

Black Hawk County Evacuation Plan

May 24, 2018



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EXECUTIVE SUMMARY

The purpose of the Black Hawk County Evacuation Plan is to provide the Black Hawk County Emergency Management Agency (EMA) and responders an initial framework of information to be used for an orderly and coordinated evacuation in the event of a disaster. The Plan does not address normal day-to-day emergencies or procedures used in coping with such emergencies. The concept of operations reflected in this document focuses on potential large-scale disasters that were identified in the *2015 Black Hawk County Multi-Jurisdiction Hazard Mitigation Plan*, and provides a framework for addressing emergency situations.

This document is not designed to mitigate the circumstances that triggered an evacuation. The function of this plan is to assist with the orderly and coordinated removal of people from an area that may be considered a health hazard. After the population is removed from the affected area, the proper local authorities will assess the threat, analyze the factors pertaining to the hazard, and make a determination of whether or not it is safe for the population to return.

INTRODUCTION AND OVERVIEW

Purpose

The purpose of this plan is to provide for the orderly and coordinated evacuation of all or any part of the population of Black Hawk County if deemed the most effective means available for protecting the health and welfare of the citizens from the effects of an emergency. This document primarily focuses on high probability and severity events identified in the *2015 Black Hawk County Multi-Jurisdictional Hazard Mitigation Plan*. The Plan is general in nature recognizing that there are too many variables and possible scenarios to recommend specific emergency actions. Conversely, the Plan identifies evacuation routes, tools, and resources that could be utilized in an emergency evacuation situation.

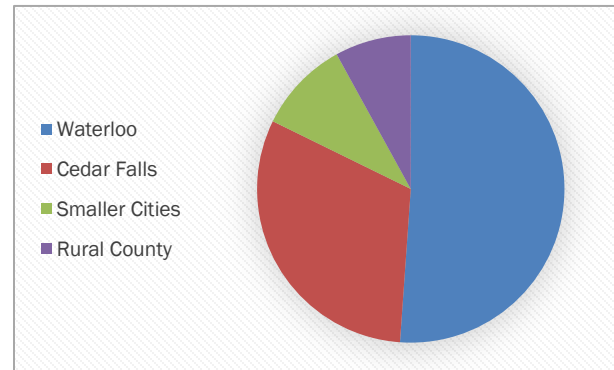
County Demographics

Population – According to the U.S. Census 2016 Population Estimates, the county population is 132,904, making it the fifth-most populous county in Iowa. Black Hawk County has a total area of 573 square miles, of which 566 square miles is land and seven square miles is water. The Cedar River roughly divides the county in half from the northwest to the southeast corner. There are nine municipalities located entirely within the County’s borders: Cedar Falls, Dunkerton, Elk Run Heights, Evansdale, Gilbertville, Hudson, La Porte City, Raymond, and Waterloo. Approximately 92 percent (122,254) of the County’s population resides in the incorporated cities, with the remaining living in the unincorporated areas. Table 1 shows the population distribution across the county, and Map 1 shows the population density within Black Hawk County.

Table 1: Population Distribution

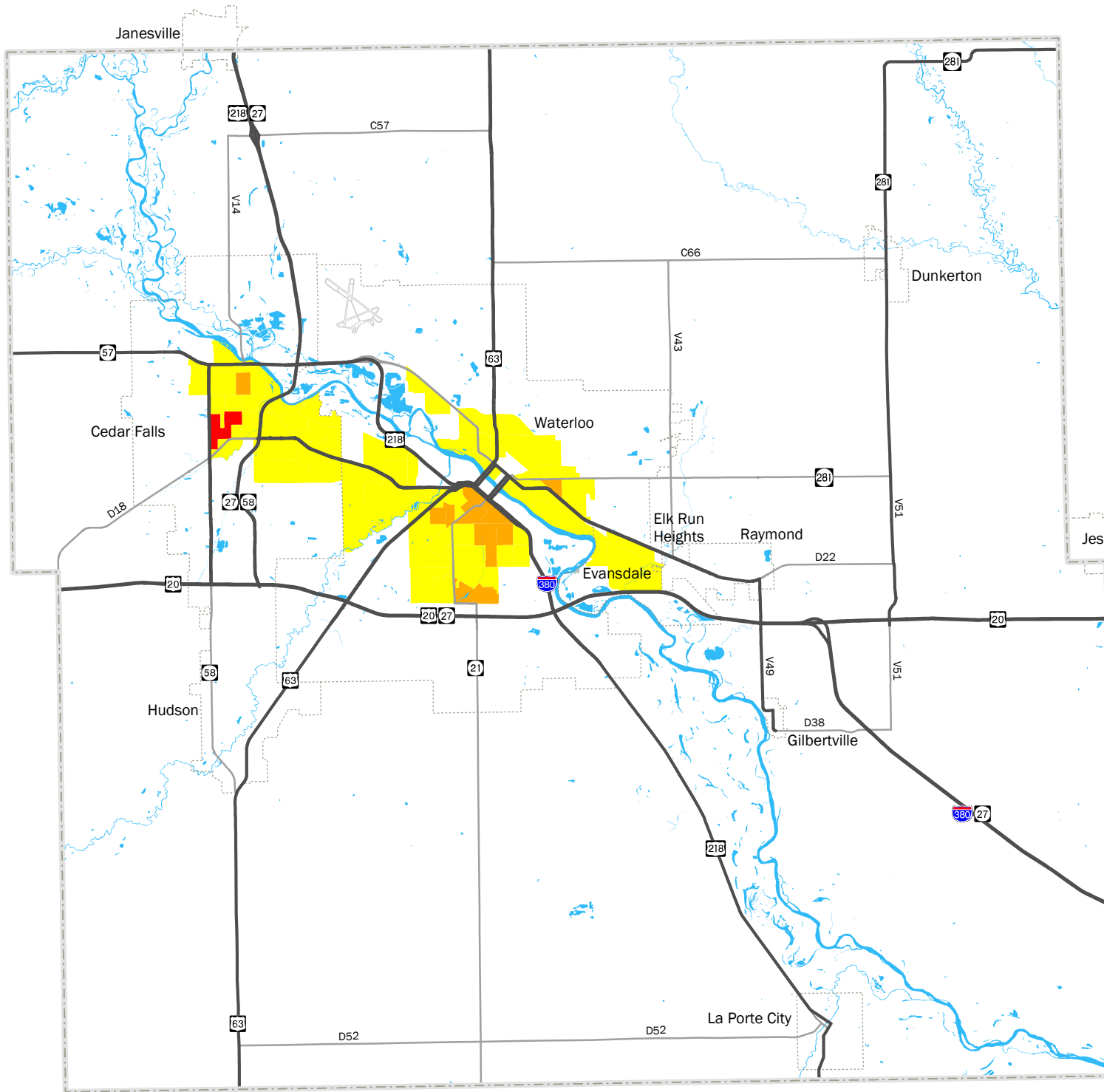
Source: U.S. Census Bureau, 2016 5-year Estimates

	2016 Population	Percent
Waterloo	67,934	51.12
Cedar Falls	41,390	31.14
Evansdale	4,786	3.60
Hudson	2,358	1.77
La Porte City	2,269	1.71
Elk Run Heights	1,129	0.85
Dunkerton	835	0.63
Raymond	809	0.61
Gilbertville	744	0.56
Rural County	10,650	8.01

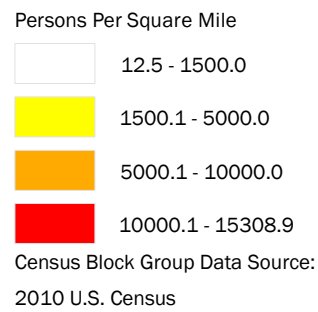


Age – Figure 1 shows the population of Black Hawk County broken down by age group. The median age of the county is 35 years. Populations that are more vulnerable to evacuations and may require additional assistance include the elderly and the very young. 21 percent of the population is 60 years and over, while six percent is under five years of age

Map 1 Persons Per Square Mile by Census Block Group



- City Boundary
- Primary Evacuation Route
- Secondary Evacuation Route

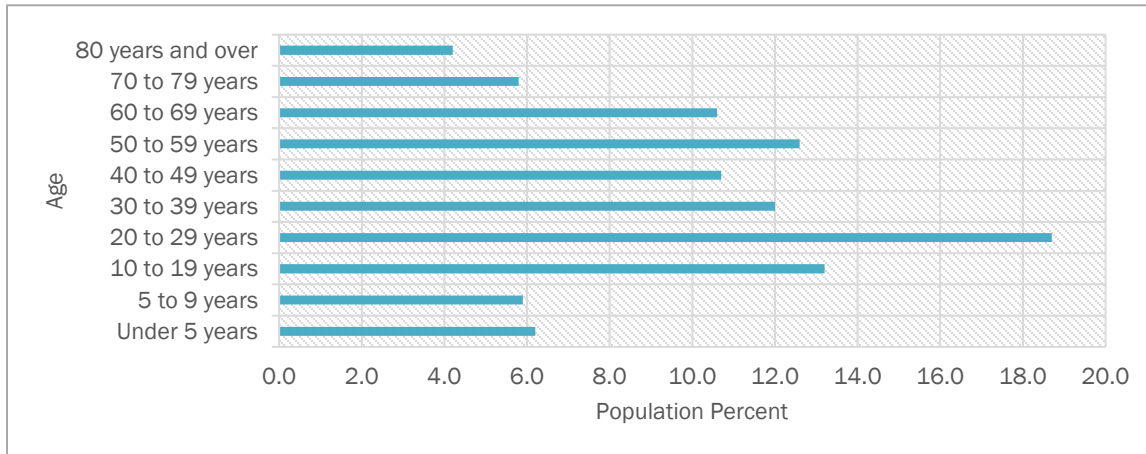


Disclaimer: This map is for reference only. No liability is assumed for the accuracy of the data delineated herein, either expressed or implied by INRCOG.



Figure 1: Population by Age

Source: U.S. Census Bureau, 2016 5-year Estimates



Economy – According to the U.S. Census Bureau 2016 estimates, there are a total of 56,804 households located within Black Hawk County. The median home value is \$133,800 and there is a wide range in the value of housing within the county (see Figure 2). Figure 3 compares the median household income for Black Hawk County and the State of Iowa.

Figure 2: Housing Value

Source: U.S. Census Bureau, 2016 5-year Estimates

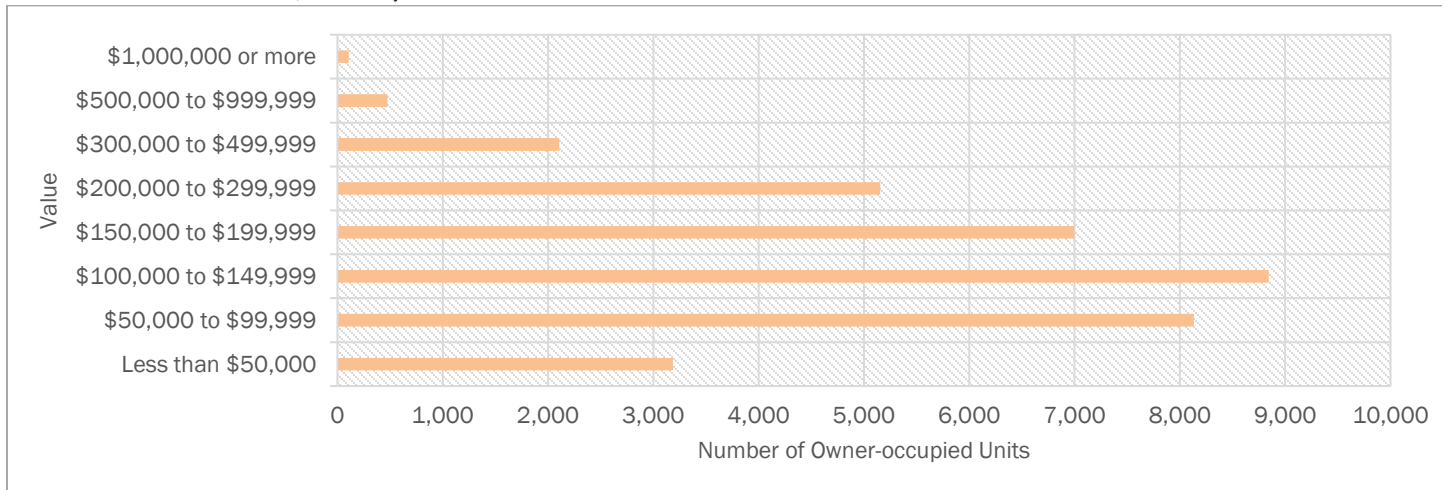
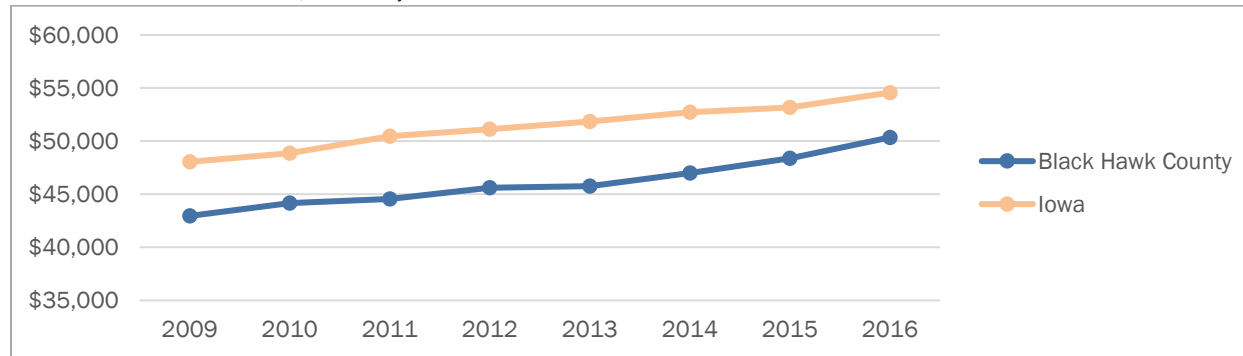


Figure 3: Median Household Income

Source: U.S. Census Bureau, 2016 5-year Estimates



Employment – There are roughly 66,000 workers age 16 years and over in the County. The largest occupation in Black Hawk County by number of workers is “management, business, science, and arts” with 32 percent of the civilian employed workforce. With 26 percent of the civilian employed population, the largest industry is educational services, and health care and social assistance. Table 2 lists the ten major employers in Black Hawk County.

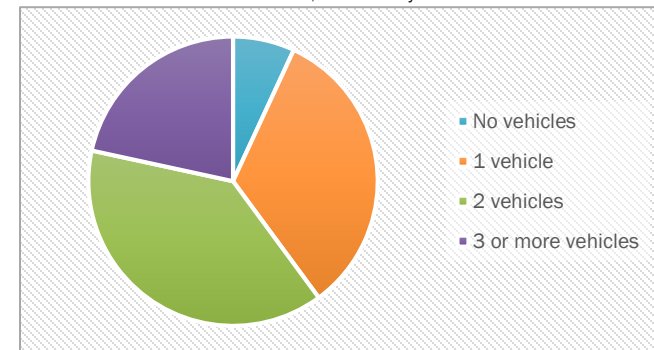
Table 2: Ten Major Employers

Source: Greater Cedar Valley Alliance & Chamber, 2016/2017 Community Guide

Company Name	Industry	Approximate Employees
John Deere	Manufacturing	5,000
Tyson Fresh Meats	Food Processing	2,889
Wheaton Franciscan Healthcare	Health Care	2,883
UnityPoint Health	Health Care	2,520
University of Northern Iowa	Education	1,816
Hy-Vee Grocery Store (6)	Grocery	1,773
Waterloo Community Schools	Education	1,604
Omega Cabinets	Manufacturing	854
VGM Group	Diversified	843
Target Regional Distribution	Distribution	840

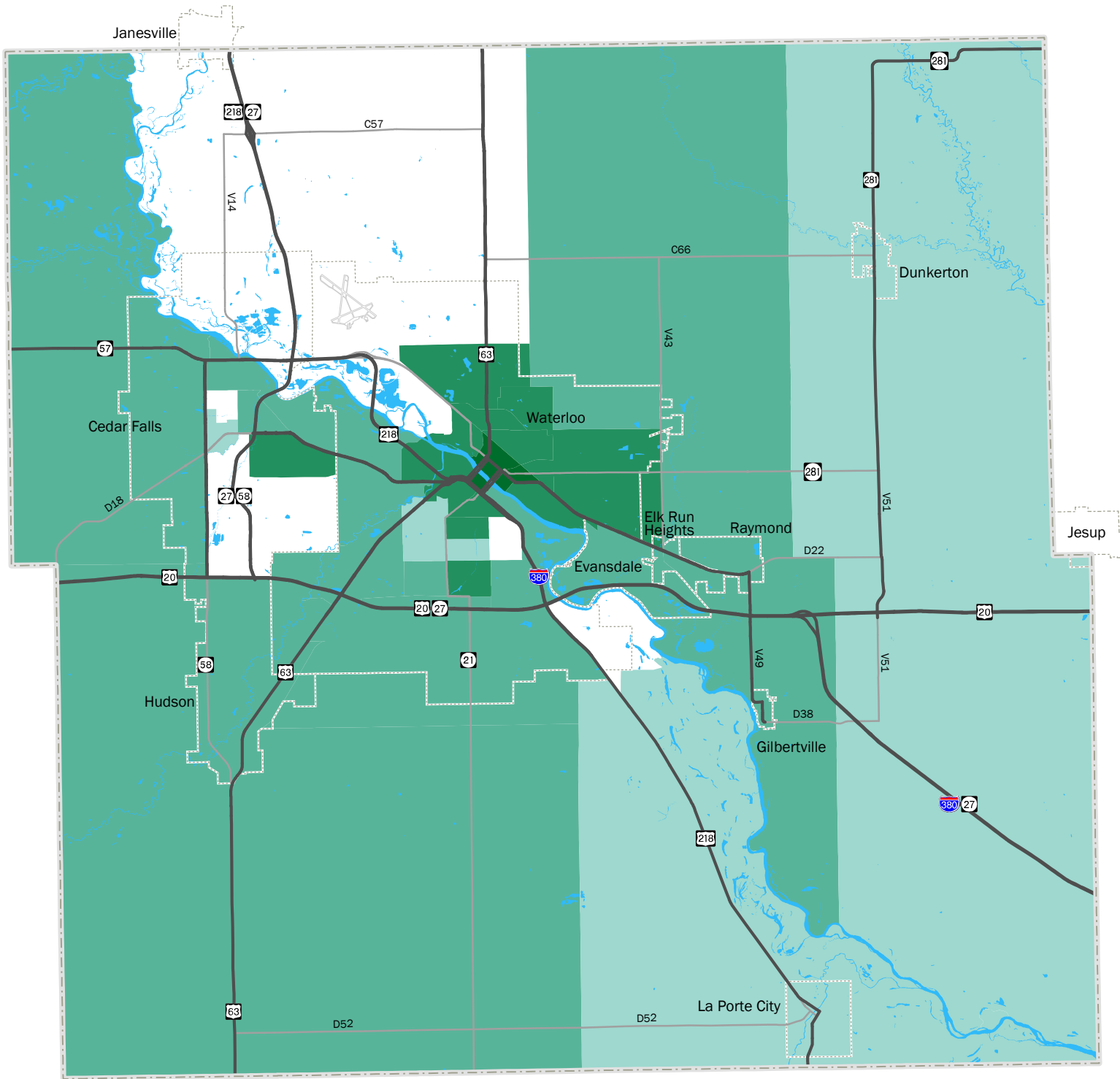
Figure 4: Vehicles per Household

Source: U.S. Census Bureau, 2016 5-year Estimates



Vehicles per Household – Figure 4 shows the number of vehicles per household in Black Hawk County. There are approximately 55,500 occupied housing units in Black Hawk County, of which 40 percent have either one or no vehicles available. These households are more likely to depend on another mode of transportation or may require assistance in the event of an evacuation. As shown in Map 2, the highest concentrations are in and around the downtown Waterloo area.

Map 2 Percent of Households without a Vehicle by Census Tract



- City Boundary
- Primary Evacuation Route
- Secondary Evacuation Route

Percent of Households with No Vehicle

- All Households have a Vehicle
- 0.1 - 1 %
- 1.1 - 4 %
- 4.1 - 10 %
- 10.1 - 16 %

Census Tract Data Source:
2010 U.S. Census

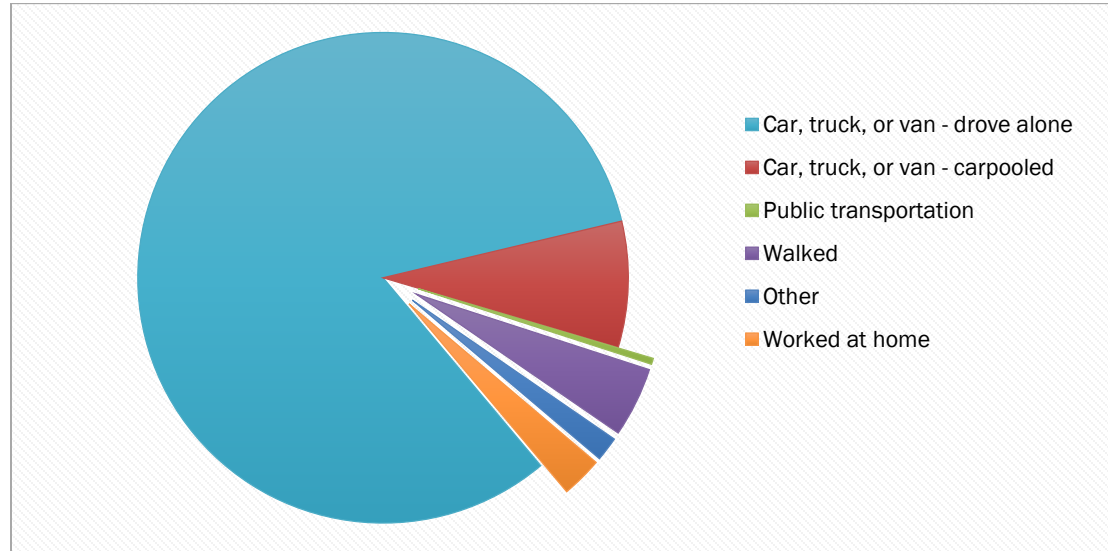
Disclaimer: This map is for reference only. No liability is assumed for the accuracy of the data delineated herein, either expressed or implied by INRCOG.



Mode of Transportation – Black Hawk County remains an auto-oriented community. As shown in Figure 5, over 90 percent of residents utilize an automobile for travel to work. Walking is the next highest mode of transportation at close to five percent.

Figure 5: Mode of Transportation for Commute to Work

Source: U.S. Census Bureau, 2016 5-year Estimates



Special Needs Populations – In addition to transit-dependent populations, special consideration is required for evacuating special needs populations during an emergency. Special needs populations may include older adults, persons with disabilities, and persons with limited English proficiency. These populations may lack the ability to understand and/or reach to evacuation communications. Well-developed partnerships with health and human services providers can aid in the facilitation of a timely evacuation. Table 3 provides an overview of some of the County’s special needs populations.

Table 3: Special Needs Populations

Source: U.S. Census Bureau, 2016 5-year Estimates

Special Needs Populations	Population Estimate
Hearing difficulty	3,982
Vision difficulty	2,003
Cognitive difficulty	5,766
Ambulatory difficulty	7,156
Self-care difficulty	2,440
Independent living difficulty	4,553
65 years and over with a disability	2,447
Speak English Less than “Very Well”	3,916

Potential Hazards and Assumptions

Evacuation can be an effective means of protecting the public from the effects of a hazard. In planning for an evacuation, the characteristics of the hazard including type, magnitude, severity, warning time, and duration must be considered. The decision to evacuate an area must be made by weighing the threat to persons and property if they remain in place against the threat to persons and property that occurs from the actual act of evacuation. Therefore, it is critical that the best information be made available to local authorities to aid in the decision to evacuate an area.

