



CITY OF KIRKWOOD

EMERGENCY OPERATIONS PLAN

CITY OF KIRKWOOD
OFFICE OF EMERGENCY MANAGEMENT

and

KIRKWOOD CITY OFFICIALS

Kirkwood, Missouri
September 2016

This page intentionally left blank.

DISTRIBUTION

This plan is available on the city network and on the city intranet and the City of Kirkwood web site under Police Department Disaster Planning.

Each city department is responsible for maintaining availability of the Basic Emergency Operations Plan (BEOP) and the Annexes and Appendices relevant to the department's responsibilities for executing this plan. Copies may be maintained in hardcopy or softcopy as appropriate to the department's functional responsibilities.

Hardcopy is available in the Kirkwood Office of Emergency Management.

Softcopy on CD is provided to:

City Clerk

Chief Administrative Officer

SEMA

FEMA Region VII

RECORD OF CHANGES

Original Plan

March 1987

Major Revisions

December 1998

January 2004

June 2010

Notes:

The revision of December 1998 replaced all pages of the original plan dated March 1, 1987.

The revision of 2004 replaced all pages of the December 1998 plan.

Beginning in 2008, revisions are made electronically and electronic copies of the entire plan are available to the distribution list.

This page intentionally left blank.

PROMULGATION STATEMENT

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

This plan, when used properly and updated regularly, can assist City of Kirkwood officials in accomplishing one of their primary responsibilities -- protecting the lives and property of their citizens. The provisions of this plan and all updates to this plan are re-authorized below as authenticated on the last page of the original Basic Emergency Operations Plan in 1987.

Timothy E. Griffin

Mayor

Sept 26, 2016

Date

Christian Dunman

Emergency Management Director

Sept 26, 2016

Date

This page intentionally left blank.

GLOSSARY OF TERMS AND ACRONYMS

ARC: American Red Cross

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

CERT: Community Emergency Response Team(s)

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

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

Cyber Terrorism: Malicious use of electronic devices to commit or threaten to commit acts of terrorism. (See definition of Terrorism)

DAC: Disaster Application Center

DOE: Department of Energy

DOT: Department of Transportation

EAS: Emergency Alert System (formerly EBS)

EM: Emergency Management

EMS: Emergency Medical Services

EMA: Emergency Management Agency

EOC: Emergency Operating Center

EOP: Emergency Operations Plan

EMI: Emergency Management Institute

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 three specific types of exercises: Tabletop, Functional, and Full Scale.

FCO: Federal Coordinating Officer

FEMA: Federal Emergency Management Agency

FIA: Federal Insurance Administration

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

IC: Incident Command(er)

ICS: Incident Command System

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

K.A.R.E.: Kirkwood Amateur Radio for Emergencies

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).)

MARS: Military Affiliate Radio System

MULES: Missouri Uniform Law Enforcement System (Mo. Data Base)

NCIC: National Crime Information Center (FBI Data Base)

NETC: National Emergency Training Center

NIMS: National Incident Management System

NOAA: National Oceanographic and Atmospheric Administration

NRC: Nuclear Regulatory Commission

NWS: National Weather Service

OEM: (Kirkwood) Office of Emergency Management

PIO: Public Information Officer

RACES: Radio Amateur Civil Emergency Service

RADEF: RAdiological DEFense

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.

R.I.O.T.: Radio Interagency Operations and Tactics (St. Louis County law enforcement mutual aid radio channels)

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.

SAR: Search And Rescue

SARA: Superfund Amendment Reauthorization Act (Title III)

SAVE: Structural Assessment and Visual Evaluation Coalition

SBA: Small Business Administration

SEMA: State Emergency Management Agency

SOP: Standard Operating Procedure

SOG: Standard Operating Guidelines

SLA: State and Local Assistance (FEMA funding)

Succession: The process established to list the order, line, or interim personnel entitled to succeed one another under emergency conditions.

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

Threat: An indication of possible violence, harm, or danger.

TTY: Teletype (hardcopy communications terminal)

This page intentionally left blank.

TABLE OF CONTENTS
CITY OF KIRKWOOD
EMERGENCY OPERATIONS PLAN

	Page
DISTRIBUTION AND RECORD OF CHANGES.....	iii
PROMULGATION STATEMENT.....	v
GLOSSARY OF TERMS AND ACRONYMS	vii
TABLE OF CONTENTS	xi
BASIC PLAN	BP-1
I. PURPOSE, STRUCTURE, OBJECTIVES	BP-1
II. SITUATION AND ASSUMPTIONS	BP-2
III. CONCEPT OF OPERATIONS	BP-4
IV. ASSIGNMENTS	BP-5
V. DIRECTION AND CONTROL	BP-6
VI. PLAN MAINTENANCE	BP-6
VII. AUTHORITY AND AUTHENTICATION.....	BP-7
ANNEXES	
ANNEX A - DIRECTION and CONTROL.....	A-1
ANNEX B – COMMUNICATIONS and WARNING.....	B-1
ANNEX C - EMERGENCY PUBLIC INFORMATION	C-1
ANNEX D - DAMAGE ASSESSMENT.....	D-1
ANNEX E - LAW ENFORCEMENT.....	E-1
ANNEX F - FIRE and RESCUE.....	F-1
ANNEX G - EMERGENCY RESOURCE SUPPLY	G-1
ANNEX H– HAZARDOUS MATERIALS.....	H-1
ANNEX I - PUBLIC WORKS	I-1
ANNEX J – EVACUATION	J-1
ANNEX K– IN-PLACE SHELTER.....	K-1
ANNEX L– RECEPTION and CARE	L-1
ANNEX M- HEALTH and MEDICAL.....	M-1

ANNEX N- TERRORISM RESPONSE.....	N-1
ANNEX O- CATASTROPHIC EVENT (Earthquake).....	O-1

APPENDICES

1. CITY ORGANIZATION and RESPONSIBILITY CHARTS	AP-2
2. EMERGENCY NOTIFICATION LIST	AP-5
3. Emergency Operating Center (EOC) ORGANIZATION, ASSIGNMENTS, and Standard Operating Procedures	AP-6
4. SCHOOLS	AP-9
5. HOSPITALS.....	AP-10
6. EMERGENCY TELEPHONE NUMBERS	AP-11
7. UTILITIES	AP-12
8. COMMUNICATIONS CHANNELS	AP-13
9. EQUIPMENT and VEHICLE INVENTORIES	AP-14
10. WARNING SYSTEMS SIREN INDEX.....	AP-16
11. TRANSPORTATION SOURCES	AP-17
12. STATE and CITY LAWS	AP-18
13. MUTUAL AID AGREEMENTS	AP-19
14. EXTERNAL ASSISTANCE.....	AP-21
15. MEDIA CONTACTS and NEWS RELEASES	AP-22
16. AMATEUR RADIO.....	AP-23
17. FORMS REFERENCE	AP-24
18. HEALTH AND MEDICAL ADDENDUMS	AP-25

REFERENCES

The Kirkwood Office of Emergency Management will maintain copies of all documents referenced at the end of each section of this plan.

Reference documents will not be reproduced and distributed with the Kirkwood Emergency Operations Plan since they exist as stand alone documents on file with the responsible and appropriate agencies.

**CITY OF KIRKWOOD
EMERGENCY OPERATIONS PLAN**

BASIC PLAN

I. PURPOSE, STRUCTURE, OBJECTIVES

A. Purpose

The four phases of comprehensive emergency management are:

1. Mitigation - advance activities to eliminate or reduce the probability of disasters, and to lessen the negative effects of unavoidable hazards.
2. Preparedness - planning and testing of response capabilities for emergency/disasters.
3. Response - Activities during an emergency/disaster that help reduce casualties and damage, and speed recovery.
4. Recovery - Restoring critical services and providing for basic needs of the public, followed by long-term restoration of the community to a normal state.

The purpose of this emergency operations plan is to predetermine, as far as possible, actions to be taken by the city departments and other cooperating organizations, public and private, to prevent disasters if possible, to reduce the vulnerability of Kirkwood residents to any disasters that may strike, to respond effectively to the actual occurrence of a disaster, and to provide for the recovery from any emergency involving extensive damage or significant negative influence on normal life within Kirkwood.

B. Structure

This plan contains three sections:

1. Basic Emergency Operations Plan – an overview of Kirkwood, the hazards it is subject to and the approach to planning for such hazards
2. Annexes - emergency plans for each major function
3. Appendices – Reference information

These three sections together form the Kirkwood Emergency Operations Plan.

This plan is intended to provide a general guideline and not to provide such detail as to limit or inhibit creative leadership in time of disaster.

C. Objectives

1. To save lives.
2. To sustain survivors.
3. To guard the health of the population.

4. To protect property.
5. To support the conduct of disaster operations.
6. To assure the continuity of Kirkwood Government operations.
7. To provide preservation of important records for operation and reconstitution, if necessary, of Kirkwood's government during and after a disaster.
8. To make the public aware of potential disaster situations and prepare them to take appropriate action.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The City of Kirkwood is located in the south-central part of St. Louis County, Missouri, an area of 8.9 square miles bounded by eight incorporated cities, the Meramec River and St. Louis County, with a perimeter of approximately 15 miles with a population of 27,540 in 2010.
2. In addition to the Kirkwood city departments (including electric and water utilities), other authorities, agencies and institutions exist and/or function within the city's boundaries, including:

Kirkwood School District R-7
 Metropolitan Sewer District
 Kirkwood Park Board
 Kirkwood Library Board
 Meramec Community College
 Metro Transit
 AT&T (former Southwestern Bell Corporation, SBC)
 AmerenUE electric utility
 Missouri American Water
 Missouri Highway Department
 Union Pacific Railroad
 BNSF Railroad
 Private elementary and secondary schools
 Long Term Care institutions
 St. Louis County government
 State of Missouri agencies

3. Within Kirkwood there are approximately 123 miles of roads, divided as follows:

Interstate highways	2 miles
State highways	4 miles
County roads	7.4 miles
Kirkwood roads	105 miles
Private streets	5 miles

There are also 12 roadway bridges, 5 railroad bridges and 2 Interstate highway bridges within Kirkwood's city limits.

4. Kirkwood has the resources, capabilities and potential that would contribute significantly to the preservation of life, property and continuity of services to our

citizens. This capability is based on well equipped, comprehensive police, fire and public works departments, city run electric and water utilities, and a large parks and recreation facility. All of these are supported by complete finance and administration organizations.

5. Through mutual aid agreements, Kirkwood may obtain resources and assistance from other cities as well as St. Louis County.
6. The city of Kirkwood is exposed to many hazards, all of which have the potential to disrupt community life, create casualties and cause damage. Natural hazards come from severe weather, land shift, health epidemic or resource shortages. Technological hazards are related to sources such as fire, transportation accidents, hazardous materials and civil or economic crisis or terrorism.
7. The area affected by the New Madrid Seismic Zone includes Kirkwood. A major New Madrid earthquake could affect Kirkwood, as well as adjoining cities, counties and states, in a large area. A quake similar in magnitude to those that occurred in 1811-1812 could prove disastrous to Kirkwood.

B. Assumptions

1. That disasters and serious emergencies can and will occur in the City of Kirkwood.
2. That while this plan has been prepared for response to a disaster, the plan's provisions can be applied, as appropriate, to any emergency situation.
3. That, after conducting a hazard identification analysis, the incidents Kirkwood should be prepared for include: earthquake, tornado, winter storm, major utility failure, high winds, flooding, hazardous or radiological material accidents, mass casualty transportation accident, civil disorder and terrorism.
4. That some of these situations may occur with time for warning or other preparedness measures, but others (such as earthquake or terrorism) can occur with little or no warning.
5. That Kirkwood city officials are aware of the possibilities of an emergency or major disaster, and of their responsibilities in the execution of this plan, and will fulfill those responsibilities.
6. That proper implementation and execution of this plan will reduce or prevent loss of lives and damage to property in the City of Kirkwood.
7. That depending on the severity and magnitude of the situation, Kirkwood may find it necessary to summon assistance through volunteer organizations, private enterprise, mutual aid agreements, or county, state, and federal sources.
8. That although acts of war are considered unlikely, war could occur as the result of an accident, irrational act, or the unplanned escalation of a limited war.
9. That large-scale population relocation is impractical; however, an in-place shelter plan is essential.
10. That although natural and technological hazards stem from a variety of sources, many of the response activities are similar or overlap.

11. That Kirkwood city government departments will remain operational throughout a disaster, performing both emergency and routine duties although routine functions may be limited as necessary.
12. That during most disasters, the local Emergency Alert System (EAS) will continue to operate, and along with the St. Louis County maintained warning system, will be capable of providing public warning and information.

III. CONCEPT OF OPERATIONS

- A. Each level of government is responsible for providing an emergency management program that meets the needs of its citizens who might be affected by serious emergency or major disaster.
- B. The City of Kirkwood has the first line of responsibility for emergency management activity. In an emergency, state and federal government can be counted on for major support only when the damage has been unusually widespread and severe. The role of emergency management in Kirkwood is to ensure development and maintenance of an on going emergency management program. The program should cover mitigation, preparedness, response, and recovery, utilizing the normal capabilities of Kirkwood's government.
- C. St. Louis County Office of Emergency Management works with county departments and private sector organizations in development of plans and capabilities responsive to those hazards that threaten the county. County Emergency Management can also assist in obtaining County resources when an emergency exceeds the capabilities of Kirkwood. County EM should be called before going to the State for resources.
- D. Missouri State Emergency Management Agency (SEMA) develops and maintains the necessary plans, facilities, and equipment to administer an active emergency management program at both State and local levels. SEMA is in a position to ascertain the needs of local governments and facilitate the acquisition, application and coordination of state and federal resources for program development and emergency assistance. Kirkwood's resource requests of the state should be made through the St. Louis County Office of Emergency Management.
- E. Federal Emergency Management Agency (FEMA) is the principal point of contact for federal emergency management activities. Working with the state, FEMA can provide policy, technical and financial assistance to Kirkwood. FEMA has 10 regional offices; Region VII Headquarters in Kansas City, Mo., is responsible for Missouri, Iowa, Kansas and Nebraska. FEMA also coordinates emergency response of other federal agencies that administer disaster relief programs. Federal disaster assistance to Kirkwood may only be obtained through SEMA.
- F. The Mayor of Kirkwood is responsible for protecting lives and property in an emergency or disaster situation in Kirkwood. The Kirkwood City Council, Chief Administrative Officer, city department heads and Emergency Management Director will provide advice and counsel to the Mayor in time of declared emergency.
- G. This plan is based on the concept that initial emergency response will be handled by Kirkwood's existing departmental resources. Extra assistance will be requested through: Mutual aid agreements between Kirkwood and other municipalities or fire protection districts or St. Louis County. Assistance may also be obtained from the American Red

Cross, Salvation Army, other volunteer groups, SEMA, and FEMA (coordinated through SEMA).

- H. Certain people who may require special attention will be accommodated in this plan. This includes people with special needs, such as hospital patients or the elderly, and persons with disabilities.
- I. Emergency management assignments in Appendix 1 of this plan are based upon the concept that they parallel normal day-to-day functions of Kirkwood's departments. Routine resources will be applied before seeking outside aid.
- J. In large-scale disasters, it may be necessary to draw on people's basic capabilities in areas of greatest need, suspending day-to-day functions that do not directly contribute to emergency operations.
- K. The Mayor, Chief Administrative Officer, Department Heads, and Emergency Management Director will periodically review and suggest updates to existing emergency management plans, policies and programs.

IV. ASSIGNMENTS

Specific responsibilities are assigned to City of Kirkwood officials in the event of an emergency, in concert with their normal city government functions.

- A. The Mayor of Kirkwood shall exercise general direction and control over all emergency operations in accordance with Missouri State Law (Chapter 44 Revised Statutes of Missouri) and the Kirkwood City Charter. In the absence of the Mayor, the Deputy Mayor shall assume responsibility. In the absence of the Deputy Mayor, city Ordinance and related Council Resolution establish the order of filling the Deputy Mayor position. City resources shall be managed through the normal chain of command under the Chief Administrative Officer. Reference Appendix 1.
- B. Kirkwood City Council shall exercise their legislative powers, including the power to adopt emergency legislation as provided in the Kirkwood City Charter and City Code Chapter 7½.
- C. The Kirkwood Emergency Management Director is responsible for general maintenance of this Emergency Operations Plan, and guidance in its use.
- D. Kirkwood city department head's shall each:
 - 1. Prepare a plan to be included (or specifically referenced) in appropriate annexes of this plan to cover emergency functions assigned as shown in Appendix 1.
 - 2. Develop systems for alerting their personnel of impending emergency situations (to include a line of succession should key personnel be unavailable), develop a notification/recall plan and designate a primary reporting area (normal place of duty) and alternate reporting area, should the primary area be unsuitable due to the emergency.
 - 3. Be ready to alert and mobilize sections or individuals of their department as necessary to support emergency mission assignments as shown in Appendix 1.
 - 4. Serve as, or designate a senior employee to serve as, their departmental disaster coordinator in the Emergency Operations Center during emergency operations.

5. Upon receipt of an emergency notification, report to the Emergency Operations Center (or ensure the department disaster coordinator reports to the EOC), to meet with the Mayor and assist in evaluation and coordination of actions for the specific emergency.
 6. Prepare a plan for rotation of employees to ensure twenty-four hour seven day continuous functioning of their department if required by the nature of the emergency.
 7. Identify records in their department necessary for continuation and maintenance of Kirkwood Government, and provide for adequate backup and storage of such records in a secure location.
 8. Collect and evaluate factual information relative to the emergency and make such information available to the Mayor in the Emergency Operations Center to support decisions and actions following an emergency.
 9. Provide lateral liaison with appropriate local government agencies and/or private enterprise businesses related to the department's emergency function assignments.
 10. Plan and implement inter-department exercises.
- E. Emergency Function Responsibilities of each city of Kirkwood department, with respect to this plan, are summarized in the chart included in Appendix 1 of this plan.

V. DIRECTION AND CONTROL

- A. The emergency response provisions of this plan become operative by executive order of the Mayor of Kirkwood, or the official Deputy Mayor acting for the mayor due to absence or inability. See Appendix 1 for executive line of succession.
- B. Upon the executive declaration of emergency, the Kirkwood Police Department Watch Commander shall coordinate the notification, commitment and utilization of all Kirkwood resources, both public and private, until relieved by higher authority. See Appendix 2 for Emergency Notification List, and Annex A Direction and Control.
- C. City departments with essential records include Administration, Finance, Fire, Police, Public Works, Purchasing, and Utilities of Electric and Water. The majority of essential records are automated and the MIS Department manages an electronic backup of databases for off-site storage by a commercial data storage company. Any critical manual records are either retired to a vault in City Hall each day or microfilmed by a commercial service.

VI. PLAN MAINTENANCE

- A. This plan is the principal source of documentation on Kirkwood's emergency management program. Each city department has responsibility for developing and maintaining the part(s) of the plan that pertain to their area(s) of responsibility under the plan. The Kirkwood Emergency Management Director is responsible for development and maintenance of the Basic EOP and coordinating maintenance of the plan's Annexes and Appendices.

- B. County, state and federal agencies may become involved in the planning process to the extent necessary to insure coordination of outside aid and conformance of the plan to Federal and State requirements for financial aid.
- C. Nothing in the planning and support process should be interpreted as relieving Kirkwood's appointed department heads of their responsibilities for emergency planning or their authority to direct their assigned resources.

