



EOC-AP

Emergency Operations Center
Action Plan

Polk County Emergency
Management Commission

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Summer 2018 Flooding

Operational Period: 5

Starting: 2018-07-03_1200 hours

Ending: 2018-07-04_1200 hours

Situation Summary

Excessive rainfall occurred on the evening of 30 JUN causing extensive flash flooding countywide. Widespread rainfall of 3 to 8 inches. Flooding resulted in widespread property damage and dangerous conditions causing dozens of rescues from vehicles and homes.

An additional threat from excessive inflow from the Des Moines River into Saylorville Reservoir creates the potential of longer-term river flooding below the reservoir. **Saylorville Reservoir is expected to crest at 888' on 08 or 09 JUL.**

3-Day Weather Forecast

Tuesday	Mostly sunny, with a high near 88. Southeast wind 5 to 11 mph.
Tuesday Night	Partly cloudy, with a low around 72. Southeast wind around 8 mph.
Wednesday	A 20 percent chance of showers and thunderstorms before 1pm. Mostly sunny, with a high near 91.
Wednesday Night	Partly cloudy, with a low around 73.
Thursday	A 50 percent chance of showers and thunderstorms. Partly sunny, with a high near 88. New rainfall amounts between a tenth and quarter of an inch, except higher amounts possible in thunderstorms.
Thursday Night	A 20 percent chance of showers and thunderstorms. Mostly cloudy, with a low around 67.

Safety Messages

1. As flash flooding water continues to recede, responders, support organization personnel and the public should stay vigilant. Stay out of floodwater or wear appropriate personal protective equipment when in or near floodwater.
2. Many injuries reported during or after a community disaster occur during clean-up and repairs. Use caution when cleaning or making repairs.
3. Anyone encountering floodwater should be appropriately vaccinated or immunized.
4. **Heat and humidity will enhance the health risks associated with outdoor activities and laborious tasks.**
5. **Be cautious around public right of ways cluttered with debris piles and pedestrian traffic.**

EOC Priorities

Difficult resource allocation decisions are almost certain during execution of this plan. The following priorities should guide the allocation of resources when scarce. (Resources defined as equipment, supplies, materials, time and effort.)

I	Protecting lives and safeguarding safety efforts.
II	Coordinating stabilization of the incident.
III	Enabling property protection and environmental conservation.
IV	Facilitating the recovery process.

Operational Period Emphasis

- Ensure physical comfort and mental care and of those affected
- Provide for the safe and effective clean-up of personal property and public areas
- Enhance the effectiveness of the Disaster Recovery Center
- Solidify uniform damage assessment process to ensure comparable results and interoperability

EOC Objectives Overview – WHAT the EOC will do

- Monitor evolving conditions and continuously reassess actions
- Provide validated information to the public, responders and the policy group
- Provide ongoing care to displaced survivors
- Construct a donations and volunteer management strategy
- Protect responders and the public from secondary hazards
- Execute a uniform damage assessment process
- Implement comprehensive debris management plan
- Account for damages and costs to the extent possible

EOC Strategies – HOW the EOC will do it

I. Protecting lives and safeguarding safety efforts.

A. Provide ongoing care to displaced survivors – *Leadership Assignment: Polk County Community, Family and Youth Services*

1. Coordinate and begin administrating a case management system for shelter residents NLT 0800 hours on 03 JUL
 - a. Confirm shelter resident population through registration process (NLT 1200 hours on 02 JUL)
 - b. Convene a case management group based on Elliott and Eddy apartment fires (NLT 1700 hours on 02 JUL)
 - c. Identify any pre-existing case management relationships (NLT 1200 hours on 03 JUL)
 - d. Assign personnel/organizations responsible to assist each person in the shelter (NLT 1200 hours on 03 JUL)

2. Improve and enhance a Local Disaster Recovery Center (LDRC) at the Polk County River Place for all affected residents
 - a. Offer services from the following:

1) Polk Co Health Dept.	8) DHS (WIC/Food stamps)
2) Polk Co Health Services	9) Community Action Centers
3) City DM re-occupancy	10) General Assistance
4) Public Works	11) Iowa Legal Aid
5) United Way	12) Salvation Army
6) American Red Cross	13) ????
7) MidAmerican Energy	
 - b. Determine hours of operation after 04 JUL by 1700 hours 03 JUL
 - c. Establish and publish documents for distribution across the community
 - d. Implement In-Processing form to establish documentation and efficiency
 - e. Establish Liaison position between the EOC, DRC and Shelter Ops

3. Continue to support the operation of a community managed shelter supported by the American Red Cross consistent with PC CEP ESF#6
 - a. Maintain clear leadership and staffing pattern for shelter management
 - b. Maintain a daily routine to identify needs and improvement items in the conduct of the shelter