In 2015, the *Black Hawk County Multi-Jurisdiction Hazard Mitigation Plan* (HMP) was developed to assist in making the county less susceptible to hazards. Through the planning process, the hazards that pose a risk to the entire planning area, as well as unique hazards for each jurisdiction, were identified. An assessment of the hazards was conducted that considered historic occurrence, the number of people that would be impacted, the area that would be affected, potential costs to individuals and communities, the likelihood of future occurrence, and the amount of warning time before an event occurs. The assessment process identified twenty-two hazards that could affect Black Hawk County. Hazards with the highest composite analysis score that are considered likely potential evacuation triggers are as follows: **flash floods, river flooding, severe weather (tornados, windstorms, winter storms), transportation incident, and terrorism.**

For the full list of potential hazards and composite scores, reference the 2015 HMP.

www.inrcog.org/pdf/Black_Hawk_Co_MJ_HMP_2015.pdf

CONCEPT OF OPERATIONS

Type and Scope of Evacuation Operations

Communities must be prepared to manage an evacuation on a range of scales. For this plan, evacuations are dividing into the following broad scales:

- **Local Evacuation** – A small scale localized evacuation involving a small portion of the County’s population. Evacuation holding times are typically short, and evacuees are provided shelter within the community.
- **Regional Evacuation** – A large scale evacuation of all or a sizable percentage of the population within Black Hawk County.

The abovementioned evacuation types are quite broad and can be further categorized based on the urgency of the situation. An evacuation order can take the following levels of urgency:

1. **Alert** – Local authorities recognize a specific threat that may necessitate an evacuation, if certain conditions arise. The public will be notified of the possible need for evacuation. Incident responders will be readied to provide evacuation operations.
2. **Warning** – Local authorities recognize a specific threat with a high probability for evacuation. The public will be told to prepare for an evacuation soon. Incident responders will begin preparing for an imminent evacuation.
3. **Directive** – Mandatory evacuation order by local authorities and/or the Governor due to an immediate threat to life and property. The public will be advised to begin evacuating immediately. Incident responders will conduct all evacuation procedures needed relative to the scope of the incident.

Evacuation and Enforcement Authority

Evacuation authority is based upon the type of incident, the geographic scope of the incident, and the resources available. In the event of a smaller localized event, the local fire, police, or other community official may recommend a limited evacuation and request resources directly through the dispatch agency. For large scale emergencies, the decision to evacuate will come from the Black Hawk County Emergency Management Agency (EMA). In the case where a disaster declaration is needed covering a regional area, the authority may require authorization by the Governor of Iowa.

So that a unified message can be provided to the public, it is imperative that leaders in the emergency response community properly inform appropriate local, state, and federal officials when the decision to evacuate has been made. The decision to evacuate an area must also be based on the best information available to local authorities. Table 4 provides decision considerations for an evacuation and potential sources of information.

Table 4: Evacuation Considerations

Evacuation Decision Considerations	Source
Probably of impact	National Weather Service
Timing of Event	EOC
Timing of notifications/orders	EOC
Weather Conditions	National Weather Service
Economic impacts to government and private sector	Greater Cedar Valley Alliance and Chamber
Condition and availability of evacuation routes	Iowa DOT
Evacuation decision by neighboring jurisdiction	EOC
Number of tourists to evacuate	Convention and Visitors Bureaus
Number of transit dependent persons to evacuate	MET, Regional Transit Commission
Number and type of people with special needs to evacuate	MET, Regional Transit Commission, Human Service Agencies
Availability and safety of personnel to support an evacuation	Human Resource Departments
Vulnerable transportation infrastructure	Iowa DOT
Selection of staging areas that may include transportation facilities	Iowa DOT
Coordinating traffic control devices and Intelligent Transportation Systems	Iowa DOT
Implement contraflow on highway network if required	Iowa DOT, Iowa State Patrol
Location of shelters	EOC
Ability of shelters to receive evacuees	EOC

Command and Control

Each jurisdiction in Black Hawk County has adopted the National Incident Management System (NIMS). This federally approved plan provides a command structure for emergency situations including evacuations. The Black Hawk County Evacuation Plan is designed to be implemented under NIMS and thus uses the Incident Command System (ICS) as a basis for organizational structure. In addition, this plan is intended to supplement the *2015 Multi-Jurisdiction Hazard Mitigation Plan*. During a response to an incident that involves a regional evacuation, the Black Hawk County Emergency Operations Center (EOC) will be utilized as the direct contact between federal and state assistance and the Incident Command. Further, the EOC will have command and central function over the Incident Command. The EOC is staffed and managed by the Black Hawk County Emergency Management Agency (EMA). Black Hawk County has established the EOC at 1925 Newell Street, Waterloo.

For some local evacuations, the process may be handled by a single government entity. The Black Hawk County EMA encourages this plan and the ICS structure be used for these smaller events. Depending on the type of threat and its location, the smallest of events might involve substantial interagency coordination, i.e. a rail car spill on the border of two cities, and thus should use the ICS.

The Black Hawk County Emergency Management Agency will assume the coordinating agency role for evacuation efforts through the EOC. The EOC will be used by local, state, and federal officials to monitor emergency operations and communicate with Incident Command staff. Representatives of the EOC are responsible for supporting the overall incident management strategy, gathering information for updates, resource allocation, resource procurement, and providing a reliable communications link. Supporting agencies are also vital to a safe and efficient evacuation process and need to be

involved in the planning process from the beginning. The supporting agencies for any evacuation will depend largely on the cause of the evacuation. In any event, the main supporting agencies would include:

- Law Enforcement
- Fire Department
- Emergency Medical Services (EMS)
- Local Hospitals
- American Red Cross
- Salvation Army
- Northeast Iowa Food Bank
- Iowa State Patrol
- Iowa National Guard (if activated by the Governor)

Figure 6 depicts how incident responders might include evacuation operations within an ICS organizational structure. This structure should be used as a guide. The Incident Commander should tailor the actual structure to the scope of the specific incident response as necessary and based on guidance from the EOC. Figure 7 shows the organizational structure within the EOC.

Figure 6: Evacuation Operation Organizational Chart

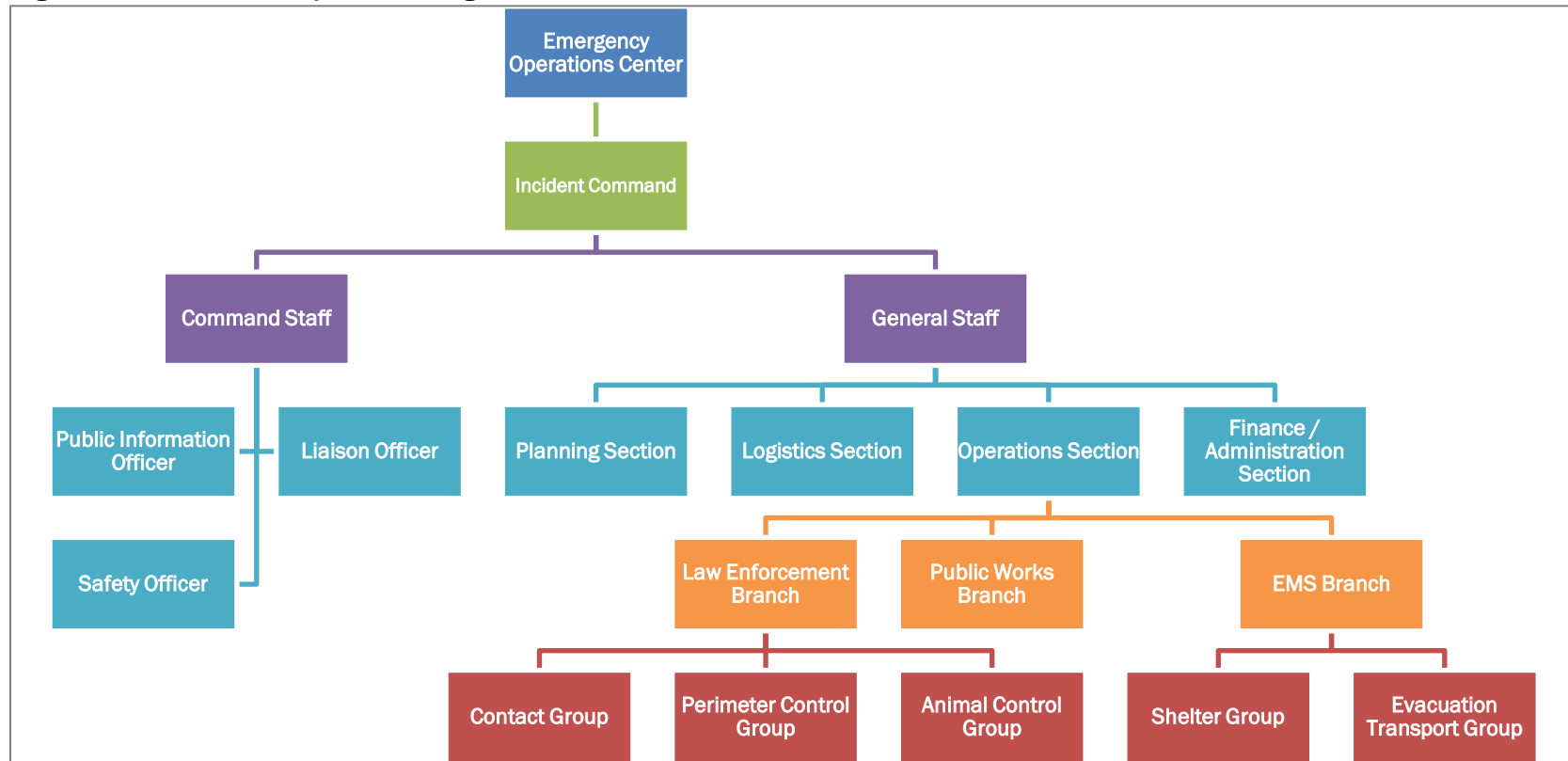
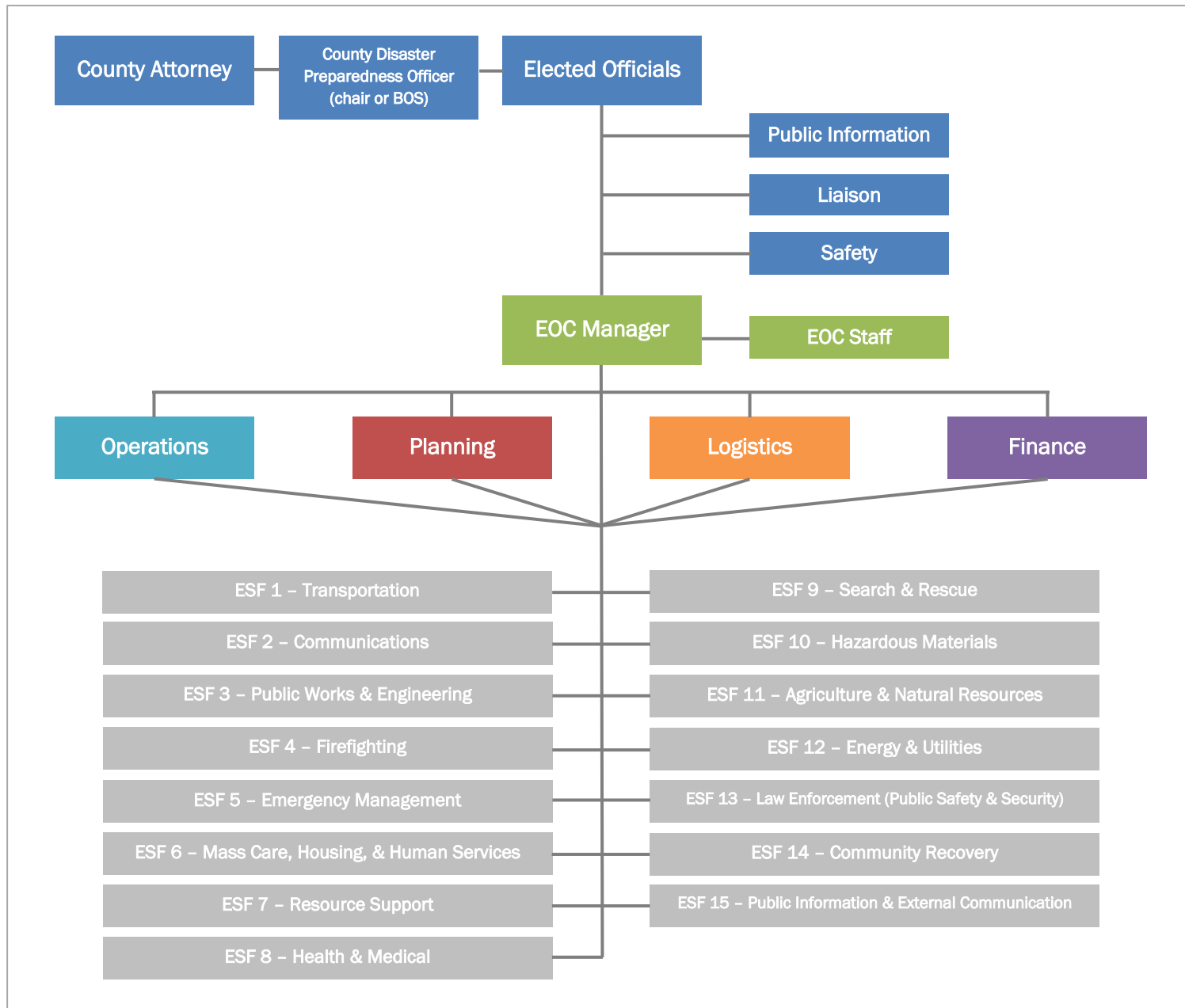


Figure 7: Emergency Operations Center Organizational Chart



Incident Command

Incident Command consists of the Incident Commander (IC) and various Command Staff positions. The Command Staff are specifically designated, report directly to the Incident Commander, and are assigned responsibility for key activities that are not a part of the General Staff functional elements. Three staff positions are identified: Public Information Officer, Safety Officer, and Liaison Officer.

Public Information Officer – The Public Information Officer (PIO) is responsible for interfacing with the public and media and with other agencies with incident-related information requirements. The PIO assembles accurate, accessible, and complete information on the incident's cause, size, and current situation; the resources committed; and other matters of general interest for both internal and external audiences. The PIO may also perform a key public information-monitoring role, such as implementing measures for rumor control. The IC must approve the release of all incident-related information. In large-scale incidents that generate significant long-term media coverage, the PIO may establish a Joint Information Center (JIC) which will serve as a point for all news media near the scene. This will ensure the consistency in the provision of information to the public.

Safety Officer – The Safety Officer monitors incident operations and advises Incident Command on all matters relating to operational safety, including the health and safety of emergency responder personnel. The ultimate responsibility for the safe conduct of incident management operations rests with the IC and supervisors at all levels of incident management. During an incident response that involves an evacuation, the Safety Officer must address safety issues related to transportation of evacuees and the conditions at shelters. Of importance will be measures to prevent food-borne illness and communicable diseases at shelter sites. Safety measures regarding public transportation of evacuees should be addressed, especially for individuals with special transportation needs. The Safety Officer has emergency authority to stop and/or prevent unsafe acts during incident operations.

Liaison Officer – The Liaison Officer is the point of contact for representatives of cooperating and assisting agencies to provide input on their organization's policies, resource availability, and other incident-related matters. During an incident response that includes an evacuation, the Liaison Officer will need to coordinate with agencies assisting with sheltering and transportation of evacuees, as well as other agencies. These could include governmental, private, faith-based, and non-profit agencies such as the American Red Cross, Salvation Army, and Humane Society.

General Staff

General Staff are personnel assigned by Incident Command to lead each functional area, or section, of the ICS organization. An individual section leader is known as a Chief.

Operations Section – The Operations Section Chief directly manages all incident tactical activities. The operations function is where the tactical fieldwork is done and the most incident resources are assigned. The Operations Section Chief establishes tactical objectives for each operational period, with input from other section chiefs and unit leaders and provides these to the IC for approval. The Operations Section Chief will develop and manage the Operations Section to accomplish the incident objectives approved by the IC. Evacuation related objectives must encompass the removal of people, pets, and livestock from the operational area and their safe return at an appropriate time.

Planning Section – The Planning Section is responsible for collecting, evaluating, and disseminating operational information pertaining to the incident. This Section maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident. During an incident response that includes an evacuation, the Planning Section Chief will be responsible for evaluating evacuation measures and forecasting requirements for additional personnel and equipment.

Logistics Section – The Logistics Section provides for all the support needs for the incident, such as ordering resources and providing facilities, transportation, supplies, equipment maintenance and fuel, food service, communications, and medical services for incident personnel.

Finance/Administration Section – The Finance/Administration Section is established where there is a specific need for financial and/or administrative services to support incident management activities. Large or evolving scenarios involve significant funding originating from multiple sources. In addition to monitoring multiple sources of funds, this Section must track and report to the IC the accrued cost as the incident progresses. This allows the IC to forecast the need for additional funds before operations are affected negatively, and it is particularly important if significant operational resources are under contract from the private sector.

Branches

An organizational level of the Operations Section, typically branches are only established for large or complex incidents. Branches are below the section level and facilitate efficient management of multiple operations via geographic, function, or jurisdictional responsibility.

Law Enforcement Branch – The Law Enforcement Branch facilitates the efficient management of the law enforcement response to an incident. The Law Enforcement Branch is located under the Operations Section in the ICS organizational structure. During an incident involving an evacuation, this Branch will direct and coordinate the actions of the Contact Group, Perimeter Control Group, and Animal Control Group.

Public Works Branch – This Branch facilitates the efficient management of the Public Works response to an incident. The Public Works Branch is located under the Operations Section in the ICS organizational structure.

EMS Branch – The Emergency Medical Services (EMS) Branch facilitates the efficient management of the medical response to an incident. The EMS Branch is located under the Operations Section in the ICS organizational structure. During an incident involving an evacuation, the EMS Branch will direct and coordinate the actions of the Shelter Group and Evacuation Transport Group.

Groups

Groups are established when the number of resources exceeds the manageable span of control of the Operations Chief. Typically, Groups reside under Branches in complex incidents and are comprised of resources assembled to perform a specific function. The person in charge of a group is a Group Supervisor.

Contact Group – The Contact Group is responsible for ensuring people in the evacuation area are informed of the current incident danger and prescribed evacuation action. The Contact Group will report to the Law Enforcement Branch Director. The Contact Group coordinates closely with the Public

Information Officer and manages the dissemination of evacuation information to people using any combination of communication such as telephone calls, email, and direct contact. Tasks for the Contact Group include:

- Develop email and mailing lists
- Develop clear evacuation instructions to be distributed in both printed and spoken format
- Create maps depicting all residential addresses in the evacuation area

Perimeter Control Group – This Group is responsible for locating and securing perimeters, establishing and staffing traffic control points, and securing designated property or livestock holding areas. The Perimeter Control Group Supervisor will report to the Law Enforcement Branch Director. Tasks for the Perimeter Control Group include:

- Ensure reliable communications with all subordinates in the field
- Secure evacuated residential areas
- Establish checkpoints, roadblocks, or road closures as needed
- Coordinate with the Public Information Officer to ensure information disseminated at control points is accurate
- Ensure reasonably reliable communications between control points
- Ensure proper notification of state agencies of any unaccompanied minors transported to shelters

Animal Control Group – The Animal Control Group is responsible for the evacuation of animals and livestock not in the care of their owners and not being held in approved holding areas or shelters. The Animal Control Group Supervisor will report to the Law Enforcement Branch Director. Tasks for the Animal Control Group include:

- Locate and transport abandoned pets and livestock
- Respond to reports of aggressive animals
- Confine and care for animals temporarily until final transport to appropriate shelters

Shelter Group – This Group is responsible for opening and overseeing management of shelters in areas identified in this Plan. The Shelter Group Supervisor will report to the EMS Branch Director. Tasks for the Shelter Group include:

- Meet immediate needs of persons requiring extraordinary care
- Review American Red Cross Shelter Management standard operating procedures and order needed resources
- Coordinate with American Red Cross, Salvation Army, or other volunteer groups to ensure adequate safe shelters capable of feeding nutritionally adequate meals, providing first aid, and tracking and bedding down occupants, are open to evacuees when needed
- Coordinate with the Public Information Officer to ensure shelter occupants are continually informed of the incident situation and control efforts
- Identify all unattended minors at the shelter and make necessary notifications to state agencies
- Ensure that relatives/guardians of shelter occupants can locate them
- Inform EMS Branch Director of all status changes of resources assigned to the Group

Evacuation Transport Group – The Evacuation Transport Group is responsible for the evacuation of individuals that do not have access to a private vehicle or otherwise need/request public assistance in evacuating. The Evacuation Transport Group Supervisor will report to the EMS Branch Director. Tasks for this Group include:

- Oversee response to any report of persons(s) who appear to be incapable of making a reasonable and informed decision due to their physical or mental condition, or is otherwise unable to comply with the evacuation instructions
- Establish transportation collection points
- Evacuate ambulatory and non-ambulatory persons via public or private transportation modes made available as part of the incident response (MET or RTC buses, private coaches, school buses, privately donated resources, ambulances, air resources, etc.)
- Coordinate with public and private transportation providers

Roles and Responsibilities

There are many tasks to be performed in conducting an evacuation operation. Common evacuation tasks are listed in Table 5.

Table 5: Common Evacuation Tasks

Task	Description	ICS Location	Likely Conducting Agency
Evacuation Order	Official order to begin evacuation operations. Scope of operation depends on type of order given, i.e. alert, warning, or directive.	Incident Command	<input type="checkbox"/> Determined by the type of incident
Evacuee Tracking	Recording of persons utilizing government provided transportation or shelters.	Evacuation Transport Group and Shelter Group	<input type="checkbox"/> American Red Cross <input type="checkbox"/> Salvation Army
General Population Transportation	Movement of general population to safe areas using government provided transportation.	Evacuation Transport Group	<input type="checkbox"/> Public Transit Systems <input type="checkbox"/> School Districts
Non-Ambulatory/Special Needs Population Identification	Identification of persons requiring direct assistance during an evacuation.	EMS Branch	<input type="checkbox"/> Hospitals <input type="checkbox"/> EMS <input type="checkbox"/> Social Service Providers <input type="checkbox"/> Black Hawk County EMA
Non-Ambulatory/Special Needs Population Transportation	Movement of persons with mobility issues to safe areas.	Evacuation Transport Group	<input type="checkbox"/> EMS
Perimeter Control	Control of access to restricted areas under a mandatory evacuation.	Perimeter Control Group	<input type="checkbox"/> Law Enforcement Agencies
Pet and Livestock Shelter Identification	Identification of sites and creation of plans regarding the sheltering of animals and livestock	Shelter Group	<input type="checkbox"/> Health Department <input type="checkbox"/> Humane Society <input type="checkbox"/> Private Veterinarians
Pet and Livestock Shelter Site Staffing/Operation	General operation of shelter site, including food service, janitorial, security, record keeping, and supply procurement.	Shelter Group	<input type="checkbox"/> Health Department <input type="checkbox"/> Humane Society <input type="checkbox"/> Private Veterinarians
Pet and Livestock Transportation	Movement of animals to safe areas.	Animal Control Group	<input type="checkbox"/> Health Department <input type="checkbox"/> Humane Society <input type="checkbox"/> Private Veterinarians
Property Crime Suppression	Increased patrols targeted at preventing looting, vandalism, and burglary.	Law Enforcement Branch	<input type="checkbox"/> Law Enforcement Agencies
Public Notification/Instruction	Delivery of instruction to the public through multiple communication methods.	Public Information Officer	<input type="checkbox"/> Local Government Public Information Officers
Route Identification	Identification of key evacuation routes. Specific threat conditions will determine routes used.	Law Enforcement Branch	<input type="checkbox"/> Law Enforcement Agencies <input type="checkbox"/> Public Works
Shelter Site Identification/Preparation	Identification of sites and creation of plans regarding the sheltering of evacuees.	Shelter Group	<input type="checkbox"/> Black Hawk County EMA <input type="checkbox"/> American Red Cross <input type="checkbox"/> Salvation Army <input type="checkbox"/> Health Department
Shelter Site Staffing/Operation	General operation of shelter site, including food service, janitorial, security, record keeping, and supply procurement.	Shelter Group	<input type="checkbox"/> Black Hawk County EMA <input type="checkbox"/> American Red Cross <input type="checkbox"/> Salvation Army <input type="checkbox"/> Health Department
Traffic Control	Human and electronic control of traffic to facilitate evacuation.	Perimeter Control Group	<input type="checkbox"/> Law Enforcement Agencies <input type="checkbox"/> Iowa DOT <input type="checkbox"/> Public Works

COMMUNICATION

Whenever necessary, an evacuation can be undertaken as a preemptive measure in response to early warning, before a situation of increasing risk becomes critical or has developed into a disaster in which the ability of the population to move quickly and safely is already compromised. Beyond the initial trigger event, disasters are highly dynamic situations that require close and continuous monitoring, and communication of alerts and warnings to the public. For an evacuation to be successful, it is critical to inform the public of all relevant details of the situation and instructions about the actions that should be undertaken to evacuate from the hazard zone. This section details the information to be disseminated to the public, the communication mechanisms in place, and communication contingency plans.

