

## **RESOLUTION 25-60**

### **A RESOLUTION TO ADOPT THE EMERGENCY OPERATIONS PLAN (EOP) HOSTED IN THE BOLD PLANNING SOFTWARE, MANAGED BY WILLIAMSON COUNTY EMERGENCY MANAGEMENT**

**WHEREAS**, the City of Spring Hill recognizes the need for a comprehensive and coordinated approach to emergency preparedness, response, and recovery to protect the life, property, and well-being of its residents; and

**WHEREAS**, an Emergency Operations Plan (EOP) provides a structured framework for city departments, emergency services, and partner agencies to effectively manage and respond to disasters and emergencies; and

**WHEREAS**, the City of Spring Hill, in collaboration with Williamson County Emergency Management, has been provided access to the Bold Planning software for the development, maintenance, and execution of the City's EOP; and

**WHEREAS**, Williamson County Emergency Management will manage and provide oversight for the EOP housed within Bold Planning, ensuring that the City's emergency response strategies align with county, state, and federal guidelines; and

**WHEREAS**, the City of Spring Hill acknowledges that adopting the EOP will strengthen emergency preparedness, enhance response coordination, and improve overall resilience against natural and human-caused disasters;

#### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE:**

**Section 1.** The City of Spring Hill formally adopts the Emergency Operations Plan as hosted in the Bold Planning software.

**Section 2.** All City departments, agencies, and personnel shall adhere to the protocols and procedures outlined in the EOP to ensure a unified and effective emergency response.

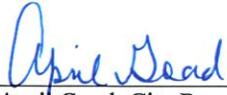
**Section 3.** The City of Spring Hill will collaborate with Williamson County Emergency Management to review, update, and exercise the EOP regularly to maintain its effectiveness and operational readiness.

**Section 4.** The Mayor, or their designee, is authorized to take necessary actions to implement and uphold the City's Emergency Operations Plan in coordination with Williamson County Emergency Management.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 3rd day of March, 2025.

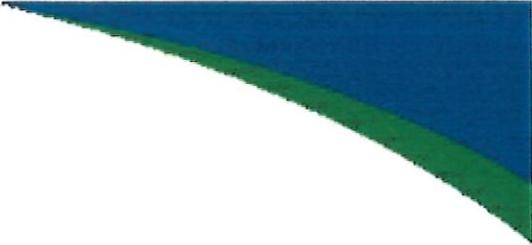
  
Jim Hagaman, Mayor

ATTEST:

  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
Patrick Carter, City Attorney



## STAFF MEMORANDUM

TO: Board of Mayor and Alderman  
FROM: Greg Boyd, EMA Director  
DATE: February 26, 2025  
RE: Resolution 25-60

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### Emergency Operations Plan (EOP) Overview

#### Purpose

The purpose of the City of Spring Hill's Emergency Operations Plan (EOP) is to provide a structured framework for responding to emergencies, ensuring the protection of life, property, and essential city functions. The EOP establishes procedures for coordinating response efforts, managing resources, and maintaining critical services during emergencies such as natural disasters, hazardous materials incidents, civil disturbances, or other threats to public safety.

#### Plan Overview

The EOP is designed to be implemented with existing resources and personnel. Emergency Management met with each department ensuring an effective and coordinated response without additional budget impact. The plan outlines clear roles and responsibilities, communication strategies, and operational protocols to enhance preparedness and response capabilities across all departments.

#### Key Components

- 1. Incident Command Structure and Coordination**

The EOP follows the National Incident Management System (NIMS) and Incident Command System (ICS) to ensure a standardized response approach. This structure promotes seamless coordination between city departments, emergency services, and external agencies.

- 2. Essential Functions and Critical Services**

Each department has identified essential functions that must continue during an emergency. This prioritization enables efficient resource allocation and service continuity.



#### OFFICE OF THE CITY ADMINISTRATOR

199 Town Center Parkway • Spring Hill, Tennessee 37174

931-486-2252, ext 215

[www.springhilltn.org](http://www.springhilltn.org)

3. **Roles, Responsibilities, and Chain of Command**

Clear delegation of authority and succession planning are established to ensure leadership continuity if key personnel are unavailable. All departments have designated alternates to maintain operational stability.

4. **Emergency Communications and Public Information**

Reliable communication is vital during emergencies. The EOP includes provisions for redundant communication systems, ensuring real-time coordination between responders and accurate information dissemination to the public.

5. **Resource Management and Logistics**

The plan outlines strategies for resource acquisition, mutual aid agreements, and logistics support to sustain emergency response efforts. This includes provisions for sheltering, transportation, and emergency supplies.

6. **Training, Exercises, and Continuous Improvement**

Regular training, drills, and after-action reviews ensure staff readiness and allow for continuous plan refinement. Lessons learned from exercises and real incidents will be incorporated to strengthen future response efforts.

# CITY OF SPRING HILL

## EMERGENCY OPERATIONS PLAN (EOP)



**DRAFT**

**FOR OFFICIAL USE ONLY**

**NOTICE:** This document contains information pertaining to the deployment, mobilization, and tactical operations of City of Spring Hill in response to emergencies. It is exempt from public disclosure under Tennessee state law.

# Table of Contents

Highlight the words 'INSERT TABLE HERE' under this paragraph. Then in the "References" menu of Word, select "Insert Table of Contents" from the Table of Contents icon. Make any formatting changes in that screen, or click OK for the default format. Then select "Update Table" to update page numbers. Lastly, highlight and delete these instructions.

INSERT TABLE HERE

# Promulgation Statement

Transmitted herewith is the Emergency Operations Plan (EOP) for City of Spring Hill. The EOP provides a framework in which City of Spring Hill can plan for and perform its respective emergency responsibilities during a disruption, disaster or emergency event.

