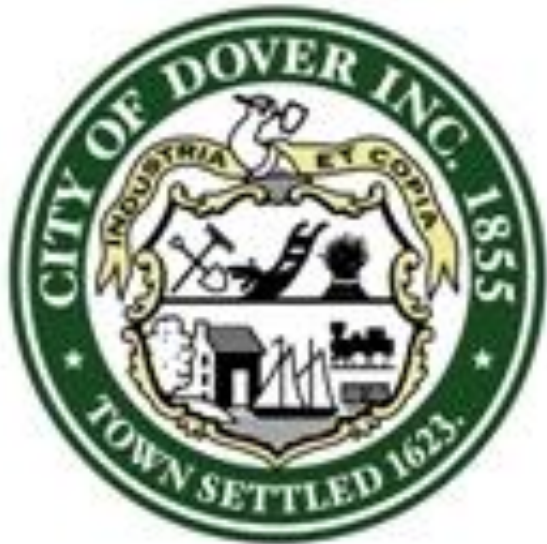


City Council Overview:

Emergency Management Function, Preparedness, and the Local Emergency Operations Plan or LEOP



Presenter:

Fire Chief Eric Hagman

Date: 11/02/2016

Emergency Management is one of the many responsibilities of Local Government

Functions include:

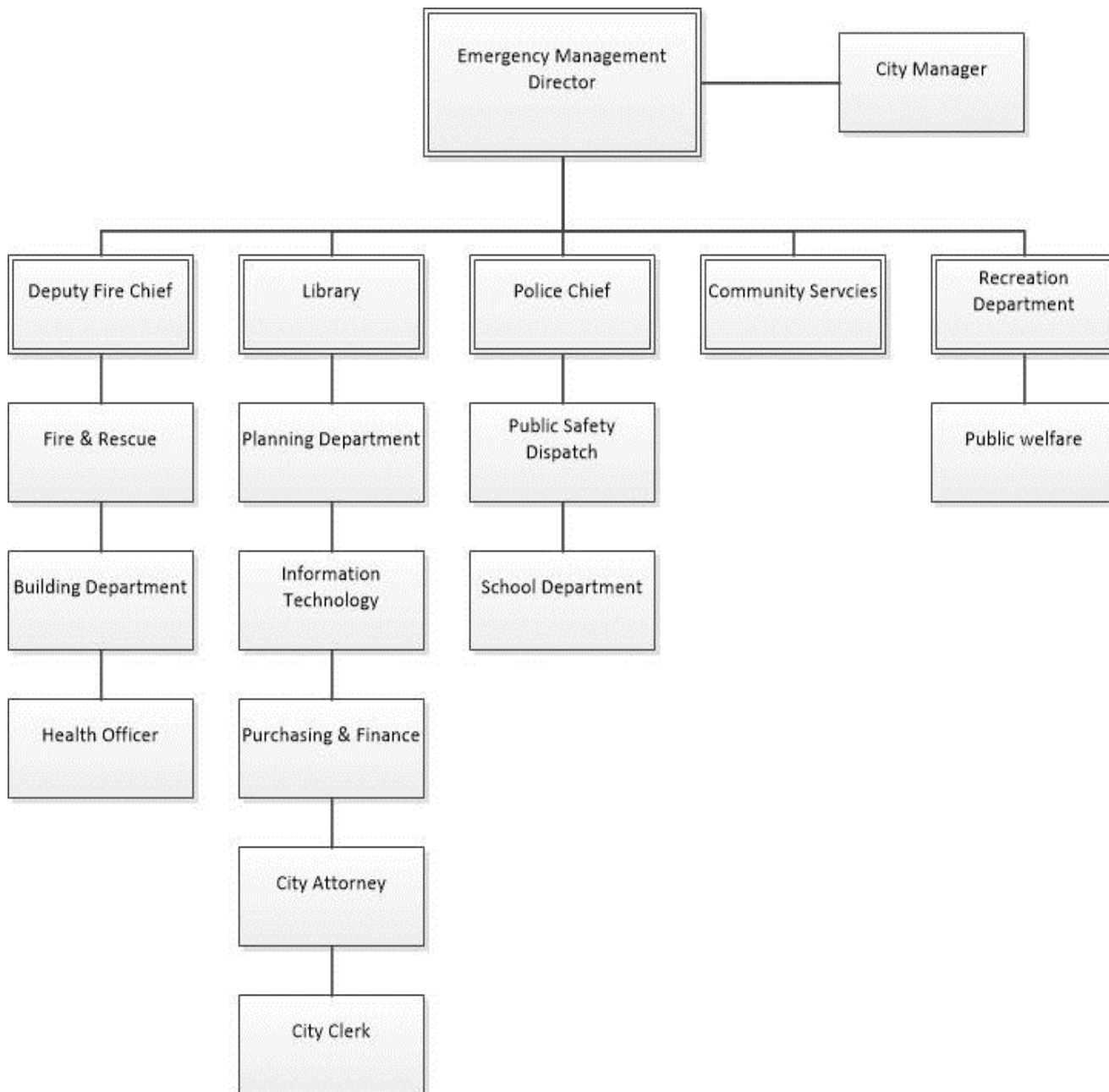
- ✓ Coordination of local incident management and response efforts (see photo)
- ✓ Incident action planning during long term events and pre-event planning
- ✓ Situational awareness and information-sharing with partners
- ✓ Coordination of requests for resources (pallets of sandbags) from State or Federal resources



In Dover, the lead department is Fire & Rescue as some department has to be the lead. Some of the historical reasons for this assignment include:

- ✓ Employees at all ranks are practiced in ICS (Incident Command System) and Command Structures
- ✓ Employees are practiced at rapid assessment and decision making
- ✓ Employees are practiced at working in teams and team management from participating in the Mutual Aid system





The reality is Emergency Management is a team sport with every City Department having a job function. This is called Unified Command.



Emergency management functions normally occur in the Emergency Operations Center or EOC. The Primary EOC is located in the Community Meeting/Police Training Room at new Police Station. The secondary EOC is at the North End Fire Station.



On October 12th, all department heads under the direction of the City Manager revisited the Emergency Management function, this EOP, and worked through a scenario using EOC operations and Unified Command

The screenshot shows a Microsoft PowerPoint application window titled "EOC Orientation - PowerPoint". The ribbon at the top includes FILE, HOME, INSERT, DESIGN, TRANSITIONS, ANIMATIONS, SLIDE SHOW, REVIEW, VIEW, and ACROBAT. The HOME ribbon is active, showing options for Clipboard, Slides, Font, Paragraph, Drawing, and Editing. The slide thumbnail pane on the left shows a list of topics: 1. EOC Orientation..., 2. (L)EOP Integration..., 3. Managing Incidents..., and 4. Managing Long Duration Events... The main slide area displays a green-bordered box with the same list of topics. Below this box is the City of Dover Inc. logo, which features a circular seal with the text "CITY OF DOVER INC. 1855" and "TOWN SETTLED 1623". To the right of the logo is a green-bordered box containing the text: "Facilitator: Eric Hagman 10/12/2016" and "Location: New EOC at Dover Police Dept." The status bar at the bottom indicates "SLIDE 1 OF 21" and "116%".

1. EOC Orientation...
2. (L)EOP Integration...
3. Managing Incidents...
4. Managing Long Duration Events...

CITY OF DOVER INC. 1855
TOWN SETTLED 1623

Facilitator: Eric Hagman
10/12/2016

Location: New EOC at
Dover Police Dept.

8:14 AM
11/2/2016

SLIDE 1 OF 21

NOTES COMMENTS

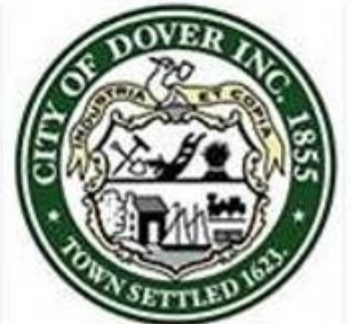
This bring us to a brief explanation of the local Emergency Operations Plan which is on next week's agenda for your acknowledgement and acceptance.