VII. AUTHORITIES AND AUTHENTICATION

A. Authorities

- 1. Charter of the City of Kirkwood, Missouri
- 2. City of Kirkwood Code, Chapter 7 ½
- 3. St. Louis County Charter and Ordinances on Mutual Aid
- 4. Chapter 44 and Chapter 70, Revised Statutes of Missouri
- 5. Public Law 93-288, Disaster Relief Act

B. Authentication

- 1. Nothing contained herein shall be in conflict with any provision of the City of Kirkwood Charter, St. Louis County Charter, or the Constitution of the State of Missouri.
- 2. Original City of Kirkwood Emergency Operations Plan approved:

(Signed) Herbert S. Jones, 4-27-87 Mayor, Date Kirkwood, Mo.	(Signed) Connie O'Hallaron, 4-27-87 City Clerk, Date Kirkwood, Mo.
(Signed) Michael G. Brown, 4-27-87 Chief Administrative Officer, Kirkwood, Mo.	(Signed) Paul R. Thomas, Jr., 3-1-87 Emergency Management Director, Kirkwood, Mo.

OFFICIAL SEAL
CITY OF KIRKWOOD
APRIL 27, 1987

This page intentionally left blank.

ANNEX A

DIRECTION AND CONTROL

I. PURPOSE

- A. In a disaster situation, a centralized management center used to facilitate coordination and control of responding agencies is the Emergency Operating Center (EOC), where information for decision making is collected and analyzed.
- B. This annex covers the EOC activation and use. It covers the facility, personnel, procedures and support for use of the EOC as a command post for city management in emergency situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

- 1. The primary EOC is located on the lower level of the Kirkwood Police Department at 131 West Madison Avenue, just west of City Hall.
- 2. The EOC is equipped with ten incoming phone lines, nine unlisted outgoing phone lines, cable television, amateur radio hf, vhf, uhf and packet capability, operation secure radio, public safety two-way radios programmed for all Kirkwood area channels and radio handsets for electric, water and public works and parks/rec. departments. EOC Radios operate on independent antennas mounted on the tower used by the police and fire radio systems. Details are listed in Appendix 3.
- 3. Alternate EOC locations include Fire Station 2 on Big Bend Blvd.; Kirkwood City Hall lower level meeting room, 139 S. Kirkwood Road; Kirkwood Community Center, 111 S. Geyer Road. These alternate locations all have limitations regarding telephone and two-way radio communications availability.
- 4. Emergency diesel power generators are installed for the primary EOC and at City Hall and Fire Stations. Fuel supply is 24 hours with fuel replacement from public sources. There is no emergency power at the Community Center.

B. Assumptions

- 1. Kirkwood Police Department, Fire Department and Public Works will handle routine emergency situations in the city.
- 2. Most major single point of occurrence emergencies can be managed using the established incident command procedure with support of the city's departments plus applicable mutual aid resources.
- 3. In a multi-location large-scale emergency or disaster situation, centralized direction and control from the EOC will provide the most effective coordination of resources, and free the field forces to concentrate on essential tasks at the scene.

III. CONCEPT OF OPERATIONS

A. Definitions

1. **EMERGENCY:** a situation requiring multiple Kirkwood departments (or mutual aid) to respond with resources beyond routine day to day activity.
2. **DISASTER:** an emergency requiring non-Kirkwood resources far beyond the city's normal capability.

B. General

All of Kirkwood's primary emergency services dispatching is carried out from the communications center in the Kirkwood Police Station. TTY, computer and radio channels for receiving warnings from State and local governments are installed. The Kirkwood Police Watch Commander will be aware of any major emergency situation that could affect Kirkwood. Since emergencies vary in nature, speed of onset and potential for escalation to disaster proportions, the Watch Commander can initially determine the need for activation of Kirkwood resources beyond those normally employed in handling day-to-day emergency situations.

C. Notifications

Any situation requiring resources beyond routine day-to-day levels will be deemed a potential emergency. The (Police Department) Watch Commander will ensure notification of the appropriate department heads or duty officers and the Emergency Management Director. The Incident Commander (who may be the Watch Commander) will initiate the request for notification of the City Clerk and Chief Administrative Officer, who will in turn determine notification of the Mayor and Council. **NOTE:** routine fire department mutual aid responses are not considered a potential emergency situation until a second alarm is called.

D. EOC Activation

1. The official declaration of a City of Kirkwood emergency will be made by the Mayor (or next in succession) responding to notification of a potential emergency situation. The EOC may or may not be activated, depending on the nature of the situation and the Mayor's assessment for needing EOC functions. The Emergency Management Director may make activation of the EOC as a precautionary measure.
2. Functions to be carried on in the EOC include policy (city executives and department heads), disaster analysis, operations, and resource management.
3. Initial activation of the EOC would typically be for the analysis and coordination function, to monitor the situation and determine the need for additional action and full alerting of key officials.

E. Alternate EOCs

1. If it is determined that a given disaster will render the primary EOC untenable, operations will be shifted to an alternate EOC location within Kirkwood as listed in paragraph A.II.A.3 above.

2. If a disaster is immediate and totally destroys the ability of Kirkwood to maintain an EOC on city property, possible alternate locations include:
 - Meramec Community College Police Hq.
 - Powder Valley Nature Center
 - Kirkwood High School
 - Kirkwood School District R-7 Hq.
3. The Incident Management System employed for field operations will be consistent with the NIMS used by all fire departments in the St. Louis County area.
4. If a disaster disables all local EOC capabilities, including St. Louis County's EOC, the State of Missouri Emergency Management Agency will establish direction and control capabilities for the surviving field forces.

IV. ASSIGNMENTS

A. Direction and Control

1. The ultimate authority for emergency management in Kirkwood is the Mayor, who heads the POLICY group in the EOC. The policy group exercises broad control over emergency operations, gives guidance on matters of policy, and provides official information and instructions to the public.
2. The DISASTER ANALYSIS group, consisting of department heads or their duty officers, analyzes all available information on the situation, develops a response and recovery strategy, and plans the deployment of resources, making certain to apply the most effective combination of all city departments and outside agency resources.
3. The OPERATIONS group, consisting of supervisory personnel, implements the analysis group's strategy, communicates with the field forces, and keeps track of their status and progress in carrying out the instructions.
4. The RESOURCE MANAGEMENT group is responsible for working with agencies, both public and private, in the Kirkwood area, to ensure maximum availability of resources for emergency needs.

NOTE: Depending on a given situation, the FUNCTIONS of Analysis, Operations and Resource Management may be carried out by any appropriate staff grouping.

B. Responsibilities

1. Emergency Management Director will develop and maintain a Standard Operating Procedure (SOP) for the EOC and work with city departments to both establish and maintain the EOC site and develop the EOC Organization & Assignments, Appendix 3 to this plan.
2. Police Department will maintain the mobile command post.
3. Other city departments will provide assistance in manning and support of the EOC as detailed in Appendix 3, EOC Organization and Assignments.
4. Finance Director will track the emergency/disaster incident unique expenses.

V. CONTINUITY OF GOVERNMENT

- A. If the primary EOC is not able to function (i.e., EOC is damaged, inaccessible, etc.), an alternate EOC will be activated. It is the responsibility of the Emergency Management Director 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.
- B. Should it become necessary to evacuate the entire city, the EOC will be moved to the nearest safe location.
- C. The line of succession for the Emergency Management Director is as follows:
 - 1. Emergency Management Director
 - 2. Deputy Emergency Management Director
 - 3. Assistant Emergency Management Director(s)

VI. PLAN DEVELOPMENT AND MAINTENANCE

The Emergency Management Director will maintain Annex A of this plan, in cooperation with all the Kirkwood city Department Heads and their designated representatives.

VII. AUTHORITIES AND REFERENCES

- A. Authority: see basic plan section VII.
- B. Reference: FEMA CPG 1-20, EOC Handbook.

ANNEX B

COMMUNICATIONS & WARNING

I. PURPOSE

This annex outlines the responsibilities, organization, facilities and procedures for conducting essential communications and warning the general public in time of emergency or disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Warning of the general public is desirable for any serious threat to their welfare.
2. Since hazards vary in predictability and speed of onset, the lead time for warning the public can vary from adequate to none at all.
3. The communications center for Kirkwood is located on the first floor of the Kirkwood Police Department, 131 West Madison Avenue, just west of City Hall.
4. The communications center is staffed 24 hours, 7 days a week. Three dispatching consoles are available. Each console can activate Kirkwood's three outdoor warning sirens (independent of St. Louis County control).
5. The communications center has the city's main number, 314-822-5858, Police Department trunks off this number, Emergency 911 incoming calls and NWS Weather Alert radio.
6. Two way radio capability exists for the Kirkwood Police channel, the Radio for Interagency Operations and Tactics (R.I.O.T.) channel, the law enforcement national mutual aid channel, Kirkwood Fire Department channel (shared with central county municipal FDs), state wide fire mutual aid channel, Kirkwood Public Works channel, Kirkwood Utilities channel, and state-wide Point-to-Point (law enforcement) channel.
7. Computer terminal access to NCIC and MULES exists, as well as police teletype.
8. Additional communications capability may be provided through volunteer agencies such as the Kirkwood Amateur Radio for Emergencies (KARE) or the St. Louis County mobile command vehicle.
9. The Fire Department has a remote base at Fire Station #1, 137 W. Argonne Ave., capable of operation on the fire channel and fire mutual aid channel.
10. The EOC at 131 W. Madison Ave. has two public safety radios programmed for all law enforcement and fire service channels in the area, plus "Operation Secure" HF (high frequency) radio, and amateur VHF/UHF (Very HF / Ultra HF) voice and packet radios.
11. Transmitters/receivers for the city's emergency communications center and for the EOC are located below ground level in a secure facility.

12. All incoming calls to police dispatch at 314-822-5858 can be re-directed automatically to the bank of nine telephones in the EOC. The EOC phone bank also accepts up to nine calls at a time to 314-984-6911.

B. Assumptions

1. A good system for warning the public has potential for saving lives, preventing or minimizing injuries, and limiting property damage.
2. The population of Kirkwood is generally within hearing range of the existing warning sirens, and most of the population has access to radio or television receivers.
3. Administrators of large concentrations of people (schools, institutions, etc.) have established procedures to follow when warnings are issued, and monitor NWS Weather Alert radios.
4. In a wide area disaster situation, radio channels shared with other agencies may be unusable due to overload of traffic. This would include the R.I.O.T. channels, municipal fire channel, and mutual aid channels. The Kirkwood Police, Public Works, and Utilities channels, unique to our city, should be clear channels for Kirkwood communications.
5. Communication via messenger, intercom, phone line or walkie-talkie may be necessary between the police communications center and the EOC.

III. CONCEPT OF OPERATIONS

A. General

The police communications center will remain the center for communications and warning in a disaster situation. See paragraph II.A.12. for alternate routing of routine incoming calls.

B. Direction and Control

1. The Watch Commander will take action to ensure the staffing of the communications center is augmented commensurate with the level of emergency at hand.
2. Police Department Standard Operating Procedures for the Communications Center will remain in effect.
3. In slowly developing situations, the decision to issue a warning will be made with advice and consent of the Direction and Control Policy group (Appendix 3). The Mayor of Kirkwood is the ultimate authority.
4. When time does not permit a conference with higher authority, the Police Department Watch Commander will initiate the appropriate warning procedure.
5. Fire and Police officials may initiate warning, evacuation and shelter operations on their own in accordance with their departmental standard operating procedures.

C. Sources of Information

Reports of situations that may endanger Kirkwood's population may come from private citizens, certified weather spotters, responding emergency services personnel, National Weather Service radio, adjoining cities or St. Louis County, industry or utilities. The magnitude of the threat and the credibility of the source of the information must be considered in proceeding with dissemination of a warning to the general public.

C. Warning Dissemination

One or more of the listed warning facilities will be used, depending on the nature of the emergency:

1. Outdoor warning sirens (Kirkwood or St. Louis County activated)
2. Emergency Alert System (EAS) via St. Louis County
3. Telephone warning via contracted "Reverse 911" notification system
4. Neighborhood sweeps using emergency vehicles with siren and public address equipment, and door-to-door canvass, as necessary, utilizing police, fire and other city employees as available, plus police reserves, police Explorers, CERT members and amateur radio members of K.A.R.E.

IV. ASSIGNMENTS

A. Communications Center

Emergency assignments will be made by the Police Department officer in charge at the time of the emergency. The designated **warning point** for Kirkwood is the communications center. This will be the focal point for receipt and dissemination of warning information.

B. Emergency Operations Center

Each city department or organization will maintain a record of its communications with respect to the emergency/disaster situation, in accordance with its standard operating procedures.

V. ADMINISTRATION AND LOGISTICS

- A. Outdoor sirens are maintained and activated by the St. Louis County Office of Emergency Management.
- B. Communications Center is maintained by the Kirkwood Police Department, and can also activate Kirkwood's five outdoor warning sirens.
- C. Mobile Siren & Public Address equipment is maintained by each department having such equipment in its inventory.

VI. CONTINUITY OF GOVERNMENT

A. The line of succession for the Communications and Warning Coordinator is as follows:

1. Police Chief
2. Commander of Support Services
3. Commander of Field Operations
4. Watch Commander on duty

VII. PLAN DEVELOPMENT AND MAINTENANCE

The Police Department Director of Support Services will be responsible for the development and maintenance of this annex to the plan.

VIII. REFERENCES

- A. FEMA Emergency Communications CPG 1-8; Job Aid Manual SM - 61.1; CPG 1-14
- B. Principles of Warning and Criteria Governing Eligibility of NAWAS Terminals; CPG 1-16
- C. NAWAS Operations Manual; Missouri State Emergency Operations Plan

ANNEX C

EMERGENCY PUBLIC INFORMATION

I. PURPOSE

- A. To assure that correct, factual, official, and timely information is made available for the general public. This will involve the collection, evaluation and dissemination of essential information.
- B. This annex establishes policies and procedures and assigns responsibilities to ensure a capability is maintained to disseminate accurate and timely information to the population of Kirkwood on potential and actual emergency/disaster situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

- 1. Rumor and false information can prevent maximum cooperation of Kirkwood citizens and thereby impede the response and recovery efforts in an emergency. In an information void, rumors and false information can be expected.
- 2. The population of the City of Kirkwood is an English speaking population. Persons with disabilities have the opportunity to register their locations with the police community services and are encouraged to do so by the city's Human Rights Advisory and Awareness Commission.

B. Assumptions

The public and media will demand information in emergency/disaster situations. Local media has an essential role in getting accurate information to our population. The city will have people available who know how to interface effectively with the media.

III. CONCEPT OF OPERATIONS

A. General

- 1. The city's Public Information Officer (PIO) will coordinate release of information to the media, in accord with wishes of the Mayor/CAO.
- 2. The PIO will coordinate information with appropriate police and fire PIO personnel.
- 3. The PIO will designate a specific area that will serve as a central clearing point for briefing media personnel.
- 4. City employees involved in the emergency situation will be advised by the PIO where the media briefing is to be located so that they may direct inquiries and/or newsmen to the proper location.
- 5. If the emergency is such that no briefing area need be established, a specific phone number and/or office at City Hall will be designated to handle media inquiries.

B. Public Information Officer's role in Phases of Emergency Management

1. Mitigation
 - a. Develop public information on hazard awareness
 - b. Develop and maintain relationships with local media (ref Appendix 15 Media Contacts)
 - c. Designate a media briefing point for general emergencies
 - d. Understand and develop a plan for use of the Emergency Alert System (EAS).
2. Preparedness
 - a. Arrange public education programs.
 - b. Prepare emergency information packets on each major hazard for release during emergency.
 - c. Test the planned use of EAS.
3. Response
 - a. Schedule news conferences.
 - b. Control rumors.
 - c. Distribute press releases and emergency information packets.
 - d. Interface to EAS as needed.
 - e. Provide recorded message or answer EOC hotline, 984-6911, as appropriate.
4. Recovery
 - a. Continue emergency public information programs.
 - b. Assess effectiveness of information program for this emergency.
 - c. Compile chronological record of events.

IV. **RESPONSIBILITIES**

- A. The city's PIO will:
1. Prepare news releases.
 2. Provide information for hearing impaired persons via local television and, if registered with the police, via hardcopy messages.
 3. Conduct or arrange briefings for news media.

4. Conduct or arrange tours of the incident scene by media.
 5. Arrange deployment of on scene EPI spokespersons.
 6. Arrange for media interviews of key personnel.
- B. The PIO will not speculate as to the cause of accidents, amount of damage, responsibility, possible outage time (i.e. of a city facility, etc.), injuries, etc.
 - C. Names of victims will not be released until it is confirmed that the family (next of kin) have been notified.
 - D. All facts released to the media will be logged by the PIO.
 - E. Persons at the scene should forward all confirmed facts to the field Command Post or EOC for use by the PIO and EOC teams. The Field Command Post or EOC will notify the PIO of this information in a timely manner.
 - F. All media should be directed to contact the PIO first. The PIO will either provide information or (having none) will direct the media to the appropriate source.
 - G. No information should be given to the media that has not been cleared by the PIO.
 - H. The format and procedure for news releases is:
 1. FORMAT
 - a. Name, address, and phone number of the news release initiator.
 - b. Text of the release.
 - c. Any backup or substantiating data for the release, as appropriate.
 - d. Date and time information was received.
 - e. Date and time information was released.
 - f. How and to whom the release was issued.
 2. RELEASE PROCEDURE
 - a. Verify authenticity of information in the release.
 - b. Verify that a duplicate release has not already been made.
 - c. Prepare the release in the format given above.
 - d. Determine that the information in the release:
 - 1) Is in the public interest;
 - 2) Will NOT create unwarranted or unnecessary fear;
 - 3) Will NOT create any adverse reaction among the public;
 - e. News releases will be distributed equitably to all media.

- f. Copies of all news releases will be logged and filed.

V. ADMINISTRATION AND LOGISTICS

- A. The EOC hotline, 314-984-6911, has nine incoming telephones and will be answered by assigned KARE and police Explorer personnel.
- B. Space for special conferences, interviews, etc. will be arranged convenient to the EOC.
- C. List of media contacts: Appendix 15.

VI. CONTINUITY OF GOVERNMENT

The line of succession for Kirkwood chief PIO will be as follows:

- 1. City Public Information Officer
- 2. Police PIO
- 3. Fire PIO

VII. PLAN DEVELOPMENT AND MAINTENANCE

This annex and Appendix 15 are maintained by the Kirkwood Public Information Officer.

VIII. REFERENCES

- A. FEMA, CPG 1-6, Disaster Operations - A Handbook for Local Government.
- B. FEMA Job Aid Manual SM 61.1

ANNEX D
DAMAGE ASSESSMENT

I. PURPOSE

The purpose of this annex is to ensure that procedures and expertise are available for preliminary estimates and descriptions of the nature and extent of damage to the community following a disaster. Based on observations by trained personnel, an assessment can be prepared as the basis for determining the types of assistance needed and assignment of priorities.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The hazards which pose the most likely need for wide spread damage assessment are earthquake and severe weather, especially tornado. Localized damage requiring assessment may also be consequential to other types of hazards
2. The damage assessment will determine what happened, who is affected, what essential services and facilities are affected, what needs immediate attention, and when critical public services and facilities can be restored.

B. Assumptions

1. Land use regulations and building codes can mitigate the damage effects of many disasters.
2. Quick, accurate damage assessments are key to effective disaster response.
3. Damage assessment reporting information required by state and federal authorities will dictate the information collected at the local level.
4. Outside resources such as real estate assessors, insurance adjusters, trained Red Cross damage assessment volunteers and county building commission personnel may be drafted to assist depending on the nature of the disaster.

III. CONCEPT OF OPERATIONS

A. General

Extensive damage assessment will be required to obtain financial recovery assistance from state/federal assistance programs. Personnel beyond normal city staff, with appropriate backgrounds and experience, will have to be recruited and trained in damage assessment for a disaster situation.