This plan was prepared in accordance with the highest level of state and federal principles, standards and proven best practices. It supersedes any/all previous EOP(s), and has been agreed upon by City of Spring Hill. This plan will be reviewed annually and re-certified as required by Tennessee. Recipients are requested to advise the City of Spring Hill of any changes which may improve the plan's contents or increase its usefulness.

**APPROVED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

City of Spring Hill Emergency Management

## I. INTRODUCTION

### A. General

Presidential Policy Directive 5 (PPD-5) requires State and Local governments to adopt the fundamental principles, language and operational concepts embedded in the National Incident Management System (NIMS) and the National Response Framework (NRF) as a condition for receiving certain categories of federal support for Emergency Management. Presidential Policy Directive 8 (PPD-8) describes the nation's approach to national preparedness. To meet these requirements, City of Spring Hill created this Emergency Operations Plan (EOP) and the City of Spring Hill Emergency Management officially adopted it on Plan Not Yet Active.

The revised City of Spring Hill EOP is the product of a detailed and focused planning process that 1) fully incorporates NIMS concepts, principles, practices and language; 2) capitalizes on the lessons learned from past incidents; and 3) incorporates plans, programs, and policies that have emerged since the last revision of the EOP. The EOP establishes a framework through which the City may better prepare for, respond to, recover from, and mitigate a wide variety of disasters that could adversely affect the health, safety and/or general welfare of local residents and the emergency workers of City of Spring Hill. The EOP provides guidance to City of Spring Hill officials on operating procedures, organizational needs, and individual/team responsibilities, which will prevent, minimize, and/or relieve personnel hardship and property damage associated with disasters or the imminent threat thereof. This plan also provides for an integrated and coordinated county, municipal, state, and federal response. This plan is considered a living document, fully integrated with a database and dynamic fields system (i.e., the BOLDplanning.com platform) developed and maintained by Tennessee-based BOLDplanning Inc. It also complies with the most current guidance from the Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA) regarding the ability to keep data and personal information secure and up to date.

The EOP is an all-hazards, operationally based plan that addresses locally identified threats and hazards through a four-phased approach: preparedness, response, recovery, and mitigation. Consistent with FEMA's Comprehensive Planning Guide (CPG) 101, it incorporates the "whole community" concept in all phases of the emergency management cycle. The "whole community" refers to the involvement of all segments of the local population, ranging from government officials and local businesses to families and individuals. It attempts to address various local needs, and how best to utilize local resources during a disaster. The plan's objective is to clearly define the responsibilities of county, municipal, volunteer, and other organizations through a EOP/Incident Command System (ICS)/Response Annex approach.

## B. Purpose

The purpose of the City of Spring Hill Emergency Operations Plan is to establish a framework for government, non-profit organizations, and the community at large to address the five mission areas of emergency management (i.e., prevention, protection, response, recovery, and mitigation) in order to lessen the effects of emergencies and disasters. The ideal life-cycle is shown below:



## C. Scope

This plan identifies when and under what conditions the application, activation or revision of this plan is necessary. The plan establishes fundamental policies, strategies, and assumptions for a City program that is guided by the principles of NIMS, the National Preparedness Goal (NPG), the National Planning Frameworks, and the National Preparedness System. This EOP provides the following benefits to City of Spring Hill:

- The EOP addresses all hazards, all phases of emergency management, and all impacts, plus extends an opportunity to partner with all stakeholders.
- The EOP establishes a concept of operations spanning the direction and control of an emergency from initial monitoring through post-disaster response, recovery, and mitigation.

- The EOP defines inter-agency and inter-government coordination mechanisms to facilitate the delivery of immediate response and recovery assistance.
- The EOP assigns specific functions to appropriate City and municipal agencies and organizations, and outlines methods to coordinate with the private sector, volunteer organizations, citizens, and state and federal counterparts.

The EOP identifies actions that City response and recovery organizations will take in coordination with municipal, state and federal counterparts as appropriate, regardless of the magnitude of the disaster.

#### D. Methodology

The City of Spring Hill EOP was developed as a team effort by the following departments, organizations, and/or stakeholders:

##### **State**

TEMA (Tennessee Emergency Management Agency)

##### **County**

County (Geo) Animal Control  
 County (Geo) Emergency Management (OEM)  
 County (Geo) Health Department  
 County (Geo) Highway Department  
 County (Geo) Sheriff's Department  
 Williamson Emergency Medical Services

##### **Municipality**

City of Spring Hill Administration  
 City of Spring Hill Board of Mayor and Alderman  
 City of Spring Hill Communications PIO/Media  
 City of Spring Hill Emergency Management  
 City of Spring Hill Finance Department  
 City of Spring Hill Fire Department  
 City of Spring Hill GIS  
 City of Spring Hill Human Resources Department  
 City of Spring Hill IT Department  
 City of Spring Hill Legal  
 City of Spring Hill Library  
 City of Spring Hill Planning & Codes Department  
 City of Spring Hill Police Department  
 City of Spring Hill Public Works  
 City of Spring Hill Storm Water (MS4)  
 City of Spring Hill Waste Water  
 City of Spring Hill Water Distribution  
 City of Spring Hill Water Treatment

##### **Private Sector**

Atmos Gas  
 Columbia Power and Water

CommTeck  
Duck River Electric  
HT & BS Water Utility  
Maury County Water  
Middle TN Electric

**Non-Profit**

Red Cross  
Volunteer, Faith Based Organizations

Throughout the course of the plan's development, all plan participants were consulted with in order to determine their particular emergency roles and responsibilities. Each has agreed with the responsibilities assigned to them in the City of Spring Hill EOP. Agency concurrence signatures are maintained with the City of Spring Hill Fire Department. The EOP's concepts were developed by the City of Spring Hill Fire Department, in coordination with the agencies and organizations involved in emergency management activities. Each agency and organization involved is expected to have its own procedures to implement the concept of operations.

