



## CLINTON COUNTY EMERGENCY MANAGEMENT

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# Emergency Management Services Review

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## Purpose

This document outlines services provided to Clinton County and to all of the jurisdictions within Clinton County by Clinton County Emergency Management. By no means is this list all inclusive. A few items have been duplicated because they are relevant to more than one section. The intent of the document is to share details about the Emergency Management Agency services with the EMA governing body the Emergency Management Commission. Services have been cross-referenced with Iowa Code to illustrate the relationship between the Commission's duties and responsibilities and the services the Emergency Management Agency provides in order to fill those requirements.

At the end of this document the following section of the Administrative Rules has been copied for reference: Iowa Administrative Rules Chapter 7 Local Emergency Management [605] -7.3(29C), 7.3(4) **The commission shall have the following minimum duties and responsibilities**

## Administration and Finance [7.3(4)a.]

*Develop and adopt a budget*

*Maintain policies and procedures for staff and volunteers*

### *Grant Administration*

- Annual Emergency Management Performance Grant (EMPG)
- Assistance with Federal Mitigation grants

## Hazard Identification, Risk Assessment, and Capability Assessment [7.3(4)b.] & EPCRA 1986

### *Hazard Mitigation Planning, Multi-Hazard, Multi-Jurisdiction*

- 5 year plan updates
- Yearly plan maintenance

### *Hazardous Materials (copied under planning)*

- Maintenance of the ESF-10 Hazardous Materials Plan yearly

## Resource Management [7.3(4)c.]

### *Mass Care*

- Shelter Trailer/Shelter Equipment
- Shelter supplies strategically located in the county
- Shelter agreements with shelter locations

### *Radiological Emergency Preparedness*

- Radiological Equipment and Facility Maintenance
- Maintain mobility impaired list for evacuation transportation assistance

### *Create and Maintain Mutual Aid Agreements*

- Umbrella Mutual Aid Agreement
- Mutual aid agreements with businesses and organizations for disaster services
- Mutual aid agreements with School Districts and Transportation

### *Logistics*

- Maintenance of resource reserves including rotating supplies with MercyOne
- Maintenance of a system for acquiring and distributing resources

### *Credentialing*

- Photo credentialing for Government and Emergency Response personnel
- System for tracking personnel time and assignment
- System for tracking spontaneous volunteers

## Planning [7.3(4)d.]

### *Emergency Planning Assistance for facilities and organizations*

- Daycares
- CMS Facilities (Medicare reimbursed entities)
- Mercy Hospital Emergency Management group

### *School Emergency Pre Plans*

- Pre Planning Meetings for Districts
- Maintenance of emergency kits for School Districts

#### *County Facility Emergency Action Plans*

- Annual plan updates
- Periodic staff training
- AED maintenance in County facilities

#### *All Hazards Emergency Planning*

- Annual review of 20% of All Hazards Emergency Plan
- Debris Management Planning
- Volunteer Reception Center Planning
- Pipeline Emergency Planning

#### *Hazardous Materials (EPCRA 1986)*

- Maintenance of the ESF-10 Hazardous Materials Plan yearly
- Membership and participation in Region VI Local Emergency Planning Commission (LEPC)

#### *Radiological Emergency Preparedness*

- Radiological Emergency Plan Maintenance
- Radiological Emergency SOP Maintenance

#### *Facility Safety and Security Assessments*

- Severe Weather Sheltering
- Security/Safety Assessments in conjunction with Law Enforcement and Fire Depts

### **Direction, Control and Coordination [7.3(4)e.]**

#### *General Disaster and Emergency Response services*

- On Scene Assistance with Command
- Issuance of Situation Reports
- Incident Documentation
- Resource listings & Resource Access
- After Action Review facilitation

#### *Community Emergency Response Team (CERT)*

- Amateur Radio Volunteers
- 3 Amateur Radio Go Boxes for Disaster Communications
- Initial CERT Training
- Monthly CERT training
- Traffic and Access control for special events
- Volunteer support to exercises

#### *Special Events Coordination and Response*

- Spot Weather forecasts for events
- Support to various parades and races

#### *Emergency Operations Center (EOC) Maintenance*

- Staffing lists and notifications
- Map and supplies maintenance
- Technology maintenance oversight and contract
- EOC Management during incidents

