

**CITY OF  
BRIDGEPORT**

**OPERATIONS  
PLAN**

**FOR  
DISASTER  
RESPONSE  
AND  
RECOVERY**

**2025**

# CITY OF BRIDGEPORT EMERGENCY OPERATIONS PLAN

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## **CITY of BRIDGEPORT EMERGENCY OPERATIONS PLAN**

### **I. PURPOSE**

- A. The responsibility for the welfare of the residents of the City of Bridgeport during a Disaster rests with the City Administrator, and the Emergency Manager. The City Administrator is responsible for the coordination and management of both the pre-Disaster mitigation preparations and post-Disaster Operations and Recovery.

The City Administrator of the City of Bridgeport is responsible for:

1. Ensuring Emergency Management Services are provided to residents.
2. Coordinating Emergency Operations after an Incident/Disaster occurs.
3. Making Executive decisions that are necessary to provide an effective Response and Recovery to the Disaster.

**(Nebraska Emergency Management Act, 1996, section 81-829.46)**

- B. The Emergency Preparedness Mission for the City of Bridgeport is to ensure the coordination of City Departments and personnel to effectively respond to, and recover from, a natural or manmade Disaster so that the maximum number of people and the greatest amount of property in jeopardy from a Disaster can be saved, and order restored as soon as possible.
- C. This plan identifies the primary Disaster responsibilities of City Departments and personnel employed by the City. This plan will supplement the Morrill County Local Emergency Operations Plan (*LEOP*); functions found in this plan are similarly discussed in the *LEOP*.
- D. It is in the best interest of the City of Bridgeport that key Officials meet at least once a year, and after each Disaster, to review the Plan with the City of Bridgeport Emergency Manager and the Region 21 Emergency Manager to determine that the Plan is current and reflects the roles and responsibilities as defined by statutes, resolutions and field operations.

### **II. PLANNING FACTORS**

#### **A. ALL-HAZARDS APPROACH**

1. This Plan uses an "All-Hazards" approach that provides general direction for responding to any type of Disaster across a full spectrum of hazards.

**B. VULNERABLE POPULATIONS**

1. There are vulnerable populations at risk in the City of Bridgeport. These individuals will require special considerations regarding warning, evacuation, and other critical components of Disaster Response.
2. The community uses Reverse 911, Panhandle Alert, early warning sirens, and local media sources to warn the various Access and Functional Needs populations.

**C. PRIMARY RESPONSIBILITY FOR DISASTER RESPONSE AND RECOVERY**

1. The responsibility for the welfare of the residents during a Disaster rests with the City Administrator and the Emergency Manager. The City Administrator is responsible for ensuring that Emergency Management services are provided to all citizens, for coordinating Emergency Operations within the City of Bridgeport, and making necessary executive decisions to provide a prompt and effective Response and Recovery to an Emergency or Disaster.
2. In the absence of the City Administrator, the established line of succession is:
  - a. Emergency Manager
  - b. Mayor
  - c. County Sheriff

**III. BASIC DISASTER OPERATIONS****A. OPERATIONS - WARNING PHASE**

1. When the Morrill County Emergency Communications Center (MCECC) is alerted to a potential Emergency affecting the City of Bridgeport, they will begin contacting key individuals on their 'Emergency Notification List'.
2. Residents may have already been alerted of a potential Emergency by early warning sirens, or local media or social media reports. If there are no automated warnings, the MCECC will sound the warning sirens as authorized.

**B. OPERATIONS - ACTUAL DISASTER**

1. The initial priority after a Disaster occurs is lifesaving activities and the subsequent preservation of property. First Responders will proceed to the scene of the Disaster or Staging Area as soon as possible. Initial requests for Field Operations assistance will be channeled through the MCECC.
2. After the initial response, the Emergency Operations Center (EOC) will likely be activated to provide a site for local Officials and other designated personnel to

implement direction for the Response, and to provide coordination and support of Field Operations.

3. Other agencies and groups not defined as First Responders may be asked to provide additional Disaster Services as the City begins the process of Recovery.
4. All Responders in the field and Officials at the EOC must maintain contact with each other to effectively coordinate Response/Recovery from the demands of the Emergency.
5. All responding departments, agencies and jurisdictions will follow the National Incident Management System (*NIMS*) protocols when conducting either individual or joint Disaster Response and Recovery activities. This includes (but is not limited to) establishing unified or area Incident Command Systems, the use of Staging Areas as needed, implementing multi-agency coordination systems and Resource Management capabilities including the identification and listing of all department, agency and jurisdiction Disaster Response Resources (equipment, trained personnel, supplies, facilities) using the NIMS Resource Identification process.

C. **OPERATIONS - DEPARTMENTAL RESPONSIBILITIES**

The City of Bridgeport has defined responsibilities for assisting individuals who have suffered injury and/or loss, and for providing Emergency Services after a Disaster. Disaster Operations can encompass three areas:

1. **Field Operations (Tactical and Operational)**
  - a. First Responders will provide the initial tactical response to a Disaster.
  - b. First Responders will use the National Incident Management System (*NIMS*) by establishing Incident Command. A member of the first emergency unit on-scene will become the initial Incident Commander. Incident Command may be transferred to another agency as Disaster priorities change.
  - c. Because of the scope of the Disaster, First Responders may incur additional responsibilities as defined in Section IV of this plan.
  - d. When the EOC is activated, Field Operations will coordinate with the EOC. Although the EOC will not dictate field actions, final authority for major decisions in Response/Recovery Operations is the responsibility of the City Officials at the EOC.
2. **Emergency Operations Center (EOC) (Strategic and Functional)**

The Emergency Operations Center will be activated to coordinate Disaster Response/Recovery with the site Incident Commander.