B. Phases of Emergency Management

1. Mitigation
 - a. Establish a damage assessment program.

- b. Identify persons in other city departments who may be logical candidates to assist with damage assessment following a disaster. (Ex: police, fire, street).
 - c. Identify non-city personnel who may be appropriate team members.
 - d. Develop damage assessment training program.
 - e. Enforce land use and building codes.
2. Preparedness
- a. Train personnel in damage assessment techniques to be used by the city in a disaster.
 - b. Maintain pre disaster photos, documents, maps, etc., as appropriate.
 - c. Identify critical facilities for damage assessment and restoration.
 - d. Identify additional damage assessment team resources that may be recruited in a catastrophic disaster.
 - e. Develop procedures for emergency restoration work permits, inspections, etc.
3. Response
- a. Activate the damage assessment teams.
 - b. Deploy teams and collect information at the EOC.
 - c. Compile damage assessment reports.
 - d. Ensure restriction of access to unsafe facilities, through law enforcement.
 - e. Provide information to PIO regarding unsafe public structures, roads or bridges.
 - f. Coordinate relocation of displaced occupants from unsafe buildings with Reception and Care function and the American Red Cross.
 - g. Document emergency work performed.
 - h. Provide PIO with information regarding procedures for the public to follow in building restoration.
4. Recovery
- a. Maintain postings on unsafe structures, roads or bridges.
 - b. Advise on priorities for repair.
 - c. Monitor all restoration activities.
 - d. Investigate and select funding options for city facilities damaged.
 - e. Ensure preparation of documents required for federal recovery assistance.
 - f. Attend state/federal briefings; prepare maps etc. required by state/federal agencies; follow FEMA guidelines for recovery program participation.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. Kirkwood Public Works Department has primary responsibility for the damage assessment function in Kirkwood. The Building Commissioner will be the coordinating official for damage assessment activity following a disaster. The Building Commissioner will maintain damage assessment techniques and methods as well as maps and reporting forms to provide the information required at higher government levels.
- B. Damaged or potentially damaged buildings will be tagged green, yellow or red as follows:
 - 1. Green – Inspected and clear for occupancy
 - 2. Yellow – Limited entry for cleanup and repair estimating
 - 3. Red – Unsafe for Occupancy *or* Supervised Entry for Property Retrieval Only

V. DIRECTION AND CONTROL

The Building Commissioner or a representative of the Building Commissioner will coordinate the damage assessment activity and reporting from the EOC following a disaster. Critical facilities, roads and bridges will be assessed first. Non-city personnel assisting with damage assessment will be supervised and coordinated by the Kirkwood Building Commissioner.

VI. CONTINUITY OF GOVERNMENT

The line of succession for the Damage Assessment Coordinator will be as follows:

- 1. Building Commissioner
- 2. Deputy Building Commissioner
- 3. Public Services Director

VII. PLAN DEVELOPMENT AND MAINTENANCE

The Kirkwood Director of Public Works is responsible for development and maintenance of this damage assessment Annex.

VIII. REFERENCES

- A. American Red Cross St. Louis Bi-State Chapter Disaster Plan
- B. American Red Cross Damage Assessment Handbook
- C. FEMA Disaster Operations Handbook CPG 1-6
- D. FEMA Disaster Response and Assistance Handbook

PRIVATE DAMAGE ASSESSMENT FORM

LOCATION _____ DATE _____

RESIDENCES	TOTAL	MAJOR	MINOR	APPURTENANT STRUCTURES	TOTAL
CONTENTS ESTIMATE					
INDUSTRIAL COMMERCIAL					
CONTENTS ESTIMATE					
OTHER					
\$TOTAL PRIVATE					
SIGNATURE:				GRAND TOTAL \$	

PUBLIC DAMAGE ASSESSMENT FORM

LOCATION _____ DATE _____

FACILITY	DESCRIBE EXTENT OF DAMAGE	TOTAL
SIGNATURE: _____		GRAND TOTAL \$ _____

This page intentionally left blank.

ANNEX E
LAW ENFORCEMENT

I. PURPOSE

The purpose of this annex is to identify unique tasks and law enforcement requirements during a serious emergency or disaster situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. During emergencies or disasters, law enforcement agencies may be required to expand their scope of services and operations to provide the increased population protection required by a given disaster.
2. A holdover facility for prisoners is located at the Kirkwood Police Department. This facility can house 12 prisoners. Responsibility for evacuating the facility in the case of an emergency lies with the Watch Commander on duty.
3. Members of the Kirkwood Police Department are trained in hazardous materials awareness and terrorism awareness.
4. St. Louis Community College at Meramec located within Kirkwood has their own police department.

B. Assumptions

1. Law enforcement activities will increase significantly during emergency operations.
2. In a localized disaster, law enforcement assistance from neighboring municipalities can be requested to assist Kirkwood Police.
3. The Police Emergency Code 1000 Plan (referred to hereafter as “Code 1000”), a mutual aid agreement between police departments of St. Louis County, can provide significant additional law enforcement resources to Kirkwood. (See Appendix 13)
4. If invoked, Code 1000 utilizes an Incident Command structure as the basis for organization, operations, responsibilities, and direction and control.
5. The Kirkwood Police Reserve and the Law Enforcement Explorer Post may also be sources of additional personnel to assist with law enforcement functions.

III. CONCEPT OF OPERATIONS

A. General

The responsibilities of police department personnel in disaster situations are basically an extension of routine operations. Primary responsibility is security of citizens' life and property, crowd control, traffic control, emergency communications, and response to a variety of citizen complaints. Additional disaster responsibilities may include population warning, managing the evacuation of a segment of the population, identification and processing of fatalities, and coordinating investigation of a disaster with suspicious origins.

B. Phases of Emergency Management

1. Mitigation

- a. Analyze hazards posing unique threats to law enforcement in Kirkwood.
- b. Identify critical facilities requiring special security during an emergency.
- c. Conduct public information programs (ex: Neighborhood Watch).

2. Preparedness

- a. Develop SOPs for unique emergency situations anticipated.
- b. Develop contingency plans for anticipated emergency conditions.
- c. Train on special emergency procedures.
- d. Maintain security of the EOC facility as a part of police headquarters security.

3. Response

- a. Maintain law and order.
- b. Assess situation for resources needed.
- c. Provide traffic and crowd control as necessary.
- d. Maintain controlled access to disaster scene as coordinated with Incident Commander and applicable authorities.
- e. Provide security for property protection and/or evidence protection.
- d. Collect evidence as appropriate.
- e. Coordinate necessary support with "Health and Medical" function.
- f. Manage evacuation and coordinate with "Reception and Care" function.
- g. Provide shelter security as required.
- h. Provide security as required when an alternate EOC is activated.

4. Recovery

- a. Investigate source of disaster, if warranted.

- b. Debrief personnel involved as appropriate.
- c. Report mitigation, preparedness, and response recommendations.

IV. ORGANIZATION AND RESPONSIBILITIES

Kirkwood Police Department has primary responsibility for all law enforcement operations within the city. They have primary responsibility to coordinate response to incidents that endanger life or property of citizens due to violation of law. They will provide on scene security for fire, EMS, and public works personnel responding to a disaster or serious emergency, utilizing mutual aid with other departments as needed.

V. DIRECTION AND CONTROL

The Watch Commander will be in command of all police department operations until relieved by a higher authority. If the EOC is activated, the Police Chief will coordinate police department and mutual aid support in accord with established standard operating procedures.

VI. CONTINUITY OF GOVERNMENT

The line of succession for Law Enforcement is as follows:

1. Police Chief
2. Commander of Field Operations
3. Commander of Support Services
4. Watch Commander on duty

VII. PLAN DEVELOPMENT AND MAINTENANCE

The Kirkwood Police Chief is responsible for development and maintenance of this law enforcement annex.

VIII. REFERENCES

- A. Kirkwood City Code
- B. Police EMERGENCY CODE 1000 PLAN
- C. FEMA Disaster Operations Handbook CPG 1-6
- D. FEMA Job Aid Manual SM61.1

This page intentionally left blank.

ANNEX F
FIRE & RESCUE

I. PURPOSE

The purpose of this annex is to provide Kirkwood with a firefighting and rescue capability able to meet the demands of a disaster or serious emergency situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. During emergencies or disasters, there is great potential for spontaneous eruption of many small fires. The possibility of a serious conflagration may create a disaster situation in and of itself. Fire, building collapse (perhaps resulting from a tornado, explosion or earthquake) or transportation accident all pose the potential need for rescue of persons trapped.
2. The City of Kirkwood is provided fire protection by the Kirkwood Fire Department.
3. The Kirkwood Fire Department is alerted through the Kirkwood 911 Dispatch.
4. The Kirkwood Fire Department has trained hazmat technicians.

B. Assumptions

Existing fire department personnel and equipment will be able to handle most emergency situations through the use of existing mutual aid agreements. If required, additional aid may be obtained from state and federal agencies.

III. CONCEPT OF OPERATIONS

A. General

The responsibilities of fire department personnel in disaster situations are basically the same as daily operations. Primary responsibility is fire control, rescue and emergency medical services, radiological monitoring and hazardous materials incident response.

B. Phases of Emergency Management

1. Mitigation
 - a. Fire code enforcement.
 - b. Public safety information programs.
2. Preparedness
 - a. Equipment maintenance.

- b. Training of personnel.
 - c. Development of communications procedures.
 - d. Maintain contact with mutual aid departments.
3. Response
- a. Fire control.
 - b. Rescue operations.
 - c. Radiological monitoring.
 - d. Hazardous materials control.
4. Recovery
- a. Fire inspection.
 - b. Decontamination.
 - c. Destruction of unsafe buildings.

IV. ORGANIZATION AND RESPONSIBILITIES

Kirkwood Fire Department has primary responsibility for all fire and rescue operations within the city. They have primary responsibility to coordinate response to hazardous materials or radiological incidents and monitor radiological exposures. They will provide first responder emergency medical services and coordinate all EMS, health and medical support in a disaster or serious emergency, utilizing mutual aid agreements with other departments and private agencies, such as the American Red Cross.

V. DIRECTION AND CONTROL

The Duty Officer will be in command of all fire department operations. If the EOC is activated, the EOC fire officer will coordinate fire department and mutual aid support in accord with established standard operating procedures.

VI. CONTINUITY OF GOVERNMENT

The line of succession for the Fire and Rescue Coordinator is as follows:

- 1. Fire Chief
- 2. Assistant Fire Chief
- 3. Fire Marshal

VII. ADMINISTRATION AND LOGISTICS

Communications channels and equipment available are listed in Appendices 8 and 9 to this plan. Mutual Aid and Private Enterprise agreements are listed in Appendices 13 and 14 to this plan.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Kirkwood Fire Chief is responsible for development and maintenance of this fire and rescue annex.

IX. REFERENCES

- A. American Red Cross St. Louis Bi-State Chapter Disaster Plan.
- B. FEMA Disaster Operations Handbook CPG 1-6.
- C. FEMA Job Aid Manual SM - 61.1.
- D. Appendices 8, 9, 13, 14 and 16 to this plan.

This page intentionally left blank.

ANNEX G

EMERGENCY RESOURCE SUPPLY

I. PURPOSE

The purpose of this annex is to establish procedures by which special or extraordinary resources which may be required in a disaster or emergency situation can be identified, obtained and allocated in a timely and orderly manner.

II. SITUATION AND ASSUMPTIONS

A. Situation

In time of disaster or emergency, the resources of Kirkwood may be overtaxed or exhausted. This includes both equipment and expendable supplies, such as food, water and first aid supplies. It is not economically feasible to maintain a large reserve of expendables or capital equipment just for disaster situations. The City of Kirkwood will have to anticipate such needs and find alternate sources which could be made available in an emergency.

B. Assumptions

1. During a disaster or emergency, private sector resources may be available to Kirkwood. Payment (where required) for the use of private sector resources will be made from City of Kirkwood funds and federal disaster funds applied for as appropriate. In accord with state and county guidelines, resources from county or state will normally not be requested until local sources have been exhausted, including the use of resources available through mutual aid agreements between Kirkwood and other municipalities and/or fire protection districts. An emergency response period exceeding 24 hours will probably require outside resources.
2. Requisition procedures may be suspended during a disaster or serious emergency, as specified in the Kirkwood City Code, Chapter 7 ½, Section 1, paragraph 5.d.

III. CONCEPT OF OPERATIONS

A. General

The first resources committed will be those under control of the City of Kirkwood. Available resources will be mobilized to protect life and property of Kirkwood citizens. Local resources will be augmented with mutual aid resources (including Red Cross) prior

to seeking private sector resources. Private sector resources may be utilized where more efficient, economical or practical under the specific emergency circumstances.

B. Phases of Emergency Management

1. Mitigation

Review hazards identified for Kirkwood in the Basic Plan to determine resources required to deal with them.

2. Preparedness

- a. Identify locations of required resources.
- b. Establish and maintain agreements with private sector including emergency contacts.
- c. Identify resources required for critical facilities and for special groups (disabled, infirmed, or aged).
- d. Develop emergency procurement procedures consistent with applicable laws and Kirkwood City Code Chapter 7 ½.

3. Response

- a. Work with EOC staff to establish priorities and allocate emergency resources.
- b. Coordinate with assisting agencies (Red Cross, etc.).
- c. Develop lists of resources required.
- d. Coordinate with sources the acquisition and use of emergency resources.
- e. Maintain records of resources procured.

4. Recovery

- a. Check damage assessment reports to determine additional resources needed for recovery.
- b. Total resources requests by internal and external organizations.
- c. Set up staging areas to receive and distribute recovery resources.
- d. Prepare report of emergency resources acquired and used.

IV. ORGANIZATION AND RESPONSIBILITIES

A. The Kirkwood Purchasing Director, assisted by the Finance Director, Personnel Manager, Electric Director and Public Services Director, has primary responsibility for coordinating emergency resources in time of disaster.

B. Resources include, but are not limited to:

Food and sustenance supplies (coordinated with Red Cross and/or liaison in EOC)

Fuel

Electric energy

Water

Transportation

Construction equipment and supplies

Manpower (not otherwise covered in specific annexes).

Sheltering (* coordinated with Red Cross and/or responsible liaison in EOC)

V. DIRECTION AND CONTROL

Emergency resources management will be controlled from the EOC. The Purchasing Director will designate persons responsible for the functions covered by this annex. Conditions permitting, normal work areas may be utilized, but decisions will come from the EOC.

VI. CONTINUITY OF GOVERNMENT

A. The line of succession for the Resource and Supply Coordinator is as follows:

1. Director of Purchasing

2. Director of Finance

3. Director of Public Works

VII. ADMINISTRATION AND LOGISTICS

A. Bypassing normal purchasing procedures requires approval from the Mayor or CAO, in accordance with City Code Chapter 7 ½.

B. Records will be kept of all purchases and distributions.

C. Transportation of supplies will be coordinated through city resources, outside transportation sources (Appendix 11), or volunteers.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Kirkwood Purchasing Director is responsible for development and maintenance of this Emergency Resource Supply Annex.

IX. REFERENCES

- A. American Red Cross St. Louis Bi-State Chapter Disaster Plan.
- B. FEMA Disaster Operations Handbook CPG 1-6; FEMA Job Aid Manual SM 61.1
- C. SEMA Disaster Response and Assistance Handbook..
- D. Appropriate Annexes and Appendices in this Plan.

This page intentionally left blank

ANNEX H
HAZARDOUS MATERIALS

I. PURPOSE

This annex outlines the City of Kirkwood planning for a hazardous materials emergency. Hazardous material includes hazardous radioactive material.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Large numbers of hazardous material parcels, including radioactive material, are transported daily in the metropolitan St. Louis area. With two Interstate highways, one state route and two county roads through Kirkwood, conditions exist which could lead to a hazardous materials incident in the City of Kirkwood.
2. Several members of the Kirkwood Fire Department are members of the St. Louis County Hazardous Materials Response Team.
3. The St. Louis County Local Emergency Planning Committee (LEPC) was established as a result of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA), signed into law on October 17, 1986. This act amended the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA), commonly known as "Superfund." The LEPC is responsible for development and maintenance of a hazardous materials emergency response plan for St. Louis County. The plan designates job tasks and response capabilities for response to a hazardous materials incident, including radiological incidents, anywhere in St. Louis County. This "St. Louis County, Missouri Hazardous Materials Emergency Response Plan", otherwise known as the Hazmat Plan, was developed and approved on January 25, 1995 and provides the following information regarding hazardous materials in St. Louis County.
 - a. Identifies affected facilities and transportation routes
 - b. Describes emergency notification and response procedures
 - c. Designates community and facility emergency coordinators
 - d. Describes methods to determine the occurrence and extent of a release
 - e. Identifies available response equipment and personnel
 - f. Outlines evacuation plans
 - g. Describes training and practice programs and schedules
 - h. Contains methods and schedules for exercising the plan

4. The Hazmat Plan is coordinated through the St. Louis County Office of Emergency Management at 1150 Hanna Road in Ballwin, 314-615-9500.
5. The Hazmat Plan will be followed by the Kirkwood Fire and Police Departments when responding to a hazardous materials incident. In addition to the Hazmat Plan, the Fire Department also has Standard Operating Guides (SOG) which provide response protocol for hazardous material incidents within the city.

B. Assumptions

1. Kirkwood has the resources to respond to a hazardous materials incident (including radiological incident) for purpose of sizing the hazard, identifying the hazard and exposure level and advising emergency responders of safe procedure to follow, pending the arrival of hazardous material specialists.
2. The most likely hazardous material threat to Kirkwood will be a transportation incident on one of the two railroads or two interstate highways passing through the city.

III. CONCEPT OF OPERATIONS

A. General

1. The first responders to a hazardous material incident in Kirkwood will assess the situation, secure the area, and call for appropriate specialists to respond to the scene.
2. The St. Louis County Hazardous Materials Emergency Response Team (HMERT), under the direction of the St. Louis County LEPC, will respond to hazardous materials incidents in the City of Kirkwood at the request of the Fire Department's Incident Commander (IC). HMERT will provide assistance as needed.

B. Phases of Emergency Management

1. Mitigation
 - a. Assess the possible presence of hazardous material in the city and on major transportation routes.
 - b. Assist in evacuation planning for static hazardous material sites.
2. Preparedness
 - a. Conduct training on hazardous material incident response.
 - b. Maintain supplies for initial containment of hazardous materials.
 - c. Ensure the procedures for calling out the St. Louis County Hazardous Materials Team are understood by all involved emergency personnel.
 - d. Identify medical services and facilities capable of handling hazmat incident victims.
3. Response

- a. If appropriate, initiate evacuation of prescribed area around incident.
- b. Notify police of hazardous area.
- c. Take steps necessary to protect human life. Emergency medical procedures should not be denied just because hazardous material may be involved; however, responder safety will always be considered. Property will be safeguarded as far as possible.
- d. Call the St. Louis County Hazmat Response Team through the **Central County Emergency Dispatch Service** (not the St. Louis County Communications Center or Emergency Management).
- e. Keep the public away from the scene; prevent souvenir hunting or handling of debris.
- f. Isolate for further examination any persons who may have had contact with a hazardous material, getting names and addresses.
- g. Unless medically contra-indicated, or potential for responder exposure exists, remove moderately injured persons from the possibly contaminated area. Set up a holding point for first aid. If necessary to send a patient to an emergency room, advise ambulance personnel and hospital of the hazardous materials nature of the incident, including amount involved if possible.
- h. Perform medical first aid to restore breathing, control hemorrhaging, splint fractures, prevent shock and control pain is standard procedure.
- i. Hazardous materials first aid consists of cleansing skin of possible contamination, saving the washing and wipes as hazardous material waste. Carefully remove outer garments and shoes (must be saved for survey) and wrap patient mummy fashion in a blanket, sheet, large coat or canvas. If done carefully, victim can be moved with little likelihood of spreading contamination.
- j. If incident involves fire, fight from up-wind whenever possible, keeping out of smoke, fumes and dust from the incident. Segregate clothing and tools used for hazardous material contamination survey by qualified technicians before returning to normal use.
- k. In event of vehicle accident involving hazardous material, detour traffic around the scene. If hazardous material is spilled, prevent passage of vehicles or people through the area until it has been surveyed. If right of way must be cleared prior to arrival of the Hazmat Team, wash spillage to shoulders with minimum dispersal of wash water. Build a cofferdam to hold runoff if a large amount of material has spilled.
- l. When in doubt on confinement of hazardous material, assume the incident area is contaminated and anyone/anything in the area may be contaminated. Minimize contact with clothing, ground, and surfaces within or removed from the incident area.