Each of the above-listed agencies and organizations will receive "Viewer Access" to the City of Spring Hill EOP within the BOLDplanning.com platform, located at:  
WilliamsonReady.BOLDplanning.com.

In addition:

- The City of Spring Hill EOP is adopted by governing bodies and by resolution, which serves as the promulgation letter for the EOP. A copy of the signed promulgation is found in Section I: E Acceptance, Signatures and Proof of Maintenance.
- A Record of Changes Log is used to record all published changes as those holding copies of the EOP receive them. The holder of the copy is responsible for making the appropriate changes and updating the Log.

A master copy of the EOP, with a master Record of Changes Log, is maintained in the City of Spring Hill Fire Department.

## 1. Planning Process

The process used by City of Spring Hill has been designed to ensure that all stakeholders have an opportunity to participate in the development of the EOP and the EOP is based on the best information available. To this end, the planning process is based on the following planning principles:

- Planning should be community-based, representing the whole community and their needs
- Planning should include participation from all stakeholders in the community

- Planning uses a logical and analytical problem-solving process to help address the complexity and uncertainty inherent in potential hazards
- Planning considers all hazards and threats
- Planning should be flexible enough to address both traditional and catastrophic incidents
- Time, uncertainty, risk and experience influence planning
- Effective plans tell those with operational responsibilities what to do and why to do it
- Planning is fundamentally a process to manage risk
- Planning is one of the key components of the preparedness cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective actions

## 2. Implementation of NIMS

The City of Spring Hill EOP implements NIMS by:

- Using ICS and the multi-agency coordination system to manage and support all incidents
- Integrating all response agencies and entities into a single, seamless system
- Establishing a public information plan in the Annex dealing with dissemination of information.
- Identifying and characterizing resources according to established standards and types
- Requiring all personnel to be trained properly for the job they perform
- Ensuring interoperability, accessibility, and redundancy of communications

## II. SITUATION

This section of the plan summarizes the hazards that could potentially affect City of Spring Hill. The hazards and risk analysis addresses the major hazards to which the City is vulnerable; provides a summary of the City's vulnerable population; outlines the assumptions that were considered in the planning process; and defines disaster magnitude classifications that will trigger City response under the NIMS.

A comprehensive hazard and risk assessment is contained within the City of Spring Hill mitigation plan. The plan is kept under separate cover, and can be accessed by contacting City of Spring Hill Fire Department.

### A. Hazard Analysis

#### *Hazard and Vulnerability Assessment Summary*

City of Spring Hill is vulnerable to a wide range of hazards that threaten its communities, businesses, and the environment. To determine the hazards that pose the greatest threat, City of Spring Hill has prepared a Threat Hazard Identification and Risk Assessment (THIRA). The major findings are summarized below. The assessment, developed using historical data from events in the past, specifically examines:

- Probability (frequency) of event
- Magnitude of event
- Expected warning time before event
- Expected duration of event

For emergency management planning purposes, the critical analysis that must be undertaken is an assessment of the consequences of each hazard, including potential area of impact, population exposed and impacted, duration of the hazard, and potential economic consequences. This plan is consistent with the guidance provided in the FEMA Comprehensive Planning Guide (CPG 201) for issues addressing the Threat Hazard Identification and Risk Analysis (THIRA) and the Stakeholder Preparedness Report (SPR). The THIRA and SPR are aids to identify the risk facing the jurisdiction and to help the decision-making process regarding the prevention, protection, response, recovery, and mitigation of the greatest threats. These rankings utilize the criteria laid out in THIRA to weight them proportionally through historic data, as well as future projections based on economic, demographic, the critical infrastructure information.

The three levels of risk are identified as follows:

**High** - High probability of occurrence; at least 50 percent or more of the population at risk from hazard; significant to catastrophic physical impacts to buildings and infrastructure; major loss or potential loss of functionality to all essential facilities (hospital, police, fire, EOC and shelters).

**Moderate** - Less than 50 percent of population at risk from hazard; moderate physical impacts to buildings and infrastructure; moderate potential for loss of functionality to essential facilities.

**Low** - Low probability of occurrence or low threat to population; minor physical impacts.

Hazard Profile Summary for Emergency Operations Plan						
Hazard	Probability	Magnitude Severity	Warning Time	Duration	CPRI	Planning Significance
Hazardous Materials Incident (HAZMAT)	2	3	4	2	2.6	Moderate
Fire	2	3	4	2	2.6	Moderate
Flood	1	1	1	1	1	Low
Tornado	1	1	1	1	1	Low
Pandemic Event	1	1	1	1	1	Low
Power Outage	1	1	1	1	1	Low
Extreme Weather - Winter Storm	1	1	1	1	1	Low
Extreme Weather - High Temperature	1	1	1	1	1	Low
Man-Made Physical Disruption	1	1	1	1	1	Low
Earthquake	1	1	1	1	1	Low
Man-Made Technological Disruption	1	1	1	1	1	Low

1. Critical Facilities

Name / Location (Physical Address)	Resources Located at Facility
<b>Staging Area</b>	
<b>Allendale Elementary School</b> 2100 Prescott Way Spring Hill, TN 37174	
<b>Staging Area</b>	
<b>Battle Creek Elementary School</b> 165 Battle Creek Way Spring Hill, TN 37174 Comments: BCES	
<b>Staging Area</b>	
<b>Battle Creek Middle School</b> 121 Battle Creek Way	