- a. Staffing will be determined by the severity of the situation.
  - b. The EOC will be in the City of Bridgeport Offices/Fire Hall with an alternate EOC location at the Morrill County Courthouse EOC, and/or Emergency Management Command One Mobile EOC. Region 21
3. Additional Disaster Services (Support)

Other agencies and groups may be asked for assistance after the initial response to the Disaster. The Incident Command or the EOC Staff may request these services.

**D. FIELD OPERATIONS: INCIDENT COMMAND AND THE EOC**

1. Both the Field Responders and the EOC staff must communicate and interact during Disaster Operations to ensure Response efforts are channeled for the quickest, most effective recovery for Bridgeport. The use of the NIMS will help standardize communications and enhance coordination between incidents, initial responders, mutual aid, CEO's and supporting organizations.
2. Communications Capabilities: When the Incident Commander establishes a Command Post and the EOC is activated, each will maintain communications with each other.
3. EOC Briefings: The Incident Commander, First Responders, City Departments and agencies working the Disaster may be required to send a representative to report activities, accomplishments, needed support and supplies, and the next Operational Priority in their area. From this report, the Incident Action Plan (IAP) is developed for the next specified Operational Period.
4. Security of the Disaster Area:
  - a. Morrill County Sheriff Department will assume the primary roles of the Security functions; if needed, the Morrill County Sheriff Department and the Nebraska State Patrol may be called upon for assistants.
  - b. Local Resources will be used first for roadblocks and barricades, then other village/county/state Roads Departments may be asked for assistance. The Incident Commander or Law Enforcement will contact the Morrill County Communications Center to request additional Resources from these agencies.
  - c. Identification cards for access to the Disaster will be issued by the City of Bridgeport with the assistance of Region 21 Emergency Management Agency. ID cards will be required for officials, first responders, volunteers, the media, and affected residents when the Disaster area has been secured

and access to the area is made available.

E. **OPERATIONS - ADMINISTRATION**

1. Under the direction of the City Administrator/Emergency Manager/Mayor, either the City Clerk/Treasurer/Purchasing Officer will purchase or rent needed supplies, materials, and equipment, or hire temporary help for Disaster operations.

All temporary agreements and contracts will be recorded by the City Clerk's/Treasurer's Office.

Contracting for permanent repairs and/or new construction of public facilities will follow established, routine procedures. All labor, equipment, and material expenditures (including donated supplies, equipment, professional and volunteer services) for the Disaster will be submitted to, and documented by, the City Clerk/Treasurer.

IV. **INCIDENT COMMAND / FIELD OPERATIONS - FIRST RESPONDERS**

A. **PRIMARY FIELD OPERATIONAL CONTROL FOR THE DISASTER**

1. All City Departments will become familiar with an Incident Command System (ICS) per HSPD-5, NIMS. This Incident Command System will be used to ensure one point of contact for field coordination.
2. The Incident Commander will appoint a Staging Manager, if staging area(s) are required. The Incident Commander will inform the EOC of these designated location(s).

B. **RESPONSIBILITIES LIST FOR FIELD OPERATIONS**

1. In preparing this Operations Plan, City Officials have assigned responsibilities for Disaster Response and Recovery. These responsibilities address an "all-hazards" approach. Activities listed for each department may not necessarily be applied to every Disaster.
2. The list of responsibilities is not all-inclusive. At the direction of either the City Administrator, Emergency Manager, or the Departmental Supervisor, City personnel may be requested to perform other Disaster duties as deemed necessary.
3. The task assignments for each City Department are written in general terms and purposely do not tell supervisors how to do their jobs. Each City Department should develop guidelines (Standard Operating Procedures - SOPs) for their specific Operational Plans in a Disaster situation.



- C. **SHERIFF'S DEPARTMENT - SHERIFF (ANNEX H) - Milo** ✓
1. Will generally be among the First Responders to the Disaster scene.
  2. Implements the appropriate National Incident Management System (NIMS).
  3. Assesses Communications capability as a priority action.
  4. Notifies off-duty Sheriff Department personnel and other Law Enforcement agencies for assistance. About \_\_ (#) persons could be available from the Morrill County Sheriff's Office, Nebraska State Patrol, and NE Game and Parks Commission.
  5. Assists the Bridgeport Volunteer Fire Department in warning residents and businesses by public address systems, knocking on doors, or other means.
  6. Conducts any evacuation as required; including coordination with Region 21 Emergency Management Agency to select the best evacuation routes to the selected shelter. (*Annex E - Evacuation Planning/Operations guidelines*)
  7. Implements established procedures for roadblock locations to isolate Bridgeport if entry control is necessary.
  8. Warns the public to evacuate by public address system or door-to-door if time does not allow emergency information to be released through the Public Information Officer; the Fire Department may assist in contacting those affected. (*Annexes B and D - Communications Capabilities/Strategies*)
  9. May request that the City Administrator or Emergency Manager open the EOC for assistance in coordinating and supporting Disaster Response.
  10. Coordinates with the Incident Command and EOC for transportation of Access and Functional Needs evacuees.
  11. Coordinates with the Incident Command and EOC in selecting assembly points; conducts surveillance over the assembly points being used for loading buses used for evacuation.
  12. Assesses and determines the immediate needs for cleared routes to the hospital and coordinates with the Incident Command and EOC.
  13. Coordinates traffic control and crowd control in and around the Disaster area.
  14. Coordinates with Incident Command, the EOC, and the Street Department for barricades, signs, and flags at established control points.