- m. Do not eat, drink or smoke in incident area. Do not use food or water that may have been in contact with material from the incident area, until it has been declared safe.
 - n. Wait for qualified hazardous material safety experts.
 - o. Call the Director, State Emergency Management Agency, at 1+ 573-526-9101. After hours call the SEMA Duty Officer, 1+ 573-751-2748. Give following information:
 - 1) Name, location, phone no. of person making report.
 - 2) Name of possessor of hazardous material in the incident (e.g. carrier, consignee, etc.)
 - 3) Description of incident: Nature, time, location, accessibility of site; extent of injuries to personnel; disposition of injured (to hospital, which one); Possible hazard to public.
 - 4) Other agencies already notified
 - p. If the emergency involves radiological hazardous material, the Kirkwood Fire Department Radiological Officer will serve as liaison to the St. Louis County Hazmat Team to effect radiological operations including monitoring, data analysis, plotting/recording, decontamination and technical advice.
 - q. In case of nuclear weapons incident, insure security of the area until Department of Defense personnel arrive.
4. Recovery
- a. Ensure decontamination of area is complete prior to allowing citizens to return to home or business locations.
 - b. Provide appropriate special instructions (boil water, discard exposed food, etc.) to returning citizens.
 - c. Follow up on analysis and assessment of incident for future mitigation planning.

IV. ADMINISTRATION AND LOGISTICS

- A. The Incident Commander in the Kirkwood Fire Department is the responsible officer on the scene, in a hazardous materials incident.
- B. The St. Louis County Hazardous Materials Response Team will be responsible for hazmat response resources and training.
- C. Communications, warnings, public information, EOC operations, etc., will all be conducted in accord with the appropriate Annexes of this plan.

V. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Hazardous Materials Officer in the Kirkwood Fire Department is responsible for the development and maintenance of this section of the plan.
- B. The Radiological Officer in the Kirkwood Fire Department is responsible for radiological kits, calibration, training and planning for radiological incident response.

VI. AUTHORITY AND REFERENCE

Reference SEMA Circular 90.1, January 1986

This page intentionally left blank.

ANNEX I
PUBLIC WORKS

I. PURPOSE

This annex covers responsibilities and references for tasks required during emergency/disaster situations that are related to the Public Works functions in Kirkwood.

II. SITUATION AND ASSUMPTIONS

A. Situation

During emergencies or disasters, Public Works personnel, skills and equipment may be required to address a variety of circumstances, depending on the nature of the emergency.

B. Assumptions

The Kirkwood Public Works Department has the personnel, skills and equipment necessary to deal with building, streets, engineering, sanitation and maintenance requirements. In a disaster or serious emergency situation, these resources may be augmented through agreements with private enterprise and volunteer organizations (including American Red Cross), to meet the city's needs.

III. CONCEPT OF OPERATIONS

A. General

The responsibility for providing public works services during emergencies rests with the Director of Kirkwood Public Works.

B. Phases of Emergency Management

1. Mitigation:

- a. Train personnel in emergency procedures.
- b. Identify vulnerabilities in public works.
- c. Initiate mutual aid agreements with neighboring cities.
- d. Identify local private contractors who can provide support during emergencies and acquaint them with Kirkwood's emergency plans and procedures.
- e. Review and update public works plans.
- f. Clarify public works role in overall emergency plan.
- g. Participate in design and execution of exercises.
- h. Work with legislators to ensure new construction does not increase hazard or vulnerability threat.

2. Preparedness:
 - a. Maintain equipment and supplies for debris removal.
 - b. Maintain emergency staffing plans.
 - c. Organize damage survey teams.
3. Response:
 - a. Survey disaster areas and evaluate in terms of engineering estimates.
 - b. Inspect all bridges and report status to EOC.
 - c. Make recommendations to alleviate problems.
 - d. Provide EOC coordinator, if required.
 - e. Clear roads and effect emergency repairs.
 - f. Barricade damage areas, as directed.
 - g. Notify police of areas barricaded.
 - h. Call out private contractors and other assistance as necessary.
4. Recovery:
 - a. Repair public works equipment and buildings.
 - b. Coordinate private and volunteer repair efforts.
 - c. Compile after action reports and make recommendations to city administration and legislators, as appropriate.

IV. ORGANIZATION AND RESPONSIBILITIES

The Kirkwood Director of Public Works is responsible for direction and coordination of all public works functions during a disaster situation. The Public Works Director will represent or provide a representative of public works in the EOC, if it is activated.

V. DIRECTION AND CONTROL

- A. Public Works direction and control during an emergency or disaster will be in accord with standard operating procedures of the Kirkwood Public Works Department, included here by reference.
- B. The "Winter Storm/Emergency Operating Procedures" of the Public Works Department are included here by reference.

VI. CONTINUITY OF GOVERNMENT

Line of Succession - Public Works Coordinator

1. Public Works Director
2. Assistant City Engineer
3. Director of Streets

VII. PLAN DEVELOPMENT AND MAINTENANCE

The Kirkwood Public Works Director is responsible for development and maintenance of this public works annex.

VIII. REFERENCES

- A. American Red Cross St. Louis Bi-State Chapter Disaster Plan.
- B. FEMA Disaster Operations Handbook CPG 1-6.
- C. FEMA Job Aid Manual SM - 61.1
- D. Kirkwood Public Works
- E. Winter Storm/Emergency Operating Procedures

This page intentionally left blank.

ANNEX J
EVACUATION

I. PURPOSE

- A. This annex provides for the orderly and expeditious evacuation of any part of the population of Kirkwood, if that action is determined the most effective available for protecting people from the effects of any disaster. Mass evacuation of the entire city for a nuclear threat is no longer considered practical and “in-place” sheltering is anticipated in lieu of such an evacuation.
- B. For hazard unique considerations see Hazard Unique Considerations Appendix. For reception and care see Reception and Care Annex L.

II. SITUATION AND ASSUMPTIONS

A. Situation

- 1. Several types of emergencies could occur in Kirkwood which would require the evacuation of persons from their homes or places of business.
- 2. Evacuating hazardous areas is the most effective action for protecting people in many situations of disaster or threatened disaster.
- 3. Evacuation can be accomplished more rapidly and effectively if plans are developed and tested in advance of the need, regardless of the size of the population affected.

B. Assumptions

- 1. There will be people who refuse to follow evacuation instructions. They will be left until willing evacuees are provided for.
- 2. A significant portion of the population will willingly leave their home or place of business and seek shelter with friends, neighbors or family located outside the evacuation area.
- 3. Some portion of the population to be evacuated will require transportation to a safe area.
- 4. People with special needs, such a language barriers or disabilities, especially those disabilities which limit mobility, will need to be accommodated.
- 5. Additional personnel will be needed to notify and ensure the evacuation of the threatened area and city employees (not required for other emergency service), police reserves, police Explorers and amateur radio operator members of KARE may be enlisted to assist as appropriate.
- 6. Panic is not anticipated to be a problem with evacuees.
- 7. Control of any attempted looting of the evacuated area will be controlled by law enforcement as part of their emergency operations procedures.

III. CONCEPT OF OPERATIONS

A. General

1. The Police Watch Commander will be responsible for coordinating evacuation activity.
2. Evacuation is the movement of people from a place of danger to a place of relative safety. It may be the only practical way to protect people from the effects of some disasters.
3. Several hazards identified in the Kirkwood Hazards Analysis have the potential for making evacuation of people necessary.
4. Evacuation may be carried out within the Kirkwood city limits, or require reception and care of evacuees outside Kirkwood.

B. Direction and Control

1. The EOC may or may not be activated to accomplish an evacuation; other factors combined with the evacuation will determine the need for the EOC activation.
2. The decision to evacuate can be made as a policy decision by the Mayor (and/or EOC "Policy Group") or as an emergency decision by a field commander.

C. Phases of Emergency Management

1. Mitigation
 - a. Identify population groups or facilities requiring special assistance (long term care facilities, hospitals, schools...).
 - b. Identify special resources (transportation, barricades, emergency generators, ...) which may be required to facilitate an evacuation.
2. Preparedness
 - a. Develop a procedure for logging evacuated addresses.
 - b. Develop a procedure for notifying persons who do not respond to a knock at the door or public address from the street.
3. Response

As detailed below.
4. Recovery
 - a. Have the EOC telephones covered to receive calls from evacuees for information regarding all clear to return home.
 - b. Track arrivals at shelters for advice when it is safe to return home.
 - c. Monitor return activities until situation is normal.

IV. RESPONSIBILITIES

- A. An "Analysis Team" will be assembled in the EOC, or in the field, if the EOC is not activated. The Analysis Team will obtain full particulars on the disaster, scope of potential evacuation required, and meteorological or other relevant information for recommending area to be evacuated and route(s) safe to use.
- B. Warning of the affected population will be in accordance with the Communications and Warning Annex of this plan. Persons will be advised of available shelter and given the EOC emergency number of 984-6911 to call for further information and advice when it is safe to return home.
- C. If persons refuse to leave their homes, names and addresses should be recorded, and "next of kin" information should be obtained from them. Depending on the nature of the disaster requiring evacuation, the "stay at home" people will either be persuaded to evacuate, left alone, or a court order for their removal obtained, if circumstances warrant.
- D. Addresses evacuated will be logged in the EOC.
- E. Addresses not responding to a knock at the door will be reported to the EOC and EOC personnel will attempt to contact by telephone using a reverse directory or City utility files.
- F. If a large segment of the population is to be evacuated and public transportation is needed, staging areas will be designated for transportation pickup. The three primary staging areas will be the Kirkwood High School (north), the Community Center (central) and the St. Louis Community College Meramec
- G. Traffic, law and order, and security of the evacuated area will be effected in accord with the Law Enforcement Annex of this plan.
- H. Reception and care of evacuees will be in accord with the Reception and Care Annex of this plan, as required.
- I. Transportation for those persons without their own will be provided.
- J. Evacuation of prisoners will be Police Department responsibility.
- K. Evacuation of institutions may require assistance from the Red Cross and/or other volunteer agencies.

V. CONTINUITY OF GOVERNMENT

- A. Lines of succession.

The lines of succession for the Evacuation Coordinator will be as follows:

1. Police Chief
2. Commander of Field Operations
3. Commander of Support Services

VI. ADMINISTRATION AND LOGISTICS

- A. Several annexes to this plan contain information relevant to conducting a successful evacuation. Direction and Control, Communications and Warning, Emergency Resource Supply, In Place Shelter , Reception and Care, Health and Medical, Emergency Public Information, Law Enforcement and Damage Assessment all pertain. The Appendices to this plan on Transportation Sources, Institutions, Hospitals and Media Contacts may also be referenced.
- B. Every effort should be made to accurately document the movement of people and any related transactions so that claims may be substantiated and properly disposed of.
- C. To the extent consistent with law, no administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, or significant property damage.

VII. PLAN DEVELOPMENT AND MAINTENANCE

Development and maintenance of this Annex is the responsibility of the Police Chief.

VIII. AUTHORITIES AND REFERENCES

- A. FEMA Guide for Emergency Operations Plans CPG 1-8
- B. Kirkwood City Code Chapter 7 ½
- C. Appendix 19 – Staging Areas and Evacuation Routes

This page intentionally left blank.

ANNEX K
IN-PLACE SHELTER

I. PURPOSE

To provide for guidance to citizens of Kirkwood on preparing themselves for extended confinement to their normal residence or place of business or a public shelter due to an emergency or disaster situation in Kirkwood that will prohibit them from leaving the structure they are in or from moving about town to obtain food and shelter from external sources.

II. SITUATION AND ASSUMPTIONS

A. Situation

Based on the hazards to which Kirkwood is subject, there is a possibility that some of Kirkwood's population may either be evacuated from their home or business or confined there for an extended period following a disaster which renders their exposure to the outside dangerous, roads unusable or public services unavailable, such as an earthquake or hazardous material incident.

B. Assumptions

1. Population relocation plans for major crisis are no longer in effect.
2. Under local emergency conditions requiring shelter of people displaced by a Kirkwood disaster, statistics show that 50% or more will seek shelter with friends or relatives.
3. Persons with special needs or disabilities will be accommodated.
4. Institutions in Kirkwood will provide for sheltering of their patients or residents in their own emergency planning.

III. CONCEPT OF OPERATIONS

A. General

1. The City of Kirkwood will operate a temporary shelter only when required by circumstances.
2. The American Red Cross has been designated to operate shelter facilities during disasters.
3. In a locally wide spread disaster, such as an earthquake, where the Red Cross resources may be taxed to the limit, residents will be required to shelter "in place" at home, if possible, or in community churches, schools and service organizations.

B. Phases of Emergency Management

1. Mitigation
 - a. Prepare guidance to residents on planning to shelter in place if required.
 - b. Distribute guidance on resources to stock and preparations to make at home for in place sheltering.
2. Preparedness
 - a. Maintain the Reception and Care Annex of this plan.
 - b. Conduct public information briefings to ensure understanding of potential in place sheltering situations that could restrict citizens' mobility and availability of public services.
3. Response
 - a. Advise public of public shelters, if such are available and accessible by the public.
 - b. Advise public of domestic animal pet sheltering availability.
 - c. Keep public informed on status of disaster and conditions of roads, availability of restaurants and food stores, etc.
 - d. If it is not safe for the public to leave their home or business due to a hazardous condition in the air, advise them to close and seal all doors and windows, close curtains and stay away from windows, turn off exhaust fans and heating systems, bring in pets, and close fireplace dampers.
4. Recovery
 - a. Canvas neighborhoods to determine welfare of residents.
 - b. Check with churches, schools, etc., regarding welfare of their populations.

IV. CONTINUITY OF GOVERNMENT

The line of succession for the In-Place Shelter Coordinator is:

1. Community Development Director
2. Director of Parks and Recreation
3. Public Information Officer

V. RESPONSIBILITY AND MAINTENANCE

The Kirkwood Director of Parks and Recreation is responsible for preparation and maintenance of this annex, and supervising the in place shelter program for Kirkwood.

VI. REFERENCES

- A. American Red Cross. Statement of Understanding Between the Federal Emergency
- B. Management Agency and the American National Red Cross. ARC 2267.
- C. FEMA Disaster Operations Handbook CPG 1-6.
- D. FEMA How to Manage Shelters SM-11.

This page intentionally left blank.

ANNEX L
RECEPTION & CARE

I. PURPOSE

To provide temporary living accommodations for persons in Kirkwood forced to leave their normal place of residence due to an emergency or disaster situation in Kirkwood.

II. SITUATION AND ASSUMPTIONS

A. Situation

Based on the hazards to which Kirkwood is subject, there is a possibility that some of Kirkwood's population may require relocation for a some period of time ranging from hours to days. Hazards that could cause such a need include tornado, severe winter storm, earthquake and some types of hazardous material incidents.

B. Assumptions

1. Under local emergency conditions requiring shelter of people displaced by a Kirkwood disaster, 50% or more are likely to seek shelter with friends or relatives.
2. Persons with special needs will require accommodation.
3. Institutions such as hospitals or long term care facilities will have their own emergency plans for relocation of their patients/residents.

III. CONCEPT OF OPERATIONS

A. General

1. The American Red Cross has been charged with operation of shelter facilities.
2. When needed, a police dispatcher or Emergency Management Director will contact the ARC advising of the situation and requesting shelter activation.
3. On a limited emergency, the ARC will generally respond to the scene and confer with the Incident Commander to determine the requirements for opening a shelter.
4. On a large-scale emergency, the ARC will advise the location of a shelter that they will open or which is already in operation to accommodate displaced persons.
5. The ARC will not generally provide a list of shelters in advance since their contracts are considered internal information. Shelter location is selected at the time of need based on the specific need, type of incident, number of people, etc.

B. Phases of Emergency Management

1. Mitigation

Understand the requirements of reception and care at a shelter.

2. Preparedness

- a. Review and update Appendix 14 of this plan to ensure correct ARC emergency contacts.
- b. Communicate with the ARC periodically to confirm phone numbers and procedures.
- c. Establish a procedure with KARE amateur radio operators to provide EOC to shelter communications for tracking of shelter operations.
- d. Prepare for use of a city facility, such as the Community Center, for very short term sheltering when weather conditions dictate the need to shelter persons prior to the ARC arrival and opening of a shelter facility.
- e. Identify locations where domestic pets can be taken if unacceptable at shelter locations.

3. Response

- a. Notify Red Cross of requirements based on disaster situation.
- b. Open the Community Center, if required by the situation.
- c. Dispatch KARE member to each shelter location to maintain communication with the EOC.
- d. Coordinate with PIO and Evacuation Coordinator.
- e. Provide information on shelter availability and location.
- f. Advise the public which shelters will accept pets or where pets may be taken for temporary sheltering. Reference Appendix 14 for possible animal shelter facility locations.
- g. Maintain records of persons arriving until the ARC takes over shelter management.
- h. Coordinate with "Health and Medical" if required for evacuee's needs.

4. Recovery

- a. Provide shelter as long as needed.
- b. Arrange transportation home or to long-term shelter, if required.
- c. Submit report of shelter activity.

IV. CONTINUITY OF GOVERNMENT

- A. The line of succession for the Reception and Care Coordinator will be:
1. Director of Parks and Recreation
 2. Superintendent of Recreation
 3. Recreation Supervisor

V. RESPONSIBILITY AND MAINTENANCE

The Kirkwood Director of Parks and Recreation is responsible for preparation and maintenance of this annex, and supervising the Reception and Care program for Kirkwood.

VI. REFERENCES

- A. American Red Cross. Statement of Understanding Between the Federal Emergency
- B. Management Agency and the American National Red Cross. ARC 2267.
- C. ARC St. Louis Bi-State Chapter Disaster Plan
- D. ARC Shelter Management Handbook
- E. FEMA Disaster Operations Handbook CPG 1-6.
- F. FEMA How to Manage Shelters SM-11.

This page intentionally left blank.

ANNEX M
HEALTH & MEDICAL

I. PURPOSE

This annex covers responsibilities and references for health and medical services during emergency/disaster situations in the City of Kirkwood.

II SITUATION AND ASSUMPTIONS

A. Situation

Health and medical services will be an integral part of any disaster or major emergency operation. Both emergency and preventive services may be required, including emotional support to disaster victims and workers.

B. Assumptions

1. Experience indicates that many, if not most, injured civilians are not transported to hospitals by medical personnel.
2. Emergency Medical Services (EMS) is most critical 15 to 30 minutes after a disaster. Later, EMS personnel will be dealing with less critically injured and/or deceased.
3. Mutual aid will arrive after the first 15 - 30 minutes; therefore, Kirkwood will be "on its own" for the initial critical period.
4. In a wide spread disaster, many minor injuries in the community will be treated by civilian first aid because the normal EMS system will be overburdened and not able to respond outside the major disaster areas.

III. CONCEPT OF OPERATIONS

A. General

1. The Kirkwood Fire Department is responsible for emergency medical response in the City of Kirkwood, whether routine or in a disaster. Kirkwood Fire Department has two fully equipped Life Support Vehicles (LSV) to provide ambulance transport of injured. Backup for emergency medical response and transport is provided by mutual aid agreements with other fire and rescue departments in St. Louis County.
2. Public health for St. Louis County and all municipalities therein is the responsibility of the St. Louis County Health Department located at 111 South Meramec, Clayton. The Department serves the public health needs of all residents of the county.
3. The St. Louis Metropolitan Medical Response System (SLMMRS) was created to ensure appropriate and comprehensive communication and coordination with various public and private entities that are essential in effective response to

medical emergencies in the Troop C region of the Missouri State Highway Patrol. SLMMS is a consortium of health care, public health, fire, EMS and law enforcement personnel from throughout the St. Louis metropolitan region.

