

City of Lee's Summit

EMERGENCY OPERATIONS PLAN

Prepared by

THE LOUIS BERGER GROUP, INC.

In Conjunction With

DEPARTMENT OF PUBLIC SAFETY
STATE EMERGENCY MANAGEMENT AGENCY

And

CITY OF LEE'S SUMMIT
EMERGENCY MANAGEMENT AGENCY

And

LEE'S SUMMIT CITY OFFICIALS

JANUARY 2004

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**RECORD OF CHANGES
LEE'S SUMMIT EOP**

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (Signature)

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FOREWORD

- A. This plan will outline actions to be taken by local government officials and cooperating private or volunteer organizations to: 1) prevent avoidable disasters and reduce the vulnerability of Lee's Summit residents to any disasters that may strike; 2) establish capabilities for protecting citizens from the effects of disasters; (3) respond effectively to the actual occurrence of disasters; and 4) provide for recovery in the aftermath of any emergency involving extensive damage within the county.

- B. It is not the intent of this plan to attempt to deal with those events that happen on a daily basis, which do not cause widespread problems and are handled routinely by the city and/or county agencies. It will, however, attempt to deal with those occurrences such as tornadoes, earthquakes, hazardous materials incidents, etc., which create needs and cause suffering that the victims cannot alleviate without assistance, and that requires an extraordinary commitment of government resources.

- C. The Lee's Summit EOP was developed through the efforts of the Lee's Summit Emergency Management Coordinator with assistance provided by the State Emergency Management Agency. During the development, various agencies, organizations, and county and city governments were interviewed to discuss their roles, responsibilities, and capabilities in an emergency. This plan is a result of their input.

- D. The Lee's Summit EOP is a multi-hazard, functional plan, broken into three components: (1) a basic plan that serves as an overview of the jurisdiction's approach to emergency management, (2) annexes that address specific activities critical to emergency response and recovery, and (3) appendices which support each annex and contain technical information, details, and methods for use in emergency operations. New information on planning for terrorism incidents is included as a separate annex.

- E. The Basic Plan is used by the chief executive and public policy officials of Lee's Summit but all individuals/ agencies involved in the EOP should be familiar with it. The annexes are used by the operational managers. The appendices are for disaster response personnel.

- F. The contents of this plan must be understood by those who will implement it to be effective. The Emergency Management Coordinator will brief the appropriate officials on their roles in emergency management. The Director will also brief the newly employed officials as they assume their duties.

- G. Each organization/agency with an assigned task will be responsible for the development and maintenance of their respective segments of the plan (See Part IV of the Basic Plan). They will update their portion of the plan as needed based on experience in emergencies, deficiencies identified through drills and exercises, and changes in government structure and emergency organizations.

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PROMULGATION STATEMENT

Officials of Lee's Summit, in conjunction with the State Emergency Management Agency, have developed an emergency operations plans that will enhance their emergency response capability. This document is the result of that effort.

This plan, when used properly and updated annually, can assist local government officials in accomplishing one of their primary responsibilities -- protecting the lives and property of their constituents. This plan and it's provisions will become official when it has been signed and dated below by the concurring government officials.

Mayor, Lee's Summit

Date

Emergency Management Coordinator

Date

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GLOSSARY OF TERMS AND ACRONYMS

Biological Agents: Living organisms or materials derived from them that cause disease; harm humans, animals, or plants; or deteriorate materials.

CBRNE: Chemical, Biological, Radiological, Nuclear, and Explosive

Chemical Agent: A chemical substance intended to kill, seriously injure, or incapacitate people through physiological effects.

CHEMTREC: Chemical Transportation Emergency Center

Contingency: For more effective planning, a construct that groups similar hazards and activities related to possible incidents.

Cyber Terrorism: “Malicious conduct in cyberspace to commit or threaten to commit acts dangerous to human life, or against a nation’s critical infrastructures ... in order to intimidate or coerce a government or civilian population ...in furtherance of political or social objectives.”

DRC -- Disaster Recovery Center: Place where disaster victims can come and find out what types of assistance are available to them. These centers will be manned by local, state, and federal agencies and organizations.

Direction and Control Staff: Comprised of the functional coordinators found in each annex of this plan. The Direction and Control Staff are members of the overall EOC staff.

Disaster: For the purpose of this plan, a disaster can be described as any type of situation which endangers life and/or property to a degree that a concentrated effort of emergency services must be coordinated on a large scale to contain the situation. Examples include tornadoes, floods, earthquakes, hazardous materials incidents, etc.

DNR: (Missouri) Department of Natural Resources

EAS -- Emergency Alert System: (Formerly the Emergency Broadcast System -- EBS). A communication and warning system set up by the federal government in order for emergency messages to be broadcast via radio and television stations.

EOC -- Emergency Operations Center: A centralized location for direction and control in an emergency/disaster situation. Information is collected, evaluated, and displayed in this facility. Also, this is where coordination of emergency response agencies and resources takes place.

EOC Staff: Includes Direction and Control Staff, supporting agencies/organizations, clerical staff, plotters, etc. (i.e., all persons working in the EOC).

EOP: Emergency Operations Plan

EPI: Emergency Public Information

Exercise: An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties; and demonstrate operational capability. There are five types of exercises: Orientation, Drill, Tabletop, Functional, and Full Scale.

FEMA -- Federal Emergency Management Agency: An agency established in 1979 which consolidated emergency agencies and functions into one organization. Among these agencies--DCPA, FIA, FPA, FDAA, and NFA.

Functional Area: A major grouping of functions and tasks that agencies perform to carry out awareness, prevention, preparedness, response, and recovery activities.

Hazardous Substance: Any substance or mixture of substances that presents a danger to public health, public safety, or the environment.

HAZMAT: Hazardous Material(s)

IMS: Incident Management System, formerly Incident Command System

Incident: An occurrence in which hazards or threats result in a harmful, dangerous, or otherwise unwanted outcome.

LEPC -- Local Emergency Planning Committee: Local committees required to be established under SARA, Title III legislation concerning hazardous materials.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments, regional or interstate government entity, or agency or instrumentality of a local jurisdiction. This term also applies to an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation. It also applies to a rural community, unincorporated town or village, or other public entity. (As defined in Section 2 (10) of the Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135, et seq. (2002).)

MFDA: Missouri Funeral Directors Association

MMRS: Metropolitan Medical Response System.

PIO: Public Information Officer

POA -- Point of Arrival: Designated locations within or near the disaster-affected area where newly arrived staff, supplies, and equipment can be initially directed.

Radiation (Nuclear): High-energy particles or gamma rays emitted by an atom undergoing radioactive decay. Emitted particles can be charged alpha or beta particles, or neutral neutrons.

Safeguarding Vital Records: Measures by government that protect vital records the government must have to continue functioning during emergency conditions and to protect the rights and interests of citizens during and after the emergency.

SARA: Superfund Amendments and Reauthorization Act of 1988 (PL 94-499)

SEMA -- State Emergency Management Agency: Prepares and maintains the State of Missouri's Emergency Operations Plan and the state EOC and assists local government in developing and maintaining their emergency operations plans and EOCs. This agency is also responsible for radiological support, damage assessment, and emergency public information.

SOP/G -- Standard Operating Procedures/Guides: Describe the emergency response procedures/guidelines to be followed by an agency/organization in the event of a disaster/emergency situation.

Terrorism: The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

WMD: Weapons of Mass Destruction

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TABLE OF CONTENTS

	<u>Page</u>
SUGGESTED DISTRIBUTION LIST.....	iii
RECORD OF CHANGES	v
FOREWORD.....	vii
PROMULGATION STATEMENTS	ix
GLOSSARY OF TERMS AND ACRONYMS.....	xi
TABLE OF CONTENTS	xiii
BASIC PLAN	BP-1
APPENDIX 1 – Lee’s Summit Emergency Management Diagram by Emergency Function	BP-10
APPENDIX 2 - Assignment of Responsibilities	BP-11
Attachment A - Functions & Responsibility Chart (Lee’s Summit)	BP-12
Attachment B - Tasks Assignments by Function	BP-13
APPENDIX 3 - Emergency (Disaster) Classification & Control Procedures (Response and Notification)	BP-18
APPENDIX 4 - Procedures for Requesting State and Federal Assistance	BP-20
APPENDIX 5 - Lee’s Summit Hazard Analysis (Types of Hazards)	BP-22
Attachment A - Earthquake Response.....	BP-24
Addendum 1 - Projected Earthquake Intensities (Map)	BP-25
APPENDIX 6 - Emergency Government Proclamation and/or Resolution of a State of Emergency in Lee’s Summit	BP-26
ANNEX A - DIRECTION AND CONTROL	A-1
APPENDIX 1 - Direction and Control Functional Diagrams	A-6
APPENDIX 2 - EOC Staffing Levels.....	A-7
APPENDIX 3 - Message Handling Procedures	A-9
Attachment A - Message Form.....	A-10
Attachment B - Communications Log.....	A-11
Attachment C - Significant Events Log.....	A-12
ANNEX B - COMMUNICATIONS AND WARNING	B-1
APPENDIX 1 - Warning Flow Chart	B-6
APPENDIX 2 - Communications and Warning Capabilities	B-7
APPENDIX 2 - Severe Storm Watches & Warnings	B-8
APPENDIX 2 - Emergency Alert System Activation	B-10

ANNEX C - EMERGENCY PUBLIC INFORMATION	C-1
APPENDIX 1 - Emergency Public Information Functional Diagram	C-6
APPENDIX 2 - Format and Procedures for News Releases	C-7
APPENDIX 3 - Statement of Understanding for Emergency Public Information Operations	C-8
APPENDIX 4 - Media Points of Contact	C-10
APPENDIX 5 - News Release Log	C-13
APPENDIX 6 - Sample News Releases	C-14
 ANNEX D - DAMAGE ASSESSMENT	 D-1
APPENDIX 1 - Damage Assessment Functional Diagram	D-6
APPENDIX 2 - Disaster Estimate Forms.....	D-7
 ANNEX E - LAW ENFORCEMENT	 E-1
APPENDIX 1 - Law Enforcement Functional Diagram	E-5
APPENDIX 2 - Call-Up List and Equipment	E-6
 ANNEX F - FIRE AND RESCUE	 F-1
APPENDIX 1 – Lee’s Summit Fire Department Organizational Chart.....	F-4
APPENDIX 2 - Fire and Rescue Resources	F-5
APPENDIX 3 - Call-Up Lists	F-6
APPENDIX 4 – Fire and Rescue Contacts	F-7
 ANNEX G - RESOURCE AND SUPPLY	 G-1
APPENDIX 1 - Resource and Supply Functional Diagram	G-6
APPENDIX 2 - Resource Lists	G-7
 ANNEX H - HAZARDOUS MATERIALS RESPONSE	 H-1
APPENDIX 1 - Hazardous Materials Response Functional Diagram	H-5
APPENDIX 2 - Local Emergency Planning Committee Membership Roster	H-6
APPENDIX 3 - Response Agencies for Hazardous Materials Incidents	H-7
APPENDIX 4 - Chemical Emergency Notification Report	H-8
APPENDIX 5 – HAZMAT Response Teams	H-9
 ANNEX I - PUBLIC WORKS	 I-1
APPENDIX 1 - Public Works Functional Diagram	I-6
APPENDIX 2 - Public Works Department Resources	I-7
Attachment A - Street/Stormwater Equipment List	I-8
Attachment B - Emergency Management Resources LS Airport	I-11
Attachment C - Materials and Equipment List Recovery Park.....	I-13
APPENDIX 3 - Utility Companies Serving Lee’s Summit	I-14
APPENDIX 4 - Call-Up List.....	I-15
APPENDIX 5 - SOG for Emergency Repairs	I-16

ANNEX J - EVACUATION	J-1
APPENDIX 1 - Evacuation Functional Diagram	J-6
APPENDIX 2 - Special Facilities	J-7
APPENDIX 3 - Staging Areas.....	J-8
APPENDIX 4 - Hazardous Materials Evacuation	J-9
APPENDIX 5 - Flood Evacuation	J-11
APPENDIX 6 - Record of Evacuation (Form)	J-13
APPENDIX 7 - Potential Evacuation Routes	J-14
ANNEX K - IN-PLACE PROTECTIVE SHELTER	K-1
APPENDIX 1 - In-Place Shelter Functional Diagram	K-4
APPENDIX 2 - All Hazard In-Place Shelter Guidance	K-5
ANNEX L - RECEPTION AND CARE	L-1
APPENDIX 1 - Reception and Care Functional Diagram	L-5
APPENDIX 2 - Reception and Care Resources	L-6
APPENDIX 3 - Shelter Registration Form.....	L-9
ANNEX M - HEALTH AND MEDICAL	M-1
APPENDIX 1 - Health and Medical Functional Diagram	M-5
APPENDIX 2 - Health and Medical Resources	M-6
APPENDIX 3 - Jackson County Mass Fatalities Plan	M-8
ANNEX N - TERRORISM	N-1
APPENDIX 1 - Homeland Security Response Teams (HSRT) Map	N-15
APPENDIX 2 - Homeland Security Advisory System.....	N-16
APPENDIX 3 - HSRT/Forward Regional Response Teams (FRRT)	N-18
Attachment A - Team Structure	N-19
APPENDIX 4 – Terrorism Resources	N-20
ANNEX O - VOLUNTEERS	O-1
APPENDIX 1 - Volunteer Functional Diagram	O-5

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BASIC PLAN

I. PURPOSE

This plan will establish policies and procedures that will allow the respective governments of Lee's Summit to save lives, minimize injuries, protect property, preserve functioning civil government, and maintain economic activities essential to its survival and recovery from natural and technological hazards. It establishes the guidelines for conducting efficient, effective, coordinated emergency operations involving the use of all resources belonging to these jurisdictions or available to them.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The City of Lee's Summit is located in the west central region of Missouri. Jackson County and Cass County are represented in Lee's Summit. Jackson County covers most of Lee's Summit. Cass County covers a small portion of western Lee's Summit.
2. The city limits contain approximately 60 square miles. Based on the 2000 census, the city's population increased to 70,700.
3. Lee's Summit is vulnerable to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. The identified natural and technological hazards include the following (see Appendix 5 to the Basic Plan for further information):

floods	urban/structural fire
tornadoes	hazardous materials incident
wildfires	transportation accident
earthquake	power failure
drought	civil disorder
severe winter storms	terrorism
dam failure	nuclear power plant incident
heat wave	
public health emergency	
4. Incidents involving acts of terrorism will be managed as established in Presidential Decision Directive 39 (PDD-39) and the Homeland Security Presidential Decision Directive 5 (HSPD-5) which provide specific policy guidance regarding the response to acts of terrorism. The response to a terrorist

incident involves two major components: a law enforcement response (crisis management) and an emergency management response (consequence management). These components may progress concurrently or consecutively. See Appendix 4 to Annex E for further information on terrorism incidents.

5. Lee's Summit has capabilities and resources, which, if effectively employed, would minimize or eliminate the loss of life and damage to property in the event of an emergency or major disaster. This must include the utilization of private and volunteer organizations to the greatest extent possible.
6. Mutual aid agreements, both written and verbal, exist between many of the emergency service agencies, the subdivisions in the county and surrounding areas. (See the separate annexes for further information.)
7. This emergency management plan is being developed and maintained as required by local executive order, pursuant to Missouri State Law, Chapter 44, RSMO, and the all-hazard emergency planning guidance developed by the State Emergency Management Agency (SEMA).

B. Assumptions

1. Some of the situations as previously stated may occur after implementation of warning and other preparedness measures, but others may occur with little or no warning.
2. Officials of Lee's Summit are aware of the possible occurrence of an emergency or major disaster and are also aware of their responsibilities in the execution of this plan and will fulfill these responsibilities as needed.
3. The proper implementation of this plan will reduce or prevent the loss of lives and damage to property in Lee's Summit.
4. Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with every occurrence. It may be necessary to request assistance through volunteer organizations, the private sector, mutual aid agreements, or state and federal sources.

III. CONCEPT OF OPERATIONS

A. General

1. It is the responsibility of local government to provide for a comprehensive emergency management program that meets the emergency needs of those who either have been or might be affected by an emergency or major disaster. When

the emergency exceeds Lee's Summit's capability to respond, assistance will be requested from the state of Missouri. If additional assistance is needed beyond state capabilities, the state will coordinate requests to the proper federal agencies.

2. The Mayor is ultimately responsible for emergency management activities within the boundaries of the jurisdiction. The Mayor can delegate their authority, but never their responsibility.
3. At no time will the Jackson County or Cass County Commission supersede the authority of the elected officials of any of the incorporated subdivisions unless: (1) requested to do so by those elected officials, (2) the local subdivisions' governmental body is incapacitated or ceases to exist, or (3) empowered to do so by the governor under the authority of Chapter 44, RSMO.
4. This plan is based on the concept that the emergency functions assigned to the various groups, organizations, and individuals involved in this plan will parallel their normal day-to-day functions as closely as possible. The same personnel and material resources will be employed as much as possible in both normal and emergency functions.
5. Those day-to-day functions that do not contribute directly to the emergency operations may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the agency concerned.
6. This plan or portions thereof will be implemented according to the emergency classification and control procedures set forth in Appendix 3 to this Basic Plan. The procedures discussed under this Appendix will describe what happens when an emergency/disaster occurs, activation of the EOC, response procedures that will take place, and notification of departments/individuals.
7. Discrimination on the grounds of race, color, religion, nationality, sex, age, physical impairment, or economic status will not be allowed in the execution of emergency management functions. This policy applies to all levels of government and the private sector.

B. Operational Time Frames

This plan is concerned with all types of hazards that may develop in the City of Lee's Summit and must account for activities before, during, and after an occurrence. The following operational time frames were established for the various actions to be performed within the scope of this plan:

1. Mitigation -- A period of time during which activities are undertaken by individuals/departments to improve their capabilities to respond to a potential emergency and fulfill their assigned responsibilities.

2. Preparedness -- A period of time during which activities are undertaken by individuals/departments to increase their readiness posture during periods of heightened risk.
3. Response -- A period of time during which activities are undertaken by individuals/departments to respond to an occurrence that threatens or harms people/property.
4. Recovery -- A period of time during which activities are undertaken by individuals/departments to provide for the welfare of the people following a disaster and/or emergency.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The emergency management organization for Lee's Summit will be set up along the following functional lines:

a.	Direction and Control	Annex A
b.	Communications and Warning	Annex B
c.	Emergency Public Information	Annex C
d.	Damage Assessment	Annex D
e.	Law Enforcement	Annex E
f.	Fire and Rescue	Annex F
g.	Resource and Supply	Annex G
h.	Hazardous Materials Response	Annex H
i.	Public Works	Annex I
j.	Evacuation	Annex J
k.	In-Place Shelter	Annex K
l.	Reception and Care	Annex L
m.	Health and Medical	Annex M
n.	Terrorism	Annex N
o.	Volunteers	Annex O
2. The City of Lee's Summit has established an organization and developed plans and procedures to perform the functions listed above using all available resources.
3. Diagrams of the emergency management structure by emergency function for Lee's Summit are located in Appendix 1 to this Basic Plan.

B. Assignment of Responsibilities

1. Specific groups, departments/agencies, and individuals will be assigned a primary responsibility to prepare for and to perform (coordinate) each of the functions listed previously. Others will be assigned a support responsibility. In some cases a function will be assigned to a county official or agency, while others to city agencies or a combination thereof. Assignments for Lee's Summit are identified on charts in Appendix 2 to this Basic Plan.
2. The specific tasks to be performed in each function are found in detail in each functional annex. Appendix 2 to this Basic Plan contains a basic list of task assignments by function common for city organizations.
3. It will be the responsibility of those agencies and individuals having a primary and/or support assignment to develop and maintain current standard operating guidelines (SOGs) and checklists which detail how their assigned tasks will be performed to implement this plan.
4. Departments and organizations tasked with emergency responsibilities will address the requirements of special needs groups (i.e., provide for medical needs, transportation, and other emergency support for the handicapped, elderly, etc.).

V. DIRECTION AND CONTROL

- A. The Mayor of Lee's Summit (or designated representative), with the assistance of the Emergency Management Coordinator, is responsible for all emergency management activities to include implementing this plan and directing emergency response within the City of Lee's Summit. The Mayor is also responsible for declaring a state of emergency and requesting state and federal assistance when appropriate (see Appendices 4 and 6 to this Basic Plan). See the Lee's Summit City Ordinance.
- B. The Emergency Management Coordinator is responsible for the following:
 1. Brief appropriate officials and new employees on their roles in emergency management.
 2. Coordinate all emergency management activities.
 3. Coordinate decisions on routine day-to-day matters pertaining to emergency management.
 4. Advise elected officials on courses of action available for major decisions.
 5. Ensure proper functioning and staffing of the EOC and coordinate EOC operations during an emergency.

6. Prepare emergency proclamation/resolution of a state of emergency when/if appropriate (see Appendix 6 to this Basic Plan).
 7. Act as liaison with other local, state, and federal emergency management agencies.
 8. Other duties as outlined in the local ordinances, court orders, and agreements.
- C. Emergency Operations Center (EOC)
1. Direction and control will originate from the EOC.
 2. The primary EOC for Lee's Summit will be Lee's Summit Fire Department Headquarters. In the event the primary EOC cannot be used, alternate EOCs have been identified. See Annex A for further information about the EOC.
 3. The EOC will be staffed according to the level of emergency. See Appendix 2 to Annex A.

VI. CONTINUITY OF GOVERNMENT

- A. Lines of Succession
1. Lee's Summit
 - a. Mayor
 - b. Mayor Pro-Tem
 - c. Council Member with the longest, continuous tenure
 2. Lee's Summit Emergency Management
 - a. Emergency Management Coordinator/Fire Chief
 - b. Duty Shift Commander/Fire
 3. The individual or agency responsible for each annex (emergency function) identified in this plan must establish a line of succession and ensure that departmental personnel and the Emergency Management Coordinator are informed of this line of succession (refer to each annex of this plan).
 4. In the event circumstances resulting from a disaster prevent a political entity from performing effective operations, the next higher political subdivision may assume authority until that political entity is able to adequately resume operations.
- B. Preservation of Records

1. Vital records for Lee's Summit are in various forms such as written, microfilmed, or computerized. Essential records for Lee's Summit are available at city hall as well as a specified off-site location.
2. In order to provide normal government operations after a disaster, all vital records of both a public and private nature recorded by such county and city officials as the clerk, collector, assessor, etc., must be protected and preserved. These would include legal documents, property deeds, tax records, etc. The following guidelines will apply:
 - a. Certain records and documents are vital to the continuance of government following a major disruption of normal activities such as a major disaster. These records and documents are to be identified by officials responsible for their day-to-day maintenance.
 - b. Resources from local government will be allocated to provide for one or more of the following options: (1) duplication of all such records, (2) timely movement to secure or safe areas outside the danger area, and/or (3) development of secure and safe storage areas within Lee's Summit.
3. Each emergency support service (i.e., law enforcement, fire, public works, health, etc.) must establish procedures to protect records deemed essential for continuing government functions and the conduct of emergency operations.
4. Further information on preservation of records can be obtained by contacting the Secretary of State's Office located in Jefferson City.

VII. ADMINISTRATION AND LOGISTICS

- A. Whenever possible, procurement of necessary resources will be accomplished using normal, day-to-day channels. Emergency purchasing procedures are identified in Appendix 3 to Annex G (Resource and Supply).
- B. During unusual situations when such constraints would result in the loss of life and property, normal requisition procedures can be circumvented. This will be done under the authorities and by the procedures set forth in the local ordinances.
- C. Accurate records of all actions taken in an emergency are essential for the design of mitigation activities, training and settling possible litigation. Each department head, or that person responsible for an emergency function, must keep detailed, accurate records of all actions taken during an emergency.

- D. Agreements and understandings with other local jurisdictions, higher levels of government, and other agencies can be utilized to supplement local resources should an emergency situation exhaust the capabilities of Lee's Summit. Requests for such assistance will be made in accordance with negotiated mutual aid agreements and understandings. All such agreements should be formalized in writing whenever possible.
- E. Disaster assistance from the state or federal government will be utilized in accordance with their provisions and statutes. Requests for such assistance will be made in accordance with the procedures as set forth in Appendix 4 to this Basic Plan.
- F. Resource and supply matters have been addressed in Annex G. The Resource and Supply Coordinator has identified those resources available in Lee's Summit. This list will be expanded to include critical resources and those available from neighboring jurisdictions, military installations, and the state and federal government.
- G. Procedures for the inventory, storage, and maintenance of resources, including donations and services of the private sector, will be as specified in the appropriate annexes or standard operating guidelines.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Review and written concurrence of this plan and its annexes will be accomplished as follows: Each agency/department of government and private sector organizations assigned emergency responsibilities will review this plan. They will report their concurrence to the Lee's Summit Emergency Management Coordinator. The Mayor and Emergency Management Coordinator will sign the promulgation document for all departments and organizations.
- B. The Lee's Summit Emergency Management Coordinator will instigate an annual review of the plan by all officials and agencies. The Director will ensure that necessary changes and revisions to the plan are prepared, coordinated, published, and distributed. The Director will provide a copy of the plan revisions to all organizations/agencies assigned responsibility for implementation of the plan.
- C. This plan will be activated once a year in the form of a simulated emergency, taking into account actual events in order to determine if revisions can be made that would improve disaster response and recovery operations. This will also provide practical controlled operations experience to those who have EOC responsibilities. This will be done by the Emergency Management Coordinator with the approval of the chief elected officials.

IX. AUTHORITIES AND REFERENCES

- A. Federal Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended

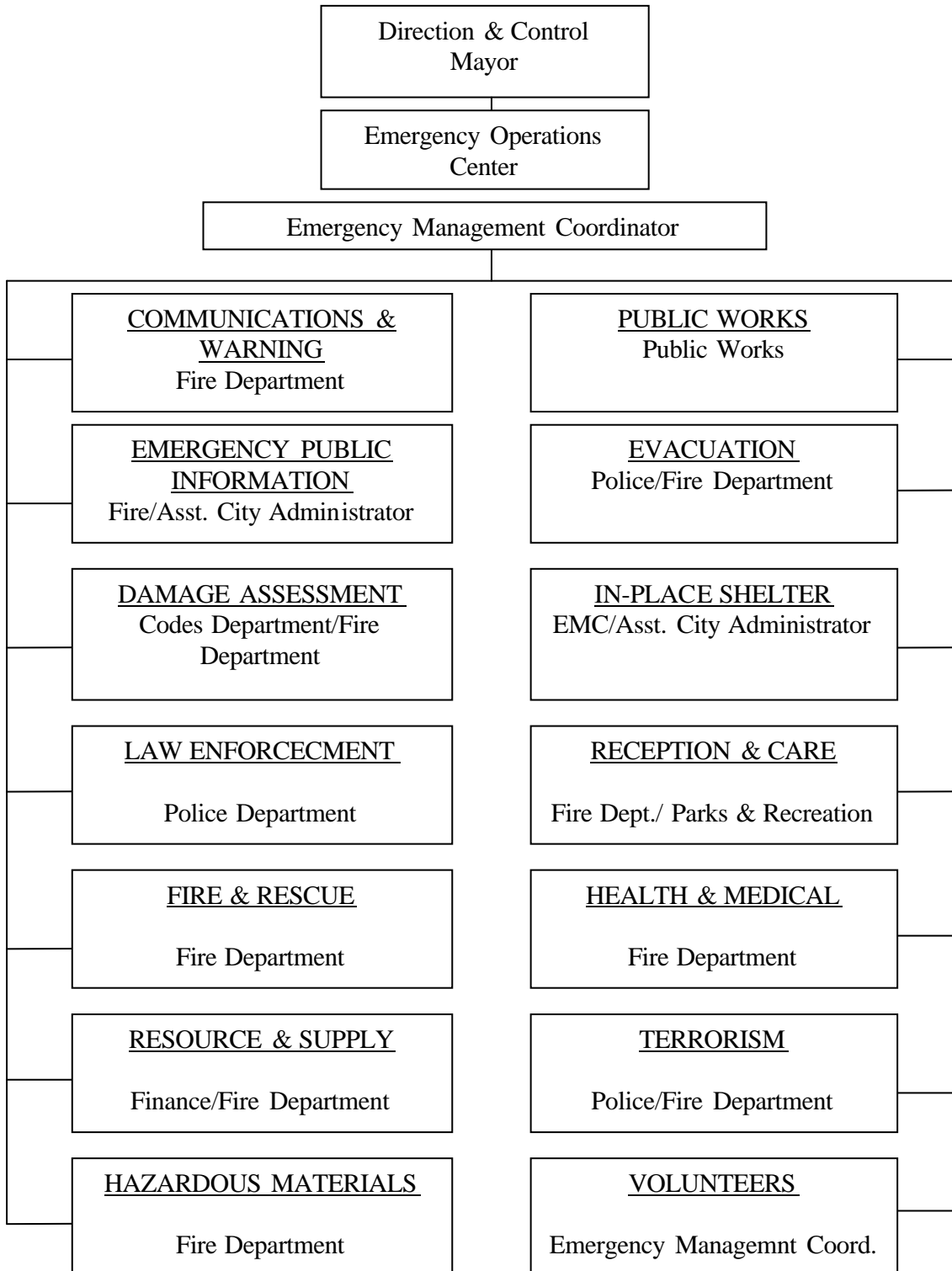
- B. Federal Public Law 99-499, SARA, Title III
- C. Presidential Decision Directive 39 (PDD-39), U.S. Policy on Counterterrorism
- D. Guide for All-Hazard Emergency Operations Planning, SLG 101, FEMA, September 1996
- E. Revised Statutes of Missouri, Chapter 44, as amended
- F. Revised Statutes of Missouri, 49.070
- G. Missouri Code of State Regulations, Chapter 292, Spill Bill
- H. Missouri Code of State Regulation, Title XI, Division 10, Chapter 11
- I. State of Missouri Emergency Operations Plan, as amended
- J. Missouri All-Hazard Emergency Planning Guidance, SEMA, as amended
- K. Missouri Hazard Analysis, SEMA, as amended
- L. Homeland Security Presidential Decision Directive HSPD-5

APPENDICES

1. Emergency Management Diagrams by Emergency Function (Lee's Summit)
Assignment of Responsibilities
Attachment A - Functions & Responsibility Charts
Attachment B - Task Assignments by Function
3. Emergency (Disaster) Classification and Control Procedures
4. Procedures for Requesting State and Federal Assistance
5. Lee's Summit Hazard Analysis
Attachment A -Earthquake Response
Addendum 1 - Projected Earthquake Intensities (map)
6. Emergency Government Proclamation and/or Resolution of a State of Emergency in Lee's Summit.

Appendix 1 to the Basic Plan

EMERGENCY FUNCTION DIAGRAM



Appendix 2 to the Basic Plan

ASSIGNMENT OF RESPONSIBILITIES

- A. Functions and Responsibility Charts (Attachment A)
 - 1. These charts assign specific agencies and/or individuals the responsibility to prepare for and to perform each of the thirteen identified emergency management functions (see Part IV of this Basic Plan), and also whether it is a primary or supporting role.
 - 2. Included is the chart for Lee's Summit. These charts are general in nature and should not be considered all inclusive.

- B. Task Assignments by Function (Attachment B)
 - 1. Following the P & S Charts there is a basic list of tasks to be assigned to each function. These are only general lists that will be expanded in the various annexes.
 - 2. There is one list of tasks for each function. Some tasks may be common to more than one function.

Attachment A to Appendix 2 of the Basic Plan

FUNCTIONS & RESPONSIBILITY CHART

*indicates joint responsibility

FUNCTIONAL ANNEX	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
P = Primary Responsibility S = Support Responsibility * = Joint Responsibility Department/Individual	F U N C T I O N & C O N T R O L	D I R E C T I O N & C O N T R O L	C O M M U N I C A T I O N S & W A R N I N G	E M E R G E N C Y P U B L I C I N F O R M A T I O N	D A M A G E A S S E S S M E N T	L A W E N F O R C E M E N T	F I R E & R E S C U E	R E S O U R C E & S U P P L Y	H A Z A R D O U S S M A T E R I A L S	P U B L I C W O R K S	E V A C U A T I O N	I N - P L A C E S H E L T E R	R E C E P T I O N & C A R E	H E A L T H & M E D I C A L	T E R R O R I S M	V O L U N T E E R S
Mayor	P*														S	
City Administrator	S													S	S	
Emergency Management Coordinator / Fire Chief	P*	P	P*	P*		P	P*	P		P*	P*	P*	P	P*	P	
Police Chief					P			S		P*				P*		
Public Works Department Director				S				S	P	S						
Parks & Recreation Department Director												P*				
Codes Department				P*												
Director of Finance				S			P*									
Assistant to City Administrator	S		P*								P*				S	
Water Utilities								S	S			S				
American Red Cross												S				
Amateur Radio Operators		S														
County Health Department								S					S	P*		

**Attachment B to Appendix 2
of the Basic Plan**

TASKS ASSIGNMENTS BY FUNCTION

The following is a basic list of tasks assigned to each function. These task assignments are common to both county and city organizations. Specific tasks are listed in the appropriate Annex.

A. Direction and Control (Annex A)

Mayor/Emergency Management Coordinator

1. Make policy decisions relating to emergency management.
2. Plan for emergency management activities.
3. Oversee hazard mitigation activities.
4. Control operations during disasters.
5. Coordinate and direct relief and recovery operations.
6. Coordinate emergency management activities.
7. Maintain an exercise program.
8. Supervise the emergency public information function.

B. Communications and Warning (Annex B)

Lee's Summit Fire Department

1. Monitor all emergency situations to ensure proper response.
2. Train personnel (full-time and supplementary).
3. Support all other emergency functions when needed.
4. Develop warning plans and procedures for all identified hazards (see Basic Plan, Situation and Assumptions).
5. Maintain and expand warning and alert devices (sirens, tone-activated receivers, etc.).