15. Conducts Search and Rescue Operations with Fire Department personnel.
  16. Relocates to an alternate site, if the Sheriff Station is damaged.
  17. May initially advise the EOC of area affected and gives general damage information.
  18. Refers inquiries from the public regarding the Disaster or the whereabouts of an individual to the EOC.
  19. Sends a representative to the briefings at the EOC; informs the EOC, City Administrator, Emergency Manager, and/or Incident Commander of any problems.
  20. Secures the Disaster area:
    - a. To include critical public facilities and residences
    - b. Checks volunteer ID cards
    - c. Checks permanent ID cards of City personnel
    - d. Controls EOC security from any interference with Emergency Operations
  21. Prevents looting in Disaster area.
  22. Prevents re-entry into damaged or contaminated buildings.
  23. Provides security at Emergency Shelters.
  24. Provides security for visiting dignitaries.
  25. Picks up stray animals or implements other animal control measures using volunteers, veterinarians or animal control officers. (*Annex H*)
  26. Deputizes additional personnel, as required.
  27. Continues with Law Enforcement responsibilities and services in unaffected areas.
  28. Designates and maintains the lines of succession in the absence of the Sheriff.
- D. **MORRILL COUNTY COMMUNICATIONS CENTER - (ANNEX B) - Milo ✓**
1. Maintains a current call-down roster of phones and pagers for key city personnel and others such as the hospital, care centers, schools, and businesses.

2. Provides warning through sirens; if the endangered area is isolated, telephones residents and/or businesses and initiates other warnings systems for identified special populations.
3. Monitors and disseminates further watches and/or warnings or advisories.
4. After the initial request for first response, makes the necessary notifications to include notifying the City Administrator, Emergency Manager, and Mayor.
5. Coordinates emergency radio traffic.
6. May request additional assistance through the EOC.

E. **BRIDGEPORT VOLUNTEER FIRE DEPARTMENT - FIRE CHIEF (ANNEX F) – Casey ✓**

1. May be among the initial First Responders to the Disaster scene.
2. Assumes the operational control for fire suppression and explosions.
3. If properly trained, serve as a Hazardous Materials Responder; provides measures to minimize dangers from Hazardous Materials.
4. Provides radiological monitoring at radiological accidents, including the necessary coordination with Nebraska Health and Human Services System Regulation and Licensure and the Nebraska Emergency Management Agency.
5. Implements the Incident Command System per NIMS.
6. May request that the City Administrator or Emergency Manager open the EOC for assistance in coordinating and supporting Disaster Response.
7. Coordinates with Law Enforcement in Search and Rescue Operations.
8. Assists Law Enforcement in Evacuation efforts.
9. Assists Law Enforcement in warning by public address system or door-to-door.
10. Assists Law Enforcement in crowd control/security of the Disaster area.
11. Assesses need for other City Departments to respond and contacts the Department Superintendent(s); reports this to the EOC.
12. Implements Mutual Aid Agreements with other jurisdictions, as needed.
13. Coordinates the staging area with the Incident Command and EOC.
14. Provides back-up equipment for water pumping.

15. Assists in safety inspections to assure the integrity of a structure before permitting re-occupancy.
  16. Sends a representative to briefings at the EOC; informs the EOC, City Administrator, Emergency Manager, Incident Commander of any problems.
  17. Refers inquiries from the public regarding the Disaster or the whereabouts of an individual to the EOC.
  18. Continues fire suppression Operations.
  19. Establishes and maintains the lines of succession in the absence of the Fire Chief.
- F. **EMERGENCY MEDICAL SERVICES - RESCUE CHIEF (ANNEX G) - Cheree ✓**
1. May be among the initial First Responders at the Disaster scene.
  2. Implements the Incident Command System per NIMS.
  3. Conducts Triage Operations, if needed.
  4. Operates Emergency Medical Services units to provide emergency treatment to injured personnel at the scene.
  5. Transports injured individuals to the hospital; checks with Sheriff's Department\EOC for open routes to hospital.
  6. Implements Mutual Aid Agreements with other jurisdictions as necessary, allowing hospital staff to stay at their facility to receive injured.
  7. Sends a representative to briefings at the EOC; informs the EOC, City Administrator, Emergency Manager, Incident Commander of any problems.
  8. Continues Emergency Medical Services for the remainder of the City.
  9. Establishes and maintains the lines of succession.
- G. **PUBLIC WORKS/UTILITIES (ANNEX K) - Perry ✓**
1. The Public Works/Utilities Department includes these departments: City Electric, Parks, Solid Waste/Landfill, Street, Transportation, Water/Sewer, and Wastewater Treatment Facility. If a Staging Area for the Public Works/Utilities function is established, it will be coordinated with the Incident Command and EOC.