4. Hospitals in the St. Louis Metropolitan Area have voluntarily signed the SLMMS Memorandum of Understanding (MOU) to share resources during a major regional emergency. SLMMS has also established MEDCOMM, a regional medical operations and communication center located in St. Louis. MEDCOMM will serve as the “communication center” for coordinating emergency medical response within the region during an emergency with mass casualties. MEDCOMM will be the coordinating center for all communications during a regional event. MEDCOMM is equipped with a computer system that is capable of monitoring the EMSsystem® and the Electronic Patient Tracking System (EPTS).

B. Phases of Emergency Management

1. Mitigation

- a. Identify likely mass casualty disasters based on hazard analysis of Kirkwood.
- b. Conduct public education on what to expect in various types of disasters with regard to EMS availability.

2. Preparedness

- a. Conduct first aid education programs.
- b. Plan for response and staging in a mass casualty disaster incident.
- c. Maintain necessary equipment and supplies for field operations at a mass casualty incident.

3. Response

- a. Triage: Assessing and classifying patients according to degree of injury so that effective treatment and transportation may be provided.
- b. Medical supervision and control.
- c. Advanced Life Support: Bringing the skills of a hospital to the scene of an emergency, through paramedics in direct communication with a hospital physician.
- d. Transportation using ambulances for seriously injured, or other means for large numbers of minor injured.
- e. Activate temporary morgue in liaison with the county medical examiner, as necessary.

4. Recovery
 - a. Continue response and treatment activities as necessary.
 - b. Compile reports required by local and state authorities.
 - c. Re-supply expendables.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. Kirkwood Fire Department will provide first response emergency medical service (EMS), followed by private ambulance and mutual aid from neighboring fire departments under established mutual aid agreements.
- B. Kirkwood Fire Department and other responders will utilize their SOP for triage coding and functions.
- C. The St. Louis County Health Department will provide public health services during a disaster situation.
- D. The American Red Cross St. Louis Bi-State Chapter will provide medical and nursing care in shelters and emergency aid stations; provide blood and blood products; make hospital visits to determine dead, missing, ill, and injured; provide information to families on health resources in the community; assist in establishing and operating a morgue and with victim identification; establish and staff temporary infirmaries if needed; assist in transportation arrangements for ill and injured; assist with evacuation of nursing homes or hospitals when required and requested.

V. DIRECTION AND CONTROL

Field operations for EMS will be under the direction of the Kirkwood Fire Department Duty Officer. If required, field medical supervision will be performed by a designated physician. Shelter health and medical will be under the direction of the American Red Cross shelter manager.

VI. CONTINUITY OF GOVERNMENT

- A. Lines of Succession for the St. Louis County Health Department
 1. Director
 2. Executive Assistant
 3. Regional Planner
 4. Environmental Director

5. Environmental Engineer
- B. Lines of succession for local EMS
1. Fire Chief
 2. Assistant Fire Chief
 3. Fire Marshal

VII. PLAN DEVELOPMENT AND MAINTENANCE

The Kirkwood Fire Chief is responsible for development and maintenance of this Health and Medical annex.

VIII. REFERENCES

- A. American Red Cross St. Louis Bi-State Chapter Disaster Plan.
- B. FEMA Disaster Operations Handbook CPG 1-6.
- C. FEMA Job Aid Manual SM - 61.1

This page intentionally left blank.

ANNEX N

TERRORISM RESPONSE

I. PURPOSE

The purpose of this annex is to establish a unified approach for emergency response agencies of Kirkwood to respond to and recover from a threat or act of terrorism. Also, to establish 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. Kirkwood has potential targets for terrorist activities. These include, but are not limited to:
 - a. Municipal government facilities and structures.
 - b. HAZMAT Facilities.
 - c. Medical facilities.
 - d. Religious facilities.
 - e. Businesses and manufacturing centers.
 - f. Railroads, highways and navigable rivers.
 - g. Public utilities; landmarks; and large public gatherings.
2. Terrorism takes many forms: bombings, arson, infrastructure attacks (on water, electric, gas, or telecommunications systems), mass shootings, cyberspace failure or disruption, and transportation attacks (hijacking, bombing, sabotage).
 - a. Weapons of Mass Destruction (WMD): 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 non-persistent. Persistent agents remain in the affected area for hours, days, or weeks. Non-persistent 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 bio-terrorism evidence (devices, agents, clandestine labs); diagnosing a disease caused by an agent identified as a possible bio-terrorism 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 (agro-terrorism). 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

- 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, the Unified Command System will be used for Direction and Control.

3. Request for 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. HSRT's 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.
- 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 in Kirkwood, a HSRT, which is located in Troop C, will be responsible for responding to the terrorism incident, if available. This HSRT could be supported by other HSRT's and Forward Regional Response Teams (FRRT). It is the responsibility of the local jurisdiction to contact SEMA and request support.

4. Assumptions:

- 1. Kirkwood 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 of 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 are involved.
- 4. Should a terrorist incident be identified, Kirkwood could be acting alone pending mobilization and deployment of other local, State and Federal assets.

5. An act of terrorism involving WMD in Kirkwood 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 Kirkwood 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 response to and recovery 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) is to 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 HSRT will be able to respond to any terrorism 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 Attachment 1 for locations HSRT.
5. Upon authorization by SEMA, the FRRT will also be able to respond to terrorism incidents, but their resources will be less than those of an HSRT. They will also be funded/supplied by State and Federal aid/grants and 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 State Emergency Operations Plan.
 2. Preparedness: Kirkwood will take the appropriate security measures. (See Attachment 2 of this Annex for Federal and State Homeland Security Advisory System threat guidelines.)
 - a. Develop and review Plans and SOG's 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 local jurisdictions 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 terrorism incident is suspected, local law enforcement will report and 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 local jurisdiction Public Information Officer (PIO) will coordinate all public information releases. (See 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 Mayor or a designated representative. The response will be conducted from the EOC or Incident Command Post. The primary responders for terrorism are normally local law enforcement, fire, and St. Louis County Health and Medical. All other departments are considered to be support. Kirkwood should prepare an SOG and functional checklist for response to a terrorism incident. 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 Annex's for additional Information).
 - a. The Federal Government is responsible for determining the threat level to the Nation. (See Attachment 2 to Annex N for HOMELAND SECURITY TERRORIST WARNING SYSTEM CHART.) However, it is up to the local jurisdiction to determine their appropriate threat level based upon their current situation.
 - b. If notification of a terrorist incident is received, the Police Watch Commander will advise the Police Chief who will contact the CAO and primary and support agencies per police department SOP.
 - c. When notification of an incident is received, the individual receiving the notification will contact the Police Dispatch to follow procedure above.
 - d. The Emergency Management Office is responsible for contacting St. Louis County EM and SEMA to inform them of the situation and threat. Other local departments will follow their respective SOG's for notifications.
 - e. Activate the EOC at either the primary or alternate location. The EOC serves as the clearing house for local jurisdiction to collect, discuss, and disseminate information in regard to a particular event occurring within their jurisdiction. The EOC is responsible for maintaining 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 St. Louis County EM, SEMA and other Federal, State or Local Agencies EOCs 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 local, state, and federal agencies.
 - 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 shelter 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.
 - 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. Provide a representative to the EOC and coordinate with the Police Department and other agencies for support and resource requirements.

- c. Establish site security areas and hazard exclusion zones in accordance with established procedures and guidelines.
 - d. Determine the nature of the incident.
 - e. Provide information on hazardous material/evaluation and environmental damage assessment.
 - f. Develop and maintain internal guidelines to identify specific roles and responsibilities of fire service personnel in each of the major terrorism incidents involving CBRNE.
 - g. Keep the EOC informed.
5. Health Department:
- a. Provide personnel safety information to the EOC.
 - b. Provide an environmental analysis, with help from the Missouri Department of Health and Senior Services and the Center for Disease Control and Prevention. Coordinate with St. Louis County Health Department Director on all health issues. The St. Louis County Health Department Director is responsible for determining the health risk and recommending epidemiological and toxicological solutions to deal with public health issues involved in a terrorist incident.
 - c. Monitor response personnel and general public exposure 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 St. Louis County Health Department 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, 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 insure 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
- a. The Chief of Emergency Medical Service (EMS) 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 allocation of resources. EMS coordinates mutual aid in conjunction with the St. Louis County Health Department.

V. DIRECTION AND CONTROL

- A. Initial response operations are the responsibility of the City of Kirkwood. 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 Missouri State Highway Patrol has primary responsibility for coordinating with the state level response with the FBI.
- B. Local Public Information Operations will be coordinated from the EOC.
Note: FEMA/FBI may establish a JIC (Joint Information Center).
- C. Response and Recovery operations are the responsibility of the local jurisdiction. Before making a formal request to SEMA for assistance, Kirkwood must exhaust its capabilities and resources.

VI. CONTINUITY OF GOVERNMENT

Line of Succession for Terrorism:

The Line of Succession for terrorism incidents in the City of Kirkwood will be dependent on the responding agency. Those agencies likely to respond are the Police Department, the appropriate fire protection district, or the St. Louis County Health Department. Lines of succession for these agencies are shown in Annexes E, F, and M.

VII. ADMINISTRATION AND LOGISTICS

- A. Administration:
 - 1. To implement Annex N, an incident must be designated a terrorist threat or action by the Mayor or successor if the Mayor is not accessible.
 - 2. Procedures 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. On Hand stockpiles of critical essential materials and supplies should be inventoried and updated annually to insure their 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 Missouri 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 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
 City of Neosho

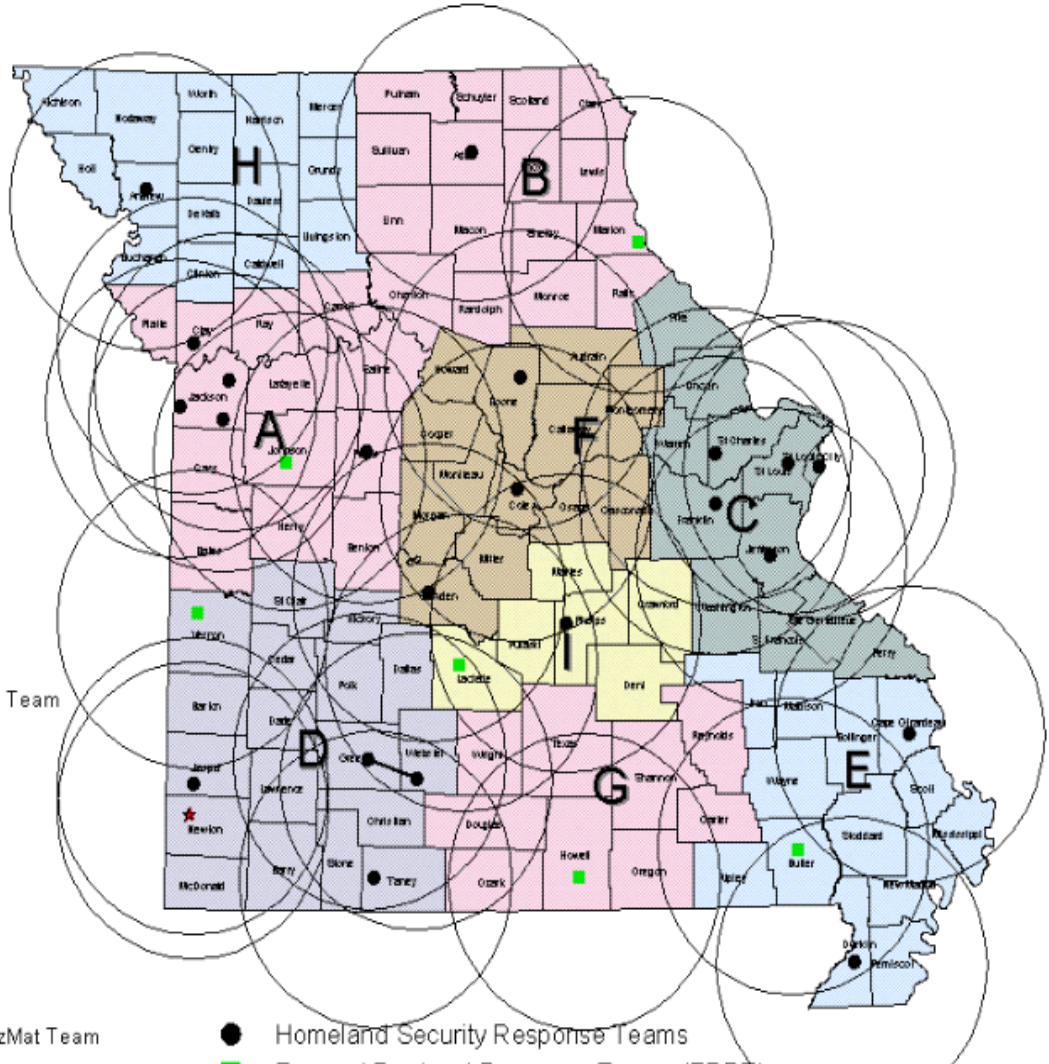
Troop E -
 City of Jackson/SEMO HazMat Team
 City of Poplar Bluff (FRRT)
 City of Kennett

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

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



- Homeland Security Response Teams
- Forward Regional Response Teams (FRRT)
- ★ Proposed Forward Regional Response Teams (FY 03 Funds, Part I)

Attachment 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 (HAAS), is based on five color-coded threat conditions, which are summarized in the bellow table.

HOMELAND SECURITY ADVISORY SYSTEM COLOR CODES

RED: Signifies <i>severe risk</i> of attack and may require the pre-positioning of especially trained teams, closing public and government facilities and monitoring transportation systems.
ORANGE: Signifies a <i>high risk</i> of attack, meaning the government should coordinate necessary security efforts with armed forces or law enforcement agencies and take additional precautions at public events.
YELLOW: Signifies an <i>elevated condition</i> meaning there is a significant risk of attack. Increased surveillance of critical locations and implementing some emergency response plans are called for
BLUE: Signifies a <i>general risk</i> , and agencies are asked to review and update emergency response procedures
GREEN: Signifies a <i>low risk</i> of terrorist attack.

NOTE: The Mayor (or successor) will determine the appropriate Threat Level based on the current situation and recommendations from SEMA.

Attachment 3 to Annex N

HOMELAND SECURITY RESPONSE TEAMS AND FORWARD REGIONAL RESONSE TEAMS

- A. 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 in 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.
- B. The HSRT is a more robust team, which generally enjoys some capabilities beyond what would normally be found in a FRRT. For example, some 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. Of the 28 total HSRTs and FRRTs in the state, the vast majority are HSRTs, see map in Attachment 1.
- C. 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.
- D. 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, general equipment lists common to all teams is available through the Operations Branch of SEMA or through the SEMA web page.

Attachment 3 to Annex N (continued)
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.

This page intentionally left blank.

Annex O

Catastrophic Event (Earthquake)

I. PURPOSE

The purpose of this annex is to provide operational concepts unique to catastrophic event planning and response, and assign responsibilities to City of Kirkwood to meet needs of local jurisdictions following a catastrophic event. It serves as a supplement to the City of Kirkwood Emergency Operations Plan (EOP) and is intended to expand the response and recovery organization for a catastrophic event and most likely an earthquake. Many of the operational concepts could be easily adapted to a large scale man-made or natural hazard.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. A catastrophic incident, as defined by the NRP, is any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic incident could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, local, tribal, and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic incidents are Incidents of National Significance. These factors drive the urgency for coordinated national planning to ensure accelerated Federal/national assistance.
2. A major earthquake centered in the New Madrid seismic zone is one of the most catastrophic natural hazards facing the State of Missouri. Based on current information, earthquake experts have identified 47 Missouri Counties and the City of St. Louis as those jurisdictions most likely to be impacted by a Richter magnitude 7.6 or greater earthquake on the Modified Mercalli Scale. Additional information on Missouri's earthquake threat is provided in the City of Kirkwood Hazard Analysis and the State of Missouri Hazard Analysis.
3. The earthquake-planning scenario used to develop this annex is based on the Federal Emergency Management Agency (FEMA) Hazards United States (HAZUS) model-MH Earthquake Event Report, Southeast MO and was used to develop the loss estimation (damage estimates). The primary purpose of HAZUS is to provide a methodology and software application to develop loss estimations. Although no loss estimation will prove completely accurate, it can provide

potential damage patterns and conclusions which provide guidelines for emergency response planning.

B. Assumptions

1. City of Kirkwood has the primary responsibility to prepare for and respond to incidents and disasters. As such, City of Kirkwood must be prepared to manage initial emergency response and recovery activities for at least the first 96 hours through internal capabilities and/or mutual aid agreements, regardless of the size and scope of the incident. State and federal government will make every effort to provide additional life safety support as quickly as possible; however, state and federal resources may not be available in the early stages of an emergency.
2. Damage to transportation (roads, bridges, rail, air, etc.), communication (phone, cell, emergency 911, public warning sirens, etc.), utility distribution systems (electric, gas, and water, etc.), pipelines, chemical and fuel storage and other infrastructure systems will isolate communities creating virtual islands within the disaster areas. Damaged transportation routes may not be functional for many weeks or months. For at least 96 hours after an earthquake, City of Kirkwood must be prepared to meet their own emergency needs.
3. A number of people will self evacuate the damaged area, if possible, while many others will stay for a variety of reasons including protecting property or caring for farm/companion animals. Evacuation, if necessary, shall be conducted in accordance with Annex J, Evacuation, of the City of Kirkwood EOP.
4. Shelters identified for use during other natural disasters may not be available in the impacted area. Temporary sheltering in campers and tents may be determined to be the safest option until buildings and residences are inspected. Prudent and safe actions must be taken into consideration when determining whether to remain in their residence or utilize temporary shelters. Sheltering may take place outside the impacted area.
5. The Governor may suspend some governmental operations in the affected tier and response tier of the state (as required) to direct maximum utilization of available resources in the initial response.
6. City of Kirkwood will use all available local resources and implement established mutual aid agreements as needed.

III. CONCEPT OF OPERATIONS

A. General

1. Response Concept:

- a) State of Missouri's actions in the event of a catastrophic event is based on the concept of automatic response. At a 6.5 magnitude or greater earthquake all state departments/agencies will activate their plans and take appropriate actions for an earthquake response (i.e. assessment of bridges and roads, communication infrastructure, building damage).
 - b) (Enter jurisdiction here) will activate their plans and take appropriate actions for a catastrophic event (earthquake) response to include assessment of bridges and roads, communication infrastructure, building damage, immediate assessment of injuries and medical system status. Initial injury and damage assessments will be forwarded to the State Emergency Operations Center.
2. Tiered Response: In order to implement a coordinated response, the state may be divided into three tiers: Affected Tier, Initial Response Tier, and Support Tier. These tiers were established to facilitate the planning process based on a New Madrid earthquake event, but can be applied to any catastrophic event. Tier assignment may change depending upon the event. Refer to Appendix 2 for response tier map.
- a) The Affected Tier consists of jurisdictions that have been identified as the most likely to be impacted by a catastrophic event. For a New Madrid earthquake with a magnitude 6.5 or greater, regions C and E have been identified as the affected tier.
 - b) The Initial Response Tier consists of jurisdictions that have been identified as potential sources of immediate response assets into impacted areas. For a New Madrid earthquake with a magnitude 6.5 or greater, regions B, F, I and G have been identified as the initial response tier.
 - c) The Support Tier consists of jurisdictions that have been identified as potential sources of support and replenishment of assets (i.e. sheltering, medical surge, and staging areas.) For a New Madrid earthquake with a magnitude 6.5 or greater, regions H, A and D have been identified as the support tier.
3. Direction and Control:
- a) State Unified Command
 - 1) The Missouri State Emergency Operations Center (SEOC) serves as the State's Unified Command.
 - 2) This is the state level command where direction and control will be exercised for the statewide response.
 - b) State Area Coordination Center

- 1) Area Coordination Centers will be established at state run facilities in regions C and E in order to facilitate the state's response and recovery efforts to region unique situations.
- 2) Once established these area coordination centers will coordinate response in their respective regions between local emergency operation centers and the state unified command.
- 3) Incident Support Teams (IST) will be deployed by the state to assist state area coordination operations. An IST is an overhead management team to facilitate the ICS organization.
- 4) Additional area coordination centers will be established as the situation warrants.

c) Local Emergency Operations Centers (Local Unified Command)

- 1) Local Unified Command is the NIMS terminology used for the Direction and Control function within the local emergency operations center.
- 2) City of Kirkwood must be prepared to manage initial emergency response and recovery activities for at least the first 96 hours through internal capabilities and/or mutual aid agreements.
- 3) City of Kirkwood will report initial damage assessments, casualty figures, and condition of critical infrastructure to the State Unified Command at the State Emergency Operations Center.
- 4) City of Kirkwood will coordinate with the State Unified Command/SEOC until otherwise directed.