Name / Location (Physical Address)	Resources Located at Facility
Spring Hill, TN 37174 Comments: BCMS	
<b>Staging Area</b>	
<b>Battle Creek Middle School</b> 165 Battle Creek Way Spring Hill, TN 37174 Comments: Parking area around the school and a circular driveway around the school.	
<b>Points of Dispersing (SNS/Medical Supplies)</b>	
<b>Battle Creek Middle School</b> 165 Battle Creek Way Spring Hill, TN 37174 Comments: Parking area around the school and also a circular driveway around the school.	
<b>Points of Distributions (supplies, food, water, etc)</b>	
<b>Battle Creek Middle School</b> 165 Battle Creek Way Spring Hill, TN 37174 Comments: Parking lot at the school with a circular road around the school.	
<b>Shelter Location</b>	
<b>Battle Creek Middle School</b> 165 Battle Creek Way Spring Hill, TN 37174 Comments: 2 story middle school with 2 gyms and cafeteria.	
<b>Staging Area</b>	
<b>Church of the City</b> 4910 Main St. Spring Hill, TN 37174 Comments: Large parking area for staging of apparatus and equipment.	
<b>Points of Dispersing (SNS/Medical Supplies)</b>	
<b>Church of the City</b> 4910 Main St. Spring Hill, TN 37174 Comments: Parking lot that can be used for dispersing of supplies.	
<b>Points of Distributions (supplies, food, water, etc)</b>	
<b>Church of the City</b>	

<b>Name / Location (Physical Address)</b>	<b>Resources Located at Facility</b>
4910 Main St. Spring Hill, TN 37174 Comments: Parking lot that can be used for distributions of supplies.	
<b>Debris Management Site</b>  <b>City of Spring Hill Community Services (Public Works)</b> 3893 Mahlon Moore Road Spring Hill, TN 37174 Comments: In the back of public works is an area to stock pile debris.	
<b>Staging Area</b>  <b>Crossings of Spring hill</b> 1033 Crossings Blvd. Spring Hill, TN 37174 Comments: Large parking area that can be used for staging of apparatus and equipment.	
<b>Points of Dispersing (SNS/Medical Supplies)</b>  <b>Crossings of Spring Hill</b> 1033 Crossings Blvd. Spring Hill, TN 37174 Comments: Large parking area that can be used for dispersing supplies.	
<b>Points of Distributions (supplies, food, water, etc)</b>  <b>Crossings Spring Hill</b> 1033 Crossings Blvd. Spring Hill, TN 37174 Comments: Large parking area that can be used for distributions of supplies.	
<b>Shelter Location</b>  <b>Longview Elementary School</b> 2929 Commonwealth Drive Spring Hill, TN 37174 Comments: Elementary School with a gym and individual classrooms. Also has a cafeteria.	
<b>Staging Area</b>  <b>Longview Elementary School</b> 2929 Commonwealth Drive Spring Hill, TN 37174 Comments: LES	

<b>Name / Location (Physical Address)</b>	<b>Resources Located at Facility</b>
<b>Points of Distributions (supplies, food, water, etc)</b>	
<p><b>Longview Rec Center</b>            2909 Commonwealth Dr            Spring Hill, TN 37174</p>	
<b>Shelter Location</b>	
<p><b>Marvin Wright Elementary School</b>            4714 Derryberry Lane            Spring Hill, TN 37174            Comments: One story elementary school with gym, and a cafeteria.</p>	
<b>Staging Area</b>	
<p><b>Marvin Wright Elementary School</b>            4714 Derryberry Lane            Spring Hill, TN 37174            Comments: Parking area out front of the school with a large circular road around the school to use for staging apparatus or equipment.</p>	
<b>Points of Dispersing (SNS/Medical Supplies)</b>	
<p><b>Marvin Wright Elementary School</b>            4714 Derryberry Lane            Spring Hill, TN 37174            Comments: Parking area out front of the school with a circular road around the school</p>	
<b>Points of Distributions (supplies, food, water, etc)</b>	
<p><b>Marvin Wright Elementary School</b>            4714 Derryberry Lane            Spring Hill, TN 37174            Comments: Parking area out in front of the school with a circular driveway around the school.</p>	
<b>Public Works Yard</b>	
<p><b>Public Works</b>            3893 Mahlon Moore Road            Spring Hill, TN 37174            Comments: Spring Hill Public Works Loaders dump trucks skid steers</p>	
<b>Command Post Location</b>	
<p><b>Spring Hill City Hall</b>            199 Town Center Parkway            Spring Hill, TN 37174</p>	
<i>Facility Manager:</i>	

<b>Name / Location (Physical Address)</b>	<b>Resources Located at Facility</b>
Dakota Mercer dmerc@springhilltn.org c: 6154001268  Comments: Spring Hill City Hall where daily business occurs	
<b>Fire Station</b>  <b>Spring Hill Fire Administration</b> 440 Beechcroft Road Spring Hill, TN 37174 Comments: Heli-Pad behind Fire Station 1	
<b>Fire Station</b>  <b>Spring Hill Fire Station 1</b> 440 Beechcroft Road Spring Hill, TN 37174 Comments: Truck 61 100' Tower WCEMS Medic 14 0800-2000	
<b>Fire Station</b>  <b>Spring Hill Fire Station 2</b> 4273 Port Royal Road Spring Hill, TN 37174 Comments: Engine 62 Rescue 62 Car 62 Car 63 Car 64 Car 65 WCEMS Medic 17 WCMES1206	
<b>Fire Station</b>  <b>Spring Hill Fire Station 3</b> 4000 Campbell Station Parkway Spring Hill, TN 37174 Comments: Engine 63 Battalion 60 WCEMS Medic 16	
<b>Other (Emergency Operations Plan)</b>  <b>Spring Hill I.T. Department</b> 407 McLemore Avenue Spring Hill, TN 37174 Comments: Spring Hill City I.T. Department	
<b>Staging Area</b>  <b>Spring Hill Middle School</b> 3501 Cleburne Road Spring Hill, TN 37174 Comments: SHMS	