2. The following are basic responsibilities assumed by each City department:
  - a. Designate a departmental chain of command;
  - b. Establish a calling-tree and the proper implementation procedures;
  - c. Keep an updated list/inventory of key departmental personnel, facilities, transportation, and equipment resources;
  - d. Establish a policy for 24-hour activation of key personnel capable of initiating departmental emergency responsibilities;
  - e. Establish and maintain a departmental continuity of operations plan (COOP) with the critical path identified to ensure the performance of essential functions;
  - f. Establish policies and procedures for the identification and preservation of essential departmental records;
  - g. Identify personnel and administrative processes to track departmental costs and expenditures related to a disaster or major emergency;
  - h. Establish policies and procedures to assess and report departmental capabilities and damage assessment information to the Incident Command and EOC; and
  - i. Make staff available, if requested, for emergency management training, exercises, and assignments;
3. The call to respond to the Disaster for the Department Superintendent/Director will generally come from the MCECC, the Bridgeport Volunteer Fire Department, or the Emergency Manager. The Department Superintendent/Director will then take the proper steps to initiate the established calling-tree.
4. **ALL** department employees will report to their normal department office/shop for vehicles, mobile communications, and assignments. If their normal work reporting station(s) are inaccessible, they will receive further information during the notification or recall process.
5. **City Electric Department – Superintendent – Dane** ✓

The Electrical Superintendent will direct and coordinate activities that:

- a. De-energizes downed power lines.
- b. Restores service as prioritized.

- c. Coordinates with the City Administrator, Emergency Manager, Incident Command, and power supplier in finding a temporary source of electricity should the City need it to restore utility service.
  - d. Keeps the City Administrator, Emergency Manager, Incident Command, and power supplier informed of the current situation, and when service may be restored.
  - e. Coordinate with the building inspector on the safety inspections of the electric systems on damaged public buildings.
  - f. Provides emergency lighting where needed for Disaster Operations.
  - g. Coordinates the use of emergency power generators with the Incident Command, and EOC.
  - h. Furnish available heavy equipment and personnel to other City Departments.
  - i. Maintain records of all overtime, operational expenses, repair costs, in-stock supplies used; supplies, equipment and labor procured during the Response and Recovery.
  - j. Sends representative to briefings at the EOC; inform the EOC, City Administrator, Emergency Manager, Incident Commander of accomplishments, needs, and any problems.
6. **Parks Department – Superintendent – Andy ✓**
- a. Surveys damage to parks.
  - b. Report to the City Administrator, Emergency Manager, and Incident Commander for Disaster work assignment.
  - c. Coordinate with the Incident Commander, Emergency Manager, and other affected City Departments to develop a plan to clear tree and bush debris from public areas; only aid with private property as is necessary for the rescue or safety of the occupants.
  - d. Will assist Sheriff's department in an all-hazardous situation requiring traffic closure, and control.
  - e. Furnishing available heavy equipment and personnel to other City Departments.

- f. Maintain records of all overtime, operational expenses, repair costs, in-stock supplies used; supplies, equipment and labor procured during the Response and Recovery.
- g. Sends representative to briefings at the EOC; inform the EOC, City Administrator, Emergency Manager, Incident Commander of accomplishments, needs, and any problems.

7. **Solid Waste Department/Landfill Operation - Superintendent Paul** ✓

The Solid Waste/Landfill Superintendent will primarily be responsible for coordinating disposal of Disaster debris and will work with the Street, and Park Departments to accomplish this function. The following may be requirements:

- a. Meet the demand for expanded disposal Operations by:
  - i. Requesting an extension of hours as needed for debris disposal.
  - ii. Requesting signs or guides in the landfill area to organize disposal efforts.
- b. Obtain permission from the NE Department of Environment and Energy for normally unauthorized items (to the extent possible) to go to the landfill or find alternatives for disposal of unauthorized items.
- c. Maintain a "salvage depot" for recovered, unclaimed damaged property which is removed from public or private property.
- d. Coordinate with the Incident Commander, EOC, and other affected City Departments to establish a temporary debris disposal site(s) for storage, separation, and recycling.
- e. Will establish an additional temporary tree-burning area, if the one "permitted" burn site in Bridgeport is not adequate.
- f. Maintain records of all overtime, operational expenses, repair costs, in-stock supplies used; supplies, equipment and labor procured during the Response and Recovery.
- g. Sends representative to briefings at the EOC; inform the EOC, City Administrator, Emergency Manager, Incident Commander of accomplishments, needs, and any problems.