Public Notification and Communication

Primary responsibility for drafting and distributing evacuation information to the public and media resides with the Public Information Officer (PIO). For an evacuation to be successful, it is imperative that specific and detailed information be relayed to in-field responders in an accurate and timely manner. The following **must be included** in any evacuation instruction to the public:

- Whether to evacuate or shelter-in-place
- When to evacuate
- Where to evacuate to and by what mode of transportation
- Areas to avoid
- Expected length of evacuation or in-place sheltering
- Location of transportation points
- Schedule of publicly provided evacuation transportation
- Location and availability of shelters
- Instructions for persons with special needs
- Items to bring and leave behind
- How to handle pets or livestock
- How to secure homes and property
- The type of security that will be provided to evacuees and their property
- How to get additional or updated information

How such instructions are distributed to the public will be determined by the amount of lead time available before evacuation must occur. Assuming electricity and telecommunications equipment are available, electronic modes of communication will always provide the quickest communication method to the greatest number of people. Regardless of how the incident unfolds, direct contact efforts will always be necessary to ensure that all persons are aware of the need or requirement to evacuate. Table 6 identifies common methods of communicating evacuation instructions and the pros and cons.

Table 6: Communication Methods

Method	Pros	Cons
Iowa 511 Travelers Information Services	<ul style="list-style-type: none"> Allows evacuees to obtain information on specific roadways Messages can be preprogrammed and updated remotely Rapid dissemination 	<ul style="list-style-type: none"> Requires cell phone or internet connectivity Could be overwhelmed by mass use Limited to English only
Broadcast Media (Radio)	<ul style="list-style-type: none"> Available in most households and vehicles May be available to residents during power outages Different language broadcasters are present in the area Rapid dissemination 	<ul style="list-style-type: none"> Information provided is controlled by the broadcaster Not available to the hearing impaired Lack of visual information may reduce listener's understanding of the situation
Broadcast Media (TV)	<ul style="list-style-type: none"> Available in most households Provides both verbal and symbolic forms of communication Available to the hearing impaired Rapid dissemination 	<ul style="list-style-type: none"> Information provided is controlled by the broadcaster Local broadcasters are currently English only Not generally available in vehicles
Direct Contact (House Calls)	<ul style="list-style-type: none"> Allows responders to know exactly who has been contacted and answer questions directly Vital information and printed materials may be left with individuals at homes Allows responders to gather intelligence about persons with special needs Relatively easy to accommodate non-English speakers and the hearing or visually impaired 	<ul style="list-style-type: none"> Labor intensive Delivery of information may take considerable time Incident situation may change too rapidly for field units to keep up
Direct Telephone (Outbound)	<ul style="list-style-type: none"> Allows responders to know exactly who has been contacted and answer questions directly Relatively easy to accommodate non-English speakers and the hearing impaired 	<ul style="list-style-type: none"> Labor intensive Delivery of information may take considerable time Unable to directly provide printed materials Not all homes have telephones
Direct Telephone (Inbound)	<ul style="list-style-type: none"> Can include both recorded messages and live assistance Relatively easy to accommodate non-English speakers and the hearing impaired 	<ul style="list-style-type: none"> Labor intensive Unable to directly provide printed materials
Dynamic Message Signs (DMS)	<ul style="list-style-type: none"> Can quickly provide information to the traveling public Updated instantaneously from remote location 	<ul style="list-style-type: none"> Targets travelers only Signs are in English only May be difficult to read or missed by passing motorist
Email	<ul style="list-style-type: none"> Rapid dissemination Can be written in multiple languages May include maps and graphics 	<ul style="list-style-type: none"> Can be compromised by technical failures Not available to all residents Message may not be read immediately
Emergency Alert System	<ul style="list-style-type: none"> Covers the major TV and radio stations Accessible in most households and vehicles Can be activated from the EOC May be able to make accommodations for the hearing or visually impaired Messages can be broadcast in multiple languages 	<ul style="list-style-type: none"> May not reach residents during the workday Unable to directly provide printed materials
Flyers, Pamphlets, or Brochures	<ul style="list-style-type: none"> Can be printed in multiple languages with detailed instructions and maps 	<ul style="list-style-type: none"> Labor intensive Requires considerable time to create, print, and distribute Materials may quickly become outdated

Highway Advisory Radio	<ul style="list-style-type: none"> • Can quickly provide information to the traveling public via AM radio • Updated instantaneously from remote locations • May be able to incorporate non-English broadcasts 	<ul style="list-style-type: none"> • Low power stations have limited geographic coverage • Stations may not be well known by the public • Limited mainly to travelers
Internet-based Media	<ul style="list-style-type: none"> • Rapid dissemination • Updated instantaneously from remote locations • May include multiple languages • May include video, audio, and images • Information can be downloaded and printed by users 	<ul style="list-style-type: none"> • Requires internet connectivity • Information is controlled by the website author • Technical difficulties may limit accessibility
Short Message Service (Text Message)	<ul style="list-style-type: none"> • Rapid and broad dissemination • May accommodate the hearing and visually impaired 	<ul style="list-style-type: none"> • Requires cell phone • Can be compromised by technical failures • Limited to English only
Print Media	<ul style="list-style-type: none"> • Ability to print detailed information that includes maps and graphics • Editorial process may help to increase accuracy 	<ul style="list-style-type: none"> • Requires considerable time to deliver information • Decreased newspaper subscriptions • Incorrect or outdated information would take 24 hours to be updated
Public Service Announcement	<ul style="list-style-type: none"> • Message is crafted and controlled by the responders • Can be developed for radio, TV, and internet broadcast • Relatively easy to accommodate non-English speakers 	<ul style="list-style-type: none"> • Crafting message can take considerable time • Airing of messages must be coordinated with media
Public Meetings	<ul style="list-style-type: none"> • Allows for direct contact with the public • Questions can be answered, and additional information provided • Allows responders to gather intelligence on individuals that may require extra help in evacuating • Accommodation can be made for the disabled, hearing impaired, and non-English speakers 	<ul style="list-style-type: none"> • May be difficult to coordinate • Discussion can be controlled by a few participants • Not all residents are able to attend or comfortable in attending public meetings
Reverse 911 Telephone	<ul style="list-style-type: none"> • Rapid distribution with automated message • Message can be easily changed or recorded in multiple languages 	<ul style="list-style-type: none"> • Not all homes have telephones • Cell phones may not be included in the program database • Residents may perceive the call as telemarketing and ignore the message
Static Signage	<ul style="list-style-type: none"> • Easy to accommodate non-English speakers • Can include both text and graphic elements 	<ul style="list-style-type: none"> • Limited range • May be difficult to read or missed by passing motorist • Requires considerable time to prepare and post • Difficult to update
Government Webpages	<ul style="list-style-type: none"> • Rapid distribution • Updated from remote locations • Relatively easy to accommodate non-English speakers and the hearing impaired • Can include text, graphics, video, and audio elements • Responders control content 	<ul style="list-style-type: none"> • Requires internet connectivity • Technical difficulties may limit accessibility

Interjurisdictional Communications

The Black Hawk County Consolidated Communications Center serves as the hub for public safety communications throughout Black Hawk County. The Center is located at the Black Hawk County Sheriff's Office, 225 East 6th Street, Waterloo. In 2015, Black Hawk County implemented a Project 25 (P25)-compliant digital communications system that provides seamless connectivity between all emergency responders in Black Hawk County as well as neighboring Linn and Johnson Counties. The new system provides interoperability, roaming, and indoor coverage that was previously not possible. Should a disaster destroy the Communications Center in Waterloo, the dispatch center in Cedar Rapids can serve as the backup.

Communication Contingency Plans

Any issue which hinders the ability to receive, process, or distribute emergency and evacuation information to the public must be quickly handled with minimal disruption. Of concern, a mass power outage during an incident greatly limits the ability to communicate evacuation instructions. Should such a scenario occur, responders will have to focus on low-tech communication modes, but should not abandon electronic communications entirely, as some residents will have battery powered devices or home generators. During a power outage, additional personnel should be assigned to direct contact efforts. Should an incident destroy or overload the Communications Center in downtown Waterloo, the dispatch center in Cedar Rapids can serve as the backup.

TRANSPORTATION

Modes

Black Hawk County remains an auto-oriented community, as most of the population travels by means of automobile, alone or carpoled. While the number of vehicles per household has increased over time, a small portion of households do not have any vehicles. These household are more likely to depend on carpooling or another mode of transportation such as walking, bicycling, or public transit,

Passenger Vehicles – The 2016 total population estimate of Black Hawk County is 132,904. There are 77,159 automobiles and trucks registered in Black Hawk County, which equates to approximately 0.6 vehicles per person. In the event of an evacuation, households may utilize more than one vehicle during an evacuation.

Table 7: Public Transit Vehicle Fleet and Estimated Capacity

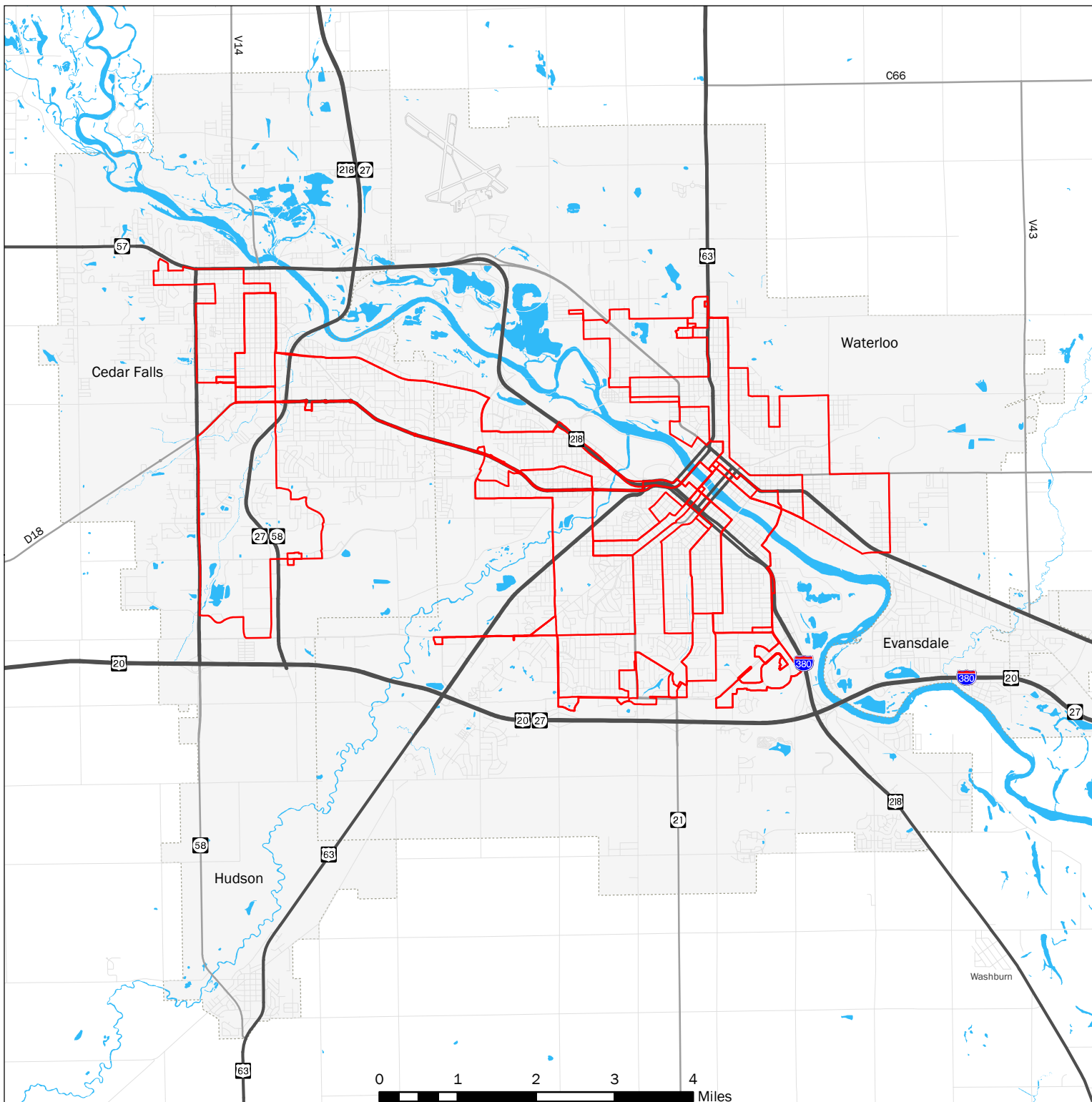
Source: MET, RTC

Agency	Vehicle Type	Capacity	Number in Fleet	Total Capacity
MET	35' Heavy Duty Passenger Bus	31	3	93
MET	30' Heavy Duty Passenger Bus	25	18	450
MET	28' Heavy Duty Passenger Bus	25	1	25
MET	19-Passenger Bus	19	5	95
MET	18-Passenger Bus	18	5	90
MET	16-Passenger Bus	16	9	144
MET	10-Passenger Bus	10	1	10
RTC	25' Light Duty Passenger Bus	18	20	360
RTC	Passenger Minivan	4	2	8
			Total:	1,275

Public Transit – In the event of an evacuation, transit systems may be utilized to reach transit dependent households to collect evacuees. Metropolitan Transit Authority (MET) is the fixed route transit system that operates in the Waterloo and Cedar Falls metro area. Map 3 identifies MET’s existing fixed route transit system. MET’s Central Transfer Facility is located at the corner of Sycamore Street and Park Avenue in downtown Waterloo. There is also a Multimodal Transportation Center at the University of Northern Iowa on 23rd Street. These facilities can act as staging areas for evacuees to be transported outside of the evacuation area. The Iowa Northland Regional Transit Commission (RTC) provides demand response service in Black Hawk County.

Table 7 shows the vehicle fleet for MET and RTC and carrying capacity estimates. Based on available vehicles, there would be an ability to transport a maximum of 1,275 passengers at one time. This assumes that all transit vehicles are operational and available at the time of an incident. As of 2016, approximately 1,400 workers age 16 and older in Black Hawk County live in households that do not have access to a personal vehicle. This number does not factor in the homeless or unemployed and is likely higher. Based on this information, a series of transports may be required to evacuate the transit dependent public.

Map 3 Fixed Transit Routes



- City Boundary
- Primary Evacuation Route
- Secondary Evacuation Route
- Roadway
- Fixed Bus Route

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Table 8: School Bus Fleet

Source: Iowa Department of Education 2016 Bus Inspection

School Buses	School District/Agency	Letter of Agreement
46	Cedar Falls	Yes
92	Waterloo – Durham School Services	No
33	Union	Yes
17	Jesup	Yes
14	Hudson	Yes
13	Denver	Yes
13	Dunkerton	Yes

Non-Profit and For-Profit Transportation – In the event of a countywide mass evacuation, non-profit and for-profit transportation providers may be needed to provide additional evacuation transportation. School districts may allow access to school bus fleets of their own or via their contractors. Table 8 provides information on the school bus fleet in Black Hawk County. The Black Hawk County Emergency Management Agency has a Letter of Agreement in place with six school districts to utilize their transportation resources in the event of an emergency evacuation.

Other transportation providers within Black Hawk County that could be contacted include:

- Exceptional Persons, Incorporated (EPI)
- Trailways intercity bus service
- Hawkeye Stages charter bus
- Taxis

Air – An air evacuation may be necessary for evacuation personnel to establish an incident command center outside of Black Hawk County or the region. Additionally, the critically ill or seriously injured may need air evacuation for emergency medical treatment. The Waterloo Regional Airport is the only airport in the County. The next closest alternatives are the Independence Municipal Airport in Buchanan County and the Waverly Municipal Airport in Bremer County. In the case of a Governor’s Disaster Proclamation, the National Guard may also be utilized for critical air evacuations.

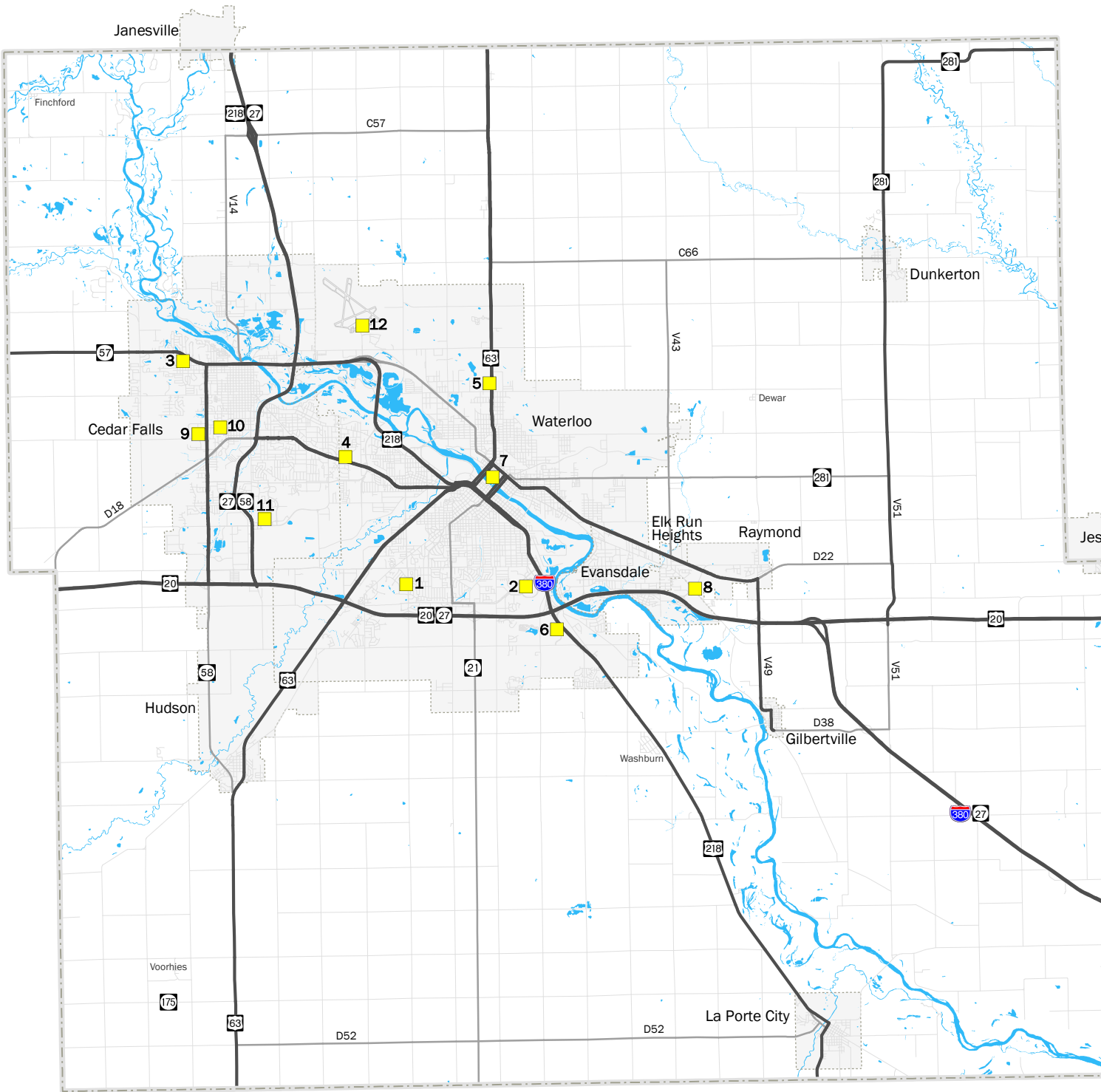
Transportation Points

Table 9: Potential Transportation Points

Site	Address
Cedar Valley Community Church	3520 Ansborough Ave, Waterloo
Crossroads Mall	2060 Crossroad Blvd, Waterloo
Fareway Grocery	214 Magnolia Dr, Cedar Falls
Hy-Vee Grocery	4000 University Ave, Waterloo
Hy-Vee Grocery (US-63)	2181 Logan Ave, Waterloo
Isle Casino Hotel	777 Isle of Capri Blvd, Waterloo
MET Central Transfer	416 Sycamore St, Waterloo
Road Ranger	100 Plaza Dr, Elk Run Heights
UNI Dome West Parking Lot	2501 Hudson Rd, Cedar Falls
UNI Multimodal Transportation Center	1215 W 23 rd St, Cedar Falls
Walmart Supercenter	525 Brandilynn Blvd, Cedar Falls
Waterloo Regional Airport	2790 Livingston Ln, Waterloo

Transportation points are temporary evacuation locations for affected populations to gather outside of the affected zone to be transported to an evacuation destination. Transportation points should be large, well-known sites such as shopping centers, schools, and public transportation facilities. The overall number and location of evacuation points should be based on the population being evacuated, ease of access on foot, and availability of fixed-route transit. Transportation points should be well-marked by law enforcement personnel using signs or other identifiers. Table 9 and Map 4 identify potential transportation points. Sites are suggested based on their access to primary highways or arterial roads, location away from downtown, and access to fixed-route transit.

Potential Transportation Points



- City Boundary
- Primary Evacuation Route
- Secondary Evacuation Route
- Roadway
- Transportation Points

Potential Transportation Points		
ID	Site	Address
1	Cedar Valley Community Church	3520 Ansborough Ave, Waterloo
2	Crossroads Mall	2060 Crossroad Blvd, Waterloo
3	Fareway Grocery	214 Magnolia Dr, Cedar Falls
4	Hy-Vee Grocery	4000 University Ave, Waterloo
5	Hy-Vee Grocery (US-63)	2181 Logan Ave, Waterloo
6	Isle Casino Hotel	777 Isle of Capri Blvd, Waterloo
7	MET Central Transfer	416 Sycamore St, Waterloo
8	Road Ranger Truck Stop	100 Plaza Drive, Elk Run Heights
9	UNI Dome West Parking Lot	2501 Hudson Rd, Cedar Falls
10	UNI Multimodal Transportation Center	1215 W 23rd St, Cedar Falls
11	Walmart Supercenter	525 Brandilynn Blvd, Cedar Falls
12	Waterloo Regional Airport	2790 Livingston Lane, Waterloo

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Evacuation Routes and Capacities

Map 5 identifies the Black Hawk County evacuation routes, and Map 6 shows the capacities. These routes are suggested based on their location, capacity, and number of lanes. Incident Command will be responsible for identifying the evacuation route(s) to be implemented and will depend on the location and type of incident, weather conditions, time of day, total population affected, and the evacuation destination. Traffic should be directed to the most effective routes available at the time of the incident. Evacuation route(s) should be selected based on the following:

- Maximum roadway capacity
- Number of lanes
- Shortest travel distance to designated evacuation point(s) or evacuation destination
- Traffic signal control systems to provide continuous flow

Hazard-Specific Considerations

Depending on the type, location, and magnitude of hazard, certain evacuation routes may not be viable, while others may become overwhelmed. Certain hazards have been mapped out to show potential impacts to the transportation network.

Flooding – Because Black Hawk County has such a vast array of streams and rivers, there is an extensive history of flooding. As shown in Maps 7 and 8, the levees protect approximately 5,300 acres of land and 4,253 housing units. There have been no occurrences of a levee failure. However, during the floods of 2008, the levee in Cedar Falls nearly failed. It is possible that a levee failure could occur in the future and should be planned for accordingly. Map 9 identifies potential road closures due to river flooding.

