evacuation. Address as an agreement with another city or municipality.
  - d. Protect emergency response staff. This includes actions to:
    - i. Obtain necessary protective respiratory devices and clothing, detections and decontamination equipment and antidotes.
    - ii. Ensure assigned personnel are trained on the use of protective gear, detection and decontamination devices and antidotes.
    - iii. Provide security at facilities.
    - iv. Rotate staff and schedule time off to prevent burnout.
    - v. Make stress counseling available.
  - e. Ensure the functioning of communications and other essential equipment. This includes actions to:
    - i. Test, maintain, and repair communications and warning equipment.
    - ii. Stockpile supplies and repair equipment.
6. Document all costs and expenses associated with response and recovery activities.

## **V. Administration and Logistics**

### **A. Support and Mutual Aid**

The City of Clearwater, Kansas is responsible for the protection and safety of all people and properties within its boundaries, within the limits of the city's resources.

Emergency operations will be carried out principally by local emergency operations management forces. 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. Mutual aid assistance from other municipalities and support assistance will be requested by the Chief Executive Officer and arranged by the EMD.

The Chief Executive Officer may request assistance and support from:

The American Red Cross  
The Salvation Army  
Amateur radio operators  
Private contractors, etc.

Volunteer organizations will be given mission type assignments and remain utilized to the greatest extent possible in performing emergency functions under the direction of their own supervision, coordinated by the EMD.

Support means those organizations or groups that can be called upon for assistance principally when added manpower or specialized services are needed during a disaster emergency.

1. Emergency Medical Services:
  - a. Provide qualified medical personnel at the disaster site or on standby basis.
  - b. Establish and operate triage areas, coordinate patient care, and provide transportation to hospitals.
  - c. Provide a person to function as Operations Officer at the Incident Command Post, as requested.
  - d. Maintain proper supplies and equipment to handle mass casualties.
  - e. Provide a coordinator to maintain casualty information and periodically brief the Emergency Operations Center and the Public Information Officer.
  - f. Assist the Director of Health and the Shelter/Mass Care Manager in caring for sick and injured at shelters, if needed.

2. American Red Cross

The American Red Cross is a voluntary independent agency that will be expected to cooperate with local government to the extent of its capabilities and execute its Disaster Assistance Plan in cooperation with the City of Clearwater. It is expected that the Red Cross will function in the following areas on a mission basis under its own supervision and in coordination with local government.

- a. Provide food, clothing, shelter or other assistance.
- b. Assist with rehabilitation of families.

- c. Provide nurses and nurses' aides in coordination with the Health Department.
  - d. Set up and operate bloodmobiles as required.
  - e. Assist with the management and operation of reception and care activities (registration, staffing, lodging, feeding, pertinent evacuee information, etc.)
3. Salvation Army

The Salvation Army, a voluntary organization, is expected to support local government as follows:

- a. Provide, within the limitations of its resources, the following services as requested:
    - i. Mobile canteen services
    - ii. Emergency feeding service and shelter in Salvation Army or other facilities.
    - iii. Collection and distribution of food, clothing and other supplies.
    - iv. Counseling and morale building services.
    - v. Assistance in registration, identification and collateral services.
    - vi. Provide personnel with specialized skills, such as language interpreters and social workers.
  - b. Work with disaster assistance teams to take aid programs to victims not able to report to assistance center.
  - c. Abide by the decisions of the Chief Executive Officer of Clearwater concerning the coordination of volunteer organizations for the rendering of assistance to disaster victims.
4. Public Utilities
- a. Assign qualified individuals, when requested by the Chief Executive Officer, to serve as liaisons between their companies and the City of Clearwater for the duration of the emergency.
  - b. Determine priorities for service restoration as established through mutual understandings between the Chief Executive Officer and utility companies involved.

- c. Keep the Chief Executive Officer informed of damage assessments and progress of repairs.

## **B. Financial Records**

Each of the city's departments is required to keep accurate records and logs of all actions taken during disaster emergencies of any kind. All funds expended and materials or supplies obtained by purchase or otherwise must be accounted for by receipts and written records in detail. Documentation is vital for any federal funding after a disaster.