#### *School Reunification*

- Delivery of school reunification kits
- Assistance with school reunification operations

#### *Drones and Drone Team (participation in County-wide team)*

- Assist with maintenance of drones, supplies and trailer
- Response by Drone Pilot volunteers

#### *Hazardous Materials*

- Maintenance of the Davenport Hazmat response contract
- Response to large scale hazmat incidents
- Distribute ERG's to responders (Emergency Response Guidebooks)
- Liaison to the Iowa DNR assisting with situational awareness
- Ensure proper notifications and appropriate cleanup plan

#### *Ground Search/Missing Persons Search*

- Evidence/Article Search
- Urban Search/ and Urban Search supplies
- GPS units for search documentation/ other search supplies
- Periodic search training

#### *Call Center*

- Maintenance of Call Center capabilities for use for volunteer and donations management
- Annual call center training with volunteers

#### *Fire Chief's Meeting*

- Meeting Facilitation
- Temporary Burn Ban Facilitation
- Burn ban signage

### **Damage Assessment [7.3(4)f.]**

#### *Damage Assessment (in conjunction with the Assessor's Office)*

- Software
- Periodic training

#### *Drone damage assessment capability*

## Communications and Warning [7.3(4)g.]

### *Outdoor Warning System*

- Coordinate system maintenance and testing (*Constellation owned system*)
- Provide public education about purpose of sirens
- Weather radio giveaways and radio programming assistance

### *Bridge Flood Sensor maintenance*

- Charlotte, Oxford Junction, and Wheatland

### *Alert Iowa reverse 911 system & IPAWS Access*

- Maintenance and Advertisement
- Call lists for Emergency Notification maintained
- Emergency activations

### *GETS/WPS Administration (phone and text preemption)*

- Maintenance of system
- Sign ups

## Operations and Procedures [7.3(4)h.]

### *Clinton County Emergency Planning and Preparedness Meeting (CCEPAP)*

- Monthly meetings
- Awareness email group
- Information sharing

## Training [7.3(4)i.]

### *Active Shooter/Killer Training in conjunction with local Law Enforcement*

- Training including realistic scenarios for lay-people
- Cache of training equipment
- Assist with Rescue Task Force training for Law Enforcement, EMS, and Fire

### *School Reunification*

- School reunification training and exercises
- Maintenance of two school reunification kits

### *Radiological Emergency Preparedness*

- Assist with annual training to MercyOne Genesis staff
- Radiological training for responders and volunteers (primary)

### *Other Training*

- Incident Command structure assistance (training & response)
- Stop the Bleed training for lay people
  - Maintenance of training kits

- Coordination of instructors from multiple agencies
- Storm Spotter Training (in conjunction with the National Weather Service)
- Shelter in Place Training

## Exercises [7.3(4)j.]

### *Exercise Development*

- Moulage (simulated wounds)
- Exercise Planning
- Exercise facilitation/ management

### *Radiological Emergency Preparedness*

- Radiological Equipment and Facility Maintenance
- Full Scale REP Exercises on a two-year cycle (off year exercise alternate years)
- Radiological training for responders and volunteers (primary responsibility)
- MS-1 Medical Response to Radiological events exercises annually
- Maintain mobility impaired list for evacuation transportation assistance

## Public Education and Information [7.3(4)k.]

### *Public Information*

- Emergency Public Information Services
- Media Liaison Services

### *Community Outreach*

- Presentations to Organizations
- National Night Out events
- Fire Department Open Houses
- Storm Ready Designation maintenance for Clinton County

## Administration of the Medical Examiner's Office (not covered under Iowa Code responsibilities)

### *Medical Examiner Office Administration*

- 24/7 Logistics and Coordination for Transport and Investigations
- Transport Vehicle Maintenance
- Transport Driver Scheduling and Billing
- Medical Examiner Investigator Scheduling and Billing
- Equipment and supplies
- Response to support investigations

## References

**Federal Law - Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986 (Pub. L. 99-499, title II), (42 U.S.C. § 11001)**

Participation in a Local Emergency Planning Commission LEPC.

**Iowa Administrative Rules Chapter 7 Local Emergency Management [605] -7.3(29C)**

**7.3(4)** The commission shall have the following minimum duties and responsibilities

**a. Administration and finance.** (1) Establish and maintain a local emergency management agency responsible for the local emergency management program. The primary responsibility of this agency is to develop and maintain a comprehensive emergency management capability in cooperation with other governmental agencies, volunteer organizations, and private sector organizations. The name of this agency shall be the (county name) county emergency management agency. (2) Determine the mission of the agency and its program. (3) Develop and adopt a budget in accordance with the provisions of Iowa Code chapter 24 and Iowa Code section 29C.17 in support of the commission and its programs. The commission shall be the fiscal authority and the chairperson or vice chairperson shall be the certifying official for the budget. (4) Appoint an emergency management coordinator who meets the qualifications established in subrule 7.4(3). (5) Develop and adopt policies defining the rights and liabilities of commission employees, emergency workers and volunteers. (6) Provide direction for the delivery of the emergency management services of planning, administration, coordination, training, exercising, and support for local governments and their departments. (7) Coordinate emergency management activities and services among county and city governments and the private sector agencies under the jurisdiction of the commission.

**b. Hazard identification, risk assessment, and capability assessment.** (1) The commission should continually identify credible hazards that may affect their jurisdiction, the likelihood of occurrence, and the vulnerability of the jurisdiction to such hazards. Hazards to be considered should include natural, technological, and human-caused. (2) The commission should conduct an analysis to determine the consequences and impact of identified hazards on the health and safety of the public, the health and safety of responders, property and infrastructure, critical and essential facilities, public services, the environment, the economy of the jurisdiction, and government operations and obligations. (3) The hazard analysis should include identification of vital personnel, systems, operations, equipment, and facilities at risk. (4) The commission should identify mitigation and preparedness considerations based upon the hazard analysis. (5) A comprehensive assessment of the emergency management program elements should be conducted periodically to determine the operational capability and readiness of the jurisdiction to address the identified hazards and risks.

**c. Resource management.** (1) The commission should develop a method to effectively identify, acquire, distribute, account for, and utilize resources essential to emergency functions. (2) The commission shall utilize, to the maximum extent practicable, the services, equipment, supplies and facilities of the political subdivisions that are members of the commission. (3) The commission should identify resource shortfalls and develop the steps and procedures necessary to overcome such shortfalls. (4) The commission shall, in collaboration with other public and private agencies within this state, develop written mutual aid agreements. Such agreements shall provide reciprocal disaster services and recovery aid and assistance in

case of disaster too great to be dealt with by the jurisdiction unassisted. Mutual aid agreements shall be in compliance with the appropriate requirements contained in Iowa Code chapter 28E.

**d. Planning.** IAC 9/23/20 Homeland Security[605] Ch 7, p.3 (1) The commission shall develop a comprehensive emergency plan that is capabilities-based, multi-hazard and multifunctional in nature. The plan shall conform to the Comprehensive Preparedness Guide 101 as established by the Federal Emergency Management Agency. (2) Plans shall contain the following common elements: 1. Identification of the functional roles and responsibilities of internal and external agencies, organizations, departments, and individuals during mitigation, preparedness, response and recovery. 2. Establishment and identification of lines of authority for those agencies, organizations, departments, and individuals. (3) Plans shall be regularly reviewed and amended as appropriate in accordance with a five-year schedule established by the commission, which shall include, at a minimum, a complete review, and amendment as appropriate, at a minimum of every five years. However, a review, and amendment as appropriate, of the hazardous materials portion and of a minimum of 20 percent of the remaining annexes or portions of the plan shall be conducted on a yearly basis. The complete operations plan must be reviewed entirely, and amended as appropriate, every five years. A copy of the portions of the plan that are reviewed, regardless of amendment, must be certified and submitted to the department for approval by August 1 of each year. (4) To be certified, the plan must be adopted by the members of the commission and attested to by the chairperson and the local emergency management coordinator on a signature document as specified by the department. (5) In addition to the standards heretofore established in paragraph 7.3(4)“d,” the operations plan shall include provisions for damage assessment. (6) Hazardous materials plans shall meet the minimum requirements of federal law, 42 U.S.C. §11003. (7) Counties designated as risk or host counties for a nuclear facility emergency planning zone shall meet the standards and requirements as published by the United States Nuclear Regulatory Commission and the Federal Emergency Management Agency in NUREG-0654, FEMA-REP-1, Rev. 1, March 1987. (8) Commissions participating in or conducting exercises or experiencing real disaster incidents which require after-action and corrective action reports have 180 days from the date of the publication of the corrective action report to incorporate the corrective actions, as appropriate, into the commission’s plans. (9) Within 60 calendar days from the receipt of the plan, the department shall review plans or portions of plans submitted by a commission for approval. The department shall notify the local emergency management agency in writing of the approval or non-approval of the plan. If the plan is not approved, the department shall state the specific standard or standards that are not being met and offer guidance on how the plan may be brought into compliance. (10) A comprehensive emergency plan shall not be considered approved by the homeland security and emergency management department as required in Iowa Code subsection 29C.9(8) unless such plan adheres to and meets the minimum standards as established in paragraph 7.3(4)“d.” (11) Iowa Code section 29C.6 provides that state participation in funding financial assistance in a presidentially declared disaster is contingent upon the commission’s having on file a state-approved, comprehensive emergency plan as provided in Iowa Code section 29C.9(8). (12) Iowa Code section 29C.7 as enacted by 2020 Iowa Acts, Senate File 2188, provides that state participation in funding financial assistance in a non-presidentially declared disaster is contingent upon the commission’s having on file a state-approved, comprehensive emergency plan as provided in Iowa Code section 29C.9(8).

**e. Direction, control and coordination.** (1) The commission shall execute and enforce the orders or rules made by the governor, or under the governor’s authority. (2) The commission shall establish and maintain the capability to effectively direct, control and coordinate emergency and disaster response and recovery

efforts. (3) The commission shall establish a means of interfacing on-scene management with direction and control personnel and facilities. Ch 7, p.4 Homeland Security[605] IAC 9/23/20 (4) The commission should actively support use of the Incident Command System (ICS) model by all emergency and disaster response agencies within the jurisdiction.

**f. Damage assessment.** (1) The commission shall develop and maintain a damage assessment capability consistent with local, state and federal requirements and shall designate individuals responsible for the function of damage assessment. (2) Individuals identified by the commission to perform the function of damage assessment shall be trained through a course of instruction approved by the department.

**g. Communications and warning.** (1) The commission should identify a means of disseminating a warning to the public, key officials, emergency response personnel and those other persons within the jurisdiction that may be potentially affected. (2) The commission should identify the primary and secondary means of communications to support direction, control, and coordination of emergency management activities.

**h. Operations and procedures.** The commission should encourage public and private agencies, which have defined responsibilities in the comprehensive emergency plan, to develop standard operating procedures, policies, and directives in support of the plan.

**i. Training.** (1) The commission shall require the local emergency management coordinator to meet the minimum training requirements as established by the division and identified in sub rule 7.4(4). (2) The commission should, in conjunction with the local emergency management coordinator, arrange for and actively support ongoing emergency management related training for local public officials, emergency responders, volunteers, and support staff. (3) Persons responsible for emergency plan development or implementation should receive training specific to, or related to, hazards identified in the local hazard analysis. (4) The commission should encourage individuals, other than the emergency management coordinator, with emergency management responsibilities as defined in the comprehensive emergency plan, to complete, within two years of appointment, training consistent with their emergency management responsibilities. (5) The commission should encourage all individuals with emergency management responsibilities to maintain current and adequate training consistent with their responsibilities.

**j. Exercises.** (1) The commission shall ensure that exercise activities are conducted annually in accordance with local, state and federal requirements. (2) Exercise activities should follow a progressive five-year plan that is designed to meet the needs of the jurisdiction. (3) Local entities assigned to an exercise should actively participate and support the role of the entity in the exercise. (4) Local entities assigned to an exercise should actively participate in the design, development, implementation, and evaluation of the exercise activity.

**k. Public education and information.** (1) The commission should designate the individual or individuals who are responsible for public education and information functions. (2) The commission should ensure a public information capability, to include: 1. Designated public information personnel trained to meet local requirements. 2. A system of receiving and disseminating emergency public information. 3. A method to develop, coordinate, and authorize the release of information. 4. The capability to communicate with functional needs populations. (3) The commission should actively support the development of capabilities to electronically collect, compile, report, receive, and transmit emergency public information.