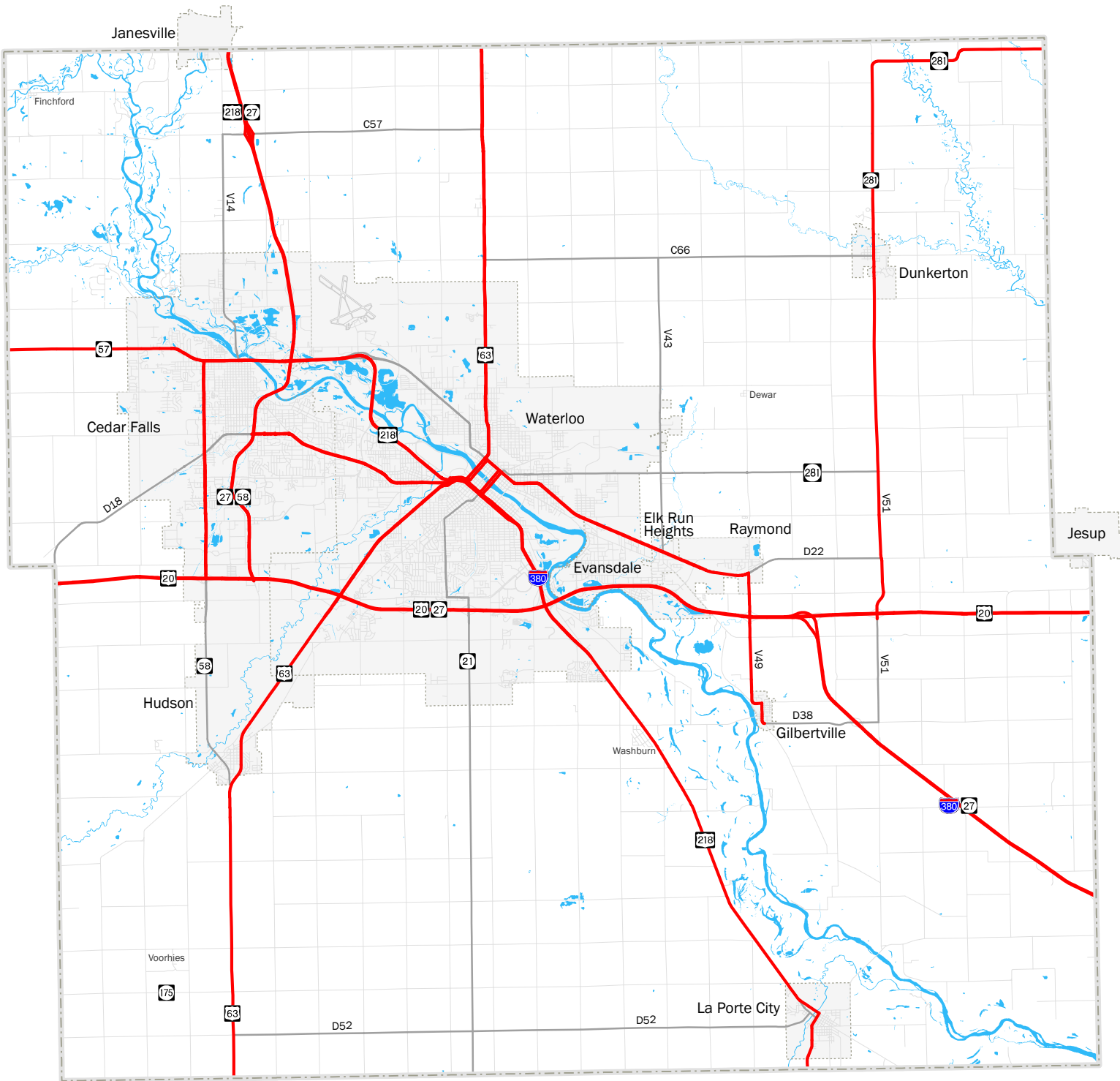
Hazardous Materials – A crash, spill, or derailment involving hazardous materials could also have a significant impact on evacuation routes and should be planned for accordingly. In Black Hawk County, hazardous materials are transported using highways, rail lines, and pipelines. Map 10 shows the evacuation routes along with existing rail lines, pipelines, and hazardous materials locations. Map 11 identifies existing at-grade railroad crossings along the evacuation routes.

Evacuation of Special Needs Populations

An evacuation involving special needs facilities, particularly health care facilities, can be a time-consuming and resource-intensive process. The population of Black Hawk County is diverse, and the needs of individuals and families in an emergency are just as diverse. Making programs accessible to people with disabilities and other special needs is critical to a safe and efficient evacuation. Issues that may have a significant impact include:

- Warning and notification, particularly for people who are blind, hard of hearing, or have limited English proficiency
- Access to transportation and sheltering services
- Access to medication, medical equipment and supplies, and backup power
- Access to mobility devices and service animals while in transit or in shelters
- Access to on-going emergency information, disaster assistance, and recovery programs

Map 5 Black Hawk County Evacuation Routes

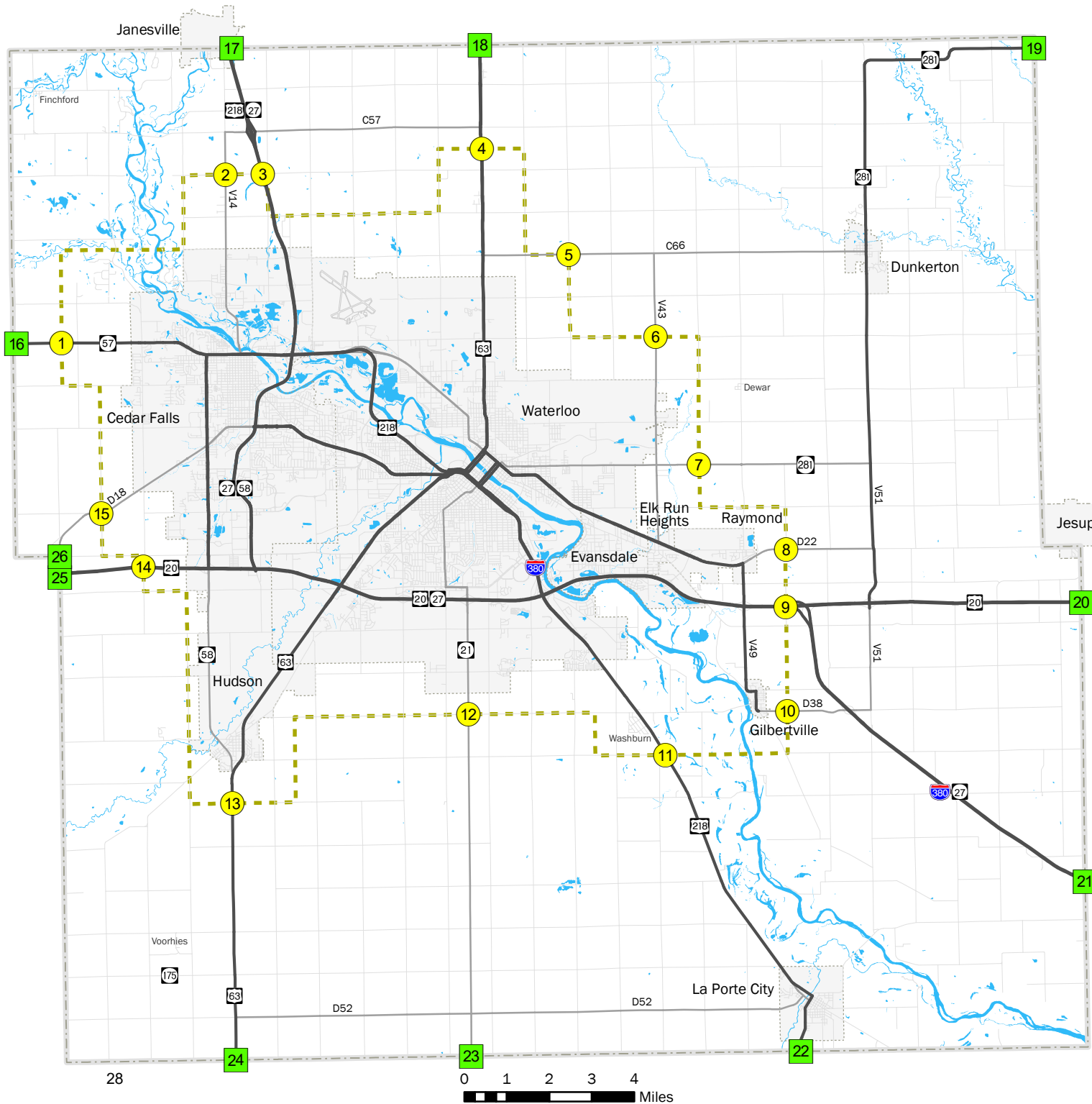


- City Boundary
- Primary Evacuation Route
- Secondary Evacuation Route
- Roadway

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Map 6 Evacuation Routes and Maximum Capacity



- City Boundary
- Primary Evacuation Route
- Secondary Evacuation Route
- Roadway
- Urban Area Boundary
- Exit Points**
- Urban
- Rural

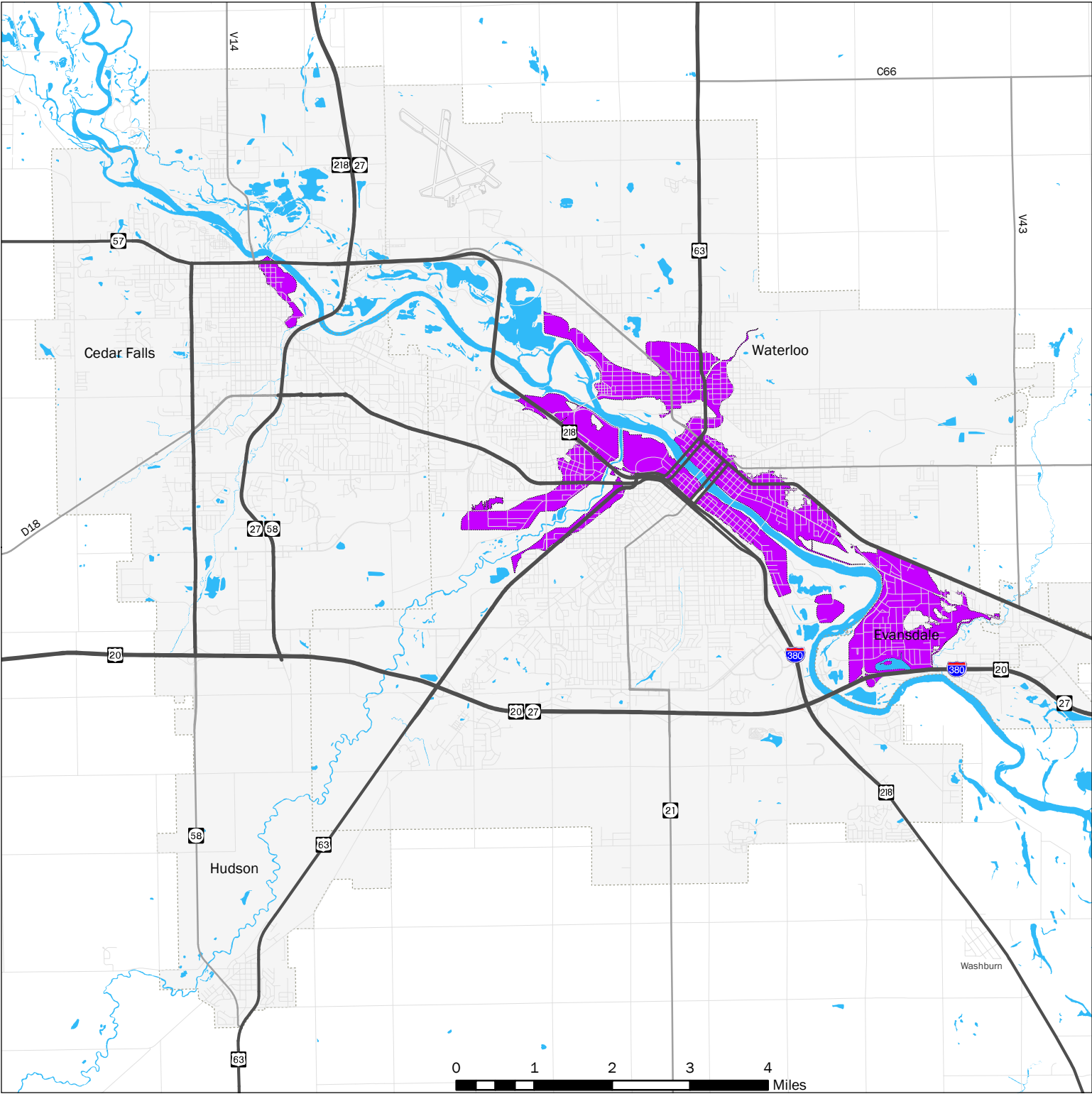
Evacuation Route Estimated Capacities (Urban)					
Exit Point	Route Name	Speed	Capacity per Lane per Hour	Number of Lanes	Total Capacity
1	IA 57	55	1500	1	1500
2	V14 - Waverly Road	55	900	1	900
3	US 218 - IA 27	65	1500	2	3000
4	US 63	65	1500	2	3000
5	C66 - Dunkerton Road	55	900	1	900
6	V43 - North Elk Run Road	55	900	1	900
7	IA 281 - Independence Avenue	55	900	1	900
8	D22 - Dubuque Road	55	900	1	900
9	I380 - US 20	65	1500	2	3000
10	D38 - Poyner Rd	55	900	1	900
11	US 218	55	1500	1	1500
12	IA 21 - Hawkeye Road	55	1500	1	1500
13	US 63	55	1500	1	1500
14	US 20	65	1500	2	3000
15	D18 - University Avenue	55	900	1	900






Evacuation Route Estimated Capacities (Rural)					
Exit Point	Route Name	Speed	Capacity per Lane per Hour	Number of Lanes	Total Capacity
16	IA 57	55	1500	1	1500
17	US 218 - IA 27	45	1500	2	3000
18	US 63	65	1500	2	3000
19	IA 281 - Fairbank Road	55	900	1	900
20	US 20	65	1500	2	3000
21	I380	70	1500	2	3000
22	US 218	55	1500	1	1500
23	IA 21 - Hawkeye Road	55	1500	1	1500
24	US 63	55	1500	1	1500
25	US 20	65	1500	2	3000
26	D19 - West Ridgeway Avenue	55	900	1	900

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Map 7 Flood Levee Protected Areas



-  City Boundary
-  Primary Evacuation Route
-  Secondary Evacuation Route
-  Roadway
-  Area Protected by Levee

Based on FEMA flood data from 7/18/2011

FEMA'S official flood maps can be obtained from FEMA's website:
<https://msc.fema.gov/portal>

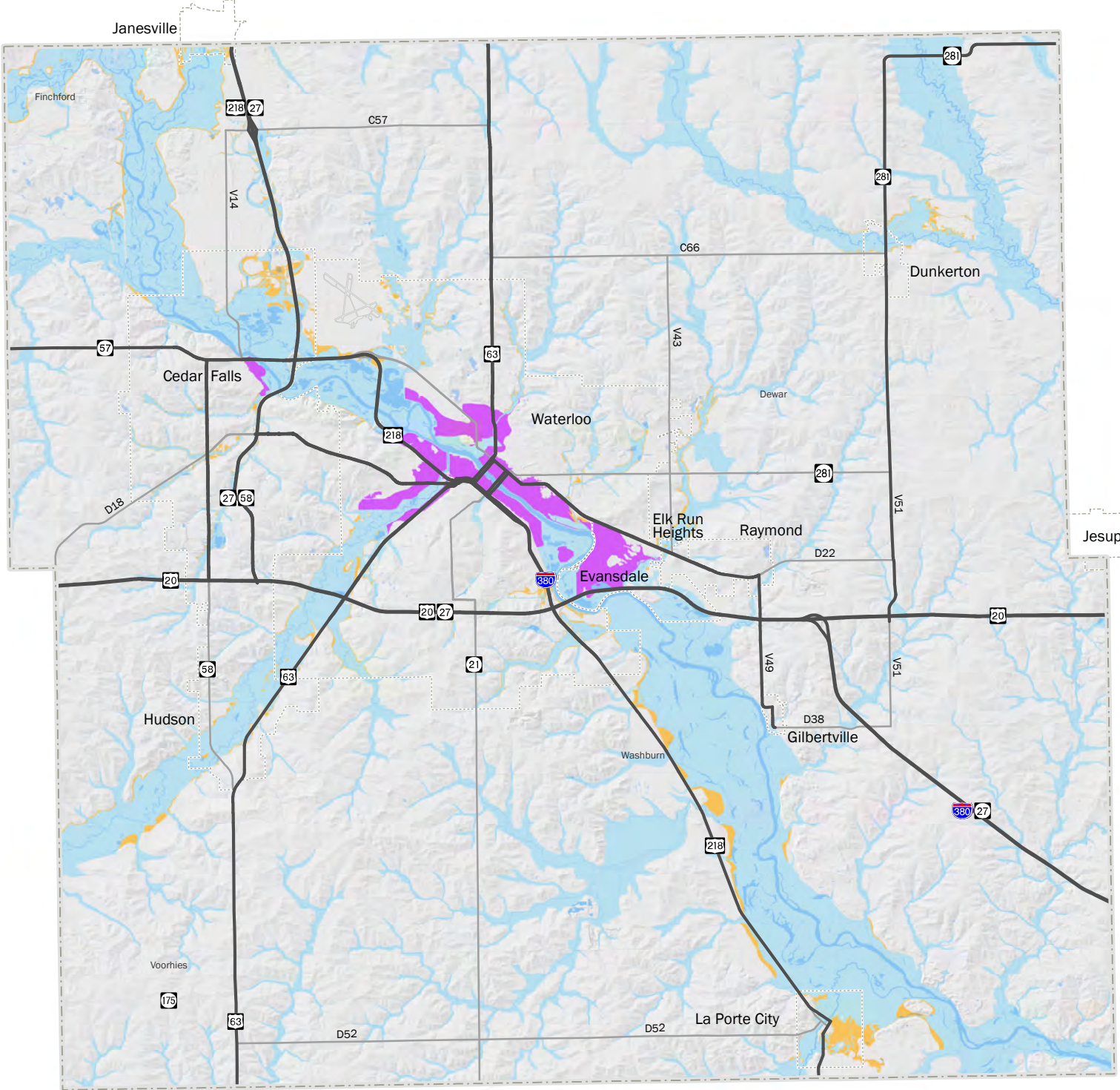
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Map 8 Flood Hazard Areas



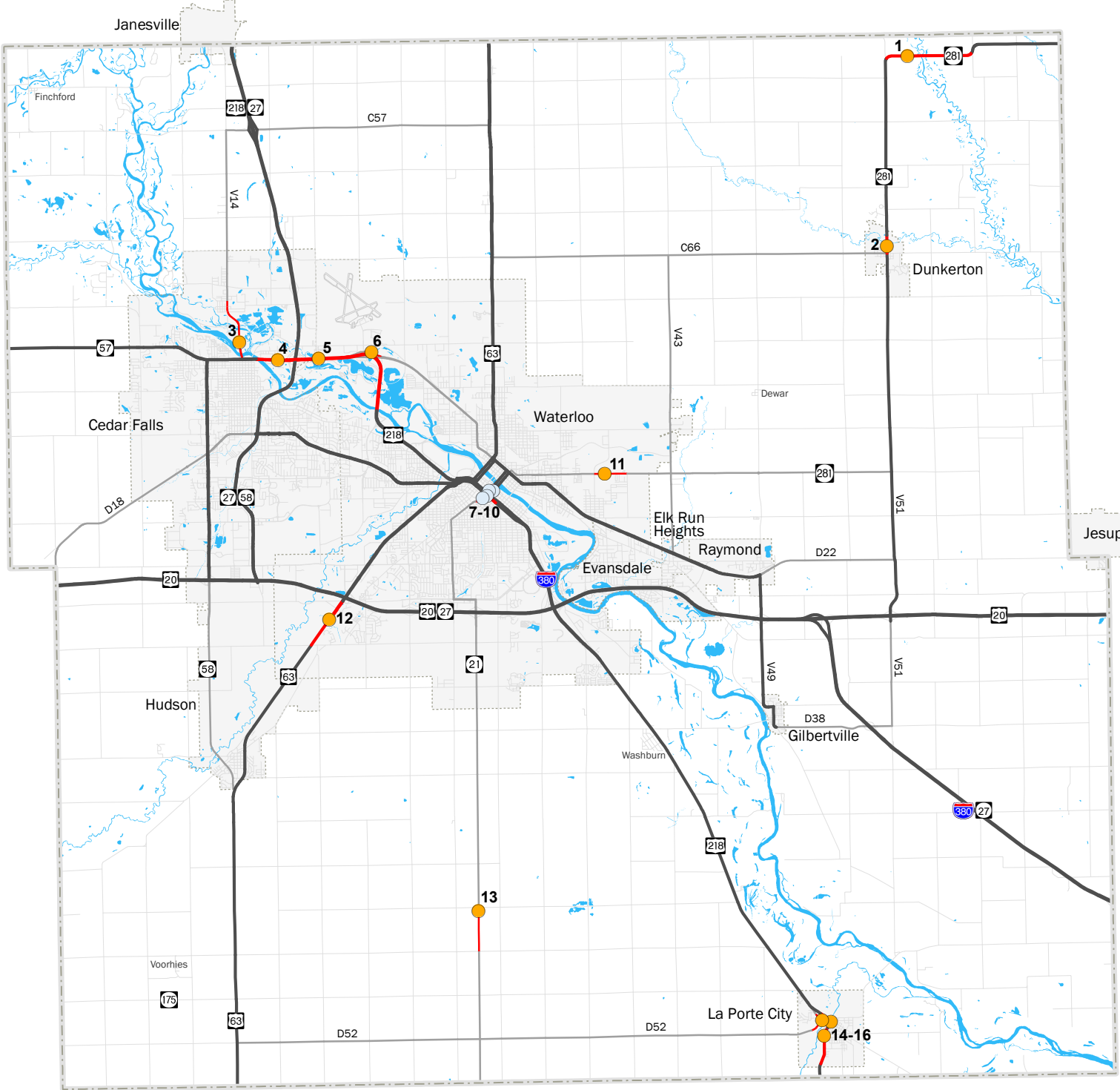
-  City Boundary
-  Primary Evacuation Route
-  Secondary Evacuation Route
-  Water
-  1.0% Annual Chance of Flooding
-  0.2% Annual Chance of Flooding
-  Area Protected by Levee

This is NOT the official FEMA flood map for Black Hawk County. Although the FEMA digital flood data was used as a base map it has been modified by INRCOG to reflect recent construction projects. The official flood maps can be obtained from FEMA's website: <https://msc.fema.gov/portal>

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Map 9 Potential Road Closures Due to Flooding



- City Boundary
- Primary Evacuation Route
- Secondary Evacuation Route
- Potential Closure Due to Flooding
- Roadway
- Potential Road Closure

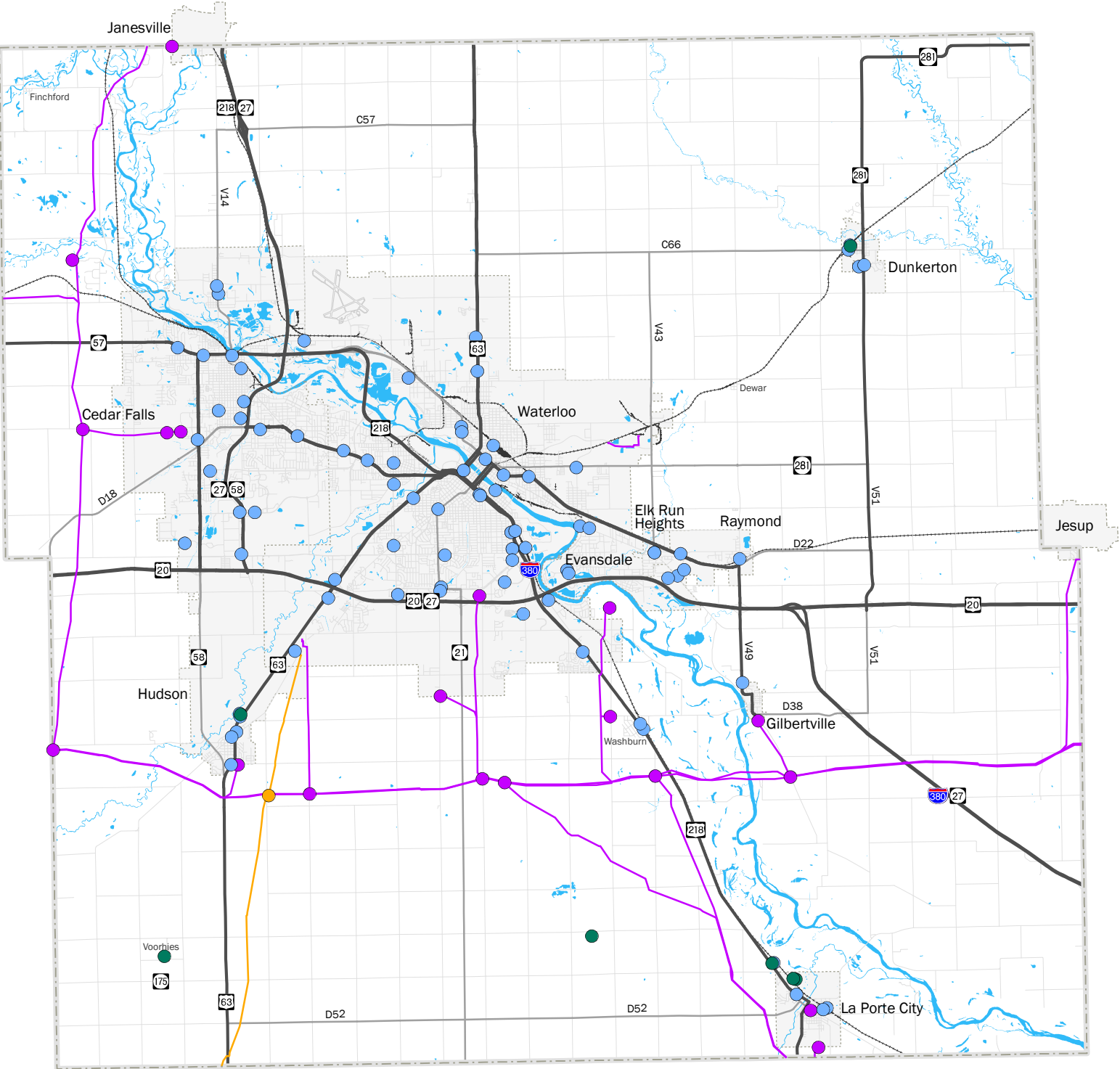
Anticipated Road Closures		
ID	Road Name	Estimated Flood Depth
1.	IA 281 - Fairbank Road	6.0 Feet
2.	IA 281 - Canfield Road	2.5 Feet
3.	V14 - Center Street	1.5 Feet
4.	IA 57 - 1st Street	1.0 Feet
5.	US 218 - IA 27	1.0 Feet
6.	US 218 - IA 27	0.5 Feet
7.	West 5th Street	2.0 Feet
8.	US 218	2.0 Feet
9.	West 5th Street	3.0 Feet
10.	West 6th Street	3.5 Feet
11.	Independence Avenue	2.0 Feet
12.	US63 - Sergeant Road	1.0 Feet
13.	IA 21 - Hawkeye Road	1.5 Feet
14.	D52 - Tama and Main Streets	5.0 Feet
15.	US 218 - Commercial Street	0.25 Feet
16.	US 218 - Commercial Street	3.5 Feet

7, 8, 9, 10 could flood only if rainfall exceeds stormwater sewer capacity.