Name / Location (Physical Address)	Resources Located at Facility
<b>Staging Area</b>	
<p><b>Spring Hill Parks and Rec</b>  4237 Port Royal Road  Spring Hill, TN 37174  Comments: Spring Hill Parks and Rec Offices and out buildings</p>	
<b>Police Station</b>	
<p><b>Spring Hill Police Department</b>  3636a Royal Park Blvd.  Spring Hill, TN 37174  Comments: Spring Hill Police Department</p>	
<b>Shelter Location</b>	
<p><b>Spring Hill Public Library</b>  144 Kedron Parkway  Spring Hill, TN 37174</p>	
<p><u>Facility Manager:</u>  Unassigned Person</p>	
<p>Comments: Suitable as a day or short-term shelter (no showers)</p>	
<ul style="list-style-type: none"> <li>• Can hold up to 250 in multi-purpose room with projector and screen as well as LAN and wifi.</li> <li>• 1 conference room seats 8.</li> <li>• Can comfortably seat additional 125 throughout building.</li> <li>• 2 single-person privacy booths for sensitive data calls.</li> <li>• 4 restrooms.</li> <li>• Small kitchen.</li> <li>• Wifi and mobile hotspots throughout library,</li> <li>• 15 desktop computers, plus 16 laptops.</li> <li>• Recreational materials for temporary shelter.</li> </ul>	

<b>Name / Location (Physical Address)</b>	<b>Resources Located at Facility</b>
<ul style="list-style-type: none"> <li>Information and referral services. Can assist with FEMA forms, etc.</li> </ul> <p>Typical business hours (but can be open 24/7):  Mon - Thurs: 8:30 am - 7:30 pm;  Fri-Sat: 9AM - 5PM  Closed Sunday</p>	
<p><b>Shelter Location</b></p> <p><b>Spring Hill Senior Citizens Center</b>  563 Maury Hill Street  Spring Hill, TN 37174  Comments: This is an alternate facility for station1. This is weather permitting due to Truck 61 having to stay outside.</p>	
<p><b>Other (Emergency Operations Plan)</b></p> <p><b>Spring Hill Waste Water Plant</b>  3893 Mahlon Moore Road  Spring Hill, TN 37174  Comments: Spring Hill Waste Water Treatment Plant with holding tanks</p>	
<p><b>Other (Emergency Operations Plan)</b></p> <p><b>Spring Hill Water Treatment Plant</b>  4151 Kedron Road  Spring Hill, TN 37174</p> <p><u>Facility Manager:</u>  Jessica Weaver  jweaver@springhilltn.org  w: 931-486-2252  c: 9316260731</p> <p>Comments: Spring Hill Water Treatment Plant</p>	
<p><b>Staging Area</b></p> <p><b>Spring Station Middle School</b>  1000 Spring Station Drive  Spring Hill, TN 37174  Comments: SSMS</p>	
<p><b>Other (Emergency Operations Plan)</b></p> <p><b>Summit High School</b>  2830 Twin Lakes Drive</p>	

Name / Location (Physical Address)	Resources Located at Facility
Spring Hill, TN 37174 Comments: SHS	
<b>Staging Area</b>	
<b>Summit High School</b> 2830 Twin Lakes Drive Spring Hill, TN 37174 Comments: Large parking area for staging of apparatus and equipment.	
<b>Points of Dispersing (SNS/Medical Supplies)</b>	
<b>Summit High School</b> 2830 Twin Lakes Drive Spring Hill, TN 37174 Comments: Large campus/parking area that can be used for dispersing of supplies.	
<b>Points of Distributions (supplies, food, water, etc)</b>	
<b>Summit High School</b> 2830 Twin Lakes Drive Spring hill, TN 37174 Comments: Large campus/parking area to use for distribution of supplies.	
<b>Shelter Location</b>	
<b>Summit High School</b> 2830 Twin Lakes Drive Spring Hill, TN 37174 Comments: Large 2 story school with gym and cafeteria. It also has a large nice culunary arts cooking area.	
<b>Hospital or Major Medical Facility</b>	
<b>TriStar Spring Hill ER</b> 3001 Reserve Blvd. Spring Hill, TN 37174 Comments: Small Emergency Room	
<b>Staging Area</b>	
<b>UAW Spring Hill</b> 125 Stephen P Yokich Parkway Spring Hill, TN 37174 Comments: Large parking lot area for staging	
<b>Points of Distributions (supplies, food, water, etc)</b>	
<b>UAW Spring Hill</b> 125 Stephen P Yokich Parkway Spring Hill, TN 37174	

Name / Location (Physical Address)	Resources Located at Facility
Comments: Large parking area that can be used for distribution of supplies.	
<b>Points of Dispersing (SNS/Medical Supplies)</b>	
<b>UAW Spring Hill</b> 125 Stephen P Yokich Parkway Spring Hill, TN 37174 Comments: Large parking lot that can be used for dispersing supplies.	
<b>Shelter Location</b>	
<b>UAW Spring Hill</b> 125 Stephen P Yokich Pkwy. Spring Hill, TN 37174 Comments: Large facility with basketball gym, large rooms and showers.	
<b>Emergency Operations Center</b>	
<b>Williamson County Emergency Operations Center</b> 304 Beasley Drive Franklin, TN 37064	
<u>Facility Manager:</u> Todd K Horton todd.horton@williamsoncounty-tn.gov w: 615-790-5752 x 6754 c: 615-642-1772	
<b>Shelter Location</b>	
<b>Williamson County Recreation Center</b> 2909 Commonwealth Dr. Spring Hill, TN 37174 Comments: Alternate for Station 3 fire station weather permitting, due to apparatus having to sit outside.	