8. **Street Department - Superintendent - Paul ✓**

The Street Department Superintendent will coordinate with the Emergency Manager, and Incident Commander on Disaster work assignments. Tasks may include, but are not limited to:

- a. Developing a Response priority and plan to clear debris from the primary routes needed for First Responders; then clearing the arterials and collectors.
- b. Assessing and reporting street damage to the EOC; systematically clearing the streets as prioritized at the EOC briefings with input from the City Administrator, Emergency Manager, Incident Commander, Sheriff's Department, and other affected City Departments.
- c. Closing streets, if requested by Law Enforcement, or Incident Commander by transporting and erecting barricades, signs, and flags at control points established by Law Enforcement.
- d. Posting traffic directional signs, as needed, particularly for evacuation.
- e. Clearing debris from public areas, but only from private property as is necessary for the rescue or safety of the occupants.
- f. Performing priority repairs to streets.
- g. Clearing inlets and repairing storm sewers.
- h. Providing emergency repair and maintenance of vehicles and equipment during Disaster Operations.
- i. During flooding conditions, coordinating sandbagging Operations for public buildings, and entities.
- j. Assist the Landfill Operation in meeting requirements for the disposal of Disaster debris. Responsibilities for Landfill Operations are listed under the Solid Waste Department/Landfill Operation.
- k. Assist with establishing temporary debris collection or disposal sites, additional temporary tree burning areas, as needed and as approved by the Nebraska Dept. of Environment and Energy.
- l. Furnishing available heavy equipment and personnel to other City Departments.



- m. Maintain records of all overtime, operational expenses, repair costs, in-stock supplies used; supplies, equipment and labor procured during the Response and Recovery.
  - n. Sending a representative to the briefings at the EOC; informing the EOC, City Administrator, Emergency Manager, and Incident Commander of accomplishments, needs and any problems.
9. **Transportation Department - Director - Perry ✓**

The Transportation Department Director will coordinate with the Emergency Manager, and Incident Commander on Disaster evacuation and transportation assignments. Tasks may include, but are not limited to:

- a. Aiding with the evacuation and/or relocation process as directed by the Emergency Manager, or Incident Commander.
- b. Door-to-door service will be provided based upon medical necessity or the specific transportation needs of the passenger.
- c. Each driver will prepare and maintain a roster that includes, at a minimum, the following information:
  - Name of driver
  - Driver's telephone number
  - Time departed from the staging area
  - Time arrived at sheltering location
  - Sheltering location address
  - Vehicle number
  - Trip mileage
- d. If it becomes necessary for the EOC to be evacuated, transportation will provide the vehicles to transport the personnel and essential equipment to the pre-designated alternative location.
- e. Vehicles are to be fueled prior to evacuation, refueled as necessary during the evacuation process, fueled after the final trip to the sheltering location, and then taken to the pre-determined location where they will be housed safely.
- f. Maintain records of all overtime, operational expenses, fuel receipts, repair costs, in-stock supplies used; supplies, equipment and labor procured during the Response and Recovery.

- g. Sending a representative to the briefings at the EOC; informing the EOC, City Administrator, Emergency Manager, and Incident Commander of accomplishments, needs and any problems.

10. **Water and Sewer Departments – Superintendent – Bryan ✓**

a. Water Division

- i. Can assess each house individually.
- ii. Maintain water pressure and an uncontaminated water supply.
- iii. Ensures an adequate water supply to the fire hydrants in case of major fire.
- iv. Be prepared to isolate the water system when there is a possibility of contamination from a Hazardous Materials spill.
- v. Repairs the water tower and/or water mains, as prioritized; isolates ruptured or damaged mains until repairs can be made.
- vi. Coordinates water testing with the State of Nebraska Department of Health and Human Services.
- vii. Provides potable emergency water supply.
  - a. Locates suitable containers to fill with uncontaminated water.
  - b. Distributes water to locations, coordinated by the EOC; aware of prioritized facilities needing water (hospital, care facilities).
- viii. Safety inspect the water system.

b. Sewer Division

- i. Maintains the sanitary sewer operations.
- ii. Be prepared to isolate in-flow if the incident involves a Hazardous Materials spill into the sewer collection system.
- iii. Safety inspect the sewer collection system if damaged from the Disaster.
- iv. Contracts for portable toilets and for their maintenance.

c. Both Water and Sewer Divisions

- i. Furnishing available heavy equipment and personnel to other City Departments.
- ii. Maintain records of all overtime, operational expenses, repair costs, in-stock supplies used; supplies, equipment and labor procured during the Response and Recovery.
- iii. Sends representative to briefings at the EOC; inform the EOC, City Administrator, Emergency Manager, Incident Commander of accomplishments, needs, and any problems.

11. Wastewater Treatment Facility – Superintendent

- a. Inspect for damage to the Treatment Facility.
- b. Repair equipment as needed to maintain service.
- c. Take all the necessary actions to ensure a system back-up does not occur.
- d. Furnishing available heavy equipment and personnel to other City Departments.
- e. Maintain records of all overtime, operational expenses, repair costs, in-stock supplies used; supplies, equipment and labor procured during the Response and Recovery.
- f. Sends representative to briefings at the EOC; inform the EOC, City Administrator, Emergency Manager, Incident Commander of accomplishments, needs, and any problems.

V. EMERGENCY OPERATIONS CENTER (EOC)

A. Mayor/City Council (Annex A)

Responsibilities of the Mayor/City Council during Disaster Operations may include:

1. Making executive decisions; establishing Disaster Response Policy.
2. Exercising Emergency Powers; provide Policy decisions.
3. Signing the Disaster Declaration.
4. Exercising the final authority on subjects such as:

- a. Curfews
  - b. Price restrictions
  - c. Standards for contractors, craftsmen
  - d. Temporary waivers for land use
  - e. Other related legal responsibilities
  - f. Evacuation decisions
5. Approving Emergency Legislation for the city.
6. Providing Emergency Public Information. (*Annex D*)
- a. The City Administrator or Mayor will ensure that the public is given timely and accurate information through the Public Information Officer (PIO).
  - b. The City Administrator or Mayor will designate a PIO at the time of the Disaster if one is not pre-appointed.
  - c. The PIO will establish an Information Center to:
    - i. Release emergency directions and information to radio, television and newspaper.
    - ii. Work with outside media sources, providing timely, accurate information at scheduled media briefings or as the situation dictates.
    - iii. Maintains liaison with the Incident Commander and the EOC to stay abreast of current information.
    - iv. Serves as the source through which the media will gain access to Public Officials.
    - v. Provides current and accurate information to the public.

B. **City Administrator Michelle** ✓

The City Administrator is the administrative head of the city government and has final authority for all City Departments. The City Administrator will usually be alerted of a Disaster situation by the Morrill County Communications Center, the Emergency Manager, or Law Enforcement; normally, the City Administrator will, in turn, call the Mayor.

It is the responsibility of the City Administrator to coordinate with the Emergency Manager in providing unified management of the direction and control functions for Disaster Response and Recovery and for support of the Incident Command. The City Administrator's responsibilities may include:

1. Coordinating Disaster Operations with the Mayor/City Council members, the Emergency Manager, the Region 21 Emergency Manager, and the Incident Commander.
2. Activating the EOC.
3. Reporting to the EOC to monitor the Disaster Incident through situation reports and data coming into the EOC; visiting the various areas of the Disaster, as necessary.
4. Determining EOC staffing in conjunction with the Emergency Manager.
5. Providing over-all coordination of all City Departments and purchasing for handling the Disaster effort.
6. In conjunction with needs of Field Operations and Assistant City Administrator/Emergency Management:
  - a. Recruiting any city personnel not involved in Disaster Response who could assist in Emergency duties.
  - b. Forming a clerical pool and provide any other support personnel needed to staff the EOC - may include recording Disaster events, maintaining status boards, word processing, answering inquiries, telephoning, etc.
7. Maintaining current inventory and resource list of Emergency Equipment and Supplies.
8. Coordinating citywide resources that may be used in Disaster Response & Recovery.
9. Coordinating with the City Attorney on any legal emergency matters.
10. Responding to official inquiries.
11. Assisting in prioritizing the return to service of public buildings and/or city streets if they have been affected by the Disaster.
12. Coordinating with the Building Inspector in Recovery and Rebuilding efforts.
13. Ensuring the Building Inspector has designated someone to photographically document damage should there be a later application for State or Federal assistance.
14. Designating appropriate staff to photograph debris piles before disposal.

15. Ensuring that the City Clerk/Treasurer documents all expenses for the Disaster, including the donation of supplies, equipment, services and volunteer labor.
16. Assisting the Emergency Manager in determining location(s) for potable water distribution and requesting the Water Department to provide water; notifying the public of the availability and location(s) of water (*via the PIO*).
17. Working with the Emergency Manager in providing liaison with local contractors, businesses, and industries to obtain the needed heavy equipment and personnel, supplies, or other specialized personnel as required in the Disaster situation.
18. Advising Disaster victims of temporary Emergency Housing.
19. Establishing a point of contact for cash donations from the community for Disaster victims/efforts and establishing guidelines in distributing the money; maintaining an accepted, standardized accounting system to track appropriate financial donations.
20. Maintaining a "salvage depot" for unclaimed items.

C. **City of Bridgeport - Emergency Management - Andy ✓**

The Emergency Manager will act as a Disaster Operations advisor to the City Administrator, Mayor and City Council. In performing the direction and control function for coordinating Disaster Operations, the Emergency Manager will work closely with the City Administrator and the Region 21 Emergency Management Agency. Disaster Operations' duties for the Emergency Manager may include:

1. Being responsible for the EOC readiness to include adequate communications systems, status/ICS boards, maps, office supplies/ equipment, printed logs/forms, alternate power or an alternate location.
2. Activating the EOC and assuming overall Operational Management and Coordination for the support of emergency functions of the Disaster Response and Recovery.
3. Determining who is needed on the EOC Staff, in conjunction with the City Administrator.
4. Maintaining a current call-down list of EOC Staff with an established procedure for calling in the Staff.
5. Coordinating additional Communications support, such as amateur radio operators, staff to take calls for "rumor control", etc.

6. Tracking and recording Disaster events electronically, or on a status board or flip chart; plotting areas of destruction on maps.
7. Conducting EOC briefing(s) to coordinate Disaster Response/Recovery efforts; determining with Officials how often briefings are needed.
8. Coordinating with City Departments, local businesses, private groups, volunteers, and adjacent jurisdictions, and with Morrill County Government Officials if the situation dictates.
9. Directing the Public Information Officer to provide emergency information to the public regarding any evacuation requirements.
10. Coordinating evacuation transportation and selecting assembly points.
11. Coordinating Emergency Shelter Operations with the American Red Cross and the Region 21 Emergency Management Agency.
12. Recommending that the Mayor/City Council declare an Emergency; preparing the Disaster Declaration for the Mayor's signature and the witness of the City Clerk. (Note: A Disaster Declaration is submitted to NEMA through the Region 21 Emergency Management Agency.)
13. Coordinating with the City Attorney on any legal emergency matters.
14. Coordinating with the ARC, Social Services, Area Agency on Aging on needs of vulnerable individuals to provide necessary outreach services and assistance in recovery.
15. Coordinating Staging Areas with Field Operations.
16. Distributing Identification cards for:
  - a. Appointed/Elected Officials
  - b. Emergency workers/First Responders
  - c. Volunteers
  - d. Disaster area residents
17. Coordinating with the City Administrator to determine potable water distribution locations; notifying the public about the availability and location of potable water (via the PIO).
18. Working with the City Administrator to liaison with local contractors, businesses, and industry to obtain the needed heavy equipment and operators, supplies, or specialized personnel as required.

19. Making formal requests to higher levels of Government for assistance if the Disaster Response is beyond the capability of the City.
20. Providing pre-event training opportunities for all Response personnel.
21. Reviewing and updating this Plan annually for the City of Bridgeport.

D. **City Attorney**

1. Reviews the Nebraska Emergency Management Act and provides Emergency Legal Counsel to City Officials on subjects such as:
  - a. Curfews
  - b. Price restrictions
  - c. Standards for contractors, craftsmen to ensure Disaster victims are not further victims of unscrupulous practices
  - d. Temporary waivers for land use
  - e. Other related legal duties
2. Drafting Emergency Legislation for Bridgeport.
3. Assisting with contract negotiations for emergency services.

E. **Building Inspector** (*Annex C*) - Dane ✓

1. Coordinates/assists the Debris Manager in Damage Assessment of:
  - a. Public entities
  - b. Homes
  - c. Businesses
2. Compiles information to define the property appraisals/values and insurance coverage as well as damage sustained.
3. Ensures all homes, businesses, and public buildings have been assessed for damage.
4. Designates someone to photograph and physically record public and private damage.
5. Compiles Damage Assessment reports into a summary document for the EOC Staff.
6. Ensures that safety inspections are conducted for public and private buildings; issues temporary occupancy permits for temporary housing.



7. Prepares demolition orders for all unsafe structures; assists with the coordination of the demolition work.
8. Ensures that rebuilding is compliant with the Bridgeport's Comprehensive Plan and any in process Development Plans.
9. Coordinates with local contractors, lumber yards to restore damaged public facilities.
10. Coordinates with the City Administrator in establishing a point of contact for insurance adjusters and the influx of builders and repairmen.
11. Coordinates with the City Administrator in selecting contracts that are needed for structural engineering services.
12. Coordinates with the City Electric Superintendent on the safety inspections of the electric systems on damaged public buildings.
13. Ensures that all incoming contractors register through the Building Inspector's office.

F. **City Clerk/Treasurer – Dori - ✓**

1. Witnesses the Disaster Declaration.
2. Tracks and documents all City Department expenses for Disaster Operations to include:
  - a. Labor (regular and overtime, temporary help and volunteer time).
  - b. Equipment usage, rentals, and emergency repairs.
  - c. Materials, including parts and supplies used from the City's inventory.
  - d. Accounts for the reception and disbursements of all pertinent financial aid, equipment, supplies, volunteer labor and donations.
3. Coordinates with the City Administrator to assign a ledger account number, specifically for emergency expenditures.
4. Provides financial statistics and expenditure summaries for Disaster costs.
5. Prepares the necessary documentation required for state and federal Disaster assistance applications.
6. Provides staff for the EOC to track and record Disaster events.

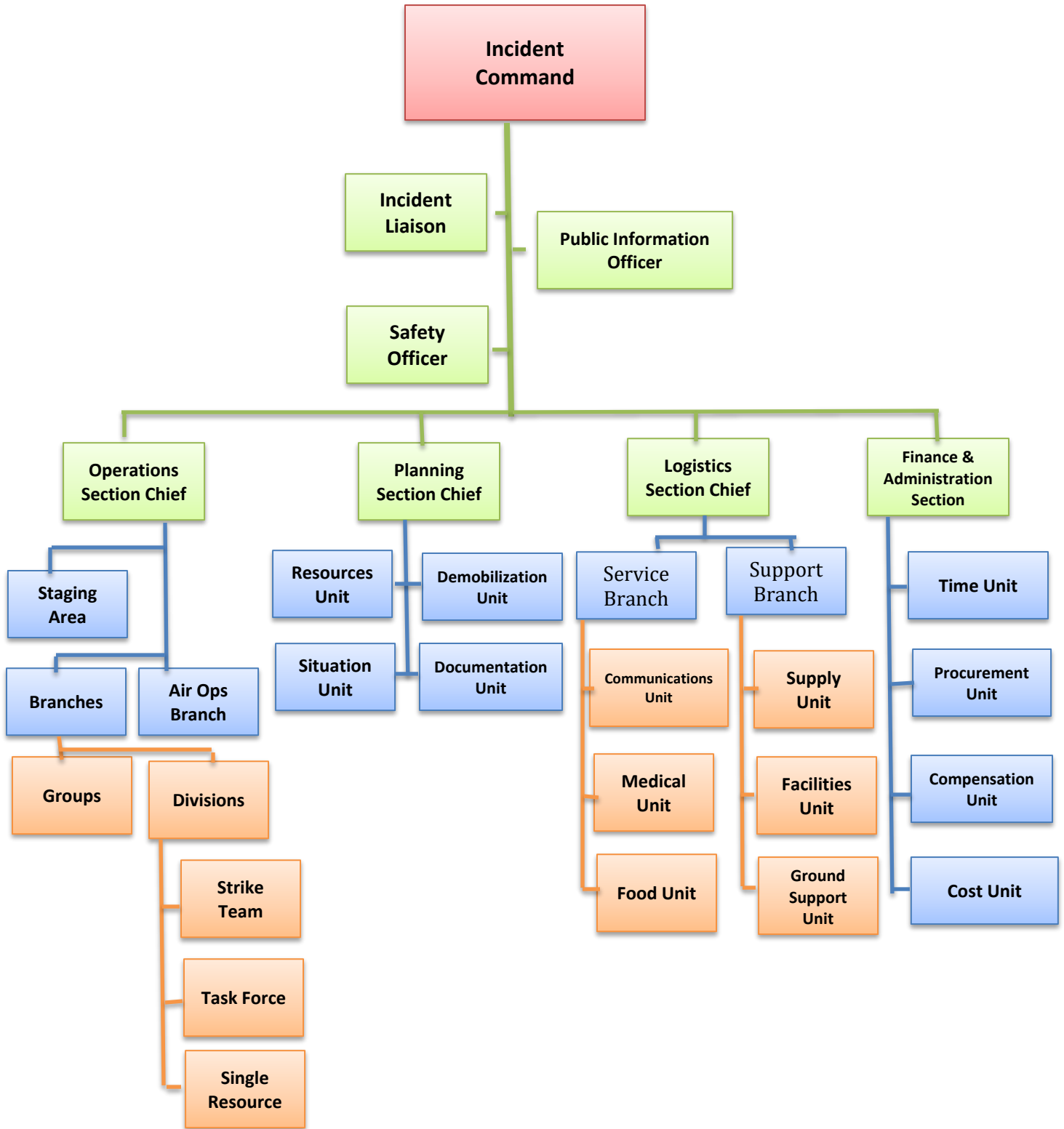
7. Works closely with the designated Volunteer Coordinator to track associated expenditures. (*Attachment 3 to Annex L*)

G. **Purchasing Officer**

1. Makes emergency purchases, as directed by the EOC Officials.
2. Implements the policy to delegate authority to City Department Superintendents to purchase, lease emergency supplies and/or equipment.
3. Coordinates with the City Clerk/Treasurer in assigning City Department Superintendents an account number for emergency expenditures.

DRAFT

VI. EXAMPLE STRUCTURE DIAGRAM



VII. **INCIDENT COMMAND SYSTEM (ICS) KEY ROLES AND RESPONSIBILITIES**

<b>Position</b>	<b>Duties and Responsibilities</b>
Incident Commander	Manages the people and resources to respond to the incident.
Incident Liaison	Coordinates with community and outside organizations involved in the incident.
Public Information Officer	Provides information to the public and media regarding the event in accordance with the IC.
Safety Officer	Assures safety issues are mitigated, announced and addressed.
Planning Section Chief	Gathers and analyses incident information; conducts Planning Meetings, and prepares Incident Action Plans (IAP).
Operations Section Chief	Responsible for incident tactical operations – actions, personnel, resources, and staging areas.
Logistics Section Chief	Obtains requested incident facilities, services, and materials.
Finance & Administration Section Chief	Tracks costs and manages incident finances and personnel issues.
Evacuation Specialist	Develops plan to shelter in place or move individuals to a safe location.
Shelter Coordinator	Sets up, operates, and closes shelter(s) and/or coordinates shelter activities.
Security Specialist	Keeps unauthorized personnel from physically accessing resources, buildings, or confidential information.
Medical Specialist	Provides and/or coordinates emergency health care services.

VIII. **INFORMATION REPORTING CHART**

<b>What Information is Needed?</b>	<b>When Information is Needed?</b>	<b>Who Provides the Information?</b>	<b>The Information is Reported to?</b>
<b>Incident Needs</b>	Immediately	✓ Incident Commander	Emergency Manager
<b>Personnel Accountability</b>	Within first two hours	✓ Department Superintendent or Designee	Emergency Manager
<b>Evacuation or Relocation</b>	Within first two hours	✓ Incident Commander, ✓ Public	Emergency Manager
<b>Facility Damage Assessment</b>	Within first four hours	✓ Department Superintendent or Designee, ✓ Building Inspector	Emergency Manager
<b>Utility Assessment</b>	Within first four hours	✓ Public Works, ✓ Public	Emergency Manager
<b>Transportation and Movement Damage Assessment</b>	Within first four hours	✓ Street Department, ✓ Police, ✓ Public	Emergency Manager
<b>Departments Continuity of Operations</b>	Within first six hours	✓ Department Superintendent or Designee	Emergency Manager
<b>Shelter Requirements</b>	Within first six hours	✓ Parks Department	Emergency Manager
<b>Casualty Summary (deceased, missing, injured, homeless)</b>	Within first six hours	✓ Fire ✓ Police ✓ Public	Emergency Manager