



CITY OF ELLISVILLE

**EMERGENCY OPERATIONS
MANUAL**

**RECORD OF CHANGES
CITY OF ELLISVILLE, MISSOURI EMERGENCY OPERATIONS
MANUAL**

CHANGE NUMBER	DATE OF CHANGE	CHANGE MADE BY (Signature)
1	05/2007	Chief T. Felgate
2	08/2008	Chief T. Felgate
3	02/2009	Chief T. Felgate
4	06/2010	Chief T. Felgate
5	07/2012	Chief T. Felgate
6	03/2012	Chief T. Felgate
7	01/2014	Chief T. Felgate
8	06/16/2017	Chief S. Lewis
9	6/13/2018	Chief S. Lewis (Phone numbers and St. Louis County EOC information added)
10	6/14/2019	Chief S. Lewis – Updated New Latitude/Longitude, New Council Members Numbers, City Building Inspector
11	6/11/2020	Chief S. Lewis – Add Pandemic Response Plan, removal of redundant annexes and updating of contact information and business changes for staging locations.
12	6/4/2021	Chief S. Lewis – Updating of New Council Members and contact information, Plan reviewed in its entirety by the St. Louis County Office of Emergency Management with minor changes adopted and clerical corrections.

CITY OF ELLISVILLE

EMERGENCY OPERATIONS MANUAL

I. Policy and Plans

- Adopting Ordinance
- A resolution adopting the National Incident Command System (NIMS)
- Basic Plan
- Disaster Command Structure
- Evacuation
- Media
- Revised Missouri Statutes - Emergency Management
- Emergency Warning System
- Pandemic Response Plan

II. Personnel

- Ellisville Police Department Personnel
- Ellisville City Personnel – Non-Police
- Metro West Fire District Phone Roster & ID Numbers
- CERT -Volunteer Call up list

III. Support Services

- Emergency Management Support - SLCO EMA, SEMA, FEMA
- Search & Rescue
- Shelter Facilities
- SERT
- Victims Family Assistance Center
- Telephone Numbers
- Translators
- Transportation
- Utilities

IV. Special Venues

- Retirement Centers
- Schools
- Hospital/Nursing Home (See Annex—G)

V. Equipment and Resources

- Ellisville Police Department Equipment
- Ellisville City Equipment - *Public Works and Police Department*
- Metro West Fire Protection District

VI. Technical Information

Ellisville City Maps
GPS Coordinates - *For No Fly Zones of all Schools*
HAZMAT ID Charts – Printed for event
Radio Frequencies
Publications available from Ellisville Police Department

VII. Damage Assessment

Policy
Blank Forms

VIII. Recovery

IX. Forms

Message Handling Procedures Message Form
Message Handling Procedures Communications Log
Significant Events Log
Record of Evacuation
Sample Media Messages
Chemical Emergency Notification Report
Shelter Registration Form
Individual Site—Disaster Survey
Disaster Assessment Summary
Occupancy Placards—Restricted (Blue), Unsafe (Red), Inspected (Green)

X. Annex

Annex A—Glossary
Annex B—Abbreviations & Synonyms
Annex C—HAZMAT
Annex D—Floods
Annex E—Railroad Derailment
Annex F—Earthquake
Annex G—Retirement homes, Hospital/Nursing Home, Schools
Annex H—Tornado or Severe Weather
Annex I—Terrorism and WMD
Annex J—PDD-39
Annex K—RSMo for Emergencies