C. Emergency Public Information (Annex C)

Assistant City Administrator/Fire Department PIO

1. Predesignate an information officer which will be the point of contact for the media during disaster situations (see Appendix 3 to Annex C for a terrorist incident).
2. Coordinate with the various departments concerning the release of public information.
3. Develop procedures for rumor control and information authentication.
4. Clear information with the Mayor/City Administrator and incident commander (as appropriate) before release to the public.
5. Use all news media for the release of information.
6. Maintain and release EPI for all identified hazards, as appropriate.
7. Conduct annual programs to acquaint news media with emergency plans.

D. Damage Assessment (Annex D)

Codes Administration/Fire Department

1. Maintain plans and procedures consistent with those of the state and federal government.
2. Recruit and train personnel.
3. Provide disaster information to the Direction and Control Coordinator.
4. Assist federal and state officials in damage estimation.
5. Assist in mitigation activities by identifying potential problem areas.

E. Law Enforcement (Annex E)

Police Chief, Lee's Summit Police Department

1. Maintain law and order during emergency operations.
2. Provide necessary support during emergency operations (i.e., site security, access control, traffic control, EOC security, etc.)
3. Support communications and warning.
4. Support fire, medical, hazardous materials and other emergency services as dictated by the situation.
5. Coordinate with other law enforcement groups.
6. Implement and/or continue training courses for auxiliaries and reserves.
7. Provide personnel with the appropriate level of hazardous materials training (coordinate with LEPC).

F. Fire and Rescue (Annex F)

Fire Chief, Lee's Summit Fire Department

1. Control fires during emergency operations.
2. Conduct fire prevention inspections.
3. Assist with search and rescue operations.
4. Support health and medical, communications and warning.
5. Respond to hazardous materials incidents.
6. Maintain/develop plans and procedures as required or conditions change.
7. Conduct training courses in self-help fire prevention techniques and fire prevention inspections.
8. Provide personnel with the appropriate level of hazardous materials training (coordinate with LEPC).

G. Resource and Supply (Annex G)

Director of Finance/Fire Department

1. Maintain and update resource lists of supplies and personnel for use in disaster situations.
2. Identify potential resource requirements.
3. Coordinate with other agencies and departments to fill resource shortages.
4. Assist with the stocking of shelters.
5. Establish plans and procedures on how to channel donations and offers of volunteer assistance following a large scale disaster situation.

H. Hazardous Materials Response (Annex H)

Lee's Summit Fire Department

1. Develop/maintain hazard analysis.
2. Provide initial hazard assessment to response personnel and the general public.
3. Lead the initial environmental assessment.
4. Prescribe personnel protective measures.
5. Issue public warning.
6. Establish an on-scene command post.
7. Determine when reentry is possible.
8. Provide response personnel (i.e., law enforcement, fire, public works, health and medical) with the appropriate level of hazardous materials training.
9. Work with nearby hospitals to ensure procedures are available to handle contaminated patients and to decontaminate and isolate such patients.
10. Maintain a peace-time radiological accident capability.
11. Maintain the inventory of radiological equipment from the state.

I. Public Works (Annex I)

Director, Lee's Summit Public Works Department

1. Remove debris and dispose of garbage.
2. Make emergency road and bridge repairs.
3. Restore utility service, especially to critical facilities.
4. Assist with flood control and emergency snow removal.
5. Gather damage assessment information.
6. Provide necessary support to other departments (i.e., heavy equipment, barricades, etc.).
7. Provide personnel with the appropriate level of hazardous materials training. Coordinate with LEPC.
8. Refuel city vehicles.

J. Evacuation (Annex J)

Fire Chief/Police Chief

1. Verify evacuation routes and implement evacuations plans.

2. Identify affected facilities or individuals with special needs (nursing homes, invalids).
3. Make arrangements to keep essential facilities operating.
4. Maintain a continuous and orderly flow of traffic.
5. Furnish to the Public Information Officer instructions regarding evacuation procedures (i.e., rest areas, fuel stops, etc.) for release to the public.

K. In-Place Shelter (Annex K)

Emergency Management Coordinator/Assistant City Administrator

1. Advise the public on what protective actions to take.
2. Identify warning procedures.
3. Maintain emergency public information materials.
4. Identify/Provide protective shelter for the population in situations for which such action is appropriate. Coordinate with Reception and Care, Annex L.
5. Assist with the movement of people to shelters if necessary.
6. Nuclear attack sheltering will require implementing special procedures (i.e., marking, stocking, and upgrading).

L. Reception and Care (Annex L)

Parks & Recreation/Fire Department

1. Review list of designated temporary lodging and feeding facilities.
2. Review procedures for the management of reception and care activities (feeding, registration, lodging, etc.).
3. Designate facilities for special needs groups.
4. Maintain supply of registration forms.
5. Coordinate mass feeding operations with Resource and Supply.
6. Identify facilities for pet/animal shelters.

M. Health and Medical (Annex M)

Fire Department

1. Provide for public health services during an emergency.
2. Coordinate plans with representatives of private health sector to include nearby hospitals, nursing homes, etc.
3. Implement plans for mass inoculation.
4. Review provisions for expanded mortuary services.
5. Develop procedures to augment regular medical staff.
6. Develop plans to provide medical care in shelters.
7. Provide personnel with the appropriate level of hazardous materials training (coordinate with LEPC).

N. Terrorism (Annex N)

Fire Chief/Police Chief

1. Respond to a terrorism incident – including Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) and Cyberterrorism.
2. Coordinate operations with State Federal agencies.
3. Coordinate incident transition from response to recovery.
4. Identify local personnel and equipment needs.
5. Identify nearest Homeland Security Response Team (HSRT) or Forward Regional Response Team (FRRT) for response to a terrorist incident.

O. Volunteers (Annex O)

Emergency Management Coordinator

1. Provide for recruitment and training of volunteers to aid in warning of the city of natural disasters.
2. Provide such further training so that volunteers may aid in the staffing of the Emergency Operations Center and to assist other safety agencies within the City of Lee's Summit with their responsibilities, as directed by the head of those agencies.
3. Equip the volunteers with equipment so as to ensure proper communication of the Emergency Operations Center with all safety agencies within the city and to aid in the coordination of government, private and volunteer groups responding to an emergency in this city.

Appendix 3 to the Basic Plan

EMERGENCY (DISASTER) CLASSIFICATION & CONTROL PROCEDURES

I. PURPOSE

To establish emergency/disaster classification and control procedures for city officials and emergency response personnel during periods of emergency/disaster.

II. EMERGENCY CLASSIFICATION

- A. Level I Emergency (Limited Activation) is an occurrence that can be handled routinely by one or more departments within the City. It has the potential to require resources in excess of those available to the responding agency (ies) through mutual aid agreements, etc., to bring the situation under control. (Example: bomb threat, traffic accident with fuel spill, etc.)
- B. Level II Emergency (Partial Activation) is an occurrence that requires a major response and the significant commitment of resources from several governmental agencies, but will still be within the capabilities of local resources to control. (Example: localized flooding, isolated tornado damage, structure fire with hazardous materials involved, etc.)
- C. Level III Emergency (Full Activation) is an occurrence that requires an extensive response and commitment of resources from all departments/agencies and could necessitate requesting outside assistance from state and federal agencies. (Example: earthquake, major tornado damage over large areas with extensive casualties, extensive flooding or any incident requiring an evacuation of a significant sized area.)

III. RESPONSE PROCEDURES

- A. The dispatcher, upon notification of an emergency, shall notify the appropriate response agencies to respond.
- B. On-scene management and control of the affected area will be established by the first ranking officer of the responding agency at the scene of the incident. For incidents involving hazardous materials, the Incident Management System (IMS) will be implemented and the Incident Manager will be responsible for directing response operations.
- C. The on-scene managing officer will maintain radio contact with the dispatcher to advise of the situation and to alert additional response agencies as necessary.

- D. When it becomes apparent to the managing officer at the scene that control of the incident is beyond the response capabilities of the initial responding agency (ies) and the emergency has escalated from Level I to Level II or higher, the officer will instruct the dispatcher to notify the next in command (i.e., Sheriff, Police Chief, Fire Chief, Emergency Management Coordinator, etc.) of the seriousness of the disaster.
- E. See Appendix 2 to Annex A for Staffing and call-up lists.

IV. NOTIFICATION PROCEDURES

- A. It will be the responsibility of the dispatcher on duty to notify the law enforcement and fire department command personnel. If necessary, one administrative assistant from each above mentioned department will be notified. The administrative assistants will report to the EOC and contact all other parties on the EOC call out list.
- B. The dispatcher will have available at the communications center the necessary call-up/notification lists which include names and telephone numbers of individuals and organizations to contact. It is the responsibility of the dispatcher along with each organization/department to see that these lists are kept current.
- C. In some cases it will be the responsibility of the first organization member contacted to notify and/or recall the necessary personnel within that organization to respond to the incident. Therefore, each organization must maintain current internal personnel notification/recall rosters and a means to implement them.
- D. Depending upon the type of emergency, the dispatcher will notify/warn special locations such as schools, nursing homes, factories and places of public assembly by using all methods as outlined in the Communications and Warning Annex (i.e., outdoor sirens, cable television interrupt, news media alert).
- E. It is the responsibility of the EOC clerking staff to keep a log of all messages received and sent (See Annex A for copies of message and log forms).
- F. Operational procedures/checklists will be established and utilized in so far as possible.
- G. Situations requiring notification that are not covered by these checklists will be handled on a case by case basis by the Emergency Management Coordinator and her/his staff.

Appendix 4 to the Basic Plan

PROCEDURES FOR REQUESTING STATE AND FEDERAL ASSISTANCE

I. STATE AND FEDERAL ASSISTANCE

A. Assistance from State and/or Federal agencies such as the Department of Conservation, Department of Natural Resources, U.S. Army Corps of Engineers, etc. can be requested directly by calling the appropriate agency (see each Annex of this plan for specific agencies and their contact points). State and/or Federal assistance may also be requested through the State Emergency Management Agency (SEMA).

B. SEMA Notification

1. SEMA has a 24-hour telephone number to request assistance in a disaster or emergency: 573-751-2748.
 - a. Business hours: Your call will be answered by personnel on duty in the EOC.
 - b. Non-business hours: Leave your name and a call back number. Your call will be returned by the Duty Officer.
 - c. The SEMA area Coordinator can be contacted at 816-889-3221.
2. If the telephone lines are down, the Duty Officer can still be contacted. The Missouri State Highway Patrol can relay the information to Troop F in Jefferson City by radio. During working hours, the Missouri Uniform Law Enforcement System (MULES) can also be used to transmit messages to the MULES terminal in the State Emergency Operations Center.

II. NATIONAL GUARD ASSISTANCE

A. General Facts

1. Requests for such assistance can only be made by the chief elected official or designated successor as outlined in this plan (see Part VI of the Basic Plan, Continuity of Government).
2. Requests should only be made after local resources are exhausted.
3. The State Emergency Management Agency (SEMA) should be informed prior to making such a request.

B. Procedures

1. Analyze the situation to determine:
 - a. If threat to life or property still exists.
 - b. To ensure all local resources are committed.
2. Make the request directly to the Governor through SEMA by the quickest means possible. If the telephone or radio is used, a hard copy should follow.

Appendix 5 to the Basic Plan

LEE'S SUMMIT HAZARD ANALYSIS

This Appendix is designed to provide an overview of the hazards that could affect Lee's Summit. In general, hazards can be placed into two (2) categories: Natural and Technological.

I. NATURAL HAZARDS

A. Tornado

Since Missouri lies in the heart of the nation's "tornado alley", its residents are particularly vulnerable to tornadoes. Seventy percent (70%) of Missouri's tornadoes occur during March, April, May and June, but a tornado can occur at any time.

B. Winter Storms

Although excessive snowfalls with prolonged severe cold, or storms producing blizzard conditions are rare in Missouri, they do occur. A large winter storm accompanied by severe cold could cause numerous secondary hazards such as power failures, fuel shortages, and transportation incidents.

C. Floods

Lee's Summit participates in the National Flood Insurance Program. Flood Maps can be found on file with the Lee's Summit Public Works/Water Utilities office

D. Earthquake

Although, earthquakes in the Midwest occur less frequently than on the west coast, the threat of an earthquake affecting Missouri is high. For more information, see Attachment A to this appendix.

E. Other

Additional natural hazards that could affect Lee's Summit include: wildfires, drought, sleet and hail, high winds, excessive rain and lightning.

II. TECHNOLOGICAL HAZARDS

A. Hazardous Materials Incident

Lee's Summit is prone to hazardous materials incidents from both fixed containment sites and transportation accidents. There are numerous fixed facilities that store/use hazardous materials. Several major transportation routes cross through the city. (Additional information is available in Annex H)

B. Transportation Accident

Mass transportation is defined as the means, or system, that transfers larger groups of individuals from one place to another. The important key is that we are discussing transportation accidents involving the public, not materials (see hazardous materials incidents). Thus, mass transportation accidents include public airlines, railroad passenger cars, metro rail travel, tour buses, city bus lines, school buses, and other means of public transportation.

C. Dam Failure

Lee's Summit is vulnerable to the effects of a levee or dam failure, many dams have been identified in the city (List on file with Corp of Engineers, Public Works, and Water utilities). Dams located outside of Lee's Summit can also have an impact here.

D. Urban and Structural Fire

Fire is the primary cause of accidental death in the United States, surpassing floods, automobile accidents and other disasters. Twenty (20) times more deaths are caused by fire than by floods, hurricanes, tornadoes and earthquakes combined.

Fires may be accidental or intentional and have the potential to cause major conflagrations, leading to secondary hazards, such as a hazardous materials incident.

E. Power Failure

The loss or interruption of power can cause significant problems for the businesses and residents of Raytown. Power failure can result from another disaster (i.e., tornado, winter storms) or it can occur on its own.

F. Terrorism

Lee's Summit, like any other area in the country, is vulnerable to a terrorist attack. An attack of this nature can come in many different forms -- bombings, tampering with the local public works/utilities infrastructure, etc.

Additional information on terrorism is found in Annex N & Annex E, Appendix 4.

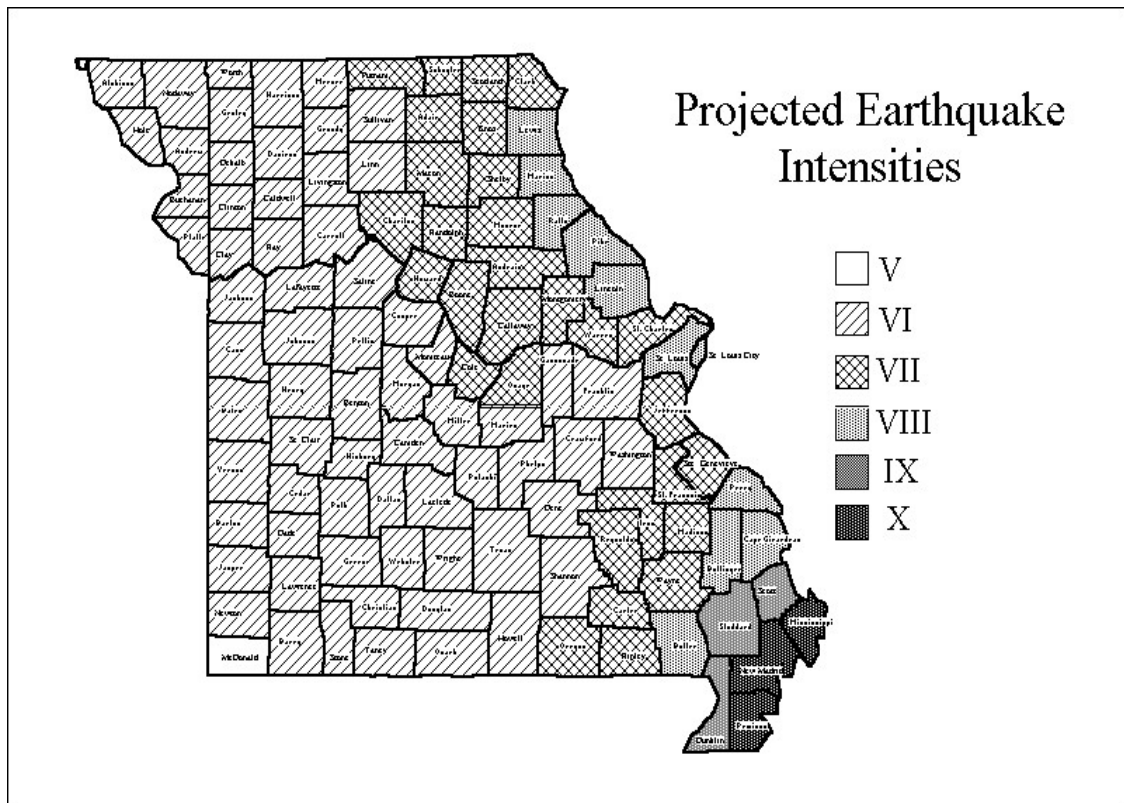
Attachment A
Appendix 5 to the Basic Plan

EARTHQUAKE RESPONSE

- A. The New Madrid Seismic Zone is centered in Southeast Missouri and northeast Arkansas, but extends into parts of Illinois, Indiana, Kentucky, Mississippi and Tennessee. The region is considered to pose the greatest danger and have the highest seismicity level of any area east of the Rocky Mountains. Due to the geology of the area, damages could be spread over a large area of the Central United States.
- B. Addendum 1 to this Appendix illustrates the projected Modified Mercalli intensities for Missouri should a 7.6 magnitude earthquake occur anywhere along the New Madrid Seismic Zone. Lee's Summit can expect to feel the effects of a VI intensity on the Modified Mercalli scale. See Addendum 1 to this Attachment for a list of these effects.
- C. A major earthquake could cause massive casualties and injuries, as well as severe damage to private and public property. (Most casualties and injuries are due to falling objects and debris, not from the actual movement of the ground.) Railroads, highways, bridges, telecommunications, and utilities could also be severely damaged. An earthquake could trigger secondary events such as explosions, fires, landslides, flooding, liquefaction and hazardous materials releases. Natural gas and petroleum pipelines could rupture, causing fires and explosions. Dam failures are also likely to follow a major earthquake.
- D. A major earthquake would overwhelm a local jurisdiction's ability to adequately respond to the situation.
- E. Earthquakes are more likely to hinder emergency operations than most other disasters or emergencies (i.e., difficulties coordinating services and acquiring resources could be much more critical).
- F. Access to and from the damaged area may be severely restricted for hours at least, if not days. Communications and life-support systems may be severely hampered or destroyed.
- G. Seismic caused ground motions and its resulting damage may vary within a geographical region. There could be heavy damage in one area and only slight damage in another area. Initial reports of the earthquake may not reflect the true nature of the problem.
- H. A catastrophic earthquake would result in an immediate declaration of a "State of Emergency" by the Governor, followed later by a Presidential Disaster Declaration. This would allow state and federal emergency operations to begin.
- I. Local jurisdictions may have to "go it alone" for the first 72 hours after an earthquake, before state and federal assistance arrives.

**Addendum 1 to Attachment A
Appendix 5 to the Basic Plan**

PROJECTED EARTHQUAKE INTENSITIES



This map shows the highest projected Modified Mercalli intensities by county from a potential magnitude 7.6 earthquake whose epicenter could be anywhere along the length of the New Madrid seismic zone.

Earthquake effects - Intensity VI: Everyone feels movement. Poorly built buildings are damaged slightly. Considerable quantities of dishes and glassware, and some windows are broken. People have trouble walking. Pictures fall off walls. Objects fall from shelves. Plaster in walls might crack. Some furniture is overturned. Small bells in churches, chapels and schools ring.

Appendix 6 to the Basic Plan

EMERGENCY GOVERNMENT PROCLAMATION AND/OR RESOLUTION
OF A STATE OF EMERGENCY IN LEE'S SUMMIT

WHEREAS, Lee's Summit, Missouri, has encountered _____ conditions, and a threat exists to the lives and property of the people of Lee's Summit, Missouri, and;

WHEREAS, that areas within the boundaries of Lee's Summit, Missouri, are immediately threatened with _____ and curtailing the protection of the lives and property contained in Lee's Summit, Missouri, and an emergency exists:

NOW THEREFORE, we _____, _____, _____, Board of City Commissioners, Lee's Summit, Missouri, and _____, Mayor of the City of Lee's Summit, Missouri, hereby declare that a state of emergency exists in Lee's Summit, Missouri, and we hereby invoke and declare in full force and effect in Lee's Summit, Missouri, all laws and statutes of the State of Missouri, for the exercise of all necessary emergency authority for the protection of the lives and property of the people of Lee's Summit, Missouri, and the restoration of local government with a minimum of interruption.

As pursuant with Chapter 44 of the Revised Missouri State Statutes and City Ordinances, as pertinent to:

All public officers and employees of Lee's Summit, Missouri, are hereby directed to exercise the utmost diligence in discharge of duties required of them for the duration of the emergency and in the execution of emergency laws, regulations, and directives state, and local.

All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and the City of Lee's Summit, Missouri, Emergency Management Agency forces in executing emergency operational plans, and to obey and comply with the lawful directions of properly identified public offices.

In witness, we have hereunto set our hand at _____ hours, the ____ day of _____, 2___ A.D.

CITY OF LEE'S SUMMIT

Mayor

ANNEX A

DIRECTION & CONTROL

I. PURPOSE

This annex will develop a capability for the chief executive and key individuals of Lee's Summit to direct and control response and recovery operations from an emergency operations center-EOC in the event of an emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Lee's Summit will control operations from the Lee's Summit Fire Department Headquarters, which will be the primary EOC. This location is equipped with a back-up generator in the event of a power loss.
2. Alternate EOC designations for the City of Lee's Summit are as follows:
 - a. Lee's Summit Police Headquarters, which is also equipped with a back-up generator.
 - b. John Knox Communications Center
 - c. Lee's Summit Fire Station No. 6
3. The EOC can be activated and staffed 24 hours a day.
4. Space will be provided in the EOC for the chief executive and Direction and Control staff (see Appendix 2 to this Annex). Space for briefing the media will be available but separate from the actual operations room. State and/or federal officials that support disaster operations will also be provided space to operate in the EOC.
5. The alternate EOC will become Lee's Summit's official site for emergency operations should the primary EOC become inoperable.

B. Assumptions

1. When an emergency/disaster occurs or threatens to occur, the EOC will be activated in a timely manner. Local officials will respond as directed in this Annex and Appendix 3 to the Basic Plan.

2. Should a total evacuation of Lee's Summit become necessary, operations can be successfully controlled from nearby safe locations.
3. Close coordination must be maintained between the EOC and the disaster scene to identify special considerations, secondary threats, and available resources.
4. Most emergency situations are handled routinely by emergency response personnel and can be managed at the field level under established departmental procedures.

III. CONCEPT OF OPERATIONS

Direction and Control operations will be performed according to the operational time frames (mitigation, preparedness, response, and recovery) established in the Basic Plan.

- A. The EOC may be activated by the any of the following city officials or their designated representative:
 1. Mayor
 2. City Administrator
 3. Chief – Fire Department
 4. Chief of Police
 5. Director of Public Works
 6. Director of Water Utilities
- B. The following city personnel may request activation of the Emergency Operations Center (EOC):
 1. Department Directors
 2. Fire Department Shift Commanders
 3. Police Department Shift Commanders
 4. Public Works Department Duty Supervisor
 5. Director of Water Utilities
- C. When activating the EOC, the requesting individual shall indicate whether limited, partial, or full activation is appropriate. (See appendix 2 for more information on staffing levels)
- D. When activated the EOC can be placed in lockdown mode, allowing only the appropriate personnel access.
- E. In some situations, it may be necessary to utilize an on-scene incident management post and implement the Incident Management System (IMS).

- F. The lead department will be the department with the mission most similar to the emergency situation. The city lead department shall ensure that an incident Commander or commanders are established in order to provide for coordinated field operations.
- G. The on-scene Incident Commander (IC) will direct and control operations at the disaster site. The IC will maintain contact with the EOC and keep them informed of the situation.
- H. Those emergency support services that do not operate from the EOC will designate and establish a work/control center to manage organizational resources and response personnel. During emergency situations they will maintain contact with the EOC through their designated representative.
- I. Emergency response personnel provided by the various organizations/agencies to support emergency operations will remain under the direction and control of the sponsoring organization, but will be assigned by the EOC to respond to a specific disaster location.
- J. Each emergency response service (i.e., fire, law enforcement, etc.) will provide for the continuous staffing of emergency response jobs. Work shifts will be established to provide the necessary response.
- K. Procedures for handling reports/messages coming in and out of the EOC (i.e. review, verification, distribution, etc.) will be as outlined in Appendix 3 to this Annex.
- L. Information received in the EOC from field units and other reliable sources will be compiled and reported to the State Emergency Management Agency as requested and/or required. This information will be displayed in an appropriate place in the EOC.
- M. State and/or Federal officials will support disaster operations as appropriate. These officials will coordinate their efforts through the designated EOC.
- N. Should a life-threatening situation develop or appear imminent, emergency instructions to the public will be disseminated by all available means (see Annex C).
- O. EOC operations will continue as determined by the situation, and will conclude by order of the Mayor and/or designated representative.

IV. ORGANIZATION AND RESPONSIBILITIES

A. Organization

Diagrams of the Direction and Control function for Lee's Summit are shown in Appendix 1 to this Annex.

B. Responsibilities

1. For Lee's Summit, the Mayor and the Emergency Management Coordinator have the primary responsibility for Direction and Control. See Section VI of the Basic Plan for line of succession. The Mayor and/or designated representative is responsible for the following:
 - a. Implement this Emergency Operations Plan.
 - b. Direct emergency response operations upon the advice of EOC staff.
 - c. Declare a state of emergency and request state and federal assistance when appropriate.

2. The Direction & Control Coordinator will be the Emergency Management Coordinator with the following responsibilities:
 - a. Maintain the operational readiness of the EOC necessary for a continuous 24-hour operation (i.e., identify EOC personnel, stock administrative supplies and equipment, prepare status boards, furnish maps to plot data and set up displays to post damage assessment information).
 - b. Train the EOC staff through tests and exercises.
 - c. Coordinate and manage EOC operations.
 - d. Implement message handling procedures (see Appendix 3 to this Annex).
 - e. Conduct regular briefings while the EOC is activated.

3. All departments, agencies, and individuals support the Direction and Control function as follows:
 - a. Coordinate their activities with the EOC (through established lines of communications or by designating a representative to report to the EOC).
 - b. Advise the Direction and Control staff in their area of expertise/responsibility.
 - c. Include in their SOGs the specific emergency authorities that may be assumed by a designated successor, the circumstances under which this authority would become effective, and when it would be terminated.
 - d. Compile damage assessment figures.
 - e. Tabulate expenditure data for the emergency situation.

V. CONTINUITY OF GOVERNMENT

- A. The lines of succession for elected officials and city departments are identified in Section VI of the Basic Plan and each annex of this plan.
- B. If the primary EOC is not able to function (i.e., EOC is damaged, inaccessible, etc.), an alternate EOC will be activated (see Section II of this Annex). It is the responsibility of the Emergency Management Coordinator to: manage the alternate EOC, provide for the relocation of staff members to this facility, and transfer direction and control authority from the primary EOC.
- C. Should it become necessary to evacuate the entire city, the EOC will be moved to the nearest safe location.
- D. Essential records vital to the direction and control function should be duplicated and maintained at another specified off-site location, or plans should be made to move these records to a safe location.

VI. ADMINISTRATION AND LOGISTICS

- A. The EOC will serve as a central point for coordinating the operational, logistical, and administrative support needs of response personnel at the disaster site, public shelters, and agency work/control/dispatch centers.
- B. Requests for assistance, general messages, and reports will be handled using the procedures and forms in Appendix 3 to this Annex.
- C. A record of all persons entering and departing the EOC can be maintained at the entrance.

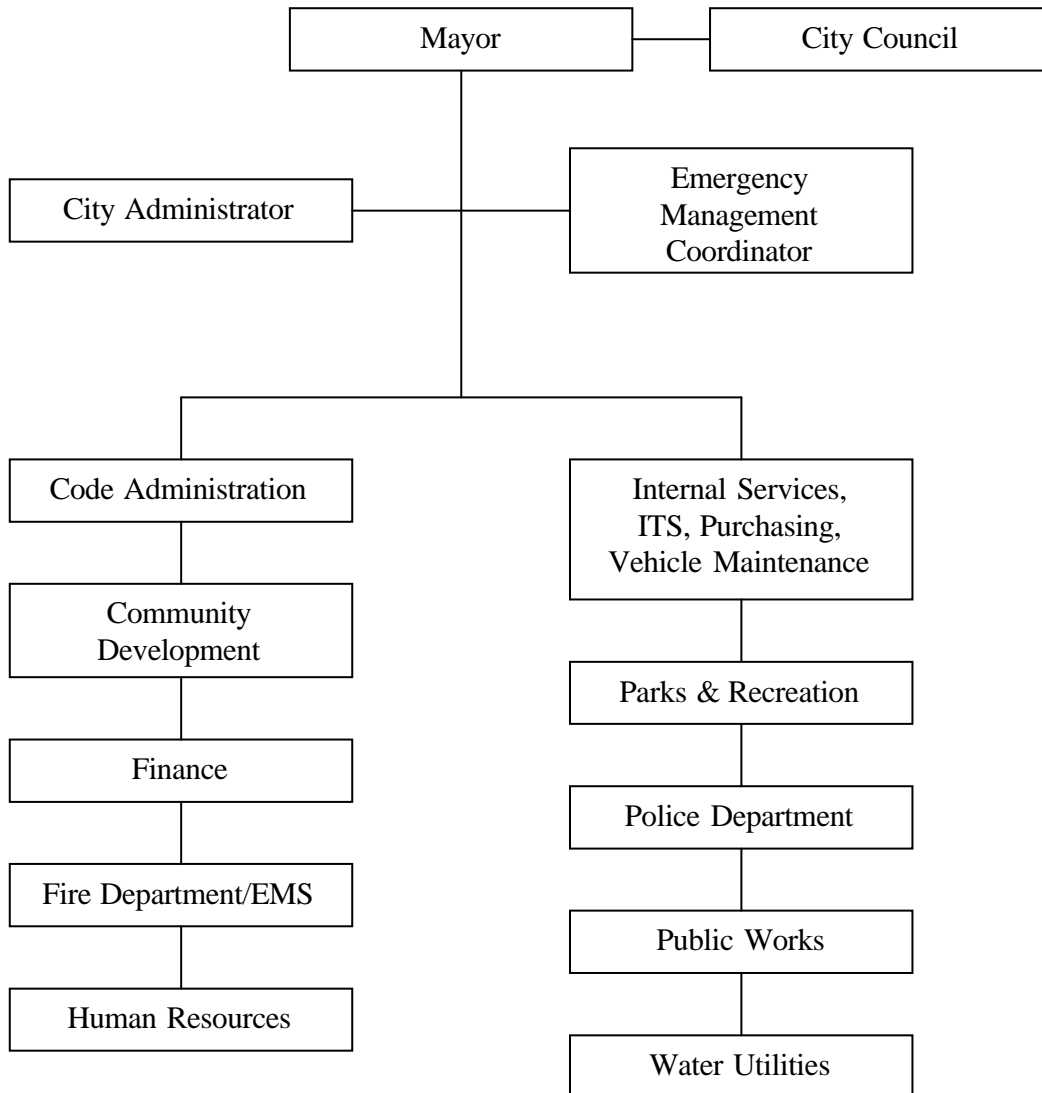
APPENDICES

- 1. Direction and Control Functional Diagrams
- 2. EOC Staffing Levels
- 3. Message Handling Procedures

Attachment A - Message Form
Attachment B - Communications Log
Attachment C - Significant Events Log

Appendix 1 to Annex A

DIRECTION AND CONTROL FUNCTIONAL DIAGRAM



Appendix 2 to Annex A

EOC STAFFING LEVELS

The following personnel will be required to report to the EOC when the appropriate level is activated. All personnel call-up lists will be kept on file at Lee's Summit Fire Department Headquarters.

A. Limited Activation

This activation will generally be utilized when only the coordination of one or two departments is required. The personnel involved in the EOC operation shall be determined by the primary department, depending on the incident.

B. Partial Activation

Upon activation of the EOC by one of the officials listed under Situations and Assumptions, the following positions shall be notified to report to the designated EOC.

	Primary	Alternate
1.	City Administrator	Assistant City Administrator
2.	Assistant City Administrator	Assistant to the City Administrator
3.	Assistant to the City Administrator	Director of Human Resources
4.	Chief – Fire Department	Acting Chief – Fire Department
5.	Chief of Police	Assistant Chief of Police
6.	Public Works Director	Deputy Director of Public Works
7.	City Attorney	Assistant City Attorney
8.	Director of Codes Administration	Manager of Inspection Services
9.	Director of Water Utilities	Assistant Director of Water Utilities

C. Full Activation

The following additional positions shall be notified to report to the designated EOC.

	Primary	Alternate
1.	Mayor	Mayor Pro-Tem
2.	City Clerk	Assistant City Clerk
3.	Community Development Director	Assistant Community Development Director
4.	Finance Director	Assistant Finance Director
5.	Human Resource Manager	Safety and Training Coordinator
6.	ITS Chief Technology Officer	ITS Assistant Manager
7.	Admin. of Parks & Recreation	Assistant Admin. of Parks & Recreation
8.	Purchasing Director	Purchasing Buyer
9.	Admin. Secretary from Administration	Secretary from Administration
10.	Admin. Secretary – Fire Dept.	Office Coordinator – Fire Dept.
11.	Admin. Secretary – Law	Admin. Secretary – Comm. Development
12.	Superintendent of Parks & Recreation	

Appendix 3 to Annex A

MESSAGE HANDLING PROCEDURES

- A. All reports/messages coming into the EOC will be acknowledged by recording them on the message form (see Attachment A to this Appendix). This procedure applies to anyone receiving a message by radio, telephone, etc.
- B. Each message will be entered into the communications/message log (see Attachment B to this Appendix). The log will show date and time the message was received along with the individual/department sending it.
- C. After the message has been logged, it will be given to the Emergency Management Coordinator for routing to the appropriate function coordinator(s). A copy of each message that contains damage information will also be given to the damage assessment coordinator for collection, analysis and display of information in the EOC.
- D. If the information contained in the message is vitally important, it will be entered into a significant events log. This log will be used to record key disaster related information (i.e., casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, radiation dose, etc.). See Attachment C to this Appendix for a copy of the log.
- E. The message receiver is responsible for checking the accuracy of the message. (If the message is found to be inaccurate, the Emergency Management Coordinator will be notified who will then inform any others who have also received this message.) The appropriate action will be taken to either complete the request or forward it to the Emergency Management Coordinator.
- F. The response to the message will be disseminated as appropriate (i.e. reported to response personnel in the field, provided to the EOC staff through regularly scheduled briefings, forwarded to state officials, or disseminated to the public.) Means to communicate message will include radio, telephone, runner, etc.
- G. Outgoing messages from the EOC will also be entered into the communications/message log as mentioned previously. This will include messages that originate from the EOC which are also to be recorded on a message form.
- H. Personnel required for message handling will be furnished by the Emergency Management Coordinator and/or Dispatch Center.