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Map 10 Pipeline, Rail, and Hazardous Materials

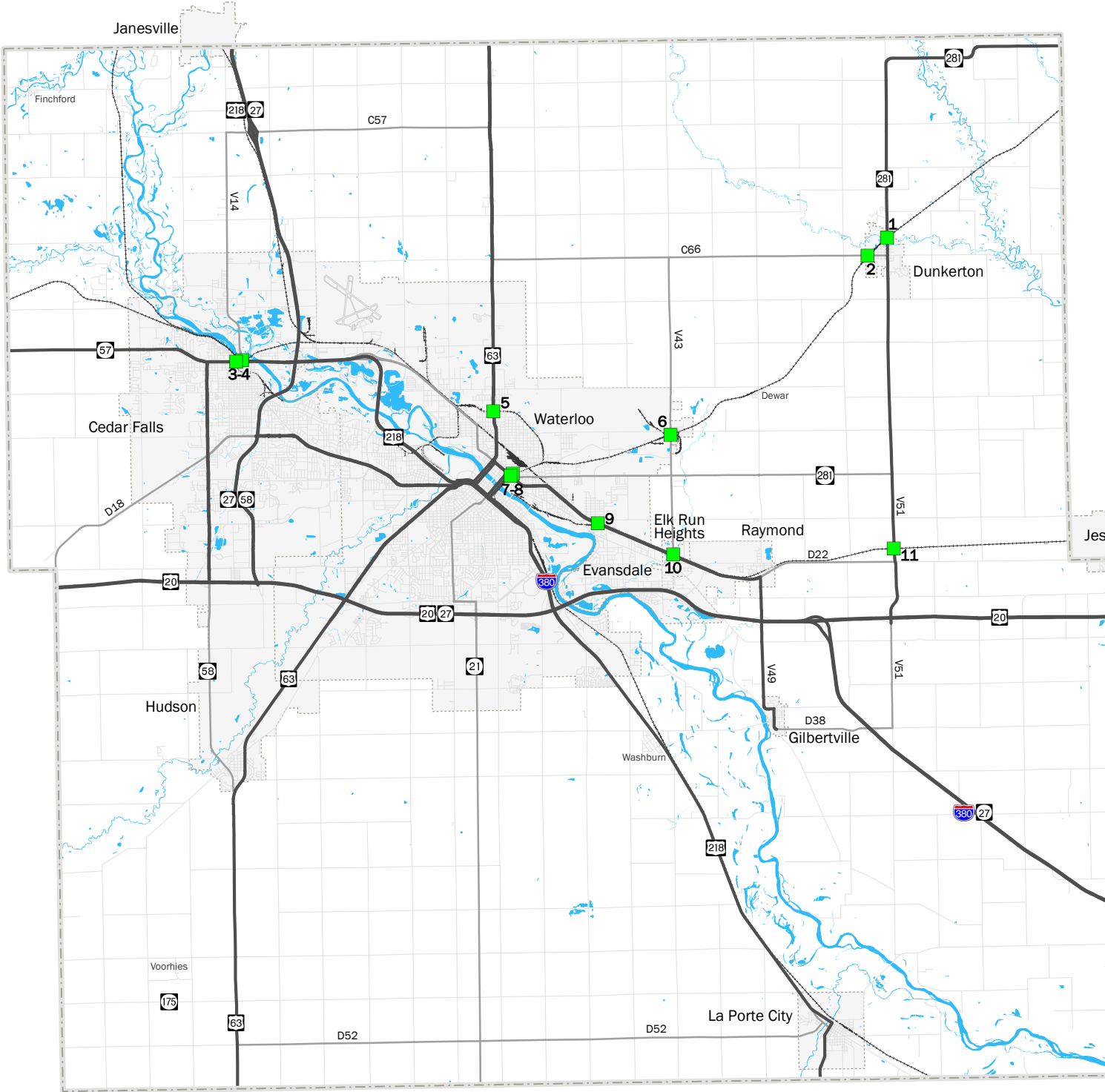


- City Boundary
- Primary Evacuation Route
- Secondary Evacuation Route
- Roadway
- Railroad
- Natural Gas Transmission Pipelines
- Hazardous Liquid Pipelines
- Anhydrous Ammonia
- Fuel Storage
- Liquid Pumping Station
- Natural Gas Regulator Station

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Potential Road Closures At-grade Railroad Crossings



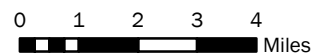
- City Boundary
- Primary Evacuation Route
- Secondary Evacuation Route
- Roadway
- Railroad
- Potential Railroad Closure

Potential Railroad Closures		
ID	Evacuation Route Roadway Name	Railroad Owner
1.	IA 281 - Canfield Road	D & W Railroad Incorporated
2.	C66 - East Dunkerton Road	D & W Railroad Incorporated
3.	IA 57 - 1st Street	City of Cedar Falls - Railroad Spur
4.	V14 - Center Street	Canadian National Railroad Company
5.	US 63 - Logan Avenue	City of Waterloo - Railroad Spur
6.	V43 - North Elk Run Road	Union Pacific Railroad
7.	Franklin Street	Union Pacific Railroad
8.	Walnut Street	Union Pacific Railroad
9.	Dubuque Road	City of Evansdale - Railroad Spur
10.	Gilbertville Road	Canadian National Railroad Company
11.	V51 - South Canfield Road	Canadian National Railroad Company

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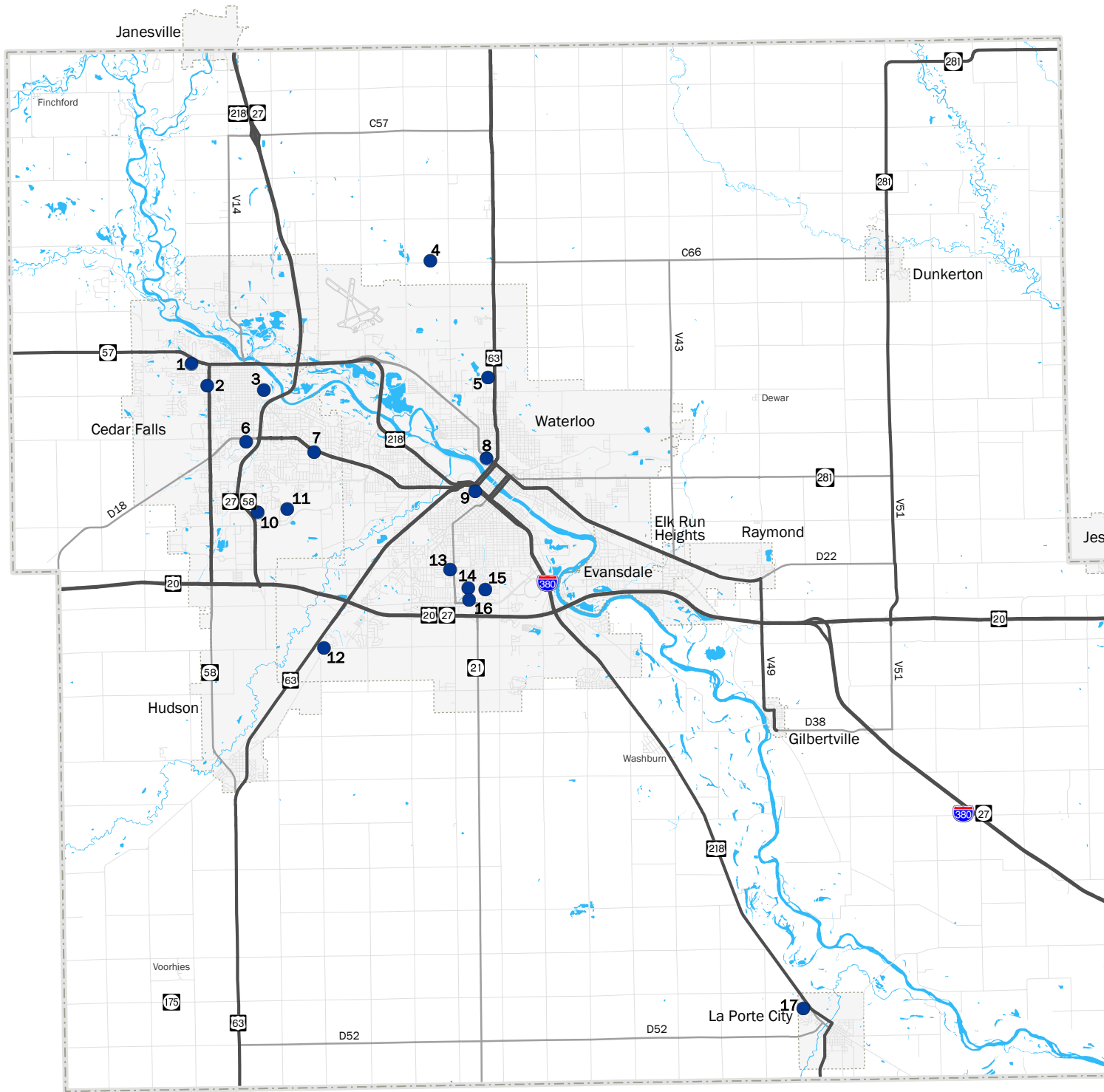
Hospitals, nursing homes, and correctional facilities are required to maintain an emergency plan that includes provisions for an emergency evacuation. However, to effectively implement those plans, they must be warned of emergency situations. Communication coordination with these agencies as well as other health and human services providers can aid in the facilitation of a timely evacuation. Map 12 shows the assisted living facilities in Black Hawk County.

Evacuation of Animals

Evacuees with pets seeking public shelter can create potential problems. For health reasons, pets are not allowed in emergency shelters operated by the American Red Cross and most other organized volunteer groups. However, some people may not leave their homes if they cannot take their pets with them. Loose pets remaining in an evacuated area may also create a public safety concern. Therefore, it is desirable to make reasonable arrangements for evacuees who come to public shelters with pets. The Animal Control Group should coordinate with private animal care shelters and veterinarian clinics to assist with the sheltering of domestic pets.

If the need arises, the Black Hawk County EMA will activate the Multi-Hazard Plan Animal Shelter Annex, which includes a Memorandum of Understanding with Hawkeye Community College for temporary animal sheltering.

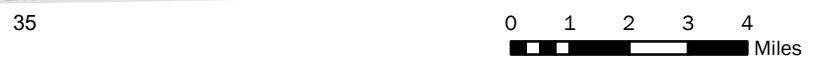
Map 12 Assisted Living Facilities



- City Boundary
- Primary Evacuation Route
- Secondary Evacuation Route
- Roadway
- Assisted Living Facility

Assisted Living Facilities		
ID	Name	Address
1	Windsor Nursing & Rehab Center	2305 Crescent Drive, Cedar Falls
2	Cedar Falls Health Care Center	1728 West 8th Street, Cedar Falls
3	Western Home	420 East 11th Street, Cedar Falls
4	Country View Care Center	1410 West Dunkerton Road, Waterloo
5	North Crest Specialty Care	2001 Heath Street, Waterloo
6	New Adaya Lifescapes	7529 University Avenue, Cedar Falls
7	Brickford Cottage	5409 University Avenue, Cedar Falls
8	The Rose of Waterloo	421 Oak Avenue, Waterloo
9	Bridges Senior Lifestyle Living	214 Washington Street, Waterloo
10	Windhaven & Thaiman Square (Western Home)	5500 South Main Street, Cedar Falls
11	Pinnacle Specialty Care	1223 Prairie View Road, Cedar Falls
12	Harmony House Health Care Center	2950 West Shaulis Road, Waterloo
13	Manor Care	201 West Ridgeway Avenue, Waterloo
14	Friendship Village	600 Park Lane, Waterloo
15	Riverswood Nursing & Rehab Center	2651 Saint Francis Drive, Waterloo
16	Lakeview Landing	332 Southbrooke Drive, Waterloo
17	La Porte City Nursing & Rehab Center	1100 North Highway 218, La Porte City

Disclaimer: This map is for reference only. No liability is assumed for the accuracy of the data delineated herein, either expressed or implied by INRCOG.



SHELTERING

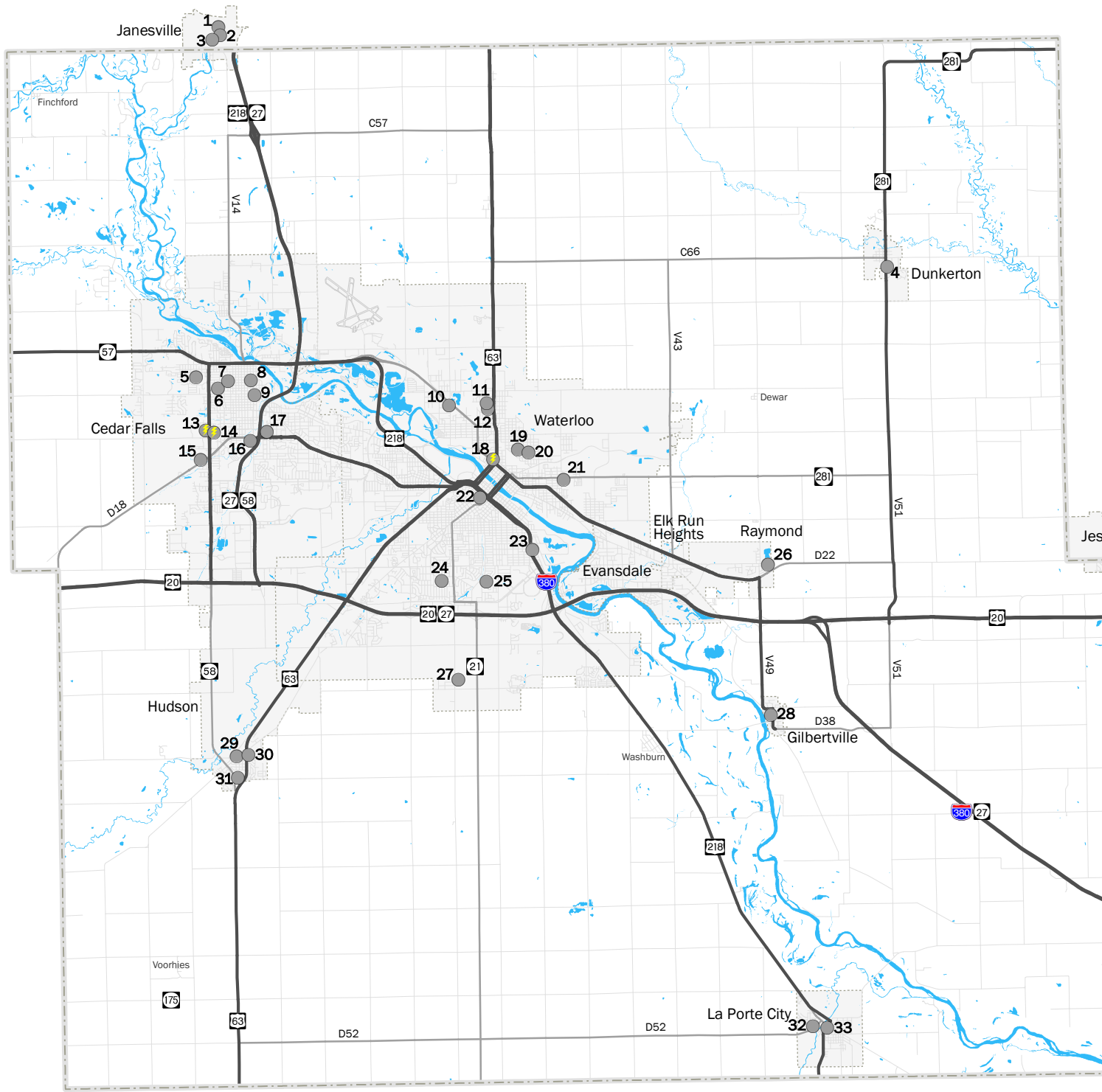
Regional Capacity

Black Hawk County Emergency Management Agency has identified 35 locations as temporary shelters. Map 13 identifies shelter locations, and Table 10 provides a profile of each shelter. The capacity of each shelter depends on whether it is setup for pre-evacuation, or post-evacuation. In post-evacuation events, evacuees are unable to return to their homes. The total pre- and post-evacuation sheltering capacities are **16,357** and **8,165** evacuees. The need and scope of evacuation sheltering will be determined as the incident unfolds. The Black Hawk County EMA will coordinate with the American Red Cross who will assist in the management of any shelter opening and coordinate all services.

Table 10: Shelter Locations in Black Hawk County

Facility	Address	City	Pre-evacuation Capacity	Post-evacuation Capacity	Backup Power Generator
Antioch Baptist Church	426 Sumner St	Waterloo	520	260	N
George Washington Carver Academy	1505 Logan Ave	Waterloo	222	111	N
Expo Alternative Learning Center	1410 Independence Ave	Waterloo	215	107	N
Hultquist-Fry Reserve Center	1689 Burton Ave	Waterloo	131	65	N
Payne Memorial AME Church	1044 Mobile St	Waterloo	147	73	N
St. Paul United Methodist Church	207 West Louise St	Waterloo	137	68	N
Hoover Middle School	630 Hillcrest Rd	Waterloo	290	145	N
Orange Elementary School	5805 Kimball Ave	Waterloo	315	157	N
Columbus High School	3231 West 9 th St	Waterloo	525	262	N
First Cong. United Church of Christ	608 West 4 th St	Waterloo	168	84	N
UAW Union Hall Local 838	2615 Washington St	Waterloo	238	119	N
Salvation Army	89 Franklin St	Waterloo	50	20	Y
Cedar Falls Recreation Center	110 East 13 th St	Cedar Falls	650	325	N
Cedar Falls Senior High School	1015 Division St	Cedar Falls	843	421	N
Dutcher Gymnasium	705 Main St	Cedar Falls	285	142	N
Holmes Junior High School	505 Holmes Dr	Cedar Falls	708	354	N
Nazareth Lutheran Church	7401 University Ave	Cedar Falls	1000	500	N
Peet Junior High School	252 East Seerley Blvd	Cedar Falls	693	346	N
St. John's Lutheran Church	715 College St	Cedar Falls	112	56	N
UNI-Dome	2501 Hudson Rd	Cedar Falls	4332	2166	Y
UNI-West Gym	1227 West 27 th St	Cedar Falls	560	280	Y
United Church of Christ	9204 University Ave	Cedar Falls	180	89	N
Hudson Community Center	525 Jefferson St	Hudson	116	58	N
Hudson Community High School	245 South Washington St	Hudson	356	178	N
St. Timothy Lutheran Church	1 Thelma Ct	Hudson	75	37	N
Janesville Consolidated School	505 Barrick Rd	Janesville	979	489	N
Messiah Lutheran Church	229 Chestnut St	Janesville	58	29	N
United Methodist Church	424 Sycamore St	Janesville	105	52	N
La Porte City Community Center	300 1 st St	La Porte City	100	50	N
Union High School	200 Adams St	La Porte City	935	467	N
Dunkerton Elementary School	509 South Canfield Rd	Dunkerton	817	408	N
Don Bosco High School	311 16 th Ave	Gilbertville	390	195	N
St. Joseph Church Hall	313 East Central St	Raymond	105	52	N

Map 13 Evacuation Shelters



- City Boundary
- Primary Evacuation Route
- Secondary Evacuation Route
- Roadway
- Evacuation Shelter
- Evacuation Shelter with Backup Power

ID	Name	Address
1	Janesville Consolidated School	505 Barrick Road, Janesville
2	Messiah Lutheran Church	229 Chestnut Street, Janesville
3	United Methodist Church	424 Sycamore Street, Janesville
4	Dunkerton Elementary Middle and High School	509 South Canfield Road, Dunkerton
5	Holmes Junior High School	505 Holmes Drive, Cedar Falls
6	Cedar Falls Senior High School	1015 Division Street, Cedar Falls
7	Saint Johns Lutheran Church	715 College Street, Cedar Falls
8	Dutchler Gymnasium	705 Main Street, Cedar Falls
9	Cedar Falls Recreation Center	110 East 13th Street, Cedar Falls
10	Hultquist-Fry US Army Reserve Center	1689 Burton Avenue, Waterloo
11	Saint Paul United Methodist Church	207 West Louise Street, Waterloo
12	Carver Academy	1505 Logan Avenue, Waterloo
13	LNI Dome	2501 Hudson Road, Cedar Falls
14	LNI West Gymnasium	Minnesota Street, Cedar Falls
15	United Church of Christ	9204 University Avenue, Cedar Falls
16	Nazareth Lutheran Church	7401 University Avenue, Cedar Falls
17	Pleet Junior High School	525 East Seerley Boulevard, Cedar Falls
18	Salvation Army	89 Franklin Street, Waterloo
19	Antioch Baptist Church	426 Sumner Street, Waterloo
20	Payne Memorial AME Church	1044 Mobile Street, Waterloo
21	Expo Alternative Learning Center	1410 Independence Avenue, Waterloo
22	First Congregational United Church of Christ	608 West 4th Street, Waterloo
23	United Auto Workers Union Hall Local 638	2615 Washington Street, Waterloo
24	Hoover Middle School	630 Hillcrest Road, Waterloo
25	Columbus High School	3231 West 9th Street, Waterloo
26	Saint Joseph Church Hall	313 East Central Street, Raymond
27	Orange Elementary	5805 Kimball Avenue, Waterloo
28	Don Bosco High School	405 16th Avenue, Gilbertville
29	Hudson Community Center	525 Jefferson Street, Hudson
30	Saint Timothy Lutheran Church	1 Theima Court, Hudson
31	Hudson Community High School	245 South Washington Street, Hudson
32	Union High School	200 Adams Street, La Porte City
33	La Porte City Community Center	300 1st Street, La Porte City

Disclaimer: This map is for reference only. No liability is assumed for the accuracy of the data delineated herein, either expressed or implied by INRCOG.



Special Needs Populations

Special needs populations may lack the ability to understand and react to standard evacuation communications and have special requirements once located to a shelter. In addition to providing access to transportation, agencies should coordinate closely with facilities receiving the evacuated. Well-developed partnerships with health and human services providers can aid in safe sheltering of evacuees with special needs. The EMA should identify and publicize appropriate and accessible shelters ahead of time. In addition, advanced education should be provided to special needs populations as well as those staff assigned to supporting relocation efforts.

Within Black Hawk County, there are no shelters that are designated specifically for people with special needs. Shelters for special needs populations need to be compliant with the Americans with Disabilities Act (ADA). Shelters should be able to provide for accessible parking, building access, and restroom accommodations. In addition, there may be a need for refrigeration of certain medicines and a reliable power source for life-support systems or other devices requiring power to operate. Backup power generators will be important at these locations.

Animal Sheltering

For health reasons, animals are not allowed in emergency shelters operated by the American Red Cross, with the exception of trained dogs assisting the visually impaired. However, some people may not leave their homes without their pets. Therefore, it is desirable to make reasonable arrangements for evacuees who come to public shelters with domestic animals. Depending on the situation and availability of facilities, one or more of the following approaches should be used to handle evacuees arriving with pets:

- Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets
- Direct pet owners to a public shelter with covered exterior corridors or adjacent support buildings where pets on leashes and in carriers may be temporarily housed
- Set up a temporary pet shelter

If the need arises, the Black Hawk County EMA will activate the Multi-Hazard Plan Animal Shelter Annex, which includes a Memorandum of Understanding with Hawkeye Community College for temporary animal sheltering.

ACCESS CONTROL AND SECURITY

Once an area has been evacuated and cleared, access back should be controlled to secure the perimeter and protect public safety. Perimeter controls are accomplished by establishing access control points, road closures, and road blocks. Access control may be accomplished effectively by opening a certain number of access points where the roadway capacities are higher. Outer perimeter control will be used to provide information on the progress of the evacuation and reduce sight-seeing. The inner perimeter control will be restricted to emergency responder vehicles and incident management personnel. Law enforcement personnel should conduct periodic patrols within the secured area to deter theft and looting. Temporary access back to the evacuation zone should be limited to the following:

- Emergency service and public works personnel
- Utility companies engaged in restoring services
- Contractors restoring damaged buildings or clearing roads
- Commercial vehicles delivering food, essential supplies, and other related materials
- Media representative

These individuals will require proper identification, such as employee identification badges, driver's licenses, or other verifiable identification. Law enforcement should be present at designated transportation points and shelter locations for security and crowd control. Law enforcement personnel should also establish a protocol for allowing critical employees through road blocks.

RE-ENTRY PROCEDURES

Re-entry is the assessment and determination that a coordinated, safe, and orderly return can occur to an evacuation zone following an event or incident. After the incident has expired and the threat to life and property has diminished, a plan must be in place to allow re-entry to the public. The Incident Commander, in consultation with the elected officials and Staff, will determine if a return to inhabit buildings is in order, or if a re-entry to gather belongings is the best scenario at the time. The following are priorities for re-entry:

- Safe return
- Security within the evacuation zone
- Damage assessment
- Restoration of services
- Communication of information

Prior to re-entry, the evacuation zone will require an assessment of damage and require that normal services have been restored. The following checklist can be used to help verify whether an evacuation zone is ready for return or re-entry.

- Structures and trees deemed safe
- Damage and safety assessments completed
- Water and sewer lines and facilities repaired
- Gas and power lines and facilities repaired and safe
- Search and rescue operations completed
- Fire suppression services available and accessible
- Removal of hazardous materials completed, or appropriate warnings issued
- Water supply deemed safe or appropriate warnings issued
- Major transportation routes passable
- Debris removed from public right-of-way
- Elimination of significant hazards or deemed no threat to public safety

The Black Hawk County Health Department should be consulted regarding public and environmental health related issues. Return or re-entry notification should be provided through several outlets, i.e. radio, television, social media, and flyers. Sudden opening of the perimeters should be avoided, as a mass inflow of people could increase the risk of accidents and injuries. The evacuated perimeter should be opened in segments starting with the perimeter furthest from the incident location. As the public begins to come back to the evacuated area, there should be a heavy presence of law enforcement to aid in the prevention of looting throughout the unpopulated areas.

EVACUATION TRAINING AND EXERCISES

The Black Hawk County Evacuation Plan is a working document that will evolve because of changing threats and new or refined information. Regular training and exercises will help to ensure that Black Hawk County is prepared to address emergency evacuation procedures. Training helps personnel prepare for their roles and responsibilities in the event of an evacuation. Exercises test personnel capabilities, resource availability, communication systems, and working relationships of the responding agencies.

Training – All staff that would participate in responding to emergencies must maintain at least minimum training competencies. Each city in the metropolitan area must meet the compliance requirements set forth in the National Incident Management System (NIMS). Training should address staff turnover and ensure the appropriate staff have the required competencies needed in the event of an evacuation.

There should also be training for all other city and county staff as well as chief elected officials at an educational awareness level. This type of training would highlight the existence and purpose of the *2015 Black Hawk County Multi-Jurisdictional Hazard Mitigation Plan* (HMP) and Evacuation Plan as well as outline the general policies and procedures in the event of an evacuation. Each city and county department should identify which personnel would be required to serve or may be requested to volunteer during an evacuation. Training can be accomplished through classroom instruction, coursework, and exercises.

Exercises – Regular simulations of emergencies are another aspect of emergency evacuation preparedness. Local drills, tabletop exercises, functional exercises, and full-scale exercises shall periodically include an evacuation scenario based on the hazards identified in the HMP. Exercises may also help identify where staff need additional training or create a better understanding of problems and potential solutions. As part of exercises, a debriefing on the successes and opportunities should be conducted. An Exercise Report template can be found in the Appendix. Completed reports should be attached to Appendix F and referenced when the document is updated. Completed reports should also be uploaded to the Iowa Homeland Security Exercise and Evaluation Program (HSEEP) portal. The Department of Homeland Security offers training programs through its Center for Domestic Preparedness.

<https://cdp.dhs.gov/find-training>

Public Outreach – To better prepare the community, the public should also be educated on evacuation planning. Public outreach should include potential hazards that may require evacuation, likely evacuation routes, methods of communication, and shelter and transportation point locations. Information on personal evacuation plans will be important as well. As part of this plan, the Black Hawk County Flood Evacuation Guide (Appendix D) was developed for the public. The Federal Emergency Management Agency offers additional information on household disaster planning and the importance of being informed.

www.ready.gov/make-a-plan

PLAN MAINTENANCE

The Black Hawk County Evacuation Plan maintenance process is necessary to prevent it from becoming outdated beyond usability, to continually refine the document, and to ensure those responsible for implementing are familiar with the content. The Black Hawk County Emergency Management Agency (EMA) will be responsible for updating and maintaining the Evacuation Plan. The Plan should be reviewed annually and updated as necessary based on current information and lessons learned.

There are two types of revisions – major and minor. Minor revisions may be made to the Plan throughout the year. These are considered administrative modifications and updated as appropriate. Minor revisions should be annotated in the electronic document with the date and reference to the revision. Major revisions in procedures or incident methodologies may need to be considered as plan amendments and should be taken to the Black Hawk County EMA Board.

The Black Hawk County EMA should organize and conduct a debriefing of evacuation operations following large-scale evacuations and training exercises. This will help improve the Evacuation Plan and provide vital information for trainings and real events. An Exercise Report template can be found in the Appendix. Completed reports should be attached to Appendix F and referenced when the document is updated. Completed reports should also be uploaded to the Iowa HSEEP portal.

The Black Hawk County Evacuation Plan will be revised every five years, at a minimum, to integrate new hazard information, changes in community information, and refinements based on the results of drills, exercises, and real incidents. Electronic copies of the revisions or the entire revised plan should be provided to emergency management personnel within Black Hawk County.

APPENDICES

Appendix A: List of Acronyms

Appendix B: Evacuation Plan Signatures

Appendix C: Local Agreements and Memorandums of Understanding

Appendix D: Black Hawk County Flood Evacuation Guide

Appendix E: Exercise Report Template

Appendix F: Completed Exercise Reports

APPENDIX A: LIST OF ACRONYMS

ADA	Americans with Disabilities Act
DOT	Department of Transportation
DMS	Dynamic Message Signs
EMA	Emergency Management Agency
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EPI	Exception Persons, Incorporated
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
HMP	Hazard Mitigation Plan
HSEEP	Homeland Security Exercise and Evaluation Program
IC	Incident Commander
ICS	Incident Command System
JIC	Joint Information Center
INRCOG	Iowa Northland Regional Council of Governments
MET	Metropolitan Transit Authority
NIMS	National Incident Management System
P25	Project 25
PIO	Public Information Officer
RTC	Iowa Northland Regional Transit Commission

APPENDIX B: EVACUATION PLAN SIGNATURES

The signatures below represent approval of the 2018 Black Hawk County Evacuation Plan, as adopted by the Black Hawk County Emergency Management Commission on May 24, 2018.

_____ Frank Magsamen, Chair Black Hawk County Board of Supervisors	Date	_____ Sheriff Tony Thompson, Vice Chair Black Hawk County	Date
_____ Rob Green, City Council City of Cedar Falls	Date	_____ Edward Jessen, Mayor City of Dunkerton	
_____ Tim Swope, Mayor City of Elk Run Heights	Date	_____ Doug Faas, Mayor City of Evansdale	Date
_____ Mark Thome, Mayor City of Gilbertville	Date	_____ George Wessel, Mayor City of Hudson	Date
_____ David Neil, Mayor City of La Porte City	Date	_____ Monte Johnson, Mayor City of Raymond	Date
_____ Jerome Amos Jr, City Council City of Waterloo	Date		

APPENDIX C: LOCAL AGREEMENTS AND MEMORANDUMS OF UNDERSTANDING

Letter of agreement
Between
Black Hawk County Emergency Management Agency
And
Cedar Falls Community School District

IT IS RECOGNIZED that an emergency in Black Hawk County could possibly require evacuation of school children or other people living, working, or visiting within Black Hawk County. Such evacuations would be coordinated by the Black Hawk County Emergency Management Agency under the provisions of the Black Hawk County Multi-Hazard Emergency Operations Plan and would require transportation services. Cedar Falls Community School District could provide such services, providing the transportation resources were not required for Cedar Falls Community School District students. Cedar Falls Community School District buses could be used to transport members of the general population to designated Reception Centers outside of the emergency area.

IT IS THEREFORE AGREED THAT:

1. If the Black Hawk County Emergency Management Agency requires transportation services from Cedar Falls Community School District as part of the county-wide planning responsibilities, the Black Hawk County Emergency Management Agency Coordinator (or designee) will notify Cedar Falls Community School District. Cedar Falls Community School District will send a representative to the Black Hawk County Emergency Operation Center to serve as a liaison between the Black Hawk County Emergency Management Agency and the Cedar Falls Community School District
2. Upon receiving notification and verifying its authenticity, the Cedar Falls Community School District will free an appropriate number of buses from their routine duties and make them, together with qualified drivers, available for service to Black Hawk County Emergency Management Agency. It is recognized that transportation of Cedar Falls Community School District students shall receive first priority. Cedar Falls Community School District will deploy available buses according to instructions received from the Black Hawk County Emergency Operations Center.
3. Actual emergency needs may require the use of all available Cedar Falls Community School District buses for which qualified drivers are available. Limited evacuation demonstrations may be arranged by Black Hawk County Emergency Management Agency from time to time for the purpose of exercising the Black Hawk County Multi-Hazard Plan; such demonstrations will utilize no more than two buses.
4. In an emergency situation, reimbursement and liability issues will be coordinated by the Black Hawk County Emergency Management Agency. Black Hawk County Emergency Management Agency will seek all available reimbursement to Cedar Falls Community School District for documented expenses incurred in the fulfillment of this agreement (see Attachment A).
5. Black Hawk County Emergency Management Agency will provide the Cedar Falls Community School District with the necessary training and reference materials to enable the Cedar Falls Community School District to effectively respond as indicated above.

This agreement will remain in effect until terminated or modified by either party upon 90 days written notice of the other party.

Jorie Silver
Black Hawk County Emergency Management Agency
W. Seuchana
Cedar Falls Community School District

6-13-13
Date
JUNE 10, 2013
Date

Letter of agreement between Black Hawk County Emergency Management Agency and the Cedar Falls Community School District

Attachment A. Reimbursement

Reimbursement for the use of buses will be at the FEMA Schedule of Equipment Rates. The rates on this Schedule of Equipment Rates are for applicant-owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incident to operation. Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible. Standby equipment costs are not eligible.

Information regarding the use of the Schedule is contained in 44 CFR §206.228 *Allowable Costs*.

For buses, as of September 15, 2010, the equipment rate listed is as follows:

<i>Cost Code</i>	<i>Type</i>	<i>HP</i>	<i>Rate</i>
8180	Bus	to 150	\$20.00/hour
8181	Bus	to 210	\$23.00/hour
8182	Bus	to 300	\$27.00/hour

LABOR COSTS OF OPERATOR ARE NOT INCLUDED in the equipment rates and should be tracked separately from equipment costs. Labor costs will be at the rate that is current at the time the service is requested. All documentation such as timesheets, work logs, and equipment use sheets that show the work was disaster-related and support the hours claimed must be completed and submitted for reimbursement.

Letter of agreement
Between
Black Hawk County Emergency Management Agency
And
Waterloo Community School District and Durham School Services, Inc.

IT IS RECOGNIZED that an emergency in Black Hawk County could possibly require evacuation of school children or other people living, working, or visiting within Black Hawk County. Such evacuations would be coordinated by the Black Hawk County Emergency Management Agency under the provisions of the Black Hawk County Multi-Hazard Emergency Operations Plan and would require transportation services. Waterloo Community School District and Durham School Services, Inc. could provide such services, providing the transportation resources were not required for Waterloo Community School District students. The Durham School Service Buses could be used to transport members of the general population to designated Reception Centers outside of the emergency area.

IT IS THEREFORE AGREED THAT:

1. If the Black Hawk County Emergency Management Agency requires transportation services from Durham School Services, Inc. as part of the county-wide planning responsibilities, the Black Hawk County Emergency Management Agency Coordinator (or designee) will notify Durham School Services, Inc. Durham School Services, Inc. will then notify the Waterloo School District of this request. Durham School Services, Inc. will send a representative to the Black Hawk County Emergency Operation Center to serve as a liaison between the Black Hawk County Emergency Management Agency and Durham School Services, Inc.
2. Upon receiving notification and verifying its authenticity, the Waterloo School District and Durham School Services, Inc. will free an appropriate number of buses from their routine duties and make them, together with qualified drivers, available for service to Black Hawk County Emergency Management Agency. It is recognized that transportation of Waterloo Community School District students shall receive first priority. Durham School Services will deploy available buses according to instructions received from the Black Hawk County Emergency Operations Center.
3. Actual emergency needs may require the use of all available Waterloo Community School District buses for which qualified drivers are available. Limited evacuation demonstrations may be arranged by Black Hawk County Emergency Management

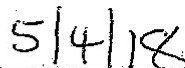
Agency from time to time for the purpose of exercising the Black Hawk County Multi-Hazard Plan; such demonstrations will utilize no more than two buses.

4. In an emergency situation, reimbursement and liability issues will be coordinated by the Black Hawk County Emergency Management Agency. Black Hawk County Emergency Management Agency will seek all available reimbursement to Durham School Services, Inc, and the Waterloo Community School District for documented expenses incurred in the fulfillment of this agreement (see Attachment A).
5. Black Hawk County Emergency Management Agency will provide the Waterloo School District and Durham School Services, Inc. with the necessary training and reference materials to enable the Waterloo School District and Durham School Services, Inc. to effectively respond as indicated above.

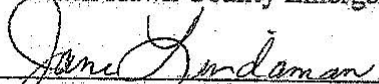
This agreement will remain in effect until terminated or modified by either party upon 90 days written notice of the other party.



Black Hawk County Emergency Management



Date



Waterloo Community School District



Date



Durham School Services, Inc.



Date

Letter of agreement between Black Hawk County Emergency Management Agency and the Waterloo Community School District and Durham School Services, Inc.

Attachment A Reimbursement

THESE RATES ARE APPLICABLE TO MAJOR DISASTERS AND EMERGENCIES DECLARED BY THE PRESIDENT ON OR AFTER SEPTEMBER 1, 2017.

Reimbursement for the use of buses will be at the FEMA Schedule of Equipment Rates. The rates on this Schedule of Equipment Rates are for applicant-owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incident to operation. Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible. Standby equipment costs are not eligible.

Information regarding the use of the Schedule is contained in 44 CFR §206.228 *Allowable Costs*.

For buses, after September 1, 2017 the equipment rate listed for buses is as follows:

<i>Cost Code</i>	<i>Type</i>	<i>HP</i>	<i>Rate</i>
8180	Bus	to 150	\$20.95/hour
8181	Bus	to 210	\$25.45/hour
8182	Bus	to 300	\$38.35/hour

Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible. LABOR COSTS OF OPERATOR ARE NOT INCLUDED in the rates and should be approved separately from equipment costs/

Letter of agreement
Between
Black Hawk County Emergency Management Agency
And
Hudson Community School District

IT IS RECOGNIZED that an emergency in Black Hawk County could possibly require evacuation of school children or other people living, working, or visiting within Black Hawk County. Such evacuations would be coordinated by the Black Hawk County Emergency Management Agency under the provisions of the Black Hawk County Multi-Hazard Emergency Operations Plan and would require transportation services. Hudson Community School District could provide such services, providing the transportation resources were not required for Hudson Community School District students. Hudson Community School District buses could be used to transport members of the general population to designated Reception Centers outside of the emergency area.

IT IS THEREFORE AGREED THAT:

1. If the Black Hawk County Emergency Management Agency requires transportation services from Hudson Community School District as part of the county-wide planning responsibilities, the Black Hawk County Emergency Management Agency Coordinator (or designee) will notify Hudson Community School District. Hudson Community School District will send a representative to the Black Hawk County Emergency Operation Center to serve as a liaison between the Black Hawk County Emergency Management Agency and the Hudson Community School District.
2. Upon receiving notification and verifying its authenticity, the Hudson Community School District will free an appropriate number of buses from their routine duties and make them, together with qualified drivers, available for service to Black Hawk County Emergency Management Agency. It is recognized that transportation of Hudson Community School District students shall receive first priority. Hudson Community School District will deploy available buses according to instructions received from the Black Hawk County Emergency Operations Center.
3. Actual emergency needs may require the use of all available Hudson Community School District buses for which qualified drivers are available. Limited evacuation demonstrations may be arranged by Black Hawk County Emergency Management Agency from time to time for the purpose of exercising the Black Hawk County Multi-Hazard Plan; such demonstrations will utilize no more than two buses.
4. In an emergency situation, reimbursement and liability issues will be coordinated by the Black Hawk County Emergency Management Agency. Black Hawk County Emergency Management Agency will seek all available reimbursement to Hudson Community School District for documented expenses incurred in the fulfillment of this agreement (see Attachment A).
5. Black Hawk County Emergency Management Agency will provide the Hudson Community School District with the necessary training and reference materials to enable the Hudson Community School District to effectively respond as indicated above.

This agreement will remain in effect until terminated or modified by either party upon 90 days written notice of the other party.

Frank Messom
Black Hawk County Emergency Management Agency

8/24/2009
Date

Maureen C. Nasson
Hudson Community School District

8-17-09
Date

Letter of agreement between Black Hawk County Emergency Management Agency and the Hudson Community School District

Attachment A. Reimbursement

Reimbursement for the use of buses will be at the FEMA Schedule of Equipment Rates. The rates on this Schedule of Equipment Rates are for applicant-owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incident to operation. Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible. Standby equipment costs are not eligible.

Information regarding the use of the Schedule is contained in 44 CFR §206.228- *Allowable Costs*.

For buses, as of June, 2009, the equipment rate listed is as follows:

<i>Cost Code</i>	<i>Type</i>	<i>HP</i>	<i>Rate</i>
8180	Bus	to 150	\$26.00/hour
8181	Bus	to 210	\$29.00/hour
8182	Bus	to 300	\$33.00/hour

LABOR COSTS OF OPERATOR ARE NOT INCLUDED in the equipment rates and should be tracked separately from equipment costs. Labor costs will be at the rate that is current at the time the service is requested. All documentation such as timesheets, work logs, and equipment use sheets that show the work was disaster-related and support the hours claimed must be completed and submitted for reimbursement.

Letter of agreement
Between
Black Hawk County Emergency Management Agency
And
Union Community School District

IT IS RECOGNIZED that an emergency in Black Hawk County could possibly require evacuation of school children or other people living, working, or visiting within Black Hawk County. Such evacuations would be coordinated by the Black Hawk County Emergency Management Agency under the provisions of the Black Hawk County Multi-Hazard Emergency Operations Plan and would require transportation services. Union Community School District could provide such services, providing the transportation resources were not required for Union Community School District students. Union Community School District buses could be used to transport members of the general population to designated Reception Centers outside of the emergency area.

IT IS THEREFORE AGREED THAT:

1. If the Black Hawk County Emergency Management Agency requires transportation services from Union Community School District as part of the county-wide planning responsibilities, the Black Hawk County Emergency Management Agency Coordinator (or designee) will notify Union Community School District. Union Community School District will send a representative to the Black Hawk County Emergency Operation Center to serve as a liaison between the Black Hawk County Emergency Management Agency and the Union Community School District
2. Upon receiving notification and verifying its authenticity, the Union Community School District will free an appropriate number of buses from their routine duties and make them, together with qualified drivers, available for service to Black Hawk County Emergency Management Agency. It is recognized that transportation of Union Community School District students shall receive first priority. Union Community School District will deploy available buses according to instructions received from the Black Hawk County Emergency Operations Center.
3. Actual emergency needs may require the use of all available Union Community School District buses for which qualified drivers are available. Limited evacuation demonstrations may be arranged by Black Hawk County Emergency Management Agency from time to time for the purpose of exercising the Black Hawk County Multi-Hazard Plan; such demonstrations will utilize no more than two buses.
4. In an emergency situation, reimbursement and liability issues will be coordinated by the Black Hawk County Emergency Management Agency. Black Hawk County Emergency Management Agency will seek all available reimbursement to Union Community School District for documented expenses incurred in the fulfillment of this agreement.
5. Black Hawk County Emergency Management Agency will provide the Union Community School District with the necessary training and reference materials to enable the Union Community School District to effectively respond as indicated above.

This agreement will remain in effect until terminated or modified by either party upon 90 days written notice of the other party.

Black Hawk County Emergency Management Agency	Date
Union Community School District	Date

Letter of agreement between Black Hawk County Emergency Management Agency and the Union Community School District

Attachment A. Reimbursement

Reimbursement for the use of buses will be at the FEMA Schedule of Equipment Rates. The rates on this Schedule of Equipment Rates are for applicant-owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incident to operation. Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible. Standby equipment costs are not eligible.

Information regarding the use of the Schedule is contained in 44 CFR §206.228- *Allowable Costs*.

For buses, as of June, 2009, the equipment rate listed is as follows:

<i>Cost Code</i>	<i>Type</i>	<i>HP</i>	<i>Rate</i>
8180	Bus	to 150	\$26.00/hour
8181	Bus	to 210	\$29.00/hour
8182	Bus	to 300	\$33.00/hour

LABOR COSTS OF OPERATOR ARE NOT INCLUDED in the equipment rates and should be tracked separately from equipment costs. Labor costs will be at the rate that is current at the time the service is requested. All documentation such as timesheets, work logs, and equipment use sheets that show the work was disaster-related and support the hours claimed must be completed and submitted for reimbursement.

MEMORANDUM OF UNDERSTANDING

Between the

**Hawkeye Community College and Black Hawk County Emergency Management Agency
in times of Disaster**

RECITALS

WHEREAS, Black Hawk County Emergency Management Agency (BHC EMA) recognizes that animals play a role in the physical, emotional and economic well-being of people, and that a wide range of natural and technological disasters place animals in jeopardy,

WHEREAS, BHC EMA promotes the humane treatment of animals by incorporating animal welfare in all-hazard planning for disaster preparedness, response, recovery and mitigation,

WHEREAS, BHC EMA advises people to plan in advance for the care of their animals during disasters and encourages people to take and keep their animals with them if possible during disasters, and to that purpose keeps a listing of hotels that accept pets during times of disasters, incorporated here as Attachment 1,

WHEREAS, BHC EMA desires to assist in establishing pet shelter options when typical options are not available due to displacement during disasters,

WHEREAS, BHC EMA is encouraged by the Iowa Department of Homeland Security and Emergency Management to plan for animal sheltering during times of disaster,

WHEREAS, the Hawkeye Community College (HCC) has buildings that are suitable for sheltering pets,

WHEREAS FEMA Disaster Assistance Policy DAP9523.19, incorporated here by reference as Attachment 2, identifies the expenses related to State and local governments' emergency pet evacuation and sheltering activities that may be eligible for reimbursement following a major disaster or emergency declaration

WHEREAS, BHC EMA and HCC wish to enter into an agreement that provides for coordination and cooperation between BHC EMA and the HCC in providing shelter for companion animals during a disaster to ensure the safety and care of evacuated, stray, abandoned or rescued animals,

NOW THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth, and for other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Purpose

The purpose of this Memorandum of Understanding (“MOU”) is to establish a working relationship between the HCC and the BHC EMA in preparing for and responding to disasters. This agreement provides a framework for cooperation between the two organizations in a congregate household pet shelter for sheltering household pets and service animals during times of disaster.

2. Definitions

Disaster - A disaster is a threatening or occurring event that produces a level of immediate suffering and basic animal needs that cannot be promptly or adequately addressed by the affected people. Natural disasters include, but are not limited to: floods, tornadoes, winter storms.

Household pet –A domesticated animal, such as a dog, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.

Service animal –Any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

Congregate household pet shelter – – Any private or public facility that provides refuge to rescued household pets and the household pets of shelter residents in response to a declared major disaster or emergency.

3. Methods of Cooperation

- a) Upon the written request of BHC EMA, HCC agrees to assist and support the BHC EMA in offering the following services in times of disaster. HCC may be asked to perform one or all of the tasks below:
 - i) Setup of temporary animal relief shelters in designated HCC buildings and grounds as determined solely by HCC.
 - ii) Coordination of veterinary care for sick and injured animals
 - iii) Coordination of animal food and supplies
 - iv) Shelter operation cost documentation
 - v) Reuniting animals with caregivers
- b) BHC EMA agrees to reimburse the HCC for reasonable and documented congregate household pet shelter operation costs as described in Part D, Attachment 2.
- c) HCC agrees that any and leadership staff working on behalf of HCC must have completed the NIMS courses (IS 100 and IS 200), unless otherwise agreed to by the parties.
- d) HCC agrees to work within the Incident Command structure.

- e) Any and all press releases and media interviews related to HCC's participation in disaster response are to be approved in advance by the Shelter Operations Incident Commander. Any BHC or BHC EMA press releases that mention the HCC will be sent to HCC Incident Commander for approval prior to their issuance.
- f) BHC EMA and HCC agree to acknowledge each agency's contribution to disaster response.
- g) BHC EMA agrees to follow applicable HCC policies and procedures.
- h) BHC EMA will request supplies for HCC from the Animal Shelter Trailer located at Cedar Bend Humane Society, list of Contents in Attachment 5.

4. Method of Communication

- a) Written request from BHC EMA to HCC, referenced in 3.a) above, will be made initially by fax or by email from the BHC EMA Coordinator or the Coordinator's designee to a designated person at HCC. A call to HCC Public Safety will be made at that time as well to initiate the HCC call tree (Attachment 4). A hard copy of the request from BHC EMA with an original signature will be provided to HCC within 48 hours of transmission of the initial request.
- b) A list of pertinent contact names, phone numbers, fax numbers, and email addresses is included as Attachment 3.

5. Term

This MOU shall be effective upon signature and shall continue in full force and effect until terminated by either or both parties. This MOU may be terminated with or without cause at any time upon thirty (30) days written notification from either party to the other.

Modification

Parties shall meet to review the details of the MOU every August. This MOU may be modified only upon mutual written agreement of the parties.

6. Indemnification/Insurance.

Insurance - Each party agrees to maintain insurance covering its organization and operations.

BHC EMA shall defend, hold harmless and indemnify HCC and its officers, agents, employees, volunteers and each of them in all capacities from and against all claims, causes of action, lawsuits, costs (including reasonable attorney's fees), damages, fines, judgments, penalties, losses, liabilities or expenses arising from the performance of its obligations under this MOU, excepting only any claims, causes of action, lawsuits, costs, damages, fines, judgments, penalties, losses, liabilities or expenses arising from the sole negligence of HCC its officers, agents, employees and volunteers.

HCC shall defend, hold harmless and indemnify BHC EMA and its officers, agents, employees, volunteers and each of them in all capacities from and against all claims, causes of action, lawsuits, costs (including reasonable attorney's fees), damages, fines, judgments, penalties, losses, liabilities or expenses arising from the performance of its obligations under this MOU, excepting only any claims, causes of action, lawsuits, costs,

damages, fines, judgments, penalties, losses, liabilities or expenses arising from the sole negligence of BHC EMA its officers, agents, employees and volunteers.

Nothing in this MOU shall be so construed as to create a relationship of employer and employee, or principal and agent, partnership or joint venture as between HCC and BHC EMA. Nothing in this agreement shall be so construed as to provide either party with the authority to bind the other to any agreement, undertaking, cost, liability or expense of any nature without the express written consent of the other. Neither party shall be entitled to any rights of possession, custody, ownership or control, either expressed or implied, of the tangible resources provided by the other party.

7. Miscellaneous

HCC shall not be liable for any portion of any expenses incurred by BHC EMA unless HCC has expressly agreed to assume such expenses, in writing.

This MOU, any Attachments and/or Amendment(s) consists of the total and entire understanding and agreement by and between the parties and each party hereto acknowledges that no representations or warranties outside of this MOU have been made by either party.

Neither party shall assign, transfer or subcontract any of its responsibilities or obligations under this MOU, without the prior written consent of the other party.

This MOU shall not be effective until signed by a duly authorized representative of both parties.

Agreed upon by:



Chair, Black Hawk County Emergency Management Commission



Vice President, Hawkeye Community College

Attachment 1: Pet Friendly Motels / Hotels*

Hotel Name	Address	City	Phone	Pets	Fees
American Lodge& Suites	5818 Nordic Drive	Cedar Falls	277-6166	NO	
Baymont Inn & suites	2141 La Porte Rd	Waterloo	233-9191	YES	\$10.00
Bel Air motel	3031 University Ave	Waterloo	234-9441	NO	
Black Hawk hotel	115 Main St	Cedar Falls	277-1161	NO	
Comfort Inn & Suites	2910 S Main St	Cedar Falls	268-1800	NO	
Comfort Inn & Suites	4025 Hammond Ave	Waterloo	233-2336	NO	
Comfort Inn & Suites	7402 Nordic Drive	Cedar Falls	273-9999	YES	\$10.00
Days Inn	450 Evansdale Drive	Evansdale	235-1111	YES	\$10.00
DAYS Inn	1809 La Porte Rd	Waterloo	233-2044	YES	
Holiday Express	2127 La Porte Rd	Waterloo	274-4028	NO	
JLL Extended Stay Inn	4410 University Ave	Cedar Falls	277-1550	NO	
Motel 6	2343 Logan Ave	Waterloo	236-3238	YES	
Quality Inn	226 W 5th St	Waterloo	235-0301	YES	\$10.00
Ramada Hotel & Convention	205 W 4th St	Waterloo	233-7560	YES	
the Isle hotel	La Porte Rd	Waterloo	833-4753	NO	
Travel Inn	3350 University Ave	Waterloo	235-2165	NO	
University Inn	4711 University Ave	Cedar Falls	277-1412	YES	\$5.00
Windgate Inn	1614 Technology Parkway	Cedar Falls	277-2400	NO	

*based on telephone survey done in March 2013 and updated annually as needed.

U.S. Department of Homeland Security
500 C Street, SW
Washington, DC 20472



FEMA

OCT 24 2007

MEMORANDUM FOR: FEMA Regional Administrators
Regions I - X

ATTENTION: Disaster Assistance Division Directors

FROM: Carlos J. Castillo
Assistant Administrator
Disaster Assistance Directorate

SUBJECT: Disaster Assistance Policy DAP9523.19
Eligible Costs Related to Pet Evacuations and Sheltering

The purpose of this memorandum is to announce the issuance of the attached final Disaster Assistance Policy DAP9523.19, Eligible Costs Related to Pet Evacuations and Sheltering. This policy identifies the expenses related to State and local governments' emergency pet evacuation and sheltering activities that may be eligible for reimbursement following a major disaster or emergency declaration.

If you have any questions about this policy, please contact Lu Juana Richardson, Public Assistance Division, via email at Luluana.Richardson@dhs.gov, facsimile (202) 646-3304, or phone (202) 646-4014.

Attachment

www.fema.gov



FEMMA

DISASTER ASSISTANCE POLICY

DAP9523.19

I. TITLE: **Eligible Costs Related to Pet Evacuations and Sheltering**

II. DATE: **OCT 24 2007**

III. PURPOSE:

The purpose of this policy is to identify the expenses related to State and local governments' emergency pet evacuation and sheltering activities that may be eligible for reimbursement following a major disaster or emergency declaration.

IV. SCOPE AND AUDIENCE:

This policy is applicable to all major disasters and emergencies declared on or after its date of issuance. It is intended to be used by FEMA personnel involved in making eligibility determinations under the Public Assistance Program.

V. AUTHORITY:

Sections 403 and 502 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), 42 U.S.C. 5170b, 42 U.S.C. 5192; the Pets Evacuation and Transportation Standards Act (PETS Act) of 2006, P.L. No. 109-308, § 4, 120 Stat. 1725 (2006); and 44 CFR §§ 206.223(a), 206.225(a).

VI. BACKGROUND:

On October 6, 2006, the PETS Act was signed into law, amending Section 403 of the Stafford Act. Section 403, as amended by the PETS Act, authorizes FEMA to provide rescue, care, shelter, and essential needs for individuals with household pets and service animals, and to the household pets and animals themselves following a major disaster or emergency.

VII. POLICY:

A. Definitions:

1. Household Pet. A domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not



FEMMA

DISASTER ASSISTANCE POLICY

DAP9523.19

include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.

2. Service Animal¹. Any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

3. Congregate Household Pet Shelters. Any private or public facility that provides refuge to rescued household pets and the household pets of shelterees in response to a declared major disaster or emergency.

B. Eligibility. State and local governments that receive evacuees from areas declared a major disaster or an emergency may seek reimbursement for eligible pet rescue, sheltering, and evacuation-support costs.

1. State and local governments outside the designated disaster area may seek reimbursement under mutual aid protocols through the affected and supported state(s). (44 CFR § 206.223(a)(2)).

2. State and local governments are the only eligible applicants for sheltering and rescuing household pets and service animals. Contractors or private nonprofit (PNP) organizations that shelter or rescue household pets and service animals cannot be reimbursed directly as an applicant. However, contractors and PNPs can be reimbursed for sheltering and rescuing household pets and service animals through a state or local government, provided a written statement from an eligible applicant is presented in which the applicant verifies that the contractor or PNP is performing or has performed sheltering or rescuing operations on the applicant's behalf and the expenses are documented.

C. Household Pet Rescue. State and local governments may conduct rescue operations for household pets directly or they may contract with other providers for such services. Eligible costs include, but are not limited to, the following:

1. Overtime for regular full-time employees.

¹ Department of Justice, Americans with Disabilities Act (ADA), 42 USC 1201 et seq, implementing regulations at 28 CFR § 36.104.



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DISASTER ASSISTANCE POLICY

DAP9523.19

2. Regular-time and overtime for contract labor (including mutual aid agreements) specifically hired to provide additional support required as a result of the disaster.
3. The use of applicant-owned or leased equipment (such as buses or other vehicles) to provide eligible pet transportation to congregate pet shelters may be reimbursed according to 44 CFR § 206.228(1)(a) (does not include operator labor). The cost of leasing equipment for this purpose may also be eligible for reimbursement.

D. Congregate Household Pet Sheltering. State and local governments may conduct sheltering operations for pets directly, or may contract with other sheltering providers for such services. Eligible Category B congregate pet sheltering costs may include, but are not limited to, the *reasonable* costs for:

1. Facilities.
 - Minor modifications to buildings used for congregate household pet sheltering, if necessary to provide increased capacity for the accommodation of shelterees' household pets.
 - Facility lease or rent.
 - Increase in utility costs, such as power, water, and telephone.
 - Generator lease and operation (but not purchase).
 - Shelter safety and security.
 - Shelter management.
 - Shelter and crate/cage cleaning.
2. Supplies and Commodities. Eligible items are those needed for, and used directly on, the declared disaster, and are reasonable in both cost and need. Examples include:
 - Food, water, and bowls.
 - Crates/Cages.
 - Pet transport carriers.
 - Animal cleaning tables and supplies.
 - Medication for animal decontamination and parasite control to ensure that the animal is not a health threat to humans or other animals.
3. Eligible Labor. If the regular employees of an eligible applicant perform duties in direct support of congregate pet sheltering operations, any overtime pay related to such duties is eligible for reimbursement. However, the straight-time pay of these employees is not eligible. Regular-time and overtime for contract labor, including mutual aid agreements,



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DISASTER ASSISTANCE POLICY

DAP9523.19

specifically hired to provide additional support required as a result of the disaster or emergency is also eligible for reimbursement.

4. Equipment. The use of applicant-owned or leased equipment (such as buses, trucks, or other vehicles) to provide eligible pet evacuation or sheltering support may be reimbursed according to 44 CFR §206.228(1)(a) (does not include operator labor). The cost of leasing equipment may also be an eligible expense for reimbursement.

5. Emergency Veterinary Services. For the purposes of screening the health of household pets and service animals, and assessing and treating minor illnesses and injuries, congregate pet shelters may be staffed with emergency veterinary teams. The following costs related to the provision of emergency veterinary services in a congregate pet sheltering environment are eligible for reimbursement:

- Veterinary diagnosis, triage, treatment, and stabilization.
- Provision of first aid, including materials (bandages, etc.).
- Medicine.
- Supervision of paid and volunteer veterinary staff.
- Vaccinations administered to protect the health and safety of congregate shelter and supporting emergency workers including but not limited to tetanus and hepatitis.
- Vaccinations administered to protect the health and safety of congregate shelter pets for transmissible or contagious diseases including but not limited to bordetella/kennel cough.

6. Transportation. Transportation of evacuees' household pets and service animals to congregate shelters from pre-established pickup locations is an eligible expense when the means of transportation used is the most cost-effective available.

7. Shelter Safety and Security. Additional reimbursable safety and security services may be provided at congregate pet shelters, based upon need.

8. Cleaning and Restoration. The costs (to the Applicant) to clean, maintain, and restore a facility to pre-congregate pet shelter condition are eligible.

9. Removal and Disposal of Animal Carcasses. The costs (to the Applicant) to remove and dispose of animal carcasses in a safe and timely manner and in compliance with applicable laws and regulations are eligible.



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DISASTER ASSISTANCE POLICY

DAP9523.19

10. Cataloging/Tracking System for Pets. The reasonable costs (to the Applicant) for tracking animals at congregate pet shelters for the purposes of reuniting them with their owners are eligible.

E. Service animals. Service animals will be sheltered with their owners in congregate shelters.

F. Length of Operation. Costs of sheltering/caring for household pets will no longer be eligible for FEMA reimbursement when the pet owner transitions out of Section 403 emergency sheltering.

VIII. ORIGINATING OFFICE: Disaster Assistance Directorate (Public Assistance Division).

IX. SUPERSESSION: This policy supersedes all previous guidance on this subject.

X. REVIEW DATE: Three years from date of publication.

Carlos J. Castillo
Assistant Administrator
Disaster Assistance Directorate

Attachment 3: Black Hawk County Emergency Management - Emergency Pet Shelter Contact Phone Chain

Black Hawk County Emergency Management

Will send fax to the *Agriculture & Natural Resources Department* at fax: 319-296-4249
 And will send fax to the *Hawkeye Community College Public Safety* at fax: 319-296-9264
 And Will Phone

Hawkeye Community College Public Safety
 319-296-4234 (primary)

HCC Public Safety

Will Phone

HCC Farm Manager (Rod Swinton) HCC Extension 4251 cell 319-290-2473 (Farm Manager to notify Faculty)
If no answer from Farm Manager call Agriculture & Natural Resources Department Chair ((Ole Cleveland)
 HCC Extension 1414 or cell 515-371-3148

Black Hawk County EMA Contact List

Title	Name	Work Phone	Alt Contact	Alt Contact	Email
BHC EMA Coordinator	Lorie Glover	319-291-4373	319-240-3404	319-215-5998	loriegover@bhciaema.com
BHC EMA Assistant Coordinator	Maureen Mehmen	319-291-4373	319-242-1074		maureenmehmen@bhciaema.com
BHC EMA Commission Chair	Frank Magsamen	319-833-3077	319-833-3003		fmagsamen@co.black-hawk.ia.us

Current as of October 1, 2015

Attachment 4: Black Hawk County Emergency Management Emergency Pet Shelter Phone Chain

Black Hawk County Emergency Management



Phone

Hawkeye Community College Public Safety

319-296-4234

HCC Public Safety



Phone

HCC Farm Manager (Rod Swinton) HCC Extension 4251 cell 319-290-2473 (Farm Manager to notify Faculty)



If no answer from Farm Manager call Agriculture and Natural Resources Department Chair (Ole Cleveland)
HCC Extension 1414 or cell 515-371-3148

Attachment 5: Animal Shelter Trailer Equipment List

Item	Qty. Ordered
Blankets for Dogs-X-Large	5
Tower Shock Buster Portable 4 Outlet GFCI	4
MaxxAir 24" Tilt Fan	2
Roughneck Jumbo Storage Box	2
Energizer Industrial 1 Watt LED Flashlight	2
Coleman LED Quad Lantern	2
10 x 10 Canopy Tent	1
FMRS Radios with Weather Radio-sets	2
Wesco Spartan SR Hand Truck-Pneumatic main tires-From Wesco Ind.	1
10 x 20 Canopy Tent	1
Avid Scanner, Mini Tracker	1
PetMate Vari Kennel Jr Small Airline Crates	20
PetMate Vari Kennel Jr Medium Airline Crates	20
Midwest Homes4pets Double Door crate x-large	17
Midwest Homes4pets Double Door crate Large (NOTE: SUBSTITUTED 19 better quality single door crates - large)	19
Midwest Homes4Pets Single Door crate-Small	10
Midwest Homes4Pets Single Door crate-medium	18
Midwest Homes4Pets Single Door crate x-Large	8
Quick Lead - Kennel Slip Leads for Med to Large Dogs	25
Double Thick Nylon Lead with Swivel 6'	15
Soft Muzzle, Size 1 (received 11 of these)	10
Soft Muzzle, Size 3	10
Soft Muzzle, Size 0 (received 11 of these)	10
Soft Muzzle, Size 4	10
Soft Muzzle, Size 2	10
Litter Pan, plastic 16x2x4	30
Plastic Dish 6x6x2	100

Pet Nurse, bottle & nipple (received 6 of these)	5
Vet Wrap-4 inch	75
Andis 12 Piece Pet Clippers	2
Super Nail Clipper mini	2
Super Nail Clipper	2
Micro Fiber Dog Towels	20
Large Orange Safety Cones	8
Safety Orange Spray Paint	2
White Spray Paint	1
Grey Duct Tape (can be up to 6 if it is 6 in case)	1
Large Roll of Yellow Caution Tape	3
Large Roll of Danger Tape (Got total of 5 yellow cautions tape, no danger tape)	2
Tote to hold for above items	1
Contractor Grade String Lights min 14-2	2
Heavy Duty Outdoor Electrical Ext Cords Min100 FT 12-3	4
Tote to hold items string lights to outdoor power strips	1
Medium Zip ties-1 package 1500	3
Large Zip ties-1 package 100	1
Medium Ratchet Straps-package	1
Tote for Zip ties, Ratchet Straps, and Carabiners	1
6 LED Energizer Headlight with RED LED	2
Batteries DD-8-pack	5
Batteries AA	5
Portable sectional Tool box for items Guide Gear to FMRS radios	1
claw hammer	1
Tire Inflator with gauge	1
Leather Work Gloves-medium	2
Leather Work Gloves-large	3
250 piece heavy duty socket set	1
4 lb sledge	1
rubber mallet	1
50-ft tape	1

small crow bar	1
Multi Set of Pliers	1
Bungie cords multiple size	2
Set of adjustable wrenches	1
bolt cutters	1
Multi Set of Vise Grips	1
Heavy Duty Screwdriver Set	1
VSR Drill-corded--semi-pro, Keyless chuck	1
Set of Drill Bits Including Driver Bits	1
Dust masks	40
filter masks	2
Metal Spring Clamp	4
One-Handed Mini Bar Clamps (received 4)	2
Stanley Fat Max Utility	2
High Quality Lock Blade Pocket knife	2
2" Resin Spring Clamp-Cobalt Brand Fine	2
Portable Tool box on Wheels for items from claw hammer to spring clamp	1
1/4 sisal rope (in Feet) Min. 100 Ft sections	3
8 or 12 inch blade squeegee	1
32-gallon trash bags-boxes	5
Shop Towels in a box	1
2 gallon bucket	3
5 gallon sealable bucket	3
Rubbermaid Brute 32-gallon trash can	3
Box Small gloves latex free	2
Box large gloves latex free	2
boot covers size 6-11--box of 12 (substituted one box large for these)	1
boot covers size 12-15--box of 12	1
Tote to hold items from first aid kit to boot covers	1
Rubber Cleaning Gloves pairs	2
large push brooms	1
small brooms	1
shovels	1

scoop shovel	1
blade push squeegee	1
5 Gallon Enviro Friendly Gas Can	2
Roll of Portable Fencing. PVC or vinyl 0-4ft high-for small animal containment in rolls	2
Portable Fence Posts for fence listed above--(included with fence pricing got 23)	0
Heavy Duty Fire Extinguisher Rated ABC	2
1000 Watts Standing Twin Head Work Light	1
Legacy Flexzilla Air Hose — 3/8in. x 100-Ft., 300 PSI	1
Werner T7406 6' 375lb Rated Fiberglass 2-Way Stepladder	1
Min 6 Gal 80PSI Electric Air Compressor	1
Generator, Electric Start, 6500 Surge Watts, 5000 Rated Watts'	1
Never Kink 5/8" Dia. x 100' Water Hose	4
Coleman Thermo Electric Cooler Power chill hot/old	1
82 Quart Coleman 6 day extreme Cooler on wheels	1
Tyvek Wristbands, white (box of 1,000)	1
Clip board-plastic	4
Blue pens-boxes	2
Black pens-boxes	1
Red Pens-boxes	0
Permanent markers Multi Color Pak	2
Large permanent makers Multi Color 4 pack	1
Dry Erase Board 6x4	1
Dry Erase Markers multi-color packs with eraser	2
Dry Erase Board Eraser	2
Desk Stapler	2
Highlighters multi-color pack	1
Single Hole punch	2
Multi Hole Punch	1
Rubber bands packs	1
Rulers-wood	1
Super Glue	1
Elmer's Glue-all	1

Tape Dispenser	1
Scotch Tape refills	2
Pads of 8x11 paper- packs	1
Cork Bulletin Board 30" x 18"	1
tacks for bulletin board	1
4x6 sticky notes-boxes	2
Scissors	1
Copier/Printer Paper Boxes	1
6Ft Resin Folding Table	3
Laptop Case for laptop	1
Tote to hold office supplies	1
Camp USA Base Twist Lock carabiner	6
Granite Gear Collapsible Water Buckets	3
Melnor's Fireman's Nozzle	2
AO Safety Tyvek Suits	3
Rapid Reel Air Hose Reel 3/8" x 100 ft.	1
Karcher Electric Pressure Washer	1
Streamlight Dual Filament Vulcan Standard System Lantern	1
Brass 4-way valve shutoff (for water spigot and hoses)	1
Major Emergency Medical Kit from Swift First Aid.	1
Lectro Kennel Heat Pad	2
Foot Pads for 10 x 20 canopy tent	6
"Cat Traps"-Live Traps	1
"Dog Trap"	1
Catch Poles 3 Ft	1
Catch Poles 4 Ft	1
Extension Catch Pole	1
Kevlar Bite Gloves-Medium	1
Kevlar Bite Gloves-large	1
Leather aprons	1

Memorandum of Understanding
Between
Black Hawk County Emergency Management Agency
And
Metropolitan Transit Authority (MET) of Black Hawk County

Purpose: To establish specific agreement between MET staff and EMA in the event of a community incident/emergency that could possibly require evacuation of citizens that live, work or are visiting within Black Hawk County.

Policy/Authority: The Memorandum of Understanding is established by Black Hawk County Emergency Management Agency and is agreed to by MET Transit.