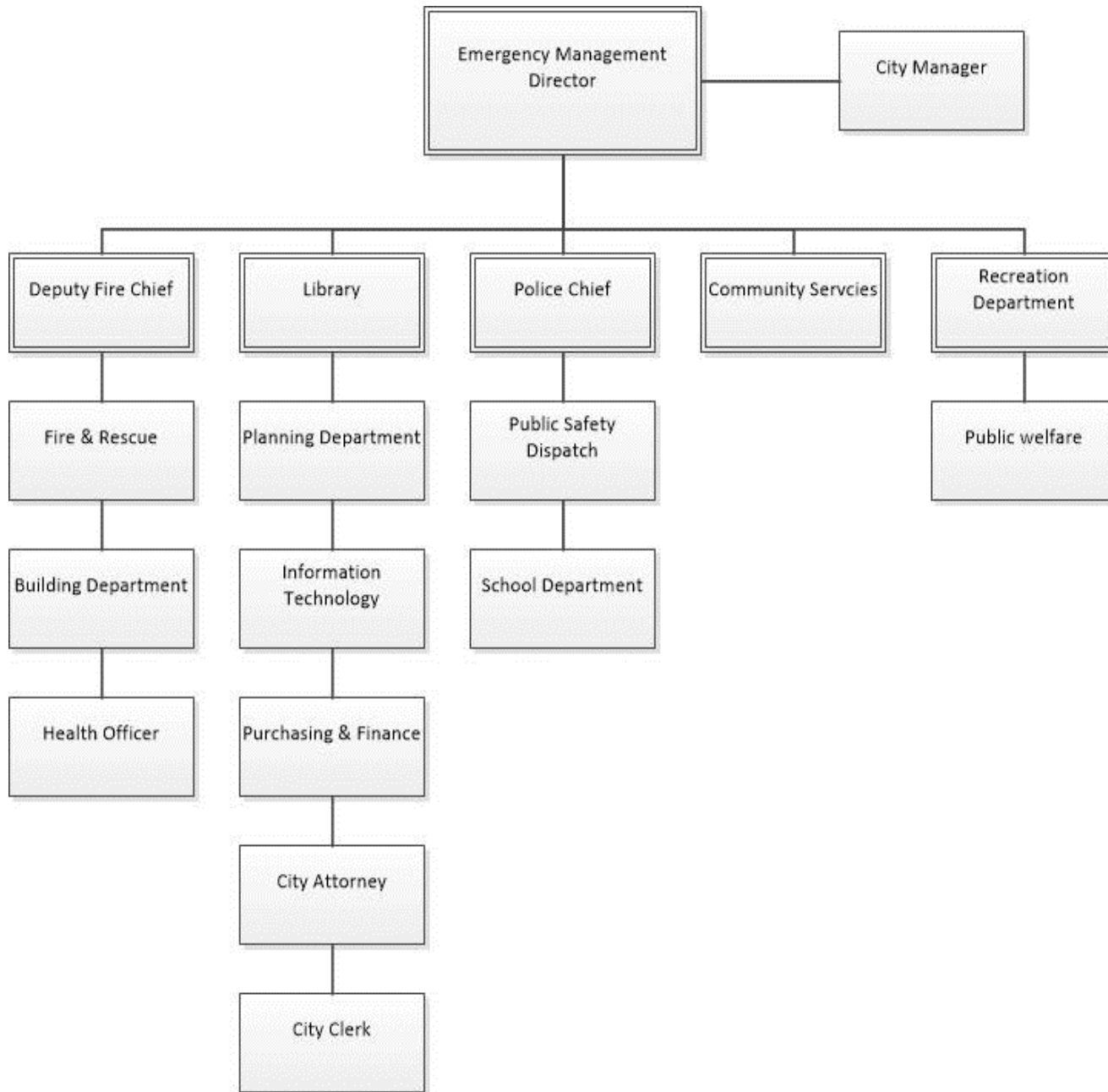
This is a required housekeeping item to maintain access to the grant funding mechanism's from Homeland Security and is also a city government best practice.

DOVER, NH

**EMERGENCY OPERATIONS
PLAN (EOP)**

2016





This Emergency Operations Plan update was developed by a grant funded contractor who interviewed representatives from the City Department's.

That Dover specific information was overlaid into a Homeland Security framework for EOP's.

The result is this "sport's team" like playbook for the most common threats to Dover.



This EOP provides industry guidance on many topics including:

- ✓ Emergency management processes
- ✓ How Emergency Operations Center's should be operated
- ✓ Threat specific checklists
- ✓ Roles and responsibilities
- ✓ And provides resource lists all in one reference location – I carry one in my command vehicle for instance (most have been redacted in public version)

The plan outlines how emergency management operations are carried out within five distinct phases:

1. Prevention (ordinance development)
2. Mitigation (actions to lessen impact like sandbags placed before the flood)
3. Preparedness (drills/trainings)
4. Response
5. Recovery (restoration to a normal work or business life)



Figure 1: Phases of Emergency Management

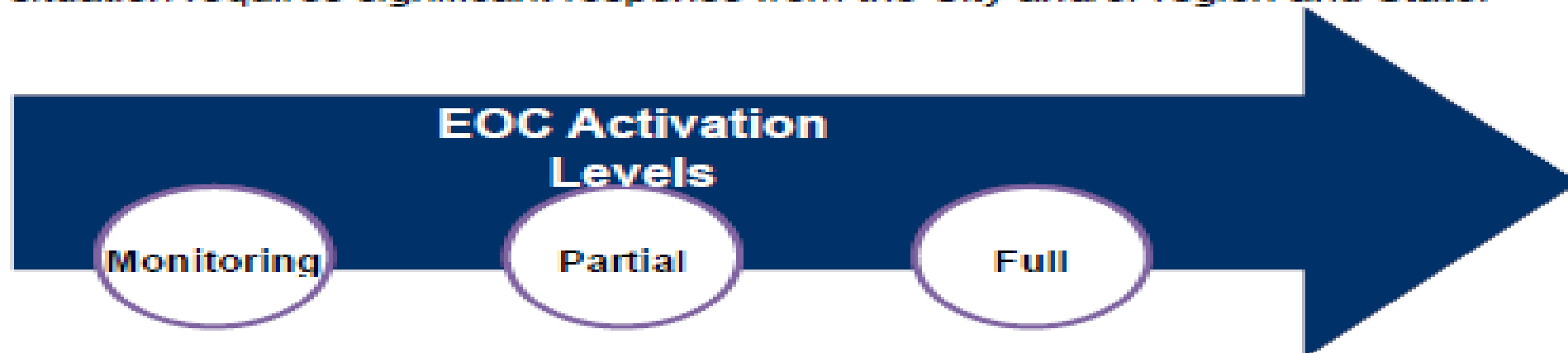
The EOP outlines three levels of activity