4. Damage Assessment

- a) Damage assessment of City of Kirkwood will be conducted as outlined in Annex D, Damage Assessment, of the City of Kirkwood emergency operations plan.
- b) City of Kirkwood will report damage assessment information to the State Emergency Operations Center as soon as possible. Information should be passed using any available means (web based, faxed, phone, radio, etc.).
- c) One of the first priorities of damage assessment for City of Kirkwood will be inspection of local roads and bridges. (Technical assistance may be available from MODOT).

5. Communications

- a) The Missouri State Highway Patrol is the lead state agency for providing initial emergency communications to and from the affected areas.
- b) Due to anticipated communications limitations, all communications should be limited to critical life safety messages.

- c) Communications assets and locations have been identified and are listed in Annex A, Direction and Control, and B, Communications & Warning, of the City of Kirkwood emergency operations plan.
- d) A NIMS compliant communications plan is attached as shown in Appendix 7, Communications Plan, to this Annex.

6. Points of Distribution (PODs)

- a) PODs are temporary locations at which commodities are distributed directly to disaster victims. These may be different locations than where the commodities arrive in the jurisdictions Points of Arrival (POA).
- b) It is the responsibility of City of Kirkwood to identify locations and to operate the PODs in their jurisdiction. POD locations are listed in Appendix 4, Points of Distribution, to this Annex.

7. Transportation

- a) City of Kirkwood must identify available transportation resources for the movement of personnel and/or equipment.
- b) Identify vehicles that can be used for transportation of special needs population.
- c) These resources are listed in Annex G, Resource and Supply, to the City of Kirkwood local emergency operations plan.
- d) Local transportation routes are identified in Annex J, Evacuation.

8. Evacuation

- a) An Evacuation Management Team (EMT) will be established as part of the State Unified Command. The EMT is responsible for coordinating all evacuations throughout the state.
- b) City of Kirkwood will coordinate all of their evacuation operations through the Evacuation Management Team located at the SEOC.

9. Mass Care and Special Needs Population

- a) Refer to Annex L, Reception and Care, of City of Kirkwood emergency operations plan.
- b) Note: This section of the local plan should address the specific needs of the local jurisdictions associated with mass care, shelters, special needs population, and pets.

B. Phases of Emergency Management

Refer to the general responsibilities in Appendix 2, Attachment B of the City of Kirkwood Basic Plan for agency-specific actions.

1. Mitigation (Prevention)

It is recognized that you cannot prevent a catastrophic event from happening; however, there are measures that can be taken to lessen their effect. Such measures could include:

- a. Adopt seismic resistant design standards, some of which are currently being followed (i.e. bridges built since 1990).
- b. Comply with floodplain management guidelines.
- c. Adopt seismic non-structural design standards such as FEMA guides: “Avoiding Earthquake Damage: A Checklist for Homeowners”; “FEMA 74-Reducing the Risks of Non-Structural Earthquake Damage: A Practical Guide”; “FEMA 232-Homebuilders’ Guide to Earthquake-Resistant Design and Construction”, etc.

2. Preparedness

The preparedness phase occurs prior to and in anticipation of a catastrophic event (earthquake). This phase focuses on promotion of increased public awareness of the potential emergency, preparation of necessary materials and equipment or response to the emergency, and training for emergency response personnel. Typical functions of the preparedness phase include conducting public information programs, maintaining emergency resources inventory lists and conducting exercise and training programs.

- a. Provide training and information to mitigate the effects of a catastrophic event (earthquake).
- b. Train and equip response personnel.
- c. Identify local staging areas and fuel sources.
- d. Identify transportation resources and facilities, to include injured and special needs populations.
- e. Identify large, adequately equipped shelter facilities and transportation resources.
- f. Identify adequate locations that could serve as Points of Distribution (PODS).
- g. Promote personal preparedness i.e. Community Emergency Response Team (CERT).

3. Response

The response phase occurs from the onset of a catastrophic event (earthquake) and lasts until lifeline systems are at least partially restored. During this phase, functions that are critical to saving lives, to protecting people, and meeting basic human needs are performed.

In the event of an earthquake with a 6.5 magnitude or greater all departments/agencies identified in this plan will activate their plans. For other catastrophic events this plan will be activated as determined by the senior elected official.

See Appendix 3 to this Annex for the actions for each Tier Level.

4. Recovery

The recovery phase usually overlaps the response phase. It begins a few days after the catastrophic event (earthquake) and can last for years. During the recovery phase, the federal government provides disaster relief upon Presidential Declaration. Functions during this phase include federal relief under P.L. 93.288, as amended, for public and individual assistance, establishment of Disaster Recovery Centers, establishment of temporary housing facilities, and federal disaster loans and grants. Long-term recovery includes restoration of affected areas to their normal or to a substantially improved state.

- a. Establish liaisons and hold at a minimum, annual meetings of state and local agencies, non-governmental organizations, and volunteer groups that would play significant roles in returning communities to livable conditions.
- b. Focus should key on returning social services, schools, environmental issues and public utilities to normal as quickly as possible.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

The organization for a catastrophic event (earthquake) will be based on the City of Kirkwood LEOP Basic Plan. All operations will be conducted under the National Incident Management System (NIMS). See Appendix 1 to this Annex.

B. Assignment of Responsibilities

The LEOP Basic Plan includes the Primary and Support Responsibilities Chart that shows agency assignments. Agencies and organizations with primary and/or support assignments are responsible to develop and maintain SOGs, checklists, and other supporting documents that detail how to perform their assigned tasks.

1. In accordance with RSMo, Chapter 44, the chief elected official of the City of Kirkwood is ultimately responsible for the coordination of response to a catastrophic event (earthquake).
2. Responsibilities include but are not limited to:

- a. Activate the EOC. (Once activated, the EOC is the coordinating point for all local response and recovery activities.)
- b. Serve as the collection point for damage assessment information.
- c. Coordinate the provision of services, equipment, and supplies to support expedient operations associated with an earthquake disaster; for the approval and acquisition of equipment and supplies not available through normal purchasing channels and ordering time frames following an earthquake.
- d. Identify sites for Points of Distribution (PODS).
- e. Identify sites for Emergency Rest Area Stops.

V. DIRECTION AND CONTROL

Direction and control will be consistent with guidance found in Annex A, Direction and Control and Section III-3 of this Annex.

VI. CONTINUITY OF GOVERNMENT

Continuity of government will be consistent with guidance found in City of Kirkwood Local Emergency Operations Plan (LEOP).

VII. ADMINISTRATION AND LOGISTICS

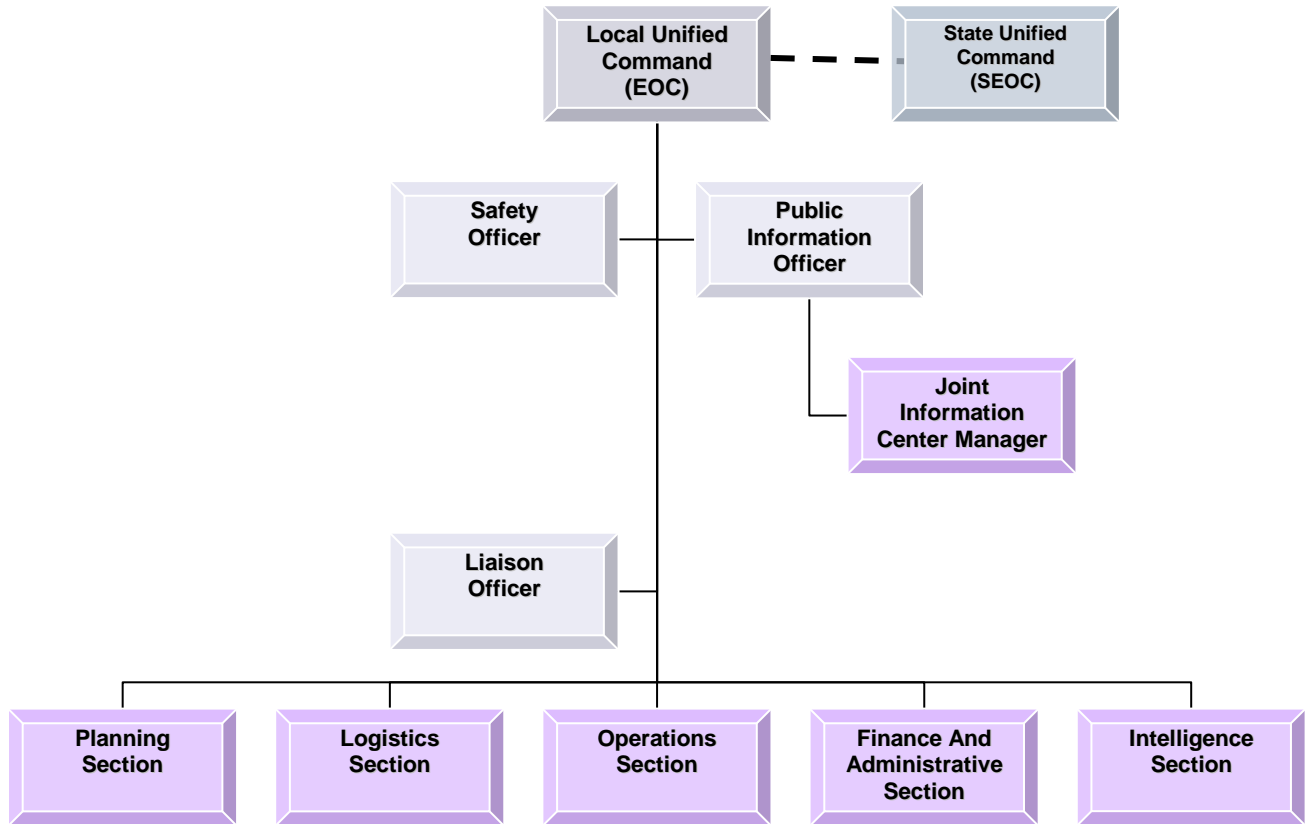
Administration and Logistics will be consistent with guidance found in City of Kirkwood Local Emergency Operations Plan (LEOP).

APPENDICES

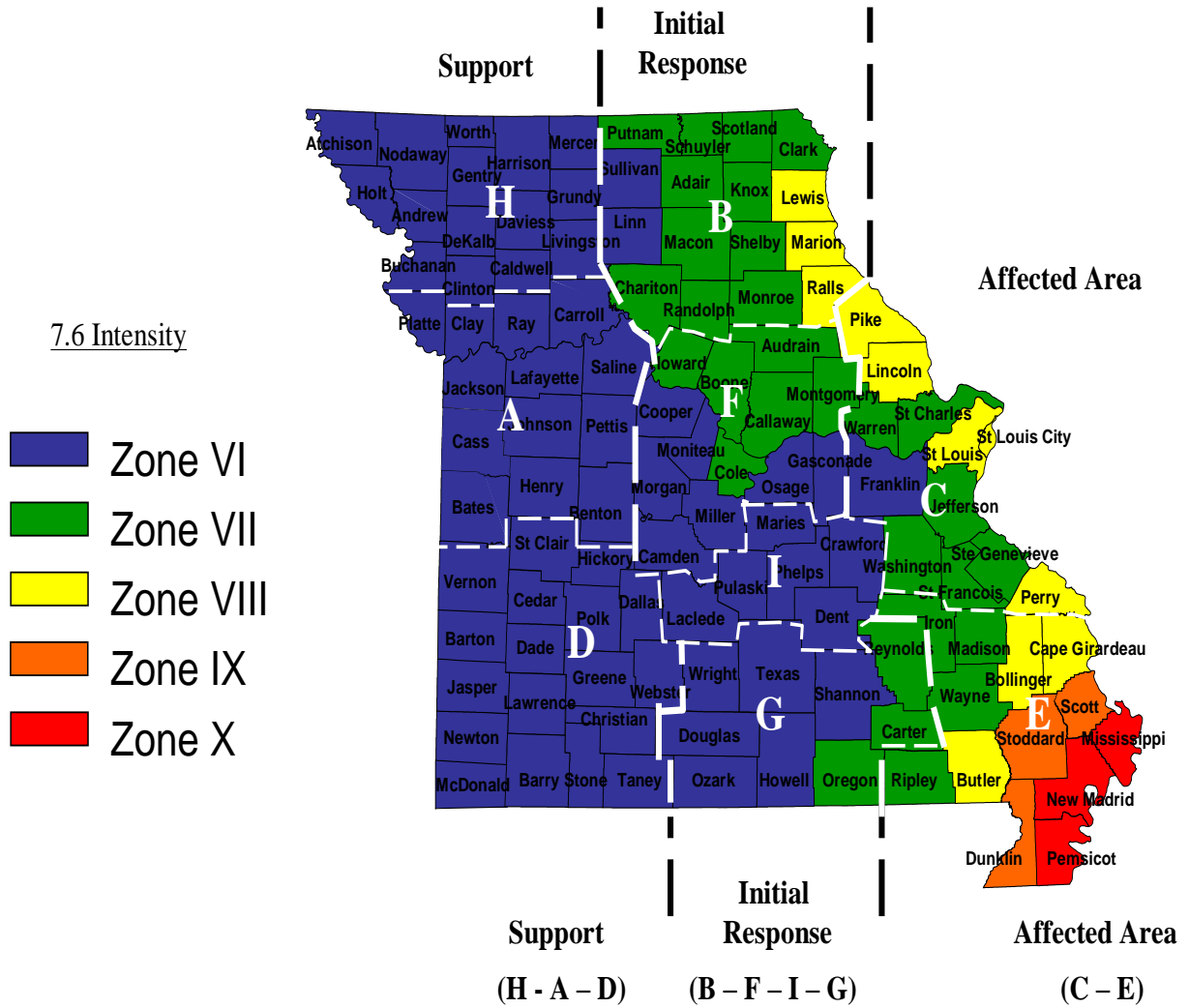
- 1. ICS Organization
- 2. Tier Response Map
- 3. Tier Response Actions
- 4. Points of Distribution (PODs)
- 5. Staging Areas
- 6. Command Structure – Organization Assignment List (Optional use)
- 7. Communications Plan (Optional use)
- 8. Resource Assessment
- 9. Local Resource Request Form
- 10. Emergency Rest Area Sites

Appendix 1 to Annex O

ICS Organization



Response Tiers



Appendix 3 to Annex O

Tier Response Actions

Actions following a catastrophic event (earthquake) are as follows:

I. Affected Tier

- a. Immediate assessment should be conducted to ascertain injuries and medical system status (i.e. functioning hospitals, clinics, ambulances)
- b. Initial injury and damage assessments will be forwarded to the State Emergency Operations Center.
- c. A coordinated response will be achieved by mobilizing resources through the local emergency operations center.
- d. Points of Distribution Sites (PODS) will be identified by local jurisdictions for the distribution of commodities to the affected population.
- e. See Appendix 5 to this annex for local staging area designations.
- f. A Local Unified Command EOC will be established. See *Appendix 6* to this Annex for organizational structure.
- g. State Area Coordination Centers will be established for Regions C and E. When the Area Coordination Centers become functional the local emergency operations organizations will coordinate response with their respective region's state area command.
- h. Any locally coordinated evacuation will be conducted in coordination with the state's Evacuation Management Team.
- i. The priority of movement is for responders into the affected area and movement of victims with life threatening conditions out of the affected area.
- j. The Local Unified Command will designate a Local Net Control Station (LNCS) to coordinate radio traffic and frequency allocation. This will be coordinated with the Regional Net Control Station (RNCS), located at a State Area Coordination Center. See Appendix 7 to this Annex for a sample communications plan form.

II. Initial Response Tier

- a. Immediate assessment should be conducted to ascertain available resources that could be deployed to affected regions. This information should be forwarded to the SEOC using the form shown in Appendix 8 to this Annex.
- b. Assessments should be done to determine medical surge capacity to support critical patient evacuation from the affected tier.
- c. A coordinated response will be achieved by mobilizing resources through the state emergency operations center.

- d. All activated response elements must report to assigned staging areas upon mobilization. All response to affected areas will be deployed from designated staging areas.
- e. Discipline specific staging areas will be established for initial response tier resources. See Appendix 5 to this Annex.
- f. Responders should report equipped for operation and be self-sufficient for up to 96 hours. Initial responders should be prepared for a deployment period of 14 to 28 days.
- g. The concept of operations for a voluntary evacuation of the affected tier is to move the affected population through the initial response tier to the support tier of the state.
- h. To facilitate evacuation, local jurisdictions will identify, establish, and support emergency rest area sites in coordination with the state's Evacuation Management Team. Emergency rest area sites will be designed to distribute information, emergency medical treatment, fuel, food and water to the evacuating population as they pass through to the support tier of the state. See Appendix 10 to this Annex.
- i. Response from the Initial Response Tier will be coordinated through the State Unified Command.
- j. State Area Coordination Centers will be established for Regions C and E. Responding resources from the Initial Response Tier will be assigned to a State Area Coordination Center.
- k. The State Area Coordination Centers will assign missions to their respective responding resources.
- l. The priority of movement is for responders into the affected tier and movement of victims with life threatening conditions out of the affected tier.