Authority of Command: The authority of command at any incident/emergency will lie with the first responder on a scene until the incident is resolved or the initial responder transitions incident command to an arriving, more qualified individual. The term "first responder" refers to those individuals who in the early stages of an incident are responsible for the protection and preservation of life, property evidence, and environment, including emergency response providers as defined in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) that provide immediate support services during prevention, response, and recovery operations.

Interface/Coordination: In the event of a community incident/emergency MET Transit is available to assist as needed.

This could include:

1. Assisting in the evacuation of citizens in the affected areas.
2. Transporting First Responders to and from the scene.
3. Using transit vehicles in the staging areas as a protected environment for First Responders or victims of the incident/emergency.
4. Evacuating the elderly and/or persons with disabilities to or from nursing home, or other care facilities.
5. Other, as determined by agency management and/or by the Incident Commander (IC).

The determination of the transit agency's response will be made by the Incident Commander in conjunction with the EMA Coordinator or his/her designee.

In an emergency situation, reimbursement and liability issues are the responsibility of the jurisdiction making the request to Emergency Management through the Emergency Operations Center. Black Hawk County Emergency Management Agency will assist with tracking requests from the requesting jurisdiction to Met Transit for expenses incurred in the fulfillment of this agreement (see Attachment A).

This agreement will remain in effect until terminated or modified by either party upon 90 days written notice of the other party.

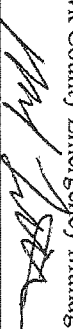
Black Hawk County Emergency Management Agency



Date

03/28/2014

Metropolitan Transit Authority



Date

03/19/2014

Attachment A. Reimbursement

Reimbursement for the use of buses will be at the FEMA Schedule of Equipment Rates. The rates on this Schedule of Equipment Rates are for applicant-owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §5121, et seq, for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incident to operation. Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible. Standby equipment costs are not eligible.

Information regarding the use of the Schedule is contained in 44 CFR §206.228 *Allowable Costs*.

For buses, as of September 15, 2010, the equipment rate listed is as follows:

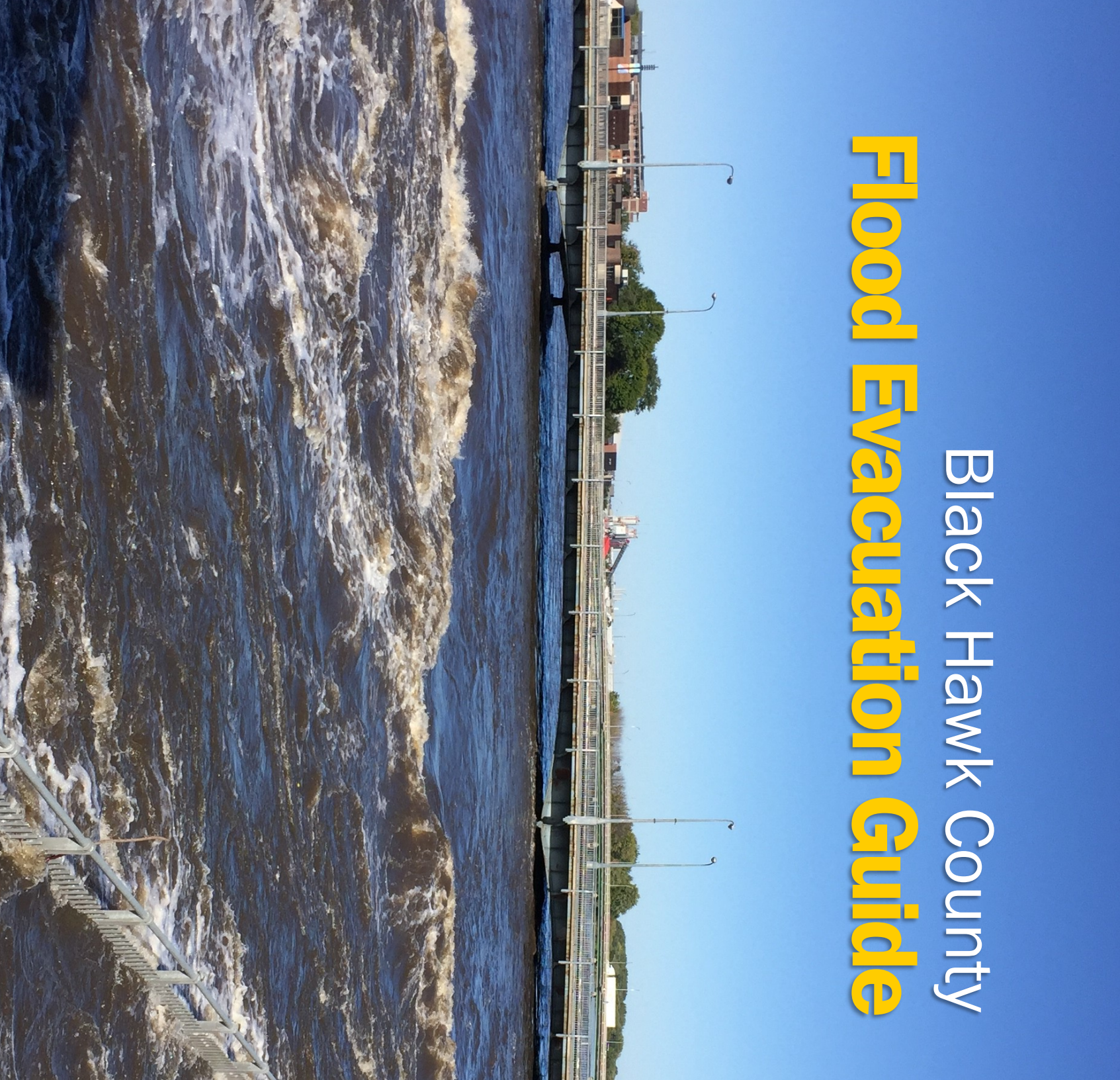
<i>Cost Code</i>	<i>Type</i>	<i>HP</i>	<i>Rate</i>
8180	Bus	to 150	\$20.00/hour
8181	Bus	to 210	\$23.00/hour
8182	Bus	to 300	\$27.00/hour

LABOR COSTS OF OPERATOR ARE NOT INCLUDED in the equipment rates and should be tracked separately from equipment costs. Labor costs will be at the rate that is current at the time the service is requested. All documentation such as timesheets, work logs, and equipment use sheets that show the work was disaster-related and support the hours claimed must be completed and submitted for reimbursement.

APPENDIX D: BLACK HAWK COUNTY FLOOD EVACUATION GUIDE

Black Hawk County

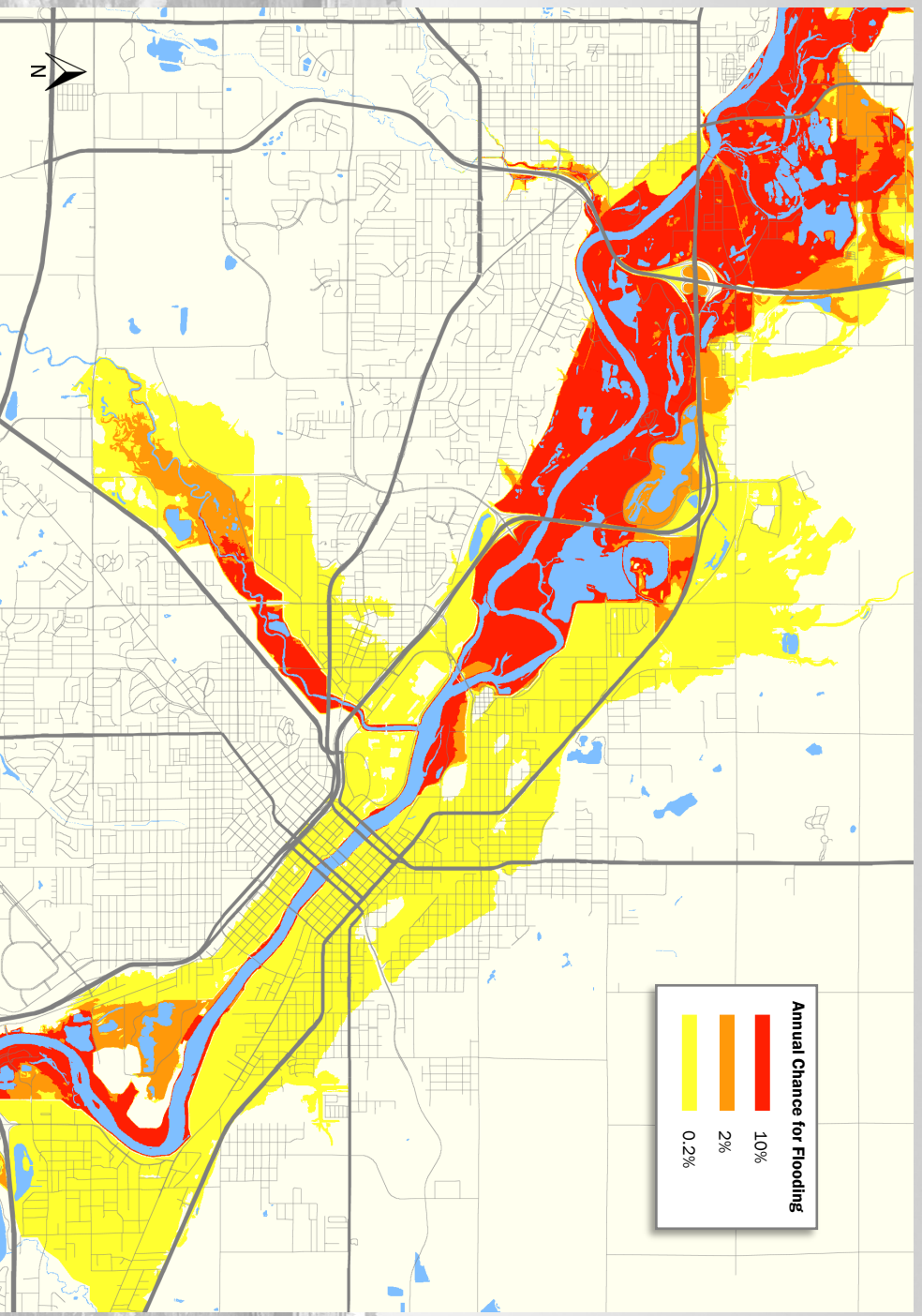
Flood Evacuation Guide



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FLOODING



FLOODING

Find out if you live in an area that is prone to river flooding. Flood Inundation Maps are available at [iifis.iowafloodcenter.org/iifis](https://iowafloodcenter.org/iifis).

Evacuation. Local officials will announce the exact areas in Black Hawk County where people need to evacuate. If emergency officials order an evacuation for your area, **leave immediately**.

Flooded areas. Stay away from flood waters and affected areas until county officials declare the area safe to reenter.

NEVER WALK OR DRIVE THROUGH A FLOODED AREA OR ROADWAY!

DID YOU KNOW...

- An average of 75 people are killed each year in the U.S. from flash floods
- It takes just 12 inches of rushing water to carry away a small car
- Six inches of moving water can knock you off your feet



IF YOU NEED TO EVACUATE



EVACUATION INFORMATION

Sign up for Emergency Notifications through **Alert Iowa**.

enrty.inspirationlogistics.com/blackhawk_la/wens.cfm

In the event of an emergency or severe weather, an alert will be sent to your email address or cell phone.

For traffic information, visit www.511ia.org or call **511**.

For shelter information, visit www.211.org or call **211**.

EVACUATION ROUTES

You can use several routes to evacuate from flooded areas. Evacuees should become familiar with all of the designated evacuation routes and plan to leave early to avoid traffic delays.

The map on the next page shows the designated evacuation routes in Black Hawk County.

WHAT TO DO IF YOU NEED TO EVACUATE

If emergency officials order an evacuation of your area, you must leave immediately. Decide now where you will go, what you will need to take with you, and what route you will take.

Leave early. An evacuation will increase traffic on evacuation routes, and your trip may take longer than usual. Be prepared for delays. The sooner you leave, the sooner you will get to your destination and out of harm's way.

Consider local options. If you have nearby family or friends who live outside of the flood area, ask if you could stay with them. Hotels or motels outside of the flood area may be an option, but consider that rooms may fill up fast. Public shelters may also be an option.

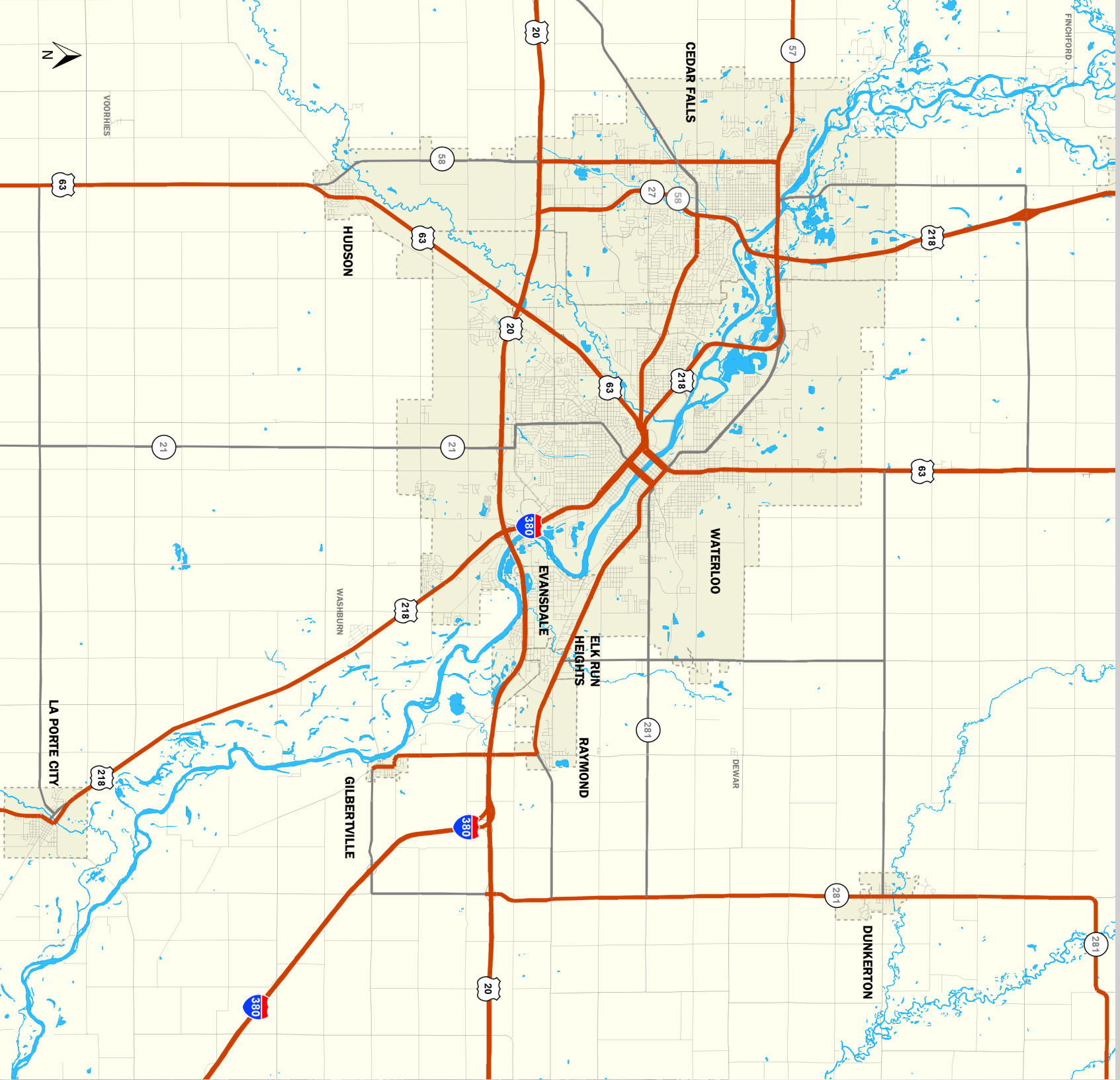
Prepare your home. Turn off electrical appliances and unplug what you can. Shut off water and gas.

Take your emergency supply kit. Public shelters provide basic necessities such as food, water, and a small amount of space for your family to stay. Relief organizations may provide some of these items, but you should be prepared to provide these supplies for your family until help arrives.

Plan now for your pets or service animal. Some emergency shelters, hotels, and motels will only accept service animals. Talk to your veterinarian, or contact the Cedar Bend Humane Society in advance, to learn more about emergency planning for your pets, or plan to stay with family or friends. Have copies of your pets' vaccination records available.

Get up-to-date information. Emergency officials will provide information about open shelters through local media. Shelters can fill quickly. Shelter information will be available by calling 211. Traffic information will be available by calling 511.

EVACUATION ROUTES



LEAVE AS EARLY AS POSSIBLE. PLAN YOUR ROUTE AHEAD OF TIME.



EMERGENCY SUPPLY KIT LIST

Plan to go through your supply kit **every six months** to make sure items are not outdated. Have enough supplies to last at least three days, but keep in mind that you may not be able to return home for more than a week. It is a good idea to have supplies in an easy-to-carry bag, such as a backpack or gym bag.

ESSENTIALS

- Food that will not spoil (canned foods, packaged foods)
- Water, one gallon per person per day. Have extra water for those with medical needs, children, and nursing mothers.
- Battery-operated radio and extra batteries
- Written family emergency plan and emergency contact information

ONCE YOU HAVE THE ESSENTIALS, ADD:

- Flashlight and extra batteries
- First-aid kit
- Whistle
- Personal hygiene items (soap, toilet paper, hand sanitizer, etc.)
- Change of clothing, sturdy shoes
- Blanket or sleeping bag, pillows, sheets
- Plates, cups, utensils, manual can opener
- Medications (at least one week's worth)
- Local maps
- Cash in small denominations
- Paperwork outlining current medications, dosages, and instructions
- Copies of important documents (driver's licenses, birth certificates, insurance policies, etc.)
- Matches in a waterproof container
- Paper and pencil
- Books, games, puzzles, or other activities for children
- Baby formula, diapers, bottles, pacifiers, medications, etc.

DON'T FORGET YOUR PET OR SERVICE ANIMAL:

- | | |
|--|---|
| <input type="checkbox"/> Pet carrier | <input type="checkbox"/> Leash, muzzle, harness |
| <input type="checkbox"/> Water, food, bowls | <input type="checkbox"/> Medications |
| <input type="checkbox"/> Current photos of your pets | <input type="checkbox"/> Pet beds and toys, if easily transportable |
| <input type="checkbox"/> Vaccination records | |

FOR MORE INFORMATION

**Black Hawk County
Emergency Management**
www.bhciaema.com
(319) 291-4373

Ready Iowa
www.beready.iowa.gov

American Red Cross
www.redcross.org
1-800-733-2767

Traffic Information
www.511ia.org
Dial 511

Cedar Bend Humane Society
www.cedarbendhumane.org
(319) 235-5335

Iowa Homeland Security
www.homelandsecurity.iowa.gov
(515) 725-3231

**Federal Emergency
Management Agency**
www.fema.gov

**FEMA National Flood
Insurance Program**
www.floodsmart.gov
1-800-638-6620

2-1-1
www.211.org
Dial 211

YOUR EMERGENCY CONTACT INFORMATION

Out-of-town friend or relative who family members can call after a disaster

Emergency contact

Phone

Other Emergency Contacts (e.g. sheriff, police, fire, school, work)

Emergency contact

Phone

Emergency contact

Phone

Emergency contact

Phone

Family Meeting Spots

Close to home

Outside of our neighborhood

Pet Planning (e.g. vet, kennel, friend)

Contact

Phone

Contact

Phone

Contact

Phone



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APPENDIX E: EXERCISE REPORT TEMPLATE

State of Iowa HSEEP Compliant Exercise Reporting Form

NOTE: HSEEP Guidance recommends that all after-action reports/improvement plans from exercise conducted with DHS funding be uploaded to the HSEEP portal. According to the DHS point of contact for Iowa, the only personnel with access to the portal are the "DHS Exercise Managers and the LLIS Team. Any information that LLIS compiles is scrubbed for location and other specifics that could help identify jurisdictions involved prior to being posted on LLIS.com. The only time the DHS Exercise Managers will share the information provided in AARs/IPs with external personnel is if Congress or the White House requests it."

Based on the federal recommendation, we will upload all AARs/IPs submitted for credit unless you request otherwise. If you would prefer that this AAR/IP not be uploaded to the HSEEP portal please select NO in the following box. Yes

Executive Summary

Enter below a brief overview of the exercise - Major strengths demonstrated during the exercise and areas that require improvement.

Chapter 1: Exercise Overview

Exercise Name:

Exercise Date: **Duration:** (days or hours)

Type of Exercise: -----

Funding Source:

Program:

Focus On: **Preparedness** **Mitigation** **Response** **Recovery**

Prevention **Protection** **Detection**

Primary Hazard **Natural** **Technological** **National Security/Terrorism** **Other**

Secondary Hazard **Natural** **Technological** **National Security/Terrorism** **Other**

Actual Event **Natural** **Technological** **National Security/Terrorism** **Other**

Location(s): _____ (City, State or address/ specific location(s) in City, State)

Participating Organizations / Agencies: (list each specific agency for NIMS Compliance)

Total Number of Participants: _____

Players: _____

Victim Actors: _____

Controllers / Evaluators: _____

Observers: _____

Chapter 2: Exercise Goals and Objectives

Note: The "Exercise Goals and Objectives" section should be used to briefly list the goals and objectives for the exercise. List each Goal followed by the Objective for the respective Goal.

Goal:
Objective:
Objective:
Objective:
Objective:

Goal:
Objective:
Objective:
Objective:
Objective:

Goal:
Objective:
Objective:
Objective:
Objective:

Goal:
Objective:
Objective:
Objective:
Objective:

Chapter 3: Exercise Events Synopsis

Note: The "Exercise Events Synopsis" section should be used to provide an overview of the scenario. Paste the exercise scenario below and send the exercise timeline and/or Master Scenario Events (MSEL) List as a separate attachment.

Chapter 4: Analysis of Mission Outcomes

Note: Overall how did this exercise succeed in meeting or accomplishing the goal(s) identified?

Chapter 5: Analysis of Critical Task Performance

Note: The "Analysis of Critical Task Performance" section reviews performance of the individual tasks, as defined in the evaluation guides. Each task that was identified by the exercise planning team as a critical task to be performed to respond to the simulated attacked defined by the scenario should be discussed in this section. Below is the format that each Task should be presented in.

- Task:** List the overall task and number.
- Reference:** List the reference Exercise Evaluation Guide (EEG) task and number.
- Summary of Issue:** Briefly describe the issue.
- Consequence:** Briefly state the consequence of the action.
- Analysis:** Briefly explain the issue and the consequences.
- Recommendations:** List the recommendation that would help to rectify the issue.
- Actions:** List the action steps required to ensure that the recommendation is followed.

Task
Reference
Summary of Issue
Consequence
Analysis
Recommendations
Actions

Task
Reference
Summary of Issue
Consequence
Analysis
Recommendations
Actions

Task
Reference
Summary of Issue
Consequence
Analysis
Recommendations
Actions

Task
Reference
Summary of Issue
Consequence
Analysis
Recommendations
Actions

For Additional Tasks Use the AAR Supplemental Form

Chapter 6: Conclusions

Note: The "Conclusions" section of the report should be used as a summary of all the sections of the AAR. It should include the following:

- *Participants demonstrated capabilities*
- *Lessons learned for improvement and major recommendations*
- *A summary of what steps should be taken to ensure that the concluding results will help to further refine plans, procedures, training for this type of incident.*

Chapter 8: Annexes Exercised

List annexes exercised - This information will be used to evaluate county EMPG compliance. As per EMPG requirements, 100% of county emergency response plan annexes must be exercised every 5 years.

Number of annexes in the Emergency Response Plan:

Number of annexes tested:

Please list any other county, municipality, or private sector plans that this exercise tested:

Chapter 9: Exercise Report - Completion Information

Prepared By: _____ Title: _____ Date: _____

Address: _____ City: _____ State: _____

Email: _____

Please submit your exercise form to exercise@iowa.gov or upload into SharePoint.

----- **HSEMD Official Use Only** -----

State Approving Official _____ Date: _____ Approved: _____

Exercise Requirements Met for NIMS Requirements: ----

Comments:

Type of Credit Approved: Tabletop

APPENDIX F: COMPLETED EXERCISE REPORTS