## 2. Disaster Magnitude Class

This all-hazards EOP addresses three levels of disasters: catastrophic, major and minor. Each level is described below:

**Catastrophic:** A disaster that will require massive state and federal assistance, including immediate military involvement. Federal assistance will involve response as well as recovery assets.

**Major:** A disaster that will likely exceed local capability and require a broad range of State and Federal assistance. FEMA will be notified and potential federal assistance will be predominantly recovery-oriented.

**Minor:** A disaster that will likely be within the response capability of local government and will result in only a minimal need for state or federal assistance.

## B. Capability Assessment

Currently, capability assessments are performed by local preparedness teams in Tennessee. The capability assessments are performed in coordination with the Department of Homeland Security (DHS) & the Federal Emergency Management Agency (FEMA) with wide input accepted from key stakeholders. The results of the capability assessment guide future investments in planning, training, exercising and resources. The local capability assessment is available under separate cover and is attached to the file archive in the BOLDplanning.com platform.

Capability Targets are developed in accordance with THIRA guidelines, resulting in comprehensive Capability Estimation rankings.

The structure of the THIRA process is outlined in the following chart:



## C. Economic Profile

-

## D. Spatial Profile

Mostly flat with very few slightly rolling hills

1. Population Demographics
2. Climate
3. School Districts / Higher Education

### E. Vulnerable Needs

City of Spring Hill recognizes considerations must be made to reasonably accommodate vulnerable populations during emergencies. City of Spring Hill is engaged in a number of activities which aim to improve response plans and operations to accommodate the needs of those most vulnerable during an emergency event. Multiple Annexes within this plan outline or identify guidance to better assist supporting vulnerable needs populations. City of Spring Hill acknowledges that, at times, it may be necessary to request assistance from regional and/or state partners in order to receive the best support.

Specifically, the following will be addressed within this EOP:

- Identification of vulnerable populations: Basic Plan, Vulnerable Needs Planning System, ADA criteria in References and Authorities.
- Notification: Annex #2 - Communications
- Evacuation and transportation: Annex #1 - Transportation
- Sheltering: Annex #6 - Mass Care
- First aid and medical care: Annex #8 - Medical Care
- Temporary lodging and housing: Annex #6 - Mass Care
- Transition back to the community: Annex #14 - Long-term Community Recovery
- Recovery: Annex #14 - Long-term Community Recovery

This plan also takes into consideration the needs of individuals with disabilities relying on service animals. The Americans with Disabilities Act (ADA) protects the rights of all individuals with disabilities and requires state and local governments to comply with Title II of the ADA in the emergency and disaster-related programs, services, and activities they provide.

The sheltering and protection of companion animals are the primary responsibility of their owners. When owners are unable to provide for the care and needs of their household pets and service animals, the local jurisdiction(s) will provide assistance as outlined in the Pets Evacuation and Transportation Standards Act of 2006 (PETS) and FEMA Disaster Assistance Policy (DAP) 9523.19. PETS requires that local governments plan for sheltering and care of household pets and service animals during emergencies where shelters are established. FEMA DAP 9523.19 identifies the expenses related to state and local governments' emergency pet evacuation and sheltering activities that are eligible for reimbursement following a major disaster declaration under Category B, Emergency Protective Measures, and provisions of the Public

Assistance Program. The terms household pet, domestic pet, service animal, and congregate household pet shelters are defined. The policy details eligible reimbursements related to shelter facilities, supplies and commodities, eligible labor, equipment, emergency veterinary services, transportation, shelter safety and security, cleaning, reunification, and restoration, and the removal and disposal of animal carcasses.

City of Spring Hill has included pet sheltering as part of Annex Mass Care. The following is specifically addressed in Annex #6 - Mass Care:

- Pre-event planning
- Animal sheltering operations
- Animal registration and return
- Coordination with human shelters

#### F. Planning Assumptions

The preparation of the EOP was guided by several assumptions that address a range of issues that potentially impact response and recovery capabilities and the concept of operations. These assumptions include:

- Incidents are best managed at the lowest possible geographic, organizational and jurisdictional level.
- A disaster may occur with little or no warning, and may escalate more rapidly than the ability of local government to effectively respond.
- Achieving and maintaining effective citizen and community preparedness reduces the immediate demands on response organizations. This level of preparedness requires continued public awareness and education programs to ensure citizens will take appropriate advance actions to reduce their vulnerability, especially during the initial days (first 72 hours) after disaster impact.
- Disasters may involve multiple jurisdictions simultaneously, impacting the City.
- Disasters will require significant information sharing across jurisdictions, as well as between the public and private sectors.
- City of Spring Hill will utilize available resources fully before requesting state and/or federal assistance.
- Mutual Aid Agreements will be implemented in those instances when locally available resources are depleted or need augmentation.
- The City will coordinate all public information activities during an emergency.
- Disasters may attract a sizable influx of spontaneous volunteers and donations.

