

CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, FEBRUARY 6, 2018

7:30 P.M.

(or immediately following 6:30 p.m. Community Development Committee)

Mission City Hall

PUBLIC HEARINGS / PUBLIC COMMENTS

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

ACTION ITEMS

1. Approval of the January 9, 2019 Finance & Administration Committee Minutes - Martha Sumrall ([page 3](#))

Beginning in 2019, Council committee minutes will formally be reviewed and approved as part of the regular committee agenda. Draft minutes of the January 9, 2019 Finance and Administration Committee meeting are included for review and approval.

2. Ordinance Establishing Roeland Court Townhomes Community Improvement District (CID) - Laura Smith ([no attachments](#))

This item was returned to Committee at the January 16, 2019 City Council meeting. Based on information from the Roeland Court Homes Association, a change in the maximum annual assessment anticipated in the CID has been reviewed and considered, and a new CID Petition will be submitted early next week (see Action Item 3). There is no action to be taken on this ordinance, as the Council will now need to consider a new Resolution to call a public hearing on the revised/updated CID Petition.

3. Resolution to Call Public Hearing on Establishing CID, Roeland Court Townhomes (Revised Petition) - Laura Smith ([no attachments](#))

In early December 2018, the City received a valid CID Petition from property owners in the Roeland Court Townhomes. The petition was the result of more than a year and a half of work between staff, council, residents and consultants to find a cooperative solution to address damages to the townhome parking areas caused by a subsidence in August 2017. A CID would allow a special assessment component to be activated to allow property owners a longer period of time over which to repay repair costs. The Council adopted a resolution in December calling a public hearing on the creation of the CID at the January 2019 meeting. In the interim, the Homes Association wanted to explore additional repairs and parking lot improvements that were outside of the scope of the existing project. Revised costs estimates were prepared, and the result was an increase in the annual maximum assessment called for

in the original CID Petition. I received notice late in the week that there is sufficient support to submit a new petition. Documents were not available at the time of packet distribution on Friday, but will be provided for Wednesday's meeting. This would require a redo of a Resolution calling the Public Hearing for the March 20, 2019 City Council meeting.

4. Update to Emergency Management Ordinance and Plan, and Resolution Designating Emergency Management - Homeland Security Director- Dan Madden ([page 9](#))

After a review of the Emergency Operations Plan and Ordinance it was determined that updates were needed to more accurately reflect the current organizational structure. In addition, the Ordinance required minor changes to comply with State law. The revised Plan and ordinance amendments are included in the packet for review and consideration.

5. Purchase of New Police Car - Ben Hadley ([page 78](#))

Approve the purchase of a 2019 Ford Explorer Limited All Wheel Drive (AWD), including replacement of emergency equipment at a cost not to exceed \$45,329.

6. Resolution Designating Surplus Property - Brian Scott ([page 80](#))

City Council Policy No. 111 defines the process and procedure for the sale and disposal of real and personal property by the City of Mission, which is also outlined in K.S.A. 12-101. The items ready to be declared surplus are included as an attachment to the resolution.

7. Request for Additional Funding - Mental Health Co-Responder Program - Ben Hadley ([page 85](#))

In 2017, seven cities agreed to partner with Johnson County Mental Health to participate in a Mental Health Co-Responder program. By mid-2018, the participating cities realized that one co-responder was not enough to properly manage the expectations from each municipality. An agreement was reached that Leawood and Prairie Village would share one co-responder, and that Mission, along with Westwood, Fairway, Roeland Park, and Merriam would share the services of a second co-responder. The change in the program structure will require an additional \$12,500 in funding from the City of Mission in 2019.

DISCUSSION ITEMS

OTHER

8. Department Updates - Laura Smith

Nick Schlossmacher, Chairperson
Ken Davis, Vice-Chairperson
Mission City Hall, 6090 Woodson St
913-676-8350

City of Mission	Item Number:	1.
ACTION ITEM SUMMARY	Date:	January 28, 2019
Administration	From:	Martha Sumrall

Action items require a vote to recommend the item to full City Council for further action.

RE: January 9, 2019 Finance & Administration Committee minutes.

RECOMMENDATION: Review and approve the January 9, 2019 minutes of the Finance & Administration Committee.

DETAILS: The minutes of the Council committees have historically been posted and/or archived on the City's website and available to the public. Beginning in 2019, the Council has indicated they want to formally approve Committee minutes.

Draft minutes will continue to be linked to the City Council agenda packet so that the public may review the discussion from the Committee meeting in advance of the Council action on any particular item. Minutes of the previous month will now be placed on the following month's Committee agenda for final review and approval.

CFAA CONSIDERATIONS/IMPACTS: N/A

Related Statute/City Ordinance:	
Line Item Code/Description:	
Available Budget:	

MINUTES OF THE MISSION FINANCE & ADMINISTRATION COMMITTEE

January 9, 2019

The Mission Finance & Administration Committee met at Mission City Hall, Wednesday, January 9, 2019 at 7:25 p.m. The following committee members were present: Pat Quinn, Hillary Thomas, Nick Schlossmacher, Debbie Kring, Kristin Inman, Ken Davis and Sollie Flora. Absent: Arcie Rothrock. Mayor Appletoft was also present. Councilmember Schlossmacher called the meeting to order at 7:25 p.m.

Also present were City Administrator Laura Smith, Assistant City Administrator Brian Scott, City Clerk Martha Sumrall, Chief Ben Hadley, Assistant to the City Administrator Emily Randel, and Street Superintendent Brent Morton..

Ordinance Establishing Roeland Court Townhomes Community Improvement District (CID)

Ms. Smith reported that in August 2017, a subsidence of the parking lot at Roeland Court Townhomes occurred. Staff has been working with the residents, consultants and engineers to address the situation and ultimately developed a solution that would create a Community Improvement District (CID). This would allow a special assessment component to be activated to allow property owners a longer period of time to pay for repair costs. The residents of Roeland Court Townhomes and their HOA have submitted a valid CID petition and in December Council approved a resolution calling for the public hearing on this issue at the January City Council Meeting. Following the public hearing, the next step is to adopt an ordinance creating the district. Ms. Smith stated we have been working on the details of this CID and over the past few weeks the home owners association has indicated they would like to make additional improvements to their parking area. The CID petition set a maximum annual assessment, which did not include these additional project features. She stated we are continuing to work with the HOA on this change in scope of the project and it is recommended that the proposed ordinance not be approved yet. If the HOA does decide to change the scope of the project, then a new CID petition, etc. may be required. She stated that she will have additional information in the coming weeks. The public hearing can still be held at the January 16th City Council meeting, but the ordinance could be tabled and approved at a later date.

This item will be included on the January 16th City Council Agenda, but it is anticipated that the ordinance will be tabled.

2019 Legislative Program

Councilmember Schlossmacher stated that staff was asked to work on preparing the 2019 Legislative Program and that this document formalizes our positions on various policies.

Ms. Smith provided a handout outlining policies staff would specifically recommend for inclusion and those recommended by councilmembers. The 2018 Legislative Program was used as a foundation for 2019. A redlined copy of the proposed 2019 Legislative Program was provided in the packet and she noted most changes were made for clarity and are not substantive from 2018. She asked that the committee work through the handout to get agreement on base policies, and councilmembers who suggested specific additional policies will have an opportunity to share their perspective on why they suggested it. The final program, once approved, will be available on our website and sent to our legislators in Topeka.

The committee agreed that the redlined version on the proposed 2019 program looked good and then discussed each policy suggested in the handout. Discussion continued with the committee agreeing to include the following policies:

- Alternative Property Valuation (Dark Store Theory)
- Amendment of the Kansas Act Against Discrimination
- Increase Minimum Age for Sale and Purchase of Tobacco Products - Councilmembers Quinn and Schlossmacher did not agree with this policy to increase the minimum age of sale and purchase of tobacco products, e-cigarettes, vapor products and paraphernalia to 21 years as the age of majority has not been increased to 21 by the State.
- Internet Sales Tax Collections
- Energy Efficiency

The committee discussed those items staff believes are already implicit in the opening statement in the program regarding the preservation of home rule and local authority, and agreed that these do not need to be specifically listed in the program. These included policies dealing with the following issues:

- Body cameras
- Cooperation with KDOT
- Installation of Elected Officials
- Land Use and Zoning
- Law Enforcement and Public Safety
- Budget Timeline
- Protection of the First Amendment

Councilmember Davis stated that he would like KDOT to notify residents when they plan projects in our area and referenced issues with a recent Shawnee Mission Parkway project. Ms. Smith suggested that this would be better addressed in letter directly to KDOT.

Several other issues were discussed that will be added to other sections currently in the 2019 program, including:

- Revitalization Tools (Use of Economic Development Tools)

- Sales Tax Exemptions - keep the same as in 2019 after discussion by the committee on possibly recommending the reduction or elimination of sales taxes on food.
- Tax Increment Financing (TIF) (Use of Economic Development Tools)

The committee discussed the ability of local governments to set policies regarding the carrying of weapons and firearms by municipal employees while they are engaged in their work. For example, an employee could carry a weapon while in a city vehicle. Discussion included our ability to regulate employees at work, public safety issues, and the licensing of guns at the State level. A vote was taken by the committee on whether to specifically include this policy and the vote was 4-3 opposed.

Several social/human services policies were discussed and Councilmember Flora stated she asked that “Investment in the Social Safety Net” and “Medicaid Expansion” be included. She noted the importance of having a mental health co-responder and the need to have a healthy community by supporting all residents in obtaining needed medical insurance and services. Both of these issues will be included in the 2019 program.

Councilmember Thomas recommended that support of the “Moderate Income Housing Program” be included to promote affordable housing options, not only in Mission but in any city. This policy will be included in the 2019 program.

Councilmember Flora recommended that “Substance Abuse Prevention and Treatment” be included in the policy, particularly since Council has discussed adopting the Tobacco 21 initiative. This policy will be included in the 2019 program.

Councilmembers Flora and Thomas also recommended that “Alternative Energy Sources” be added to the 2019 Legislative Program and all agreed. The committee recommended that in addition to including this in the 2019 program, that specific figures be added.

The committee considered several other issues for inclusion, including:

- Increase in Tobacco Sales Tax
- Legalization of Marijuana
- Legalization of Medical Marijuana.

Councilmembers Davis and Thomas recommended the increase in tobacco sales tax as a prevention measure. This will be included.

Councilmember Flora stated she would like the legalization of marijuana included and discussed the benefits in other states that have legalized it. Discussion by the group included the issues of legalization of all marijuana vs. medical marijuana, police issues with legalization (accidents, etc.), the benefits of being able to regulate and tax marijuana if legalized, and whether this issue is inconsistent with our policy supporting substance abuse prevention and treatment. A vote

was taken by the committee on whether to include the policy supporting the legalization of marijuana with four councilmembers in agreement and three opposing. This policy will be included in the 2019 program.

Ms. Smith asked if any policies recommended tonight should be given more emphasis or priority in the 2019 program She stated that policies will be reorganized into topical groupings for clarity. Councilmember Schlossmacher suggested we may want to start working on next year's legislative program earlier in the year, and Councilmember Davis feels it is important that council not only focus on issues such as infrastructure (streets, etc.), but also on other aspects of life in our community (social and other). Councilmember Inman stated those issues of most importance to residents are demonstrated in our DirectionFinder survey results. Councilmember Davis stated social issues should be included in the survey questions. Discussion continued on the size of our city and staff and what should be the priorities, issues that are handled at other levels in government, and the desire for statistics on how many people are in need in our community. Ms. Smith stated it is important to resolve these issues and our different approaches to addressing them.

Ms. Smith stated that the proposed 2019 Legislative Program with the recommendations from tonight's meeting will be redrafted and provided in the upcoming Council Packet for consideration at the January 16th City Council Meeting. All agreed. This will not be a consent agenda item.

Resolution for the Destruction of Certain Records

Ms. Sumrall reported each year Council approves a resolution designating which documents may be destroyed during the upcoming year. The schedule included in the proposed resolution includes only those records identified in K.S.A.12-120. There was no discussion on this item.

Councilmember Quinn recommended that the resolution authorizing the destruction of certain records of the City of Mission as authorized by Ordinance No. 1143 be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Purchase of Computer Switches

Mr. Scott provided an update on the recently cabling replacement/upgrades for City facilities and the relocation of the City's primary data closet to a larger, more secure location. A new phone system and camera system have also been installed. One of the final steps in these projects is the purchase of new network switches. The current network switches are older and were donated by Johnson County. They are at the end of their useful life and we do not have enough ports. Bids were sought for six new Cisco switches and three bids were received. Staff is recommending the purchase of six network switches, including supporting hardware, from Summit Information Resources for a total of \$26,700.

Councilmember Quinn recommended that the purchase of six network switches, including supporting hardware, from Summit Information Resources for a total of \$26,700 be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Councilmember Schlossmacher noted that these bid prices seem to be in line and appropriate, and Councilmember Davis asked if we have worked with Summit Information Resources previously. Mr. Scott stated that Johnson County has worked with Summit.

Other - Department Updates

Ms. Smith announced there will be a Coffee with a Cop on Friday morning, January 11th at Hy-Vee.

Meeting Close

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 8:25 p.m.

Respectfully submitted,

Martha Sumrall
City Clerk

City of Mission	Item Number:	4.
ACTION ITEM SUMMARY	Date:	December 18, 2018
Administration	From:	Dan Madden

Action items require a vote to recommend the item to full City Council for further action.

RE: Local Emergency Operations Plan and Ordinance updates

RECOMMENDATION: Approve an ordinance amending Ordinance 1108, Chapter 250 of the Code of Ordinances of the City of Mission, Kansas relating to the Local Emergency Operations Plan, and approve updates to the City of Mission, Kansas Emergency Operations Plan.

DETAILS: Following a review of the Emergency Operations Plan and related Ordinances, it was determined that some updates were necessary to reflect both changes in State law and current practices related to Mission’s partnership with the Johnson County Emergency Management Division. The Emergency Operations Plan also needed to be updated to reflect the current organizational structure, as well as job classification titles.

Kansas law requires all Counties, and select cities (determined by the Governor) to maintain an Emergency Operations Plan. While the City of Mission is not required to maintain an Emergency Operations Plan, we choose to because it is an important guide for response to incidents that may impact our residents and businesses. The plan and related Ordinance provides guidance related to the Continuity of Government and Continuity of Operations, which are imperative in an all-hazards approach to critical incidents.

The following chart addresses changes and/or recommendations of significance:

Section 250.110 (a) (6)	Change: Deleted “firearms” and “weapons” from items that the Mayor or City Administrator can order law enforcement to seize during a state of disaster. This is to comply with KSA 48-959.
EOP Section 2, Declaration of Emergency (B) Procedures	Change: City of Mission staff completes the Emergency Declaration document to be signed. Old language (likely a typo) indicated that Johnson County Emergency Management prepared the Emergency Declaration document for the City of Mission.
EOP Section 5, Emergency Operations Center (C) Location of Primary, Alternate and Second Alternate City EOC	Change: Remove item 4, Construction and maintenance of a specifically designed facility for the sole purpose as an Emergency Operations Center (EOC).

Related Statute/City Ordinance:	Chapter 250 and Emergency Operations Plan (EOP)
Line Item Code/Description:	NA
Available Budget:	NA

City of Mission	Item Number:	4.
ACTION ITEM SUMMARY	Date:	December 18, 2018
Administration	From:	Dan Madden

Action items require a vote to recommend the item to full City Council for further action.

EOP Section 5, Emergency Operations Center, (G) Procedures to Activate EOC	Change: Updates notification methods to include Notify JoCo. Also changes language regarding who responds for Level I and Level II response to match current organizational structure and titles.
EOP Section 7, Warning Systems	Change: Updates language and current practices for emergency warnings and alert notification procedures.
EOP Section 8, Evacuation and Transportation, (D)(1) Law Enforcement Assistance	Change: Requests for assistance from outside law enforcement agencies should be made through the Johnson County Emergency Management Division, unless the Incident Commander feels the need for assistance is emergent. [In general, all resource requests need to be requested through Johnson County Emergency Management]
EOP Section 8, Evacuation and Transportation, (F) Transportation	Change: Requests for outside assistance should be made through the Johnson County Emergency Management Division.
EOP Section 9, Mass Care and Shelter (A) General Policy	Change: The SPJCC has been identified by the Red Cross as a regional shelter. This section was updated to include that language and also to give authority to utilize the SPJCC to meet immediate needs of citizens even if there is not an emergency declaration.
EOP Section 9, Mass Care and Shelter (B) Responsibility	Change: Updates the language to reflect current practices for requesting sheltering services.
EOP Section 10, Animal Control Emergency Operations Plan	Change: The changes made reflect the City's new Community Service Officer Unit and removes Northeast Animal Control. The section was also updated to reflect current practices and land availability for an

Related Statute/City Ordinance:	Chapter 250 and Emergency Operations Plan (EOP)
Line Item Code/Description:	NA
Available Budget:	NA

City of Mission	Item Number:	4.
ACTION ITEM SUMMARY	Date:	December 18, 2018
Administration	From:	Dan Madden

Action items require a vote to recommend the item to full City Council for further action.

	emergency or overflow animal shelter.
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In addition to the significant changes detailed above many minor changes were made to either simplify or clarify sections of information. As stated in the summary, many of the minor changes made were to match up responsibilities with the current organizational structure of the City.