- c. Communicate with the EOC on a routine basis for status updates, daily shelter census, and equipment and supply needs (See I.A.2.e.)
- d. Identify estimated shelter closing date and develop a shelter demobilization plan by 06 JUL
- e. Monitor and maintain ancillary support to the Johnston quasi-shelter operation

B. Protect responders and the public from secondary hazards – Leadership Assignment: Polk County Health Department

- 1. Continue distribution of information regarding floodwater related hazards for distribution to the public and responders
- 2. Maintain a vaccination and/or immunization program for delivery to those at risk
- 3. Distribute hazard, risk and prevention information to responders via Polk County EMA and to the public via the Joint Information Center

II. Coordinating stabilization of the incident.

A. Implement comprehensive debris management plan – Leadership Assignment: Polk County Emergency Management

- 1. Convene debris management group meetings daily with jurisdictions and the Metro Waste Authority (virtual after 04 JUL)
- 2. Submit the selected debris management strategy to EOC by 0800 hours 03 JUL emergency.management@polkcountyiowa.gov
 - a. Alleman -
 - b. Altoona -
 - c. Ankeny – Curbside/Dropoff
 - d. Bondurant – Curbside (Citywide)
 - e. Clive – Curbside (Select Areas)
 - f. Des Moines – Dropoff Sites
 - g. Elkhart -
 - h. Grimes – Dropoff Sites
 - i. Johnston – Dropoff Sites/Routine Collection
 - j. Mitchellville – Dropoff Site
 - k. Pleasant Hill – Routine Collection
 - l. Polk City – Routine Collection
 - m. Polk County – Dropoff/Routine Collection/Open Burn Permitting
 - n. Runnells -
 - o. Urbandale – Curbside (Call to Schedule)
 - p. West Des Moines -
 - q. Windsor Heights - Curbside
- 3. Publish countywide strategy summary and share through the Joint Information Center (JIC) NLT 1200 hours 04 JUL

III. Enabling property protection and environmental conservation.

A. Execute a uniform damage assessment process – *Leadership Assignment: Polk County Emergency Management*

1. Convene damage assessment group meetings daily with jurisdictions NLT 1200 hours 03 JUL (virtual after 04 JUL)
2. Receive damage assessment strategy commitment from jurisdictions NLT 1700 hours 03 JUL
3. Publish countywide strategy summary and share through the Joint Information Center (JIC) NLT 1200 hours 04 JUL
 - a. Jurisdictions provide addresses of known locations impacted via emergency.management@polkcountyiowa.gov
 - b. DRC reports addresses via the email address or In-Processing forms
 - c. Public with damage that do not go through the DRC should report to 211; 211 will email to address above at 1000, 1200 and 1500 hours daily
 - d. EOC will collate into single spreadsheet and send to jurisdictions for completion of damage assessment and placarding as necessary
 - e. Jurisdictions were emailed damage assessment, plan, field guide, placards, rapid assessment survey form and spreadsheet of known addresses as of 1349 hours 02 JUL
4. Submit initial damage assessment information to HSEMD by C.O.B. 05 JUL
5. Prepare for Joint Preliminary Damage Assessment to occur on or near 09 JUL

IV. Facilitating the recovery process.

A. Construct a volunteer management strategy – *Leadership Assignment: United Way of Central Iowa and Polk County Emergency Management*

1. Distribute PC CEP ESF#7 Resource Support Plan to all jurisdictions for their review NLT 1200 hours 02 JUL
2. Convene volunteer management group meetings daily with stakeholders (virtual after 04 JUL)
3. Volunteer management strategy for execution after 1200 hours 05 JUL
 - a. United Way will launch a website for the public to register if they wish to volunteer
 - b. Website will provide 5 examples of work to illustrate what volunteers may be asked to do

- c. Team Rubicon will provide personnel to clean out basements and carry debris to curbs with priority on elderly and those with access and functional needs but they will help anybody in need [Team Rubicon chosen because: they are trained; they have their own PPE, they come with their own overhead (management structure); they come with their own tools.]
 - d. Team Rubicon can provide overhead for spontaneous unaffiliated volunteers if needed, creating strike teams from those who registered on the United Way website
 - e. May take 2-3 days to assemble
 - f. Logistical requirements include food and lodging. Request for state assistance has been submitted.
 - g. LDS Church will provide their congregations the United Way website for registration. LDS can mobilize thousands of additional volunteers to supplement local volunteers and Team Rubicon as needed.
4. Publish countywide strategy summary and share through the Joint Information Center (JIC) NLT 1200 hours 04 JUL

B. Construct a donations management strategy – *Leadership Assignment: Polk County Community Family and Youth Services*

1. Distribute PC CEP ESF#7 Resource Support Plan to all jurisdictions for their review NLT 1200 hours 03 JUL
2. Convene donations management group meeting with stakeholders daily (virtual after 04 JUL)
3. Craft a donations management strategy for execution NLT 1200 hours 05 JUL
4. Publish countywide strategy summary and share through the Joint Information Center (JIC) NLT 1200 hours 04 JUL

