

THE TOWN OF NEWBURGH

EMERGENCY OPERATIONS PLAN

Revision Adopted: September 29, 2005
Adopted: October 27, 2004

**Emergency Preparedness Committee
October 27, 2004**

William F. Kavanaugh, President
Cynthia E. Burger, 1st Vice President
Shari E. Sherman, 2nd Vice President
Anne Rust Aurand, Councilmember
Robert F. Seibert, Councilmember
Mae Mason, Town Manager
Police Chief Dennis Patton
Fire Chief Greg Lueken
Matt Timmel, 1st Asst. Fire Chief
Chad Bennett, 2nd Asst. Fire Chief
John Fischer, Street Superintendent
Leon Key, Wastewater Superintendent
Deanna Malcolm, Administrative Assistant

**Emergency Preparedness Committee
August 11, 2005**

William F. Kavanaugh, President
Shari E. Sherman, 1st Vice President
Robert F. Seibert, 2nd Vice President
Anne Rust Aurand, Councilmember
Kenneth E. Hughes, Councilmember
Cynthia E. Burger, Town Manager
Police Chief Brett E. Sprinkle
Asst. Police Chief Howard M. Williams
Fire Chief Greg Lueken
Matt Timmel, 1st Asst. Fire Chief
Chad Bennett, 2nd Asst. Fire Chief
John Fischer, Street Superintendent
Leon Key, Wastewater Superintendent
Frank Hijuelos, Zoning Administrator
Deanna Malcolm, Administrative Assistant

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Mission

To coordinate all emergency management activities necessary to protect the people, property, economy, and the environment of the Town of Newburgh.

Purpose

To establish the functions and responsibilities of town departments and employees, commissions, boards, Town Council and county agencies. It is intended as a comprehensive framework for town wide mitigation, preparedness, response, and recovery activities. This plan is the Emergency Operations Plan as mandated by Indiana Code.

A major disaster could result from any one of the following:

Natural Hazards

- Earthquake
- Fire
- Flood
- Thunderstorms and Lightning
- Tornado

Technological Hazards

- Bomb Threats
- Hazardous Chemical Spills
- Terrorism

In the event of any disaster, this Emergency Operations Plan describes the responsibilities and actions to be taken to protect all residents and employees.

Notification

The office receiving notification of a disaster or emergency shall immediately notify the Town Manager. The Town Manager shall notify the Town Council President and the other council members. The emergency situation shall then be conveyed to all department heads. (See Appendix A – Contact List). The Town Council President may then declare an official “State of Emergency” for the Town of Newburgh. The Town Council shall then issue a declaration stating the existence of a “State of Emergency.”

Command and Control

In the event of a disaster or emergency, the Town Council President shall direct the Emergency Operations Center (EOC) Commander to activate the EOC.

All emergency operations shall be carried out in accordance with the National Incident Management System (NIMS).

The EOC Commander shall staff the EOC for the conduct of response and recovery efforts. (See Appendix B – Incident Command Structure, Appendix C – Incident Command Staff Descriptions, Appendix D – Incident Command Staff Assignments).

The Town Council President, and in his/her absence, the highest ranking elected council member shall have final authority to coordinate, amend, modify, or supersede any provision of this plan to ensure citizen safety.

Location

The primary EOC location: Newburgh Volunteer Fire Department Headquarters, 540 State Street.

Alternate EOC locations:

- Newburgh Police Department, 527 State Street
- Newburgh Senior Citizen Center, 529 Jefferson Street
- Newburgh Wastewater Treatment Facility, 6366 Vanada Road

(See Appendix E – EOC Equipment Requirements)

Resources

See Appendix F – Emergency Equipment for a list of Town owned equipment. Additional resources; equipment, supplies, and personnel to be requested through Warrick County Emergency Management Agency.

Emergency Shut Offs

See Appendix G – Emergency Shut Offs for locations of gas, water and electric shut offs on Town property.