## **C. Continuity of Government**

In order to ensure continuity in operations of local government during a period of emergency resulting from a disaster (natural, manmade or national security) the following lines of succession shall prevail:

1. Elected Officials
  - a. Mayor
  - b. Council President
  - c. Most senior Council Member (or appointments by vote of council)
2. City Administration
  - a. City Administrator
  - b. City Clerk
  - c. Police Chief

During any period the Chief Executive Officer (CEO) is unable to fulfill his/her duties outlined in this plan because of absence or disability, the person who assumes the position will have all of the powers and responsibilities (as outlined in this plan) of the Chief Executive Officer of Clearwater. The successor's powers and responsibilities shall terminate upon the return of the CEO.

In order to ensure continuity in operations of municipal departments during a period of emergency resulting from disaster (natural, manmade or national security), a line of succession, and the extent, limits and cessation of the successor's powers will be specified in each department's annex or standard operating procedure.

#### **D. Alternate Seating of Government**

In the event City Hall should become unavailable, government offices would need to be relocated to a suitable location. The following locations will act as alternate sites for City Hall.

1. Clearwater Senior/Community Center
2. Wes Tackett EVS Building
3. Schools (which one? – CIC, CMS, CHS, then Elementary schools)

When considering an alternate site for government offices, proximity of disaster, potential for continuation of disaster conditions and access by the public should be taken into account.

#### **VI. Plan Development and Maintenance**

This LEOP will be updated by the EMD and the EMC for the purpose of correcting deficiencies identified through actual emergency response operations, drills and exercises, changes in local government structure, technological changes, etc. Minor changes shall be accumulated and made with major changes. If no major changes occur and there are no minor changes to be made, all holders of the plan will be notified in writing. The plan shall be reviewed annually but in no case shall updating and notification to all holders exceed a period of 1 year from the date of this plan. Revisions shall be provided by the EMD and EMC to all holders of this plan.

Some departments having mission assignments are required to develop and maintain a current annex to this plan. They shall deliver two (2) copies of the annex to the EMC within thirty (30) working days of the request for such annex. An annex becomes an official part of the plan upon signing of the annex by the CEO and the EMD. Annexes shall be reviewed and updated annually. All changes to an annex will be provided to all city departments and holders of the plan.

#### **VII. Authority and Reference Citations**

42 USC § 5121-5204c – Federal government support to state and local governments during times of disaster

42 USC § 10501 – Emergency Federal Law Enforcement Assistance

KSA 12-16,117 – Municipal policies regarding the provisions of assistance during times of disaster

KSA 31-145 – Powers of actual members of organized fire departments.

KSA 48-9a01 – Interstate emergency management assistance compact

KSA 48-904 – Emergency preparedness for disasters – Definitions

KSA 48-905a – Division of Emergency Management, established

KSA 48-907 – Power and duties of adjutant general

KSA 48-925 – Powers of governor during state of disaster emergency; orders and proclamations

KSA 48-926 – State of emergency plan; rules and regulations

KSA 48-929 – County and city disaster agencies; determination by governor; disaster emergency plans by county, city and inter-jurisdictional disaster agencies; duties of local officials

KSA 48-930 – Inter-jurisdictional disaster agencies; finding and order by governor; disaster emergency plans, inter-jurisdictional agreements between counties; interstate mutual aid organizations, agreements, disapproval by legislature

KSA 48-931 – Development and revision of state, local and inter-jurisdictional disaster plans; advice and assistance of local governments, business and civic leaders

KSA 48-932 – States of local disaster emergency; effect; powers and duties of county and city officials

KSA 48-934 – Duties and immunities of law enforcement, military and other authorized personnel

KSA 48-936 – Force and effect of municipal ordinances during disaster emergencies

## **Annex A**

### **Administration Department**

- I. Purpose**
- II. Situation and Assumption**
- III. Concept of Operations**
- IV. Organization and Responsibilities**
- V. Direction and Control**
- VI. Continuity of Government**
- VII. Administration and Logistics**
- VIII. Plan Development and Maintenance**
- IX. Authority and References**
- X. Attachments**

## **Annex B Police Department**

### **I. Purpose**

This annex identifies the Police Department's responsibilities, coordination requirements, and management procedures for the protection of life and property during emergencies to include crisis relocation operations.

### **II. Situation and Assumption**

The City of Clearwater Police Department employs a full time, paid, professional police department consisting of a Police Chief, 1 Lieutenant, 1 Sergeant/Investigator, 3 full time commissioned officers, and additional part-time and reserve officers, with 2 support police personnel in a municipal court clerk/police records clerk and an animal control officer.

The Clearwater Police Department's patrol division is organized into three shifts, each work 8 to 10 hours. In addition, the Chief of Police and the police records clerk generally work during normal business hours. If additional personnel are needed on large scale incidents, these personnel can be utilized. Also, the Chief may recall off duty personnel to duty.

Additional law enforcement resources are typically available from the Sedgwick County Sheriff's Office, Kansas Highway Patrol, Sumner County Sheriff's Office and other law enforcement agencies. The priority is to utilize the City, County, State and Federal government in consecutive order.

### **III. Concept of Operations**

The Police Department will generally be able to provide adequate police control for disaster events through the use of on duty, call back, mutual aid and reserve personnel.

Emergency operations for Police Department personnel are simply an expansion of normal daily responsibilities. These include maintenance of law and order, and traffic and crowd control.

If the emergency event involves a barricaded subject and/or hostage situation, the Clearwater Police Department shall notify the county special tactical team as Clearwater does not currently have an entry team.

Operations will be conducted in accordance with the responding agencies policy and procedures for dealing with such situations. Clearwater Fire Department and Clearwater Emergency Medical Service will notified to stage away from the scene for a potential medical response.

#### **IV. Organization and Responsibilities**

The Clearwater Police Department has the responsibility of maintaining law and order and the protection of life and property to the Clearwater citizens. This includes the following emergency and disaster tasks:

- Maintenance of law and order.
- Coordination of all law enforcement in the City.
- Coordination of crisis relocation traffic control.
- Support emergency public safety activities.
- Provide security for key facilities to include: financial institutions, pharmacies, etc.
- Provide traffic control during shelter operations or other emergencies.
- Provide crowd control as required.
- Provide police officers to larger shelters for law enforcement and communications.
- Citizen Education: Weather radio's will be available for purchase at the Police Department.
- Brochures for emergency events: tornado, ice/snow storm, natural disasters, will be available free of charge.
- All police personnel will be trained in IS700, mandatory by Federal regulations.

#### **V. Direction and Control**

The Clearwater Police Chief is responsible for coordinating all law enforcement activities within the City of Clearwater. All operations will be conducted using the standard ICS command structure of the Police Department.

The Incident Commander (IC) will generally be the highest ranking officer on scene. Routine operations will be handled by the Police Department's Policy and Procedures Manual and/or command flow chart.

Each law enforcement agency providing mutual aid will be asked to provide a liaison to the IC. The IC will direct all operations of both local and mutual aid agencies. State and Federal support may be called upon after all local police capability and mutual aid has been exhausted.

#### **VI. Continuity of Government**

Line of succession for the Police Department will be according to established departmental procedures and/or the current command chart. An organizational chart for the Clearwater Police Department is included in this annex.

#### **VII. Administration and Logistics**

The Clearwater Police Department is dispatched from the Sedgwick County 911 Center 24 hours a day, 7 days a week. The municipal court clerk/police records clerk provides additional call/dispatch support during normal business hours.

A list of facilities that may require police protection or increased security, dependant

**VIII. Plan Development and Maintenance**

The Police Chief is responsible for the maintenance of this annex.

**IX. Authority and References**

The Clearwater Police Department's Policy and Procedures Manual is attached as per reference.

