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# EOC-AP

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Emergency Operations Center Action  
Plan

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Polk County Emergency Management  
Commission

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## Summer 2018 Flooding

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**Operational Period: 9**

**Starting: 2018-07-07 1200 hours**

**Ending: 2018-07-08\_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 inflow from the Des Moines River into Saylorville Reservoir creates the potential of longer-term river flooding below the reservoir. Army Corps of Engineers data shows Saylorville Reservoir should crest at 886.6' on 10 JUL.

### 3-Day Weather Forecast

<b>Saturday</b>	Sunny, with a high near 85.
<b>Saturday Night</b>	Clear, with a low around 60.
<b>Sunday</b>	Sunny, with a high near 87.
<b>Sunday Night</b>	Clear with a low near 63.
<b>Monday</b>	Mostly Sunny with a 91
<b>Monday night</b>	Partly Cloudy with a low of 68

### 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. Be cautious around public right of ways cluttered with debris piles and pedestrian traffic.
5. Volunteers should continue to hydrate. Wear sunscreen. Wear appropriate PPE for the task.

## 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.)

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

## Operational Period Emphasis

- Deploy volunteers in the various communities in Polk County to Continue cleanup efforts
- Deploy damage assessment teams.
- Track requests for assistance using the dynamic damage assessment database
- Reevaluate work completed and make assessments and assignments for the next operational period

## 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 a case management system for shelter residents - ongoing.
2. 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.	9) Impact Community Action Center
2) Polk Co Health Services	10) General Assistance
3) City DM re-occupancy	11) Iowa Legal Aid
4) Public Works	12) Salvation Army
5) United Way	13) Eyerly Ball
6) American Red Cross	14) Insurance Commissioner's Office
7) MidAmerican Energy	15) Home, Inc
8) Section 8 housing	16) Food Bank
  - b. Number served: Mon (7/2) – 289; Tue (7/3) – 352; Wed (7/4) – closed; Thurs (7/5) 178; **Fri (7/6) = 113; total to date: 932.**
  - c. Hours of operation **Sat. 7 Jul 10 a.m. to 2 p.m. Sun. 8 Jul 1 p.m. to 4 p.m.**
  - d. Establish and publish documents for distribution across the community
  - e. Maintain In-Processing form to establish documentation and efficiency
  - f. 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. Shelter census: Sun (7/1) – 39; Mon (7/2) – 31; Tue (7/3) – 14; Wed (7/4) – 14; Thurs (7/5) -14 – **Friday (7/6) = 14**
  - e. Transition to temporary and permanent housing (on-going)

- f. Estimated shelter closing date is Sunday July 8 at 1300 hrs.
  - Residents with medical and mental health issues will be referred to appropriate medical case workers
  - Homeless residents will be likely moved to other shelters or will be referred to assistance for permanent housing
  - Residents displaced for longer than seven days will be referred to other housing options until their permanent housing is safe for habitation
  - Polk County Community, Family, and Youth Services, Polk County Health Services, the American Red Cross, and the Salvation Army are all assisting in these efforts.
- g. 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.
- 2. Execute the selected debris management strategy (on-going)
  - a. Alleman Roll on- Roll off
  - b. Altoona – Drop off at aquatic center
  - c. Ankeny – Curbside/Dropoff
  - d. Bondurant – Curbside (Citywide)
  - e. Clive – Curbside (Select Areas)
  - f. Des Moines – Dropoff Sites and curbside pick up
  - 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

- n. Runnells -
  - o. Urbandale – Curbside (Call to Schedule)
  - p. West Des Moines –Curbside pick-up with sticker, appliances call for pickup
  - q. Windsor Heights - Curbside
3. Share countywide strategy summary and share through the Joint Information Center and the Metro Waste Authority website at <https://www.mwatoday.com/news/alerts/flood-debris-info.aspx>
4. Operate the Volunteers Assistance Program in a way consistent with the debris management strategy selected for each community.

### 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
- 2. Utilize countywide strategy summary
  - a. 211, DRC and Jurisdictions provide addresses of known locations impacted via Damage Assessment App
  - b. EOC will QC into single dataset and upload into system for completion of damage assessment and placarding as necessary
  - c. Jurisdictions complete damage assessment via the Damage Assessment App
- 3. 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. A list of impacted properties that have not yet had a damage assessment will be produced twice daily around 1100 and 1600.
- 5. Preliminary FEMA Public Assistance (PA) Briefing from Iowa HSEMD on 05 July
- 6. Submit initial damage assessment information to HSEMD on 08 JUL
- 7. Prepare for Joint Preliminary Damage Assessment to occur on or near 09 JUL
- 8. Business entities with damages should have damage assessments completed. Call 211 to get the process started.

### IV. Facilitating the recovery process.

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

- 1. Convene volunteer management group meetings daily with stakeholders

2. Volunteer management strategy
  - a. United Way launched website for the public to register if they wish to volunteer
  - b. Website provides five examples of work to illustrate what volunteers may be asked to do
  - c. Notification of Volunteer Assistance Program will be distributed to the media as well through a flyer to be distributed to all the addresses in the database indicating a disaster impact. Flyer will suggest that if that address needs assistance in removing debris from their home that they can contact the Volunteer Assistance Program Coordination Center (embedded in EOC) to begin the process to receive help.

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

1. Convene donations management group meeting with stakeholders as needed
2. Craft a donations management strategy for execution NLT 1800 hours 10 JUL
  - a. The Polk Co. Board of Supervisors have created a recovery fund. Visit <http://www.desmoinesfoundation.org/polkcountyflood> to make a contribution or for more information.
3. Publish countywide strategy summary and share through the Joint Information Center (JIC) NLT 11 July at 1200 hrs.

**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. Jurisdictions must contact Rich Biondi at Iowa HSEMD ([richard.biondi@iowa.gov](mailto:richard.biondi@iowa.gov) or 515-725-9330) to arrange a meeting the week of 9-13 July to account for damage to public infrastructure costs. Costs must be broken down into the categories shown in item 2 below. It is imperative that disaster-related costs are reported through this process to be eligible for FEMA public assistance. Reference DLAN message 7/6/18 Subject: Public Assistance Meeting.
2. Costs must be 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
3. Period began on 14 JUN and attempts should be made to associate damages/actions with a date & location
4. Equipment Costs should be associated with a unit number & description

5. 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 06 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. Maintain and maintain a convenient location for survivors to access services needed
2. Maintain a process for rumor control and correction of inaccurate information by
  - 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.*

<b>Saturday</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>7-Jul</b>	<b>8-Jul</b>	<b>9-Jul</b>	<b>10-Jul</b>	<b>11-Jul</b>	<b>12-Jul</b>	<b>13-Jul</b>
0600-1600	0800-1600	0600-1600	0600-1600	0600-1600	0600-1600	0600-1600
Shift 1	Shift 1	Shift 1	Shift 1	Shift 1	Shift 1	Shift 1
Mumm	Mumm	Mumm	Mumm	Mumm	Mumm	Mumm
1000-2000	1000-1800	1000-2000	1000-2000	1000-2000	1000-2000	1000-2000
Shift 2	Shift 2	Shift 2	Shift 2	Shift 2	Shift 2	Shift 2
Davis	Davis	Davis	Davis	Davis	Davis	Davis

EOC Resource requests for staffing:

County Coordinators:

- Madison
- Ringgold
- Marion

Iowa Type-III All Hazards Incident Management Team.

Damage Assessment Teams –

- City of Cedar Rapids Building Services
- Mahaska County CERT
- Clark County CERT

### Battle Rhythm: Scheduled Meetings, Briefings and Timeline

Time	Type	Location	Outcome
1200	New Operations Period Begins	EOC	Begin implementation of EOC-AP
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
0700	Planning Meeting	EOC	Written EOC-AP presented for approval and publication for EOC Ops Briefing