In addition to the changes recommended to the ordinance and the EOP, it is recommended that the Council consider a resolution designating Dan Madden as the City's Emergency Management-Homeland Security Director.

CFAA CONSIDERATIONS/IMPACTS: The Emergency Operations Plan and related Ordinances provide guidance related to how the City of Mission responds and recovers from disasters or other critical events. Having this framework in place allows the City to prioritize restoration of services and transportation to serve the needs and abilities of all residents in our community.

Related Statute/City Ordinance:	Chapter 250 and Emergency Operations Plan (EOP)
Line Item Code/Description:	NA
Available Budget:	NA

CITY OF MISSION

General Policies and Procedures

EMERGENCY OPERATIONS PLAN

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1. AUTHORITY AND PROMULGATION

It is the responsibility of the elected and appointed officials of the City of Mission to provide the citizens with appropriate and necessary services. One of these services, required by Kansas Statute 48-929 and the Disaster Mitigation Act of 2000, involves the development of County and City Emergency Operations Plans, which are intended to save lives and protect property in the event of an emergency or disaster.

This planning includes mitigation to reduce the probability of occurrence and minimize the effects of incidents; preparation to respond to a disaster situation; response during a disaster; and recovery that will aid in the quick and orderly return to customary or even improved levels of government service following a disaster.

The City of Mission's Emergency Operations Plan has been developed to establish the special policies, procedures, guidelines and ordinances that will provide city personnel with the information, assistance and the means required to plan, respond to and function quickly and effectively in an emergency or disaster situation.

As City Mayor, City Administrator and/or City Council Members of the City of Mission, I / we endorse this plan and direct all personnel involved to take appropriate actions to put this plan in place and keep it working.

City Mayor
City of Mission, Kansas

City Administrator
City of Mission, Kansas

Date: _____

City Clerk, City of Mission, Ks.

Council Members - Ward I

Council Members - Ward II

Council Members - Ward III

Council Members - Ward IV

2. DECLARATION OF EMERGENCY

A. General Policy

The Mayor, City Administrator or a designee of either is authorized to declare a state of emergency or disaster, after conferring with Johnson County Emergency Management staff. Declaration of a local state of emergency or disaster formally activates response and recovery assistance from Johnson County Emergency Management and mutual aid agreements and it establishes the legal framework for possible state or federal assistance. In the Mayor or City Administrator's absence, the President of the City Council is authorized to declare a state of emergency after conferring with Johnson County Emergency Management staff. In the President of the City Council's absence, the Vice-President of the City Council is authorized to declare a state of emergency after conferring with Johnson County Emergency Management staff.

B. Procedures

Upon determination by elected officials and after conferring with Johnson County Emergency Management staff that a state of emergency or disaster should be formally declared, the City Mayor, President of the City Council, City Administrator, or a designee of any, or in the absence of all, the City Emergency Management Director shall request the mayor pro-tem to declare a state of local emergency or disaster. (Model: League of Kansas Municipalities Governing Body Handbook)

City of Mission staff shall complete the pre-designated letter of Emergency Declaration and present it for the City Mayor, President of the City Council or City Administrator's signature. (See appendix __A__ for formatted declaration request). Immediately thereafter, the City of Mission staff representative will contact the Johnson County Emergency Management office, by telecommunications or in person, to inform them of the Emergency Declaration. Finally, the Emergency Declaration must be forwarded to the Johnson County Board of County Commissioners, Administrators' Office, in written form.

3. CONTINUITY OF GOVERNMENT

A. Emergency Interim Successors for Elected Officers

Appointment of emergency interim successor(s) for elected officers shall be modeled after the League of Kansas Municipalities Governing Body Handbook and / or city Ordinance 1093, City Code of 2000, Title I, Chapter 100, Article I, Section 105.020, et al.

B. City Council Meeting Location

In the event that the City Council Chamber at the Mission City Hall is uninhabitable or inaccessible, the City Council may meet at any place inside or outside of the City limits on the order of the Mayor, President of the City Council, City Administrator, City Clerk or a designee

of any. The primary alternate site for the City Council to meet is the first floor meeting room(s) of the Sylvester Powell, Jr. Community Center located at 6200 Martway.

In the event that a special meeting of the Mission City Council is called, the Mayor or President of the City Council - on the written request of any three (3) members of the City Council, specifying the object and purpose of such meeting, and entered at length on the journal - is responsible for coordinating the notification of each City Council member, completing posting requirements, and the set up of the meeting place. Ordinance 1093, City Code of 2000, Title I, Chapter 100, Article III, Section 115.210.

The City of Mission or the Mission Police Department Public Information Officer shall work with the City Clerk to notify the media and complete the necessary posting requirements.

C. Emergency Interim Successors for Non-Elected City Officials

In the event that the nature of the emergency prevents some personnel from fulfilling their duties, the Mayor shall designate an emergency interim successor for such positions. See Ordinance 1093, City Code of 2000, Title I, Chapter 120, Article I, Section 120.010.

If the Mayor is unavailable during an emergency then the line of succession is:

President of the City Council

City Administrator

Vice-President of the City Council

Assistant City Administrator

4. HAZARDS ANALYSIS RESULTS

The City's Emergency Management Director has identified primary hazards that potentially could impact the City of Mission. The resulting effects of these hazards have the potential for disrupting public services, damaging property, and inflicting injury to or causing death to persons within affected areas. The primary hazards include:

A. Natural (weather-related) Events:

1. Summer Storms
 - a. Tornado
 - b. Windstorms
 - c. Hailstorms
 - d. Electrical
 - e. Drought
2. Winter Storms
 - a. Snow Storms
 - b. Ice Storms

- c. Extreme Cold Periods
- 3. Earthquake

- B. Transportation Events:
 - 1. Blockages of Highways
 - 2. Hazardous Material Incidents
 - a. Fixed Facility
 - b. Transportation
 - 3. Mass Fatality Incident
 - a. Fixed Facility
 - b. Transportation

- C. Utility Outage Events:
 - 1. Electric
 - 2. Gas
 - 3. Drinking Water
 - 4. Wastewater
 - 5. Refuse Disposal

- D. Terrorism Events:
 - 1. Domestic or International
 - 2. Chemical / Biological / Explosive / Radiological

- E. Civil Disturbance

- F. Nuclear or Radiological Incident

5. EMERGENCY OPERATIONS CENTER (EOC)

A. Introduction

The purpose of this section is to establish procedures to be followed when a state of emergency or a disaster occurs within the City of Mission that dictates the activation of the City's Emergency Operations Center. The organization of the City EOC, and the degree of involvement by city personnel, will depend upon the severity and nature of the disaster and anticipated requirements for support.

B. EOC Command

The City EOC is responsible for the overall operation of the city's response to the disaster, which includes declaring an emergency or a disaster and requesting local, state and/or federal aid to assist in the recovery phase of the disaster. The primary function of the City EOC is to develop, monitor and evaluate the overall strategy employed toward the goal of preserving life and property and restoring the community. Accomplishment of the strategy will generally be through the following means:

1. Execution of the developed strategy through the Lead Field Agency.
2. Coordination of multiple agencies and resources required to accomplish the targeted goals.
3. Proactive media relations.
4. Technical assistance for the City EOC Command in strategic decision-making.
5. Provision of financial and administrative resources to accomplish the goals of the developed strategy.

C. Location of Primary, Alternate and Second Alternate City EOC

1. Location of the City's primary EOC is Police Headquarters, 6090 Woodson, Mission, Kansas.
2. Location of the City's first alternate EOC is the Sylvester Powell, Jr. Community Center, 6200 Martway, Mission, Kansas.
3. Location of the City's second alternate EOC is the Mission Public Works Office, 4775 Lamar, Mission, Kansas.

D. Maintenance of EOC(s)

The City of Mission Emergency Management Director is responsible for coordinating and maintaining the operational readiness of both the primary and alternate City Emergency Operations Centers.

E. Authority to Activate EOC

The following persons may activate the City EOC, when it is considered necessary:

1. Mayor or President of the City Council
2. City Administrator
3. Assistant City Administrator
4. Chief of Police
5. Emergency Management Director
6. Police Department Incident Commander

F. Authority to Request EOC Activation

The following persons may request activation of the City EOC:

1. Department Directors (or designee)
2. Other municipalities under mutual aid agreement with the City of Mission

G. Procedures to Activate EOC

To physically activate the City EOC, Incident Commanders are instructed to notify the appropriate dispatch center via radio or telephone communication. All other authorized personnel shall notify both of the dispatch centers as listed below:

1. Johnson County Emergency Management (See Appendix "B".)

2. Johnson County Sheriff's Dispatch Center (See Appendix "B" for contact number.)

When notifying Dispatch, the authorizing person shall indicate whether a LEVEL I or LEVEL II emergency or disaster response is requested.

After completion of the EOC activation procedure and upon receiving authorization to activate the City EOC, the following EOC Representatives, as outlined below, shall be notified.

LEVEL I Response

Upon activation of the EOC by one of the officials listed under Section 5E, the following positions shall be notified to report to the designated EOC for a LEVEL I Response. Actual notification will be through Notify JOCO and / or phone through the Police Dispatcher, Fire Dispatcher, or city personnel.

<u>PRIMARY</u>	<u>ALTERNATE</u>
Chief of Police	Police Division Commander
Emergency Management Director	Police Sergeant
City Administrator or Designee	Asst. City Administrator or Designee
Public Works Director	Public Works Superintendent
CFD2 Fire Chief (if Mission only incident)	CFD2 Fire Battalion Chief or Designee (if Mission only incident)

LEVEL II Response

The following positions shall be notified to report to the designated EOC as LEVEL II Response (including persons listed as LEVEL I Response):

<u>PRIMARY</u>	<u>ALTERNATE</u>
Mayor	President of the City Council
Assistant City Administrator	Assistant to the City Administrator
Assistant to the City Administrator (PIO)	PIO Designee
City Clerk	City Clerk Designee
Human Resource Specialist	Human Resource Specialist Designee
Parks and Recreation Director	Parks and Recreation Administrative Supervisor
Finance Committee Chairperson	Finance Committee Vice-Chairperson
City Attorney	Other Legal Representative

LEVEL I RESPONSE: A Level I Response is generally any emergency or disaster which is responded to and handled by in-service first responders; police, fire, ambulance personnel, and the attendant equipment needed. (i.e. Major Apartment Complex fire, Natural Gas-Line break, Wide spread utility outage, Haz-Mat event, Weather related event, etc.)

LEVEL II RESPONSE: A Level II response is generally any emergency or disaster which is responded to and handled by in-service first responders; police, fire, ambulance, plus

multi-jurisdictional service providers and responders, private industry / sector responders, military responders and resources, State or Federal resources, and the attendant equipment needed. (i.e. Terrorism event, Chemical / Biological / Explosive / Radiological event, Major Transportation mishap, mass fatality event, Nuclear event, etc.)

H. EOC Command and Field Command

The Mayor, City Administrator, Chief of Police or Emergency Management Director, or a designee of any, jointly command the City Emergency Operations Center and will make all major policy decisions. The Mayor and City Council will be continually informed regarding priorities for financial matters and distribution of disaster response efforts. The Emergency Management Director will also act as advisor to the Mayor, City Administrator and City Council. All Department Directors will consult with the Mayor or City Administrator before reaching policy decisions or recommending major actions.

If appropriate, the City Mayor or City Administrator may appoint a Director of Field Operations (DFO) following mobilization of Department Directors and analysis of the existing disaster. Until a DFO is assigned, the on-scene Incident Commander shall serve as Director of Field Operations.

I. Reporting in an Emergency

Department Directors or their designees and authorized City EOC representatives will assemble in the training room of the Mission Police and City Hall Building (or at the designated alternate site) for an initial briefing. The City's Emergency Management Director and the Mayor, or City Administrator will conduct the initial incident briefing.

All other personnel receiving an emergency alert / call back notification will report to their respective Department and await further instructions from the City EOC.

J. Establishment of Reconnaissance Teams

A City EOC Reconnaissance Team will be dispatched to the incident scene to provide assistance to the incident commander and facilitate communication with the City EOC from the Field Command Post. The team shall consist of a two-person crew, by preference, a four-wheel vehicle with radio, portable radio, and cell phone. EOC Reconnaissance Team I shall be comprised of a Public Works employee and a Police or Fire Department member as assigned by the Mayor or City Administrator. EOC Reconnaissance Team I shall utilize the radio call letters of: RECON-1.

K. EOC Equipment

The primary City EOC will have surfaces available for mounting two operations maps with material suitable for magnetic or pin markers. A set of the following maps will be in the Primary and Alternate EOC locations at all times:

1. A City map showing streets, schools, churches, and city owned facilities;
2. A complete set of plat maps of the city;
3. A City map showing predetermined shelter areas and facilities;

4. A street map denoting collector and arterial streets.

All maps will be updated on an annual or as needed basis, under the direction and coordination of the Public Works Director and the Emergency Management Director.

The following supplies will be stored in the Police Department. A duplicate set will be stored in the supply closet at the Sylvester Powell Jr. Community Center.

25 - # 2 led Pencil	25 - 8 1/2" x 11" writing tablet
1 - Pencil Sharpener	1 - 3- hole punch
2 - Box magnets	1 - Box of file folders
2 - Box of colored pins	2 - Chalkboard or Marker board erasers
2 - Pair scissors	2 - Loaded Staplers
2 - Box colored marker-pens or chalk	2 - Roll of Masking Tape

Two-way radio communications equipment will be imported to the Mission EOC, at the time of activation, by the Police Department. The exact number of radios will be determined at the time of the City EOC activation based upon demand or operational need.

Radio communications will be maintained between the Mission EOC, Johnson County Emergency Management, Emergency Communications Center and adjacent Police Departments during the operations of the City EOC.

A Media relations room for the City EOC will be in the council chamber of Mission City Hall, one of the meeting rooms in the Sylvester Powell Jr. Community Center, or a suitable location prepared at the Mission Public Works Headquarters building.

Other reference materials will need to be brought to the EOC:

Emergency Resources Catalog
 North American Emergency Response Guidebook
 City of Mission Local Emergency Operations Plan
 Johnson County, Kansas Local Emergency Operations Plan (CLEOP) Manual

Additional resource and reference materials that may be brought to the EOC:

Incident Command System manual
 Public Information Officer's handbook
 EOC Position Checklists

6. GENERAL EMERGENCY OR DISASTER POLICIES AND POWERS

A. Restoration of City and Public Services

Efforts to quickly restore City and public services to a basic, orderly, functioning level shall be generally prioritized as follows:

1. Tier I
 - a. Vehicle access to emergency medical facilities
 - b. Emergency medical and fire services
 - c. Water production and distribution
 - d. Wastewater collection and treatment

2. Tier II
 - a. Electrical Service
 - b. Telephone Service
 - c. Natural Gas Service
 - d. Vehicle access on arterial and collector roadways

3. Tier III
 - a. All other City and public services will be restored as soon as possible at the direction of the Mayor or City Administrator.

B. Role of Elected Officials

The City Council's overall role is to annually review policies and appropriate funds. This will allow the Mayor, City Administrator and the Emergency Management Director to plan, implement and maintain an Emergency Management Program. During an emergency, the Mayor or City Administrator and City Council may authorize the imposition of required emergency powers, e.g. evacuation orders, bans, curfews or condemnations notwithstanding ordinance requirements or as specified under General Emergency or Disaster Policies and Powers. The Council in consultation with the Mayor, City Administrator and Finance Director also may determine how emergency expenditures will be financed.

To facilitate quality media communications, the Mayor, the City Administrator and City Council members should coordinate all media contacts / requests with City EOC Command and the City or Police Department Public Information Officer.

C. Departmental Operations

At the general direction of the Mayor, City Administrator and in consultation with the EOC Commander, Department Directors may require City employees to take the following steps:

1. Cancel scheduled employee leave;
2. Require all personnel to alter work schedules, work beyond normal shift hours or be on duty for extended periods of time;
3. Call back department personnel with no refusals allowed; and
4. Alter normal organizational structure to complete required tasks.

D. Emergency Procurement

The Mayor or City Administrator and City Council may authorize emergency procurements when a threat to public health, welfare or safety exists. An emergency condition is defined as: An

immediate and serious need for supplies, materials, equipment or services that cannot be met, on a timely basis, through normal procurement procedures and further, the lack of which would threaten: the functioning of City Government, the preservation or protection of life or property and / or the health or safety of any person. Reference Ordinance 1108, City Code of 2004, Title II, Chapter 250, Sections 250.010 – 250.260.

7. WARNING SYSTEMS

A. General Policy

The City has deployed emergency warning alert radio receivers based on the hazard analysis outlined in Section 4 of this plan. The Johnson County Sheriff's Office Dispatch Center will also broadcast emergency warnings over the North Zone frequency to Police Department radios.

Nothing in this section is designed to prevent independent action by supervisory personnel if that action would result in more adequate warning to those citizens and City employees deemed in the greatest peril from the approaching storm or other event.