- Widespread damage to commercial telecommunications facilities may occur, and the ability of governmental response and emergency response agencies to communicate may be impaired.
- Homes, public buildings, and other critical facilities and equipment may be destroyed or severely damaged.
- Debris may make streets and highways impassable, seriously impeding the movement of emergency supplies and resources.
- Public utilities may be damaged, rendering them either fully or partially inoperable.
- Many City emergency personnel may be victims of the emergency, preventing them from performing their assigned emergency duties.
- Numerous separate hazardous conditions and other emergencies could result from the major event, further complicating the response efforts.
- People may be forced from their homes and large numbers of people may be killed or injured.
- Many victims may be in life-threatening situations, requiring immediate rescue and medical care.
- There may be shortages of a wide variety of supplies necessary for emergency survival.
- Hospitals, nursing homes, pharmacies, and other health/medical facilities may be severely damaged or destroyed; the number of victims requiring medical attention may overwhelm those that do remain in operation.
- Normal food processing and distribution capabilities may be severely damaged or destroyed.
- Damage to fixed facilities that generate, produce, use, store or dispose of hazardous materials could result in the release of hazardous materials into the environment.
- Near-total disruption of energy sources and prolonged outages may occur.
- Initially, emergency response will focus on lifesaving activities. City officials will work toward restoring order and control in the disaster area.
- In major and catastrophic disasters, the Spring Hill City Hall will become the central point and control for City response and recovery activities.
- The Spring Hill City Hall will be activated and staffed with agencies organized into specific Annexes. The coordinating agency for each Annex is responsible for coordinating the planning and response activities for all the agencies of the function.
- The City will coordinate with state and federal personnel to expedite recovery.
- Damage assessments will be conducted as soon as weather or the situation permits.

- The City will work to reduce its vulnerability and risk to hazards through proactive mitigation actions and activities.
- All levels of government share the responsibility of working together in preparing for, responding to, recovering from, and mitigating disasters. The emergency plans and procedures referred to in the City of Spring Hill EOP have been maintained by those organizations having responsibility, are in coordination with the EOP, and are exercised on a regular basis.

Those individuals and organizations with responsibilities identified in the EOP (or in plans that support of the EOP) are sufficiently trained and prepared to perform their respective responsibilities.

### **III. ROLES AND RESPONSIBILITIES**

#### **A. Federal Government**

The federal government is responsible for:

- Preventing terrorist attacks within the United States through the Department of Homeland Security (DHS); reducing the vulnerability of the nation to terrorism, natural disasters, and other emergencies; and minimizing the damage and assisting in the recovery from emergencies.
- Providing emergency response on federally owned or controlled property, such as military installations and federal prisons.
- Providing federal assistance as directed by the President of the United States under the coordination of DHS and the Federal Emergency Management Agency (FEMA) and in accordance with the National Response Plan (NRP).
- Identifying and coordinating the provision of assistance under other federal statutory authorities.
- Providing assistance to state and local governments for response to and recovery from a commercial radiological incident consistent with guidelines as established in the current Federal Radiological Emergency Response Plan (FRERP) and the NRP.
- Managing and resolving all issues pertaining to the influx of illegal immigrants.
- Providing repatriation assistance to U.S. citizens (including noncombatants of the U.S. Department of Defense) evacuated from overseas areas. The U.S. Department of Health and Human Services (HHS), in coordination with other designated federal departments and agencies, is responsible for providing such assistance.

#### **B. State Government**

As Chief Executive (CE) of the state, the Governor of Tennessee is responsible for public safety and welfare of the state's people. Accordingly, he/she:

- Is responsible for coordinating state resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents in an all-hazards context to include terrorism, natural disasters, accidents, and other contingencies.
- Has the power to make, amend, and rescind orders and regulations under a governor's emergency declaration.
- Provides leadership and plays a key role in communicating to the public and in helping people, businesses, and organizations cope with the consequences of any type of declared emergency within Tennessee.

- Encourages participation in mutual aid and implements authorities for the state to enter into mutual aid agreements with other states, tribes, and territories to facilitate resource-sharing.
- Is the Commander-in-Chief of state military forces (i.e., the National Guard when in State Active Duty or Title 32 status for the authorized state militias).
- Requests federal assistance when it becomes clear that state or tribal capabilities will be insufficient or have been exceeded or exhausted.

The TEMA (Tennessee Emergency Management Agency) is responsible for implementing all policy decisions relating to emergency management. These decisions are then relayed to the tasked state agencies. Those emergencies relating to local matters will be coordinated with local emergency management coordinators.

### C. County Government

County governments are responsible for:

- Maintaining an emergency management program at the county level, involving all government, private and volunteer organizations which have responsibilities in the comprehensive emergency management system within the county.
- Coordinating the emergency management needs of all municipalities within the county and working to establish intra-county Mutual Aid Agreements to render emergency assistance.
- Implementing a broad-based public awareness, education and information program designed to reach all citizens of the county, including those needing special media formats, who are non-English speaking (including persons who do not use English as their first language), and those with hearing impairment or loss.
- Coordinating mutual aid activities within City of Spring Hill to ensure the provision of supplemental emergency aid and assistance.
- Maintaining an emergency management program that is designed to avoid, reduce and mitigate the effects of hazards through the enforcement of policies, standards and regulations.
- Maintaining cost and expenditure reports associated with disasters, including resources mobilized as a result of Mutual Aid Agreements.
- Coordinating public information activities during disasters.
- Developing and maintaining systems to coordinate the provision of shelters and mass care to those displaced by disasters.

City of Spring Hill departments have specific responsibilities during disasters and/or during Spring Hill City Hall activations. The everyday organizational structure of City of Spring Hill government remains in effect during disaster situations; however, certain functions of various departments may be modified or suspended to meet the needs of the disaster situation.