C. Public entities and certain private-non-profit are encouraged to account for damages related eligible costs to the extent possible – *Leadership Assignment: All Public Entities*

1. Tabbed by Category
 - a. Category A- Debris Removal
 - b. Category B- Emergency Protective Measures
 - c. Category C- Roads and Bridges
 - d. Category D- Water Control Facilities
 - e. Category E- Buildings and Equipment
 - f. Category F- Utilities
 - g. Category G- Parks, Rec Areas and Other Facilities
2. Period began on 14 JUN and attempts should be made to associate damages/actions with a date & location

3. Equipment Costs should be associated with a unit number & description
4. Personnel Costs
 - a. Must contain the time(s) worked on emergency work
 - b. Claims for labor must be documented project individually
 - c. Labor & Fringe

V. **Establish and maintain situational awareness and create a common operating picture**

A. **Monitor evolving conditions and continuously reassess actions** – *Leadership Assignment: Polk County Emergency Management*

1. Monitor river and reservoir conditions
 - a. Utilize Rivergages.com for ongoing monitoring
 - b. Receive National Weather Service web briefings on severe weather threats and rainfall forecasts
 - c. Integrate National Weather Service personnel into briefings and conferences when possible
2. Capitalize on incident action planning processes to monitor and act on observed or forecast conditions
 - a. Fully utilize the collaborative planning methods and the meetings and briefings associated with the process
 - b. Encourage a transparent and sincere information sharing process through trusted relationships both formally and informally

B. **Provide validated information to the public, responders and the policy group** - *Leadership Assignment: Polk County Emergency Management*

1. Develop messaging and Joint Information Center strategy for media conference to be held at 1130 on **03 JUL**
 - a. Ensure physical comfort and mental care and of those affected
 - b. Provide for the safe and effective clean-up of personal property and public areas
 - c. Establish and maintain a convenient location for survivors to access services needed
2. Identify a process for rumor control and correction of inaccurate information by **1400 hours 03 JUL**
 - a. Each partner agency monitor information and provide rumor info to Joint Information Center at the EOC

- b. All parties work in cooperation to determine truthfulness
- c. Joint Information Center will correct information determined to be false in nature through social media, flash reports and direct reports
- d. “Truth Board” to be used in the shelter, **DRC** and EOC to assist in rumor control **(all three maintained by JIC/PIO)**
- e. Brief DRC, shelter and EOC personnel on new rumors for awareness during EOC Operations Briefings

EOC Operational Hours and Staffing Pattern

Expected hours and staffing are subject to change and based on conditions, actions and needs.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2-Jul	3-Jul	4-Jul	5-Jul	6-Jul	7-Jul
0930-2030 Shift 1	0600-1600 Shift 1	0800- 1500 Shift 1	0600-1600 Shift 1	0600-1600 Shift 1	0800-1200 Shift 1
2000- 0300 Shift 2	1000-2000 Shift 2	0800- 1500 Shift 2	1000-2000 Shift 2	1000-2000 Shift 2	0800-1200 Shift 2

Shift 1 Leadership: Davis and Medeiros

Shift 2 Leadership: Mumm, Stufflebeam and Anderson

EOC Resource requests for staffing:

Story County EMA x1 (03 JUL)

Madison County EMA x1 (03 JUL)

Marion County EMA x1 (30 JUN-?) + 1 (03 JUL)

Iowa Incident Management Team (IMT) x3-5 (04 JUL?-?)

Polk County GIS Technical Specialist x1 (03 JUL?)

Battle Rhythm: Scheduled Meetings, Briefings and Timeline

Time	Type	Location	Outcome
1200	New Operations Period Begins	EOC	Begin implementation of EOC-AP
?	Damage Assessment Group	EOC	Coordination among members related resources, needs, conflicts, issues and assignments.
?	Debris Management Group	EOC	Coordination among members related resources, needs, conflicts, issues and assignments.
?	Volunteer Management Group	EOC	Coordination among members related resources, needs, conflicts, issues and assignments.
?	Donations Management Group	EOC	Coordination among members related resources, needs, conflicts, issues and assignments.
1400	Sit-Rep Published	EOC	Distribution of situational report describing information and events that have occurred in the incident
1500	Objectives Meeting	EOC	Updated current operational period objectives, draft objectives for the next operational period, procedures defined and tasks assigned for strategies meeting
1800	Strategy Meeting	EOC	List of final objectives and supporting strategies to accomplish for the next operational period, fill in gaps for the planning meeting
0600	Planning Meeting	EOC	Written EOC-AP presented for approval and publication for EOC Ops Briefing
1030	EOC Operations Briefing	EOC	Change of operational period, transfer of information and duties, initiate execution of EOC-AP
1130	Media Conference	EOC	Transfer of information to media partners for public release