EOC OPERATIONAL LEVEL

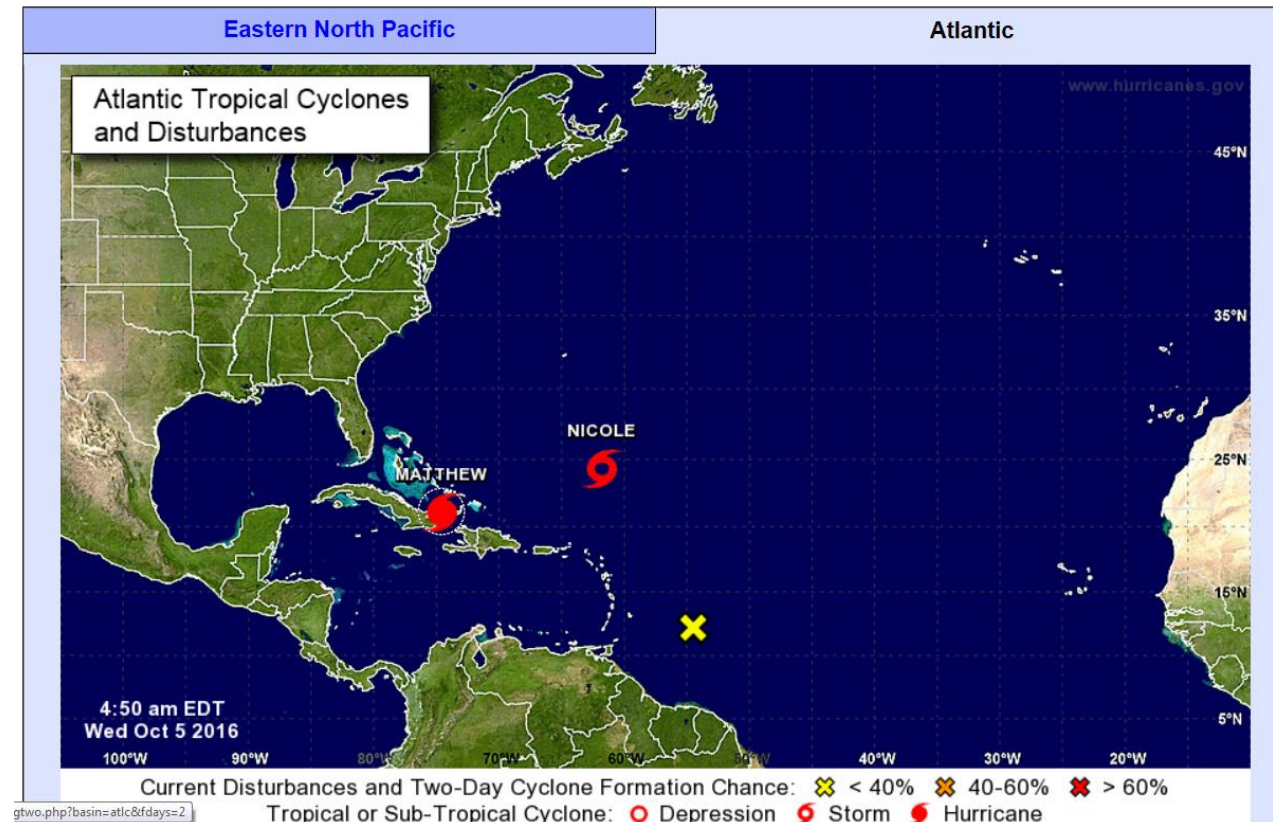
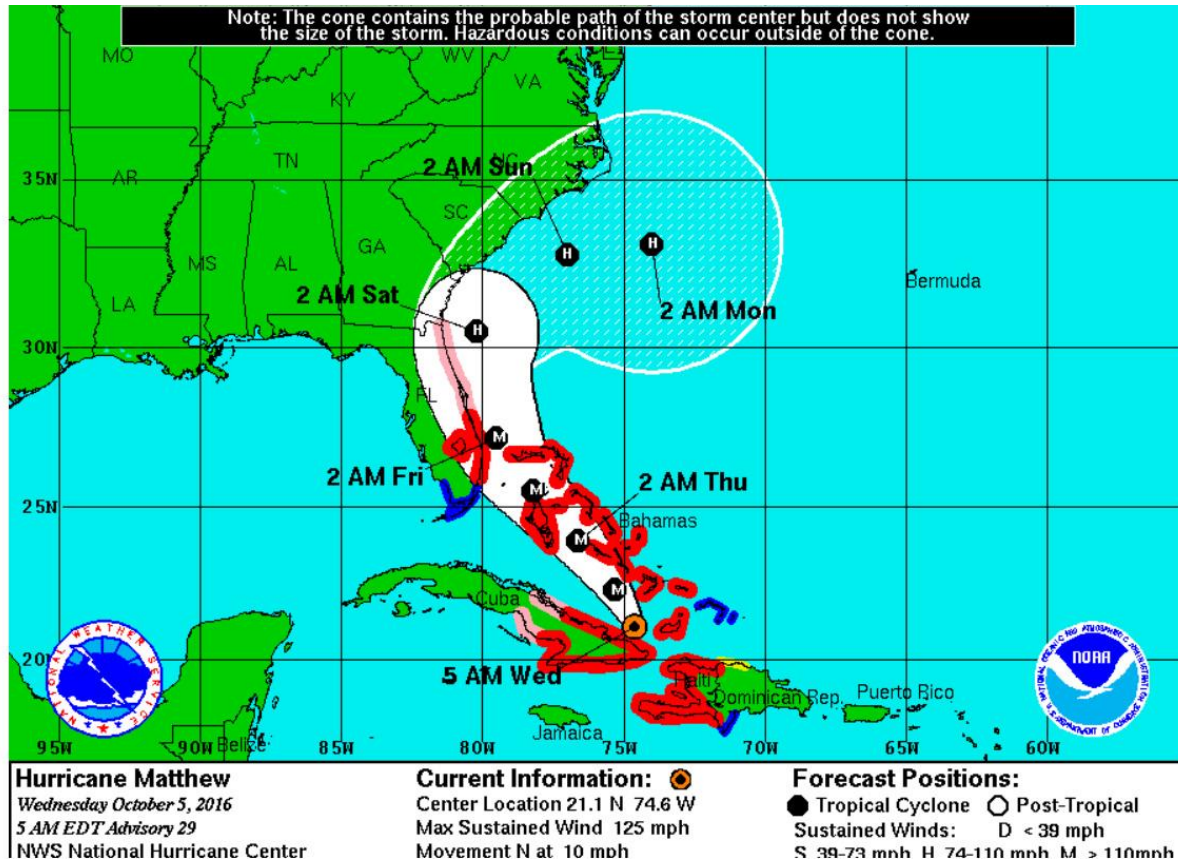
MONITORING: The Local EOC not activated. Local Emergency Management Agency is at normal staffing and is monitoring situational awareness on a 24/7 basis.

PARTIAL: The Local EOC is partially activated. All ESFs and/or Support Agencies are notified and requested as the situation warrants. Partial activation staffing will be determined to meet the needs of the situation. Triggered by highly probable hazardous conditions and a strong potential for property damage or loss of life. This situation requires, or is likely to require response from the City or has the potential to result in a significant loss of life, property damage or the disruption of critical infrastructure.

FULL: The Local EOC is fully activated. All ESFs and/or Support Agencies are notified and requested as the situation warrants. Full activation requires 24-hour staffing in order to meet the needs of the situation. Triggered by highly hazardous conditions and a strong potential for property damage or loss of life. This situation requires significant response from the City and/or region and State.



Monitoring activities in Dover historically have been for potential threats that could impact Dover, and do not involve the EOC



Partial Activations in Dover historically have been for active incident management (short term) and involve the EOC



Partial Activations are also for events like Apple Harvest, should a major incident develop



Full activations are for the long duration event
Fortunately, there has not been a need for a full
activation of the EOC or the EOP, but if a need
were to happen, all City Department's have been
pre-assigned who is the lead by ESF or Emergency
Support Function.

ESF Lead and Support Responsibilities (Table 1-1)

Agency / Organization	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works	ESF #4 Fire Fighting	ESF #5 Emergency Management	ESF #6 Mass Care & Sheltering	ESF #7 Resource Support	ESF #8 Health & Medical	ESF #9 Search & Rescue	ESF #10 Hazardous Materials	ESF #11 Agriculture, Natural Resources	ESF #12 Energy	ESF #13 Public Safety & Law Enforcement	ESF #14 Volunteers & Donations	ESF #15 Public Information
Emergency Management Director	L	S	S		L	S	L	L		S	L	L	S	L	L
Fire Department & Rescue	S	S	S	L	S	S	S	S	L	L		S	S	S	S
Police Department	S	S	S	S	S	S	S	S	L	S		S	L		S
Community Services	S	S	L	S	S		S	S	S	S		S	S		S
Public Safety Dispatch		L		S			S		S	S		S	S		S
City Manager		S			S		S					S			S
Health Officer								L		S					
School Department	S					S	S	S						S	S
Inspection Services			S						S						
Purchasing & Finance							S							S	
Public Welfare						S		S						S	
City Attorney							S								
Recreation Department	S			S		L	S		S					S	
Planning Department					S		S								
Information Technology		S			S		S	S							S
City Clerk							S								
Library														S	

(L) Lead (S) Support

The EOP Annex's outline major needs like:

- ✓ How the EOC should operate**
- ✓ Dover's sheltering plan involving the McConnell Center, Dover Middle School, and Woodman Park School**
- ✓ Hazard Specific incident plans such as Hurricane, Ice Storms, even Tornados like the one years ago that crossed through Northwood and Epsom**

The EOP has Appendix's that support the rest of the document with:

- ✓ **Definitions**
- ✓ **State RSA's that mandate and govern the emergency management function**
- ✓ **Resource lists (which have been redacted)**

Any Questions?