Attachment A
Appendix 3 to Annex A

MESSAGE FORM

_____ DATE	_____ TIME	
TO: _____ FROM: _____		? INCOMING ? OUTGOING
<div style="border: 1px solid black; height: 300px; margin-top: 10px; padding: 10px;">MESSAGE:</div>		
ROUTED TO: _____		? RECEIVED ? SENT
INFORMATION COPY TO: _____		BY _____

Attachment B
Appendix 3 to Annex A

COMMUNICATIONS LOG

DATE:

TO	FROM	IN/OUT	SUBJECT	TIME

Attachment C
Appendix 3 to Annex A

SIGNIFICANT EVENTS LOG

DATE	TIME	EVENT

ANNEX B

COMMUNICATIONS & WARNING

I. PURPOSE

This annex will provide information concerning available, and potentially available, communications and warning capabilities in Lee's Summit.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Communications capabilities for the City of Lee's Summit exist with the Lee's Summit Fire and Police Department's respective Communications Centers. The Lee's Summit Police Department routes Fire and Emergency Medical Service (EMS) calls to the Lee's Summit Fire Department for emergency response.
2. Communication Officers operate the Lee's Summit Fire and Police Departments on a 24-hour basis.
4. The City of Lee's Summit receives warning information from the Missouri State Highway Patrol (MSHP), Metropolitan Emergency Radio System (MERS) and other state and local mutual aid frequencies. Types of warning include severe weather and national attack. This warning information, in turn, is dispersed throughout the City of Lee's Summit (Officials, EOC Staff, and Lee's Summit residents).
5. When an emergency occurs, a mass email/fax is sent to all local News and Radio Stations in the Metropolitan area. All communication outlets have the information at the same time for release to the public.
6. Additional warnings are issued via outdoor warning sirens (Police, Fire, and EMA) to the residents of Lee's Summit in its city limits and in unincorporated areas next to or near its city limits.
7. Cable-television service is available to the residents of Lee's Summit through Comcast and Time Warner Cable. Lee's Summit has the capability to interrupt programming with emergency information. This service is tested monthly to ensure proper functioning.
9. Lee's Summit Public Schools and Senior Citizen Housings are equipped with weather receivers for notification of impending severe weather.

B. Assumptions

1. It is assumed that the existing communications and warning systems will survive and remain functional regardless of which type of disaster strikes the area.
2. Amateur radio operators will be available to assist during an emergency situation (see Appendix 2 to this annex).
3. If local communications become overtaxed, the state will augment local resources during the response and recovery phases.
4. Regardless of how well developed a warning system is, some citizens will ignore, not hear, or not understand warnings of impending disasters broadcast over radio or television or sounded by local siren systems. Mobile public-address and door-to-door operations may be required in some situations.
5. In most cases, the communications center (dispatching personnel) in conjunction with the officer on the scene will make the initial determination that a "classified" emergency has occurred or is developing. (See Appendix 3 to the Basic Plan and Appendix 2 to Annex A.)

III. CONCEPT OF OPERATIONS

NOTE: The time frames for performing these actions are listed in parentheses.

- A. Communications and warning operations in Lee's Summit will be coordinated by the Lee's Summit Fire Department. (See Section IV of this annex.) (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- B. Work shifts will be established to provide continuous 24-hour staffing in the communications center during emergency operations. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- C. During a classified emergency, curtailment of routine actions will be necessary. The degree of this curtailment will be determined by the Communications and Warning Coordinator and will depend upon the severity of the situation. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- D. Communications will be expanded during emergency situations by augmenting telephone and cellular services and utilizing amateur radio communication networks. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)

- E. During emergency operations, all departments will maintain their existing equipment for communicating with their field operations. These departments will maintain communications liaison with the EOC to keep them informed of their operations. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- F. Messages/reports coming into the EOC's communication center will be handled according to the procedures in Appendix 3 to Annex A. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- G. Communications between the State EOC will be through land line telephone links, cellular phones, or radio contact. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- H. When an emergency situation occurs, all available warning systems will be utilized to alert and warn private residences, schools, nursing homes, etc. These warning systems include outdoor warning sirens, radio, and television, as well as loudspeakers and sirens on emergency vehicles. (PREPAREDNESS and EMERGENCY RESPONSE)
- I. Tests and educational programs will be conducted regularly to ensure the public understands the various warnings (i.e., tornado siren warning consists of a straight blast). (MITIGATION)
- J. Outside communications and warning resources used to support emergency operations will remain under the direct control of the sponsoring organization, but will be assigned by the EOC to respond as necessary. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Appendix 1 to this annex contains a warning flow chart for Lee's Summit.
- B. The Communications and Warning Coordinator for Lee's Summit will be the Lee's Summit Fire Chief. This coordinator is responsible for the following:
 - 1. Designate back-up communications and warning equipment should the equipment in either the primary or alternate EOC not function.
 - 2. Maintain a communications log of messages coming into and out of the EOC (see Attachment C to Appendix 3 of Annex A).
 - 3. Maintain current notification lists for all departments and provide these lists to the communications center.
 - 4. Provide security and protection of communications and warning equipment.

5. Review and update this annex and its appendices annually.
- C. The Lee's Summit Fire Department supports this function by providing weather spotting, dispatchers, and vehicles/personnel for warning dissemination.
- D. The Public Information Officer will support warning operations when necessary.
- E. The Emergency Management Coordinator is responsible for maintaining the EAS standard operating procedures and coordinating these procedures with the local EAS radio and television stations.
- F. Additional support for this function will come from those departments/organizations having communications capabilities.
- G. Any department/organization involved in this function is responsible for providing adequate training regarding communications and warning.

V. CONTINUITY OF GOVERNMENT

- A. The line of succession for the Communications and Warning Coordinator, the Lee's Summit Fire Chief is located in Annex F.
- B. Records vital to the communications and warning function should be duplicated and stored at a specified off-site location.

VI. ADMINISTRATION AND LOGISTICS

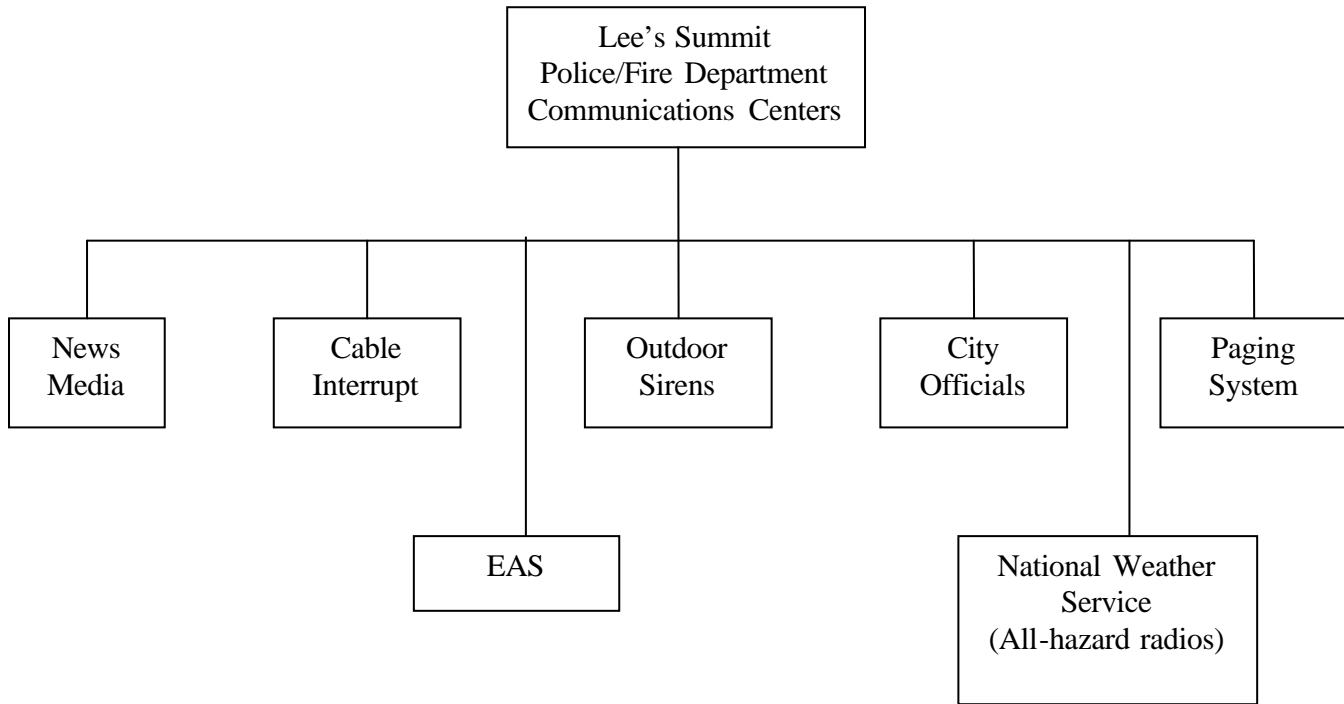
- A. Mutual aid agreements and agreements of understanding regarding communications and warning operations should be maintained.
- B. Protect communications and warning equipment from lightning and wind. (Protection measures include shielding equipment, attaching surge protectors, and disconnecting equipment from its power source.)
- C. Establish priority of service restoration and line-load control on telephone equipment in the EOC and other essential facilities.

Appendices

1. Warning Flow Chart
2. Communications and Warning Capabilities
3. Severe Storm Watches and Warnings
4. Emergency Alert System Activation

Appendix 1 to Annex B

WARNING FLOW CHART



Appendix 2 to Annex B

COMMUNICATIONS AND WARNING CAPABILITIES

A. Radio Frequencies & Telephone Numbers

Kept on file at Lee's Summit Police and Fire Communication Centers.

B. Outdoor Sirens

Kept on file at Lee's Summit Fire Department Communications Center.

Appendix 3 to Annex B

SEVERE STORM WATCHES AND WARNINGS

The Fire Communications Center, through MERS and various other sources, receives notification of severe storm watches and warnings. The Police Department Communications Center shall relay any severe weather or emergency management information to the Fire Communications Center immediately upon its receipt.

1. Severe Storm, Winter Storm and/or Tornado Watch

Upon receipt of a severe storm or watch, the Fire Communications Center will dispatch the information over the City's emergency broadcast radio system including the nature, time frame, area of the watch and type of weather that is anticipated. This procedure shall be repeated if the watch is amended or extended by the National Weather Service (NWS).

2. Severe Storm, Winter Storm Warning

Upon receipt of a severe storm warning, the Fire Communications Center shall simulcast over various designated city frequencies, the weather information received from the NWS.

3. Tornado Warning

The Fire Department Shift Commander shall direct the activation of a tornado warning for Lee's Summit based on the following factors:

- a. When a tornado, funnel cloud, or wall cloud that includes rotation is sighted over or approaching Lee's Summit by fire, EMS, or law enforcement personnel.
- b. When the NWS issues a tornado warning for all of Jackson County, southern Jackson County, northern Cass County, or Lee's Summit, and a thunderstorm is over or threatening to move into Lee's Summit city limits.
- c. When other information is received that indicates that there is an immediate threat to the community by a tornado or other weather phenomena that has potential of threatening human life and property. This would include such information as numerous reports of a tornado on the ground, the information from the Weather Service that a microburst may be included in a sphere of thunderstorm or the report of significant structural damage and/or casualties in a portion of the City.

The warning shall include the following methods:

- a. Activation of the City's emergency broadcast radio system.
- b. Announcements over the cable TV interrupt system.

- c. Sounding of the community's outside storm warning sirens.

4. Hazardous Warning

Emergency incidents may occur such as hazardous materials spills that indicate the necessity for providing warning information to the public. If such a situation occurs, the Fire Department Shift Commander shall direct the Fire Communications Center to initiate a warning which may include any of the following:

- a. Activation of the City's emergency broadcast radio system.
- b. Announcements over the cable TV interrupt system.
- c. The possible uses of fire and police vehicles to alert a particular area.
- d. Activation of all-hazard radios by NWS.

Appendix 4 to Annex B

EMERGENCY ALERT SYSTEM ACTIVATION

The Emergency Management Coordinator may write a standard operating procedure for activating the Emergency Alert System, though the Mayor retains/designates authority to execute such an activation.

In Lee's Summit, a mass email/fax is sent to all major local radio and TV stations. The emergency public information would then be broadcast. The public would be instructed to tune their radios to most major FM radio station as well as major local TV stations.

ANNEX C

EMERGENCY PUBLIC INFORMATION

I. PURPOSE

To provide for the timely release of accurate information to the residents of Lee's Summit in the event of an emergency or disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Lee's Summit is served by various news media, either located within the city or in the surrounding area, which would be utilized to disseminate public information in an emergency or disaster situation. (See Appendix 4 to this annex for a listing of these media.)
2. Lee's Summit is not immune to becoming the target of a terrorist threat, attack or incident, as could occur in any other community or area in the United States. For additional information on terrorism, see Annex N.
3. For non-English speaking residents, translation of emergency information may be provided by the area fire department and schools' foreign languages staff. 7.6% of Jackson County's population speaks a primary language other than English.
4. Sample news releases have been developed and can be found in Appendix 7 to this annex.

B. Assumptions

1. During an actual or impending emergency or international crisis, the public will expect local government to provide specific information relating to safety, survival, and protection of property.
2. The media will cooperate with local officials in the dissemination of information to the public.
3. Widespread or major disasters may result in state and national media coverage. Media personnel from state and national levels will not be familiar with local news release procedures.
4. Media personnel may attempt to obtain information from other than "official sources".

5. An effective public information program will reduce casualties and damages.

III. CONCEPT OF OPERATIONS

NOTE: The time frame for performing these actions is listed in parentheses.

- A. The Public Information Officer (PIO) will be located in the EOC or at a location to be designated when this plan is implemented. This location will serve as the official point of contact for the media during an emergency. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- B. Release of official public information will be coordinated with and approved by the chief elected official and the incident commander (when incident command operations are in effect), and released to the public in a timely manner. (MITIGATION, PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- C. Only information released by the chief elected official or the chief PIO will be considered official. The media will be so informed. (MITIGATION, PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- D. Information for release will be prepared and released to the media in accordance with the format described in Appendix 2 to this annex. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- E. Response organizations are responsible for coordinating with the PIO and for clearing press releases with the chief elected official before releasing information to the media for the public. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- F. Any person, department, or agency releasing information to the public of their own volition will bear the responsibility for any legal or moral ramifications and repercussions resulting from that release. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- G. Dissemination of public information will utilize all available media: television, radio, and newspaper. See Appendix 3 to this annex for a sample statement of understanding for emergency public information. (MITIGATION, PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- H. Activation of the Emergency Alert System (EAS), if necessary, will be in accordance with the State EAS Operational Plan. The chief elected official will designate those personnel with authority to activate the EAS and issue releases. Procedures will be coordinated with the appropriate radio and television officials. (MITIGATION, PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)

- I. Public information personnel in the field will coordinate with the chief PIO through frequent contacts with the EOC staff. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- J. Periodic briefings as necessary for media personnel will be conducted by the PIO. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- K. A rumor control section will be established to answer inquiries from the public and to monitor media broadcasts to ensure the public is receiving accurate information. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- L. A major task of public information operations will be responding to inquiries. The PIO must establish procedures to inform families on the status of relatives who are injured or missing, emergency services available, damaged and/or restricted areas due to a disaster event, etc. (MITIGATION, PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- M. When an emergency occurs or threatens to occur requiring the dissemination of emergency public information, the PIO will release this information as soon as possible. (PREPAREDNESS and/or EMERGENCY RESPONSE)
- N. Should the emergency involve more than the local jurisdiction, the PIO will coordinate public information activities with the PIO(s) of the jurisdiction(s) involved. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- O. If the emergency/disaster warrants activation of a state and/or federal response, the local PIO will coordinate public information activities with the state and/or federal PIOs. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- P. The PIO will coordinate with state, federal, and private sector agencies to obtain technical information (health risks, weather, etc.) when preparing releases. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The functional diagram for emergency public information is located in Appendix 1 to this annex.
- B. The chief PIO for Lee's Summit will be the Fire Department PIO.

During significant events, the Incident Commander will appoint an on-scene PIO for media relations. If the EOC is activated, the on-scene PIO will coordinate activities with the chief PIO in the EOC (should these be two different individuals).

The PIO is responsible for the following:

1. Prepare and release public information and assist in the dissemination of warning.
 2. Develop emergency public information (EPI) materials for visually- and hearing-impaired persons, as well as for any non-English speaking groups.
 3. Prepare instructions for people who must evacuate from a high risk area. These EPI instructions will address the following for each threat:
 - a. definition of the population at risk
 - b. evacuation routes
 - c. suggested types and quantities of food, water, clothing, medical items, etc. evacuees should take with them
 - d. locations of reception areas, shelters, feeding facilities, and medical clinics in the host (reception) area
 - e. safe travel routes for returning to residences
 - f. centrally-located staging areas/pick-up points for evacuees needing transportation, etc.
 4. Coordinate with the Health and Medical Coordinator on the development of public information regarding health risks, first-aid, etc.
 5. Establish a rumor control section.
- C. The Health and Medical Coordinator, when assigned, will assist the chief PIO in the development of materials which describe the health risks associated with each hazard, the appropriate self-help or first-aid actions, and other survival measures.
- D. The Communications and Warning Coordinator will coordinate communications for emergency public information, including rumor control and EAS monitoring.
- E. Each operating department/organization will furnish a PIO when necessary and available. These department/organization PIOs will provide information to the chief PIO of the jurisdiction, and will, when needed, assist in the release of public information.

V. CONTINUITY OF GOVERNMENT

The line of succession for Lee's Summit's chief PIO will be from the Fire Department PIO to the City Hall and Police Department's PIO.

VI. ADMINISTRATION AND LOGISTICS

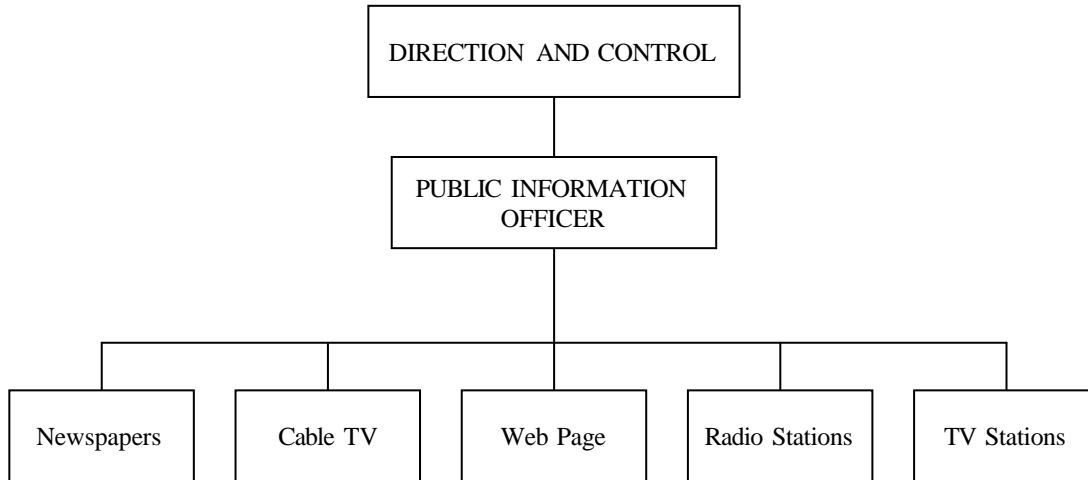
A chronological file of all news releases during the disaster will be maintained in the EOC, as well as a log of these releases (see Appendix 5 to this annex).

APPENDICES

1. Emergency Public Information Functional Diagram
2. Format and Procedures for News Releases
3. Statement of Understanding for Emergency Public Information Operations
4. Media Points of Contact
5. News Release Log
6. Sample News Releases

Appendix 1 to Annex C

**EMERGENCY PUBLIC INFORMATION
FUNCTIONAL DIAGRAM**



Appendix 2 to Annex C

FORMAT AND PROCEDURES FOR NEWS RELEASES

A. Format

1. Name, address, and telephone number of the news release initiator.
2. Text of the news release.
3. Substantiating records for the release.
4. Date and time received.
5. Date and time released.
6. How and to whom the news release was issued.

B. Release Procedures

1. Verify the authenticity of the information contained in the release.
2. Verify that a duplicate release has not already been made.
3. Prepare the release in the format listed above.
4. Determine if the information contained in the release is in the public interest and will not create unwarranted or unnecessary fear, anguish, or other adverse reactions among the public. However, news releases will not be withheld simply to avoid political or public official embarrassment should the situation so warrant.
5. News releases will be distributed fairly and impartially to the news media.
6. Copies of all news releases will be filed chronologically.
7. Copies of all news releases will be furnished to the rumor control section.

Appendix 3 to Annex C

STATEMENT OF UNDERSTANDING FOR EMERGENCY PUBLIC INFORMATION OPERATIONS

This statement of understanding is entered into between (Radio-TV stations and/or Newspapers), hereinafter referred to as the media, and (city), hereinafter referred to as (the city) to provide emergency information to the citizens of (the city) whenever a threat to life and property exists from natural or man-made causes.

When, in the opinion of the chief executive of (the city), a threat to life and property exists or threatens (the city), the Emergency Operations Center (EOC) of (the city) will be placed on an appropriate status and staffed in accordance with the severity of existing or potential threat, and lines of communication will be opened and maintained for the duration of such threat between the EOC and the media.

The EOC of (the city) will:

1. Provide the media with a description of the threat and the actions that the emergency staff of (the city) is taking to combat the effects of the threat.
2. Provide immediate guidance for the public to lessen the dangers to life and property from the threat.
3. Establish with the media, a schedule of briefings on the progress of the threat and additional actions to be taken by the public to lessen the possibility of loss of life and damage to property.
4. Issue bulletins on any significant change in the threat as those changes occur.
5. Advise the media that the danger of the threat has passed and that no further EOC operations are necessary.

The media, at their discretion, and within operating limitations imposed by management or any rules and regulations imposed by appropriate government agencies, will:

1. Accept the transmissions from the EOC of (the city) for inclusion in regular news programs or as special news bulletins or to be printed as emergency guidance for the purpose of saving life or reduction of property damage, for the duration of the threat.
2. Accept and maintain in place any equipment provided for communications and report to (the city) any damage to or outages of such equipment.
3. Test any equipment provided by (the city) by brief two-way transmissions on the *(last Friday of each month at 11:00 a.m. local time).

NB: THIS STATEMENT OF UNDERSTANDING BETWEEN THE (city) AND THE MEDIA IS IN NO WAY INTENDED TO ABRIDGE THE FREEDOM OF THE PRESS OR TO CONSTRAIN THE EDITORIAL RESPONSIBILITY INHERENT IN AN OPEN SOCIETY. THE SOLE PURPOSE OF THIS STATEMENT OF UNDERSTANDING IS TO ESTABLISH A SOURCE OF INFORMATION FOR THE MEDIA WHEN A THREAT OR POTENTIAL THREAT EXISTS TO THE LIFE AND PROPERTY OF THE CITIZENS OF (the city).

For the Media

For the city

*Entered as an example only, testing should be established by mutual agreement and entered in the statement of understanding at this point.

Appendix 4 to Annex C

MEDIA POINTS OF CONTACT

Newspapers

1. Lee's Summit Journal
415 SE Douglas
Lee's Summit, MO
Phone.....(816)524 -2345

2. Independence Examiner
410 South Liberty
Independence, MO 64050
PO Box 459
Independence, MO 64051
Phone (816)350-6349
Fax (816)254-0211

3. Kansas City Star
1729 Grand Blvd.
Kansas City, MO 64108
News Desk..... (816)234-7808
Fax (816)234-4926

4. Blue Springs Examiner
500 West R.D. Mize Road
Blue Springs, MO 64014
Phone (816)229-9161
Fax (816)229-6785

5. Pointe
Phone (816)847-3700
Fax (816)847-0918

Television Stations

1. KMBC (ABC Channel 9)
1049 Central
Kansas City, MO 64105
Assignment Desk..... (816)221-9999
Fax (816)760-9107

2. KSHB (NBC Channel 41)
4720 Oak
Kansas City, MO 64112
Assignment Desk (816)932-4141
Fax (816)932-4145

3. WDAF (Fox Channel 4)
3030 Summit
Kansas City, MO 64108
News Room Direct Line (816)932-9201
Fax (816)561-4181

4. KCTV (CBS, Channel 5)
4500 Shawnee Mission Parkway
Fairway, KS 66205
News Room Direct (913)677-7211
Fax (913)677-7243

Radio Stations

1. KMBZ Radio 980-AM
4935 Belinder Av.
Westwood, KS 66205
Phone (913)677-8998
Fax (913)677-8901

2. KCMO Radio 710-AM, 95-FM
5800 Foxridge Dr.
Mission, KS 66202
Phone (913)514-3000
Fax (913)514-3003

3. WDAF Radio AM-61 Country, 106.5-FM
4935 Belinder Road
Westwood, KS 66205
Phone (913)236-9800
Fax (913)677-8901

4. KYYS Radio 99.7-FM
Phone (913)677-8998
Fax (913)677-8901

5. KUDL Radio 98.1-FM
Phone (913)677-8998
Fax (913)677-8901

- 6. KMXV 93.9-FM
508 Westport Road
Kansas City, MO 64111
Phone (816)756-5698
Fax (816)931-0903

- 7. KFKF 94.1-FM
4717 Grand, KCMO
Phone (816)753-4000
Fax (816)753-4045

Appendix 6 to Annex C

SAMPLE NEWS RELEASES

LSFD

FAX TRANSMITTAL

TO: MEDIA

DATE:

TIME:

FROM:

RANK:

NUMBER OF PAGES INCLUDING COVER:

NEWS RELEASE

FOR IMMEDIATE RELEASE

Contact Person:

LEE'S SUMMIT, MO:

(This page intentionally left blank)



Lee's Summit Fire Department
207 SE Douglas
Lee's Summit, Missouri
64063-2372

Administration
Telephone: (816) 969-7343
Fax: (816) 969-7422

Communications / EOC
Telephone: (816) 969-7407
Fax: (816) 969-7748

SAMPLE RADIO/TV MESSAGE

FLOOD EVACUATION ORDERED

This is _____. The flooding situation continues in parts of _____ (city) and may worsen.

For your safety, I am asking that you leave the _____ area as soon as possible (give boundaries of local area, evacuation routes).

Be sure to take essential items -- medicine, special foods, personal items, baby supplies, clothing, money, and valuable papers -- but do not overload your car. Secure your home before you leave. Be sure to check on any neighbors who may need assistance.

If you cannot stay with relatives or friends outside of the evacuation area, go to (one of) the Red Cross shelter(s) at _____.

Pets will not be allowed in Red Cross shelters. If you cannot make arrangements for someone outside the evacuation area to take care of your pet, _____ (give instructions) _____. Do not allow your pet to run loose. If you cannot make arrangements for your large animals, _____ (give instructions) _____.

SUMMARY STATEMENT FOR MEDIA

HAZARDOUS MATERIALS INCIDENT

(To be adapted according to the situation.)

At approximately ____am/pm today, a spill/release of a potentially hazardous substance was reported to this office by (a private citizen, city employee, etc.). (Police/Fire) units were immediately dispatched to cordon off the area and direct traffic. The material was later determined to be (describe), a (hazardous/harmless) (chemical, gas, substance, material) which, upon contact, may produce symptoms of _____.

Precautionary evacuation of the (immediate/X -block) area surrounding the spill was (requested/required) by (agency).

Approximately (number) persons were evacuated.

Clean-up crews from (agency/company) were dispatched to the scene and normal traffic had resumed by (time), at which time residents were allowed to return to their homes.

There were no injuries reported -OR- _____ persons, including (fire/police) personnel, were treated at area hospitals for _____ and (all/number) were later released.

Those remaining in the hospital are in _____ condition.

Response agencies involved were _____.

SAMPLE MEDIA MESSAGE

Joint

NO INFORMATION AVAILABLE

This is _____ at the _____. An earthquake of undetermined magnitude has just been felt in the _____ area.

At this time, we have no confirmed reports of injuries or damage. Police and fire units are responding to the area. We will keep you informed as reports come in. Meanwhile, be prepared for after shocks.

If shaking begins again, quickly seek shelter under a sturdy piece of furniture or in a supporting doorway. If your house has been damaged and you smell gas, shut off the main gas valve. Switch off electrical power if you suspect damage to the wiring. Do not use your telephone unless you need emergency help.

SAMPLE MEDIA MESSAGE

UPDATE ON EARTHQUAKE

This is _____ at the _____. The magnitude of the earthquake which struck the _____ area at (time) today, has been determined to be _____ on the Richter scale. The epicenter has been fixed at _____ by (scientific authority).

This office has received reports of _____ deaths, _____ injuries, and _____ homes damaged. No dollar figure is yet available. Police and fire units are on the scene to assist residents. (Continue with summary of the situation.)

Aftershocks continue to be felt in the area. If you feel shaking, quickly seek shelter under a sturdy piece of furniture or in a supporting doorway. Do not use your telephone unless you need emergency help.

ANNEX D

DAMAGE ASSESSMENT

I. PURPOSE

To provide Lee's Summit with the procedures to perform damage assessment at the local level and to describe the types of assistance available after a disaster has occurred.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Chapter 44, RSMo provides for the establishment of the Structural Assessment and Visual Evaluation (SAVE) Volunteer Program to be activated in the event of a catastrophic earthquake or other natural disaster. This program allows the services of contractors, architects, professional engineers and building inspectors to assist local officials in the inspection of buildings. Requests for these services are made through the State Emergency Management Agency.
2. There may be other disaster situations where the volunteers mentioned above would not be needed, but there is still a need for the local jurisdiction to conduct damage assessments in order to determine the magnitude and impact of the incident on individuals, businesses, and the public infrastructure within that jurisdiction. Lee's Summit personnel will normally conduct these initial assessments.
3. To assist Lee's Summit in conducting these assessments and to provide a standard method of reporting that information, SEMA has developed several Damage Assessment Forms (see Appendix 2 to this annex). Instructions for completing these forms are also included in this appendix.
4. Others, such as the American Red Cross and the Salvation Army, will also normally conduct damage assessment activities to determine the immediate needs of people affected by the disaster. Although such agencies do not have the same assessment parameters as Lee's Summit, every effort will be made to exchange information and coordinate efforts with other agencies conducting disaster assessments.

B. Assumptions

1. Following a natural disaster, several damage assessments may be conducted. Lee's Summit will conduct an assessment to determine the impact of the incident. This will be used to assign local resources and assess the need for additional help. The state, if requested, will conduct an assessment to determine the need for state resources and/or federal assistance. If warranted, the state will request a joint federal/state/local assessment to determine if the incident is of such a magnitude to warrant federal assistance.
2. The documentation obtained by Lee's Summit, and forwarded to SEMA, during the initial damage assessment will be used to determine if additional aid is needed. It is important that Lee's Summit completes this damage assessment and provides the information to SEMA as soon as possible.

A properly completed damage assessment will provide information necessary for local officials to utilize limited resources in the most effective manner possible and to decide further courses of action.

III. CONCEPT OF OPERATIONS

NOTE: The time frames for performing these actions are listed in parentheses.

- A. Once a disaster has occurred, the local emergency management coordinator and/or the jurisdiction's chief elected official will notify the State Emergency Management Agency of the situation by the fastest means possible. In the event of a catastrophic earthquake or natural disaster, this may require the Structural Assessment and Visual Evaluation (SAVE) program to be implemented. (EMERGENCY RESPONSE)
- B. The City of Lee's Summit will activate the EOC(s) and respond to the disaster according to this emergency operations plan. Accurate emergency logs and expenditure records must be kept from the start of the disaster. This will help document potentially eligible costs in the event that a presidential disaster declaration is received. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- C. Meanwhile, the Lee's Summit EOC will dispatch damage survey teams composed of architects, engineers, insurance agents, etc. to perform an initial damage assessment. Reports of damages may be coming into the EOC through first responders in the field, private citizens, etc. Use the information collected to complete the Damage Estimate forms (included in Appendix 2 to this annex), and forward them to SEMA. (EMERGENCY RESPONSE and RECOVERY)

- D. If the necessary response is beyond the capability of Lee's Summit, the chief executive or his/her designated successor may request assistance from the Governor through the State Emergency Management Agency (SEMA). SEMA will conduct a joint damage assessment with local officials to determine the extent of the incident and the need for state assistance. If recovery from the incident is beyond the capability of the local and state government, SEMA will initiate the request for a federal damage assessment from FEMA. NOTE: Federal assistance is supplemental to state assistance, which is supplemental to local capabilities. (EMERGENCY RESPONSE)

- E. In anticipation of making a request to the President for federal assistance, SEMA, in cooperation with the Federal Emergency Management Agency (FEMA), will conduct a preliminary damage assessment with one of two different teams. One team assesses the effects of damage to individuals, residences, and small businesses (Individual Damage Assessment) and is comprised of, but not limited to, SEMA, FEMA, Red Cross, and Small Business Administration (SBA). The other team will assess damages to the public infrastructure (Public Assistance Assessment) and is usually comprised of, but not limited to, FEMA and SEMA personnel. Individuals from the Mo. Dept. of Transportation, Mo. Dept. of Natural Resources, and the U.S. Army Corps of Engineers may also be used depending on the situation. Appropriate local officials will accompany each team and participate in the surveys. (EMERGENCY RESPONSE)

- F. If the situation is determined to be beyond the capability of local and state government, the Governor may request from the President either an "Emergency" or "Major Disaster" declaration for assistance. The Governor's request for federal assistance is sent through FEMA, Region VII, Kansas City, to their national office in Washington, D.C., and hence to the President for consideration. (EMERGENCY RESPONSE)

- G. If FEMA determines that the impact of the incident is not beyond the combined capabilities of the local and state government, a presidential disaster declaration will not be received. (EMERGENCY RESPONSE and RECOVERY)

- H. If the President grants federal assistance, the President will declare either an emergency or major disaster and implement the applicable disaster assistance programs as provided for under the provisions of Public Law 93-288, as amended. (RECOVERY)

- I. If a presidential disaster declaration is received, the state and federal governments will disseminate the disaster assistance information to the public through the news media. (RECOVERY)

- J. SEMA and FEMA may, with the assistance of the local government, establish Disaster Recovery Centers (DRCs) where individuals may come and obtain information/assistance from various government agencies and private organizations. Counseling for disaster victims may also be available at these centers. The local, state, and federal emergency management organizations will jointly determine the locations, dates, and times of operation for the DRCs which would most benefit the disaster victims. (RECOVERY)

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The diagram for the damage assessment function is located in Appendix 1 to this annex.
- B. The Damage Assessment Coordinator for the City of Lee's Summit will be the responsibility of the City Codes Administrator.