B. Outdoor Storm Siren Warning System

Activation of warning sirens is the responsibility of the Johnson County Emergency Management Department. Testing of the warning sirens is the responsibility of the Johnson County Emergency Management Department. Reporting on warning test results, to the Johnson County Emergency Management Department, is the responsibility of the Mission Emergency Management Director.

Maintenance and modernization of the outdoor warning siren system is the responsibility of the Mission Emergency Management Director in conjunction with contracted service and equipment providers.

8. EVACUATION AND TRANSPORTATION

A. General Policy

Coordination of the evacuation and emergency transportation of individuals is the responsibility of the City of Mission. The Incident Commander and / or the Field Operations Director can request voluntary and mandatory evacuation orders directly to the City EOC staff.

B. Responsibility

The Incident Commander is responsible for notifying the City EOC and requesting assistance in evacuating citizens. The Incident Commander shall inform the City EOC of the scope of the evacuation including street boundaries, timeframe for exiting the area, desired method of notification and the estimated need for mass transportation resources.

The following departments have responsibility for evacuation assistance:

Primary: Police and Fire Departments (includes field coordination)
 Secondary: Public Works Department (2 personnel with vehicles)
 Tertiary: City Administrator or Designee and Neighborhood Services(2 personnel with vehicles)

C. Notification Process

Based on the request from the Incident Commander, the City EOC shall determine the evacuation instructions. Evacuation instructions should at a minimum contain the following: whether a voluntary or mandatory order, method of notification, timeframe for exiting the area, transportation routes / methods and shelter locations.

The following general notification methods are available and will be determined by the City EOC in cooperation with the Incident Commander:

General Broadcast

The Police Department is the primary department responsible for this task. Patrol Officers shall utilize vehicle loudspeaker systems to notify persons within the impact area of the evacuation instructions.

Media Notification: The designated Public Information Officer shall notify the media as to the evacuation order through methods outlined in Section 11, Media Relations.

Door to Door

This process involves a physical visit to each structure in the impact area and notifying residents of the evacuation instructions. This method is to be utilized only when the impact is small, in geographic scope, the number of structures to evacuate and the population size impacted.

The primary department personnel for this task are Police and Fire. However, the Public Works Department and Neighborhood Services personnel are available to provide assistance.

D. Security of Evacuated Areas

The Police Department (aided by the Fire Department when possible) is primarily responsible for securing the evacuated area.

Street barricades and portable stop signs are available from Public Works. The Police Department maintains a minimal number of traffic cones only. The following Public Works personnel are to be contacted if more barricades are needed than the Police Department has.

Primary Contact:	Public Works Director	(See Appendix "B" for contact number.)
First Alternate:	Public Works Superintendent	(See Appendix "B" for contact number.)
Second Alternate:	Public Works Crew Leader	(See Appendix "B" for contact number.)

Public Works Service Center	913-676-8375
Public Works Supervisor's Office	913-676-8376

1. Law Enforcement Assistance

Area law enforcement agencies are available to assist the City of Mission in an emergency situation that only affects the City of Mission. Requests for Assistance should be made through the Johnson County Emergency Management Division, or the Johnson County Sheriff's Dispatcher if the Incident Commander feels the need for assistance is emergent.

E. Access to Secured Areas

Guidelines and procedures for establishing an Access System into secured areas will be determined by the EOC Incident Commander based on the nature and severity of the event. Procedures address the following classifications:

1. Residents / Business Owners
2. City Employees
3. External or Other Agencies

F. Transportation

Based upon the information provided to the City EOC by the Incident Commander, the City EOC shall initiate arrangements for mass transportation. Requests for outside assistance should be made through Johnson County Emergency Management Division.

9. MASS CARE AND SHELTER

A. General Policy

The City of Mission has a cooperative agreement with the Kansas City Area Chapter of the American National Red Cross (Red Cross) that designates the Sylvester Powell Jr. Community Center., The Red Cross (Shelter Operator) provides for the full staffing, materials, and equipment to operate the assembled shelter facility. The City of Mission Police Department may provide, if needed, 24 hour a day security at any shelter location within the City of Mission.

The City of Mission through the City Administrator or Designee will assume operational control of the emergency-assembled shelter facility only if the Red Cross is unable to fulfill its intended responsibilities for any reason.

The Sylvester Powell Jr. Community Center may also be used as a gathering point to meet immediate needs for citizens without being designated as a shelter facility. This could include being identified as a cooling center, warming center, reunification center, or rallying point following a mass casualty event, as examples. Using the Sylvester Powell, Jr. Community Center for this type of purpose does not obligate the City of Mission to provide any services other than the use of the facility. Utilizing the Sylvester Powell Jr. Community Center for this type of purpose requires the authority of the Mayor, City Administrator, or Parks and Recreation Director, but may not require an emergency declaration.

B. Responsibility

Upon request of the Incident Commander, Mayor, City Administrator, or Emergency Management-Homeland Security Director, the EOC is responsible for requesting a shelter be established. The request for sheltering services should be made through the Johnson County Emergency Management Division..

C. Reporting Requirements

Upon opening of an emergency shelter, the designated Shelter Operator shall notify the City Administrator or Designee at the City EOC and provide a status report. The City Administrator or Designee shall contact active shelter locations on a regular basis to receive an operation status report. Status reports will also be given to Johnson County Emergency Management.

D. Media Notification

The City Administrator or Designee will work with the City or Police Department Public Information Officer (PIO) to notify media resources of emergency shelter arrangements and other pertinent information and shall be the only media contact authorized. This does not exclude the Mayor or City Administrator from making statements to the media, however before doing so the PIO should be contacted in conference so no conflicting information is disseminated to the media or to the public.

10. ANIMAL CONTROL EMERGENCY OPERATIONS PLAN

A. General Policy

The Mission Police Department currently provides animal control services to the City of Mission and five other cities located in Northeast Johnson County, Kansas. The Mission Police Department currently operates and manages the animal control function through the use of Community Service Officers. The current animal shelter is not owned or operated by the City of Mission., **Current facility information is referenced in Appendix "B"**. The capacity to house animals at this facility is limited. In the event of a natural or manmade emergency or disaster, the demand that would be made upon the Community Service Officers and the Animal Shelter would exceed the resources of this facility rather quickly. Therefore, the Community Service Officer Unit has adopted a temporary plan for use during an emergency or disaster that would impact upon the operation of animal control services.

B. Staffing Needs

In the event of a natural or man made emergency or disaster, all Community Service Officer Unit personnel would immediately change from regular shift hours to twelve (12) hour shifts with no days off. Additional human resources to help care for sheltered animals may be available through **Unleashed Pet Rescue and Adoption (See Appendix "B" for contact number)**. This additional resource should be available on a near immediate basis but is totally volunteer.

Additional assistance and help may be sought through the Johnson County Emergency Management.

C. Mutual Aid

In the intervening time between the emergency or disaster beginning operations and when assistance would arrive from the Unleashed Pet Rescue and other resources available for request through Johnson County Emergency Management. Any animals that are brought to the animal shelter, which cannot be housed due to space considerations, can be sent to other area veterinarians inside or outside the service area as well as Wayside Waifs Inc. or Great Plains SPCA. An additional location to house animals is the Humane Society of Greater Kansas City. Rescued wildlife may be taken to Operation Wildlife.

D. Facilities

In the event there is an overflow of animals that cannot be handled at the animal shelter under mutual aid agreements, the utilization of any vacant ground should be considered. City owned land and/or parks should be considered prior to utilizing privately owned land. . Any identified area should be set up with temporary fencing, shelters and tents that would provide access to the public for return of animals as well as basic needs to care for the animals.

E. Alternate Facilities

In the event that the current animal shelter facility is affected by a disaster and is not available, a secondary location may be established for a temporary animal shelter. Any secondary location must include access to running water, electrical service, and surfaced areas for ease of cleaning could be used as a temporary animal shelter. This is to be staffed by the Community Service Officer Unit, as well as personnel from other agencies or volunteers.

11. MEDIA RELATIONS

A. General Policy

It is essential during an emergency or major disaster situation to keep the public informed by efficient and timely dissemination of information pertaining to critical services and needs. To avoid conflicting or erroneous statements, public information should be disseminated through the designated Incident Public Information Officer, (IPIO) under the supervision of the City EOC Command.

B. Appointment of Incident Public Information Officer

Within 30 minutes of the activation of the City EOC, the Mayor or City Administrator shall designate a Public Information Officer (PIO). The PIO shall work to coordinate contacts and dissemination of information to the public and the media. The PIO should coordinate messages between other agencies and Johnson County Emergency Management to avoid contradictory or conflicting information being disseminated.

C. Establishment of Media Access Centers

At the direction of the PIO, a media center at the City EOC may be established. The area will provide one central control point for media relations. Each media representative and visitor shall be greeted, signed in, and provided a press badge, if available.

Status boards shall be maintained with maps, if appropriate. Hard copies of all press releases should also be posted.

D. Procedures for the Release of Public Information

The PIO, with the approval of City EOC Command shall establish a set process and schedule for media briefings and dissemination of public information. The PIO will distribute this process, and schedule, along with a "MEDIA ONLY INFO" number, to all contacts on the Media Contact List as soon as possible. This process and schedule also should be transmitted to the Incident Commander at the Field Command Post as well as all city offices.

12. PROVISIONS FOR FAMILIES OF CITY EMPLOYEES

A. General Policy

City management values the knowledge, skills, and abilities of all of its employees. The City will work to assist its employees and their immediate family members directly impacted by an emergency incident. Also, the City will strive to minimize the impacts on employees and their families, who may be required to work continuously far beyond normal working hours or in adverse conditions in response to an emergency incident.

B. Responsibility

The City Human Resource Specialist, or designee, shall be responsible for coordinating City assistance to employees and their immediate families. The City Human Resource Specialist, or designee is the contact person for city employees' families who have been directly impacted by a disaster and to those who are required to work continuously far beyond normal working hours or in adverse conditions in response to an emergency incident.

13. DAMAGE ASSESSMENT TEAMS

A. General Policies

The first objective of Damage Assessment Teams is to provide City EOC Command with an initial report of the scope and magnitude of the emergency or disaster. This information will be the basis upon which the decision is made whether to ask the state and federal governments for assistance.

The Damage Assessment Teams' second objective is to complete the required State Damage Report. The State Damage Report covers the effect on individuals such as the number of dead, missing, injured; the damage to homes and businesses; damage to private utilities; damage to public property and facilities; and damage to agricultural homes, buildings, equipment, along with livestock, crop loss and land erosion where applicable. The State Damage Report is to be submitted within ten (10) hours of the disaster to Johnson County Emergency Management. Johnson County then submits a collective report from all jurisdictions within twelve (12) hours.

B. Responsibilities

The City Administrator or his/her designee and Public Works Department are, primarily, the departments responsible for coordination of Damage Assessment Teams, the preparation of Initial City Damage Assessment Reports and the FEMA Damage Report.

The City Administrator or his/her designee and Public Works Department is responsible for completing the damage assessment surveys for all city facilities, as well as assessing damage to public streets, bridges and storm water structures.

The Parks and Recreation Department is responsible for completing damage assessment surveys for all of the city park grounds and facilities.

The City Administrator or his/her designee and Public Works Department are responsible for completing damage-assessment surveys for the following facilities: City Hall, Public Works Garage and buildings, the Sylvester Powell Jr. Community Center, and all other Municipal Buildings.

In the process of a damage assessment survey, the teams should also note the condition of Johnson County Offices and the Fire District No. 2 Fire Station. Although this may be a cursory inspection, the assessment may be followed up with a closer inspection upon request.

C. Damage Assessment Teams

City Damage Assessment Teams will be established as needed under the coordination of the City Administrator or his/her designee in consultation with the Emergency Management Director. Teams shall be assembled by order of City EOC Command. Each team will have two members assigned to it and will be equipped with a City of Mission vehicle, city radio and cell phone. Teams shall be named in ascending numerical order, i.e. Team 1, Team 2 and so forth. The Field Command Post, used for tracking and reporting during the initial phase of the incident, shall assist each team with general scene information, safety issues to be addressed and other relevant information valuable to the Damage Assessment Teams efforts.

14. RADIO COMMUNICATIONS

A. Introduction

Radio communications between emergency management, law enforcement, fire district, ambulance services and public works is critical to a coordinated and organized response.

B. Resources

All police radio communications will initially be on the Johnson County Sheriff's Office Dispatch North Zone channel, housed at the Emergency Communications Center in Olathe, or if needed, secondarily at the alternate site located at the Overland Park Communications facility. Police communications, whether from car-to-dispatcher or car-to-car, will be the primary source for police radio traffic during and after the emergency or disaster. The Johnson County Sheriff's North Zone Dispatch telephone number and the telephone number for the Johnson County Sheriff's Department communications command can be located in **Appendix "B"** of this emergency procedure.

C. Procedure (Police)

The Johnson County Sheriff's Dispatchers will be on the air, using the North Zone channel, maintaining emergency radio traffic only. However, as more police officers and police units go in service to respond and assist with the emergency, radio communications could become more complex. Although the Johnson County Sheriff's communications division has no formal written protocol in place, the policy is:

1. All activity that does not require dispatcher intervention can be conducted as needed by or between police units in the field.
2. Police units may request of the dispatcher permission to move their operation from the primary dispatch frequency to another frequency for the purpose of lessening the radio traffic on a particular channel.
3. Unless there is a disaster-related reason, the primary dispatch location will be utilized. The secondary site would be activated only if or when the primary site is out of service.
4. Field operations will be conducted similarly to daily operations, with the exception of secured sites or roadways. Traffic may be coordinated through the field supervisor as a way of eliminating duplicate requests or prioritizing call or activity response.

D. Fire-Rescue and Ambulance

The Johnson County Emergency Communications Center is the central location for all fire and ambulance dispatch activity. It may be necessary to contact the ECC directly or by telephone for fire or ambulance response in the event radio communications are not operational

The ECC may be contacted directly or by telephone numbers not generally available to the public. The numbers are available in **Appendix "B"** of the emergency procedure.

15. MAINTENANCE OF PLAN

A. Establishment of Emergency Preparedness Team

The City Mayor or City Administrator or a designee of either shall appoint an Emergency Preparedness Team made up of one representative from the following departments in addition to the Emergency Management Director:

City Administrators Office
 Fire Department
 Public Works

Neighborhood Services
 Police Department

B. Responsibilities

In cooperation with the Emergency Management Director, the team is charged with the responsibility of maintaining the City of Mission’s Emergency Operations Plan. At a minimum, the plan shall be reviewed at least annually. The Team shall also prepare for the Mayor or City Administrator or a designee of either to authorize a regular Emergency Preparedness Training program for all City departments.

**CITY OF MISSION
 EMERGENCY MANAGEMENT MATRIX**

City Council	City Mayor or City Administrator	Code Enforcement	Financial Services City Clerk	Fire	City Engineer Housing & Human Ser.	Human Resources	Legal	Management Services	Municipal Services	Parks & Recreation	Police Department	Public Works Director
Coordinate EOC Operations	P			S	P						P	P
Coordinate W/ Public Utilities					P				P		S	P

Coordinate Procurements		P		P				S		P		P	P
Damage Assessment					S	P			S	S	S	S	P
Debris Removal										P	S		P
Declaration of Emergency	S	P						S					
Employee Assistance				P			P						
Incident Command – Non-Criminal					P								
Incident Command – Criminal					S							P	
Evacuation				S	S							P	
Maintain EOC Facility												P	P
Records Management at EOC				S								P	P
Security												P	
Shelter Coordination						P					S	P	P
Snow Removal										P	S		
Traffic Control										S		P	
Transportation Coordination						P							
Public information		P										P	P
Maintain Warning System												P	P
Volunteer Coordination						P						S	P
P = Primary Responsibility													
S = Secondary Responsibility													

APPENDIX

A

(Proclamation Forms)

1. Declaration

2. Termination

DISASTER PROCLAMATION

WHEREAS, on this ____ day of _____, _____, the Mayor of the City of Mission, Kansas, or the mayors authorized designee, finds that certain conditions have caused, or imminently threaten to cause, widespread or severe damage, injury, or loss of life or property in disastrous proportion in Mission, Kansas; and

WHEREAS, such conditions have created obstructions which endanger the public health, safety, and welfare of persons or property within the borders of the City of Mission, Kansas.

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor of the City of Mission, Kansas:

That the Mayor, under and by virtue of the authority vested in the Mayor by City Ordinance _____, Article _____, Section _____ of the "Local Emergency Operations Plan Act," and amendments thereto, does hereby declare that a state of **Local Disaster Emergency** exists.

Furthermore, that the area within the borders of the City of Mission, Kansas covered by this declaration of a local disaster emergency shall be the following area(s) of Mission, Kansas;

That this declaration of a state of local disaster emergency shall be given prompt and general publicity and shall be filled promptly with the City Clerk of the City of Mission.

That this declaration of a state of local disaster emergency shall activate the response and recovery aspects of all local disaster emergency plans which are applicable to Mission, Kansas and shall initiate the rendering of aid and assistance thereunder.

That any rights or powers lawfully exercised or any actions taken pursuant to the local disaster emergency plans shall continue and have full force and effect as authorized by law, unless modified or terminated in the manner prescribed by law.