III. Support Tier

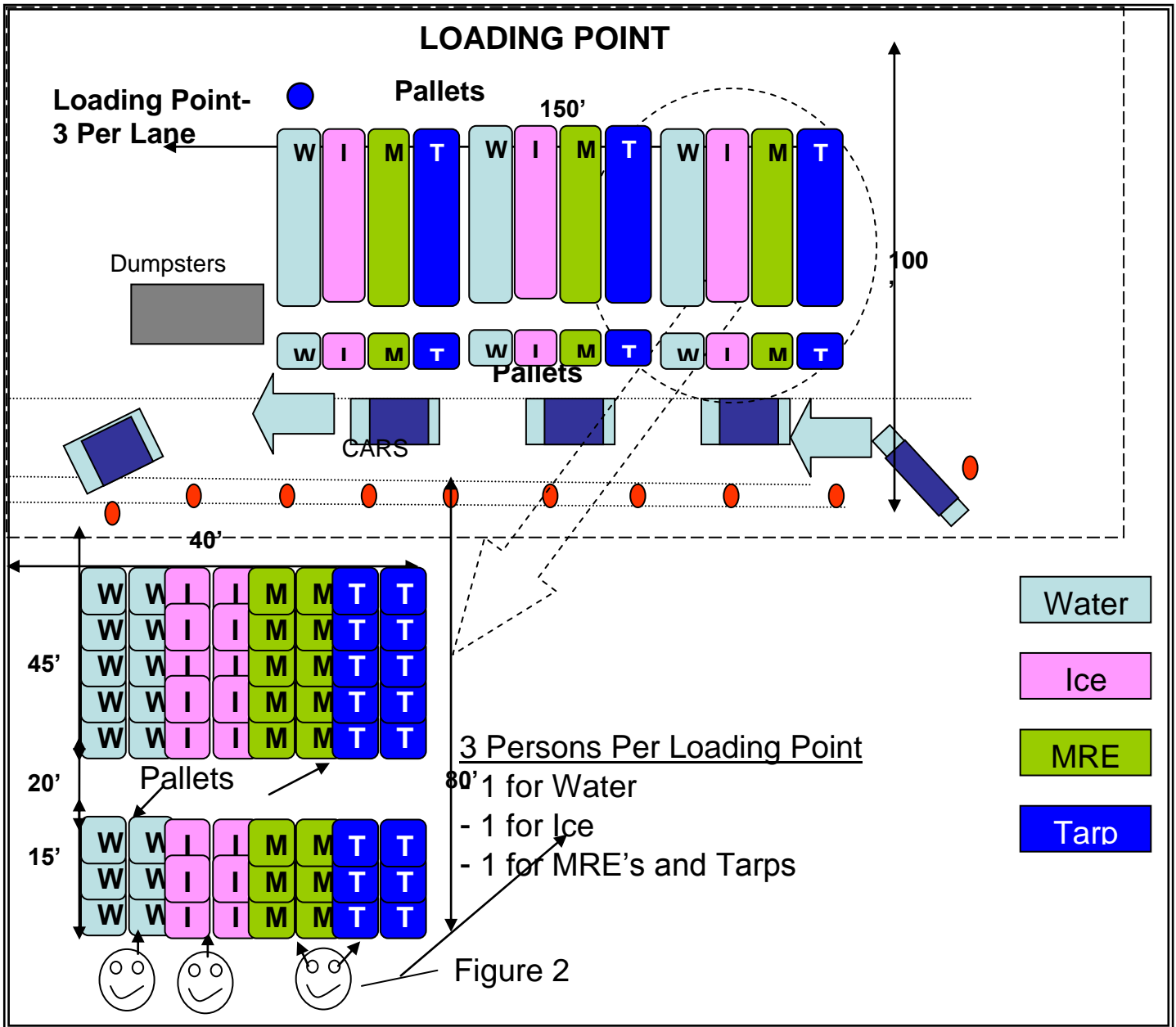
- a. Immediate assessment should be conducted to ascertain resources that could be used to support mass care of the evacuated population from the affected tier. This information should be forwarded to the State Emergency Operations Center using the form shown in Appendix 8 of this Annex.
- b. Assessments should be done to determine medical surge capacity to support critical patient evacuation from the affected tier.
- c. Assessments should be conducted to prepare for mass care of the evacuated population and special needs population.
- d. Mass care and support of deployed resources are the primary function for the support tier.
- e. Response enhancement and replenishment will be drawn from the support tier.
- f. Support Tier jurisdictions will activate sites to support mass care of the evacuated population.
- g. Any Response from the Support Tier to the Affected Tier will be coordinated through the State Unified Command.

- h. State Area Coordination Centers will be established for Regions C and E. Responding resources from the Support Tier will be assigned to a State Area Coordination Center.
- i. The State Area Coordination Centers will assign missions to their respective responding resources.
- j. Any evacuation will be conducted in coordination with the state's Evacuation Management Team.

Appendix 4 to Annex O

*Points of Distribution
(POD)*

- **The critical planning factor for ordering commodities is “distribution” capability, not people without power.**
- **Distribution planning must be a priority with local governments for the commodities mission to be successful.**
- **All levels of government must understand the distribution point concept.**
- A distribution point (DP) with one supply lane can serve 1,660 cars or 5000 people in one day, (Type III Distribution Point).
- A Type II Distribution Point has two lanes
- A Type I Distribution Point has four lanes



Part II Identify locations

City of Kirkwood

- 1.
- 2.
- 3.
- 4.

Appendix 5 to Annex O

Local Staging Areas

Law Enforcement Staging Areas:

Alternate Law Enforcement Staging Areas:

Fire Staging Areas:

Alternate Fire Staging Areas:

EMS Staging Areas:

Alternate EMS Staging Areas:

Public Works Staging Areas:

Alternate Public Works Staging Areas:

Other Staging Areas as needed:

- **Volunteers**
- **Health and Medical**

Appendix 6 to Annex O
Command Structure

ORGANIZATION ASSIGNMENT LIST		1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
POSITION NAME 5. INCIDENT COMMANDER AND STAFF INCIDENT COMMANDER _____ DEPUTY _____ SAFETY OFFICER _____ INFORMATION OFFICER _____ LIAISON OFFICER _____		4. OPERATIONAL PERIOD (DATE/TIME)		
6. AGENCY REPRESENTATIVES AGENCY NAME _____ _____ _____ _____ _____ _____		9. OPERATIONS SECTION CHIEF _____ DEPUTY _____ a. BRANCH I- DIVISION/GROUPS BRANCH DIRECTOR _____ DEPUTY _____ DIVISION/GROUP _____ DIVISION/GROUP _____ DIVISION/GROUP _____ DIVISION/GROUP _____ b. BRANCH II- DIVISION/GROUPS BRANCH DIRECTOR _____ DEPUTY _____ DIVISION/GROUP _____ DIVISION/GROUP _____ DIVISION/GROUP _____ DIVISION/GROUP _____ c. BRANCH III- DIVISION/GROUPS BRANCH DIRECTOR _____ DEPUTY _____ DIVISION/GROUP _____ DIVISION/GROUP _____ DIVISION/GROUP _____ DIVISION/GROUP _____ d. AIR OPERATIONS BRANCH AIR OPERATIONS BR. DIR. _____ AIR TACTICAL GROUP SUP. _____ AIR SUPPORT GROUP SUP. _____ HELICOPTER COORDINATOR _____ AIR TANKER/FIXED WING CRD. _____		
7. PLANNING SECTION CHIEF _____ DEPUTY _____ RESOURCES UNIT _____ SITUATION UNIT _____ DOCUMENTATION UNIT _____ DEMOBILIZATION UNIT _____ TECHNICAL SPECIALISTS _____ _____ _____ _____		10. FINANCE/ADMINISTRATION SECTION CHIEF _____ DEPUTY _____ TIME UNIT _____ PROCUREMENT UNIT _____ COMPENSATION/CLAIMS UNIT _____ COST UNIT _____		
8. LOGISTICS SECTION CHIEF _____ DEPUTY _____ a. SUPPORT BRANCH DIRECTOR _____ SUPPLY UNIT _____ FACILITIES UNIT _____ GROUND SUPPORT UNIT _____ b. SERVICE BRANCH DIRECTOR _____ COMMUNICATIONS UNIT _____ MEDICAL UNIT _____ FOOD UNIT _____		PREPARED BY (RESOURCES UNIT) _____		

203 ICS (1/99)

NFES 1327

Appendix 7 to Annex O
Communications Plan

INCIDENT RADIO COMMUNICATIONS PLAN			1. Incident Name	2. Date/Time Prepared	3. Operational Period Date/Time
4. Basic Radio Channel Utilization					
Radio Type	Channel	Function	Frequency/Tone	Discipline Assignment	Remarks
5. Prepared by (Communications Unit)					

Appendix 8 to Annex O
 Resource Assessment

1. Incident Name:		2. Operational Period (Date / Time) From: _____ To: _____		OPERATIONAL PLANNING WORKSHEET ICS 215-OS																
3. Division / Group Or Location	4. Work Assignments	5. Resource / Equipment											6. Notes/ Remarks	7. Reporting Location	8. Requested Arrival Time					
		Resource	Req.	Have	Need	Req.	Have	Need	Req.	Have	Need	Req.				Have	Need			
10. Total Resources Required:																				
11. Total Resources on Hand:																				
12. Total Resources Needed:																				
13. Prepared By: (RUL)																	Date:	Time:		
OPERATIONAL PLANNING WORKSHEET															ICS 215-OS		June 2001			

Appendix 9 to Annex O
Resource Request Form

**LOCAL GOVERNMENT
RESOURCE REQUEST**

Priority:		Black-Flash	Red-High	Yellow-Medium	Green-Low
*Status:	Red-Action Required		Orange-Enroute		Yellow-On- Scene
	Green-Released		Blue-Closed		Approval Pending
Request is made for (Circle One)		Donation	Acquisition		Donation or Acquisition
<p>If request can only be satisfied by acquisition, Approving Authority agrees to pay for the item(s), (or the non-federal share). Approving Authority assumes full responsibility and liability for the items or services received, will control and safeguard any non-expendable loaned items/equipment that must be returned and agrees to assist in the recovery/redeployment of such items as soon as practical when the items are no longer needed at the disaster location.</p>					
Approved By: (Approving Authority)	Printed Name		Title		Signature
*Request Number:					
Supplemental Number:					
Requesting Organization:					
*Requestor's Contact Info:	Name: Title: Phone: Office Cell: Personal Cell: Fax:		Pager: Frequency: Talk Group: Call Sign: Other:		
Related Event/ Incident/Activity:					
Display All resource requests related to:					
*Resource Type/Kind:					
*Quantity:					
Qty Unit Of Measure:					
When Needed:					
Mission:					
Release Date:					
Resource must come with:	<input type="checkbox"/> Fuel <input type="checkbox"/> Meals <input type="checkbox"/> Operator(s) <input type="checkbox"/> Water <input type="checkbox"/> Maint <input type="checkbox"/> Lodging <input type="checkbox"/> Power				
Other Comments:					

Site Name Select Clear		Site Type Select Clear	
Street Address		Apt or Lot No.	
City		State	Zip
County Select Clear			
Intersection - Street 1		Intersection - Street 2	
Country Select Clear		Geographic Area Select	
United States		(Region, District, Campus, etc).	
Additional Location Information			

Geo Locate: by Lat & Long by Map		by Address by Intersection		Clear Latitude/Longitude Information	
Show on Map? Yes No		Geo Located By	Latitude	Longitude	
Contact on scene: (Name, Phone, etc.)	Name:		Pager:		
	Title:		Frequency:		
	Phone:		Talk Group:		
	Office Cell:		Call Sign:		
	Personal Cell:		Other:		
	Fax:				
Special Instructions:					

Copyright 1999-2006 by NC4 Public Sector. All Rights Reserved

Appendix 10
Emergency Rest Area Sites

(Enter the jurisdictions name here)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

This page intentionally left blank

APPENDICES

APPENDIX 1

CITY OF KIRKWOOD, MISSOURI
FUNCTIONAL ORGANIZATION

Boards & Commissions

Mayor
and Council

City Clerk

Chief
Administrative
Officer

Finance Director

Assistant C A O

Purchasing Director

Safety /
Emergency Management
Director

Parks & Recreation Director

Public Services Director
Building Commissioner
Engineering
Streets
Sanitation
Garage

Police Chief

Fire Chief

Electric Director

Management Information Systems Director

EXECUTIVE LINE OF SUCCESSION

- A. In accordance with the Charter of the City of Kirkwood, Missouri, Article III, Section 3,3 paragraph (g), the Deputy Mayor shall act as Mayor... due to absence or disability.
- B. Kirkwood City Ordinance requires each Council to set forth by Resolution the names of Council Members, in order of succession, to serve in the absence of the Deputy Mayor for emergency purposes.
- C. Kirkwood City Ordinance requires Council to establish the names of city officials, in order of succession, to serve in the absence of the Chief Administrative Officer for emergency purposes.

EMERGENCY RESPONSIBILITY BY ORGANIZATION

RESPONSIBILITY: P = PRIMARY S = SUPPORT	O R G A N I Z A T I O N	M A Y O R & C O N C L	A D M I N I S T R A T I O N	F I N A N C E	P O L I C E D E P T	F I R E D E P T	P A R K S & R E C	P U B L I C W O R K S		P U R C H A S I N G	U T I L I T I E S	S T L C O U N T Y
F U N C T I O N												
DIRECTION & CONTROL		P	S									
COMMUNICATIONS & WARNING			S		P	S						
EMERGENCY PUBLIC INFORMATION			P		S	S						
DAMAGE ASSESSMENT					S	S		P			S	
LAW ENFORCEMENT					P							
FIRE & RESCUE					S	P						
EMERGENCY RESOURCE SUPPLY			S	S						P	S	
HAZARDOUS MATERIALS						P						
PUBLIC WORKS								P				
EVACUATION					P	S		S				
TEMPORARY SHELTER							P					
RECEPTION & CARE							P					
HEALTH & MEDICAL					S	P						S
TERRORISM RESPONSE			S		P*	P*		S				S

ADMINISTRATION includes CAO, Asst. CAO, Public Information Officer, Personnel and MIS.

PUBLIC SERVICES includes Engineering, Building Commissioner, Street, Sanitation and Garage/Maintenance.

*Indicates joint responsibility.

APPENDIX 2

EMERGENCY NOTIFICATION LIST

To be notified as required, based on the situation:

Mayor & City Council, through City Clerk
City Clerk
Chief Administrative Officer
Assistant C.A.O.
Emergency Management Director
Assistant Emergency Management Director
Police Chief
Police Captain Field Operations
Police Captain Support Services
Fire Chief
Assistant Fire Chief
Public Services Director
Parks & Recreation Director
Electric Director
Public Services Director
Finance Director
Public Information Officer
Personnel Manager
MIS Director
Safety Director

NOTE: Names and telephone contact numbers of each position above for regular and off duty hours are maintained in the Police Department Communications Center.

APPENDIX 3

EMERGENCY OPERATING CENTER (EOC)

EOC ORGANIZATION, ASSIGNMENTS AND S.O.P.

EOC ORGANIZATION

POLICY GROUP

Provides executive direction and guidance in matters of Kirkwood policy; provides official information and instructions to the public.

DISASTER ANALYSIS GROUP

Collects and analyzes data; interprets and predicts disaster damage or other effects; interprets for the EOC staff the actual or potential impact of the disaster on emergency operations.

OPERATIONS GROUP

Directs the conduct of emergency operations through the field forces deployed; is organized along the functional lines of the Kirkwood government. The Incident Command System used by all St. Louis County area fire services will be the basis for organization of field operations.

NOTE: Department heads, especially Police, Fire and Public Services, will locate in the EOC or Incident Command Post, based on nature of the emergency.

RESOURCE MANAGEMENT GROUP

Ensures adequate supplies to support emergency operations, including food, fuel, transportation, communications, etc. Executes pre-emergency agreements with outside agencies, businesses, volunteers, etc., to maintain supply of resources needed. Tracks expenses unique to the emergency/disaster incident.

MESSENGERS

Carry messages between EOC and communications center and other city offices as required.

EOC STAFFING

POLICY GROUP	25
Mayor, City Council, CAO, City Attorney,	9
Department Heads, EM Director,	14
Public Information Officer, City Clerk,	2
Outside agency liaison executives.	(2)
DISASTER ANALYSIS GROUP	
Building Commissioner, Engineering	2
OPERATIONS GROUP	10
Department heads or designated representatives.	* 7
Outside agency supervisors/workers.	3
RESOURCE MANAGEMENT GROUP	4
Finance Director, Purchasing Director,	2
Outside agency representatives.	2
MESSENGERS	1
Total staffing	42

* Some of the 13 department heads in the Policy Group will also serve on the Operations Group.

NOTE: Since the EOC contains 480 sq. ft. of space and is configured for computer training classes, continuous staffing in excess of 20 persons is not practical. The Policy Group can meet in the Police Chief's conference room.

EOC PHYSICAL LAYOUT

The primary EOC is located on the lower level of the Kirkwood Police Department at 131 West Madison Avenue. The EOC is routinely used as a classroom. It is 20 x 24 feet (480 sq. ft.) set up classroom style with six computer desks. A 24-foot service counter lines the back wall, with nine telephones, radios and computers permanently installed. This counter forms ten workstations for communications. There are two additional wall phones and a cable connected television. The building's lower level also contains restrooms and a kitchen with break room. An automatic backup electric generator supports the EOC. Access to the building is controlled.

The service counter provides workstations for Amateur Radio, Operation Secure Radio, Shelter, Public Works, Utility, Fire, Police and PIO/Administration. Amateur radio includes two 2-meter/440 radios and HF radio, with a PC packet workstation. Other workstations are supported with direct link handsets for Public Works radio and Electric/Water utilities radio, plus VHF radios for Fire and Police channels across St. Louis County. Some of the nine telephone stations for 984-6911 may be distributed among the six computer desks and along the service counter to space out the call-takers.

PERMANENT WALL DISPLAYS include a large Kirkwood city map with clear overlay for displaying roads closed, major damage areas, location of temporary medical and shelter facilities, expected problem areas and evacuation status.

Additional displays may be hung as needed, to include:

- Damage assessment chart
- Medical facilities status
- Shelter and mass care status board
- Bulletin board
- County and state maps
- Resource status board: personnel, equipment, ...

Cable TV can display The Weather Channel, and major news sources including CNN and Headline News. The local weather from the Weather Channel can be displayed on channel 99.

E O C STANDARD OPERATING PROCEDURE

EOC ACTIVATION CHECKLIST

Alerted: Persons listed on EOP Attachment 2
 Hospitals (EOP Attachment 5)
 Ambulance services
 Red Cross
 Salvation Army
 Outside utilities (EOP Attachment 7)
 AT&T

EOC SETUP CHECKLIST

If “Policy” or “Operations” groups will assemble, direct them to the Police Chief’s conference room on the first floor.

Set up wall charts.

Power on and check radios and PCs.

Place stationary supplies on service counter.

Prepare to set up public information or media center if required.

EOC DEACTIVATION CHECKLIST

Clear walls of temporary displays; Inventory and replenish expendables, and store supplies.

Power off public safety radios, amateur radio equipment except for packet relay radio and TNC.

Power off EOC pc’s on the service counter.

DO NOT power off the training pc’s or the instructor pc and server.

APPENDIX 4

SCHOOLS AND INSTITUTIONS

<u>NAME/LOCATION</u>	<u>PHONE</u>	<u>WARNING DEVICE</u>
KIRKWOOD R-7 DIST OFFICE 11289 Manchester	314-213-6102 FAX 314-984-0002	NWS Radio, telephone fan-out to all R-7
schools		
Superintendent of Schools	314-213-6100 x7801	
Public Information	314-213-6102	
Keysor School 725 N Geyer	314-213-6120	
Robinson School 803 Couch	314-213-6140	
Tillman School 230 Quan	314-213-6150	
Westchester 1416 Woodgate	314-213-6160	
North Middle 11287 Manchester.	314-213-6170	
Nipher Middle 700 S Kirkwood.	314-213-6180	
Kirkwood High 801 W Essex	314-213-6110	
Chr Comm Lutheran 110 W Woodbine	314-822-7774	
St Gerard 2005 D'ty Ferry (@Ballas)	314-822-8844	NWS Alert radio
St Peter's 215 N Clay	314-821-0460	NWS Alert radio
Vianney High 1311 S Kirkwood	314-965-4853	NWS Alert radio
St Louis Community College		
Meramec Campus 11333 Big Bend	314-984-7500	NWS Alert Radio
- Campus POLICE -	314-984-7667 -7669	
YMCA 325 N Taylor	314-965-9622	
MANOR GROVE, 711 S Kirkwood Rd	314-965-0864	NWS Radio & siren
St Agnes Home 10341 Manchester Rd	314-965-7616	

APPENDIX 5

HOSPITALS

<u>NAME / LOCATION</u>	<u>PHONE</u>	<u>WARNING DEVICE</u>
St Clare Health Center 1025 Bowles Ave E/R Fenton Security	636-496-2000 636-496-2100 636-496-2840	NWS Alert Radio
Des Peres Hospital 530 DesPeres (@ D'ty Ferry) E/R Security	314-821-5850 314-966-9666 314-966-9294	
St John's Mercy 615 S New Ballas (@ Hwy 40) E/R Security	314-569-6000 314-569-6090 314-569-0553	
Missouri Baptist 3015 N Ballas (@ Hwy 40) E/R Security	314-996-5000 314-996-5225 314-996-4770	

APPENDIX 6

EMERGENCY TELEPHONE NUMBERS

St. Louis County Communications.....	314-889-2341
Highway Patrol – Emergency 1-800-525-5555	Information 314-340-4000
F.B.I.	314-231-4342
U.S. Marshal.....	314-539-2212
U.S. Secret Service	314-539-2238
St. Louis County Medical Examiner	314-522-1028
Chemical Spill Reporting	1-800-424-8802
Poison Control Center	314-772-5200
Poison Control Hot Line.....	1-800-366-8888
Child Find – Nat’l Ctr for Miss/Exploited Childr.....	1-800-843-5678
..... - Kansas City Branch	1-816-756-5422
Child Abuse Hotline.....	1-800-392-3738
Kirk Care (food kitchen) 2044 Oaktimber Court	314-965-0406
Women’s Crisis Center.....	1-877-946-6854
Rape & Incest Hotline	314-531-2003
Victim Service Counsel.....	314-615-4872
Alcoholics Anonymous	314-647-3677
Accessibility Information for the Disabled....	314-567-1558
AIDS Information Hot Line.....	314-612-5188
.....or	1-800-342-2437
Crime Victim Aid Hot Line.....	314-652-3623
Crimestoppers.....	314-621-1999
Elderly Abuse	1-800-392-0210
Kids Under Twenty One (KUTO)	314-644-5886
Life Crisis Services.....647-4357	TDD..... 314-647-5959
Women’s Support and Community Services.....	314-531-2003
Youth Crisis & Runaway Hot Line	1-800-448-4663
Missouri Road Conditions.....	1-800-222-6400
American Red Cross 24 hr Emergency.....	314-286-8200
National Weather Service	636-441-8467
TO REPORT A TORNADO	636-447-1733
Missouri Dept. of Natural Resources (DNR)	1-800-361-4827
St. Louis Local Emer. Plan’g Comm. (LEPC)	314-628-5400
National Response Center (NRC).....	1-800-424-8802
U. S. Coast Guard.....	314-539-3900
U. S. Coast Guard 24 hr.....	1-800-321-4400
Metro. St. Louis Sewer Dist. (MSD).....	314-768-6260
Alzheimer’s Association	314-432-3422

APPENDIX 7

UTILITIES

ELECTRIC	- KIRKWOOD ELECTRIC	314-822-5847
	Secretary	314-822-5842
	Supervisor	314-822-5848
	Cust Servc	314-822-5843,44
	- AMEREN UE	314-342-1000
WATER	- KIRKWOOD WATER	314-822-5846
	Secretary	314-984-5936
	Supervisor	314-822-5890
	- MISSOURI AMERICAN WATER	314-991-3404
GAS	- LACLEDE GAS	314-342-0500
SEWER	- METROPOLITAN SEWER DIST	314-768-6260

APPENDIX 8

COMMUNICATIONS CHANNELS

Radio channels active in the Police Communications Center:

	TX / RX	CTCSS
* Kirkwood Police Department	159.045 / 155.25	210.7 Rx only
* Kirkwood Fire Department	154.37	210.7
* R.I.O.T. / St. Louis County mutual aid	154.725	
* Police point-to-point (Missouri)	155.37	
* Kirkwood Public Works (incl. Water)	159.96 / 158.76	94.8 Rx only
* Kirkwood Fire Dept DISPATCH only	158.76	146.2
* Kirkwood Electric	159.54 / 153.56	186.2 Rx only
* Fire Dept Mutual Aid (Missouri)	154.28	
* National (Law Enforcement) Mutual Aid	155.475	

Additional channels in use in the Kirkwood area:

* South County Fire call back	153.89	
* Central County Fire call back	151.46	
* St. Louis County Emergency Mgmt.	153.98 / 156.12	103.5
* State Emergency Mgmt Agency	155.985 / 154.055	151.4 Tx only
State Emergency Mgmt Agency	45.12	
* St. Louis Community College Meramec	155.535	
Sunset Hills	154.815	
Crestwood	453.575	
* Des Peres (Police & Fire)	155.43	186.2
* Frontenac	155.10	
* Glendale/Warson Woods	155.58	123.0
* Brentwood & Rock Hill	155.52	114.8
St. Louis County Dist 3	155.655	103.5
St. Louis County MUNI	154.875	103.5
* Missouri Sheriff's Net	155.73	
Hospital Emergency Admin Radio	155.34	
Statewide Ambulance channel	155.28	
National Weather Broadcast	162.55	
Mo. Highway Patrol (Troop C Weldon Springs)	42.06 Metro	
	42.12 Rural	
	42.22 Metro car to tower	
	42.32 Rural car to tower	
	42.38	
HAM Radio Weather Spotters	146.94 146.97 (145.33 St Charles)	
KARE Kirkwood Repeater	147.15	
KARE	147.48	
KMOX traffic helicopter	161.73	
Railroad UP (AAR Ch 74)	161.22 Jeff City subdivision	
Railroad BN (AAR Ch 70)	161.16 Cuba subdivision, Valley Park	
Railroad TRRA (AAR Ch 26)	160.50	

* = Tx/Rx available in Kirkwood EOC

APPENDIX 9

EQUIPMENT INVENTORIES

I. VEHICLE SUMMARY

A. Police Department Vehicles:

- Marked patrol cars
- Un-marked cars
- Motorcycles
- Van
- Pickup truck
- 4-wheel drive vehicle (Parking & business district patrol)

All police vehicles radio equipped for Police Department primary channel, St. Louis County R.I.O.T. channels, National Law Enforcement Mutual Aid channel, Missouri Sheriff's Net channel, Kirkwood Fire Department, Kirkwood Public Works and Kirkwood Electric Department channels. In addition, radios can monitor state point-to-point, neighboring municipal police departments and St. Louis County Police.

B. Fire Department Vehicles:

- 2 Pumper/Rescue (first line) plus one reserve 75-foot aerial ladder with pump
- 1 Brush truck
- 1 100 foot platform truck
- 2 Ambulance (LSV with telemetry) + 1 Amb LSV joint owned with DesPeres.
- 3 Command vehicles
- 1 Pickup truck

All fire vehicles above equipped with radio on frequencies used by St. Louis County emergency (fire) dispatch agencies and municipal dispatches, state wide mutual aid channel and Kirkwood Public Works and Electric Department channels.

C. Public Works Vehicles:

- Heavy duty trucks
- Light duty trucks
- Heavy duty dump trucks
- Plus boom truck, sanitation (trash) heavy duty trucks, road grader, backhoe, forklifts, etc.

II. MISCELLANEOUS EQUIPMENT SUMMARY:

A. Emergency generators:

1. Permanent at Police Hq, 131 West Madison Ave.
2. Permanent at Fire Stations 1, 2 and 3.
3. Permanent at City Hall, 139 S. Kirkwood Road.
4. Permanet at PWD compound, 345 S. Fillmore Ave.

5. Permanent at Rose Hill Water tower, for radio equipment.
- B. Multiple portable generators and chain saws among Police, Fire, Public Works and Parks Departments.
1. Compressors kept at 345 S. Fillmore.
 2. Jack hammers " " " "
 3. Chain saws " " " "
 4. Snow plows " " " "
 5. 40 Barricades " " " "
 6. 25 Warning lights " " " "
 7. 50 Pylon markers " " " "

III. EQUIPMENT DETAIL

Refer to: CITY OF KIRKWOOD VEHICLES AND MECHANICAL EQUIPMENT

Inventory published by the Director of Vehicle and Building Maintenance as revised periodically.

APPENDIX 10

WARNING SIREN INDEX

<u>SIREN NUMBER</u>	<u>LOCATION</u>	<u>MODEL / POWER / HEIGHT</u>
184	11804 Big Bend Fire station #2	Whelen WPS – 2910-S 129 db(c) 6100' range 60'
068	Tillman Elementary School 230 Quan Ave	Whelen WPS – 2910-S 129 db(c) 6100' range 60'
082	Kirkwood Comm Center 80' off Couch Ave	Whelen WPS – 2910-S 129 db(c) 6100' range 60'

Siren Maintenance:

David Barney
St. Louis County Emergency Management
314-615-2562

Activation by St. Louis County is tested the **FIRST MONDAY** of **EVERY MONTH** at 11 AM.

Local activation of sirens can be made at the Kirkwood Police Department Communications Center.

Sirens are activated by radio control: St. Louis County on the R.I.O.T. channel or the local district channel; Kirkwood activates on the Public Works channel.

Sirens may be activated in the **WARNING** mode (steady tone) or **ATTACK** mode (wavering tone).

Sirens may be reset by radio control or will time out in approximately 3 minutes from activation.

APPENDIX 11

TRANSPORTATION SOURCES

METRO Development Agency		314-982-1400
	Security	314-982-1404
	Information	314-231-2345
	Customer Service	314-982-1406
	Call-A-Ride	314-652-2600
Laidlaw Transit (School busses)	544 Clark	314-965-9092
	or	314-965-6130
		314-458-2044
Huntleigh Transportation Services Inc.		314-731-4800
Mid American Coaches		314-316-9504
Ryder Bus		314-692-0536
COUNTY CAB		314-991-5300
LACLEDE CAB		314-652-3456
Richardson Transport & Para Lift (Disabled service)		314-725-9111
YELLOW CAB		314-991-1200
		314-361-2345

APPENDIX 12

STATE AND CITY LAWS

The following documents are on file in the office of the Kirkwood City Clerk, and may be referenced as required.

- A. Charter of the City of Kirkwood, Missouri
Defines the City's form of government, elected positions, responsibilities and limitations of each.
- B. Kirkwood City Code, Chapter 7 1/2, "Emergency Management" Enacted March 19, 1987
Establishes the Kirkwood Office of Emergency Management and establishes emergency powers for the City Council; Establishes the Emergency Management Director position with duties and responsibilities.
- C. Chapter 44, Revised Missouri Statutes
Covers disaster preparedness responsibilities of the state and local governments, including responsibility of each political subdivision to have a disaster planning organization.

APPENDIX 13

MUTUAL AID AGREEMENTS

COUNTY MUTUAL AID I

This self renewing municipal mutual aid contract includes, as of June 3, 1985, the following St. Louis County municipalities:

Bellefontaine Neighbors
Bel Ridge
Berkeley
Breckenridge Hills
Brentwood
Bridgeton
Bridgeton Terrace
Clayton
Crestwood
Dellwood
Des Peres
Eureka
Florissant
Glendale
Hazelwood
Jennings
Kirkwood
Maplewood
Overland
Pagedale
Richmond Heights
Rock Hill
St. Ann
University City
Valley Park
Wellston

A copy of St. Louis County Mutual Aid I agreement is on file in the Office of Emergency Management. Mutual Aid I signatories agree to provide mutual aid to each other as well as request mutual aid from St. Louis County. Resources supplied under this agreement are directed by the requesting municipality.

POLICE MUTUAL AID

The **Police Emergency Code 1000 Plan** provides law enforcement mutual aid among all St. Louis County municipal police departments including the county police department. It is activated by calling the St. Louis County Police Communications Center at 889-2341.

FIRE DEPARTMENT MUTUAL AID AGREEMENTS

The Kirkwood Fire Department has mutual aid agreements in effect with the following:

MUNICIPALITIES

Berkeley
Brentwood
Clayton
Crestwood
Maplewood
Olivette
Richmond Heights

Glendale
Hazelwood
Jennings
Ladue
University City
Warson Woods
Webster Groves

Rock Hill
Shrewsbury
St. Charles
Des Peres
Ferguson
Frontenac

FIRE PROTECTION DISTRICTS

Affton
Metro West
Blackjack
Chesterfield
Community
Creve Coeur
Eureka
Fenton

Florissant Valley
High Ridge
Lemay
West County
Maryland Heights
Mehlville
Moline
Normandy

Pacific
Pattonville-Bridgeton Terrace
Riverview
Spanish Lake
St. Charles
Valley Park
Mid County
West Overland

APPENDIX 14

EXTERNAL ASSISTANCE

<u>AGENCY</u>	<u>PHONE</u>	<u>OFF HOURS</u>
VOLUNTEER AGENCIES		
American Red Cross 24 HOUR EMERGENCY NUMBER 10195 Corporate Square 63132	314-286-8200 314-516-2800	
Mgr, Disaster Services	314-516-2750	Pager 314-823-2733
Salvation Army Midland Division, 3800 Lindell Blvd		
Emergency Services Director Canteen	314-533-6861 314-646-3000	314-772-6993
Visiting Nurse Association of Greater St. Louis 9450 Manchester Road	314-918-7171	
STATE AGENCIES		
State Emergency Management Agency- 24 hr Duty Officer	1-573-751-2748	Pager 1163
Missouri National Guard - Activated only by the Governor at the request of Kirkwood's Mayor for a specific mission.		
State Highway Patrol - Request to Troop C Headquarters. 636-300-2800		
State Water Patrol, Department of Natural Resources, Department of Conservation, Department of Health, Bureau of Radiological Health, Department of Highways and Transportation; all assistance requested through St. Louis County Emergency Management to SEMA.		
FEDERAL AGENCIES NOTE: All requests must go through SEMA. Federal Emergency Management Agency, Small Business Administration, Farmers Home Administration, Environmental Protection Agency, U. S. Coast Guard, Army Corps of Engineers.		
MORTUARIES		
Bopp Chapel Funeral Directors, 10610 Manchester Forever Oakhill Funeral Home, 10305 Big Bend	314-965-7680 314-965-8228	
ANIMAL HOSPITALS		
Clark Animal Hospital, 10510 Manchester Kirkwood Animal Hospital, 11114 Manchester	314-966-2733 314-965-2660	
REAL ESTATE BROKERS & APPRAISERS		
BROKERS		
Graham Group Realtors, 600 W. Woodbine Coldwell Banker, 421 S. Kirkwood Gundaker, 12308 Manchester	314-821-7040 314-965-3030 314-821-5885	

APPRAISERS

Burghoff, Matthew or Russell, 12200 Old Big Bend
Feicht, James, St. Louis, MO
Wisniewski, Lee, 112 W. Jefferson

314-966-8114
314-849-9570
314-821-2992

APPENDIX 15

MEDIA CONTACTS & NEWS RELEASES

	Phone	Email
Radio Stations		
KMOX –AM 1120	314-444-3234	kmoxnews@kmox.com
KTRS-AM 550	314-453-9814	news@ktrs.com
Television Stations		
KSDK – Channel 5 NBC	314-444-5126	newstips@ksdk.com
KMOV- Channel 4 CBS	314-444-6333	pressrelease@kmov.com
KTVI – Channel 2 FOX	314-213-7841	ktvinews@tvstl.com (Fax: 993-0922)
KPLR – Channel 11	314-213-7841	ktvinews@tvstl.com (Fax: 993-0922)
Newspapers		
St. Louis Post Dispatch	314-340-8258	agoodman@post-dispatch.com
	314-340-8222	metro@post-dispatch.com
	314-340-8257	aachkar@post-dispatch.com
Suburban Journal West	314-862-7050	mshapiro@yourjournal.com
Webster/Kirkwood Times	314-968-2699	newsroom@timesnewspapers.com

APPENDIX 16

AMATEUR RADIO

KIRKWOOD AMATEUR RADIO for EMERGENCIES - K.A.R.E.

This organization was formed several years ago to support emergency communications in the City of Kirkwood during time of serious emergency or disaster. Consisting of twenty to thirty licensed amateur radio operators, "hams", KARE provides people and equipment in time of need.

KARE has obtained a station license for the Kirkwood EOC installation, KBØZAU. The EOC is equipped with 2 meter/440 both voice and packet, and HF radio.

KARE meets as required for education, exchange of information, and to conduct drills with the equipment.

A telephone call up tree is maintained for notification of members in emergencies.

The organization purpose is to provide emergency resources to the City of Kirkwood in time of emergency to assist with emergency communication needs. This may include assisting with evacuation notifications, tracking shelter populations, and providing communications links with the county and/or state EOC.

APPENDIX 17

FORMS REFERENCE

Samples of forms to be used in the EOC and in the field for responding and recovery activities following a disaster are filed behind the last appendix page.

Message Form

Communications Log

Log of Disaster Related Occurrences

News Release Log

Record of Evacuation

Shelter Registration Form

Area Maps

Private Damage Assessment Form

Public Damage Assessment Form

FEMA 90-49 Notice of Interest (for Federal Disaster Assistance)

FEMA 90-52 Damage Survey Report

Task/Volunteer Form

APPENDIX 18

HEALTH AND MEDICAL ADDENDUMS

I. LOCAL PUBLIC HEALTH EMERGENCY PLAN

- A. The Local Public Health Emergency Plan (LPHEP) outlines the actions to be taken by the St. Louis County Health Department, in conjunction with local government officials and cooperating private and volunteer organizations. A local public health emergency can best be described as an event, which threatens the safety and well being of a number of people in an area, i.e. bio-terrorism incident, anthrax, smallpox, pandemic influenza, etc. To work towards a safer environment the plan has been developed to:
1. Reduce the vulnerability of citizens to any disasters that creates a local public health emergency.
 2. Establish capabilities for protecting citizens from the effects of a local public health emergency.
 3. Respond effectively to the actual occurrence of disasters, and;
 4. Provide for recovery in the aftermath of any local public health emergency.
- B. The LPHEP for St. Louis County is the Contingency Response Plan developed by the St. Louis County Health Department. This Plan is a multi-hazard, functional plan that has three components:
1. A Basic Plan that serves as an overview of the LPHA's approach to a local public health emergency.
 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.
- C. The Basic Plan provides the Primary and Support Responsibilities for the local health department as well as a Hazard Analysis. The Annexes and Appendices in the Plan include: Homeland Security Advisory System, DHSS Activities Corresponding to the Homeland Security Threat Levels, Personnel Specialized in Bioterrorism Training, Mass Patient Care, Mass Fatality Management, Nuclear & Chemical Incident, Food & Water Borne Outbreaks and a major enclosure concerning the Smallpox Response Plan.
- D. The importance of understanding the contents of the plan cannot be underestimated. All individuals who may have any involvement with the plan must be briefed and understand their roles in it's implementation. Staff members of the St. Louis County Health Department will be responsible for maintenance, training, updating and developing exercises to improve the plan.
- E. The entire St. Louis County Contingency Response Plan can be found at the St. Louis County Health Department or with the Emergency Management Director.

II. ST. LOUIS COUNTY MEDICAL EXAMINER'S OFFICE MASS FATALITIES PLAN

- A. A mass fatality incident is defined as an occurrence of multiple deaths that overwhelms the usual routine capabilities of the agency. The St. Louis County Medical Examiner (M.E.) is part of the St. Louis County Department of Health. The role of the Medical Examiner over the dead begins at the scene of death. Notification of the M.E. about the occurrence of a mass disaster is usually via the investigative staff. Immediate notification of the Chief M.E., Deputy Chief M.E., Chief Investigator, and Administrator should follow. The Chief M.E. and Chief Investigator or alternates should respond to the scene to take charge of the scene investigation.

- B. The St. Louis M.E. has prepared a Mass Fatalities Plan, which outlines steps to be taken during a mass fatality disaster. The Missouri Funeral Directors Association Disaster Response Team (MFDADRT) may be requested by the local medical examiner/coroner to assist local officials in multi-death situations. If it appears advisable, A Disaster Mortuary Operational Response Team (DMORT) can provide a Multidisciplinary Assistance Team to aid the evaluation of the need for additional personnel and equipment. The team should be on site in less than 24 hours. DMORT works to support local authorities and provide technical assistance and personnel to recover, identify, and process deceased victims. A DMORT evaluation team may precede the main unit. DMORT is a federal asset and is accessed by the local medical examiner/coroner through a request to their Emergency Management Agency.