Evacuation

Evacuation shelters shall be opened and maintained by the Warrick County American Cross. (See Appendix H – Evacuation Sites)

Emergency Phone Numbers

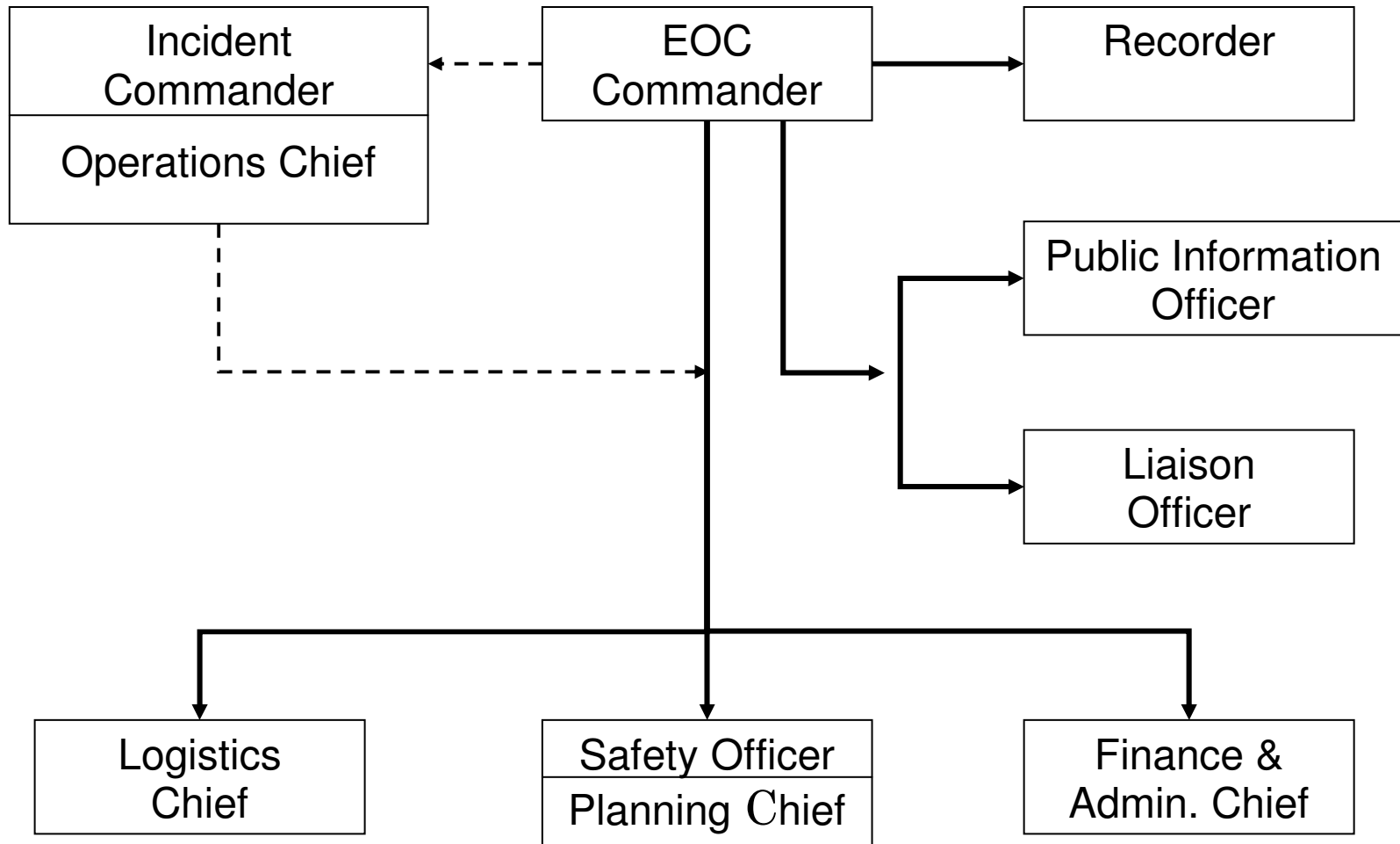
See Appendix I for emergency phone numbers of outside agencies.

Emergency Preparedness Committee

- The Emergency Preparedness Committee shall review this plan and update it annually in January.
- The committee shall coordinate and provide emergency preparedness training on a regular basis.
- The committee shall coordinate and ensure exercises in order to test this plan at a minimum of one exercise per year.
- The committee shall be trained in and adopt the National Incident Management System (NIMS).