I. POLICY AND PLANS

BASIC PLAN

DISASTER COMMAND STRUCTURE

EVACUATION

MEDIA

REVISED MISSOURI STATUTES

EMERGENCY MANAGEMENT

EMERGENCY WARNING SYSTEM

I. POLICY AND PLANS

BASIC PLAN

I. GENERAL PROVISIONS

- A. Designation: This plan is designated as the City of Ellisville Operations Plan. (EOP)
- B. Purpose: To maximize human survival and preservation of property within the City of Ellisville, in the event of nuclear war, man-made/ natural disaster or criminal emergency, by effective utilization of manpower and resources available. In order to achieve these goals, the City of Ellisville Emergency Operations Plan will address actions that must take place during the four phases of emergency management. These phases are as follows:
1. Mitigation—to reduce the incidence of hazards that can be managed, or to minimize the damaging effects of those beyond human control;
 2. Preparedness—to ensure a total community readiness to properly react and respond to a major emergency or disaster;
 3. Response—by all sectors, that is built on cooperation and public awareness, and results in a coordinated effort;
 4. Recovery—to reconstitute normal services and living conditions as soon as possible.
- C. Authority: Authority for this plan is contained in Chapter 44, Revised Statutes of Missouri, and Ellisville Revised City Ordinance R.O. 2005 7-1; Ord. No. 2802 1, 11/15/06)
- D. Scope: This plan is applicable to the incorporated City of Ellisville, Missouri, and includes the Metro West Fire Protection District—a special purpose jurisdiction.
- E. Limitations: No guarantee of a perfect response system is expressed or implied by this plan, any of its Appendices, or procedures. Since the City of Ellisville Government assets and systems are vulnerable to natural and technological disasters, they may be overwhelmed. The City of Ellisville can only attempt to make every reasonable effort to respond based on the situation, information, and resources available at the time of the disaster.

The disaster response and relief activities of the City of Ellisville may be affected by the following consequences of a disaster:

1. The ability of the citizen population to be self-sufficient for at least three days without outside supplies of food, water, medical, and shelter resources both at home and at work.
2. Diminished police, fire, emergency medical, public utilities, regional transportation, and other critical services due to facility and equipment damage, and demands on available personnel.
3. Shortages of critical medical supplies at medical facilities due to high demand, limited storage, or other logistical obstacles.
4. Shortages of trained response personnel with adequate equipment to

respond to requests for assistance from fire, emergency medical, police, public works, and hazardous material release emergencies. The impact of these shortages may be compounded by the need to sustain uninterrupted operations for an indefinite period of time.

5. Damage to lifeline utilities and facilities such as roads, bridges, railways, drinking water, wastewater, fuel, and communications networks. Normal distribution of resources may be curtailed or reduced, impacting both the social and economic infrastructure of the City.
6. Diminished emergency communications to responders because of equipment damage or system overload.
7. Large migrations of people into or within the City as refugees will stress all support systems, particularly shelters, provision of food and water, and delivery of medical care.
8. The availability of shelters for displaced persons and families is dependent on the American Red Cross, Salvation Army, and other organizations with which coordination is required, to manage current shelter capacity levels.
9. The majority of the population within the City of Ellisville resides and works in structures that provide limited shelter from certain threats, such as earthquakes or weapons of mass destruction.

F. Organization: See Disaster Command Structure

G. To facilitate the most efficient and effective use of resources and to standardize response and management of incidents in the City of Ellisville. All departments within the City shall use the National Incident Management System (NIMS). NIMS will provide a consistent approach for governmental agencies to work together, move effectively to respond and recover from an incident regardless of cause size or complexity.

H. Implementation: This plan becomes operational by Executive Order by the Mayor of Ellisville, or the official acting for him in his absence or inability to function.

II. SITUATION AND ASSUMPTIONS

A. Situation:

1. Geography

- a. The City of Ellisville is located in west St. Louis County, Missouri.
- b. The city is bordered to the north by Clarkson Valley and Chesterfield, the south by unincorporated St. Louis County, the east by Ballwin, and the west by Wildwood.
- c. Two major thoroughfares intersect Ellisville, Rt. 340 Clarkson Road, and Rt. 100, Manchester Road and the city has 77 miles of streets.
- d. The total area of the City of Ellisville encompasses approximately 4.2 square miles.

2. Demographics (per the 2000 US Census)

- a. The City of Ellisville's population is 9,104.
 - b. The median age of Ellisville residents is approximately 38.8 years as listed in the 2000 census. The City's diverse demographics: 27.2% of the population under the age of eighteen, 5.7% between the ages of 18-24, 28.7% between the ages of 25-44, and a 38.4% over the age of 45. The elderly population has grown significantly as a percentage of the total as a result of retirement and nursing homes being built.
 - c. Of the 3,625 housing units in the City of Ellisville, approximately 79% are single family units.
3. The City of Ellisville is vulnerable to the effects of both technological and natural disasters. The City does however, have capabilities, which if used promptly and properly, could maximize the preservation of both life and property. These capabilities include a warning system, a firefighting force, a police force, and a public works department. The community also has resources in the health and medical professions, and in other parts of the non-governmental sector. A primary objective of the Ellisville Emergency Preparedness program is to ensure prompt and effective use of all capabilities should Ellisville be struck by a disaster of any type.

B. Assumptions

The following planning assumptions are intended to identify potential issues and concerns, but may not be complete as growing awareness and continued planning will reveal new issues, as well as help cope with existing issues.