That this state of local disaster emergency shall not be continued for a period in excess of seven (7) days or renewed, except with the consent of the Mission City Council representatives of the City of Mission, Kansas.

PROCLAIMED BY THE MAYOR OF THE CITY OF MISSION, KANSAS THIS _____, DAY OF _____, _____.

MAYOR OF THE CITY OF MISSION, KANSAS:

Mayor

ATTEST:

City Clerk

DISASTER PROCLAMATION TERMINATION

WHEREAS, on the ____ day of _____, _____, there was declared a state of local disaster emergency in Mission, Kansas as a result of certain conditions that imminently threaten to cause widespread or severe damage, injury, or loss of life or property in disastrous proportion in Mission, Kansas; and

WHEREAS, it is now deemed that the local disaster emergency resulting from said conditions of extreme peril is not beyond the control of the ordinary, everyday, and normal services, personnel, equipment, and facilities of Mission, Kansas government.

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor of Mission, Kansas;

That the state of local disaster emergency in Mission, Kansas declared on the _____, _____, be hereby terminated.

That this proclamation terminating the state of local disaster emergency in Mission, Kansas shall be given prompt and general publicity and shall be filed promptly with the City Clerk of the City of Mission, Kansas.

PROCLAIMED BY THE MAYOR OF MISSION, KANSAS THIS ____ DAY OF _____, _____.

MAYOR OF THE CITY OF MISSION, KANSAS:

Mayor

ATTEST:

City Clerk

CITY OF MISSION

General Policies and Procedures

EMERGENCY OPERATIONS PLAN

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1. AUTHORITY AND PROMULGATION

It is the responsibility of the elected and appointed officials of the City of Mission to provide the citizens with appropriate and necessary services. One of these services, required by Kansas Statute 48-929 and the Disaster Mitigation Act of 2000, involves the development of County and City Emergency Operations Plans, which are intended to save lives and protect property in the event of an emergency or disaster.

This planning includes mitigation to reduce the probability of occurrence and minimize the effects of incidents; preparation to respond to a disaster situation; response during a disaster; and recovery that will aid in the quick and orderly return to customary or even improved levels of government service following a disaster.

The City of Mission's Emergency Operations Plan has been developed to establish the special policies, procedures, guidelines and ordinances that will provide city personnel with the information, assistance and the means required to plan, respond to and function quickly and effectively in an emergency or disaster situation.

As City Mayor, City Administrator and/or City Council Members of the City of Mission, I / we endorse this plan and direct all personnel involved to take appropriate actions to put this plan in place and keep it working.

City Mayor
City of Mission, Kansas

City Administrator
City of Mission, Kansas

Date: _____

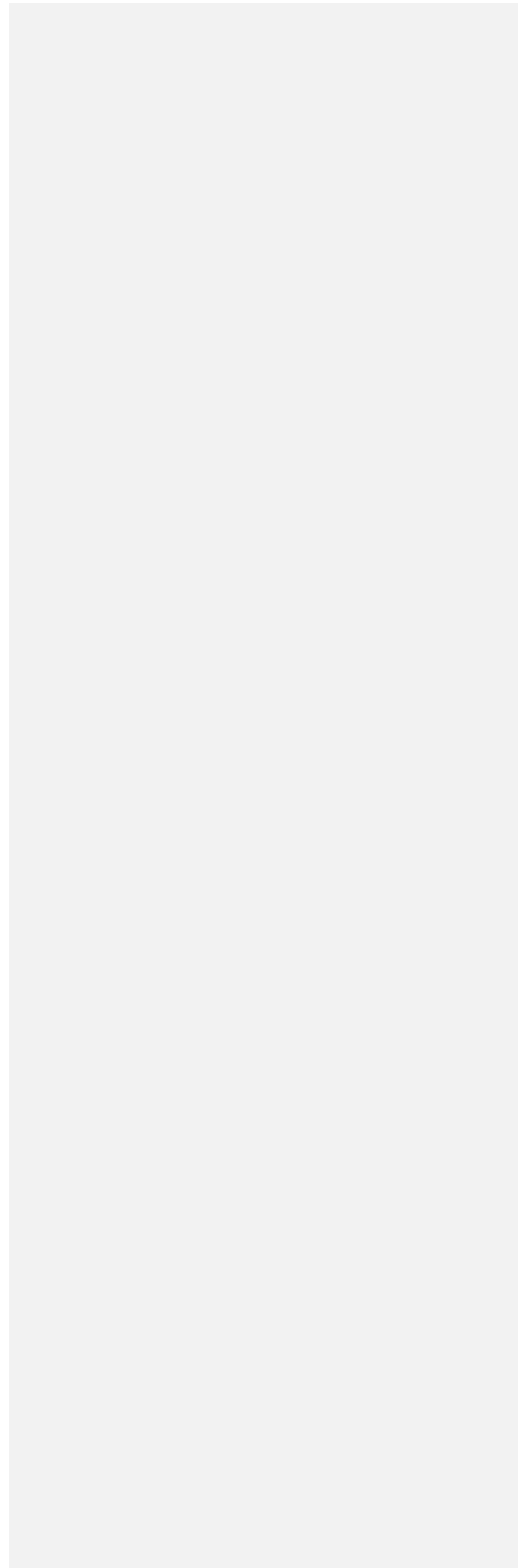
City Clerk, City of Mission, Ks.

Council Members - Ward I _____

Council Members - Ward II _____

Council Members - Ward III _____

Council Members - Ward IV _____



2. DECLARATION OF EMERGENCY

A. General Policy

The Mayor, City Administrator or a designee of either is authorized to declare a state of emergency or disaster, after conferring with Johnson County Emergency ~~Management Operations Center (EOC)~~ Staff. Declaration of a local state of emergency or disaster formally activates response and recovery assistance from Johnson County Emergency Management and mutual aid agreements and it establishes the legal framework for possible state or federal assistance. In the Mayor or City Administrator's absence, the President of the City Council ~~(Mayor Pro Tem)~~ is authorized to declare a state of emergency after conferring with Johnson County Emergency ~~Management Operations Center~~ staff. ~~In the President of the Council's absence, the City Council members at large will meet. Initially they will meet under the control of the City Clerk, in order to elect an interim mayor and city council president who are then authorized to declare a state of emergency after conferring with the Emergency Operations Center staff. (Model: League of Kansas Municipalities Governing Body Handbook) In the President of the City Council's absence, the Vice-President of the City Council is authorized to declare a state of emergency after conferring with Johnson County Emergency Management staff.~~

B. Procedures

Upon determination by elected officials and ~~after conferring with~~ Johnson County Emergency ~~Management Operations Center (EOC) Staff~~ that a state of emergency or disaster should be formally declared, the City Mayor, President of the City Council, City Administrator, or a designee of any, or in the absence of all, the City Emergency Management Director shall request the mayor pro-tem to declare a state of local emergency or disaster. (Model: League of Kansas Municipalities Governing Body Handbook)

~~City of Mission The Johnson County Emergency Operations Center (EOC)~~ staff shall complete the pre-designated letter of Emergency Declaration and present it for the City Mayor, President of the City Council or City Administrator's signature. (See appendix __A__ for formatted declaration request). Immediately thereafter, the ~~City of Mission Johnson County Emergency Operations Center (EOC)~~ staff representative will contact the Johnson County Emergency Management ~~Directors~~-office, by telecommunications or in person, to inform them of the Emergency Declaration. Finally, the Emergency Declaration must be forwarded to the Johnson County Board of County Commissioners, Administrators' Office, in written form.

3. CONTINUITY OF GOVERNMENT

A. Emergency Interim Successors for Elected Officers

Appointment of emergency interim successor(s) for elected officers shall be modeled after the League of Kansas Municipalities Governing Body Handbook and / or city Ordinance 1093, City Code of 2000, Title I, Chapter 100, Article I, Section 105.020, et al.

B. City Council Meeting Location

In the event that the City Council Chamber at the Mission City Hall is uninhabitable or inaccessible, the City Council may meet at any place inside or outside of the City limits on the order of the Mayor, President of the City Council, City Administrator, City Clerk or a designee of any. The primary alternate site for the City Council to meet is the first floor meeting room(s) of the Sylvester Powell Jr. Community Center located at 6200 Martway.

In the event that a special meeting of the Mission City Council is called, the Mayor or President of the City Council - on the written request of any three (3) members of the City Council, specifying the object and purpose of such meeting, and entered at length on the journal - is responsible for coordinating the notification of each City Council member, completing posting requirements, and the set up of the meeting place. Ordinance 1093, City Code of 2000, Title I, Chapter 100, Article III, Section 115.210.

The City of Mission or the Mission Police Department Public Information Officer shall work with the City Clerk to notify the media and complete the necessary posting requirements.

C. Emergency Interim Successors for Non-Elected City Officials

In the event that the nature of the emergency prevents some personnel from fulfilling their duties, the Mayor shall designate an emergency interim successor for such positions. See Ordinance 1093, City Code of 2000, Title I, Chapter 120, Article I, Section 120.010.

If the Mayor is unavailable during an emergency then the line of succession is:

~~Mayor Pro Tem (President of the City Council)~~

City Administrator

~~City Clerk Vice-President of the City Council~~

~~Chairperson of the Finance Committee Assistant City Administrator~~

4. HAZARDS ANALYSIS RESULTS

The City's Emergency Management Director has identified primary hazards that potentially could impact the City of Mission. The resulting effects of these hazards have the potential for disrupting public services, damaging property, and inflicting injury to or causing death to persons within affected areas. The primary hazards include:

- A. Natural (weather-related) Events:
1. Summer Storms

- a. Tornado
 - b. Windstorms
 - c. Hailstorms
 - d. Electrical
 - e. Drought
 2. Winter Storms
 - a. Snow Storms
 - b. Ice Storms
 - c. Extreme Cold Periods
 3. Earthquake
- B. Transportation Events:
1. Blockages of Highways
 2. Hazardous Material Incidents
 - a. Fixed Facility
 - b. Transportation
 3. Mass Fatality Incident
 - a. Fixed Facility
 - b. Transportation
- C. Utility Outage Events:
1. Electric
 2. Gas
 3. Drinking Water
 4. Wastewater
 5. Refuse Disposal
- D. Terrorism Events:
1. Domestic or International
 2. Chemical / Biological / Explosive / Radiological
- E. Civil Disturbance
- F. Nuclear or Radiological Incident

5. EMERGENCY OPERATIONS CENTER (EOC)

A. Introduction

The purpose of this section is to establish procedures to be followed when a state of emergency or a disaster occurs within the City of Mission that dictates the activation of the City's Emergency Operations Center. The organization of the City EOC, and the degree of involvement by city personnel, will depend upon the severity and nature of the disaster and anticipated requirements for support.

B. EOC Command

The City EOC is responsible for the overall operation of the city's response to the disaster, which

includes declaring an emergency or a disaster and requesting local, state and/or federal aid to assist in the recovery phase of the disaster. The primary function of the City EOC is to develop, monitor and evaluate the overall strategy employed toward the goal of preserving life and property and restoring the community. Accomplishment of the strategy will generally be through the following means:

1. Execution of the developed strategy through the Lead Field Agency.
2. Coordination of multiple agencies and resources required to accomplish the targeted goals.
3. Proactive media relations.
4. Technical assistance for the City EOC Command in strategic decision-making.
5. Provision of financial and administrative resources to accomplish the goals of the developed strategy.

C. Location of Primary, Alternate and Second Alternate City EOC

1. Location of the City's primary EOC is Police Headquarters, 6090 Woodson, Mission, Kansas.
2. Location of the City's first alternate EOC is the Sylvester Powell Jr. Community Center, 6200 Martway, Mission, Kansas.
3. Location of the City's second alternate EOC is the Mission Public Works Office, 4775 Lamar, Mission, Kansas.
4. ~~Construction and maintenance of a specifically designed facility for the sole purpose as an Emergency Operations Center (EOC).~~

D. Maintenance of EOC(s)

The City of Mission Emergency Management Director is responsible for coordinating and maintaining the operational readiness of both the primary and alternate City Emergency Operations Centers.

E. Authority to Activate EOC

The following persons may activate the City EOC, when it is considered necessary:

1. Mayor or President of the City Council
2. City Administrator
3. Assistant City Administrator
4. Chief of Police
5. Emergency Management Director
6. Police Department Incident Commander

F. Authority to Request EOC Activation

The following persons may request activation of the City EOC:

1. Department Directors (~~or designee~~)~~Assistant Department Directors~~
2. ~~Municipal Services Division Managers (Assistant Division Managers)~~
3. Other municipalities under mutual aid agreement with the City of Mission

G. Procedures to Activate EOC

To physically activate the City EOC, Incident Commanders are instructed to notify the appropriate dispatch center via radio or telephone communication. All other authorized personnel shall notify both of the dispatch centers as listed below:

1. Johnson County Emergency ~~Management Communications Center~~ (See Appendix "B".)
2. Johnson County Sheriff's Dispatch Center (See Appendix "B" for contact number.)

When notifying Dispatch, the authorizing person shall indicate whether a LEVEL I or LEVEL II emergency or disaster response is requested.

After completion of the EOC activation procedure and upon receiving authorization to activate the City EOC, the following EOC Representatives, as outlined below, shall be notified.

LEVEL I Response

Upon activation of the EOC by one of the officials listed under Section 5E, the following positions shall be notified to report to the designated EOC for a LEVEL I Response. Actual notification will be ~~through Notify JOCO by pager~~ and / or phone through the Police Dispatcher, Fire Dispatcher, or ~~on city duty police~~ personnel.

PRIMARY	ALTERNATE
Chief of Police	Police Division Commander
Emergency Management Director	Police Lieutenant or Sergeant
City Administrator or Designee	Asst. City Administrator or Designee
Public Works Director	Public Works Superintendent Supervisor
CFD2 Fire Chief (if Mission only incident) District II Fire Chief	CFD2 District II Fire Battalion Chief or Designee (if Mission only incident)

LEVEL II Response

The following positions shall be notified to report to the designated EOC as LEVEL II Response (including persons listed as LEVEL I Response):

PRIMARY	ALTERNATE
Mayor	Mayor Pro-Tem President of the City Council
City Administrator	Asst. City Administrator or Designee
Asst. City Administrator or Designee	Secretary to the City Administrator Assistant to the City Administrator
Assistant to the City Administrator (PIO) Public Works Director	PIO Designee Asst. Public Works Director
City Clerk	City Clerk Designee
Secretary to the Public Works Director Human Resource Specialist	Human Resource Specialist Designee

City Administrator or Designee Parks and Recreation Director	Parks and Recreation Administrative Supervisor
City Clerk	Public Works Supervisor
Parks and Recreation Director	Deputy City Clerk
Secretary to the Parks and Recreation Director	Asst. to the Parks and Recreation Director
Finance Committee Chairperson	Finance Committee Senior Member/Vice-Chairperson
City Attorney	Other Legal Representative Asst. City Attorney

LEVEL I RESPONSE: A Level I Response is generally any emergency or disaster which is responded to and handled by in-service first responders; police, fire, ambulance personnel, and the attendant equipment needed. (i.e. Major Apartment Complex fire, Natural Gas-Line break, Wide spread utility outage, Haz-Mat event, Weather related event, etc.)

LEVEL II RESPONSE: A Level II response is generally any emergency or disaster which is responded to and handled by in-service first responders; police, fire, ambulance, plus multi-jurisdictional service providers and responders, private industry / sector responders, military responders and resources, State or Federal resources, and the attendant equipment needed. (i.e. Terrorism event, Chemical / Biological / Explosive / Radiological event, Major Transportation mishap, mass fatality event, Nuclear event, etc.)

H. EOC Command and Field Command

The ~~City~~ Mayor, City Administrator, Chief of Police or Emergency Management Director, or a designee of any, jointly command the City Emergency Operations Center and will make all major policy decisions. The Mayor and City Council will be continually informed regarding priorities for financial matters and distribution of disaster response efforts ~~to various stricken areas~~. The Emergency Management Director will also act as advisor to the ~~City~~ Mayor, City Administrator and City Council. All Department Directors will consult with the ~~City~~ Mayor or City Administrator before reaching policy decisions or recommending major actions.

If appropriate, the City Mayor or City Administrator may appoint a Director of Field Operations (DFO) following mobilization of Department Directors and analysis of the existing disaster. Until a DFO is assigned, the on-scene Incident Commander shall serve as Director of Field Operations.

I. Reporting in an Emergency

Department ~~Directors Managers~~ or their designees and authorized City EOC representatives will assemble in the training room of the Mission Police and City Hall Building (or at the designated alternate site) for an initial briefing. The City's Emergency Management Director and the ~~City~~ Mayor, or City Administrator will conduct the initial incident briefing.

All other personnel receiving an emergency alert / call back notification will report to their respective Department ~~EOC as outlined in any individual Department Emergency Operations Plans~~ and await further instructions from the City EOC.

J. Establishment of Reconnaissance Teams

A City EOC Reconnaissance Team will be dispatched to the incident scene to provide assistance to the incident commander and facilitate communication with the City EOC from the Field Command Post. The team shall consist of a two-person crew, by preference, a four-wheel vehicle with radio, portable radio, and cell phone. EOC Reconnaissance Team I shall be comprised of a ~~Public Works employee and a Police or Fire Department member~~ Management Assistant and a Division Manager as assigned by the ~~City~~ Mayor or City Administrator. EOC Reconnaissance Team I shall utilize the radio call letters of: RECONEOC-1.