Appendix B

Town of Newburgh Incident Command Structure



Appendix C

INCIDENT COMMAND SYSTEM
STAFF DESCRIPTIONS

EOC COMMANDER

- Activate Emergency Operation Center (EOC)
- Notify Command Staff: Incident Commander/Operations Chief, Logistics Chief, Safety Officer/Planning Chief, Finance and Administrative Chief, Recorder, Public Information Officer, Liaison Officer
- Schedule initial status report briefing
- Initiate Mission Status Board
- Receive status reports and discuss an initial action plan with Section Chiefs
- Establish communications with County EMA
- Authorize resources as requested by Incident Commander or Section Chiefs
- Schedule regular briefings with Section Chiefs
- Schedule news release information

INCIDENT COMMANDER/OPERATIONS CHIEF

- Establish communications with EOC Commander
- Attend initial status report briefing
- Prepare initial action plan
- Designate incident response personnel
- Identify necessary response supplies, material, and equipment
- Identify resources required from other agencies
- Document all actions
- Communicate frequently with EOC
- Attend regularly scheduled briefings with Command Staff
- **Direct and conduct all response necessary to the incident**

LOGISTICS CHIEF

- Establish communications with EOC Commander
- Report to EOC
- Attend initial status report briefing
- Begin damage assessment
- Identify potential resources (personnel, supplies, equipment) necessary for incident response
- Document all actions
- Attend regularly scheduled briefings with Command Staff
- Obtain all necessary personnel, supplies, and equipment as directed by EOC Commander
- Coordinate with Finance and Administrative Chief

SAFETY OFFICER/PLANNING CHIEF

- Establish communications with EOC Commander
- Report to EOC
- Attend initial status report briefing
- Ensure unauthorized personnel are excluded from EOC or restricted response areas
- Monitor safety of all response operations and hazardous conditions
- Inform EOC Commander of any unsafe, hazardous, or security related conditions
- Coordinate with Incident Commander/Operations Chief to prepare an initial action plan
- Develop an overall response action plan
- Document all actions
- Attend regularly scheduled briefings with Command Staff

FINANCE AND ADMINISTRATIVE CHIEF

- Establish communications with EOC Commander
- Report to EOC
- Attend initial status report briefing
- Effectively track all response costs including personnel, material, supplies, equipment, and miscellaneous expense
- Coordinate with Logistics Chief
- Approve all necessary response expenditures
- Document all actions
- Attend regularly scheduled briefings with Command Staff

RECORDER

- Establish communications with EOC Commander
- Report to EOC
- Attend initial status report briefing
- Maintain Mission Status Board
- Maintain attendance log
- Document all decisions made
- Provide clerical support to EOC Commander
- Attend regularly scheduled briefings with Command Staff

PUBLIC INFORMATION OFFICER

- Establish communications with EOC Commander
- Report to EOC
- Attend initial status report briefing
- Establish a media area in coordination with Security Officer
- Speak as “One Voice” for entire response operation
- Ensure all news releases have the approval of the EOC Commander

- Issue an initial incident information report to the news media
- Document all actions
- Attend regularly scheduled briefings with Command Staff
- Provide status reports and new releases to media
- Provide relevant response information to EOC Commander
- Schedule and approve all press conferences or interviews in coordination with the EOC Commander and the Incident Commander

LIAISON OFFICER

- Establish communications with EOC Commander
- Attend initial status report briefing
- Report to EOC or County EOC as directed by EOC Commander
- Maintain contact between EOC and County EOC
- Inform EOC of status and updates from County EOC on a regular basis
- Direct request for support from EOC Commander to appropriate personnel at County EOC
- Document all actions

Appendix D**INCIDENT COMMAND STAFF ASSIGNMENTS**

	<u>Primary</u>	<u>Alternate</u>
Incident Commander/ Operations Chief	Police Chief Brett Sprinkle (1)	Asst. Police Chief Howard Williams
	Fire Chief Greg Lueken (2)	Asst. Fire Chief Matt Timmel
	Frank Hijuelos (3)	Warrick Health Dept.
EOC Commander	Frank Hijuelos	Fire Chief Greg Lueken
Recorder	Cynthia Burger	
Public Information Officer	Cynthia Burger	Police Chief Brett Sprinkle
		Paul Cron Fire Department
Liaison Officer	TBA	TBA
Logistics Chief	Deanna Malcolm	John Fischer
Safety Officer/ Planning Chief	Asst. Police Chief Howard Williams	Sgt. Gretchen Mayse Asst. Fire Chief Chad Bennett
Finance & Admin Chief	Becky Gentry	Susan Helms

(1) Incident Commander for bomb, flood, tornado and terrorism (explosive)

(2) Incident Commander for earthquake, fire, HAZMAT, terrorism (chemical and Radiological)

(3) Incident Commander for biological incident

Appendix E

EMERGENCY OPERATIONS CENTER (EOC)

EQUIPMENT REQUIREMENTS

- Television with access to local channels, CNN and the Weather Channel
- Computer with Internet access and printer
- Fax machine
- Copier
- Two (2) telephone lines
- Table with chairs for eight (8)
- Clock
- Easel, pads, and markers
- Mission Status Board (dry erase board) and markers
- Phone Number Board (dry erase board) and markers
- Laminated map of Newburgh
- Weather radio
- Pencils, pens, paper
- Radio communication with Warrick County Emergency Management (EMA)

Note: Recorder to have laptop computer and printer

Appendix F

EMERGENCY EQUIPMENT

Street Department

1 generator
wooden barricades
flashing barricades
4 chain saws
1 Case backhoe
1 gas powered chipper shredder
traffic cones
1 – 20 ft extension ladder
1 demolition saw
2 rechargeable flashlights
1 extendable chain saw
4 – 100 ft extension cords
3 dump trucks

Sewer Department

1 Case backhoe
2 electric jackhammers
1 Chevy dump truck
1 International dump truck
barricades
1 demolition saw
1 small generator
1 – 3500 Honda generator
3 Chevy pick-ups
1 Dodge van
flashlights
1 Tripod floodlight
4 ladders
1 Honda 2" pump
7 – 3" pumps
1 – 4" diesel pump
1 – 6" diesel pump
95 ft of 4" hard suction hose
200 ft of 3" hard suction hose
50 ft of 6" hard suction hose
100 ft of 6" soft discharge hose
375 ft of 4" soft discharge hose
600 ft of 3" soft discharge hose
2 electric jackhammers

Appendix H

EVACUATION SITES PER WARRICK COUNTY AMERICAN RED CROSS

St. John Catholic School
725 Frame Road
Newburgh, IN 47630
Phone: 853-8511

St. John Catholic Church
625 Frame Road
Newburgh, IN 47630
Phone: 853-6181

Newburgh Elementary School
306 State Street
Newburgh, IN 47630
Phone: 853-8921

APPENDIX IEMERGENCY PHONE NUMBERS

ADELPHIA COMMUNICATIONS		853-2468
ALLIED WASTE	TODD CHAMBERLAIN	424-3345 598-0147 - Cell
AMERICAN RED CROSS	KATHIE PAYNE	897-0390
CENTRIC TECHNOLOGIES	MATT KIEFER	491-3478 449-2730 - Cell
COMMONWEALTH ENGINEERS	DAVID HYNES	474-1177 455-0182 - Cell
HUB INTERNATIONAL	MIKE O'ROURKE	485-2857
IN-AMERICAN WATER CO	DARREL HEISLER	853-3356 454-0625 - Cell
INDIANA DEPARTMENT OF TRANSPORTATION		
MOUNTS ELECTRIC		422-5358
NEWBURGH SEWER PLANT	LEON KEY	853-6412, 853-5642 480-5703 - Cell
SBC	NICOLE	1-888-228-9474 x32639
SIGECOM		469-0345

STATE OF INDIANA – DEPT
OF HOMELAND SECURITY

317-232-3980

SWC

BRENDA KNIGHT

477-6495

TRI-STATE
COMMUNICATIONS

SONDRA KOONCE

425-2205
433-8511 - Pager

VECTREN

JEFF WHITESIDE

491-4205

SONNY HALL

897-7465

VERIZON WIRELESS

MIKE CAMPBELL

474-6736 x356

WARRICK COUNTY
EMERGENCY MGMT
AGENCY

DALLAS SCOTT

897-6178

WARRICK COUNTY EMS

897-1200

WARRICK COUNTY
SHERIFF'S DEPARTMENT

897-1200 Emergency
897-6180 Admin

WARRICK COUNTY
HEALTH DEPARTMENT

897-6105