This Damage Assessment Coordinator is responsible for the following:

1. Assign and manage local damage survey teams.
 2. Gather and display (in the EOC) damage assessment information such as search and life safety information, as well as brief EOC staff on this information.
 3. Compile situation reports and forward this information to SEMA with the approval of the chief elected officials; also, complete the Damage Estimate forms and forward it to SEMA. (NOTE: Only those forms in Appendix 2 with the SEMA logo need to be forwarded to SEMA.)
 4. Accompany state and federal damage assessment teams, when possible.
- C. EOC personnel will have an inventory of maps of Lee's Summit for damage assessment use. Use of GIS program to create maps is encouraged.
 - D. After disasters, coordinate with appropriate personnel for inspections on critical facilities (hospitals, EOC, reception, and care centers), evacuation routes, and airstrips.
 - E. City inspection teams will tag or mark damaged buildings and homes to indicate if they are hazardous or unsafe to enter. The code systems for structural damage, victim search, quarantine, etc. to post on inspected buildings will be on file with the Codes Administration Department.
 - F. The damage survey teams are responsible for assessing both public (government, public utilities, etc.) damages and private (individuals, small business, etc.) damages.
 - G. The Codes Administration Department and Finance Department will provide records on private property values for residences of Lee's Summit.
 - H. The Public Works Department is responsible for completing damage assessment services for all of its facilities as well as assessing damage to public streets, bridges and storm water structures, airport and landfill locations.
 - I. The Water Utilities Department will provide damage estimates on their electric, water, and sewer systems.

- J. The Parks and Recreation Department are responsible for completing damage assessment for all of the city park grounds and facilities.
- K. Other public and private utilities serving the jurisdiction will provide estimates of their damages to the Damage Assessment Coordinator/EOC.
- L. The Red Cross supports this function by conducting their own surveys of individuals and their needs. Some of this information may be made available to the Damage Assessment Coordinator.

V. DIRECTION AND CONTROL

The Damage Assessment Coordinator is an important member of the EOC's Direction and Control Staff and will coordinate damage assessment activities from the EOC.

VI. CONTINUITY OF GOVERNMENT

The line of succession for the Damage Assessment Coordinator will be from the City Codes Administrator to the Public Works Director to the Water Utilities Director.

VII. ADMINISTRATION & LOGISTICS

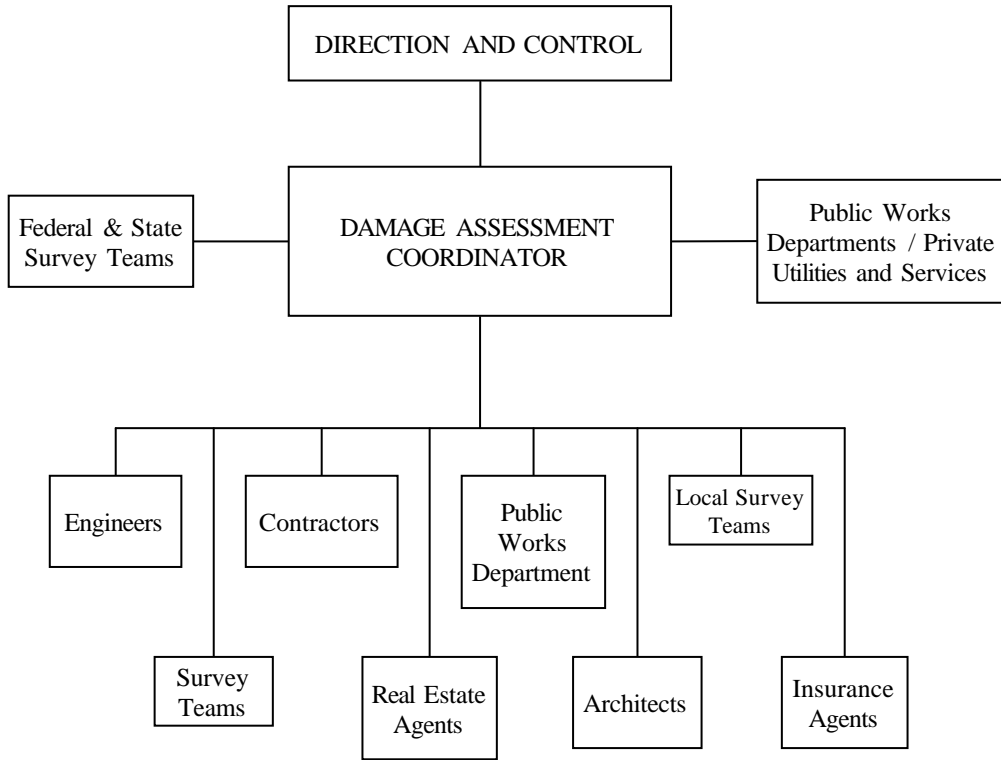
- A. Communications for this function will be provided by the Communications and Warning Coordinator.
- B. The Resource and Supply Coordinator will provide transportation for damage assessment survey teams.
- C. The Damage Assessment Coordinator is responsible for providing the necessary damage report forms to the survey teams working at the disaster scene.

APPENDICES

- 1. Damage Assessment Functional Diagram
- 2. Damage Estimate Forms

Appendix 1 to Annex D

DAMAGE ASSESSMENT FUNCTIONAL DIAGRAM



Appendix 2 to Annex D

DAMAGE ESTIMATE FORMS

Damage assessment forms developed by the State Emergency Management Agency (SEMA) can be found on the SEMA website: www.sema.state.mo.us/disaster.htm

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ANNEX E

LAW ENFORCEMENT

I. PURPOSE

This annex discusses the law enforcement operations in the event a disaster or emergency has occurred in Lee's Summit.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The Jackson County's Sheriff's Office provides law enforcement to the unincorporated areas as well as those incorporated communities which do not have their own law enforcement agency.
2. The Lee's Summit Police Department (PD) provides law enforcement. The Lee's Summit PD can enforce both city ordinances and state laws. This department is dispatched through the Lee's Summit police communications center.
3. The Missouri State Water Patrol provides law enforcement on the lakes in Lee's Summit.
4. The Missouri State Highway Patrol and their Troop A facility is located in Lee's Summit.
5. Outside law enforcement resources (federal, state, and other local agencies) are available to support law enforcement operations in and will respond when needed. (See Appendix 2 to this annex for contact numbers.) Ordinances authorize the police department to participate in the statewide law enforcement mutual aid agreement.
6. The Lee's Summit Police Department houses 20 prisoners. Procedures for evacuating the jail have been developed and are maintained at this facility. A back-up generator and fuel supply is available for the jail.
7. Members of the Lee's Summit Police Department are trained in hazardous materials awareness, terrorism awareness, CPR, and first aid.
8. Equipment lists for the Lee's Summit Police Department are maintained at their respective offices.

B. Assumptions

1. During a disaster, local law enforcement personnel will respond as directed in this plan.
2. Situations will arise that will tax or exceed local law enforcement capabilities.
3. If additional law enforcement personnel, equipment, or special expertise is needed, outside resources will respond when called upon to do so.

III. CONCEPT OF OPERATIONS

NOTE: The time frames for performing these actions are listed in parentheses.

- A. The law enforcement activities described in this annex are an extension of normal day-to-day activities and deal only with those situations that could completely exhaust all available resources. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- B. The Law Enforcement Coordinator will coordinate law enforcement operations from the EOC. This Coordinator will also keep the EOC's Direction and Control Staff advised of all law enforcement response efforts. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- C. The Lee's Summit PD will provide security and protection in an emergency/disaster situation which threatens life and/or property. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- D. The Lee's Summit PD will be the jurisdiction's primary law enforcement agency, while outside agencies will be used for traffic and crowd control. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- E. Law enforcement personnel will be trained to the Awareness Level for hazardous materials situations. (See Annex H)
- F. In the event that the disaster is believed to be terrorist-related, care must be taken to preserve the crime scene, while at the same time allowing rescue operations to be performed. (See Annex N to this annex for additional information.)

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. A functional diagram for law enforcement is located in Appendix 1 to this annex.
- B. The Chief of Police is the Law Enforcement Coordinator for Lee's Summit. This Coordinator is responsible for the following:

1. Overall integration and management of law enforcement activities within their jurisdictions, including any outside resources responding to the disaster.
 2. Develop and maintain agreements of understanding with neighboring law enforcement agencies.
 3. Train law enforcement personnel in their emergency management assignments.
 4. Establish procedures to protect essential law enforcement records.
 5. Support clean up and recovery operations.
 6. Provide essential respiratory devices, clothing, and equipment.
- C. In addition to the above duties, the Law Enforcement Coordinator is also responsible for the following activities within the jurisdiction:
1. Maintains personnel call-up lists in Police Department and has developed procedures for notification.
 2. Officers trained to protect prisoners in custody and relocate and house them when necessary.
 3. Provide security as needed for critical facilities, including the EOC, shelters and feeding facilities, as well as vehicle security in parking areas.
 4. Provide traffic control.
 5. Protect damaged/affected property as needed by providing security and limiting access into these areas (i.e., issue security passes).
 6. If an evacuation is ordered, assist with this operation.

V. **DIRECTION AND CONTROL**

- A. In an emergency whose magnitude has been "classified" (see Appendix 3 to the Basic Plan), overall control will emanate from the EOC's Direction and Control Staff. The Law Enforcement Coordinator will be responsible for all law enforcement activities related to the emergency.
- B. The Law Enforcement Coordinator will operate from the EOC.
- C. Initial control at the disaster/emergency site will be established by the first public safety officer on the scene. This officer (until relieved by a senior officer) will maintain contact with and provide information to the E-911 dispatch center.

- D. If outside law enforcement resources are needed, they will remain under the direct control of the sponsor, but will be assigned by the EOC to respond as necessary.

VI. CONTINUITY OF GOVERNMENT

The Lee's Summit Police Chief's line of succession is through the Major of Administration to the Major of the Operations Division to the Shift Commander.

VII. ADMINISTRATION AND LOGISTICS

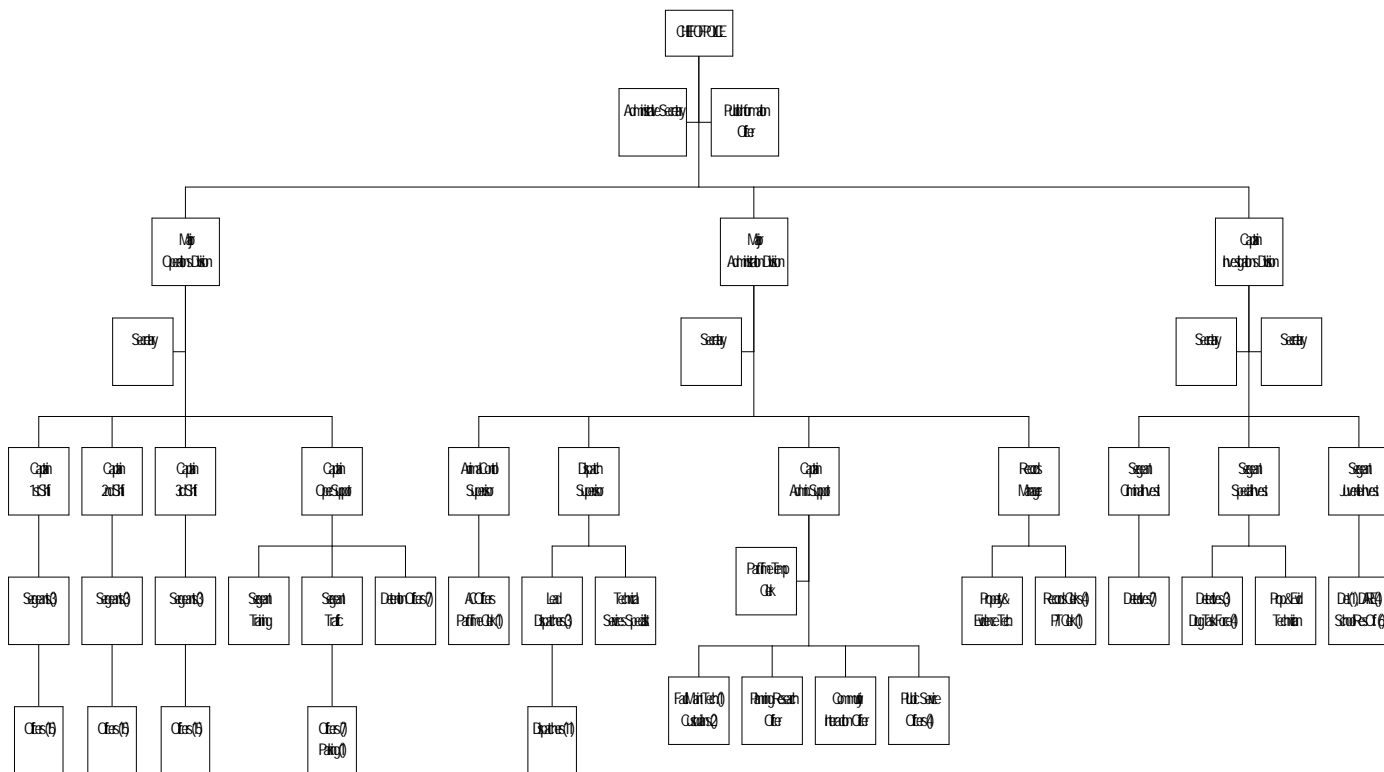
- A. The Resource and Supply Coordinator will provide logistical support (food, water, emergency power, fuel, lighting, etc.) for law enforcement personnel at the disaster/emergency site.
- B. Communications for this function will be provided by the Communications and Warning section.

APPENDICES

1. Law Enforcement Functional Diagram
2. Call-Up List and Equipment

Appendix 1 to Annex E

LAW ENFORCEMENT FUNCTIONAL DIAGRAM



Appendix 2 to Annex E

LAW ENFORCEMENT CALL-UP LIST AND EQUIPMENT

The lists of personnel, vehicles, and equipment available with the law enforcement agencies of Lee's Summit are located in the Police Department.

ANNEX F

FIRE AND RESCUE

I. PURPOSE

The purpose of this annex is to organize local firefighting and search and rescue resources, as well as to establish procedures that will enable these resources to meet the demands of a disaster situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The Lee's Summit Fire Department is responsible for fire response, emergency medical services (EMS), hazardous materials incident response, rescue services, and emergency preparedness functions.
2. The Lee's Summit Fire Department operates six stations at locations throughout the City.
3. The Fire Departments are alerted through the city's 911 system and utilize the CAD assignment for call type (see Annex B, Appendix 2, Attachment B).
4. After disasters, Lee's Summit gets support and helps other fire and rescue organizations by having Mutual Aid Agreements. Lee's Summit also gets support through the State of Missouri's (Division of Fire Safety) Mutual Aid System.
5. Search and rescue for the City will be provided by the Fire Departments, with support from Missouri Task Force 1 and the State of Missouri's Overhead Team.

B. Assumptions

1. Existing fire and rescue personnel and equipment should be adequate to deal with most emergency situations through current mutual aid agreements. This includes both trained personnel and specialized equipment.
2. State, federal, and private organizations will respond when needed.

III. CONCEPT OF OPERATIONS

- A. The primary task of the fire service is the same as its day-to-day mission, which is the protection of people and property from the threat of fire.

- B. The Fire and Rescue Coordinator or designee will control operations from the EOC. He/she will coordinate the response efforts of all fire and rescue organizations involved (including federal urban search and rescue crews) and will keep the Direction and Control Staff advised of its operations.
- C. Fire and rescue personnel and equipment will be deployed to the location of greatest need as determined by the Direction and Control Staff (which includes the Fire and Rescue Coordinator).
- D. The Fire Department shall use regionally adopted Incident Management System (IMS) procedures.
- E. The fire service will provide support as requested by other agencies or jurisdictions as long as it does not affect the fire protection capability.
- F. Mutual aid agreements will be utilized when necessary.
- G. Fire service personnel will be trained to the Awareness Level for hazardous materials situations.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The Fire and Rescue functional diagram is located in Appendix 1 of this Annex.
- B. The Fire and Rescue Coordinator will be the responsibility of the Fire Chief of the affected fire district of the city. This coordinator is responsible for the following:
 - 1. Preparation of mutual aid agreements with surrounding fire and rescue services.
 - 2. Training fire and rescue personnel, including volunteers, on the tasks they will be required to perform in an emergency.
 - 3. Support cleanup and recovery operations.
- C. The Lee's Summit Fire Department is responsible for the following:
 - 1. Maintain personnel call-up lists and develop the means to implement these lists (see Appendix 3 to this Annex).
 - 2. Assist in the dissemination of warning to the public.
 - 3. Search and rescue of injured and/or missing individuals.
 - 4. Assist in providing first aid to disaster victims and workers.

- D. Neighboring fire services will provide support when needed and available, as identified in mutual aid agreements.
- E. Other agencies and organizations which may provide search and rescue services include the Missouri State Water Patrol and Highway Patrol, other law enforcement agencies, and public works organizations.

V. CONTINUITY OF GOVERNMENT

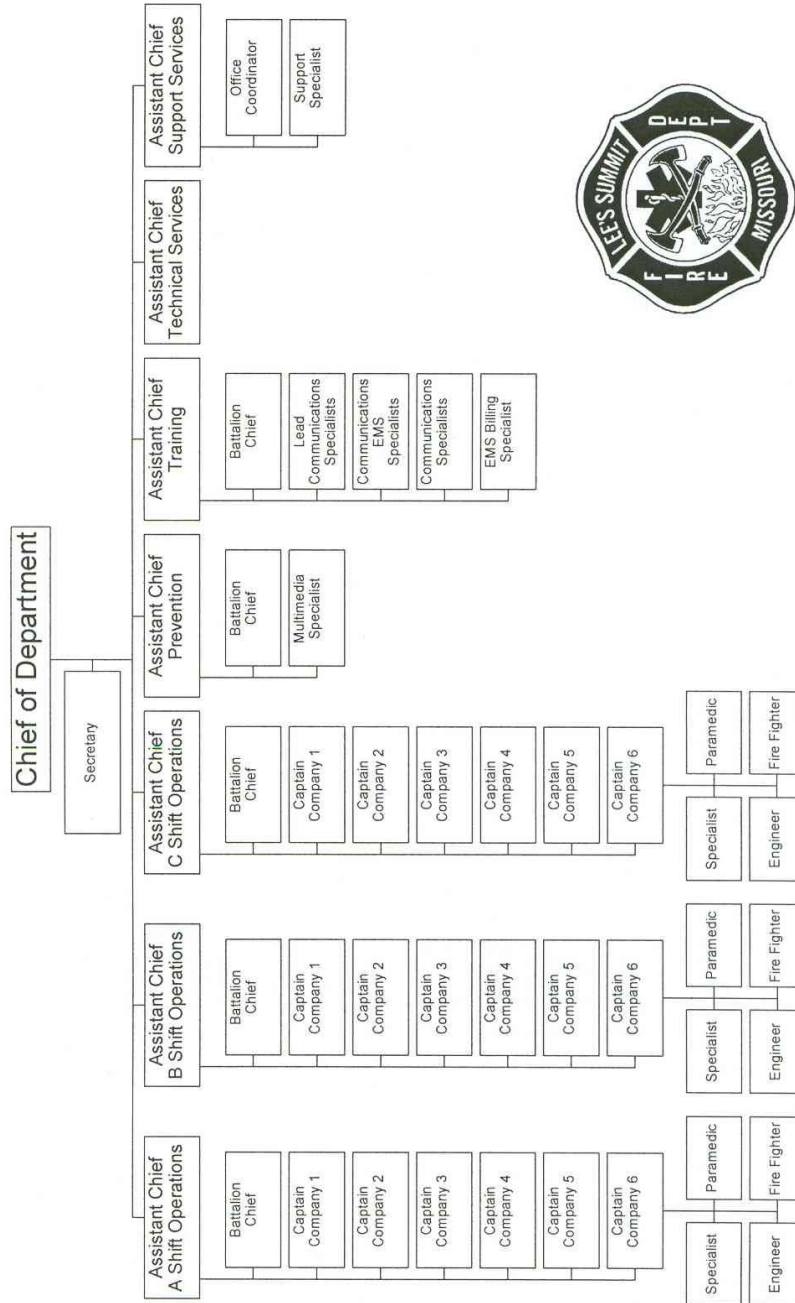
The line of succession for the Fire and Rescue Coordinator will be from the Fire Chief to the Assistant Chief to the Battalion Chief.

APPENDICES

1. Fire and Rescue Functional Diagram
2. Fire and Rescue Resources
3. Fire Departments/Fire Protection Districts Call-up Lists
4. Fire and Rescue Organizations Contact Numbers

Lee's Summit Fire Department Organizational Chart

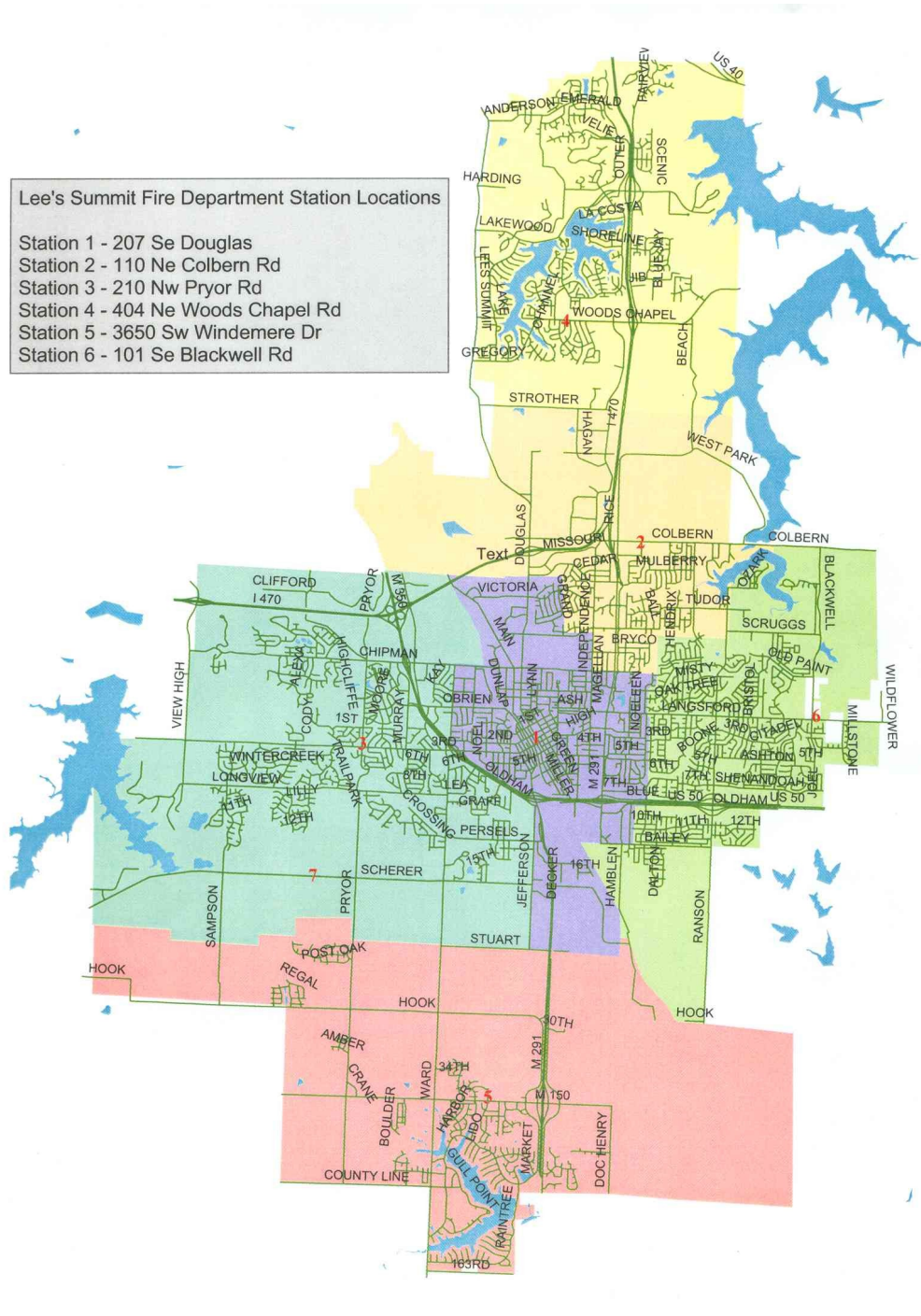
FIRE AND RESCUE FUNCTIONAL DIAGRAM



Appendix 2 to Annex F

FIRE AND RESCUE RESOURCES

Fire and Rescue Resources are located within the Lee's Summit Fire Department. A map depicting the location of the Lee's Summit Fire stations is located on the next page.



Appendix 3 to Annex F

FIRE DEPARTMENTS/FIRE PROTECTION DISTRICTS CALL-UP LISTS

Call-up lists are on file at the Fire Department's Communication Center and EOC.

Appendix 4 to Annex F

FIRE AND RESCUE ORGANIZATION'S CONTACT NUMBERS

BELTON FIRE DEPARTMENT	(816)331-7969
223 Main Street Belton, MO 64012	
BONNER SPRINGS FIRE DEPARTMENT	(816)452-4612
P.O. Box 38 Bonner Springs, KS 66012	
CAMDEN POINT FIRE PROTECTION DISTRICT	(816)280-3521
401 Third Street Camden Point, MO 64018	
CENTRAL CASS COUNTY FPD.....	(816)380-6744
P.O. Box 36 Harrisonville, MO 64701	
CENTRAL JACKSON COUNTY FPD.....	(816)229-2522
805 NE Jefferson Blue Springs, MO 64014	
CENTRAL PLATTE FIRE DISTRICT	(816)858-2231
P.O. Box 1223 Platte City, MO 64079	
CLAYCOMO FIRE DEPARTMENT	(816)452-8392
111-115 East 69 Highway Claycomo, MO 64119	
CONSOLIDATED FIRE DISTRICT #2.....	(816)432-1105
3921 W. 63 rd Street Prairie Village, KS 66208	
CREIGHTON FIRE PROTECTION DISTRICT	(816)___ - ___
121 w. 2nd Creighton, MO 64739	
DEARBORN AREA FIRE PROTECTION DISTRICT	(816)992-8193
201 South Commercial Dearborn, MO 64439	

DESOTO FIRE DEPARTMENT (913)585-1600
P.O. Box C
Desoto, KS 66018

DOLAN-WEST DOLAN FIRE DISTRICT (816)___ - ___
202 East 2nd
Freeman, MO 64746

DREXEL FIRE PROTECTION ASSOCIATION (816)___ - ___
113 Cass Street
Drexel, MO 64742

EAST LYNNE GUN CITY FIRE DEPARTMENT (816)___ - ___
713 Main Street
East Lynne, MO 64743

EDGERTON -TRIMBLE FPD (816)790-3362
3 Harmers Addition
Edgerton, MO 64444

EDWARDSVILLE FIRE DEPARTMENT (913)___ - ___
698 South 4th
Edwardsville, KS 66111

EUDORA FIRE DEPARTMENT (913)___ - ___
P.O. Box 650
Eudora, KS 66025

EUDORA TOWNSHIP FIRE DEPARTMENT (913)___ - ___
310 East 20th Street
Eudora, KS 66025

EXCELSIOR SPRINGS FIRE DEPARTMENT (816)630-3000
1120 Tracy
Excelsior Springs, MO 64024

FIRE DISTRICT #1 (913)782-3258
P.O. Box 325
Gardner, KS 66030

FISHING RIVER FIRE PROTECTION DISTRICT (816)___ - ___
12314 4th Street
Mosby, MO 64073

FORT LEAVENWORTH FIRE DEPARTMENT (913)684-4172
Fort Leavenworth, KS 66027

FORT OSAGE FIRE PROTECTION DISTRICT (816)650-5811
P.O. Box 287
Buckner, MO 64016

GARDEN CITY FIRE DEPARTMENT (816)___ - ___
P.O. Box 620
Garden City, MO 64747

GARDNER PUBLIC SAFETY (913)856-7312
440 East Main
Gardner, KS 66030

GLADSTONE DEPARTMENT OF PUBLIC SAFETY (816)436-3550
6569 North Prospect
Gladstone, MO 64119

GRANDVIEW FIRE DEPARTMENT (816)763-3900
7005 Highgrove Road
Grandview, MO 64030

HARRISONVILLE FIRE DEPARTMENT (816)380-8955
P.O. Box 367
Harrisonville, MO 64701

HOLT COMMUNITY FIRE PROTECTION DISTRICT (816)264-3612
Box 225
Holt, MO 64048

INDEPENDENCE FIRE DEPARTMENT (816)325-7130(fax)
111 East Maple
Independence, MO 64050

JOHNSON COUNTY ECC (913)___ - ___
6000 Lamar
Mission, KS 66202

KANSAS CITY, KS FIRE DEPARTMENT (913)573-5567
815 North Sixth
Kansas City, KS 66101-2876

KANSAS CITY, MO FIRE DEPARTMENT (816)513-1724
414 East 12th Street
Kansas City, MO 64106

KEARNEY FIRE & RESCUE PROTECTION DISTRICT (816)274-8580
P.O. Box 341
Kearney, MO 64060

LAKE LOTAWANA FIRE DEPARTMENT (816)578-4211
100 Lotawana Drive
Lake Lotawana, MO 64086

LAKE QUIVIRA FIRE DEPARTMENT (913)631-5300
10 Crescent Boulevard
Lake Quivira, KS 66106

LAWRENCE FIRE DEPARTMENT (785)832-3040 fax
746 Kentucky
Lawrence, KS 66044

LAWSON FIRE DEPARTMENT (816)296-4981 fax
6th & Allison, P.O. Box 21
Lawson, MO 64062

LEAVENWORTH FIRE DEPARTMENT (913)682-3346
3600 South 20th Street Trafficway
Leavenworth, KS 66048-1970

LEAWOOD FIRE DEPARTMENT (913)681-6788 x11
4800 Town Center Drive
Leawood, KS 66211

LEE'S SUMMIT FIRE DEPARTMENT (816)969-7346
207 S.E. Douglas
Lee's Summit, MO 64063

LENEXA FIRE DEPARTMENT (816)888-6380
9620 Pflumm
Lenexa, KS 66215

LEXINGTON FIRE DEPARTMENT (816)259-4550
P.O. Box 206
Lexington, MO 64067

LEXINGTON FIRE DISTRICT (913)583-3886
9745 Killcreek Road
Desoto, KS 66018

LIBERTY FIRE DEPARTMENT (816)792-6005
200 W. Mississippi
Liberty, MO 64068

LONE JACK FIRE PROTECTION DISTRICT (816)566-2345
107 West Main Street
Lone Jack, MO 64070

MARC (816)474-4240
300 Rivergate Center
600 Broadway
Kansas City, MO 64105-1554

MERRIAM FIRE DEPARTMENT (913)722-7730
9000 West 62nd Terrace
Merriam, KS 66203

NORTH KANSAS CITY FIRE DEPARTMENT (816)274-6025
710 East 18th Avenue
North Kansas City, MO 64116

NORTHLAND REGIONAL AMBULANCE (816)858-4450
P.O. Box 1002
Platte City, MO 64079

OLATHE FIRE DEPARTMENT (816)971-6583
1225 South Hamilton Circle
Olathe, KS 66061

ORRICK FIRE PROTECTION DISTRICT (816)496-3902
P.O. Box 415
Orrick, MO 64077

OVERLAND PARK FIRE DEPARTMENT (816)888-6066
9550 West 95th Street
Overland Park, KS 66212

PLEASANT HILL FIRE & RESCUE (816)540-9108
305 East Pine
Pleasant Hill, MO 64080

PLEASANT VALLEY FIRE DEPARTMENT (816)792-0200
6801 Sobie Road
Liberty, MO 64068

PRAIRIE TOWNSHIP FIRE DISTRICT (816)525-4200
11010 Milton Thompson Road
Lee's Summit, MO 64063

RAYTOWN FIRE PROTECTION DISTRICT (816)737-6034
6020 Raytown Trafficway
Raytown, MO 64133

RICHMOND FIRE DEPARTMENT.....(816)776 -2115
303 South Thornton
Richmond, MO 64085

RIVERSIDE DEPARTMENT OF PUBLIC SAFETY (816)741-1191
4500 High Drive
Riverside, MO 64150

SHAWNEE FIRE DEPARTMENT (913)631-1080
6501 Quivira Road
Shawnee, KS 66216

SMITHVILLE AREA FIRE PROTECTION DISTRICT (816)532-4902
721 Manzanola
Smithville, MO 64089