K. EOC Equipment

The primary City EOC will have surfaces available for mounting two operations maps with material suitable for magnetic or pin markers. A set of the following maps will be in the Primary and Alternate EOC locations at all times:

1. A City map showing streets, schools, churches, and city owned facilities;
2. A complete set of plat maps of the city;
3. A City map showing predetermined shelter areas and facilities;
4. ~~A complete set of flood plain maps with 10, 20, 50, and 100-year storms plotted; and~~
5. A street map denoting collector and arterial streets.

All maps will be updated on an annual or as needed basis, under the direction and coordination of the Public Works Director and the Emergency Management Director. ~~Each map will have an acetate overlay for marking with grease pencils.~~

The following supplies will be stored in the ~~Police Department~~ supply closet adjacent to the Training Room at the Police Station / City Hall Building. A duplicate set will be stored in the supply closet at the Sylvester Powell Jr. Community Center.

25 - # 2 led Pencil	25 - 8 1/2" x 11" writing tablet
1 - Pencil Sharpener	1 - 3- hole punch
2 - Box magnets	1 - Box of file folders
2 - Box of colored pins	2 - Chalkboard or Marker board erasers
2 - Pair scissors	2 - Loaded Staplers
2 - Box colored grease pencils, marker-pens or chalk	2 - Roll of Masking Tape

Two-way radio communications equipment will be imported to the Mission EOC, at the time of activation, by the Police Department. The exact number of radios will be determined at the time of the City EOC activation based upon demand or operational need.

Radio communications will be maintained between the Mission EOC, Johnson County Emergency Management, Emergency Communications Center and adjacent Police Departments during the operations of the City EOC.

A Media relations room for the City EOC will be in the council chamber of Mission City Hall, one of the meeting rooms in the Sylvester Powell Jr. Community Center, or a suitable location prepared at the Mission Public Works Headquarters building.

Other reference materials will need to be brought to the EOC:

Emergency Resources Catalog

~~EPA Oil and Hazardous Substances Response Manual~~

~~NIOSH / OSHA Chemical hazards Guide~~

~~Flood Loss Manual~~

North American Emergency Response Guidebook

~~The Pipeline Group Emergency Response Manual~~

~~Mission Police & City Hall Operations and Maintenance Manual~~

~~Damage Assessment and Damage Assessment Teams Manual~~

City of Mission Local Emergency Operations Plan

Johnson County, Kansas Local Emergency Operations Plan (CLEOP) Manual

~~City of Mission Safety Manual~~

Additional resource and reference materials that may be brought to the EOC:

~~Mass Fatality Reference Manual~~

~~Weapons of Mass Destruction Reference Manual~~

~~First Responder Reference for Terrorist Incidents~~

~~Research Reactor Fuel Program for First Responders~~

Incident Command System manual

Public Information Officer's handbook

[EOC Position Checklists](#)

6. GENERAL EMERGENCY OR DISASTER POLICIES AND POWERS

A. Restoration of City and Public Services

Efforts to quickly restore City and public services to a basic, orderly, functioning level shall be generally prioritized as follows:

1. Tier I
 - a. Vehicle access to emergency medical facilities
 - b. Emergency medical and fire services
 - c. Water production and distribution
 - d. Wastewater collection and treatment
2. Tier II
 - a. Electrical Service
 - b. Telephone Service
 - c. Natural Gas Service
 - d. Vehicle access on arterial and collector roadways
3. Tier III
 - a. All other City and public services will be restored as soon as possible at the direction of the ~~City~~ Mayor or City Administrator.

B. Role of Elected Officials

The City Council's overall role is to annually review policies and appropriate funds. This will allow the ~~City~~ Mayor, City Administrator and the Emergency Management Director to plan, implement and maintain an Emergency Management Program. During an emergency, the ~~City~~ Mayor or City Administrator and City Council may authorize the imposition of required emergency powers, e.g. evacuation orders, bans, curfews or condemnations notwithstanding ordinance requirements or as specified under General Emergency or Disaster Policies and Powers. The Council in consultation with the ~~City~~ Mayor, City Administrator and ~~City Treasurer-Finance Director~~ also may determine how emergency expenditures will be financed.

To facilitate quality media communications, the Mayor, the City Administrator and City Council members should coordinate all media contacts / requests with City EOC Command and the City or Police Department Public Information Officer.

C. Departmental Operations

At the general direction of the ~~City~~ Mayor, City Administrator and in consultation with the EOC Commander, Department ~~Managers-Directors~~ may require City employees to take the following steps:

1. Cancel scheduled employee leave;
2. Require all personnel to alter work schedules, work beyond normal shift hours or be on duty for extended periods of time;
3. Call back department personnel with no refusals allowed; and
4. Alter normal organizational structure to complete required ~~tasks tasks.-~~

D. Emergency Procurement

The ~~City~~ Mayor or City Administrator and City Council may authorize emergency procurements when a threat to public health, welfare or safety exists. An emergency condition is defined as: An immediate and serious need for supplies, materials, equipment or services that cannot be met, on a timely basis, through normal procurement procedures and further, the lack of which would threaten: the functioning of City Government, the preservation or protection of life or property and / or the health or safety of any person. Reference Ordinance 1108, City Code of 2004, Title II, Chapter 250, Sections 250.010 – 250.260.

7. WARNING SYSTEMS

A. General Policy

The City has deployed ~~mobile radio~~ emergency warning ~~alert radio receivers reception systems~~ based on the hazard analysis outlined in Section 4 of this plan. The ~~Johnson County Sheriff's Office Dispatch Center will also broadcast emergency warnings over the North Zone frequency to Police Department radios. general citywide mobile radio emergency warning reception system procedures are outlined below and each department's responsibilities, if any, are described in their respective Department Plan.~~

Nothing in this section is designed to prevent independent action by supervisory personnel if that action would result in more adequate warning to those citizens and City employees deemed in the greatest peril from the approaching storm or other event.

~~B. Severe Storm Watches and Warnings~~

~~The Johnson County Sheriff's Dispatch Center, through the Metropolitan Emergency Radio System and / or the Johnson County Emergency Management Department, receives notification of severe storm watches and or warnings.~~

~~Severe Thunderstorm Watch~~

~~Upon receipt of a severe storm watch, Johnson County Sheriff's Dispatch will simulcast the weather information over the 800 Mhz radio frequencies, including the general government frequency, weather information. The broadcast will include information regarding the nature, time period, area and the type of weather to expect.~~

~~Regular radio communications will be permitted to resume.~~

~~Johnson County Sheriff's Dispatch will repeat this procedure if the watch is amended or extended by the National Weather Service.~~

~~Severe Thunderstorm Warning~~

~~Upon receipt of a severe thunderstorm warning Johnson County Sheriff's Dispatch will simulcast over Police Department frequencies, including the general government frequency, severe weather information received from the National Weather Service in the following manner:~~

- ~~1. 3 second tone. "All units standby for weather information"~~
- ~~2. Pause. "The National Weather Service has issued a severe thunderstorm warning, including Johnson County until _____ hours."~~
- ~~3. "All units resume normal traffic."~~

~~Regular radio communications will be permitted to resume.~~

~~Johnson County Sheriff's Dispatch will repeat this procedure if the warning is amended or extended by the National Weather Service.~~

~~Tornado Watch~~

~~Upon receipt of a Tornado Watch Johnson County Sheriff's Dispatch will simulcast over the 800 Mhz Police frequencies, including the general government frequency, all weather information received from the National Weather Service in the following manner:~~

- ~~1. 3 second tone. "All units standby for weather information"~~
- ~~2. Pause. "The National Weather Service has issued a tornado watch, including Johnson County until _____ hours."~~
- ~~3. "All units standby for Roll-Call."~~
- ~~4. Following Roll-Call, "All units resume normal traffic."~~

~~Regular radio communications will be permitted to resume.~~

~~Johnson County Sheriff's Dispatch will repeat this procedure if the watch is amended or extended by the National Weather Service.~~

Tornado Warning

~~Upon receipt of a Tornado Warning Johnson County Sheriff's Dispatch will simulcast over the 800 Mhz Police frequencies, including the general government frequency, all weather information received from the National Weather Service in the following manner:~~

- ~~1. 3 second tone. "All units standby for weather information"~~
- ~~2. Pause. "The National Weather Service has issued a tornado warning, including including Johnson County until _____ hours."~~
- ~~3. "All units resume normal traffic."~~

~~There will be no radio traffic on either the main Police or general government frequencies, except for emergency or urgent radio traffic on Police channel: System A, Channel 1 (North Zone). General government units shall contact Johnson County Sheriff's Dispatch with emergency communications only.~~

BC. Outdoor Storm Siren Warning System

Activation of warning sirens is the responsibility of the Johnson County Emergency Management Department. Testing of the warning sirens is the responsibility of the Johnson County Emergency Management Department. Reporting on warning test results, to the Johnson County Emergency Management Department, is the responsibility of the Mission Emergency Management Director.

Maintenance and modernization of the outdoor warning siren system is the responsibility of the Mission Emergency Management Director in conjunction with contracted service and equipment providers.

8. EVACUATION AND TRANSPORTATION

A. General Policy

Coordination of the evacuation and emergency transportation of individuals is the responsibility of the City of Mission. The Incident Commander and / or the Field Operations Director can ~~suggest~~ **issue** voluntary and mandatory evacuation orders directly to the City EOC staff.

B. Responsibility

The Incident Commander is responsible for notifying the City EOC and requesting assistance in evacuating citizens. The Incident Commander shall inform the City EOC of the scope of the evacuation including street boundaries, timeframe for exiting the area, desired method of notification and the estimated need for mass transportation resources.

The following departments have responsibility for evacuation assistance:

Primary: Police and Fire Departments (includes field coordination)
Secondary: Public Works Department (2 personnel with vehicles)

Tertiary: City Administrator or Designee and ~~Neighborhood Services Code Enforcement~~ (2 personnel with vehicles)

C. Notification Process

Based on the request from the Incident Commander, the City EOC shall determine the evacuation instructions. Evacuation instructions should at a minimum contain the following: whether a voluntary or mandatory order, method of notification, timeframe for exiting the area, transportation routes / methods and shelter locations.

The following general notification methods are available and will be determined by the City EOC in cooperation with the Incident Commander:

General Broadcast

The Police Department is the primary department responsible for this task. Patrol Officers shall utilize vehicle loudspeaker systems to notify persons within the impact area of the evacuation instructions.

Media Notification: The designated Public Information Officer shall notify the media as to the evacuation order through methods outlined in Section 11, Media Relations.

Door to Door

This process involves a physical visit to each structure in the impact area and notifying residents of the evacuation instructions. This method is to be utilized only when the impact is small, in geographic scope, the number of structures to evacuate and the population size impacted.

The primary department personnel for this task are Police and Fire. However, the Public Works Department and ~~Neighborhood Services Code Enforcement~~ personnel are available to provide assistance.

D. Security of Evacuated Areas

The Police Department (aided by the Fire Department when possible) is primarily responsible for securing the evacuated area.

Street barricades and portable stop signs are available from ~~the Street Maintenance Division of~~ Public Works. The Police Department maintains a minimal number of traffic cones only. The following ~~Public Works Street Maintenance~~ personnel are to be contacted if more barricades are needed than the Police Department has.

- Primary Contact: Public Works Director (See Appendix "B" for contact number.)
- First Alternate: Public Works ~~Superintendent~~Supervisor (See Appendix "B" for contact number.)
- Second Alternate: Public Works ~~Equipment Operator~~Crew Leader (See Appendix "B" for contact number.)

Public Works Service Center	913-676-8375
Public Works Supervisor's Office	913-676-8376

1. Law Enforcement Assistance

Area law enforcement agencies are available to assist the City of Mission in an emergency situation that only affects the City of Mission. Requests for Assistance should be made through the Johnson County Emergency Management Division, or the Johnson County Sheriff's Dispatcher if the incident Commander feels the need for assistance is emergent. These agencies are:

AGENCY	CONTACT	PHONE	# OF OFFICERS*
Kansas Highway Patrol	Duty Sergeant	See Appendix "B"	See Appendix "B"
Johnson County Sheriff	Watch Commander	See Appendix "B"	See Appendix "B"
Overland Park-Antioch	Watch Commander	See Appendix "B"	See Appendix "B"
Overland Park-Sanders	Watch Commander	See Appendix "B"	See Appendix "B"
Lenexa Police Dept.	Watch Commander	See Appendix "B"	See Appendix "B"

* The potential number of officers available to assist requesting agency.

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E. Access to Secured Areas

~~Guidelines and procedures for establishing an Access System into secured areas are specified in the Police Department's Critical Incident Response Plan. Guidelines and procedures for establishing an Access System into secured areas will be determined by the EOC Incident Commander based on the nature and severity of the event.~~ Procedures address the following classifications:

1. Residents / Business Owners
2. City Employees
3. External or Other Agencies

F. Transportation

Based upon the information provided to the City EOC by the Incident Commander, the City EOC shall initiate arrangements for mass transportation. ~~During a LEVEL I Response the general City EOC Command will coordinate mass transportation. During a LEVEL II Response the City Administrator or Designee is responsible for coordinating mass transportation resources.~~

The following list outlines the resources available: ~~(See Appendix "B" for contact numbers.)~~

~~Agency: Department of Human Services & Aging
 Contact: Administrative Services Director
 Director, Dept. of Human Services & Aging
 Office Phone: (See Appendix "B" for contact number)
 Night Phone: (See Appendix "B" for contact number)
 Equipment: 3 wheel chair equipped vans W/ lifts & Raised Roof
 1 - 10 passenger van, including 1 wheelchair
 2 - 9 passenger van, including 3 wheelchairs~~

~~Agency: Northeast Multi-Service Center
 Contact: (See Appendix "B" for contact address and number)~~

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~~Agency: Roeland Park Multi-service Center
Contact: (See Appendix "B" for contact address and number)~~

~~Agency: First Student Services
Contact: (See Appendix "B" for contact person)
Day Phone: (See Appendix "B" for contact number)
Night Phone: (See Appendix "B" for contact number)
Equipment: School Buses~~

~~Agency: Johnson County Transit
Contact: Administrative Operations Manager
Underwood: Transportation Division Emergency Contractor:~~

~~Office Phone: (See Appendix "B" for contact number)
Night Phone: (See Appendix "B" for contact number)
Equipment: 40 seat buses, wheel chair equipped vans~~

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9. MASS CARE AND SHELTER

A. General Policy

The City of Mission has a ~~verbal, secured by a written agreement,~~ cooperative agreement with the Kansas City Area Chapter of the American National Red Cross (Red Cross) ~~that designates the Sylvester Powell, Jr. Community center, located at 6200 Martway as a regional shelter option, and the Shawnee Mission School District relative to emergency shelter and mass care. The Shawnee Mission School District will provide the space for operation of emergency shelter(s) and T~~he Red Cross (Shelter Operator) provides for the full staffing, materials, and equipment to operate the assembled shelter facility. The City of Mission Police Department ~~may~~will provide, if needed, 24 hour a day security at ~~any each~~ shelter location ~~within the City of Mission.~~

The City of Mission through the City Administrator or Designee will assume operational control of the emergency-assembled shelter facility only if the Red Cross is unable to fulfill its intended responsibilities for any reason.

The Sylvester Powell Jr. Community Center ~~may also be used as a gathering point to meet immediate needs for citizens without being designated as a shelter facility. This could include being identified as a cooling center, warming center, reunification center, rallying point following a mass casualty event, as examples. Using the Sylvester Powell, Jr. Community Center for this type of purpose does not obligate the City of Mission to provide any services other than the use of the facility. Utilizing the Sylvester Powell, Jr. Community Center for this type of purpose requires the authority of the Mayor, City Administrator, or Parks and Recreation Director, but may not require an emergency declaration. could also be a mass shelter location. The community center, located at 6200 Martway, can be opened for shelter purposes upon authority of the Parks and Recreation Director or City Administrator.~~

B. Responsibility

~~Upon request of the Incident Commander, Mayor, City Administrator, or Emergency Management-Homeland Security Director, the EOC is responsible for requesting a shelter be established. The request for sheltering services should be made through the Johnson County Emergency Management Division. - the EOC is responsible for requesting the Red Cross to establish a shelter and mass care operation. The City Administrator or Designee shall be responsible for coordinating said request. The request shall include the anticipated size and demographics of the shelter population, the pre-designated shelter location, and the desired opening time.~~

C. Reporting Requirements

Upon opening of an emergency shelter, the designated Shelter Operator shall notify the City Administrator or Designee at the City EOC and provide a status report. The City Administrator or Designee shall contact active shelter locations on a regular basis to receive an operation status report. Status reports will also be given to Johnson County Emergency Management.

D. Media Notification

The City Administrator or Designee will work with the City or Police Department Public Information Officer (PIO) to notify media resources of emergency shelter arrangements and other pertinent information and shall be the only media contact authorized. This does not exclude the Mayor or City Administrator from making statements to the media, however before doing so the PIO should be contacted in conference so no conflicting information is disseminated to the media or to the public.