1. That natural or man-caused disasters can and will strike Ellisville and may cause the City to be isolated from outside assistance and forced to be self-sustaining.
2. Some disasters may occur as a result of another, and these situations may occur after the implementation of warnings and other preparedness measures have been taken. It is likely there will be insufficient warning of any disaster to allow for planning beyond real-time reactions. Response times will be retarded in proportion to the magnitude of the disaster, and the number of decisions required. It is also assumed the Emergency Alert System will be operational both during and after any disaster.
3. Any acts of terrorism directed at schools, commercial establishments, City facilities or any other potential targets in the City should be contemplated.
4. The City of Ellisville is vulnerable to the effects of nuclear attack, which could occur through design, miscalculation or accident. While Ellisville is not a likely target for direct enemy attack, the effects of moderate or severe

fallout radiation as a result of nuclear weapons strikes on other parts of the State of Missouri, or on adjoining states must be considered as probable.

- C. City of Ellisville's most likely hazards are:
 - 1. Hazardous Material Spill
 - 2. Earthquake
 - 3. Tornado and other severe weather problems

III. EXECUTION

A. Concept of Operations

- 1. The City Manager, (or his designee in the event he is incapacitated or unavailable), is responsible for the conduct of emergency operations as set forth by Ellisville city ordinance Section 225.040, subsection B. He, with Mayoral approval if necessary, may enter into and invoke mutual aid agreements; assign special emergency management functions or duties; suspend routine activities normally performed by the Ellisville City government. The Emergency Management Coordinator acts as the City Manager's primary advisor during emergencies or disasters and shall maintain the plan and coordinate pre-emergency planning. Heads of city departments and agencies are responsible for emergency functions appropriate to their capabilities, and in accordance with standard ICS organizations, doctrine, and procedures.

B. Task Assignments

- 1. The City Manager shall have general direction and control over all City of Ellisville forces engaged in disaster activities.
 - a) The City Manager with approval of the Mayor shall implement the Emergency Operations Plan, declare a state of emergency, if necessary, exercise general direction and control, and, be point of contact for Federal/State visitors or representatives.
 - b) The Emergency Management Coordinator shall coordinate notification, commitment and utilization of resources, etc, including notification of the Metro West Fire Protection District, St. Louis County Emergency Management Agency (who will notify SEMA or FEMA), the American Red Cross, and or the Salvation Army.
 - c) The City Administrator or his designate shall be responsible for those duties normally associated with his position, and for providing the Mayor

with financial or related logistical reports related to the disaster. The City Administrator or his designee shall also be responsible for estimating the effects of the disaster on the tax base, and for revising revenue projections. The City Administrator, his designee(s), or the Long-Term Community Recovery Team (comprised of Federal, State, and Local and non-governmental organizations) if activated, shall also be responsible for estimating costs of disaster-generated projects and activities; identify likely sources of disaster funds; project budget needs for the coming year(s); identify new sources of revenue; and coordinate use of public and private funding sources.

The Finance Director shall be responsible for establishing documentation procedures for time and payroll; material and purchasing procedures; as well as State and Federal assistance forms.

- d) Identification of legal issues, counsel, ordinance review, and ordinance development shall be the responsibility of the City Attorney's Office. (Ordinance development or review may include those items listed in subsection k).
- e) The Public Works Director shall delegate use of equipment and manpower at the direction of the Emergency Coordinator.
- f) The Building Inspector shall engage in activities of his field of expertise, (i.e.: check structures for safety to inhabitants) and work with Department of Public Works in the delegation of equipment at the scene of an emergency, if necessary, as directed by the Emergency Manager. Additional inspectors from the St. Louis County Building Commissioner's staff may be required for the inspection of commercial structures.
- g) Restoration of Public Utilities, such as electric or gas will be the responsibility of the appropriate Utility Company. Water and sewer service restoration, as well as debris removal will be the responsibility of the City of Ellisville Public Works Department.
- h) Debris storage, reduction, or disposal sites will be chosen based on the type of debris, availability of the site, accessibility to the site, and proximity of the site to the disaster scene. (Public park land may be the best option, dependent upon the above factors). Specific site information should be supplied to the Operations Section through the Incident Action Plan (IAP) supplied by the Planning Section. Container services from private contractors may be required. (See Support Services Section III, Telephone Numbers, page 2).
- i) Hazard identification and vulnerability for recovery will be the

responsibility of the appropriate discipline. For example, identification and vulnerability assessments in HAZMAT incidents may fall within the capability of the Metro West Fire Protection District or the EPA depending on the scope of the incident, while infrastructure assessments may be the responsibility of the Public works department or State Highway Department.