SNI VALLEY FIRE PROTECTION DISTRICT (816)690-6990
1601 S. Broadway
Oak Grove, MO 64075

SOUTH JOHNSON COUNTY FIRE & RESCUE (913)681-2764
19495 Metcalf
Stillwell, KS 66085

SOUTH METRO FIRE PROTECTION DISTRICT (816)331-3008
P.O. Box 467
Raymore, MO 64083

SOUTHERN PLATTE FIRE PROTECTION DISTRICT (816)741-2900
8795 NW N Hwy
Kansas City, MO 64153

ST. JOSEPH FIRE DEPARTMENT (816)271-4603
7th & Sylvania
St, Joseph, MO 64501

SUGAR CREEK FIRE DEPARTMENT (816)252-7058
503 North Sterling
Sugar Creek, MO 64050

SUGAR LAKE FIRE PROTECTION ASSOCIATION (816)252-7058
17901 SW State Road M
Rushville, MO 64484

TONGANOXIE FIRE DEPARTMENT (913)___ - ___
321 South Delaware
Tonganoxie, KS 66086

TONGANOXIE TOWNSHIP RFD..... (913)845-3801
19009 McLouth Road
Tonganoxie, KS 66086

WARRENSBURG FIRE DEPARTMENT (660)747-9136
102 South Holden
Warrensburg, MO 64093

WELLINGTON -NAPOLEON FPD..... (816)240-8553
Box 262
Wellington, MO 64097

WESTERN CASS FIRE PROTECTION DISTRICT (816)658-3998
P.O. Box 8
Cleveland, MO 64734

WEST PECULIAR FIRE PROTECTION DISTRICT..... (816)779-5645
300 South State Route C
Peculiar, MO 64078

WEST PLATTE FIRE PROTECTION DISTRICT (816)640-2332
P.O. Box 111
Weston, MO 64098

WOOD HEIGHTS FIRE PROTECTION DISTRICT (816)637-1412
P.O. Box 26
Excelsior Springs, MO 64024

Area code (816) unless noted otherwise

ALMA FIRE (HIGGINSVILLE)..... (660)584-2104
AMERICAN MEDICAL RESPONSE 836-4357
BELTON FIRE DEPARTMENT 331-1500

CENTRAL CASS COUNTY FIRE	380-5200
CENTRAL JACKSON COUNTY	228-0151
CLAYCOMO FIRE /POLICE.....	452-4610
COLUMBIA FIRE DEPARTMENT	(573)442-6131
CONCORDIA FIRE/EMS	(660)563-2244
CORDER FIRE DEPARTMENT	(660)394-2411
DOLAN WEST DOLAN FIRE.....	380-5200
DREXEL FIRE DEPARTMENT	380-5200
EAST LYNN FIRE DEPARTMENT	380-5200
EXCELSIOR FIRE DEPARTMENT	630-2121
FISHING RIVER FIRE DEPARTMENT	792-7700
GARDEN CITY FIRE DEPARTMENT	380-5200
GLADSTONE FIRE DEPARTMENT	436-3550
GRANDVIEW FIRE DEPARTMENT	761-3000
HARRISONVILLE FIRE DEPARTMENT	380-8940
HIGGINSVILLE FIRE DEPARTMENT	(660)584-2104
HOLDEN FIRE DEPARTMENT /EMS	(660)747-5511
INDEPENDENCE FIRE DEPARTMENT	836-3600
INNER CITY FIRE.....	461-2728
JOHN KNOX VILLAGE	524-9138
JOHNSON COUNTY FIRE (KS).....	(913)826-10000
JOHNSON COUNTY FIRE (MO)	(660)747-5511
KANSAS CITY KANSAS FIRE DEPARTMENT	(913)371-2121
KANSAS CITY MISSOURI FIRE DEPARTMENT	513-0911
LENEXA FIRE DEPARTMENT	(913)432-1717
LEXINGTON FIRE DEPARTMENT	(660)259-4242
LIBERTY FIRE DEPARTMENT	781-2121
LIFEFIGHT EAGLE AIR AMBULANCE	283-9740
LIFENET AIR AMBULANCE	(800)981-3062
MAYVIEW FIRE (LAFAYETTE COUNTY)	(660)237-4422
MISSOURI STATE HIGHWAY PATROL	622-0700
ODESSA FIRE.....	(660)259-3622
OLATHE, KS FIRE DEPARTMENT	(913)782-4500
PLEASANT HILL FIRE DEPARTMENT /EMS	540-9109
PRAIRIE TOWNSHIP FIRE DEPARTMENT /EMS	525-5151
RAY COUNTY FIRE	470-6005
RAYTOWN FIRE DEPARTMENT	776-2121
RAYTOWN EMS	737-6020
RIVERSIDE PUBLIC SAFETY	741-1191
SOUTH METRO FIRE	331-0530
SUGAR CREEK FIRE.....	252-5560
WARRENSBURG FIRE DEPARTMENT	(660)747-2265
WAVERLY FIRE DEPARTMENT	(660)493-2345
WELLINGTON FIRE DEPARTMENT	(660)259-3622

ANNEX G
RESOURCE AND SUPPLY

I. PURPOSE

This annex is designed to give Lee's Summit the ability to maintain a continuous resource inventory and to allocate these resources in a prompt and orderly manner during an emergency situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. This annex is designed to provide for the management of resources in Lee's Summit. Priority is given to those resources which are used to combat the hazards identified in the Basic Plan, Hazard Analysis.
2. A list of certain resources maintained by Lee's Summit is provided in Appendix 2 to this annex. The appendix also identifies other special resources available from particular city departments.
3. Resource and supply items specific to response for a terrorist incident are listed in Annex N.
4. Local resources are used first before outside assistance is requested from the State and/or Federal Government. Procedures for requesting state and federal assistance are in Appendix 4 to the Basic Plan.
5. Resources are available from surrounding communities (i.e., mutual aid agreements).

B. Assumptions

1. During a disaster, individuals or businesses with private resources will be asked to cooperate with city officials.
2. Funds to provide payment for the use of private resources will be available either from local government or, if the disaster is severe enough, from the state and federal government.
3. During a disaster, normal supply requisition procedures may be suspended.

III. CONCEPT OF OPERATIONS

Resource and supply operations will be performed according to the operational time frames (mitigation, preparedness, response, and recovery) established in the Basic Plan.

- A. The first resources to be identified will be those that are under the control of or are readily available to the city government. It is the responsibility of local government to mobilize these resources, as necessary, to relieve suffering and to protect lives and property.
- B. All local resources must be committed (including mutual aid agreements) before assistance is requested from the state and/or federal government.
- C. The Resource and Supply Coordinator must anticipate resource needs for all types of potential hazards and provide the coordination necessary for the proper allocation of these resources.
- D. Normal supply requisition procedures will be followed to purchase supplies. These procedures will be bypassed with the approval of the chief elected official and in accordance with local ordinances and state statutes.
- E. Field operation facilities (i.e., staging areas, mobilization centers, etc.) will be established as necessary to receive, assemble and distribute resources and supplies. Staging areas will be identified and established as necessary.
- F. Following a large scale disaster, the outpouring of donations can overwhelm the ability of local organizations to respond effectively. Local government officials in conjunction with voluntary organizations must establish procedures to coordinate and control donated goods and offers of volunteer assistance.
- G. Transportation resources for evacuation (including specially equipped vehicles for individuals with special needs) and supply delivery purposes will be provided by the local school district's busses and John Knox Village Transportation.
- H. Each department maintains an inventory system to track supplies used in a disaster and develops a form to document these expenses. The Lee's Summit's EOC holds these forms.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

A diagram of the Resource and Supply function is shown in Appendix 1.

B. Assignment of Responsibilities

1. The Resource and Supply Coordinator for Lee's Summit will be the Finance Director.
2. The Resource and Supply Coordinator will oversee the following supply areas:
 - a. Manage/coordinate the procurement, storage and equitable distribution of the following supply areas:
 - 1) Food
 - 2) Sustenance Supplies (water, clothing, sanitary supplies, bedding, etc.)
 - 3) Fuel and Energy
 - 4) Transportation
 - 5) Construction equipment and supplies
 - 6) Manpower
 - 7) Shelter Supplies
 - b. Identify potential resource needs for all types of emergency situations.
 - c. Locate the required resources in the community or find their nearest location.
 - d. Establish agreements of understanding with private sector organizations, neighboring jurisdictions, etc., who can supply needed resources.
 - e. Maintain resource lists.
 - f. Coordinate with individuals, departments, emergency services, etc., for the proper allocation of resources during the emergency.
 - g. Identify staging areas to store and/or distribute resources and supplies with Lee's Summit's school district. Coordinate these locations with the PIO as necessary.
 - h. Maintain records of services rendered, resources utilized, unused resources, cost of resources, etc., for the emergency.
 - i. Establish procedures to coordinate and control donated goods and offers of volunteer assistance. Coordinate these activities with voluntary organizations (i.e., ministerial alliance, Red Cross, etc.).
3. The aforementioned tasks can be delegated to deputy coordinators.
4. The Emergency Management Coordinator, in conjunction with voluntary organizations, will establish procedures to coordinate and control donated goods and offers of volunteer assistance.

IV. DIRECTION AND CONTROL

- A. All Resource and Supply operations will be controlled from the EOC to insure official concurrence for actions taken.
- B. Subordinates of the Resource and Supply staff may operate from daily offices, but all decisions will come from the EOC.
- C. Should the EOC be forced to relocate, all Resource and Supply personnel will move also.

VI. CONTINUITY OF GOVERNMENT

- A. The Direction and Control staff will determine the line of succession for the resource supply coordinator.
- B. Vital Documents
 - 1. Records of purchases will be duplicated, when possible.
 - 2. Transfer of these documents will occur by direction of the EOC.

VII. ADMINISTRATION AND LOGISTICS

- A. Each city department is responsible for securing its own supplies through normal procurement channels. The Resource and Supply Coordinator will assist whenever possible.
- B. All purchases must be kept in accordance with local ordinances and purchasing policy. Any deviation from normal procedures must have approval of the chief elected official.

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

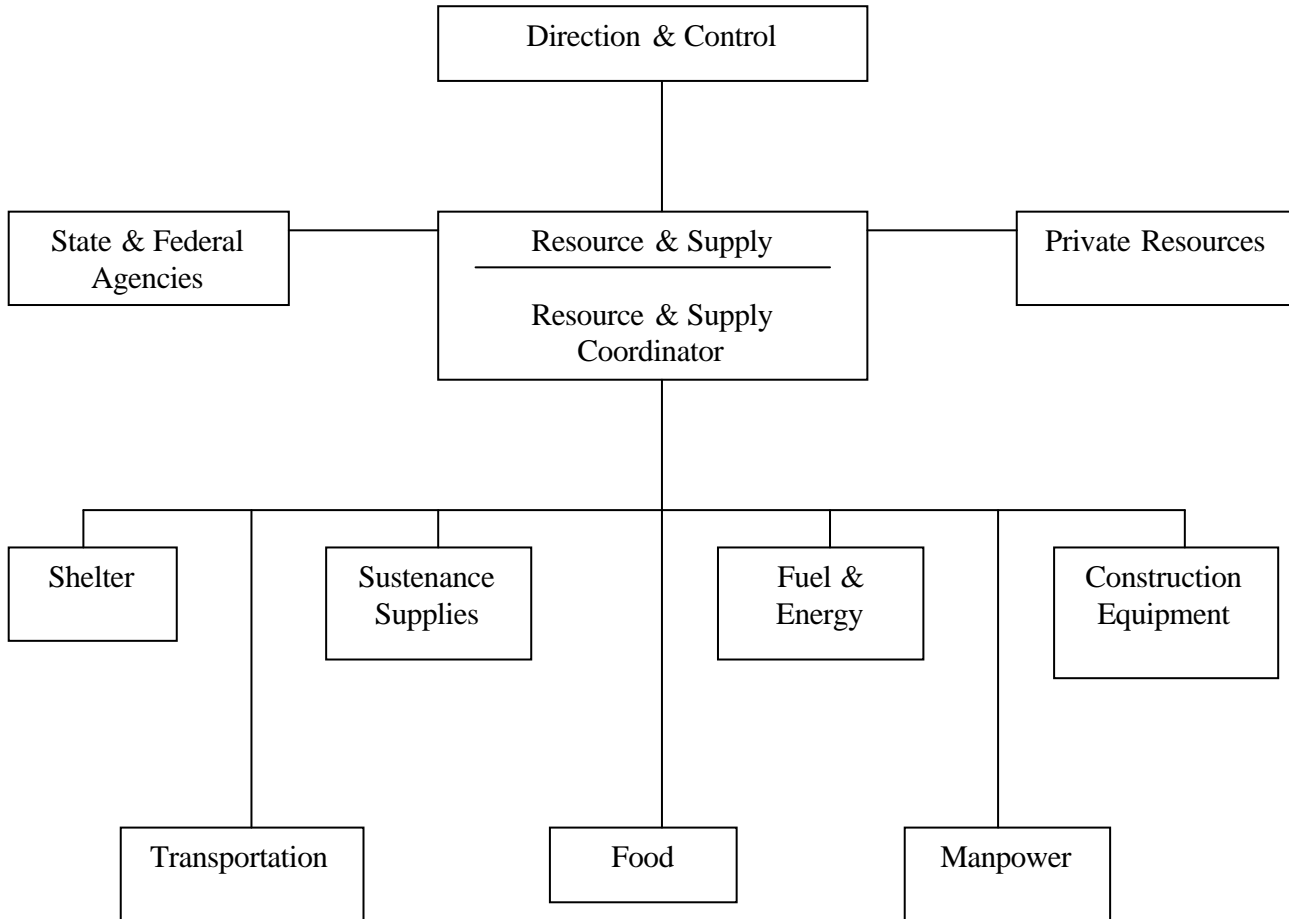
- A. After initial compilation of the resource lists, they will be updated and maintained by the Emergency Management Coordinator.
- B. All updates and revisions of this annex will be completed by the Resource and Supply Coordinator as instigated by the Emergency Management Coordinator.

APPENDICES:

1. Resource and Supply Functional Diagram
2. Resource Lists

Appendix 1 to Annex G

RESOURCE AND SUPPLY FUNCTIONAL DIAGRAM



Various departments within city government such as public works, law enforcement, etc., can support the Resource and Supply function with equipment, manpower, fuel, etc. Mutual Aid Agreements with surrounding jurisdictions can provide additional resources. Outside resources from the private sector, business and industry, etc., can also provide support.

Appendix 2 to Annex G

RESOURCE LISTS

Resources available to Lee's Summit are located in the EOC.

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ANNEX H

HAZARDOUS MATERIALS RESPONSE

I. PURPOSE

This plan establishes the general policies and guidelines under which the City of Lee's Summit will operate in the event of a hazardous materials (HAZMAT) incident.

This plan defines the roles, responsibilities and relationships of government and private organizations in response to a hazardous materials incident.

This plan provides a framework for appropriate response to protect the population, property, and the environment of the City of Lee's Summit in the event of a hazardous materials incident involving transportation, use, storage, or processing of hazardous materials.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The main roadways through Lee's Summit are Interstate 470, U.S. Highway 50, and State Highway 291.
2. Lee's Summit Municipal Airport is located north of Lee's Summit.
3. Union Pacific rail carrying both passengers and freight runs through Lee's Summit.
4. In the event of a hazardous materials incident, the shipper, carrier, or facility operator is responsible for cleaning up the hazardous substance.
5. Companies located in Lee's Summit are regulated by CERCLA of 1980, SARA, and the Missouri Community Right-To-Know Law.

B. Assumptions

1. Materials that may be transported (road or rail) through the City of Lee's Summit pose the greatest threat of a HAZMAT incident
2. Additional HAZMAT resources will be readily available from neighboring communities, especially with HAZMAT teams from Kansas City, the Blue Springs area, and Independence.

3. The Lee's Summit HAZMAT team may respond to incidents outside of Lee's Summit according to mutual aid agreements.
4. Protective actions for the general population may include in-place sheltering and/or evacuation.

III. CONCEPT OF OPERATIONS

- A. Lee's Summit has the capability to make a first response to a hazardous substance release with local response agencies. All Fire Department personnel are trained at a minimum to the awareness level, and members of the HAZMAT team are trained at the technician level. Some members of the HAZMAT team are also specialists and/or incident commanders.
- B. The City response is mainly defensive and is to assess the severity of the incident, classify the emergency according to the levels defined by the Mid-America Regional Council (MARC) LEPC, and start the notification and/or response process.
- C. The Fire Department will respond using the Incident Management System (IMS). The Unified Command structure will be used as necessary.
- D. The Lee's Summit HAZMAT team will contain and mitigate the effects of the release, using mutual aid if necessary.
- E. The Lee's Summit Fire Department will decontaminate victims exposed to the release prior to transport to a hospital.
- F. The spiller or a contracted clean-up unit will clean up and dispose of the release under the supervision of the Lee's Summit HAZMAT team. The spiller will be charged for manpower, equipment, and material expenditures incurred by the Lee's Summit Fire Department. The spiller will be charged for any damage to city infrastructure or property.
- G. Other city departments such as Police, Public Works, and the Fire Department EMS will contribute as necessary.
- H. After the incident, the Fire Department will compile a post-incident analysis and will provide documentation to the MARC LEPC.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The hazardous materials response functional diagram is located in appendix 1 to this annex.

- B. The Lee's Summit Fire Department is responsible for containing and mitigating the effects of a hazardous materials release, contacting the appropriate county, state, and federal agencies, supervising cleanup operations, and compiling and submitting documentation to the appropriate agencies per departmental SOGs.
- C. The Lee's Summit Fire Department/EMS is responsible for triage and transport of decontaminated victims to area hospitals. Fire Department/EMS is also responsible for monitoring emergency workers (from the COLD zone) for signs of toxic exposure. Fire Department/EMS should notify area hospitals of substances involved and the exposure situation if victims need to be hospitalized.
- D. The Lee's Summit Police Department is responsible for perimeter security, traffic control, and for assisting with evacuation measures.
- E. The Lee's Summit Public Works Department will provide cold zone support and will assist with evacuation measures.
- F. The City Prosecuting Attorney will initiate legal actions should a release be deemed malicious. This attorney will also act as a legal advisor on issues related to public health and safety.
- G. The Jackson County Health Department (JACOHD) is responsible for public health in Lee's Summit. If any short or long-term dangers to public health exist as the result of a HAZMAT incident, then the JACOHD should be notified.
- H. The Local Emergency Planning Committee (LEPC) for Lee's Summit is the Mid-America Regional Council (MARC) LEPC. See the latest edition of the MARC LEPC Hazardous Materials Basic Plan for MARC LEPC responsibilities.

V. **DIRECTION AND CONTROL**

- A. The Chief of the Fire Department or designee will be responsible for mitigation of hazardous materials incidents.
- B. Operations will be controlled at the scene by the Incident Commander and, if needed, from the EOC.
- C. Routine operations will be handled by normal SOGs.
- D. Outside hazardous materials resources will be controlled by the procedures outlined in mutual aid agreements, the MARC Hazardous Materials Response Plan and SOGs. They will remain under the direct control of the sponsoring agency and will be activated by the Incident Commander or EOC to respond as necessary to meet the need.

VI. CONTINUITY OF GOVERNMENT

Fire Department lines of succession are contained in departmental SOGs.

VII. ANNEX MAINTENANCE

This annex will be updated at least annually by city staff and department directors.

VIII. RELATIONSHIP TO OTHER PLANS

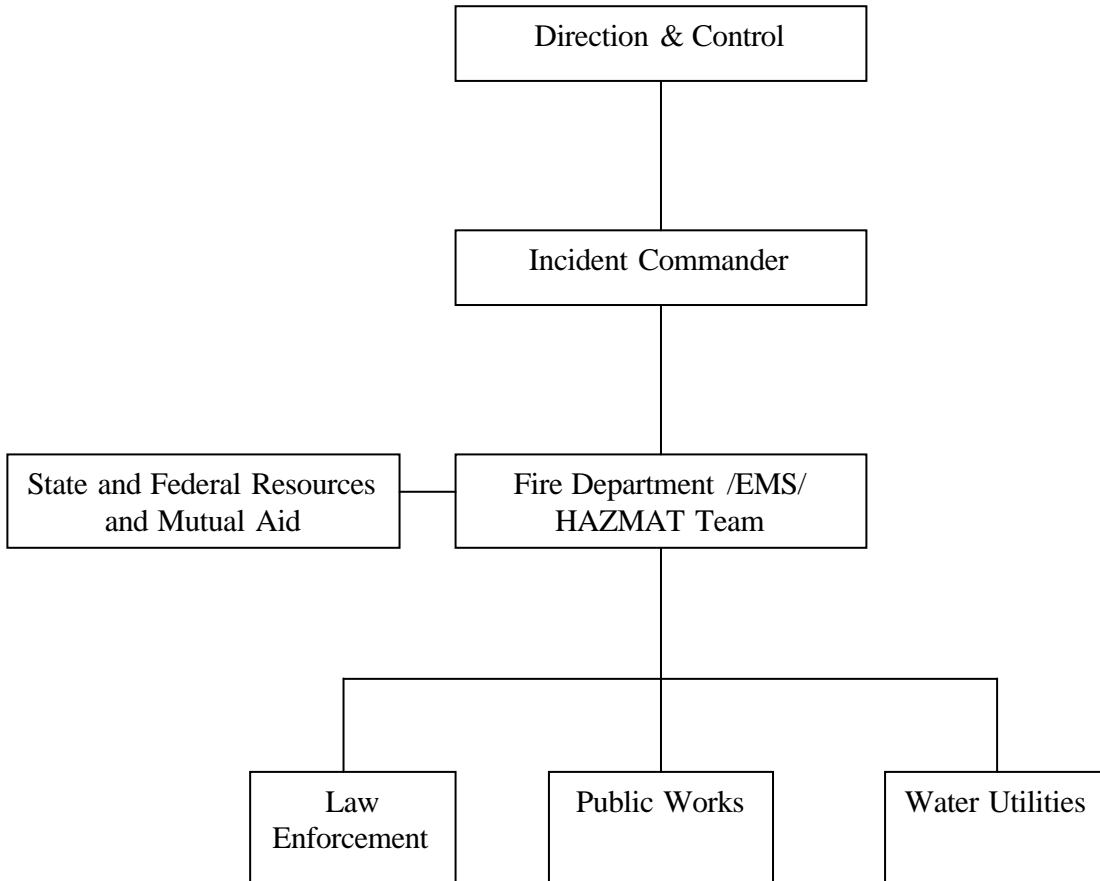
- A. Each fixed facility having extremely hazardous substances is required to develop an on-site contingency plan that specifies notification, response activities, and coordination procedures with outside agencies.
- B. The MARC LEPC publishes a Hazardous Materials Plan for response to HAZMAT incidents.
- C. The State of Missouri has developed the Hazardous Substance Emergency Response Plan, which outlines the responsibilities of the appropriate state agencies in responding to hazardous substances emergencies that exceed city capability.
- D. The Federal Response Plan (FRP) provides for a coordinated federal response to a large-scale hazardous materials incident. This plan is activated by request from the Incident Commander in case of a fixed facility incident, or through the shipper in case of a transportation-related emergency.
- E. The Metropolitan Medical Response System (MMRS) Operations Plan provides for sharing of resources including the MMRS HAZMAT trailer.

APPENDICES

- 1. Hazardous Materials Response Functional Diagram
- 2. LEPC Membership roster
- 3. Response Agencies for Hazardous Materials Incidents
- 4. Chemical Emergency Notification Form
- 5. HAZMAT Response Teams (Mutual Aid)

Appendix 1 to Annex H

HAZARDOUS MATERIALS RESPONSE FUNCTIONAL DIAGRAM



Appendix 2 to Annex H

LEPC MEMBERSHIP ROSTER

The LEPC for Lee's Summit is the Mid-America Regional Council LEPC.

The current list of members for the MARC LEPC is available on the MARC website:

<http://www.marc.org/emergency/lepc.htm>

Appendix 3 to Annex H

Response Agencies for Hazardous Materials Incidents

<u>State Assistance</u>	<u>Phone Number</u>
Missouri Department of Natural Resources	(573) 634-2436
State Emergency Management Agency	Off-Hours - (573) 751-748
TransCAER	(816) 242-2797
Missouri National Guard	(573) 526-9500
Missouri Emergency Response Commission	800-780-1014
Division of Environmental Quality	(573) 751-4810
Missouri Department of Health	(573) 751-6400
Clean Water Commission	(573) 751-1300
Air Conservation Commission	(573) 751-4817
Hazardous Waste Management Commission	(573) 751-3176
Governor's Office	(573) 751-3222
 <u>Federal Assistance</u>	
U.S. Environmental Protection Agency	Kansas City (913) 281-0991
	National 800-424-8802
Center for Disease Control	800-311-3435
Federal Emergency Management Agency (FEMA)	Region VII 283-7061
	Response and Recovery 283-7025
	Flood Mitigation 283-7002
Agency for Toxic Substances and Disease Registry	(888) 422-8737
National Response Center	(800) 424-8802
Bomb Disposal and Explosive Team	Fort Riley (913) 856-3313
Nuclear Regulatory Commission	(800) 368-5642
U.S. Department of Energy, Radiological Assistance	
U.S. Department of Treasury	
Bureau of Alcohol, Tobacco and Firearms	599-0710
 <u>Other Emergency Assistance</u>	
CHEMTREC	1-800-424-9300
CHLOREP	1-800-424-9300
NACA	1-800-424-9300

Appendix 4 to Annex H

CHEMICAL EMERGENCY NOTIFICATION REPORT

Date: _____ Time: _____ Received by: _____

1. Caller Name _____ Representing: _____

2. Call-back Nos. _____ Emergency Contact _____

3. Material (s) Released _____ EHS yes/no

4. Amount Released _____ lbs./gals Potential release _____

5. Date of Release _____ Time _____ Duration _____ hr. _____ min.

6. Release medium: Air _____ Water _____ Soil _____ Sewer _____ Drains _____

7. Location:
Facility: (name)
(address)

8. Health Risks:

9. Precautions (Public Safety Concerns):

10. Incident Description: Fire _____ Gas Vapor _____ Spill _____ Explosion _____
Other _____

11. Type of Container: Truck _____ R.R. Car _____ Drum _____
Other _____

12. 4-Digit I.D. No. _____ Placard/Label info.

13. Weather Conditions _____ Wind Direction _____ Temp. _____ °F

14. Agencies notified:
Local Fire..... _____ yes _____ no _____ time
Local Emergency Director..... _____ yes _____ no _____ time
Missouri Department of Natural Resources
(573) 634-2436..... _____ yes _____ no _____ time
National Response Center (800) 424-8802 _____ yes _____ no _____ time
CHEMTREC (800) 424-9300 _____ yes _____ no _____ time
EPA _____ yes _____ no _____ time

15. Remarks, etc. (Injuries)

Appendix 5 to Annex H

HAZMAT Response Teams (Aid)

Kansas City Kansas Fire Department	(913) 573-5550
Leavenworth Fire Department	(913) 682-3346
Overland Park Fire Department	(913) 888-6066
Independence Fire Department	(816) 325-7164 or (816) 325-7123
Olathe Fire Department	(913) 971-6577
Lenexa Fire Department	(913) 888-6380
Grandview Fire Department	(816) 316-4962 or (816) 316-4964
Central Jackson County FPD.....	(816) 229-2522
Fort Osage FPD	(816) 650-5811
Sni Valley FPD.....	(816) 690-6906 or (816) 918-3596
Northland Fire Chiefs	(816) 630-3000
Southern Platte FPD	(816) 741-7292
Liberty Fire Department	(816) 792-6005
North KC Fire Department	(816) 274-6025
Bayer.....	(816) 242-2797 or (816) 818-4080
Department of Natural Resources	(816) 622-7009

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ANNEX I

PUBLIC WORKS

I. PURPOSE

This annex will organize the public works resources of Lee's Summit to effectively perform inspections on public infrastructure, clear debris, and open traffic ways. This will also enhance them in evacuation, hazardous material mitigation, security, and shelter coordination.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Public works services in Lee's Summit are provided through the Public Works Department. The Lee's Summit's public water supply district serves the city, while also serving six other districts.
2. The residents of Lee's Summit are served by several different municipal and private utility companies. See Appendix 3 to this Annex for a list of these companies.
3. The critical systems that generally comprise public works are potential targets for terrorists (i.e., electrical systems, power stations, reservoirs, water plants, etc.). For further information regarding targets and other terrorism information, see Annex N.
4. "Public Works," for the purposes of this plan, refers to electric, natural gas, water, streets/roads, bridges, sewer, sanitation and telephone service.

B. Assumptions

1. When a major disaster occurs, the Lee's Summit Public Works Department may not have adequate resources to deal with all potential problems immediately, and will need to assign tasks on a priority basis.
2. Private resources are available in the city to assist in public works activities.
3. State and federal assistance will respond when called upon, but their ability to respond may be limited.
4. Private utilities will cooperate as required.

III. CONCEPT OF OPERATIONS

Public works operations will be performed according to the operational time frames (mitigation, preparedness, response, and recovery) established in the Basic Plan.

- A. City public works services and private utilities assist with a variety of public works activities. This includes: debris removal, damage assessment, structural evaluations, emergency repairs to essential public works facilities, stabilizing or demolishing structures to reduce hazards, and providing water for human health needs and firefighting.
- B. The Public Works Coordinator will coordinate all public works activities from the EOC and maintain contact with the on-scene incident commander (See Appendix 3 to the Basic Plan, Emergency Classification and Control Procedures).
- C. Following any disaster, the Public Works Department will be a major participant in the damage assessment activities described in Annex D.
- D. Public works personnel and equipment will be used for heavy rescue operations (such as removing debris). They coordinate their efforts with fire and rescue operations.
- E. During catastrophic disasters, personnel trained under the SAVE program may be activated by SEMA to assist local jurisdictions and local building inspectors with essential demolition, cleanup or other related services and determine whether buildings affected by the disaster have not sustained serious damage and may be occupied, must be vacated temporarily, or should be demolished.
- F. Architects, professional engineers, construction contractors, equipment dealers and other owners and operators of construction equipment should be contacted for the possible use of their services and equipment.
- G. Critical public works systems (i.e., water, electric, gas, telephone, etc.) are potential targets for terrorists. These facilities must have plans and procedures in place to monitor, protect, and maintain essential operations to protect life and property as well as a prompt recovery. See Annex N for further terrorism information.
- H. In order to begin the recovery process while preserving evidence following a terrorism incident, debris at the disaster site may have to be transported to and analyzed at another location. Response and recovery operations may be complicated and delayed if the debris is contaminated.
- I. In the event of a hazardous materials incident, county and city public works departments will assist the Incident Commander or the EOC staff as needed (i.e., provide barricades, construct dikes, etc.). It is recommended that public works personnel receive, at a minimum, awareness level hazardous materials training. See Annex H, Hazardous

Materials Response, for additional information.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

A diagram of the public works function is shown in Appendix 1 to this Annex.

B. Responsibilities

1. The highest-ranking person available will be responsible for coordinating all public works activities.
2. The Public Works Coordinator will coordinate with the various public works services (both public and private) from the EOC during an emergency or disaster. The Public Works Department is responsible for the following:

Pre-Event:

- a. Develop/maintain standard operating guidelines (SOGs) that address public works responsibilities and needs.
- b. Maintain resource list of equipment, personnel, etc. (see Appendices to this Annex and the "Plan Bulldozer" Emergency Resources Catalog).
- c. Establish agreements of understanding with area architects, engineers, construction contractors, equipment dealers and other private resources that can support public works operations.
- d. Provide training for public works personnel (i.e., hazardous materials, first aid, etc.).

Recovery:

- a. Provide for debris removal. When clearing streets, priority goes to business streets over residential streets.
- b. Establish a potable water supply for use in an emergency. Coordinate with water utilities.
- c. Provide for emergency road and bridge repairs, close roads, establish detours, and construct barricades.
- d. Provide sanitation services or coordinate with private contractors that provide this service.

- e. Assist with search and heavy rescue operations as required under the direction of the Fire and Rescue Coordinator.
 - f. Participate in cleanup and recovery operations.
 - g. Demolish hazardous structures.
 - h. Inspect infrastructure, streets, and bridges.
3. The Water Department will be responsible for the following:
- a. Coordinate restoration of utility services, especially for critical and essential facilities.
 - b. Take steps to protect the water supply and sewage system if threatened (i.e., hazardous materials incident, terrorism, etc). Actions may include constructing dikes to contain runoff from hazardous materials and increasing security measures (erecting fencing and installing video surveillance equipment) at critical public works facilities.
 - c. Establish a potable water supply for use in an emergency. Coordinate with public works department.
4. All departments will support public works activities.
5. The private utility companies (see Appendix 6 to this Annex) are responsible for the direction and control of the services they provide to their customers. These companies are not under the day-to-day control of the city government. Specific tasks include:
- a. Restore services.
 - b. Coordinate response activities with the Public Works Coordinator (EOC Direction and Control staff) regarding restoration of services.

V. DIRECTION AND CONTROL

- A. All public works activities will be coordinated and assigned from the EOC.
- B. The Public Works Coordinator will relocate to the EOC and operate from there. Public works personnel in the field (including utility companies) will keep the EOC informed of their activities.
- C. Outside resources (such as contractors) will be under the direct control of their own

supervisors, but will be deployed by the EOC and assigned tasks by the site commanders.

VI. CONTINUITY OF GOVERNMENT

- A. The line of succession for the public works coordinator will be determined by the highest ranking person available.
- B. Emergency operations for Lee's Summit will be conducted from the EOC. If the EOC becomes inoperable or unusable, an alternate EOC is utilized (see Annex A, Direction and Control).

VII. ADMINISTRATION AND LOGISTICS

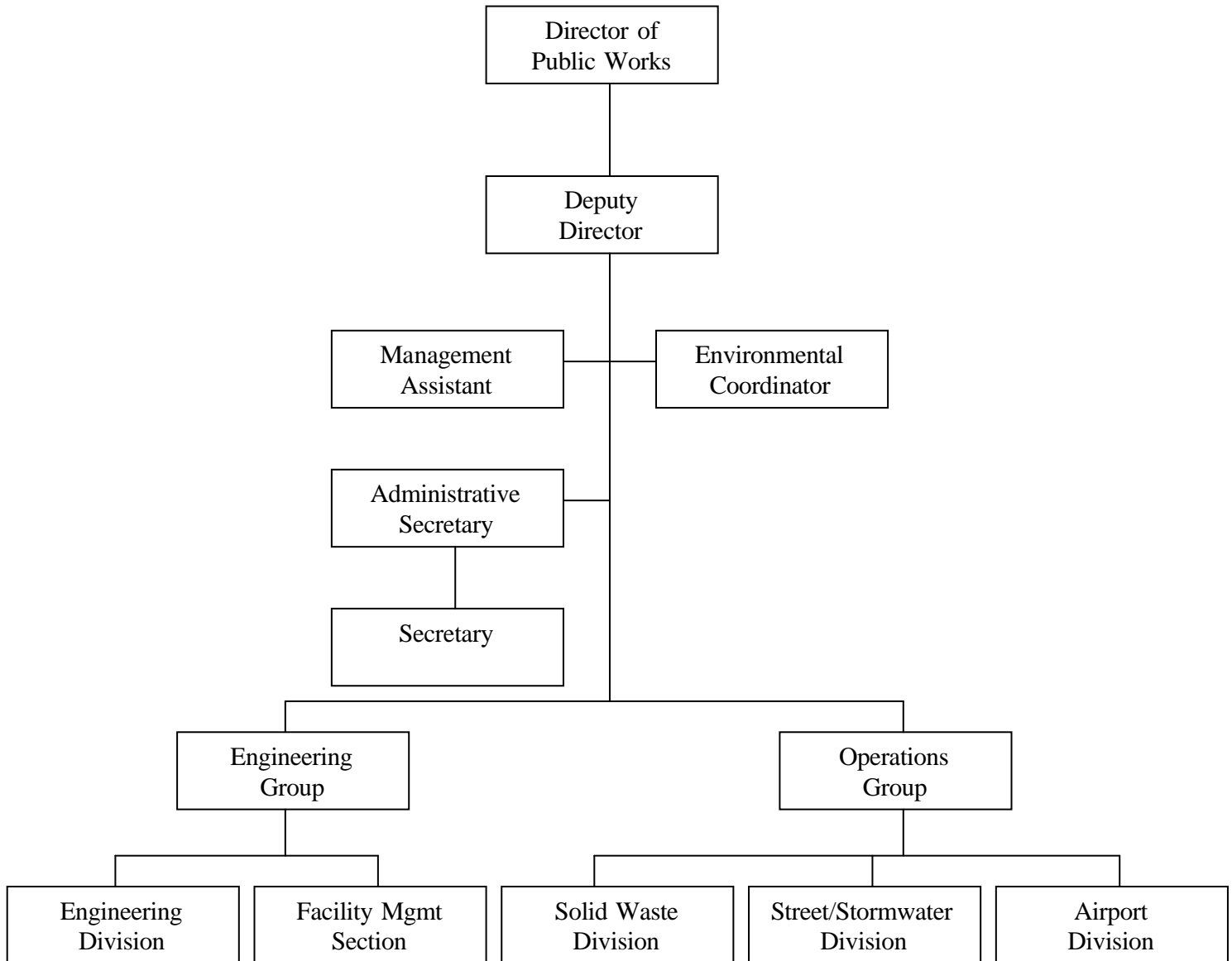
- A. Overall administration of public works emergency response will be by normal, day-to-day procedures. Any deviation from normal procedures must have approval of the chief elected official (i.e., hiring outside contractors, emergency supply purchases, etc.). City purchasing procedures will be followed as appropriate.
- B. Public works services will provide limited logistical support for emergency power, fuel, etc., for response personnel during emergency operations. The Resource and Supply Section (Annex G) will assist with supply matters.

APPENDICES

- 1. Public Works Functional Diagram
- 2. Public Works Department Resources
 - Attachment A – Street/Stormwater Equipment List
 - Attachment B – Airport Resources
 - Attachment C – Resource Recovery Park Equipment
- 3. Utility Companies Serving Lee's Summit
- 4. Call-Up List of Public Works Personnel
- 5. SOG for Emergency Repairs

Appendix 1 to Annex I

PUBLIC WORKS FUNCTIONAL DIAGRAM



Appendix 2 to Annex I

PUBLIC WORKS DEPARTMENT RESOURCES

Engineering

- Trucks - ½ ton, 4x4, radio, valve key, shovel, Manhole tools
 - a. 804 ex-cab
 - b. 805 ex-cab
 - c. 806 ex-cab
 - d. 807 ex-cab
 - e. 813 ex-cab
 - f. 814 ex-cab
 - g. 815 ex-cab
 - h. 817 ex-cab
 - i. 819 ex-cab
 - j. 820
- Hand held 2-way radios
- Cell Phones – 16
- Laptop Computers – 9

Survey Equipment

- Sokkihsa THEODOLITIE
- Brunson Auto Level
- Topco Rotating Laser
- Grade Pole

Miscellaneous

- 4-numeric Traffic Counters
- 8-Jamar Traffic Counters
- Landfill Gas Detector
- 2-portable Nuclear Density Gauges

Attachment A
Appendix 2 to Annex I

Street/Storm Water Equipment List

Trucks

- 702 F150 4x exten
- 703 F150 4x exten
- 704 F150
- 705 Ranger 4x
- 706 F250
- 707 F150
- 710 F350 Flatbed Plow/Spread
- 711 F350 Utility Truck Generator
- 712 F450 Plow/Spread
- 713 F450 4x
- 714 F450 Flat bed Plow/Spread
- 715 F450 Plow/Spread
- 716 F350 Bucket Truck
- 717 F450 Plow/Spread
- 718 F450 4x Plow/Spread
- 719 GMC King Crew Generator
- 720 Chevy '64 oil dist
- 722 2 ton dump Plow/Spread
- 723 2 ton dump Plow/Spread
- 724 2 ton dump Plow/Spread
- 726 2 ton dump Plow/Spread
- 727 2 ton dump Plow/Spread
- 728 2 ton dump Plow/Spread
- 729 Tandem Dump Plow/Spread
- 730 Tandem Dump Plow/Spread
- 731 2 ton dump Plow/Spread
- 736 Johnston Sweeper
- 737 International ProPatch
- 738 Paint Striper
- 739 F350 Utility Bed
- 740 International Sewer Jet

Tractors/etc.

- 741a Caterpillar Loader
- 741b FiatAllis HighLoader
- 741c John Deere Loader
- 742 Caterpillar High Loader

- 744 Champion Motograder
- 745 John Deere Track Loader
- 746 Bobcat Skidsteer
- 749 Caterpillar Backhoe
- 750 Ford 555d Backhoe
- 751 Caterpillar Loader 4x
- 752 John Deere 2355 Tractor
- 753 John Deere 5300 Tractor
- 754 John Deere Tractor
- 770 Roller DD-65
- 771 Vibromax 873
- 772 Roller DD-23
- 774 Paver Towed
- 775 Stewart 400 Paver
- 777 Halcostone Vibratory
- 778 Stone Stomper Vibratory
- 779 Walk Behind DC1125KC
- 780 Stanley PowerRack
- 781 Stanley Power Unit
- 782 Stanley Power Unit
- 784 Marathon Crack Joint
- 785 John Deere 455 Tractor/Tiller

Equipment/Trailers

- Scotchlite Sign Machine
- SSD-2 STIHL Chain Saw
- SSD-3 STIHL Chain Saw
- SSD-4 STIHL Chain Saw
- SSD-5 STIHL Chain Saw
- SSD-6 STIHL Chain Saw
- SSD-7 STIHL Chain Saw
- SSD-8 STIHL Chain Saw
- SSD-9 STIHL Chain Saw
- SSD-12 STIHL Chain Saw
- SSD-13 Echo Chain Saw
- SSD-14 Echo Chain Saw
- SSD-15 Echo Chain Saw
- SSD-16 Echo Chain Saw
- SSD-17 Echo Chain Saw
- SSD-18 STIHL Chain Saw
- SSD-19 STIHL Chain Saw
- SSD-20 STIHL Chain Saw
- ST-1 TowMaster Trailer
- ST-2 Trailer 7000# Heavy Duty

- ST-3 Verbal Message Sign Board
- ST-4 Verbal Message Sign Board
- ST-5 Crafcro E-Z PourCrack Seal
- ST-6 Lancaster Flat Bed Trailer
- ST-7 Stewart Trailer
- ST-8 Ingersoll-Rand Air Compressor
- ST-9 Stump Grinder
- ST-10 ChipMore Brush Chipper
- ST-11 AeriolHot Hock Tack
- ST-12 Outlaw Trailer 500#
- ST-13 Vermeer Wood Chipper
- ST-14 Vermeer Wood Chipper
- ST-15 Doolittle 7x14 Enclosed Trailer
- ST-16 Doolittle 7x14 Enclosed Trailer
- ST-17 Falcon Trailer GAWR 3500

Barricades/Cones

- Class III 14
- Class II 130
- Cones 264
- Flashers for Barricades 42
- Plastic A-frame legs 40
- 10 ft striped bars for A-legs 6
- 8 ft striped bars for A-legs 10

Generators

- on Unit 719 Onan Pro 6000 Portable
- on Unit 711 Onan Pro 6000 Portable
- Brushless Campbell 5500
- Echo Generator 2200 watts 1996

Miscellaneous

- Each employee: Hard Hat, Safety glasses, & Safety Vest
- 4 pair chainsaw chaps
 - 2 – size 32
 - 2 – size 36
- 2 – chainsaw protective hats/ear muffs & face shield
- Average of 2000 Gallons diesel fuel (4000 gal. tank)
- 6000 sq. ft. garage

Attachment B
Appendix 2 to Annex I

EMERGENCY MANAGEMENT RESOURCES
LEE'S SUMMIT AIRPORT

- 2 TRUCKS – (1) ¼ TON (1) 1 TON W/ DUMP BED
- 1 (6410) JOHN DEERE TRACTOR WITH BUCKET & BLADE
- 1 CATAPILLER MOTOER GRADER
- 2 JEEP TUGS
- 1 OSHKOSH SNOW THROWER
- 1 (POWERED) SNOW BROOM
- 50 POUNDS (AVG) OF ICE MELT
- 3 TYVEK – CHEMICAL RESTRAIN COVERALLS (MED. LG. X-LG.)
- 50000 SQUARE YARDS OF ASPHALT/ CONCRETE PAVEMENT FOR STORAGE / STAGING EMERGENCY OPERATIONS
- 1 JOHN DEERE 1655 RIDING LAWNMOWER WITH SNOW THROWER
- 1 (7000 KILOWATT) GENERATOR
- 5000 GALLONS (AVG) OF AVIATION JET-A FUEL
- 5000 GALLONS (AVG) OF AVIATION 100 LOW LEAD FUEL
- 1200 GALLONS (AVG) OF 92 OCTANE UNLEADED FUEL
- 150 GALLONS (AVG) OF OFF ROAD DIESEL FUEL
- 3 BARRICADES – LOW PROFILE
- 25 STREET CONES
- 32 STANCHIONS
- PLASTIC BARRICADE FENCING – APROXIMATELY 400 FEET (8) ROLLS
- 4 CITY HANDHELD CITY RADIOS – MOTOROLLA P1225
- 3 CITY RADIOS MOUNTED IN THE TRUCKS AND TRACTOR
- 3 HANDHELD AVIATION RADIOS
- 1 DESKTOP AVIATION RADIO
- 4 COMPUTERS
- 165 FIRE EXTINGUISHERS
- 4 RAIN SETS OF RAIN WEAR
- 3 CHAIN SAWS
- 2 EMERGENCY SPILL KITS
- 5 WINTER SHOVELS
- 2 SPADES
- 1 DIGGING SHOVELS
- 2 TOW CHAINS
- 60 (55 GALLON) TRASH BARRELS
- 1 CORDLESS DRILL
- 1 CIRCULAR SAW
- 2 WOOD HAND SAWS

- 1 BASED HIGHWAY PATROL AIRCRAFT
- 4 (USALLY AROUND 4) CITY EMPLOYEES THAT ARE PRIVATE PILOTS
- 2 (MILITARY SURPLUS) MOBILE GASOLINE HEATERS - 4000BTUs
- 2 KEROSENE TORPEDO HEATERS
- 4 RED DRAGON PROPANE ENGINE HEATERS
- 1 PROPANE FLOOR HEATER – 200000 BTUs
- 1 20ft EXT. LADDER
- 1 6ft STEPLADDER
- 1 28ft EXT LADDER
- 1 TREE POLE SAW
- 1 HEAVY DUTY FLOOR JACK
- 1 SHOP VACUUM
- 1 100 GALLON PROPANE TANK
- 3 (12-VOLT) BATTERY CHARGERS
- 1 PORABLE ELECTRIC PUMP
- 1 POST HOLE DIGGER
- 1 PAIR OF LOPPING SHEARS
- 1 PICK AXE
- 1 WOOD AXE
- 2 WHEEL BURROWS
- 1 WOOD MAUL
- 2 PORTABLE FLOOD LIGHTS
- 1 HAND HELD BLOWER
- 1 BACKPACK TYPE BLOWER
- 4" DISK GRINDER
- 1 BRUSH SAW
- 1 TOW BEHIND POWER STREET SWEEPER

Attachment C
Appendix 2 to Annex I

Materials and Equipment List for the Resource Recovery Park

- Cat 963 B Track loader
- Cat D6R Dozer
- Cat D350E Off Road Articulating Haul Truck
- Case 521 Rubber Tire loader
- Samsung Track Excavator
- Cat 826 Trash Compactor
- Al-Jon 81K Trash Compactor
- John Deere Utility Gator
- (2) portable hand held radios
- (1) chain saw
- (1) portable air compressor
- (1) portable generator
- (2) Cellular Phones
- (2) pagers
- Average daily fuel on hand 1000 gallons (off-road diesel)

Appendix 3 to Annex I

UTILITY COMPANIES SERVING LEE'S SUMMIT

Street and Road Department

..... 816-969-7401
..... After Hours 816-969-7326

Water Department

Lee's Summit Water Department 816-969-7606
..... After Hours 816-969-7407

Natural Gas Services

Missouri Gas Energy816-756-5252 (B)
..... 24hr. Emergency Number 1-800-582-0000

Suburban Propane913-236-5656(B)

Electric

Aquila331-1086(B)
..... Emergency Number 1-800-303-0357

Telephone

Southwestern Bell 1-800-286-8313

Appendix 4 to Annex I

CALL-UP LIST OF PUBLICS WORKS PERSONNEL

Maintained in the Lee's Summit Fire Dispatch, Water Department, and Public Works Department.

Appendix 5 to Annex I

SOG FOR EMERGENCY REPAIRS

- A. The public works organization in each community will have its own specialized priorities for emergency repairs. Part B below consists of general guidelines for such repairs following a disaster.
- B. Guidelines:
1. Repair lifelines (sewers, water, transportation, shelter).
 2. Clear debris and make repairs to roads and bridges that are impeding rescue crews and equipment (lifesaving).
 3. Restore services to critical and essential facilities (EOC, nursing homes, hospital, temporary shelters, etc.).
 4. Restore services to schools and businesses.
 5. Make any necessary repairs to expedite recovery.
 6. Ensure safety and halt damage.
- C. **THESE ARE JUST GENERAL GUIDELINES. EACH DISASTER WILL HAVE A DIFFERENT SET OF CIRCUMSTANCES SO EACH PROBLEM MUST BE CONSIDERED ON A CASE-BY-CASE BASIS AND PRIORITIES ESTABLISHED AT THAT TIME.**

ANNEX J
EVACUATION

I. PURPOSE

This annex will outline evacuation operations for the City of Lee's Summit, and is applicable to both small, localized situations and large-scale evacuations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Lee's Summit is vulnerable to several natural and technological hazards that may create the need for evacuation, including flooding, hazardous materials incidents, utility pipe rupture, or terrorist attack.
2. There are several special facilities, such as nursing homes, that will require transportation assistance and special planning during an evacuation.

B. Assumptions

1. In almost every emergency situation requiring evacuation, many people will evacuate voluntarily.
2. The majority of persons will receive and follow the evacuation instructions. However, a certain portion of the population
 - a. Will not get the information,
 - b. Will not understand it, or
 - c. Will purposely not follow directions.
3. Evacuation will be primarily by family groups using their own vehicles, while those persons without automobiles will be provided transportation.
4. Looting of evacuated areas may occur, but will be contained by the Lee's Summit Police Department, if possible.

III. CONCEPT OF OPERATIONS

- A. Voluntary and mandatory evacuation orders are issued by either the Emergency Management Coordinator or the Incident Commander.
- B. The police and fire departments will notify people of the need to evacuate. The local media will be contacted to assist with mass notification.

- C. Staging areas will be established where persons lacking transportation may go to receive transportation assistance.
- D. Evacuation routes and traffic control points will be established if necessary.
- E. Evacuation routes will be cleared of debris, and barricades will be set up to direct traffic.
- F. If possible, evacuated areas will be secured to protect against looting.
- G. Certain day-to-day governmental activities will be curtailed during evacuation operations. The degree to which this is necessary will depend upon the number of local resources that have been committed to the emergency.
- H. The Emergency Management Coordinator will work in conjunction with local, state, and federal agencies to determine the duration of the evacuation.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The Evacuation functional diagram is located in appendix 1 to this annex.
- B. The Lee's Summit Emergency Management will provide an individual to coordinate evacuation operations from the EOC.
- C. The police and fire departments share a joint responsibility for evacuation operations. The fire department will supplement police activities as necessary, such as public notification, acquiring emergency public transportation, and operating staging areas.

A general alert of the public by police and fire will take two forms:

1. General Broadcast - Police and fire personnel may use loudspeakers to notify the public of evacuation orders.
 2. Door to Door – For smaller evacuations, police and/or fire personnel may visit each facility or house to notify inhabitants of evacuation orders.
- D. The police department is responsible for securing the evacuated area and for coordinating with public works to direct the general traffic flow out of the affected area.
 - E. The Incident Commander (IC) is responsible for reporting the need to evacuate to the EOC. The IC shall inform the EOC of the scope of the evacuation to include:
 1. Street boundaries around the affected area.
 2. Time frame for exiting the area.

3. Desired method of public notification.
4. Estimated need for mass public transportation.

After an evacuation is initiated, the EOC and IC will consult to determine which general public alert plan (general broadcast or door-to-door) to use. The IC will continue to keep the EOC informed on the status of the evacuation.

F. The Evacuation Coordinator in the EOC is responsible for relaying evacuation instructions to the IC, to include the following:

1. Whether the evacuation is mandatory or voluntary.
2. The method of public notification to be used.
3. The timeframe for exiting the area.
4. Transportation routes and methods.
5. Shelter locations.

The Evacuation Coordinator is also responsible for relaying information to the PIO and the Reception and Care Coordinator.

- G. The PIO is responsible for notifying the media of the evacuation order and plans. See the Emergency Public Information annex (annex C) for details.
- H. The Emergency Management Coordinator will direct the activation of the Cable Television Alert System.
- I. The Public Works department is responsible for placing street barricades and clearing evacuation routes of debris.
- J. Other city departments will assist with this function as directed by the EOC.

V. **DIRECTION AND CONTROL**

- A. All evacuation operations will be coordinated between the EOC and the Incident Commander
- B. Should the entire city need to be evacuated, the EOC will relocate to a safe location nearby.

VI. CONTINUITY OF GOVERNMENT

- A. The line of succession for Police shall be according to Police Department SOGs.
- B. If the population is evacuated to a neighboring jurisdiction, the EOC will designate a person to act as liaison between the hazard and reception area. The evacuees will be subject to the laws of the reception area for the duration of their stay.
- C. Emergent on-scene evacuation requirements will be directed and managed by the Incident Commander in accordance with established IMS procedures.

VII. ADMINISTRATION AND LOGISTICS

- A. Preservation of governmental records will be a major goal during any disaster. If necessary, governmental records will be moved to a safe location during an evacuation.
- B. The EOC shall initiate arrangements for mass transportation. Resources for transportation include:
 - 1. The R-7 School District buses
 - 2. The R-4 School District buses
 - 3. Lee's Summit Parks Department
 - 4. John Knox Village
 - 5. ATA Public Transportation system

VIII. ANNEX MAINTENANCE

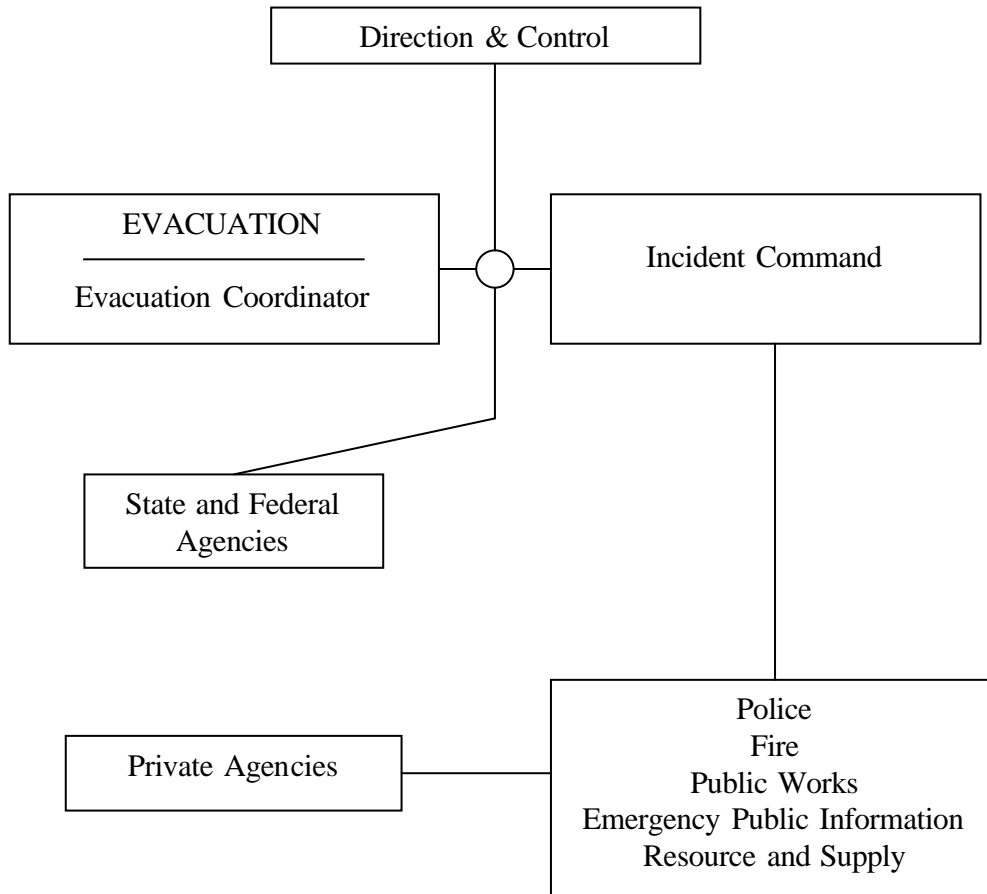
This annex will be reviewed at least annually by department directors and city staff.

APPENDICES

1. Evacuation Functional Diagram
2. Special Facilities Requiring Planning and Transportation Assistance
3. Staging Areas
4. Hazardous Materials Incident Evacuation
5. Flood Evacuation
6. Record of Evacuation Form
7. Potential Evacuation Routes

Appendix 1 to Annex J

EVACUATION FUNCTIONAL DIAGRAM



Appendix 2 to Annex J

SPECIAL FACILITIES

By city ordinance, many facilities that house special populations, such as hospitals and nursing homes, are required to develop evacuation plans prior to an emergency evacuation.

For small evacuations, the police and fire departments may be able to assist these facilities in implementing their evacuation plans. However, during a large evacuation there will likely not be sufficient staff available to do this.

Listed below are facility types that may appreciate evacuation assistance during a small evacuation, or during a large evacuation should police or fire personnel be available.

- Hospitals**
- Nursing Homes**
- Licensed Day Care Centers**
- Handicapped Facilities**
- Schools**

Appendix 3 to Annex J

STAGING AREAS

Staging areas are locations that may be used in the event an evacuation has been ordered which would require evacuees to relocate to a safe area, possibly outside their community. Those evacuees who do not have transportation will go to these staging areas where transportation will be provided to move them to a safe area.

Also, these staging areas may be used as pick-up and drop-off points for resources and supplies into the affected area.

The sites for staging areas are dynamically driven by circumstances surrounding the need to evacuate. Once the nature and location of a calamity has been established, the appropriate staging areas may be activated. The public will be notified by all available means of the locations of these staging areas.

No contracts exist with potential transportation resources.

Transportation Assistance Statistics

The population of Lee's Summit is approximately 73,700.

It is estimated that as much as 15% of the population may need transportation assistance during an evacuation.

If the whole city were evacuated, this means 11,055 would need transportation assistance.

If half the city were evacuated, then 5,528 persons would need transportation assistance.

If a quarter of the city were evacuated, then 2,764 persons would need transportation assistance.

Appendix 4 to Annex J

HAZARDOUS MATERIALS EVACUATION

I. PURPOSE

Provide for the orderly and coordinated evacuation of people in Lee's Summit whose health and/or lives are endangered as a result of accidental exposure to hazardous materials (HAZMAT). Such exposure could result from either a mishap involving the transport of HAZMAT or the accidental release of such materials from a fixed facility.

II. SITUATION AND ASSUMPTIONS

A. Situation

Lee's Summit is exposed daily to hazardous materials being transported across its highways, rail, pipelines that transverse the city, and also from the storage of these materials in containment areas.

B. Assumptions

1. In 1996, of the statewide hazardous materials incidents, 69% were from fixed facilities and 31% were transportation related. Of the transportation related incidents, 84% were ground transportation, 10% were rail, 3% were pipeline, 2% were water, and 1% was other. Of all the incidents in 1996, only 7% required evacuation.
2. Hazardous materials incidents may occur without any other emergencies being involved, such as an accidental release resulting from the structural failure of a container or a leaking valve.
3. Such incidents could pose a significant threat to the health and safety of response personnel, as well as others in the immediate area.
4. The Local Emergency Planning Committee (LEPC) recognizes the responsibility regarding public health and safety, as well as the implementation and exercise of the Hazardous Materials Emergency Response Plan developed by the Mid-America Local Emergency Planning Committee.

III. EVACUATION RESPONSE PROCEDURE

- ##### A. If no evacuation is required:

1. Secure the area. Since law enforcement personnel are able to respond quickly, they will cordon off the affected area.
 2. Dispatch Fire Department HAZMAT team for the hazardous materials incident. See annex H for details.
 3. Alert other departments/agencies. Other local governmental units such as water and street departments should be informed of the situation. Also, notify Missouri's Department of Natural Resources (DNR), the State Emergency Management Agency as required, and CHEMTREC if necessary.
- B. If evacuation is required and an order is made to evacuate:
1. Designate the area to be evacuated. This information should be as clear and concise as possible in order to aid those who are assisting in the evacuation as well as for those being evacuated.
 2. Establish perimeter security. The purpose is to limit, or prohibit, entry into the affected area.
 3. Activate an emergency shelter plan if necessary. Many evacuees will stay with friends or neighbors for short periods of time; if duration is longer, the affected citizens should be relocated and it would become necessary to prepare evacuation facilities/centers for long-term occupancy.
 4. Notify affected persons. All persons within the affected area must be contacted. For small incidents, this is best accomplished on a door-to-door basis with loud speakers or telephones, depending on the situation. Records should be kept of location of visits, times and dates, and results of attempted visits. (See Appendix 6 to this annex.)
 5. Return of affected persons. Once the area is declared safe, a public information program should inform the evacuees when to return, what to expect upon return (i.e., how to turn utilities back on), and how to request additional information. Also, the local government should provide notice to returning citizens of changes in the environment and other related hazards.

Appendix 5 to Annex J

FLOOD EVACUATION

I. PURPOSE

To provide for the orderly and coordinated evacuation of people from those areas of Lee's Summit which are vulnerable to slow developing flooding and flash flooding.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Lee's Summit is vulnerable to a wide range of atmospheric conditions that produce weather that is variable and subject to rapid change.
2. Flooding has historically posed some problems for parts of Lee's Summit.
3. Lee's Summit is vulnerable to low land flooding resulting from periods of high-density rains.

B. Assumptions

Local authorities will take immediate steps to warn and evacuate citizens, alleviate suffering, protect life and property, and commit available resources before requesting assistance from the next higher level of government.

III. NATIONAL FLOOD INSURANCE PROGRAM

The National Flood Insurance Program is in effect in Lee's Summit. The National Flood Insurance Program (NFIP) Community number is (800) 638-6620.

IV. INITIAL EVACUATION RESPONSE

A. Receive warning

The National Weather Service, through a monitoring and warning system, is able to give advanced notice of gradual flooding hours and even days before it results in serious loss of life and property.

1. The National Weather Service also may issue a Flash Flood Watch which means heavy rains may result in flash flooding in a specified area. Residents should be alert and prepared for the possibility of a flood emergency that may require immediate action.
2. The National Weather Service also may issue a Flash Flood Warning, which means flash flooding is occurring or is imminent in a specified area. Residents should move to safe ground immediately.

B. Notify public

It is the joint responsibility of the National Weather Service and the City to issue a warning via radio, television, etc. Early warning, if possible, will enable those in flood hazard areas to move or safeguard their property, thus simplifying evacuation should it become eminent.

V. EVACUATION

- A. Designate the flood hazard area to be evacuated.
- B. Establish perimeter security. The purpose is to limit access to looters and sightseers, but to allow egress by victims.
- C. Establish shelter areas/relief services for victims. It must be decided when to open such facilities and where they should be located. Location of shelter areas and assistance in the form of food and clothing may be supplied by the Ministerial Alliance, local Red Cross, Salvation Army, etc.
- D. Notify affected persons. All persons within the affected area must be contacted. For smaller evacuations, this is best accomplished on a door-to-door basis with loud speakers or telephones, depending on the situation. Records should be kept of location of visits, times and dates, and results of attempted visits. (See Appendix 6 to this annex.)
- E. Return of flood victims. Once the flood waters recede, a public information program should so inform the evacuees when to return, what to expect upon return (i.e., how to turn the utilities back on, how to purify water, etc.) and of services being offered by local government, such as pumping basements and debris removal. Also, the local government should provide notice to returning citizens of changes in the environment and other related hazards.

Appendix 6 to Annex J

RECORD OF EVACUATION

Date _____ Notification Personnel _____

Area _____ Time Started/Ended _____ / _____

Time	Address	Name of Person Notified	Comments

Appendix 7 to Annex J

POTENTIAL EVACUATION ROUTES

Potential evacuation routes are on file with the police department.

Such routes will include using the state and federal highways surrounding Lee's Summit.

ANNEX K

IN-PLACE SHELTER

I. PURPOSE

The purpose of this annex is to enhance the ability of the City of Lee's Summit to protect its residents in or near their homes when an incident has occurred with little or no warning and/or when it would not be safe for residents to leave their current locations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. In-place shelter will be used in situations requiring protection for residents from the effects of a tornado, when evacuation is not an appropriate action, or when opening a community shelter is too untimely of a response. In-Place Shelter may also be activated because of a hazardous materials incident, nuclear attack, other nuclear release, bio- or chemical attack/release, or earthquake.
2. In some disaster situations, such as earthquakes and tornadoes, local government has a very limited role in providing protection to its residents. In cases such as these, proper warning and immediate sheltering instructions are essential.
3. Potential shelters have been identified in Annex L for public use in a post-emergency/disaster situation.

B. Assumptions

1. Most homes have an adequate amount of food available.
2. Those persons with specific personal requirements (i.e. medications, food, diapers, etc.) will possess these items in their place of residence.
3. Those persons with special needs (i.e. nursing home residents, persons requiring resident care, etc.) will continue to receive services for their needs, if possible.

III. CONCEPT OF OPERATIONS

NOTE: The time frames for performing these activities are listed in parentheses.

- A. In-place shelter information will be made available to all residents of Lee's Summit prior to an emergency or disaster. (See Appendix 2 to this annex.) (MITIGATION)

- B. When possible, the In-Place Shelter Coordinator will operate from the EOC. The decision to evacuate or shelter in-place will be made by the Emergency Management Coordinator or a designee (Example: In a hazardous materials incident, the Incident Commander may order in-place sheltering). If residents are advised to evacuate from their homes, etc., they will need to seek shelter. Annex L discusses reception and care operations, while Annex J details evacuation operations. (PREPAREDNESS and EMERGENCY RESPONSE)
- C. If applicable to the situation, the public will be warned to seek appropriate protective shelter and to follow the information from the brochures, as well as to stay tuned to their NOAA Weather Radio, radio, television, or other media for further instructions. (PREPAREDNESS and EMERGENCY RESPONSE)
- D. Presenting accurate information to residents in protective shelter is one of the most important tasks local government will perform in this function. Therefore, residents will be encouraged to have a radio, NOAA Weather radio, or television available to receive this information while in protective shelter. (PREPAREDNESS and EMERGENCY RESPONSE)

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The in-place shelter functional diagram is located in Appendix 1 to this annex.
- B. The Emergency Management Coordinator or a designated successor will make the decision to shelter in-place. However, in hazardous materials situations, the Incident Commander may make the decision.
- C. The Emergency Management Coordinator will be the In-Place Shelter Coordinator for Lee's Summit. The Coordinator will operate from the EOC and will coordinate with other EOC Direction and Control Staff.
- D. The In-Place Shelter Coordinator and the PIO are responsible for ensuring the public receives timely and accurate in-place shelter information.

V. DIRECTION AND CONTROL

All in-place shelter operations will be controlled from the EOC, when possible.

VI. CONTINUITY OF GOVERNMENT

The line of succession for the In-Place Shelter Coordinator is the same as those listed in Section VI of the Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

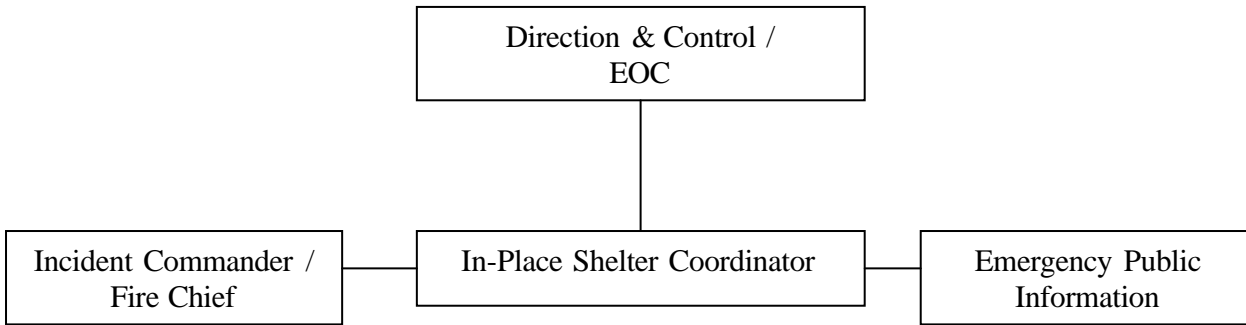
This annex will be reviewed annually by City Staff and Department Directors.

APPENDICES

1. In-Place Shelter Functional Diagram
2. All-Hazard In-Place Shelter Guidance (excludes nuclear attack)

Appendix 1 to Annex K

IN-PLACE SHELTER FUNCTIONAL DIAGRAM



Appendix 2 to Annex K

ALL-HAZARD IN-PLACE SHELTER GUIDANCE

The following information should be formulated into public information brochures and made available to all residents prior to an emergency situation requiring in-place shelter.

Warning for these hazards should be accomplished in accordance with Annex B.

Information will be provided to the local media for broadcast during an emergency and a public awareness program should be developed to encourage residents to keep emergency supplies on hand and develop a family disaster plan.

TORNADO

If a tornado WARNING is issued, the best protection during a tornado is to quickly go to the lowest level in the building. The following protective actions should be relayed to the public:

DURING A TORNADO, THE SAFEST PLACE TO BE IS IN THE BASEMENT UNDER SOMETHING STURDY.

IF THERE IS NO BASEMENT, SEEK SHELTER IN A SMALL INTERIOR ROOM IN THE MIDDLE OF THE BUILDING, SUCH AS A CLOSET OR BATHROOM.

STAY AWAY FROM OUTSIDE DOORS AND WINDOWS.

REMAIN IN SHELTER UNTIL A REASONABLE AMOUNT OF TIME HAS PASSED FOR THE PARENT STORM TO HAVE LEFT THE AREA, OR UNTIL MAJOR MEDIA SOURCES SUCH AS TELEVISION OR RADIO INDICATE THE THREAT IS GONE. ANY SUBSEQUENT SOUNDING OF SIRENS MEANS THERE IS STILL A THREAT.

NEVER LEAVE A PLACE OF SAFETY TO MOVE BY CAR OR FOOT TO ANY OTHER LOCATION THAT IS NOT IMMEDIATELY ADJACENT.

EARTHQUAKE

Since earthquakes happen with no warning, residents should be prepared to take in-place shelter in their homes for the first 72 hours following a seismic event. These in-place protective actions should be relayed to the public:

WHEN THE SHAKING STARTS, STAY WHERE YOU ARE -- IF INDOORS, STAY INDOORS; IF OUTSIDE, STAY OUTSIDE.

IF YOU ARE INDOORS, GET UNDER A DESK, BED, OR OTHER HEAVY PIECE OF FURNITURE. STAY AWAY FROM GLASS AND WINDOWS.

IF YOU ARE OUTSIDE, GET AWAY FROM BUILDINGS AND UTILITY WIRES UNTIL THE SHAKING STOPS.

HAZARDOUS MATERIALS INCIDENT

All residents are to stay indoors. The most effective protective action is to reduce airflow into the building. The following instructions should be relayed to the public:

TO REDUCE THE POSSIBILITY OF TOXIC VAPORS ENTERING YOUR HOME OR PLACE OF BUSINESS:

TURN OFF ALL VENTILATION SYSTEMS, INCLUDING FURNACES, AIR CONDITIONERS, FANS, AND VENTS.

SEAL ALL ENTRY ROUTES AS EFFICIENTLY AS POSSIBLE. CLOSE AND LOCK WINDOWS AND DOORS. SEAL GAPS UNDER DOORS AND WINDOWS WITH WET TOWELS AND THICK TAPE.

SEAL GAPS AROUND AIR CONDITIONING UNITS, BATHROOM AND KITCHEN EXHAUST FANS, STOVE AND GRILL VENTS, AND DRYER VENTS WITH TAPE AND PLASTIC SHEETING.

CLOSE ALL FIRE PLACE DAMPERS.

CLOSE AS MANY INTERNAL DOORS AS POSSIBLE.

IF AUTHORITIES WARN OF EXPLOSION, CLOSE ALL DRAPERIES, CURTAINS, AND SHADES; STAY AWAY FROM WINDOWS.

BUILDING SUPERINTENDENTS SHOULD SET ALL VENTILATION SYSTEMS TO 100% RECIRCULATION SO THAT NO OUTSIDE AIR IS DRAWN INTO THE STRUCTURE.

IF YOU SUSPECT THAT GAS OR OTHER VAPORS HAVE ENTERED YOUR BUILDING, TAKE SHALLOW BREATHS THROUGH A PIECE OF CLOTH OR TOWEL.

REMAIN IN PROTECTED, INTERIOR AREAS OF THE BUILDING WHERE TOXIC VAPORS ARE REDUCED UNTIL YOU ARE INSTRUCTED TO DO OTHERWISE.

HAZARDS OF BIO- OR CHEMICAL OR RADIOACTIVE TERRORISM

In many cases, a biological or chemical terrorism incident will occur with little or no warning. It is crucial that the public receive the following information as quickly as possible. This information should be available to the public prior to such an incident.

TO REDUCE THE POSSIBILITY OF POISONS ENTERING YOUR HOME OR PLACE OF BUSINESS:

TURN OFF ALL VENTILATION SYSTEMS, INCLUDING FURNACES, AIR CONDITIONERS, FANS, AND VENTS OR RESTRICT THE CIRCULATION OF OUTSIDE AIR INTO THOSE UNITS.

SEAL ALL ENTRY ROUTES AS EFFICIENTLY AS POSSIBLE. CLOSE AND LOCK WINDOWS AND DOORS. SEAL GAPS UNDER DOORS AND WINDOWS WITH WET TOWELS AND THICK TAPE.

SEAL GAPS AROUND AIR CONDITIONING UNITS, BATHROOM AND KITCHEN EXHAUST FANS, STOVE AND GRILL VENTS, AND DRYER VENTS WITH TAPE AND PLASTIC SHEETING.

CLOSE ALL FIRE PLACE DAMPERS.

CLOSE AS MANY INTERNAL DOORS AS POSSIBLE.

STAY TUNED TO EMERGENCY BROADCAST FOR FURTHER INSTRUCTIONS.

DO NOT USE PHONES EXCEPT TO CALL FOR IMMEDIATE EMERGENCY HELP.

OTHER

Additional hazards that may require in-place shelter include flooding and winter storms/loss of energy services. For more information on these hazards, as well as in-place sheltering, see:

- Ø Are You Ready?--A Guide to Citizen Preparedness. (H-34 September 2002), published by the Federal Emergency Management Agency. <http://www.fema.gov/areyouready/>
- Ø SEMA publications that may be found on the SEMA website at <http://www.sema.state.mo.us/>. The documents are under Public Service Announcements.
- Ø Kansas City American Red Cross Community Disaster Education Program Presentations. See <http://www.kcredcross.org>
- Ø American Red Cross Community Disaster Education Materials. See <http://www.redcross.org/pubs/>
- Ø Your Family Disaster Plan (L-191, Updated April 1997). <http://www.fema.gov/rrr/displan.shtm>

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ANNEX L

RECEPTION AND CARE

I. PURPOSE

This annex is designed to establish organization and procedures for the City of Lee's Summit that will provide mass shelter and feeding for evacuees either from within their own jurisdiction or from another area.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The City of Lee's Summit is subject to a number of disasters that could result in evacuation of residents from an affected area. The number of persons affected could range from very few, such as in an isolated incident, to large numbers, if a disaster strikes a densely populated area.
2. Potential disasters that could cause an evacuation, and thus require sheltering, are tornadoes, microbursts, flooding, hazardous materials incidents, major power failures, and winter storms.
3. Facilities are available in Lee's Summit and Jackson County to temporarily shelter and feed those persons evacuated or displaced by an emergency or disaster. (See Appendix 3 to this annex.)
4. Pets will not be allowed in shelters. Missouri statutory law guarantees a blind person the legal right to be accompanied by a specially trained guide dog in all public accommodations and on all public transportation. In other cases, however, animals will not be allowed in the shelters.
5. The Lee's Summit animal shelter may be used to care for displaced pets and animals. Additional shelters for the care of animals may be established using volunteers such as CERT.

B. Assumptions

1. Affected persons will respond as directed by local government officials.
2. Many of the evacuees will stay with friends or relatives and will not require assistance.

3. Most persons or groups who control or own potential shelters will cooperate and make their facilities available.
4. Lee's Summit may have to conduct such operations without outside assistance for the first few hours following a disaster.
6. Other outside assistance will respond, if possible.
7. Persons will arrive at community shelters with their pets or other inappropriate items.
8. Those persons with specific personal requirements (i.e. medications, food, diapers, etc.) will arrive at the shelters with these items.

III. CONCEPT OF OPERATIONS

NOTE: The time frames for performing these actions are listed in parentheses.

- A. Reception and care operations include registration, sheltering, and feeding of evacuees. (PREPAREDNESS and EMERGENCY RESPONSE)
- B. Reception and Care operations will be directed and coordinated from the Lee's Summit EOC or a facility designated at the time reception and care becomes necessary. (EMERGENCY RESPONSE)
- C. If a disaster has occurred, the safety of the reception and care facilities must be checked. (EMERGENCY RESPONSE)
- D. Facilities for essential workers will be identified within commuting distance of the hazardous area. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- E. The American Red Cross (ARC) will staff and run shelters. However, the ARC may not always be available following calamities affecting a significant portion of western Missouri. In the future, CERT volunteers will be trained to assist with shelter operations. (EMERGENCY RESPONSE)
- F. The ARC provides training for its shelter staff. (MITIGATION)
- G. Shelters to be used will be selected and prepared for occupancy as necessary. The public will be advised of shelter locations by all available media. (PREPAREDNESS, EMERGENCY RESPONSE)

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The diagram for this function is located in Appendix 1 to this annex.
- B. The Reception and Care Coordinator for Lee's Summit is the Parks and Recreation Director or designee. This coordinator is responsible for coordinating registration, mass feeding, and sheltering activities.
- C. The Fire Department is responsible for providing communications between Reception and Care facilities and the EOC.
- D. The Codes Administration is responsible for inspecting the shelters to ensure structural soundness following a disaster.
- E. The Lee's Summit animal shelter is responsible for the care of displaced pets or animals.
- F. The American Red Cross (ARC) is responsible for staffing, operating, and stocking the shelters with food and supplies in the event of a disaster requiring Reception and Care. The ARC provides training for shelter staff.
- G. The Law Enforcement Coordinator is responsible for security in the shelters, if necessary.
- H. The Evacuation Coordinator and PIO will coordinate activities with the Reception and Care Coordinator. Coordination with the Evacuation Coordinator will ensure that a sufficient number of shelters in optimal locations will be opened, and coordination with the PIO will ensure the public will receive notification of shelter locations.
- I. Shelter attendants and volunteers will assist in compiling shelter data that is collected at each shelter. Eventually, CERT volunteers will assist with shelter data compilation.
- J. Animal Control shall coordinate with local private facilities for the care of displaced animals.

V. DIRECTION AND CONTROL

- A. Reception and care operations will be coordinated from the primary EOC or the alternate EOC, should it become necessary.
- B. The shelter managers will manage their own shelters, but will coordinate all actions with the EOC.

VI. ADMINISTRATION AND LOGISTICS

A. The following forms should be developed by the Reception and Care Coordinator.

1. Registration forms (sample is located in Appendix 2 to this annex)
2. Inventory log forms
3. Shelter inspection forms

These forms will be compiled at the EOC.

B. Records should be kept on the following:

1. Shelters used
2. Meals served
3. Supplies ordered and used

VII. CONTINUITY OF GOVERNMENT

The line of succession for the Reception and Care Coordinator is from the Parks and Recreation Director to a designee.

VIII. ANNEX MAINTENANCE

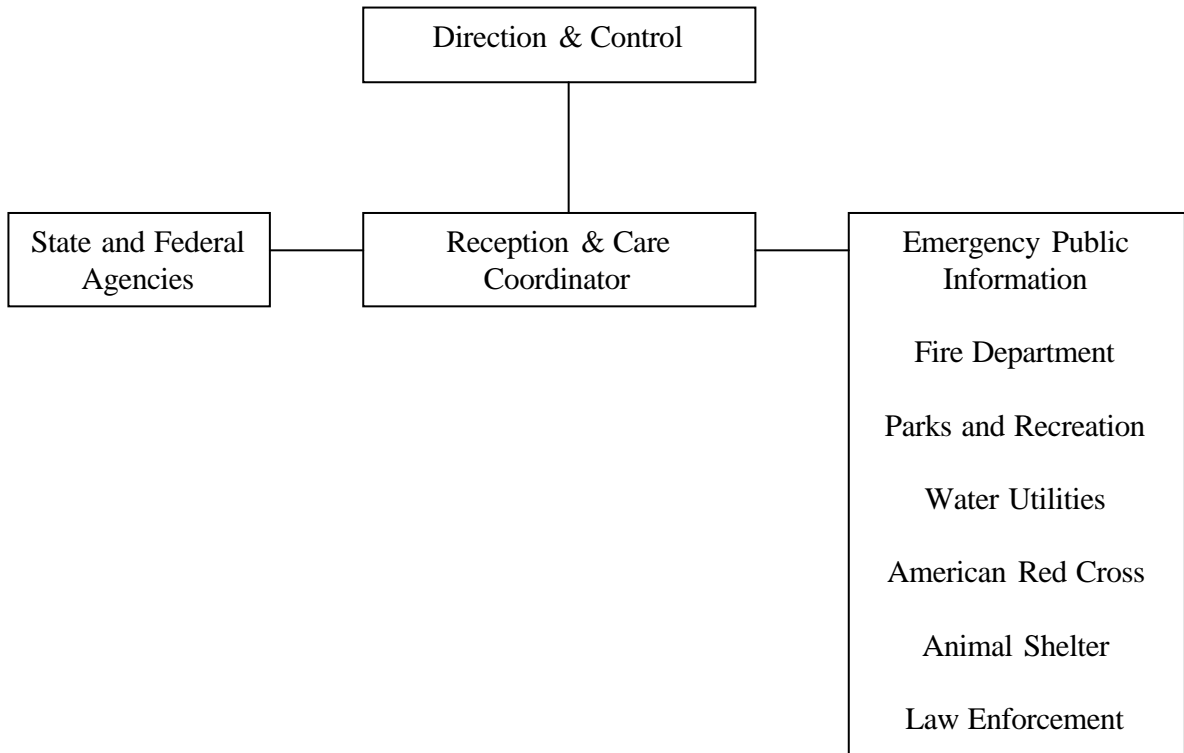
This annex will be reviewed annually by city staff and department directors.

APPENDICES

1. Reception and Care Functional Diagram
2. Reception and Care Resources
3. Sample Shelter Registration Form

Appendix 1 to Annex L

RECEPTION AND CARE FUNCTIONAL DIAGRAM



Appendix 2 to Annex L

RECEPTION AND CARE RESOURCES

K. C. Chapter American Red Cross, 211 W. Armour Blvd., KCMO

..... Disaster Duty Officer (After Hours) 24 hr.	931-8400
.....	.Pager 346-0950
.....	Director 931-8400 ext. 222
.....	Digital Pager 395-0413
.....	.Fax 531-7306

Salvation Army, 3637 Broadway, KCMO

.....	Director of Emergency Disaster Services	471-4337
.....	24-emergency page line	816-840-2404
.....	Fax	471-5491

Jackson County Division of Family Services, 615 East 13 Street, KCMO

.....	Executive Director	889-2402
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Metropolitan Lutheran Ministry, KCMO	931-0027
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Shelters

The schools in the R-7 school district may be used as shelters. In addition, the ARC will also use church facilities as shelters if necessary. There are no written agreements between the city and potential shelters.

R-7 School District Schools

Cedar Creek Elementary 2600 SW 3rd Street Lee's Summit MO 64081 816-986-1260	Greenwood Elementary 805 W Main Greenwood, MO 64034 816-986-1320
Hawthorn Hill Elementary 2801 SW Pryor Lee's Summit MO 64082 816-986-3380	Hazel Grove Elementary 2001 NW Blue Parkway Lee's Summit MO 64064-2501 816-986-3310
Highland Park Elementary 400 SE Millstone	Lee's Summit Elementary 110 S Green

Lee's Summit MO 64063 816-986-2250	Lee's Summit MO 64063 816-986-3340
Mason Elementary 27600 E Colbern Rd Lee's Summit MO 64086 816-986-2330	Meadow Lane Elementary 1421 NE Independence Lee's Summit MO 64086 816-986-3250
Pleasant Lea Elementary 700 SE Persel Lee's Summit MO 64081 816-986-1230	Prairie View Elementary 501 SE Todd George Rd Lee's Summit MO 64063 816-986-2280
Richardson Elementary 800 NE Blackwell Lee's Summit MO 64086 816-986-2220	Trailridge Elementary 3651 SW Windemere Dr Lee's Summit MO 64082 816-986-1290
Underwood Elementary 1125 NE Colbern Rd Lee's Summit MO 64086 816-986-3280	Westview Elementary 200 N Ward Rd Lee's Summit MO 64063 816-986-1350
Woodland Elementary 12709 S Smart Rd Lee's Summit MO 64086 816-986-2360	Bernard C. Campbell Middle 1201 NE Colbern Rd Lee's Summit, MO 64086 (816) 986-3175
Pleasant Lea Middle 630 SW Persel Lee's Summit, MO 64081 (816) 986-1175	Summit Lakes Middle 3500 SW Windemere Dr Lee's Summit, MO 64082 (816) 986-1375
Lee's Summit Alternative School 610 SE 291 Hwy Lee's Summit, MO 64082 (816) 986-2190	Lee's Summit High 400 SE Blue Parkway Lee's Summit, MO 64063 Building A: (816) 986-2000

	Building B: (816) 986-2100
Lee's Summit North High 901 NE Douglas Lee's Summit, MO 64086 (816) 986-3000	Lee's Summit West High (Open Fall 2004) 2600 SE Ward Road Lee's Summit, MO 64082 (816)
Summit Technology Academy 777 NW Blue Parkway Lee's Summit, MO 64086 (816) 524-3366	

Blue Springs Schools

Voy Spears Elementary School 201 NE Anderson Lane Lees Summit, MO 64064-1287 (816) 478-9899	Delta Woods Middle School 4401 NE Lakewood Way Independence, MO 64050 (816) 795-5830
Chapel Lakes Elementary School 3701 NE Independence Ave Lees Summit, MO 64064-1943 (816) 525-9100	

Red Cross Church Shelter Agreements

Alders Gate UMC 350 E. HWY 150 Lee's Summit, MO 64086 816-537-7233	Lee's Summit UMC 114 SE Douglas Lee's Summit, MO 64063 816-524-4966
Woods Chapel Church 4725 NE Lakewood Way Lee's Summit, MO 64064 816-795-8848	

Appendix 3 to Annex L

SHELTER REGISTRATION FORM

FAMILY NAME _____ HOME ADDRESS _____							
FIRST NAMES	AGE	SEX	OCCUPATION	OTHER SKILLS	DISABILITIES		
1. Head of family							
2. Others							
3.							
4.							
5.							
6							
7.							
8							
9.							
10.							
<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 10px; width: 50%; vertical-align: top;"> Check In Date: Time: </td> <td style="border: 1px solid black; padding: 10px; width: 50%; vertical-align: top;"> Check Out Date: Time: </td> </tr> </table> <p style="margin-top: 20px;">ASSIGNED SHELTER _____</p>						Check In Date: Time:	Check Out Date: Time:
Check In Date: Time:	Check Out Date: Time:						

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ANNEX M

HEALTH AND MEDICAL

I. PURPOSE

This annex was developed to ensure that the City of Lee's Summit has the ability to provide needed medical services following a disaster of any type. A prompt and coordinated response will greatly reduce the number of casualties and injuries.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Lee's Summit is served by 3 hospitals – Lee's Summit, St. Luke's, and Truman of Lakewood.
2. Public health for Lee's Summit is the responsibility of the Jackson County Health Department located in Independence.
3. The Jackson County EOP Health and Medical annex identifies the responsibilities of the Jackson County Health department during a disaster.
4. In addition, the Jackson County Public Health Emergency Response Guide supplements this annex and is kept on file at the Jackson County Health Department.
5. Ambulance service, including patient transport and triage, is provided by the Lee's Summit Fire Department.
6. Should the local Fire Department EMS become overtaxed or incapacitated, resources are available from the state and adjacent jurisdictions to help alleviate the situation.
7. Lee's Summit follows the procedures and protocols of the "EMSystem Protocol and Policies Manual" and the metropolitan area "Ambulance Diversion Guidelines". These documents are kept on file by the Fire Department.

B. Assumptions

1. A major disaster striking the Lee's Summit area will create medical problems beyond the normal day-to-day capabilities of the medical system.
2. Outside assistance is available and will respond when needed most of the time.

III. CONCEPT OF OPERATIONS

- A. First responder medical care will be supplied by the Lee's Summit Fire Department EMS.
- B. The Jackson County Health Department will respond according to the Jackson County EOP.
- C. Should any Hospital or Medical Center become overburdened or incapacitated, hospitals in the surrounding areas will be utilized. EMSystem, a web-based communications and resource management software solution, will facilitate the correct utilization of hospitals. The HEAR Radio system will supplement EMSystem in the event of a mass casualty/injury incident.
- D. Requests for outside medical assistance need not go through the EOC, unless it is to the state or federal government. However, all requests should be reported to the EOC immediately after they are made.
- E. Immediately following the initial emergency medical care, public health and mortuary services will have resource priority.
- F. For terrorist incidents (including suspected terrorist incidents) see the FBI and Missouri Department of Health's Memorandum of Understanding, dated October 28, 1999, which describes how chemical or biological agent samples will be transported to the laboratory for analysis. Also see annex N, Terrorism.
- G. If terrorism or bioterrorism is suspected, contact the Missouri Department of Health and Senior Services Center for Emergency Response and Terrorism (CERT) team. The contact information is in appendix 2. Additionally, MMRS resources can be requested to augment the local response.
- H. Mental health services will be provided to disaster responders through a Critical Incident Stress Debriefing (CISD) team and by the Employee Assistance Program (EAP) for city employees.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

The organizational chart for the health and medical services is in Appendix 1 to this annex.

B. Assignment of Responsibilities

1. The Fire Department will be the Health and Medical Coordinator for Lee's Summit.
2. Patient care is the responsibility of the hospitals in Jackson County.
3. Emergency Mortuary Procedures are the responsibility of the Jackson County Medical Examiner.
4. Responding agencies are responsible for procuring their own supplies with assistance by Resource and Supply (Annex G) if necessary.
5. Public health for Eastern Jackson County is the responsibility of the Jackson County Health Department (JACOHD) located in Independence, Missouri. They offer services in areas such as communicable disease surveillance and control, disease outbreak investigations and public health promotion programs.

The Jackson County Environmental Health Section provides environmental health support in the areas of food, air, and water contamination identification and control.

6. The Lee's Summit Fire Department is responsible for initial triage, emergency medical treatment, and patient transport.

V. DIRECTION AND CONTROL

- A. The Health and Medical Coordinator may report to the EOC, or may designate someone else to assume the role of Health and Medical Coordinator in the EOC.
- B. The EOC will not interfere with the internal operations of area hospitals, but will provide support as required (i.e., assist with ambulance dispatching, evacuation operations, etc.).
- C. Should the EOC be moved, operational coordination of medical services will be moved with it.

VI. CONTINUITY OF GOVERNMENT

Line of succession – In accordance with Fire Department SOGs.

VII. ADMINISTRATION AND LOGISTICS

- A. Administration

1. Statistics of various types are very important during emergency periods. Some statistics that should be kept and reported to the EOC are:
 - a. Deaths
 - b. Injuries
 - c. Prophylaxis / treatments
 - d. Blood supply
 - e. Incidences of disease
 - f. Medical equipment and supplies received
 - g. Potential numbers exposed to biological, chemical, or radiological/nuclear agent.
 2. Records of hours worked and materials used must be reported to the EOC for use in determining the total cost of the incident.
- B. Logistics
1. Supply requisitions will be made through normal purchasing channels as much as possible, but will be made through the EOC when necessary.

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

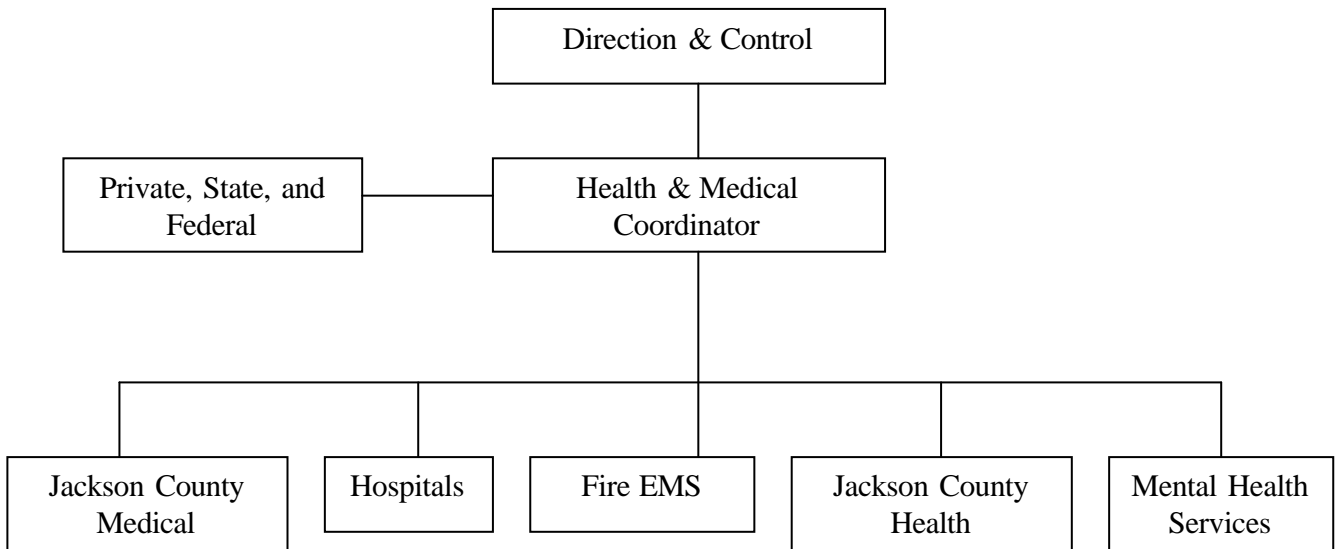
This annex will be reviewed annually by city staff and department directors.

APPENDICES

1. Health and Medical Functional Diagram
2. Health and Medical Resources
3. Jackson County Mass Fatality Plan

Appendix 1 to Annex M

HEALTH AND MEDICAL FUNCTIONAL DIAGRAM



Appendix 2 to Annex M

HEALTH AND MEDICAL RESOURCES

Hospitals

Lee's Summit Hospital

Emergency Phone	(816) 969-6310
Hospital number	(816) 969-6000

Truman Medical Center – Lakewood

Emergency Phone	(816) 373-4415 ext. 1071
Hospital number	(816) 404-7000

St. Luke's

Emergency Phone	(816)
Hospital number	(816)

For additional hospitals, see appendix A of the current issue of the MARCER Regional Mass Casualty Incident Plan.

Ambulance Services

Name	Phone	Total Ambulances
MAST	(816) 923-3456 (816) 924-0600 x5	48
CJC Fire Protection District	(816) 228-0151	4
Ft. Osage Fire Protection District	(816) 969-7407	3
American Medical Response	(816) 461-3699	16
Grandview Fire	(816) 316-4800	2
Raytown EMS	(816) 737-6040	2
Sni Valley Fire Protection District	(816) 969-7407	2
Lee's Summit Fire	(816) 969-7407	6
John Knox Village EMS	(816) 524-8400 or (816) 246-4343 x2262	2
Lotawana FPD	(816) 578-4211	1
South Metro FPD	(816) 331-0530	3
Belton FPD	(816) 331-1500	2
Pleasant Hill EMS	(816) 540-9109	2

For additional ambulance services, see appendix A of the current issue of the MARCER Regional Mass Casualty Incident Plan.

Health Department

Jackson County (816) 404-6415

Medical Examiner

Jackson County Medical Examiner (816) 881-6600

Veterinarians

No plans exist to use veterinary assistance during an emergency.

Other Contact Numbers

MDHSS Center for Emergency Response Terrorism (CERT)
CERT should be contacted if terrorism is suspected.

1-800-392-0272, 24 hours a day - 7 days a week

Mid-America Regional Council (MARC) Medical Reserve Corp
(816) 474-4240

Funeral Homes

Langsford Funeral Home
115 SW 3rd St
Lees Summit, MO 64063-2326
Phone: (816) 524-3700

See the Jackson County LEOP annex M for a list of funeral homes in the surrounding areas.

Appendix 3 to Annex M

JACKSON COUNTY MASS FATALITIES PLAN

All fatalities must be reported to the Jackson County Medical Examiner.

Jackson County Medical Examiner	(816) 881-6600
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The Jackson County Medical Examiner's Office will make all other contacts as necessary for a mass fatalities incident, including contacting the Missouri Funeral Directors association and DMORT.

See the Office of the Jackson County Medical Examiner's Mass Fatalities Plan of Operation under separate cover for guidelines on how a mass fatality incident is handled in Jackson County.

Members of the Jackson County Health Department are responsible for becoming familiar with this plan.

In addition, see the Mid-America Regional Council's Regional Mass Casualty Plan for Metropolitan Kansas City for coordination on a regional level.

ANNEX N
TERRORISM

I. PURPOSE

The purpose of this annex is to establish a unified approach for Lee's Summit emergency response agencies to respond to and recover from a threat or act of terrorism. This annex also establishes a terrorism response system that prescribes responsibilities and actions required to respond to and recover from a terrorist event.

II. SITUATION AND ASSUMPTIONS

A. Situation:

1. Lee's Summit has potential targets for terrorist activities. These include, but are not limited to:
 - a. Federal, state, county and municipal government facilities and structures.
 - b. Military installations.
 - c. HAZMAT Facilities.
 - d. Medical facilities.
 - e. Religious facilities.
 - f. Businesses and manufacturing centers.
 - g. Airports, railroads, highways and navigable rivers.
 - h. Pipelines; power plants; public utilities; landmarks; and large public gatherings.
 - i. Agriculture.
2. Terrorism takes many forms: bombings, arson, infrastructure attacks (on water, electric, gas, or telecommunications systems), mass shootings, cyberspace failure or disruption, transportation attacks (hijacking, bombing, sabotage), and common law torts.

- a. **WMD: Weapons of Mass Destruction.** Any weapon designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; any weapon involving a disease organism; or any weapon designed to release radiation or radioactivity at a level dangerous to human life (18 USC 2332a). The USC (18 USC 921) also includes a destructive device, with certain exceptions, to mean “any explosive, incendiary, or poison gas, bomb, grenade, or rocket ..., missile ..., mine ..., or a device similar to the above... that ... will expel a projectile by explosive or other propellant”.
- b. **Chemical Agent.** A chemical substance intended to kill, seriously injure, or incapacitate people through physiological effects. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (including munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination. A chemical agent attack might release a chemical warfare agent (such as a nerve or blister agent) or an industrial chemical that may have serious consequences. Whether an infectious agent or a hazardous chemical causes an outbreak may not be obvious early in an investigation; however, most chemical attacks are localized, and their effects become evident within a few minutes. Different chemical agents can be persistent or nonpersistent. Persistent agents remain in the affected area for hours, days, or weeks. Nonpersistent agents have high evaporation rates, are lighter than air, and disperse rapidly; they therefore lose ability to cause casualties after a few minutes (although they may persist longer in small unventilated areas).
- c. **Biological Agents.** Living organisms or materials derived from them that cause disease; harm humans, animals, or plants; or deteriorate materials. Recognition of a biological hazard can occur by: identifying it as a credible threat; discovering bioterrorism evidence (devices, agents, clandestine labs); diagnosing a disease caused by an agent identified as a possible bioterrorism agent; or gathering and interpreting public health surveillance data. People exposed to a pathogen such as anthrax or smallpox may not know they have been exposed, and those infected or subsequently infected may not feel sick for some time. Infectious diseases typically progress with a delay between exposure and onset of illness -the incubation period. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, direct patient care providers and the public health community are likely to first detect a biological attack on civilians. Terrorists also could use biological agents to affect agricultural commodities (agroterrorism). These agents include wheat rust or viruses that could devastate the local or even national economy.