**X. Attachments**

## **Annex C**

### **Public Works Department - Water**

#### **I. Purpose**

It shall be the responsibility of the Public Works Director to respond to all emergency callouts when it has been determined by the EOC that related activities shall require the services of the Public Works Department. Said activities shall include but are not limited to:

Any emergency affecting transportation, construction, structures, traffic control or loss of typical services to include utilities:

##### Water Department

- 1) Loss of water pressure in system
- 2) Loss of electrical service to pumps
- 3) Generator failure
- 4) Water main breaks resulting in flooding or hazardous street conditions
- 5) Emergency notification to residents

##### Sewer Department

- 1) Loss of electrical service to wet well pumps
- 2) Generator failure at either big wet well or small wet well
- 3) Flooding of sewer lagoons
- 4) Sewer backups within system

##### Street Department

- 1) Emergency removal of debris
- 2) Emergency traffic signage and signalization response
- 3) Physical barricading of hazardous conditions, i.e. flooded bridges, downed power lines, collapsed bridges or buildings, etc.
- 4) Equipment dissemination in a cataclysmic event such as electrical generator drop off, operation of loaders and dump trucks for removal of debris.

#### **II. Situation and Assumption**

##### **Situation**

##### Public Works

8 or 10 hours shifts

Normal hours of Operation: 7:30 a.m. – 4 p.m.

Public Works Director

4 Maintenance Workers with various fields of expertise in water, wastewater, streets, drainage and building maintenance.

## **Assumption**

Additional resources may be garnered through coordination with state and county departments and private entities.

Equipment and manpower are subject to availability, term, and degree of need. If the emergency extends to other areas of the state or county, resources may be limited to local jurisdictions.

Inspection assistance (for damaged or unsafe structures) is provided by Metropolitan Area Building and Code Enforcement Department and additional assistance is usually coordinated through professional groups such as I.C.C. and ICBO.

Interlocal agreements between jurisdictions in the event of an emergency would be advisable. A list of outside resources is included with contact information can be located in Annex \_\_\_\_ section H (telephone numbers).

## **III. Concept of Operations**

The following callback policy will apply:

### **CLEARWATER PUBLIC WORKS DEPARTMENT STANDARD OPERATING PROCEDURE FOR STORM AND OTHER EMERGENCY EVENTS**

A. On call public works employee will receive a description of the event during cell phone notification or by the Incident Commander.

Cell phone is held on a rotating basis by one of the maintenance workers. If unable to reach the on call public works employee, the Public Works Director should be contacted.

B. On call public works employee will:

- 1) Advise Public Works Director of event call out (unless it is minor incident which could be reported the next day)
- 2) Decide if event description provides enough information to determine an appropriate response.
  - a. If not enough information, On call employee will check out situation or call out additional appropriate personnel to check out situation.
  - b. Upon completion of reconnaissance, determine appropriate response and call out necessary personnel and/or outside resources if necessary.
  - c. Advise Public Works Director of status.

- 3) Deploy personnel and equipment and/or outside resources for response, and advise Incident Commander (or Public Works Director) of deployment and plan.

C. On call public works employee

- IV. Organization and Responsibilities**
- V. Direction and Control**
- VI. Continuity of Government**
- VII. Administration and Logistics**
- VIII. Plan Development and Maintenance**
- IX. Authority and References**
- X. Attachments**

**Annex D**

**Public Works Department – Sewer**

- I. Purpose**
- II. Situation and Assumption**
- III. Concept of Operations**
- IV. Organization and Responsibilities**
- V. Direction and Control**
- VI. Continuity of Government**
- VII. Administration and Logistics**
- VIII. Plan Development and Maintenance**
- IX. Authority and References**
- X. Attachments**

**Annex E**

**Public Works Department – Streets, Facilities**

- I. Purpose**
- II. Situation and Assumption**
- III. Concept of Operations**
- IV. Organization and Responsibilities**
- V. Direction and Control**
- VI. Continuity of Government**
- VII. Administration and Logistics**
- VIII. Plan Development and Maintenance**
- IX. Authority and References**
- X. Attachments**