- j) Preliminary Damage Assessments (PDA) and Disaster Survey Reports (DSR) shall be prepared by the discipline generally responsible for that area of expertise. Housing or building damage assessments may be the responsibility of the Building Commissioner, or the Structural Assessment Visual Evaluation (SAVE) volunteer group activated through SEMA. PDA's and DSR's shall be provided to the Planning Section as soon as possible so the information can be included in the IAP.
- k) Public safety issues such as curfew, re-entry procedures, arson control, and traffic control shall be the responsibility of law enforcement. Should special legislation be required, it must be approved by the Board of Aldermen. Compliance with OSHA regulations will be the responsibility of supervisors in the corresponding disciplines.
- l) In addition to the duties identified in this plan, the Metro West Fire Protection District will be responsible for those duties normally associated with the fire service.
- m) Assessing Public Health needs pertaining to water supply, water quality, and waste water disposal will be the responsibility of the Emergency Management Coordinator in conjunction with the appropriate utility company. Soil contamination and HAZMAT issues may be initially assessed by the Metro West Fire Protection District, while animal control, vector control, immunization, and testing assessments shall be the responsibility of the St. Louis County Health Department.
- n) Transportation issues involving roadways, roadway lighting, traffic signals, and traffic signs shall be the responsibility of the agency normally associated with maintenance of the affected roadway.
- o) Assessment of staff needs pertaining to assignments, training, duty hours, counseling, incident stress debriefing, recognition, and time off for family needs shall be performed by the employee's department head or supervisor.

1. Volunteer forces, including the Community Emergency Response Team (CERT), or forces from other governmental entities will be placed under the direction of the Metro West Fire Protection District.
2. Military forces, if available, will be employed, by unit, on a mission basis.
3. All Field Command and Management functions pertaining to the disaster will be performed in accordance with standard ICS organizations, doctrine, and procedures.

IV. ADMINISTRATION AND LOGISTICAL SUPPORT

A. Supply

1. Each department head shall be responsible for procurement of its own essential supplies needed for emergency operations, through normal procurement channels, and in accordance with their position in the ICS structure.
2. All city-owned transportation is to be utilized, as required. School buses from First Student Bus Company or Bi-State Development Agency should be engaged in the event of a major evacuation. The direct cost to be billed to the City.

B. Manpower

1. The City of Ellisville's work forces may be assisted by work forces from adjacent jurisdictions.
2. The City of Ellisville's work forces may be directed to assist adjacent jurisdictions, under existing mutual aid agreements (30 mile radius.)
3. Police Code 1000 plans and fire mutual aid, could conceivably require response of greater than 30 miles.

V. DIRECTION, CONTROL, COMMUNICATIONS & WARNING

A. Ellisville is in Civil Preparedness Emergency Region C.

- ##### B. Upon becoming aware of an emergency situation, the City Manager or Emergency Management Coordinator may designate an alternate coordinator in the event the primary Coordinator is unable to act in this capacity. The alternate Coordinator will then disseminate the assembling point of the staff.

VI. RECOVERY OPERATIONS

- A. Recovery Operations will be conducted in accordance with Section VIII of this plan.

VII. MISSION STATEMENTS

1. Metro West Fire Protection District

The Metro West Fire Protection District is committed to delivering the highest quality fire protection, prevention, education, community service and effective mitigation of fire, rescue, emergency medical and other hazardous situations while remaining economically responsible to the community.

2. Ellisville Police Department

The Police Department's sole purpose is service to and protection of the community. Therefore, we are committed to a **PARTNERSHIP** with the **COMMUNITY** for the purpose of delivering **QUALITY POLICE SERVICE**.

We will demonstrate our commitment to excellence through:

Leadership...by empowering all department employees and citizens to work together to solve community problems and by granting all employees the authority and discretion to act for the betterment of the community.

Ethics...by building trust with our community and within our own department, ensuring honesty and integrity in our decision making process.

Attitude...by respecting individual rights and showing compassion, fairness and understanding in everything we do.

Development...by continuous evolution through training, education and communication to meet ever-changing challenges.

Service...by responding to citizen needs, solving community problems and providing effective enforcement of the law