10. ANIMAL CONTROL EMERGENCY OPERATIONS PLAN

A. General Policy

The ~~Mission Police Department Northeast Animal Control Commission (NEACC)~~ currently provides animal control services to the City of Mission and ~~five~~ four other cities located in Northeast Johnson County, Kansas. The Mission Police Department currently operates and manages the ~~animal control function through the use of Community Service Officers, Animal Control Unit, which is comprised of a Supervisor (Mission Court Administrator), two full-time Animal Control Officers, and one Animal Control vehicle.~~ The current animal shelter is not owned or operated by the ~~City of Mission Northeast Animal Control Commission.~~ Current facility information is referenced in Appendix "B". The capacity to house animals at this facility is limited. In the event of a natural or manmade emergency or disaster, the demand that would be made upon the ~~Animal Control Unit~~ Community Service Officers and the Animal Shelter would exceed the resources of this facility rather quickly. Therefore, the ~~Animal Control Unit~~ Community Service Officer Unit has adopted a temporary plan for use during an emergency or disaster that would impact upon the operation of ~~a~~ Animal Control services.

B. Staffing Needs

In the event of a natural or man made emergency or disaster, all ~~Animal Control~~ Community Service Unit personnel would immediately change from regular shift hours to twelve (12) hour shifts with no days off. Additional human resources to help care for sheltered animals ~~may~~ will be available through ~~the~~ Unleashed Pet Rescue and Adoption (See Appendix "B" for contact

number). This additional resource should be available on a near immediate basis but is totally volunteer. Additional assistance and help may be sought through the Johnson County Emergency Management, and be available after approximately 72 hours, from United Animal Nations, Inc. (UAN), located in California. UAN operates their Emergency Animal Rescue Service (EARS). Information on contacting EARS is located in Appendix "B" of the Emergency Operations Plan.

C. Mutual Aid

In the intervening time between the emergency or disaster beginning operations and when assistance would arrive from the Unleashed Pet Rescue and other resources available for request through Johnson County Emergency Management, Adoption, United Animal Nations, or Emergency Animal Rescue Service, there are additional resources that could be called upon. Any animals that are brought to the animal shelter, which cannot be housed due to space considerations, can be sent to other area veterinarians inside or outside the service area as well as Wayside Waifs Inc. or Great Plains SPCA. An additional location to house animals is the Humane Society of Greater Kansas City. Rescued wildlife may be taken to Operation Wildlife.

D. Facilities

In the event there is an overflow of animals that cannot be handled at the animal shelter under mutual aid agreements, the utilization of any vacant ground should be considered. City owned land and/or parks should be considered prior to utilizing privately owned land on the South side of the commercial business at 6015 Travis (if available) or other site designated by emergency declaration authority could be utilized for emergency animal rescue services. Any identified This area should could be set up with temporary fencing, shelters and tents that would provide access to the public for return of animals as well as basic needs to care for the animals.

E. Alternate Facilities

In the event that the current animal shelter facility is affected by a disaster and is not available, a secondary location may be established for a temporary animal shelter. The parking lot of the Horizons High School (5900 Lamar), with Any secondary location must include access to running water, electrical service, and surfaced areas for ease of cleaning could be used as a temporary animal shelter. This is to be staffed by the Animal Control/Community Service Officer Unit, as well as personnel from other agencies or volunteers. (See Section 10, C and D of the Emergency Operations Plan)

F. Emergency Animal Rescue Services Listing

The Executive Director, Director of Membership Services, the Part-time Administrative Assistant may be contacted if such services are required. These individuals are located at the EARS headquarters in Sacramento, California. In addition to the Sacramento staff, additional staff may be contacted in Santa Clara, California; where there is a Director and a Part-time Administrative Assistant.

How to reach the Emergency Animal Rescue Service; (See Appendix "B" for address and contact information)

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~~The Sacramento office is open Monday through Friday. Business hours are 0830 to 1630 Hr. Pacific Standard Time. Pages regarding a disaster are responded to, at all times.~~

11. MEDIA RELATIONS

A. General Policy

It is essential during an emergency or major disaster situation to keep the public informed by efficient and timely dissemination of information pertaining to critical services and needs. To avoid conflicting or erroneous statements, public information should be disseminated through the designated Incident Public Information Officer, (IPIO) under the supervision of the City EOC Command.

B. Appointment of Incident Public Information Officer

Within 30 minutes of the activation of the City EOC, the ~~City~~ Mayor or City Administrator shall designate ~~a an Incident~~ Public Information Officer (~~PIO~~ IPIO). The ~~Incident~~ PIO shall work ~~with the City PIO~~ to coordinate contacts and dissemination of information to the public and the media. ~~The PIO should coordinate messages between other agencies and Johnson County emergency Management to avoid contradictory or conflicting information being disseminated.~~

C. Establishment of Media Access Centers

At the direction of the ~~Incident~~ PIO, a media center at the City EOC may be established. The area will provide one central control point for media relations. ~~The Control Center shall be staffed at minimum with the Incident PIO, City PIO, and an administrative secretary.~~ Each media representative and visitor shall be greeted, signed in, and provided a press badge, if available.

Status boards shall be maintained with maps, if appropriate. Hard copies of all press releases should also be posted.

~~If appropriate, the City EOC Command may establish an On-Site Media Center. This center will provide one central on-site location for media contacts. This center should be fully staffed by the Incident PIO, City PIO, an administrative secretary and a minimum of one police officer.~~

~~Both centers will be able to communicate with the Incident Commander and the City EOC by both radio and cell phone.~~

D. Procedures for the Release of Public Information

The ~~Incident~~ PIO with the approval of City EOC Command shall establish a set process and schedule for media briefings and dissemination of public information. The ~~Incident~~ PIO will distribute this process, and schedule, along with a "MEDIA ONLY INFO" number, to all contacts on the Media Contact List as soon as possible. This process and schedule also should be transmitted to the Incident Commander at the Field Command Post as well as all city offices.

~~The City or Police Department's Public Information Officer (PIO) is responsible for coordinating with the Johnson County Public Information Officer, as well as with the Shawnee Mission School District Public Information Officer as is needed during any incident.~~

12. PROVISIONS FOR FAMILIES OF CITY EMPLOYEES

A. General Policy

City management values the knowledge, skills, and abilities of all of its employees. The City will work to assist its employees and their immediate family members directly impacted by an emergency incident. Also, the City will strive to minimize the impacts on employees and their families, who may be required to work continuously far beyond normal working hours or in adverse condition in response to an emergency incident.

B. Responsibility

The ~~City Human Resource Specialist, or designee, City Clerk~~ shall be responsible for coordinating City assistance to employees and their immediate families. The City Clerk is the contact person for city employees' families who have been directly impacted by a disaster and to those who are required to work continuously far beyond normal working hours or in adverse conditions in response to an emergency incident.

13. DAMAGE ASSESSMENT TEAMS

A. General Policies

The first objective of Damage Assessment Teams is to provide City EOC Command with an initial report of the scope and magnitude of the emergency or disaster. This information will be the basis upon which the decision is made whether to ask the state and federal governments for assistance.

The Damage Assessment Teams' second objective is to complete the required State Damage Report. The State Damage Report covers the effect on individuals such as the number of dead, missing, injured; the damage to homes and businesses; damage to private utilities; damage to public property and facilities; and damage to agricultural homes, buildings, equipment, along with livestock, crop loss and land erosion where applicable. The State Damage Report is to be submitted within ten (10) hours of the disaster to Johnson County Emergency Management ~~Department~~. Johnson County then submits a collective report from all jurisdictions within twelve (12) hours.

B. Responsibilities

The City Administrator or his/her designee and Public Works Department are, primarily, the departments responsible for coordination of Damage Assessment Teams, the preparation of Initial City Damage Assessment Reports and the FEMA Damage Report.

The City Administrator or his/her designee and Public Works Department is responsible for completing the damage assessment ~~surveys services~~ for all city facilities, as well as assessing damage to public streets, bridges and storm water structures.

The Parks and Recreation Department is responsible for completing damage assessment ~~surveys services~~ for all of the city park grounds and facilities.

The City Administrator or his/her designee and Public Works Department are responsible for completing damage-assessment ~~surveys services~~ for the following facilities: City Hall, Public Works Garage and buildings, the Sylvester Powell Jr. Community Center, and all other Municipal Buildings.

In the process of a damage assessment survey, the teams should also note the condition of Johnson County Offices and the Fire District No. 2 Fire Station. Although this may be a cursory inspection, the assessment may be followed up with a closer inspection upon request.

C. Damage Assessment Teams

City Damage Assessment Teams will be established as needed under the coordination of the City Administrator or his/her designee in consultation with the Emergency Management Director. Teams shall be assembled by order of City EOC Command. Each team will have two members assigned to it and will be equipped with a City of Mission vehicle, city radio and cell phone. Teams shall be named in ascending numerical order, i.e. Team 1, Team 2 and so forth. The Field Command Post, used for tracking and reporting during the initial phase of the incident, shall assist each team with general scene information, safety issues to be addressed and other relevant information valuable to the Damage Assessment Teams efforts.

14. RADIO COMMUNICATIONS

A. Introduction

Radio communications between emergency management, law enforcement, fire district, ambulance services and public works is critical to a coordinated and organized response.

B. Resources

All police radio communications will initially be on the Johnson County Sheriff's Office Dispatch ~~Center~~ North Zone channel, ~~housed at the Emergency Communications Center in from~~ Olathe, or if needed, secondarily at the alternate site located at the ~~Overland Park Communications facility, Emergency Communications Center (Fire Ambulance Rescue Dispatch)~~. Police communications, whether from car-to-dispatcher or car-to-car, will be the primary source for police radio traffic during and after the emergency or disaster. The Johnson County Sheriff's North Zone Dispatch telephone number and the telephone number for the Johnson County Sheriff's Department communications command can be located in **Appendix "B"** of this emergency procedure.

C. Procedure (Police)

The Johnson County Sheriff's Dispatchers will be on the air, using the North Zone channel, maintaining emergency radio traffic only. However, as more police officers and police units go in service to respond and assist with the emergency, radio communications could become more complex. Although the Johnson County Sheriff's communications division has no formal written protocol in place, the policy is:

1. All activity that does not require dispatcher intervention can be conducted as needed by or between police units in the field.
2. Police units may request of the dispatcher permission to move their operation from the primary dispatch frequency to another frequency for the purpose of lessening the radio traffic on a particular channel.
3. Unless there is a disaster-related reason, the primary dispatch location will be utilized. The secondary site would be activated only if or when the primary site is out of service.
4. Field operations will be conducted similarly to daily operations, with the exception of secured sites or roadways. Traffic may be coordinated through the field supervisor as a way of eliminating duplicate requests or prioritizing call or activity response.

D. Fire-Rescue and Ambulance

The Johnson County Emergency Communications Center is the central location for all fire and ambulance dispatch activity. ~~In the event the Sheriff's dispatcher is unavailable or in transit between the Olathe site and the 6000 Lamar site, it~~ may be necessary to contact the ECC directly or by telephone for fire or ambulance response ~~in the event radio communications are not operational.~~

The ECC may be contacted directly or by telephone numbers not generally available to the public. The numbers are available in **Appendix "B"** of the emergency procedure.

15. MAINTENANCE OF PLAN

A. Establishment of Emergency Preparedness Team

The City Mayor or City Administrator or a designee of either shall appoint an Emergency Preparedness Team made up of one representative from the following departments in addition to the Emergency Management Director:

City Administrators Office	Neighborhood Services Code Enforcement
Fire Department	Police Department
Public Works Municipal Services	Management Services

B. Responsibilities

In cooperation with the Emergency Management Director, the team is charged with the responsibility of maintaining the City of Mission's Emergency Operations Plan. At a minimum, the plan shall be reviewed ~~and updated~~ at least annually. The Team shall also prepare for the ~~City~~

Mayor or City Administrator or a designee of either to authorize an ~~annual~~ **regular** Emergency Preparedness Training program for all City departments.

**CITY OF MISSION
EMERGENCY MANAGEMENT MATRIX**

City Council	City Mayor or City Administrator	Code Enforcement	Financial Services City Clerk	Fire	City Engineer Housing & Human Services	Human Resources	Legal	Management Services	Municipal Services	Parks & Recreation	Police Department	Public Works Director
Coordinate EOC Operations	P			S	P						P	P
Coordinate W/ Public Utilities					P				P		S	P
Coordinate Procurements	P		P				S		P		P	P
Damage Assessment				S	P			S	S	S	S	P
Debris Removal									P	S		P
Declaration of Emergency	S	P					S					
Employee Assistance			P			P						
Incident Command – Non-Criminal				P								
Incident Command – Criminal				S							P	

Evacuation				S	S								P	
Maintain EOC Facility													P	P
Records Management at EOC				S									P	P
Security													P	
Shelter Coordination						P							S	P
Snow Removal										P	S			
Traffic Control										S			P	
Transportation Coordination						P								
Public information		P											P	P
Maintain Warning System													P	P
Volunteer Coordination						P							S	P
P = Primary Responsibility														
S = Secondary Responsibility														

APPENDIX

A

(Proclamation Forms)

1. Declaration

2. Termination

DISASTER PROCLAMATION

WHEREAS, on this ____ day of _____, _____, the Mayor of the City of Mission, Kansas, or the mayors authorized designee, finds that certain conditions have caused, or imminently threaten to cause, widespread or severe damage, injury, or loss of life or property in disastrous proportion in Mission, Kansas; and

WHEREAS, such conditions have created obstructions which endanger the public health, safety, and welfare of persons or property within the borders of the City of Mission, Kansas.

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor of the City of Mission, Kansas:

That the Mayor, under and by virtue of the authority vested in the Mayor by City Ordinance _____, Article _____, Section _____ of the "City Emergency Operations Act," and amendments thereto, does hereby declare that a state of **Local Disaster Emergency** exists.

Furthermore, that the area within the borders of the City of Mission, Kansas covered by this declaration of a local disaster emergency shall be the following area(s) of Mission, Kansas;

That this declaration of a state of local disaster emergency shall be given prompt and general publicity and shall be filled promptly with the City Clerk of the City of Mission.

That this declaration of a state of local disaster emergency shall activate the response and recovery aspects of all local disaster emergency plans which are applicable to Mission, Kansas and shall initiate the rendering of aid and assistance thereunder.

That any rights or powers lawfully exercised or any actions taken pursuant to the local disaster emergency plans shall continue and have full force and effect as authorized by law, unless modified or terminated in the manner prescribed by law.

That this state of local disaster emergency shall not be continued for a period in excess of seven (7) days or renewed, except with the consent of the Mission City Council representatives of the City of Mission, Kansas.

PROCLAIMED BY THE MAYOR OF THE CITY OF MISSION, KANSAS THIS _____, DAY OF _____, _____.

MAYOR OF THE CITY OF MISSION, KANSAS:

Mayor

ATTEST:

City Clerk

DISASTER PROCLAMATION TERMINATION

WHEREAS, on the ____ day of _____, _____, there was declared a state of local disaster emergency in Mission, Kansas as a result of certain conditions that imminently threaten to cause widespread or severe damage, injury, or loss of life or property in disastrous proportion in Mission, Kansas; and

WHEREAS, it is now deemed that the local disaster emergency resulting from said conditions of extreme peril is not beyond the control of the ordinary, everyday, and normal services, personnel, equipment, and facilities of Mission, Kansas government.

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor of Mission, Kansas;

That the state of local disaster emergency in Mission, Kansas declared on the _____, _____, be hereby terminated.

That this proclamation terminating the state of local disaster emergency in Mission, Kansas shall be given prompt and general publicity and shall be filed promptly with the City Clerk of the City of Mission, Kansas.

PROCLAIMED BY THE MAYOR OF MISSION, KANSAS THIS ____ DAY OF _____, _____.

MAYOR OF THE CITY OF MISSION, KANSAS:

Mayor

ATTEST:

City Clerk

CITY OF MISSION
ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 250 OF THE CODE OF THE CITY OF MISSION, KANSAS REGARDING THE LOCAL EMERGENCY OPERATIONS PLAN

NOW, THEREFORE, BE IT ORDAINED by the Governing Body of the City of Mission, Kansas:

SECTION I: Chapter 250 of the code of the City of Mission is amended as follows:

Section 250.060 Assistance Request - Mutual Aid:

The Mayor or City Administrator shall have the authority to contact and request the Johnson County Board of Commissioners, the Director of the Johnson County Emergency Management Division, other local or neighboring cities as well as private business or other agencies to provide assistance to the City of Mission during the course of the emergency or disaster.

Section 250.110 Powers of City Mayor or City Administrator

During any state of disaster emergency declared under this Act, the Mayor or City Administrator shall be commander of all forces available for emergency duty and shall delegate or assign command authority pursuant to the Emergency Operations Plan.

- (a) The Mayor may in the interest of public safety and welfare make any or all of the following orders or actions:
- (1) Order the discontinuance of the sale of beer or liquor by any establishment in the City.
 - (2) Order the discontinuance of selling, distributing, transporting, or giving away gasoline or other liquid flammable or combustible products in any container other than a gasoline tank property affixed to a motor vehicle\
 - (3) Order that no person shall possess, transport or consume any alcoholic beverages in a public street or place which is publicly owned or in any motor vehicle driven or parked thereon which is with a duly designated restricted area.
 - (4) Order that no person shall possess any rock, bottle, club, brick, explosive, combustibles, or weapon of any type, who uses or

intents to use the same unlawfully against the person or property of another.