## D. Municipal Government

Cities are responsible for ensuring the safety and well-being of their citizens, as well as providing initial response, within city capabilities, in the case of emergency/disaster events. At a minimum, cities should establish emergency response policies and procedures for their jurisdiction. Specific responsibilities of cities include:

- Appoint and support a qualified person to serve as the City Emergency Management Liaison. This position serves as the primary emergency management point of contact between the city and the county and actively participates in the emergency management system.
- Coordinate and integrate emergency management activities of the city with county emergency management through all phases of emergency management (preparedness, response, recovery, and mitigation).
- Provide City of Spring Hill Fire Department with current copies of city Emergency Operations Plans (EOPs), or Emergency Operations Guides (EOGs)/Standard Operating Procedures (SOPs), emergency contact information, and lists of critical resources.
- Ensure incident management activities will be initiated and conducted using the concepts and principles identified by the National Incident Management System (NIMS).
- Ensure all responders have the appropriate level of NIMS and hazardous materials training.
- Train damage assessment teams (for cities desiring to field their own teams) and coordinate efforts with City of Spring Hill's overall damage assessment process.
- Ensure that City of Spring Hill Fire Department is kept informed of situations that require (or may potentially require) countywide coordination and/or the activation of the Spring Hill City Hall.

Ensure that during a disaster, response activities (including requests for assistance and public information efforts) are coordinated with City of Spring Hill and that situation reports, damage assessments, and requests for county, state and/or federal assistance are channeled through City of Spring Hill.

## E. Special Districts

Special districts (such as Soil and Water Conservation, Water Management, Fire and Rescue, and School) are responsible for establishing liaisons with City of Spring Hill and its organizations to support emergency management capabilities within Tennessee. Special districts that involve inter-jurisdictional authority can provide resources and services to support other functionally related systems in times of disaster.

## F. Private Sector

The private sector maintains resources that may be necessary to respond to and recover from disasters. City of Spring Hill encourages coordinated planning efforts and when necessary response from the private sector. While the private sector may not be familiar with nor normally operate under the auspice of NIMS, it is important that any response from the private sector be coordinated through the [EOC] or incident command post. Planning activities between City of Spring Hill and the private sector may include the following:

- Obtaining a list of resources and deciding on the level of support to be provided by the private sector
- Developing plans that incorporate the private sector into incident response
- Developing Mutual Aid Agreements or Memorandums of Agreement (MOUs) outlining the services to be provided by the private sector.

It is encouraged that members of the private sector:

- Coordinate with government agencies to ensure a broad and comprehensive coverage of assistance during emergencies.
- Provide and coordinate relief not provided by the government on a complementary and supplementary basis.
- Bear the cost of planning and response to incidents, regardless of cause, as required by existing law and regulations pertaining to certain organizations. Develop and maintain capabilities to respond to and manage a complete spectrum of incidents and emergencies (i.e., unless the response role is inherently governmental, such as law enforcement).
- Develop Mutual Aid Agreements and MOUs for actions performed during emergencies.

## G. Non-Government and Volunteer Organizations

- Coordinate with government agencies to ensure broad and comprehensive coverage of assistance and relief during emergencies.
- Provide and coordinate relief not provided by the government on a complementary and supplementary basis.
- Develop Mutual Aid Agreements and MOUs of duties and areas of responsibilities to be performed during an emergency.

## H. Hospitals, Nursing Facilities and Assisted Living Facilities

Responsible for the safety and well-being of staff, patients, tenants, visitors, and others while on their property, these facilities have a state mandate to maintain an EOP.

## I. School Districts

School districts are responsible for the safety and well-being of students, staff and visitors to their facilities. As such, all are encouraged to be proactive in developing and implementing emergency plans that take into account the specific hazards to which schools may be reasonably exposed.

## J. Legal Affairs

The City of Spring Hill Administration is responsible for providing legal advice and guidance to emergency management and the City of Spring Hill Emergency Management for all emergency management issues and concerns. The staffing of this position is the responsibility of the City of Spring Hill Administration. The City of Spring Hill Administration is responsible for supporting requests about actions that require a legal opinion regarding jurisdictional policy and authority by ordinances, statutes, and under state and federal laws (e.g., evacuations, quarantines, etc.).

## K. Citizen Involvement

The public is responsible for preparing for disasters just as the various levels of government do. Specifically, individual, family and/or business plans need to be developed and maintained to ensure the appropriate level of emergency preparedness.

Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation.

Vulnerable needs population citizens are encouraged to register their information with the City of Spring Hill Emergency Management for disaster planning and response purposes.

## IV. METHOD OF OPERATIONS

### A. General

City of Spring Hill uses the nearest appropriate responder concept (likely to be a county, municipal, state or nationally available resource) when responding to any threat, event, or disaster. In most situations, City of Spring Hill agencies will be the first and primary responders, and will be required to exceed their abilities or deplete their resources before requesting state assistance. Under some rare circumstances, state or federal agencies may have the primary jurisdiction for the overall response effort. However, City of Spring Hill resources will likely provide the first response for all incidents impacting the jurisdiction(s).

#### 1. Non-Disaster Daily Operations

Day-to-day operations of City of Spring Hill, absent a declaration of state or local disaster emergency, fall under the authority of the local governing body.

A proactive, day-to-day disaster planning process is in place using the following resources:

- Local Emergency Planning Committee (LEPC)
- The LEPC prepares regional hazardous materials emergency plans that indicate the facilities that use, produce or store hazardous substances that are present in the jurisdiction.

The LEPC serves as the repository for regional reports filed under Title III of the Emergency Planning and Community Right-To-Know Act (EPCRA) of 1986. The LEPC directs regional Title III implementation activities and performs associated outreach functions to increase awareness and understanding of, and compliance with, the EPCRA program.

It is the responsibility of governments of City of Spring Hill and its communities to protect life and property from the effects of hazardous events. This plan is based on the concept that emergency functions of responding agencies will generally parallel their normal, day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task assigned.

This plan provides assistance in day-to-day operations by providing each agency their responsibilities during an emergency. This allows agencies to construct programs, strategies, and methods which allow day-to-day responsibilities to complement emergency operations.

#### 2. Emergency Operations

The Chairman of the City of Spring Hill Board of Commissioners may declare a state of local disaster emergency within City of Spring Hill. