

East Union/City of Afton Multi-Purpose Safe Room Operations & Maintenance Plan

Contact Information

As part of the East Union/City of Afton's Operations and Maintenance plan for the multi-purpose Safe Room, the contact information below will be posted in a highly visible area within the Safe Room. A copy will also be continually updated and given to the East Union School District persons responsible to help carry out the plan, as well as each City of Afton employee and person listed as contacts.

| Title | Contacts | | Phone Contacts |
|--|-------------------|---------------------------|--|
| School Superintendent | | Office: Cell: Home: | 641-347-5215 641-347-8421 |
| Site Coordinator/Manager | Mike Nelson | Office: Cell: Home: | 641-347-8421 641-347-7081 641-202-1100 |
| Asst. Site Coordinator/Manager | Eric Anderson | Office: Cell: Home: | 641-347-8421 641-347-7081 641-202-1700 |
| Emergency Management Coordinator | Jo Anne Duckworth | Office: Cell: Home: | 641-782-1622 641-344-4151 641-782-8915 |
| Other Personnel that may be available to unlock doors: | Mark Weis | Work: Cell: Home: | 641-347-8421 641-202-0208 641-347-8822 |
| | Jack McIntire | Work: Cell (Home): | 641-347-7083 641-347-5546 |
| | James Hardy | Work: Cell: | 641-347-5215 641-202-3291 |
| | Storm Spotters | | |
| Police Chief | John Coulter | Office: Cell: Home: | 641-347-5255 641-344-4235 641-782-2510 |
| Fire Chief | Jim Krantz | Office: Home: | 911 641-347-5217 |
| Public Works Superintendent | Monte Parrott | Office: Home: | 641-347-5224 641-347-8823 |
| City Mayor | Shelli Burger | Office: Cell: Home: | 641-347-5224 641-344-9706 641-347-8860 |
| Other: City Clerk | Toni Landers | Office: Cell: Home: | 641-347-5224 641-344-2656 641-347-8485 |

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|--|---------------|----------------|---------------------|
| County Ambulance | Ryan Burwell | Office: ER: | 911 641-782-3535 |
| American Red Cross Disaster Response Coordinator | Brian Keath | Cell: | 515-243-7681 |
| Chief Dispatcher | Biege Fienage | | 641-782-8402 |

Safe Room Manager

Mike Nelson, East Union Facilities Manager will be designated as the Safe Room Manager. Mark Weis, Principal, and the Afton Police Chief, and Eric Anderson will be trained as assistant manager/coordinator. The School and City have employees who can be reached 24/7 in case of emergencies; therefore, it's in the best interest of both to train all the on-call employees to perform the Safe Room Manager's duties in case of an emergency. Ultimately, the assigned manager will have the responsibility of training personnel, actually managing the maintenance of the equipment, and ensuring that procedures are kept current.

Safety Manager

John Coulter, Afton Police Chief, will be designated as the Safety Manager. The school and city have employees who can be reached 24/7 in case of emergencies; therefore, it's in the best interest of both to train all the on-call employees to perform the Safety Manager's duties in case of an emergency. Ultimately, the assigned manager will have the responsibility of training personnel, actually managing the maintenance of the equipment, and ensuring that procedures are kept current.

Equipment Manager

Mike Nelson, East Union Facilities Manager will be designated as the Equipment Manager. Eric Anderson will be trained in these responsibilities, also. The school and city have employees who can be reached 24/7 in case of emergencies; therefore, it's in the best interest of both to train all the on-call employees to perform the Equipment Manager's duties in case of an emergency. Ultimately, the assigned manager will have the responsibility of training personnel, actually managing the maintenance of the equipment, and ensuring that procedures are kept current.

Definitions

The definitions below play an important part in the proposed Safe Room Operations and Maintenance program. The City of Afton follows the Union County, IA County-Wide Storm Siren Activation Guideline for sounding their outdoor warning sirens day or night when there is a threat of severe high winds, funnel cloud, or tornado. A more detailed Severe Storm Warning Procedure is outlined below as defined by the National Weather Service:

Tornado Watch:

Conditions are conducive to the development of tornadoes in and close to the watch area. Safe Room team will be alerted by Emergency Management once a watch has been issued. As storms approach Union County/Afton, the Safe Room team will be notified to open the Safe Room.

Tornado Warning:

A tornado has actually been sighted by spotters or indicated on radar, and is occurring or imminent in the warning area.

Severe Thunderstorm Watch: Conditions are conducive to the development of severe thunderstorms in and close to the watch area. Emergency Management will closely monitor the storm for indications of high winds and potential tornado.

Severe Thunderstorm Warning: A severe thunderstorm has actually been observed by spotters or indicated on radar, and is occurring or imminent in the warning area. Emergency Management will closely monitor the storm for indications of high winds and potential tornado.

Safe Room Population

The Safe Room population will consist of students/staff from East Union Community Schools, participants/spectators from athletic fields, staff from Afton City Hall, and patrons from the community. The maximum number of Safe Room occupants is 800.

Pets in the Safe Room

No pets will be allowed in the Safe Room.

Educating the Public

The students and staff of the East Union Community School District and the City of Afton will utilize several methods of informing patrons regarding the Safe Room. The methods will consist of, but not be limited to:

- Putting notification on the electric/sewer/garbage bills mailed to citizens.- **Talk to Toni**
- Posting appropriate signage as required by FEMA 361.
- Advertising in the Afton Star-Enterprise and in the *East Union "Highlights" District Newsletter*.
- Putting a note on sporting event rosters informing spectators of the Safe Room.
- **Posting flyers in obvious locations at East Union Schools, City Hall and the Community Center.**
- Advertise the Safe Room on the "KSIB Radio" 101.3FM and 1520AM.
- **Posting in city park and recreation areas.**
- Post it on the East Union Community School District website, Union County Emergency Management website, and **City of Afton website.**

Signage

Proper signage will be clearly posted and direct occupants toward the Safe Room:

- Proper signage will be placed outside/inside the East Union Community School Buildings
- Proper signage will be placed outside/inside the city of Afton's building, directing occupants toward the Safe Room.
- The Safe Room Manager will be responsible for all necessary signage.

Severe Storm Warning Procedure

In the event that severe weather is possible, the procedures outlined below will be followed:

1. If the potential for severe weather looks likely, during school hours, the Safe Room is unlocked. During after school hours when a custodian is on duty, he/she will unlock the entry doors (and Safe Room). (All classroom doors in Safe Room area must be locked with no one occupying these rooms). During hours when no one is in the school, the Safe Room will be unlocked by the Afton Police Officer on duty. In the event that the Police Office on duty is unavailable, the next person to unlock the facility is person listed as a contact (see chart).

2. All emergency response personnel will utilize various methods of tracking the storm: NOAA Weather Radios, KCCI weather service radar, KSIB news, radar and police/fire radios. Union County Emergency Management will also be a source of information during a severe storm event via radio broadcasting and phone contact. Weather forecasts for Adams, Clarke, Ringgold, Adair, and Taylor Counties will be closely monitored.
3. Once a severe storm event is imminent and headed in the general direction of Afton, the City's severe storm outdoor warning siren shall be sounded day or night.
4. Once the severe storm warning has been sounded, the school, officer on duty or other personnel assigned to assist, will help to get people into the Safe Room in a safe and orderly manner. Once people are in, the officer or assigned personnel will secure the Safe Room doors.
5. If a generator is acquired, the East Union School and assigned personnel and/or equipment manager/maintenance staff on-call will proceed to the Safe Room in order to operate the generator, if needed.
6. Once the Safe Room doors have been secured, the Manager(s) will then take a head count and have occupants sign in using a clipboard and sign in sheet.
7. During the storm event, the school, officer on assigned members to assist will monitor the storm via radar on computer, NOAA Weather Radio receivers, Southwest Iowa Amateur Radio Association, radio, television, and Union County Dispatch via police radio. 2-way communication will be maintained between the Safe Room Manager in the Safe Room and the emergency operation center during a high wind event. **An additional two-way radio will be kept with the FEMA supplies.**
8. When official word has been received that danger has passed, the City of Afton will sound the "all clear" siren. The school, officer on duty or assigned personnel will be notified and then the Safe Room Manager or Assistant Manager will open all doors and help occupants exit in an orderly, safe manner.
9. After the storm event, the Safe Room Manager will then check and restock all supplies and the East Union School maintenance staff will clean and perform any necessary maintenance on the facility.
10. In the event of a severe storm and there is damage to the Safe Room facility, the Safe Room Manager will ensure that all necessary repairs/maintenance are performed as per FEMA 361.
11. On a quarterly basis, the equipment will be checked to determine that supplies are not out of date and fully stocked.

Personnel Roles and Responsibilities

Safe Room Manager/Coordinator (Mike Nelson, EU Facilities Manager)

(Assistant Safe Room Managers: Mark Weis, Principal, John Coulter, Police Chief; Eric Anderson, Asst. Facilities Manager)

- Monitor severe storm events – high winds, tornado watches/warnings.
- Provide overall guidance during the storm event.
- Contact Emergency Management Coordinator
- Unlock and open the Safe Room once a storm is imminent and heading in the general direction of Afton as outlined above in the Severe Storm Warning Procedure.
- Take a head count of occupants using a clipboard and sign in sheet.
- Secure shelter.
- Determine when conditions warrant allowing Safe Room occupants to leave and escort them out in a safe, orderly manner.
- Maintain a log of events.
- Check and replenish supplies.

Site Coordinator (Mike Nelson, EU Facilities Manager)
(Asst. Site Coordinator: Eric Anderson)

- Purchase supplies, maintain storage, keep inventory, and replace outdated supplies in accordance with the emergency supplies check list. Maintain a check list of supply items for the before and after events.
- Check and replenish supplies.

Safety Manager (John Coulter, Afton Police Chief)

- Safety Manager will be responsible for administering first aid/medical supplies.
- Ensure all personnel are familiar with the Safe Room Operations Plan.
- Conduct training programs: cover signals and meanings and what responses are required; where to report in emergency situations; identification, location, and use of common safety equipment; shut down and startup procedures; evacuation and sheltering procedures.
- Conduct drills and exercises at least two times per year to evaluate the Safe Room Operations Plan and to test the effectiveness of the emergency procedures.
- Coordinate and conduct drills with the school four times during the school year.
- Conduct evaluations after drills, exercise, or actual emergency to determine effectiveness of the plan.

Emergency Security Coordinator (John Coulter, Afton Police Chief)

- Open the Safe Room for occupancy.
- Control the movement of people and vehicles at the site and maintaining access lanes for emergency vehicles and personnel.
- "Lock down" the Safe Room.
- Contact emergency personnel if needed for the treatment of injured personnel.
- Prevent unauthorized entry into hazardous or secured areas.
- Assist the Safe Room Manager in keeping occupants informed.
- Monitor the Safe Room occupants to ensure their needs are being met.

Site Coordinators (Mike Nelson, EU Facilities Manger; Eric Anderson, EU Asst. Facilities Manger)

- Operate the heating/cooling ventilation systems and generator (when acquired), including the NOAA Weather Radio receivers and maintain maintenance records.
- Maintain and update the equipment as necessary, including batteries for the NOAA Weather Radio.
- Assign appropriate staff to implement the extreme-wind protocol and ensure the integrity of the facility; make regular rounds of the interior and exterior of the facility.
- Understand the operation of all facility equipment including: communications, lighting and safety equipment, and closure of all building openings.
- Routine inspection of the safety and sanitation of the facility.

Training for New/Existing Staff Members

Safe Room Manager/Assistant Safe Room Coordinators: Each new and existing member of the East Union maintenance department will receive the same training (and be as knowledgeable in the procedures) as the Safe Room Manager. Although the manager will oversee/direct the training of all the maintenance staff, each employee will be able to perform the duties of the Safe Room manager. The

actual Safe Room manager will be responsible for maintaining the emergency supplies, establishing /updating any severe storm warning procedures, and ensuring that the staff is receiving proper training.

In the event that a generator is obtained, along with the training for Safe Room coordination, the maintenance employees will be trained in how to operate the emergency generator. Directions for the operation of the generator will be clearly posted next to the generator and placed in an operations manual located in the storage area of the Safe Room.

Equipment Managers: The East Union Facilities Manager and assigned personnel will be trained to function as the equipment manager in cases of emergency. The Site Coordinator will be responsible for maintaining the equipment as required.

Each time a new employee in the East Union Maintenance Department or Public Works Staff is hired they will, as part of orientation program, receive training on the severe storm warning procedures and their role in the plan. Each spring during Severe Storm week (March) all personnel whose names are listed as contacts to assist in this type of emergency will receive refresher training by the Safe Room Manager and the Equipment Manager covering the emergency procedures and a review of the proper operation of the generator (when one is obtained).

Anytime there are changes to the Storm Warning Procedure, the Safe Room Manager and Equipment Manager will be responsible for notifying/educating all staff members regarding this change. These changes will be reflected in the written documentation and a copy given to each contact person listed in this plan.

Custodial Staff/Maintenance Staff

East Union has custodial staff that is responsible for cleaning all the school facilities. These individuals will be responsible for the “standard” cleaning of the Safe Room during normal operations by their direct supervisor and after a storm event by the Safe Room manager.

Non-Emergency Use of Multi-Purpose Safe Room

- During non-emergency times, the multi-purpose Safe Room will be opened up by the East Union Community School Custodial staff (during their normal operating hours) and be available for community use.

Regular Maintenance

The East Union Community School District is the owner of record and will be responsible for performing all routine maintenance of the facility. Regular scheduled maintenance on the multi-purpose Safe Room will consist of the following:

| Schedule | | Performed by |
|------------------|---|--|
| Weekly Cleaning: | <ul style="list-style-type: none"> • Bathrooms – toilets, sinks mirrors, floors and restocking supplies (soap, toilet paper, paper towels) • Kitchen – sinks, counter tops, floors, and restocking supplies (paper towels) • Open floor space – sweep and polish floor • Dispose of garbage | East Union Community School District Custodial/Maintenance Staff |

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|-----------------------|---|--|
| | <ul style="list-style-type: none"> • Ensure tables/chairs are properly stored | |
| Quarterly: | <ul style="list-style-type: none"> • Ensure batteries in flashlights are still working • Replenish battery supply • Check light bulbs and replace any that are not functioning properly • Change air filters in heating/cooling units and perform a standard review of equipment to ensure proper functioning • Check batteries in weather radios to ensure they are working properly • Operate/test the heating/cooling ventilation systems • Check batteries in two way radio • Operate/test generator (when one becomes available) | Safe Room Manager |
| Bi-Annual Basis: | <ul style="list-style-type: none"> • Check hinges on doors and windows • Practice/review emergency procedures | East Union Community School District Custodial/Maintenance Staff |
| Annual Basis: | <ul style="list-style-type: none"> • Wash windows • Perform inventory on emergency supply equipment • General review of Safe Room interior/exterior to check for any items that may need minor repair • Generator “refresher” training – City Maintenance Personnel and Afton Police Officers | Site Coordinator |
| As Needed Basis: | <ul style="list-style-type: none"> • Replenish first-aid kits/supplies after a severe storm event • Train new employees • Replace batteries • Replace signage • Replace light bulbs • Snow removal • Mowing of grounds | Site Coordinator |
| Generator (when it is | <ul style="list-style-type: none"> • As per the dealer | East Union Community |

| | | |
|------------|--|---|
| acquired): | recommended maintenance schedule. See generator for scheduled maintenance schedule | School District Custodial/Maintenance Staff |
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Generator Maintenance and Use

When a generator becomes available, maintenance will be performed as per manufacturer guidelines outlined in the generator operations manual. The standard generator maintenance will be performed and tracked on a maintenance schedule by East Union maintenance staff and dealer certified professionals when applicable.

All East Union Maintenance Staff, Afton Police Chief and assigned personnel will be trained in safe operation of the generator. As an additional safety measure, a detailed “How To” chart will be prepared and posted in the generator containment area outlining the steps necessary to operate the generator and necessary safety precautions that must be taken by staff when operating the generator.

Emergency Supplies Check List

As part of the East Union/City of Afton’s Operations and Maintenance plan for the multi-purpose Safe Room, a pre-packaged kit containing the items listed below will be kept in a well-displayed area to be used in the event of a severe storm event. This kit will be inventoried on a monthly basis by the Safe Room Manager to ensure that forms are current and items are in good condition. In the event of a severe storm event and supplies are used, they will be immediately replaced by the Safe Room Manager.

| Quantity | Item Description | In Kit? |
|----------|--|---------|
| | First Aid Kits | |
| | 2”x2” sterile gauze pads (box of 100) | |
| | 3”x3” sterile gauze pads (box of 100) | |
| | 4”x4” sterile gauze pads (box of 50) | |
| | 5”x9” sterile dressing | |
| | Adhesive bandages, various sizes (3/4” to 1” sizes) | |
| | Adhesive tape, 2”x5 yds | |
| | Adhesive tape, 1”x5 yds | |
| | 2” conforming roller gauze bandages | |
| | Advanced antimicrobial elastic (Ace) bandages 3”x5 yds | |
| | Multi-trauma dressing 12”x30” | |
| | Triangle bandages 38”x52” | |
| | 2” non-sterile cling gauze rolls (12 pack) | |
| | Cardiopulmonary Resuscitation (CPR) breathing barrier, such as a face shield | |
| | Medical grade non-latex gloves (box of 100, large) | |
| | Medical grade non-latex gloves (box of 100, small) | |
| | LED Flashlights | |
| | Bandage shears | |
| | Cotton-tipped applicators (box of 100) | |
| | Ammonia inhalant ampoules (box of 10) | |
| | Equipment | |
| | NOAA Weather Radio | |
| | Public address system | |

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| | Fire extinguishers (Building Code) | |
| | Pry bars (to open doors damaged or blocked by debris) | |
| | Trash receptacles, liners and ties (various sizes depending on location) | |
| | Basic tool kit | |
| | Police radio and charger | |
| | Batteries | |
| | Bullhorn | |
| | Paper, pens (to record persons in Safe Room) | |

Updating the O & M Policy

The O & M policy will officially be reviewed on an annual basis, but any necessary updates or policy changes will be made throughout the year on an as needed basis. A new policy will be distributed to all East Union and City employees listed as contact information and inserted into the O & M Policy binder.