- (5) Order that no person shall make, carry, possess, or use any type of "Molotov Cocktail," gasoline or petroleum-based firebomb or other incendiary device or missile.
- (6) Order a law enforcement officer of City of Mission employee to confiscate any items, including alcoholic beverages, explosives, and combustibles, which other orders prohibit possession thereof.
- (7) Order suspension of the quorum requirement under K.S.A. 12-3002 and City Ordinance No. 1093, Title I, Chapter 115, Article III, Section 115-220 needed to hold a City Council meeting due to the unavailability or death of any member(s) of the City Council after a good faith effort to find such member(s).
- (8) Issue such other orders as imminently necessary for the protection of life and property within the City of Mission.

SECTION II: This Ordinance shall take effect and be in full force from and after its publication as provided by law.

PASSED AND APPROVED BY THE CITY COUNCIL this 20th day of February 2019.

APPROVED BY THE MAYOR this 20th day of February 2019.

(SEAL)

Ronald E. Appletoft, Mayor

ATTEST:

Martha M. Sumrall, City Clerk

APPROVED AS TO FORM:

PAYNE & JONES, CHTD.

David K. Martin, City Attorney
11000 King, Suite 200
P. O. Box 25625
Overland Park, KS 66225-5625
Tel: (913) 469-4100
Fax: (913) 469-8182

ORDINANCE NO. ___1108___

AN ORDINANCE AMENDING TITLE II, PUBLIC HEALTH, SAFETY AND WELFARE, BY ADDING CHAPTER 250 TO THE CITY OF MISSION MUNICIPAL CODE; PERTAINING TO THE ESTABLISHMENT OF A LOCAL EMERGENCY OPERATIONS PLAN; FOR THE PREPAREDNESS FOR, RESPONSE TO AND MITIGATION AND RECOVERY FROM EMERGENCIES OR DISASTERS IN THE CITY OF MISSION.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF MISSION, KANSAS:

THAT THE MUNICIPAL CODE OF THE CITY OF MISSION, KANSAS IS HEREBY AMENDED BY ADDING CHAPTER 250 TO TITLE II "LOCAL EMERGENCY OPERATIONS PLAN" FOR THE PREPAREDNESS, RESPONSE, MITIGATION AND RECOVERY FROM EMERGENCIES OR DISASTERS:

SECTION ONE: That CHAPTER 250 of TITLE II is hereby added to the Mission Municipal Code and shall read as follows:

TITLE II
CHAPTER 250

Sections:

250.010	Title.
250.020	Definitions.
250.030	Local Emergency Operations Plan Established.
250.040	Emergency Management-Homeland Security Director.
250.050	State of Local Disaster.
250.060	Assistance Request - Mutual Aid.
250.070	Public Responsibility.
250.080	Use of Property.
250.090	Powers and Immunities of Emergency Personnel.
250.100	Curfew.
250.110	Powers of Mayor or City Administrator
250.120	Powers of the City Council.
250.130	Dangerous Structures.
250.140	Minor Disaster.
250.150	Emergency Operations Plan.
250.160	Agreements with Other Johnson County Jurisdictions.
250.170	Agreements with Johnson County Government.
250.180	Agreements with the State of Kansas.
250.190	Acceptance of Support.
250.200	Liability.
250.210	Vacancies – City Government.
250.220	Vacancies - Judicial.
250.230	Emergency Location of Government.
250.240	Recovery of Expenses.
250.250	Dissemination of Certain Emergency Plan Information-Not Public.

250.260 Violation and Penalties.

250.010 **Title.** This Act shall be known as the "Local Emergency Operation Plan" Act.

250.020 **Definitions.** As used in this Ordinance, unless the context otherwise requires:

(a) **City.** Means the City of Mission, Kansas.

(b) **Local Emergency Operation Plan.** Means all disaster emergency plans developed and promulgated by the City Mayor or City Administrator and the Emergency Management Director pursuant to K.S.A. 48-929, and the amendments thereto. "Emergency Operation Plan" shall be equivalent to the term of "Emergency Management" as set out under K.S.A. 48-904 et. seq.

(c) **County.** Means the Board of County Commissioners of Johnson County, Kansas.

(d) **Curfew.** Is hereby defined as prohibiting any person or persons from walking, running, loitering, standing or motoring upon any alley, street, highway, public property or vacant premises during the hours in which a curfew has been imposed. Exceptions are persons officially designated to duty with reference to a said state of local disaster emergency.

(e) **Disaster.** Means the occurrence or imminent threat of widespread or severe damage, injury or loss of life, or property resulting from any natural or man-made cause, including, but not limited to, tornadoes, windstorms, hailstorms, electrical storms, drought, snow storms, ice storms, extreme cold periods, earthquakes, blockages of highways, hazardous materials incidents involving fixed facilities and transportation, mass fatality incidents involving fixed facilities and transportation, electrical, natural gas, drinking water, wastewater, refuse disposal, terrorism involving conventional means, chemical, biological, or radiological, civil disturbance (riot), nuclear attack, or any other major event resulting to such an extent that extraordinary measures must be taken to protect the public health, safety and welfare.

(f) **Emergency Operation.** Means the preparation for and the carrying out of all emergency functions, which are primarily responsible, to prevent minimize and repair injury and damage resulting from disasters.

(g) **Riot.** Is characterized by the use of actual force, violence or any threat of use of force, if accompanied by immediate power to execute such force by five or more persons acting together without authority of law.

250.030 **Local Emergency Operation Plan Established:** There is hereby established in the City of Mission, Kansas a Local Emergency Operations Plan for the purpose of coordinating the mitigation, preparedness, response, and recovery from disasters or emergencies. The Local Emergency Operation Plan, its procedures, rationale, definitions, organization, facets, operation and appendices or annex's are hereby incorporated into this ordinance by reference.

The approved Local Emergency Operations Plan shall be on file at the City Clerk's Office for public review.

250.040 Emergency Management-Homeland Security Director: The City Mayor or City Administrator shall appoint an Emergency Management-Homeland Security Director to take charge of the Local Emergency Operations Plan. The Emergency Management Director is hereby-delegated sufficient authority to effect coordination and accomplish all actions required incidental to the functions and duties as set out by State Law and by the Local Emergency Operations Plan promulgated by this or other city ordinance.

250.050 State of Local Disaster: A state of local disaster emergency may be declared by the City Mayor or City Administrator upon a finding by such officer, or their designee, that a disaster has occurred or the threat thereof is imminent within the City. No state of local disaster emergency shall be continued for a period in excess of seven (7) days, or renewed, except with the consent of the City Council of the City of Mission. Any order or proclamation declaring, continuing or terminating a local disaster emergency shall be filed promptly with the city clerk. In the event of the absence of the City Mayor from the City or the incapacity of the Mayor, the order of succession is as follows: The City Administrator, the Mayor Pro-Tem and any three members of the City Council. The Emergency Management Director shall also have the authority to declare a state of local disaster emergency and act with the authority of the City Mayor or City Administrator under this Ordinance, until properly relieved by a person from the order of succession. In the event of the absence of the City Administrator, the order of succession shall be set out in the League of Kansas Municipalities Handbook, hereby incorporated by reference.

250.060 Assistance Request – Mutual Aid: The Mayor or City Administrator shall have the authority to contact and request the Johnson County Board of Commissioners, the Director of the Johnson County Emergency Management Preparedness Division, other local or neighboring cities as well as private business or other agencies to provide assistance to the City of Mission during the course of the emergency or disaster.

250.070 Public Responsibility: Each person within the City of Mission shall conduct himself or herself and keep and manage his or her affairs and property in ways that will reasonably assist and will not unreasonably detract from the ability of the City of Mission and the Public successfully to meet disasters. This obligation includes appropriate personal service and use or restriction on the use of property during a declared state of local disaster emergency. Compensation for services, or for the taking or use of property shall be only to the extent that obligations recognized in this section are exceeded in a particular case. Compensation will then only be to the extent that the claimant may not be deemed to have volunteered his or her services or property without compensation.

250.080 Use of Property: Compensation for property shall be only if the property was commandeered or otherwise used in coping with a disaster and its use or destruction was ordered by an official of a City of Mission agency. Any person claiming compensation for the use, damage, loss or destruction of property under this Ordinance shall file a claim with the city clerk. Nothing in this section applies to, or authorizes compensation for the destruction or damage of property caused by the local disaster, or removal of any buildings or structures rendered unsafe or dangerous by the disaster, or any actions by the City of Mission employees necessary to protect the public safety, health and welfare.

250.090 Powers and Immunities of Emergency Personnel:

Pursuant to K.S.A. 48-934, and any amendment thereof, law enforcement officers, city employees, employees of other cities or counties, or other persons authorized to assist them, while engaged in maintaining or restoring the public peace or safety or in the protection of life or property during a state of local disaster emergency shall have all powers, duties, and immunities of peace officers of the State of Kansas in addition to all powers, duties, immunities now otherwise provided by law and shall be immune from civil and criminal liability for acts reasonably done by them in the performance of their duties so long as they act without malice and without the use of excessive or unreasonable force. All such personnel shall have the authority to enforce any and all ordinances of the City of Mission, and for such purpose, all such personnel shall be considered to be authorized officers of the City of Mission.

250.100 **Curfew:** During the state of local disaster emergency, the City Mayor or City Administrator may order a general or specific curfew applicable to such geographical areas of the City of Mission or to the City of Mission as a whole, as deemed advisable and applicable during such hours of the day or night as deemed necessary in the interest of the public safety and welfare.

250.110 **Powers of City Mayor or City Administrator:** During any state of disaster emergency declared under this Act, the City Mayor or City Administrator shall be commander of all forces available for emergency duty and shall delegate or assign command authority pursuant to the Emergency Operation Plan.

(a) The Mayor may in the interest of public safety and welfare make any or all of the following orders or actions:

(1) Order the discontinuance of the sale of beer or liquor by any establishment in the City.

(2) Order the discontinuance of selling, distributing, transporting, or giving away gasoline or other liquid flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle.

(3) Order that no person shall possess, transport or consume any alcoholic beverages in a public street or place which is publicly owned or in any motor vehicle driven or parked thereon which is within a duly designated restricted area.

(4) Order that no person shall carry or possess any rock, bottle, club, brick, explosive, combustibles, or weapon of any type, who uses or intends to use the same unlawfully against the person or property of another.

(5) Order that no person shall make, carry, possess, or use any type of "Molotov Cocktail," gasoline or petroleum-based firebomb or other incendiary device or missile.

(6) Order a law enforcement officer or City of Mission employee to confiscate any items, including alcoholic beverages, ~~firearms~~, explosives, ~~weapons~~, and combustibles, which other orders prohibit possession thereof.

(7) Order suspension of the quorum requirement under K.S.A. 12-3002-and

City Ordinance No. 1093, Title I, Chapter 115, Article III, Section 115.220 needed to hold a City Council meeting due to the unavailability or death of any member(s) of the City Council after a good faith effort to find such member(s).

(8) Issue such other orders as are imminently necessary for the protection of life and property within the City of Mission.

(b) In addition, the City Mayor or City Administrator may in the interest of public safety and welfare make any or all of the following orders or actions:

(1) Direct and compel the evacuation of all or part of the population from any area of the City of Mission stricken or threatened by a disaster, if the City Mayor or City Administrator deems this action necessary for the preservation of life or property or other disaster mitigation, response, or recovery.

(2) Prescribe routes, modes of transportation and destinations in connection with such evacuation.

(3) Control ingress and egress to and from a disaster area, the movement of persons within the area and the occupancy of private and business premise therein.

(4) Order that no person shall enter any area designated by the City Mayor or City Administrator as a restricted area unless in the performance of official duties or with written permission issued by the City of Mission or that a person shall provide proof of residence in such restricted or controlled area.

(5) Order the suspension of the confinement time period for animals picked up by the animal control service or city employees in order for the animals that must be destroyed, to be destroyed immediately, if the capacity of the animal shelter is full and said animals shall be destroyed in a humane fashion. Further, to order animals, if found to be roaming in a pack of three (3) or more in the City of Mission, to be destroyed immediately and in any manner based upon the law enforcement or animal control officer's discretion.

(6) Order suspension of any or all provisions of any rule, resolution, or ordinance necessary for the immediate and effective response of City of Mission and / or City of Mission employees to the local disaster emergency, including the right to exercise emergency expenditure authority to acquire needed supplies, equipment or funds by any means necessary provided that compensation shall be paid under Section 250.080, herein.

(7) Transfer the supervision, personnel, or functions of the City departments and agencies or units thereof for the purpose of performing or facilitating emergency management activities.

(8) Commandeer or utilize any private property if the City Mayor or City Administrator find such action necessary to cope with the disaster, subject to any applicable requirements for compensation.

(9) Issue such other orders as are imminently necessary for the protection of life

and property.

250.120 **Powers of the City Council:** The City Council, by a 2/3-majority vote of the remaining and present members, may amend or rescind any order issued by the Mayor or the City Administrator at any time under this section. The city council shall also be responsible for establishing the funding for the Emergency Operations Center and additional functions necessary to meet any potential disaster or emergency.

250.130 **Dangerous Structures:** Where necessary to protect against escaping dangerous gases, explosion, unsafe buildings or structures, or other unsafe or dangerous physical conditions, designated City employees, including but not limited to law enforcement officers, public works director, or city engineer may order the evacuation of any part of the City or of any structures in the City. Any area or structure to be evacuated shall be a restricted area, which no person, other than authorized City Employees, shall be permitted to enter. The Public Works Director, City Engineer, or Code Enforcement Officer shall have the authority to order any unsafe or dangerous structure or building to be taken down or repaired without delay. Such action may be taken without prior notice to or a hearing of the owners, agents, lien holders, and occupants pursuant to Ordinance 1093, Title V, Chapter 510, Article I, Section 510.010 thru 510.120 or other applicable ordinances, articles or sections.

250.140 **Minor Disaster:** In the event that a minor disaster of a localized nature, including major accidents or a major disturbance (Riot), has occurred and a state of local disaster emergency is not declared, the City Mayor, City Administrator, Emergency Management Director, Public Works Director, or Police Chief acting under the authority of a department head shall have the authority to take reasonable steps whatsoever. These steps include initial response, evacuation or restriction to the designated area, necessary to protect the public safety, health, and welfare or to protect any individual located within the area of the disaster.

250.150 **Emergency Operations Plan:** The City Mayor or City Administrator is hereby authorized to adopt and promulgate the Local Emergency Operations Plan establishing policies, guidelines, and procedures to provide City of Mission employees with information and equipment to function quickly and effectively in disaster situations. Said Plan shall include operation of an Emergency Operations Center and any other functions necessary to meet any potential disaster. Said Plan shall be approved pursuant to K.S.A. 48-929 and be on file at the City Clerk's office for public review.

250.160 **Agreements with Other Johnson County Jurisdictions:** The City Mayor or City Administrator is hereby authorized to enter into an agreement with any other Johnson County City jurisdiction outside of the corporate city limits of Mission for the purpose of providing or receiving assistance of that city's employees, equipment or funds needed to meet any emergency or disaster in the City of Mission. City jurisdictions assisting the City of Mission with employees, equipment or funding during the state of emergency or local disaster shall be entitled to the same authority and immunity as its own employees under city ordinance or state law.

250.170 **Agreements with Johnson County Government:** The City Mayor or City Administrator is hereby authorized to enter into an agreement with Johnson County government to provide or receive assistance from Johnson County Board of Commissioners, Johnson County Emergency Management, Johnson County Road & Bridge Department, Johnson County Animal Control or any other Johnson County agency under its authority. This includes employees, equipment or funds needed to meet any disaster in the City of Mission, in Johnson County.

When Johnson County resources are provided to assist the City of Mission during a state of emergency or local disaster, its employees, equipment or funding shall be entitled to the same authority and immunity as its own employees under city ordinance or state law.

250.180 **Agreements With the State of Kansas:** Pursuant to K.S.A. 48-914, the Mayor and / or City Administrator may enter into a contract on behalf of the City of Mission for the lease or loan with the State of Kansas as may deem necessary to promote the public welfare and protect the interests of the City of Mission of any real or personal property of the City of Mission or State of Kansas or under the jurisdiction or control of the City of Mission or State of Kansas, or the temporary transfer or employment of personnel of the state government. The City Mayor and / or City Administrator is authorized to enter into such contract or lease with the State of Kansas or, accept any such loan or employ such personnel, and the City of Mission may equip, maintain, utilize and operate any such property and employ necessary personnel therefor in accordance with the purposes of which such contract is executed and do all things and perform any and all acts which he or she may deem necessary to effectuate the purpose for which such contract was entered into under the provisions of this Ordinance.

250.190 **Acceptance of Support:** Whenever the U. S. Federal or State of Kansas government or any other agency or officer thereof or any person, firm or corporation offers to the City of Mission, services, equipment, supplies, materials or funds by way of gift, grant or loan, for the purposes of emergency management, the City of Mission acting through the City Mayor or City Administrator, may accept such offer and upon acceptance, the City Mayor or City Administrator may authorize any employee of the City of Mission to receive such services, equipment, supplies, materials, or funds on behalf of the City of Mission and subject to the terms of the offer and rules and regulations, if any, of the agency making the offer. (K.S.A. 48-916).

250.200 **Liability:** Pursuant to K.S.A. 48-915, and any amendment thereof, neither the City of Mission, its employees, members of the City Council, employees from other cities or Johnson County, or other counties, or volunteers, shall be liable for personal injury or property damage sustained by any person appointed or acting as a volunteer worker, or any City of Mission employees engaged in emergency operations activities. The foregoing shall not affect the right of any person to receive benefits or compensation to which they might otherwise be entitled under the workmen's compensation law, any pension law, or any act of Congress. Upon a declaration of a local disaster emergency, neither the City of Mission nor, except in cases of willful misconduct, gross negligence, or bad faith, the employees, agents of the City of Mission nor any volunteer workers, or employees from other cities or counties, complying with or reasonably attempting to comply with this act, or any proclamation, order, rules, regulations or the Emergency Operations Plan adopted pursuant to the provisions of this Ordinance relating to blackout or other precautionary measures enacted by the City of Mission, shall be liable for the death of or injury to persons, or for damages to property, as a result of any such activity performed during the existence of such state of local disaster emergency.

250.210 **Vacancies-City Government:** Pursuant to K.S.A. 48-1201, et seq., should any vacancy arise due to the death of or the unexplained absence of any member of the City Council of the City of Mission or in the event that the member is unavailable to exercise the powers and discharge the duties of his/her office during the course of any local disaster or emergency declared by the City Mayor or City Administrator, said vacancy shall be filled through appointment by the Mayor with approval of a majority of the remaining members of the City Council from the following: ex-member of the City Council, any member of the City Planning Commission, Board of Zoning

Appeals or any person the Mayor may deem suitable to fill a vacancy. Said appointment shall last until the member reappears or until the next scheduled election of the City Council.

250.220 **Vacancies-Judicial:** Pursuant to K.S.A. 48-1201, et seq., in the event that the City of Mission Municipal Court Judge is unavailable to exercise the powers and discharge the duties of the Court, the City Mayor and / or City Administrator may appoint any attorney with at least ten years of legal experience, preferably in the Mission Municipal Court, as Judge of the Municipal Court with the approval of the majority of the remaining City Council.

250.230 **Emergency Location of Government:** Whenever due to an emergency resulting from the effects of a local disaster emergency or enemy attack, the City Council may meet within or without the City of Mission on the call of the City Mayor and / or City Administrator or any three members of the City Council, and shall proceed to establish and designate by ordinance, resolution or other manner, alternate places as the emergency temporary location of the local government where all or any part of the public business may be transacted and conducted during the emergency situation. Such place may be within or without the City of Mission and within the State of Kansas. (K.S.A. 48-1401)

During the period when the public business is being conducted at the emergency temporary location, the governing body shall have and possess and shall exercise all the executive, legislative and judicial powers and functions conferred upon the governing body. Such powers and functions may be exercised in the light of the exigencies of the emergency situation without regard to or compliance with the time consuming procedures and formalities prescribed by law and pertaining thereto and all acts of such governing body shall be as valid and binding as if performed within the City of Mission. (K.S.A. 48-1402)

250.240 **Recovery of Expenses:** Any individual, corporation, association, partnership, organization, firm, trustee, legal representative or public or private company whose negligent or willful act or omission causes any Hazardous Material release, discharge, deposit or spill or threatened release, discharge, deposit or spill requiring abatement, clean-up or other emergency action by the City of Mission or any authorized agent thereof, shall be responsible for reimbursement to the city for any and all expenses directly and indirectly incurred during the detection, response and recovery phases of the incident mitigation.

(a) Recoverable expenses includes, but are not be limited to: the disposal of materials and supplies consumed or contaminated, compensation for city employees time, use, rental, lease or purchase of equipment to specifically respond to the incident, replacement costs for equipment damaged or contaminated beyond repair or reuse, decontamination of equipment, special technical consultation or services including personnel time and fees, laboratory costs, clean-up, storage or disposal of contaminated released material or equipment, equipment and personnel costs for evacuation of persons or property, medical expenses incurred by responding personnel and legal expenses that may be incurred as a result of the emergency response-including any recovery expenses.

(b) The involved city departments shall submit a written, itemized claim for the total expenses incurred during the emergency action to the City Administrator within 30-days after the date of the completion of the mitigation and clean-up actions. The City Administrator shall submit a written notice and copy of the grand total claim to the responsible person(s) including notice that unless the claim is paid in full within 30-days of delivery the city shall file a civil action seeking recovery for the stated amount. The city may cause a lien in the amount of the recoverable expenses to be placed on any real property owned, leased, operated or managed by the person causing or responsible for the emergency action. Alternatively, the city may bring a civil action for recovery of the recoverable expenses against any and all persons causing or responsible for the emergency action. Remedies in this section shall not limit other remedies provided by law.

250.250 Dissemination of Certain Emergency Plan Information - Not Public:

Information contained in this Local Emergency Operations Plan that is or may be deemed by either Federal, State, County or City government to be security sensitive or of a classified nature in its content or context may not be disseminated to the general public or the media. Plan specific operations techniques, application specific emergency operations tactics or information that would tend to give aid or encouragement to a potential adversary may not be released to any member of the public or the media for City or other agency security reasons.

250.260 Violation and Penalties: The violation of any provision of this act or any rule, regulations, or plan adopted under this act or any lawful order or proclamation issued under authority of this Ordinance whether pursuant to a proclamation declaring a state of local disaster emergency, shall constitute an Unclassified Public Offense. The sentence shall be a definite term of confinement that shall not exceed one hundred eighty days (180) days or a fine to be at least Two Hundred Fifty Dollars (\$250.00) and not to exceed One Thousand Dollars (\$1,000.00), or both confinement and fine.

This Ordinance shall take effect from and after its passage and publication as required by law.

PASSED by the Governing Body on this ____ day of _____, 19____.

SIGNED by the Mayor on this ____ day of _____, 19____.

Laura L. McConwell, Mayor

ATTEST:

Martha Sumrall, City Clerk

APPROVED AS TO FORM:

David Martin, City Attorney

CITY OF MISSION, KANSAS

RESOLUTION NO. _____

**A RESOLUTION DESIGNATING THE CITY OF MISSION, KANSAS
EMERGENCY MANAGEMENT - HOMELAND SECURITY DIRECTOR**

WHEREAS, Ordinance No. 1108 establishes the City of Mission Emergency Operations Plan, which has been developed to establish the special policies, procedures, guidelines and ordinances that will provide City personnel with the information, assistance and the means required to plan, respond to, and function quickly and effectively in an emergency or disaster situation; and

WHEREAS, the City, has periodically updated and approved the City of Mission Emergency Operations Plan, which requires the designation of an Emergency Management - Homeland Security Director,

NOW, THEREFORE, be it resolved by the Governing Body of the City of Mission:

Section 1. Captain Dan Madden, is hereby designated as the City of Mission Emergency Management - Homeland Security Director.

Section 2. This designation shall be updated periodically by resolution when a change in designee is required.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MISSION on this 20th day of February 2019.

APPROVED BY THE MAYOR on this 20th day of February 2019.

Ronald E. Appletoft, Mayor

ATTEST:

Martha Sumrall, City Clerk

City of Mission	Item Number:	5.
ACTION ITEM SUMMARY	Date:	January 29, 2019
Administration	From:	Ben Hadley

Action items require a vote to recommend the item to full City Council for further action.

RE: Purchase of one 2019 Ford Explorer Limited All Wheel Drive (AWD) vehicle for the Police Department.

RECOMMENDATION: Approve the purchase of a 2019 Ford Explorer Limited All Wheel Drive (AWD), including replacement of emergency equipment at a cost not to exceed \$45,917.

DETAILS: On January 4, 2019 the Police Department's Unit #12, a 2011 Ford Explorer was involved in a vehicle accident. This vehicle is an administrative vehicle used primarily by the investigations division. The damage sustained rendered the vehicle severely damaged. The vehicle was already scheduled for replacement in the 2019 Budget.

A claim was submitted to the City's insurance company, Travelers, who is still in the process of completing their damage assessment. The unit will be replaced with a 2019 Ford Explorer Limited All Wheel Drive (AWD). The cost of the replacement vehicle, secured through a cooperative purchasing bid with the Mid-America Regional Council (MARC), is \$42,917 that was budgeted in 2019 in the capital expense police vehicle 01-30-403-01.

Following the accident, the vehicle was stripped of all essential police equipment. The mobile radio appears to be the only salvageable piece of equipment. The exact status will not be known until the radio is wired into the new vehicle. A listing of the equipment for the vehicle is included in the packet and estimated at an additional \$3,000, bringing the total replacement cost for the vehicle to \$45,917.

Expenditure authority is requested for the full amount of the replacement costs for the vehicle and equipment in order for the process to proceed in a timely manner. The City's actual out of pocket expenses will be substantially less based on the reimbursements anticipated from the insurance carrier. Any amounts not covered by insurance would be funded through the funds budgeted in the Police Department's capital expenses in the General Fund.

CFAA CONSIDERATIONS/IMPACTS: N/A

Related Statute/City Ordinance:	
Line Item Code/Description:	01-30-403-01
Available Budget:	\$ 42,917

BOB ALLEN FORD

9239 Metcalf
Overland Park, KS 66212



Bid for City of Mission/Mission Police Department:

1. 2019 Ford Explorer Limited 4WD VIN 1FM5K8F81KGB07589

Vehicle is equipped with 3.5L V-6, Automatic transmission, 2nd row bucket seats, Twin panel moonroof, Enhanced ACTV Park Asst System, Class III Trailer Tow Package, Ford Safe and Smart Package.

The Price for this vehicle is \$42,917.56 after all Gov discounts.

William Springer

Sales Manager

Bob Allen Ford

913-272-1113

Bspringer@boballenford.com

City of Mission	Item Number:	6.
ACTION ITEM SUMMARY	Date:	January 28, 2019
Administration	From:	Brian Scott

Action items require a vote to recommend the item to full City Council for further action.

RE: Declaration of Surplus Equipment

RECOMMENDATION: Approve the Resolution providing for the sale/disposal of surplus equipment from various departments.

DETAILS: Section 12-101 of the Kansas State statutes (K.S.A. 12-101) puts forth the corporate powers of cities in Kansas which includes:

- Sell and convey any real or personal estate owned by the city, and make such order respecting the same as may be deemed conducive to the interests of the city (emphasis added), and to provide for the improvement, regulation and government of the same.

City Council Policy No. 111 specifically defines the process and procedure for the sale and disposal of real and personal property by the City of Mission (please see attached). Each department, in consultation with the Assistant City Administrator/Finance Director, will be responsible for determining the best method for disposal of property in accordance with state law and council policies.

With the beginning of the new fiscal year, several departments have identified property to be disposed of. Items include a 2011 Ford Explorer Police Department vehicle that was recently involved in a rear-end collision. The insurance company is still assessing the value of the car, so the estimated value is not included in the spreadsheet. The vehicle was scheduled for replacement in 2019, so will not be repaired, regardless of the insurance company's determination. As such, we need to proceed to surplus it so that title can either be transferred to the insurance company.

Other items include the phone system and the surveillance camera system that were recently replaced. Due to their age, these systems have no residual value and will be disposed of through a third party vendor in a compliant manner.

All property and equipment for surplus is listed on Attachment A to the Resolution.

CFAA CONSIDERATIONS/IMPACTS: N/A

Related Statute/City Ordinance:	K.S.A. 12-101, City Council Policy 111
Line Item Code/Description:	NA
Available Budget:	NA

CITY OF MISSION
CITY COUNCIL POLICY MANUAL

POLICY NO. 111

SALE OF REAL PROPERTY & EQUIPMENT

- 1.01 This policy describes the process and procedure for the sale of real and personal property by the City which is also outlined in KSA 12-101.
- 1.02 All City Officials and employees both elected and appointed are prohibited from participating in the purchase of real and personal property from the City.
- 1.03 All real property of the City of Mission will be sold in accordance with applicable state law and requires the approval of the City Council.
- 1.04 The City will on an as needed basis establish a calendar of sale of unclaimed or obsolete personal property. It will be the responsibility of the Department Head and Finance Officer to determine the best means of disposing or selling of obsolete personal property.
- 1.05 All sale of real or personal property will include a one-week classified ad announcing the sale of said property in both the Kansas City Star and Johnson County Sun.

APPROVED BY THE GOVERNING BODY ON DECEMBER 8, 2004

CITY OF MISSION, KANSAS

RESOLUTION NO. _____

A RESOLUTION DECLARING SURPLUS PROPERTY FOR SALE OR DISPOSAL

WHEREAS, City Council Policy No. 111 defines the process and procedure for the sale and disposal of real and personal property by the City of Mission, which is also outlined in K.S.A. 12-101; and

WHEREAS, the City, has identified those items listed on Attachment A as "Surplus Property;"

NOW, THEREFORE, be it resolved by the Governing Body of the City of Mission:

Section 1. The items included on Attachment A are hereby declared as surplus.

Section 2. The Finance Director, in consultation with each Department, will be responsible for determining the best method for disposal or sale of the items declared as surplus.

Section 3. In accordance with Council Policy 111, all City Officials and employees, both elected and appointed, are prohibited from participating in the purchase of real and personal property from the City.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MISSION on this 20th day of February 2019.

APPROVED BY THE MAYOR on this 20th day of February 2019.

Ronald E. Appletoft, Mayor

ATTEST:

Martha Sumrall, City Clerk

City of Mission	Item Number:	7.
ACTION ITEM SUMMARY	Date:	January 28, 2019
Administration	From:	Ben Hadley

Action items require a vote to recommend the item to full City Council for further action.

RE: Increased Funding for Mental Health Co-Responder program.

RECOMMENDATION: Approve an additional \$12,500 to fund the mental health co-responder program, bringing Mission's total 2019 contribution to \$27,500.

DETAILS: The Mental Health Co-Responder program provides intervention for residents experiencing a mental health and/or substance abuse crisis. It was highlighted at the 2016 State of County address because of the success of programs already operating in Overland Park and Olathe, and then scheduled for implementation in Lenexa and Shawnee.

The co-responder is a licensed mental health professional who responds to calls for service, with officers, that involve the need for mental health intervention which may include:

- Helping to de-escalate an individual who is in distress
- Clinically assisting the need for immediate mental health services, such as hospitalization
- Providing information to the individual and their family about mental health resources available in the community

Benefits of the co-responder program include:

- With reduced funding at the state level for mental health facilities and personnel other solutions need to be sought
- Reduce repeated calls for service at the same residence
- Fewer evaluations done at local hospitals and done on scene
- Fewer of these incidents ending in arrest
- Providing a service to our citizens/visitors in a time of crisis

In 2017, the program was expanded to allow seven cities (Fairway, Leawood, Merriam, Mission, Prairie Village, Roeland Park, and Westwood) to partner with Johnson County Mental Health to provide a Mental Health Co-Responder program. Mission's cost was approximately \$10,000.

By mid-2018, the participating cities realized that one co-responder was not enough to properly manage the expectations and workload from each municipality. An agreement was reached that Leawood and Prairie Village would break off from the group and share one co-responder. Mission, along with Westwood, Fairway, Roeland Park, and Merriam would share services of a second co-responder.

Related Statute/City Ordinance:	
Line Item Code/Description:	09-90-201-02 Mental Health Co-Responder
Available Budget:	\$ 27,500.00

City of Mission	Item Number:	7.
ACTION ITEM SUMMARY	Date:	January 28, 2019
Administration	From:	Ben Hadley

Action items require a vote to recommend the item to full City Council for further action.

Over the last several months, the cities have been in conversation with Shawnee Mission Medical Center in the hopes of securing a grant to help fund the program. Unfortunately, we were recently advised that Shawnee Mission Medical Center (SMMC) will not be contributing to the co-responder program.

A hiring process was also initiated to secure to fill the vacant position that would serve our five cities. Capt. Lane was Mission's representative on the interview panel and a selection has been made.

The City's 2019 Budget includes \$15,000 (Special Alcohol Fund) to cover the expenses associated with the co-responder program. With the recent decision by SMMC, the City of Mission will need approximately \$12,500 more to continue to offer the co-responder program for our citizens. There is sufficient anticipated fund balance (\$76,000) in the Special Alcohol Fund to cover the increase in expenditures without impacting other programs or services currently approved for funding.

The reduction in the number of cities served - from seven to five - will give Mission's residents in need of these services more time and attention.

CFAA CONSIDERATIONS/IMPACTS: Implementation of the co-responder program meets goals outlined in items 6-D and 6-J of the Communities for All Ages Checklist. Action Item 6-D suggests, "The city has educated personnel to ensure those who work with the public are knowledgeable about specialized needs for citizens of different ages and abilities." The program will also support Action Item 6-J which says, "The city and its partners provide referrals to those residents identified as needing more intensive services."

Related Statute/City Ordinance:	
Line Item Code/Description:	09-90-201-02 Mental Health Co-Responder
Available Budget:	\$ 27,500.00