



City of LeClaire, Iowa
City Council – Committee of the Whole
Meeting Agenda
Monday, December 4, 2023 – 6:00 p.m.
(Immediately following the City Council Meeting)
Council Chambers
325 Wisconsin St
LeClaire, IA
[Electronic Attendance Link](#)

City Council

Mayor Dennis Gerard
Amy Blair
Bill Bloom
Sara Gravert
Barry Long, Mayor Pro Tem
Ryan Salvador

I. Call to Order with Roll Call

II. Discussion Items:

- A. Emergency Operations Plan
Shane Bleeker, Fire Chief

III. Adjournment

Title VI Notice to the Public

It is the policy of the City of LeClaire to assure full compliance with Title VI of the Civil Rights Act of 1964. Related statutes and regulations provide that no person shall on the basis of race, color, national origin, gender, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the City. Any person who believes that they are being denied participation in a project, being denied benefits of a program, or otherwise being discriminated against because of race, color, national origin, gender, age, or disability, may contact the City Administrator for the City of LeClaire at (563)-289-6004.



Emergency Operations Plan for the City of LeClaire, Iowa

04/24/2023

Table of Contents



Plan Development and Maintenance	4
Introduction.....	4
Scope.....	4
Situation Overview.....	5
Planning Assumptions and Limitations.....	7
Roles and Responsibilities.....	8
References.....	9
Hazard-, Threat-, Incident- Specific Annexes.....	11
Severe Weather.....	52
Tornado/Windstorm/Derecho	55
Flooding	58
Dam Failure.....	60
Extreme Heat.....	63
Earthquake	66
Fire.....	69
Sinkholes/Landslides	73
Railway Incidents	73
Nuclear Incidents.....	79
Bomb Threat	80
Active Threat	81
Civil Disturbance/ Protest.....	82
Infectious Disease	84
Hazardous Materials Incident.....	85
Largescale Utility Failure.....	87
Evacuation.....	88
Annex A: Resource and Cost Tracking	103



Plan Development and Maintenance

Introduction

This plan is known as the City of LeClaire Emergency Operations Plan (EOP). The plan and its support documents provide a framework that outlines the organization's intended approach to managing incidents of all types and should be regarded as guidelines rather than performance guarantees. The organization's planning process is supported by collaboration, training, and exercise. The intent of the EOP is to provide direction on how to respond to an incident from the onset, through an extended response, and through the recovery process.

This Emergency Operations Plan (EOP) was prepared by the City of LeClaire to develop an all-hazards response plan that allows for a comprehensive and efficient approach to all incident types and responses.

This plan shall apply to all City staff and members participating in mitigation, preparedness, response, and recovery efforts.

The City Administrator shall be responsible for plan oversight and coordination with applicable stakeholders. This EOP is based on the "all-hazards" concept and plans for natural and man-made disasters and incidents. The plan is flexible and scalable in that part of the plan or the entire plan may be activated based on the specific emergency and decision by organization leadership.

Scope

The City of LeClaire Emergency Operations Plan (EOP) outlines the expectations of staff and members, defines the roles and responsibilities, identifies direction and control systems, identifies internal and external communications plans, outlines the frequency and types of training, and defines the roles and responsibilities before, during, and after an incident. The plan also includes references and authorities as defined by local, tribal, state, and federal government mandates, common and specialized procedures, and specific hazard/threat vulnerabilities and responses/recovery. With regard to the scope of this plan, incident, hazard, threat, and vulnerability are defined as follows.

Incident: An occurrence, natural or human-caused, that requires a response to protect life or property. The City Administrator, Police Chief, or Fire Chief will determine when an incident has occurred and when to implement the procedures contained within this EOP.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Threat: Natural, technological, or human-caused occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Vulnerability: Characteristics of the organization that could make it more susceptible to the identified threats and hazards.



Plan Development and Maintenance

Situation Overview

The City of LeClaire is located at 201 N 15th st.. The organization has a population of Population, but the city has a daily population increased by business workforce, tourists, and people passing through the two large interstate/highways located in our city.

A plan of the buildings, annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid/hemorrhage control kits, AEDs, hazardous materials storage, and utility shutoffs is included in Appendix F. All staff members are required to know these locations as well as how to operate utility shutoffs.

External Support

The City of LeClaire has the potential to be severely impacted by a wide variety of emergency situations that may require additional resources. As a result, the City of LeClaire may request assistance from external agencies or resources to assist with response efforts during an emergency situation. The external response partners that may assist with a response will vary based on the emergency situation. External response partners include, but are not limited to, those listed below.

- Scott Emergency Communications Center
- Scott County EMA
- MEDIC EMS
- Scott County Sheriff's Office
- Area Police and Fire Departments
- Scott County health department
- Federal partners such as the Federal Bureau of Investigation (FBI), Department of Homeland Security (DHS), and the Centers for Disease Control and Prevention (CDC)

Plan Development and Maintenance



Contacts				
Name	Agency/Organization	Phone 1	Phone 2	Email
Shane Themas	Police			
Shane Bleeker	Fire			
Brian Payne	Emergency Management Agency			
Mark Dale	Public Works Department			
Dennis Bockenstedt	City Administration			
SECC	SECC			
Scott County Health Dept.	Local Health Department			

Threat/Hazard Assessment Summary—Generalized for Region

Table 1. High Priority Threats and Hazards

Threat/Hazard	Description



Planning Assumptions and Limitations

Planning Assumptions

The following assumptions are applied throughout the plan:

- Emergency situations may occur at any time of the year, on any day, and at any time with no warning.
- Emergency situations could be the result of human/intentional hazards, natural hazards, or technological hazards.
- The threats and hazards identified in the Threat/Hazard Assessment Summary will likely be the most common emergency situations that Organization Name faces, but there is always the potential for lesser threats and hazards or previously unidentified threat and hazards to affect the organization.
- In most serious emergency situations, local law enforcement, fire, and emergency managers will be available for assistance. However, there may be a delay in response. Therefore, staff and members will often be the first on the scene and must carry out the initial incident response activities until responders arrive.
- After a critical incident, the site may have to rely on its own resources in order to self-sustain for an extended period of time.
- Proper prevention, protection, and mitigation actions will prevent or reduce incident-related losses.
- Maintaining and providing frequently exercising the EOP amongst stakeholders such as staff, lay leaders, children, parents, first responders, and emergency management official can improve the outcomes of incident response.
- Immediate response is required to reduce injuries, save lives, and protect property.

Limitations

No guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, The City of LeClaire and it' Departments can only endeavor to make every reasonable effort to manage the situation with the resources and information available at the time.



Roles and Responsibilities

This plan is based upon the concept that the incident management functions that must be performed by the organization generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, certain nonessential functions, as determined by the organization, will be suspended. The personnel, equipment, and supplies that would typically be required for those nonessential functions will be redirected to accomplish assigned incident management tasks. Operations fit within the overall National Response Framework and comply with the National Incident Management System (NIMS) and Incident Command System (ICS) standards.

Priorities for all emergency responses are as follows.

1. Life Safety
2. Incident Stabilization
3. Property Preservation

Mission of Emergency Management

The National Response Framework (NRF) developed by the Federal Emergency Management Agency (FEMA) identifies five mission areas for incident response. In the event of an incident Organization Name will adhere to the mission of emergency management, which include:



Prevention

Prevent, avoid or stop an imminent, threatened or actual incident



Preparedness

Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations and way of life to thrive



Mitigation

Reduce the loss of life and property by lessening the impact of future disasters



Response

Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident



Recovery

Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident

Roles and Responsibilities



Roles To Consider

- Determine staffing needs and delegate tasks to personnel
 - Develop incident objectives and priorities
 - Liaise with organizational senior leadership
-
- Liaison between the organization, the media, the security team, and broader professional staff and stakeholders
 - Develops information to be released to the public
 - Conducts media briefings
-
- Monitor safety conditions
 - Ensure safety of staff and visitors
-
- Coordinate with representatives of assisting agencies responding to the incident
-
- "Boots on the Ground"
 - Responsible for carrying out incident response objectives
-
- Collect and evaluate information about the incident in order to develop a response plan
 - Conduct planning meetings
-
- Determine and procure resources necessary for incident response
-
- Recordkeeping of the incident such as:
 - Personnel time
 - Claim documentation
 - Cost documentation and analysis

References

State

Local

Roles and Responsibilities



Hazard-, Threat-, Incident- Specific Annexes



XXX



DURING xxx

Goal:

Objective 1:

Objective 2:

ACTION	WHO IS RESPONSIBLE	FOLLOW UP REQUIRED?

AFTER xxx

Goal: To the extent possible, resume normal operations

Objective 1:

Objective 2:

Objective 3:

Objective 4: Review and revise the plan

ACTION	WHO IS RESPONSIBLE	FOLLOW UP REQUIRED?

Tools Annex



Annex A: Resource and Cost Tracking



Resource tracking is a critical component of incident response. This is important for many reasons including cost reimbursement from organizations like FEMA. Resources can include both people as well as things. Utilize this annex to track resources utilized during incident response. Below are sample tables that could be utilized to track resources.

Note: Even if the person working is a volunteer, you should still track their hours.

Name	Date Worked	Hours Worked	VEHICLE	Total Cost	DESCRIPTION OF WORK PERFORMED
<i>John Smith</i>	<i>04-01-2020</i>	<i>5</i>	<i>\$25.00</i>	<i>\$125.00</i>	

Physical Resources

Description of Item	Date	Total Cost
<i>Generator</i>	<i>04-03-2020</i>	<i>\$500.00</i>