- d. Radiological/Nuclear. High-energy particles or gamma rays emitted by an atom undergoing radioactive decay. Emitted particles can be charged alpha or beta particles, or neutral neutrons, or gamma rays. The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. Also, involvement of radioactive materials in an explosion may or may not be obvious; depending on what explosive device was used. The presence of a radiation hazard is difficult to ascertain unless the responders have the proper detection equipment and the training to use it. Most of the many detection devices available are designed to detect specific types and levels of radiation - they are not appropriate for measuring or ruling out the presence of all possible radiological hazards. Terrorists may use the following delivery methods:
- An improvised nuclear device (IND) is any explosive device designed to cause a nuclear yield. Either uranium or plutonium isotopes can fuel these devices, depending on the trigger. While “weapons-grade” material increases the efficiency of a device, materials of less than weapons grade can still be used.
 - A radiological dispersal device (RDD) is any explosive device that spreads radioactive material when detonated. A RDD includes an improvised explosive device that could be used by placing it in close proximity to radioactive material. A RDD also includes devices identified as “dirty bombs”.
 - A simple RDD spreads radiological material nonexplosively (for example, medical isotopes or waste).
- e. Explosives. Conventional explosive devices or improvised bombs used to cause massive local destruction or to disperse chemical, biological, or radiological agents. Improvised explosive devices are categorized as explosive or incendiary - using high or low filler explosive materials to explode and/or cause fires. Bombs and firebombs are inexpensive and easily constructed. They are not technologically sophisticated. Of all weapons, these are the easiest to obtain and use. The components are readily available, as are detailed instructions for constructing these devices. They are the likeliest terrorist weapons.
- f. Cyber Terrorism. “Malicious conduct in cyberspace to commit or threaten to commit acts dangerous to human life, or against a nation’s critical infrastructures ... in order to intimidate or coerce a government or civilian population ... in furtherance of political or social objectives. ”

3. Homeland Security Response Teams: SEMA Homeland Security Response Teams Map shows the locations of existing or proposed Homeland Security Response Teams for the State of Missouri. Several of these teams include hazardous materials response teams with enhanced capabilities for response to WMD incidents, including incidents involving nuclear or radiological materials, and biological and chemical agents. The following provides a general overview of their locations, number of teams and capabilities:
 - a. There are currently twenty-eight (28) Homeland Security Response Teams located throughout the State of Missouri. (see appendix 1 to annex N)
 - b. Many of the existing teams are continuing to develop their heavy and light search and rescue capabilities, acquire latest technology detection equipment, expand decontamination capability and address logistical support requirements and issues.
 - c. For all terrorist response operations, Unified Command will be used for Direction and Control.
4. Request for Homeland Security Response Teams (HSRT):
 - a. In order to deal with a terrorist event, a network of resources must already be in place (personnel, equipment and supplies). The current situation will determine the type of resources needed and techniques to be employed. A rural county may have fewer trained personnel and equipment compared to an urban area.
 - b. Homeland Security Response Teams (HSRT) are an asset of the State of Missouri. These teams will be mobilized and deployed by SEMA to support local jurisdiction response and recovery operations. The teams work closely with other response teams such as the 7th Civil Support team, which can also be requested through SEMA.
 - c. Local jurisdictions must request support from SEMA. Call the SEMA Duty Officer at **(573) 751-2748 (Day/Night)** to report or request assistance.
 - d. If a terrorist attack should occur, Lee's Summit has a Homeland Security Response Team (HSRT). This HSRT will be responsible for responding to the terrorist incident, when available. This HSRT could be supported by other HSRT's and Forward Regional Response Teams (FRRT). It is the responsibility of Lee's Summit to contact SEMA and request support.

5. Metropolitan Medical Response System (MMRS): The MMRS is a federally supported program that supports an effective and coordinated response to a WMD event in the KC metro area. Activation of the MMRS operations plan assumes a WMD event that is regional in scope. The MMRS Operations Plan is kept on file at the Fire Department.

B. Assumptions:

1. Lee's Summit recognizes the responsibility for public health and safety, and the need of a plan to set forth guidelines to deal with terrorism, and the need to exercise the procedures, policies, and guidelines set forth in this Annex.
2. Proper implementation of this Annex can reduce the effects a terrorist attack and limit related exposure to the public.
3. No single agency at the local, State, or Federal level possesses the authority and/or the expertise to act unilaterally on the many difficult issues that may arise in response to a threat or act of terrorism, particularly if WMD is involved.
4. Should a terrorist incident be identified, Lee's Summit could be acting alone pending mobilization and deployment of other local, State and Federal assets.
5. An act of terrorism involving WMD in Lee's Summit could immediately overwhelm the local response capabilities.
6. Counter terrorism efforts including intelligence gathering and appropriate response training may reduce some incident potential, but incidents can occur with little or no warning.
7. If appropriate personal protective equipment (PPE) is not readily available, entry into the contaminated area (hot zone) may be delayed until the arrival of trained and equipped emergency response personnel. Responders must also be aware of secondary devices targeting first responders.
8. The policies set forth in this Annex, and any and all plans developed by or for Lee's Summit to mitigate, prepare for, respond to, or recover from any terrorist event, have been coordinated to eliminate dual tasking of resources and identify the proper command and control functions.

III. CONCEPT OF OPERATIONS

A. General:

1. Presidential Decision Directive 39 (PDD-39) was signed in May 1995, shortly after the Alfred P. Murrah Federal Building bombing. PDD-39 establishes policy to reduce the United States' vulnerability to terrorism, deter and respond to terrorism, and strengthen capabilities to detect, prevent, defeat, and manage the consequences of terrorism. This directive is particularly important for planning purposes - it specifies how to manage, respond to and recover from a terrorist incident.
2. Homeland Security Presidential Directive 5 (HSPD-5) was signed on February 28, 2003, calling for creation of a National Response Plan (NRP) to "integrate Federal Government domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazard plan" under authority of the Secretary of Homeland Security. Under the NRP, a National Incident Management System (NIMS) will be developed to provide a consistent nationwide framework for standardizing incident management practices and procedures. This ensures that Federal, State, and local governments can work effectively, efficiently, and cooperatively to prepare for, respond to, and recover from domestic incidents - regardless of cause, size, or complexity.
3. The Federal government has primary responsibility to prevent, preempt, and terminate threats or acts of terrorism, and to apprehend and prosecute the perpetrators. Federal, State and local authorities will coordinate terrorism response and recovery efforts using the Incident Management System (IMS). The initial response to a terrorist incident is primarily a local law enforcement effort with the FBI assigned as the Lead Federal Agency (LFA) responsible for coordinating the Federal response. The FBI will assign a Special Agent or member of the Joint Terrorism Task Force in the role of liaison to coordinate with the incident commander or unified command in an incident command post. The initial response to a terrorist incident identifies, acquires, and plans use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. Following the initial response to the terrorist incident, recovery efforts protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the terrorist incident. In a terrorist incident, FEMA is the lead Federal Agency responsible for the recovery phase.
4. Upon authorization by SEMA, the Homeland Security Response Team (HSRT) will be able to respond to any terrorist incident that will occur in their region and will be funded/supplied through State and Federal aid/grants. This includes the necessary equipment as well as the training to fulfill any need of the terrorist incident. See Appendix 1 for locations of HSRT.

5. Upon authorization by SEMA, the Forward Regional Response Team (FRRT) will also be able to respond to terrorist incidents but, their resources will be less than those of an HSRT. They will also be funded/supplied by State and Federal aid/grants. They will provide support to the HSRT in terrorism incidents when needed.

B. Primary Objectives in Response to a Terrorist Act:

1. Protect the lives and safety of the citizens and first responders.
2. Isolate, contain, and/or limit the spread of any cyber, nuclear, biological, chemical, incendiary, or explosive device.
3. Identify the type of agent or devices used.
4. Identify and establish control zones for suspected agent used.
5. Identify appropriate decontamination procedure and/or treatment.
6. Ensure that responders have appropriate equipment and personal protective equipment (PPE).
7. Notify emergency personnel, including medical facilities of the danger and anticipated casualties.
8. Notify appropriate state and Federal agencies.
9. Provide accurate and timely public information.
10. Preserve as much evidence as possible to aid investigations.
11. Protect critical infrastructure.

C. Operational Time Frames:

1. Mitigation:
 - a. Develop a method for processing information.
 - b. Analyze potential threats, targets, and potential hazards for the jurisdiction. Disseminate on a need to know basis when appropriate.
 - c. Identify facilities, agencies, personnel, and resources necessary to support a Terrorist Incident Response.
 - d. Integrate response on all terrorism training exercises.

- e. Review and become familiar with the SEOP.
2. Preparedness: Lee's Summit will take appropriate security measures. See Appendix 2 of this Annex for Federal and State Homeland Security Advisory System threat guidelines.
- a. Develop and review Plans and SOGs for response to a terrorist incident. Open and prepare the EOC for possible full activation.
 - b. Advise key personnel of the potential risk.
 - c. Make recommendation as to a possible course of action.
 - d. Maintain increased readiness status until the situation escalates or the decision to discontinue operations is given. Train personnel and maintain inventory of equipment and supplies.
 - e. Whenever possible, training exercises conducted by Lee's Summit should include terrorism (WMD) and the use of the HSRT. The purpose is to provide a training opportunity, and to exercise HSRT capabilities as required by the Office of Domestic Preparedness (ODP).
3. Response:
- a. Any individual who receives notification of a terrorist incident or who is responsible for making notifications must assure that every effort is made to contact primary and support personnel as identified in the Basic Plan and to immediately notify SEMA.
 - b. Once a terrorist incident is suspected, local law enforcement will report it and may request assistance from the state using existing operating guidelines and/or procedures.
 - c. Each Emergency Response agency shall report to the EOC upon arrival and may be required to provide a representative to the on-scene Unified Command.
 - d. Local government departments will provide assistance to the EOC as dictated by the current situation.
 - e. Designated Lee's Summit Public Information Officer (PIO) will coordinate all public information releases. (Annex C)
4. Recovery:

- a. Determine the extent of damages, prepare a damage assessment report and request assistance.
- b. Test, check, and exercise equipment to identify its serviceability.
- c. Restore essential public services to critical facilities.
- d. Inventory and replace supplies as necessary.
- e. Restore all public service to the general population.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization:

A response organization for a terrorism incident will be under the Direction and Control of the Chief elected official or a designated representative. The response will be conducted from the EOC. The primary response for terrorism normally lies with Lee's Summit law enforcement, fire, and Jackson County Health and Medical. All other departments are considered to be support. Lee's Summit should prepare a SOG and functional checklist for response to a terrorism incident as defined in the Basic Plan (P&S Chart). All participating agencies must comply with training requirements set forth by SEMA. In addition, an up-to-date list of emergency response personnel will be maintained and available. The following provides a breakdown by functional areas:

B. Assignment of Responsibilities:

- 1. EOC Function: (See Basic Plan and appropriate Annexes for additional information).
 - a. The Federal Government is responsible to determine the Nations threat level. See Appendix 2 to Annex N for HOMELAND SECURITY TERRORIST WARNING SYSTEM CHART. However, it is up to Lee's Summit to determine the appropriate threat level based upon the current situation.
 - b. If notification of a terrorist incident is received, the Emergency Management Coordinator will immediately contact the Chief elected official and primary and support agencies as identified in the P & S Charts.
 - c. If notification of an incident is received by other than the Emergency Management Office, the individual receiving the notification will contact the Emergency Management Office and/or the Chief elected official immediately.

- d. The Emergency Management Office is responsible to contact the SEMA Staff Duty Officer and inform SEMA of the current situation and threat. Other local departments will follow their respective SOGs for notifications.
 - e. Activate the EOC at either the primary or alternate location. The EOC serves as the clearinghouse for Lee's Summit to collect, discuss, and disseminate information in regard to a particular event occurring within the jurisdiction. The EOC is responsible to maintain contact with appropriate State and Federal Agencies throughout the incident period.
 - f. Review EOP and determine if predesignated staging areas, mobilizations and reception centers are far enough away from the actual scene so that safety is guaranteed.
 - g. If necessary, a Joint Operation Center (JOC) will be established by the Lead Federal Agency (LFA) and will be under the operational control of the Federal On-Scene Commander (OSC). The JOC is the focal point and is responsible for coordinating requests from the State. The On Scene Commander may request that a representative from the impacted jurisdiction be assigned to the JOC.
2. Emergency Management:
- a. Direction and Control will originate from the EOC.
 - b. Ensure the alternate EOCs are operationally ready in the event that the primary EOC is not available.
 - c. The EOC will be staffed in accordance with the Basic Plan.
 - d. Coordinate with SEMA and other Federal, State or Local Agency's EOC's as necessary.
 - e. Prepare and distribute Situations Reports (SITREPS).
 - f. Coordinate response and recovery operations.
 - g. Identify and coordinate resource requirements.
3. Local Law Enforcement:
- a. Manage the incident scene. Set-up IMS to manage/coordinate with other departments and agencies using the Unified Command System.

- b. Respond to requests for support/assistance from other departments: local, state, and federal.
 - c. Provide security, maintain order, prevent unauthorized entry, control and re-route traffic and maintain open access/egress for authorized vehicles into the terrorist incident scene.
 - d. Assist in evacuation/in place protection notification of the affected area as requested by the EOC or the on scene incident commander.
 - e. Develop and maintain internal guidelines of duties, roles and responsibilities for any terrorism incidents involving CBRNE.
 - f. Ensure Scene Security and evidence preservation pending arrival of the FBI, and assist the FBI and other investigative authorities in determining responsibility.
 - g. Establish access control into and out of crime scene.
 - h. Provide security for Command Post and EOC.
 - i. Manage crowd control when necessary.
4. Fire Department:
- a. Respond to all reports of terrorist incidents to determine the nature and scope of the incident.
 - b. Establish site security areas and hazard exclusion zones in accordance with established procedures and guidelines.
 - c. Determine the nature of the incident .
 - d. Provide information on hazardous material/evaluation and environmental damage assessment.
 - e. Develop and maintain internal guidelines to identify specific roles and responsibilities of fire service personnel in each of the major terrorism incidents involving CBRNE.
 - f. Keep the EOC informed.
5. Jackson County Health Department :

The Jackson County Health Department will be contacted when Lee's Summit is in need of Health Services. The Jackson County Health Department could perform the following actions:

- a. Provide personnel safety information to the EOC.
 - b. Provide an environmental analysis, with help from the MO Department of Health and Senior Services and the Centers for Disease Control and Prevention (CDC). Coordinate with the Jackson County Health Director on all health issues. The County Health Director is responsible to determine the health risk and recommend epidemiological and toxicological solutions to deal with public health issues involved in a terrorist incident.
 - c. Assist the local jurisdiction in long term monitoring of exposure of response personnel and the general public to chemical, biological, and radiological agents.
 - d. Monitor and track potential victims.
 - e. Provide information regarding exposure and treatment to potential victims and workers.
 - f. The County Health and Medical Director or a designated representative will assist the PIO on Health and Medical issues and in broadcasts concerning public and individual health issues.
 - g. Keep the EOC informed.
6. Public Works:
- a. Respond to emergency requests from the EOC by providing trucks, earth moving equipment and other needed assets/ materials along with operators, to reduce hazards, and minimizing secondary damage.
 - b. Provide barricades to assist in evacuation and/or scene security.
 - c. Assist in providing temporary storage of equipment and materials until appropriate locations can be located.
 - d. Coordinate with the EOC and the on scene commander to ensure the area is safe to enter. Do not enter any area if it has not been cleared and declared safe for reentry.
7. Emergency Medical Services

The Fire Department is primarily responsible for directing the medical response and on scene operation within the impacted area. The EMS is responsible for identifying and anticipating resource requirements and allocating resources accordingly. EMS coordinates mutual aid in conjunction with the County Health Officer.

V. DIRECTION AND CONTROL

- A. Initial response operations are the responsibility of the local jurisdiction. The FBI is the Lead Federal Agency for all terrorist attacks and will establish a JOC for Direction and Control if one is needed. The MSHP has primary responsibility for coordinating the State level response with the FBI.
- B. Lee's Summit Public Information Operations will be coordinated from the EOC. Note: FEMA/FBI may establish a JIC.
- C. Response and Recovery operations are the responsibility of Lee's Summit. When making a formal request to SEMA for assistance, Lee's Summit must have exhausted its capabilities and resources.

VI. CONTINUITY OF GOVERNMENT

- A. Line of Succession For Terrorism:
 - 1. Lee' Summit
 - a. Fire Department – see Annex F, Fire & Rescue.
 - b. Police Department – see Annex E, Law Enforcement
 - 2. All local departments listed above are required to maintain a line of succession of at least three persons. See Basic Plan or appropriate annex for names and/or positions.

VII. ADMINISTRATION AND LOGISTICS

- A. Administration:
 - 1. To implement Annex N, an incident must be designated a terrorist threat or action by the Incident Commander.

2. Procedure for dealing with expenses incurred and liability for actions and injuries are outlined in local ordinances, mutual aid agreements and this plan.
3. A post-incident report and critique shall be the responsibility of the lead agencies with input from all involved agencies. This will be used for plan modifications and training exercises.

B. Logistics:

1. Essential materials and supplies should be inventoried and updated annually to ensure its operational readiness or serviceability.
2. Emergency purchasing authority will be in effect if a terrorist incident has occurred.
3. The cleanup, removal and disposal of contaminated materials will be handled with the same care that was used during the incident. The MO Department of Natural Resources and the US Environmental Protection Agency may provide: assistance in removal, disposal oversight, technical considerations, and funding.

APPENDICES

1. Homeland Security Response Teams Map
2. HOMELAND SECURITY ADVISORY SYSTEM
3. Homeland Security Response Teams and Forward Regional Response Teams
Attachment A - HSRT & FRRT Team Structure
4. Terrorism Resources

Appendix 1 to Annex N

HOMELAND SECURITY RESPONSE TEAMS

Homeland Security Response Teams

Troop A -
 Kansas City
 Clay Co./Northland Fire
 Chiefs Assoc. (NFCA)
 Lee's Summit
 Sedalia/Pettis Co.
 City of Warrensburg, Johnson
 County (FRRT)
 Tri-District FPD

Troop B -
 Kirksville
 Hannibal (FRRT)

Troop C -
 St. Charles/Warren Co.
 St. Louis County
 St. Louis City
 Jefferson Co.
 Franklin Co.

Troop D -
 Springfield/Logan-Rogersville
 Joplin
 Nevada (FRRT)
 Taney Co./Branson

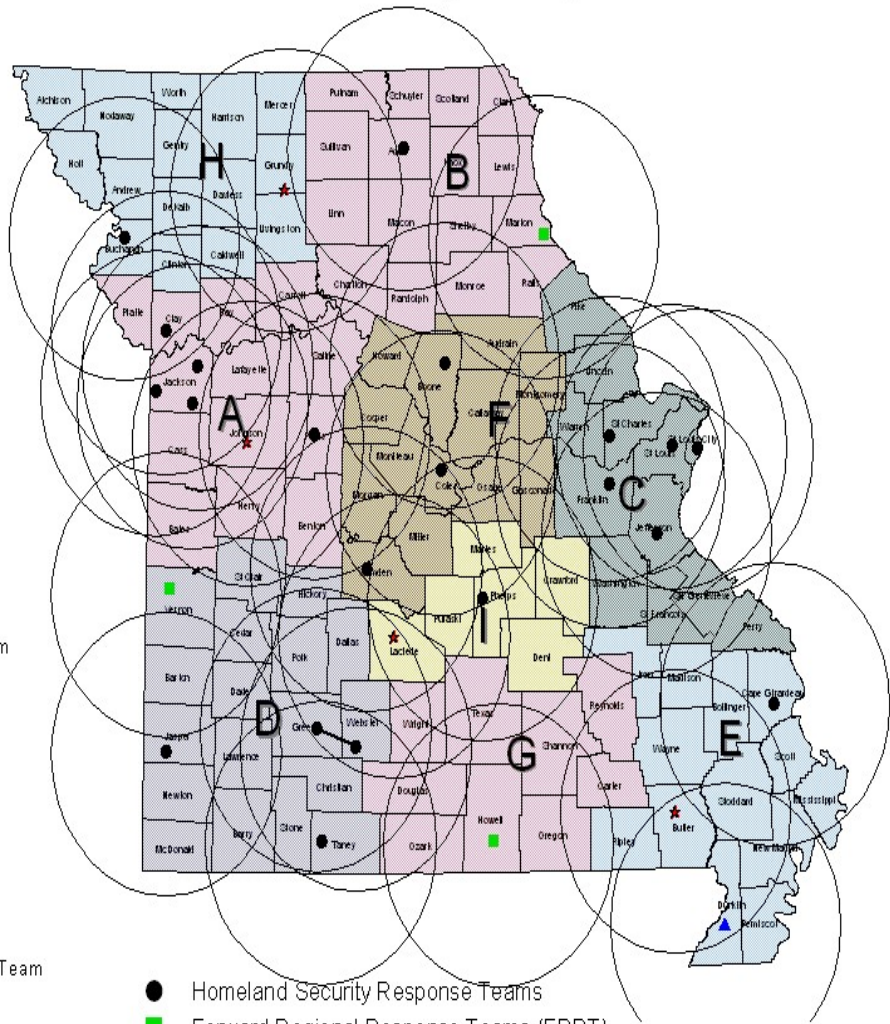
Troop E -
 City of Jackson/SEMO HazMat Team
 City of Poplar Bluff (FRRT)
 City of Kennett

Troop F -
 Columbia/Boone Co.
 Camden Co. HazMat Team
 Cole Co. HazMat Team

Troop G -
 West Plains (FRRT)

Troop H -
 Andrew Co./Northwest Mo. HazMat Team
 Grundy/Livingston County (FRRT)

Troop I -
 Rolla/Phelps Co.
 City of Lebanon (FRRT)



- Homeland Security Response Teams
- Forward Regional Response Teams (FRRT)
- ▲ Proposed Homeland Security Response Teams (FY 03 Funds)
- ★ Proposed Forward Regional Response Teams (FY 03 Funds)

Appendix 2 to Annex N

HOMELAND SECURITY ADVISORY SYSTEM

Because of the potential for future terrorist-related incidents, a national security alert system was developed to disseminate information regarding the risk of terrorist acts to federal, state, and local governments and to the American people. This system, known as the Homeland Security Advisory System (HSAS), is based on five color-coded threat conditions, which are summarized in the table below. Lee's Summit will use the Mid-America Regional Council (MARC) Homeland Security Advisory System adapted in 2002. The table below represents the color codes for the MARC region. Please see the MARC Homeland Security Advisory System guidebook for further information.

HOMELAND SECURITY ADVISORY SYSTEM COLOR CODES

NOTE: The Chief elected official will determine the appropriate Threat Level based on the current situation and recommendations from SEMA.

Regional Homeland Security Coordinating Committee Terrorism Warning System Considerations		
Threat Level	Recommended Protocols	Recommended Actions
GREEN Low risk of terrorist attacks.	Lowest risk of terrorist activity.	Normal operations with assessment and monitoring for possible terrorism activity.
BLUE General risk of terrorist attacks. In addition to above measures.	When there is a general threat of terrorist activity. Note and report suspicious circumstance, packages, and activity. Ensure essential facilities are secured and building integrity is maintained. Emergency Service units exercise heightened caution when responding to related calls for service. Police conduct location verification "drive by" of potential critical sites.	All elected officials and Department Directors notified of potential problems/threat as indicated. Personnel maintain routine security posture. Regular shifts maintained. Contact or establish liaison with Federal, State and local agencies to evaluate threat.
YELLOW Significant risk of terrorist attacks. In addition to above measures	When there is a specific threat of possible terrorist activity. Implement physical security measures. Conduct cursory check for suspicious items, persons, and vehicles. Limit public access to critical infrastructure, sites, and facilities. All personnel to wear ID cards whether in uniform or not while in secured facilities.	All elected officials and Department Directors notified of the potential problem/threat. Activate EOC if warranted. Daily liaison with Federal, State, and local agencies as appropriate.
ORANGE High risk of terrorist attacks. In addition to above measures.	When there is a specific threat of possible terrorist activity. Erect barricades and obstacles to control traffic if warranted. Terminate all non-essential contract work and deliveries to critical infrastructure and facilities. Conduct detailed searches of all operational areas and vehicles. Limit or restrict parking around sensitive areas and buildings. Increase security forces at appropriate sites.	Activate joint information center as indicated. Consider alternate staffing plans and additional staffing. Ready mass casualty and other special support resources. Ongoing liaison with Federal, State, and local authorities as appropriate.
RED Severe risk of terrorist attacks. In addition to above measures.	When terrorist attack is imminent or is occurring. Deny access to all non-essential personnel. Verify identities and the need for access to essential critical facilities. Restrict/deny parking in controlled areas. Limit responses to non-emergency EMS calls as indicated.	Emergency recall of all personnel should be considered. Full IMS Command System activation and/or Unified Command Activated. Activate EOC. Deploy MCI resources as needed Activate joint information center.

Appendix 3 to Annex N

HOMELAND SECURITY RESPONSE TEAMS **AND** **FORWARD REGIONAL RESPONSE TEAMS**

Homeland Security and Forward Regional Response Teams (HSRT and FRRT) were developed and trained locally. SEMA is the coordinating agency for the Department of Justice – Equipment Program which provides grant funds to the state to purchase protective equipment, decontamination equipment, detection equipment and communications equipment for designated Fire / HAZMAT, EMS and Law Enforcement agencies statewide. The program is designed to assist communities development of a local WMD response capability identified in the three year Statewide Domestic Preparedness Strategy. Participation in the program is based upon several criteria including existing HAZMAT team capability, desire and willingness to participate. The state currently has 28 teams. Any future expansion will be based upon the results of the statewide Homeland Security Assessment and Strategy Program.

The HSRT is a more robust team, which generally enjoys some capabilities beyond what would normally be found in a FRRT. For example, some of our HSRTs have an urban search and rescue capability and will, in most cases, have been involved in the grant program for a longer period of time than a typical FRRT. HSRTs typically have a more sophisticated detection capability and greater decontamination capacity than a FRRT (see attachment 1). Of the 28 total HSRTs and FRRTs in the state, the vast majority are HSRTs, see map in Appendix 1.

HSRTs and FRRTs are designed to operate on a regional basis and the aim is to have at least one team no more than 50 miles from any location in the state. Teams will be directed to respond to a terrorist or suspected terrorist incident by SEMA and the cost of deploying the team or teams will be absorbed by the state, provided the Governor declares a state of emergency. All of these teams are also capable of responding to a Hazardous Material or HAZMAT incident through the fire mutual aid provisions of Revised Missouri Statutes, Chapter 44. In the event that a HAZMAT response is provided as described above, the funding support would be in accordance with existing mutual aid agreements.

Training levels, equipment, and technology are constantly being improved to add an even more robust capability to respond to a terrorist incident or accident involving hazardous materials. Additional information regarding availability of training, status or management of grants, and general equipment lists common to all teams is available through the Operations Branch of SEMA or through the SEMA web page.

Attachment A
Appendix 3 to Annex N
HSRT & FRRT Team Structure

HSRT - Trained and equipped, fully capable HAZMAT Team recognized by the State Fire Marshal's office for day-to-day HAZMAT operations and includes:

- 12 HAZMAT Personnel
- 12 Emergency Medical Service Personnel
- 20 Law Enforcement Personnel

The grant program managed by SEMA provided an expanded capability to respond to a WMD event.

FRRT - Team has a core of at least 6 HAZMAT technicians that can respond locally (within a 50 mile radius) or as tasked by the state and includes at least:

- 6 HAZMAT Personnel
- 8 Emergency Medical Service Personnel
- 10 Law Enforcement Personnel

The FRRT is trained and equipped to respond and identify the problem, contain the event and await further support. They do not have a day-to-day HAZMAT response capability.

Appendix 4 to Annex N

TERRORISM RESOURCES

For a CHEMICAL incident call:

1-800-424-8802
(National Response Center)

For a BIOLOGICAL incident call:

1-888-872-7443
(Medical Research Institute of Infectious Disease)

Local Resources

MMRS HAZMAT Trailers

May be requested and activated through the MMRS (See the MMRS Operations Plan for activation procedure s).

State Resources

DNR Environmental Emergency Response Office 24 hour (573) 634-2436
Fax (573) 526-3350

DNR Drinking Water Office hours (573) 751-4988
After Hours (573) 634-2436

State Fire Marshal's Explosives Canine Unit (bomb sniffing dogs) (800) 392-7766
Jim Wilson pager (800) 462-6023
Dave Owens pager (800) 272-9826

Missouri State Highway Patrol Bomb Retrieval and Disposal Unit (573) 751-3313

DHSS Bureau of Environmental Epidemiology
Office hours (573) 751-6160
Or contact by pager 800-443-7243 (#069460)

SEMA Duty Officer (will contact other State/Federal agencies) (573) 751-2748

Federal Resources

FBI
Jefferson City Field Office (573) 636-8814
Kansas City Office 24-hour (816) 221-6100

Urban Search and Rescue Team (573) 446-6644
Fax (573) 445-3176

The Boone County FPD (Columbia, Missouri) houses one of 27 federally-funded and specially trained rescue teams located around the United States. These Urban Search and Rescue (US&R) teams are composed of highly trained individuals, canines, and special equipment that can assist a jurisdiction when responding to a terrorist incident. US&R responsibilities include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

The US&R team in Columbia (Missouri Task Force 1) can be activated through fire mutual aid, SEMA, or by federal activation. However, since this team is housed in Missouri, it will only be activated either by fire mutual aid or the state. If this unit is activated federally, it will most likely be sent elsewhere in the country.

WMD Civil Support Team*

Formerly known as the RAID Team and also known as the 7th Military Support Detachment (MSD). This highly trained team is one of several located around the country and available to assist state and local officials in the event of a terrorist incident involving weapons of mass destruction (WMD).

Any senior local public safety official can request the WMD Civil Support Team by contacting SEMA.

Disaster Medical Assistance Team (DMAT)*

Some of the federal DMATs have been given special chemical/biological capabilities. The closest team for Missouri is located in St. Louis, Missouri.

This team may be activated at SEMA's request.

Strategic National Stockpile Program*

The Centers for Disease Control (CDC) has established this program which maintains a national WMD drug and medical equipment cache.

This program may be activated at SEMA's request as well.

***Contact for these teams is made through SEMA (573) 751-2748**

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ANNEX O

LEE'S SUMMIT VOLUNTEERS

I. PURPOSE

This annex discusses the volunteer and Community Emergency Response Team (CERT) operations in the event a disaster or emergency has occurred in the City of Lee's Summit.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Lee's Summit could find itself subjected to many hazards (See Basic Plan, Situation and Assumptions) that would threaten the lives and property of its citizens. In each of these, fire, police and other city services will have a major role, though their efforts can be supplemented with pre-trained volunteers.
2. Outside fire and law enforcement resources (federal, state, and other nearby agencies) are available to support rescue, safety, and volunteers operations in Lee's Summit and will respond when needed. Local volunteers can help them find addresses and supplement communication between those groups and the EOC.
3. Local police and fire resources are adequate to meet most day-to-day situations that could arise, but local volunteers can supplement some of their less critical duties.
4. Local volunteers may assist at the EOC with communication and record keeping. Local volunteers will either operate or assist responsible agencies at shelters. Local volunteers can be attached to fire, police, or public works groups to aid in their efforts.

B. Assumptions

1. Individual volunteers from within the community will come forward immediately during and just after a disaster.
2. Other communities may send volunteers just after a disaster or in the days and weeks that may follow, including public works crews that may respond as "mutual aid".
3. Formal organizations trained specifically in post-disaster areas of help will respond.

4. All responding volunteers will need to have their activities coordinated either directly by Incident Commanders, or directly and indirectly with the EOC (items 1, 2, 3)

III. CONCEPT OF OPERATIONS

NOTE: The time frames for performing these actions are listed in parentheses.

- A. The volunteer activities described in this annex are an extension of normal day-to-day activities and deal only with those situations that could completely exhaust all available resources. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- B. The Emergency Management Coordinator will coordinate volunteer operations from the EOC. This Coordinator will also keep the EOC's Direction and Control Staff advised of all volunteer response efforts. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- C. The volunteers will only be used to supplement security and protection in an emergency/disaster situation which threatens life and/or property. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- D. The local volunteer agency will be Lee's Summit's primary volunteer agency, while volunteers will be used for traffic and minor crowd control to aid in communications with other police agencies. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- E. For hazardous materials situations, see Annex H.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. A functional diagram for volunteers is located in Appendix 1 to this annex.
- B. The Lee's Summit Emergency Management Coordinator is the Volunteer Coordinator for the City of Lee's Summit. The Coordinator is responsible for the following:
 1. The assignment of volunteers to the EOC, shelters or to other agencies from within the City, or to agencies responding to a disaster from outside of the City.
 2. Training and equipping the volunteer group to assist in a broad variety of duties as circumstances may dictate.
 3. Developing and maintaining agreements of understanding with all other portions of government within the City.

4. Training of other groups within the City on the coordination of efforts in an EOC.
 5. Supporting clean up and recovery operations.
- C. In addition to the above duties, the volunteers may also share in responsibility for the following activities:
1. Maintaining personnel call-up lists and developing procedures for notification.
 2. Providing assistance for critical facilities, including shelters and feeding facilities.
 3. Providing traffic control.
 4. Protecting damaged/affected property by providing security and limiting access into these areas (i.e., issue security passes), on a supplemental basis to law enforcement.
 5. Aid in clean up on a supplemental basis to other City departments.
 6. Assisting with evacuation, if needed.

V. DIRECTION AND CONTROL

- A. In an emergency whose magnitude has been "classified" (see Appendix 3 to the Basic Plan), overall control will come from the EOC's Direction and Control Staff. The Volunteer Coordinator will be responsible for all volunteers' activities related to the emergency.
- B. The Volunteers' Coordinator will operate from the EOC.
- C. A trained volunteer will assume control at a disaster incident until such time as relieved by a designated volunteer of higher responsibility, or fire or police personnel.
- D. If outside volunteer resources are needed, they will remain under the direct control of the sponsor, but will be assigned by the EOC to respond as necessary, under the immediate direction of Incident Commanders or supervisors of specific tasks.

VI. CONTINUITY OF GOVERNMENT

The line of succession for the Lee's Summit Emergency Management Coordinator is in the Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

- A. The Resource and Supply Coordinator will provide logistical support (food, water, emergency power, fuel, lighting, etc.) for volunteer personnel at the disaster/emergency site.
- B. Communications for this function will be provided by the Communications and Warning section.

APPENDIX

- 1. Volunteer Functional Diagram

Appendix to Annex O

VOLUNTEER FUNCTIONAL DIAGRAM

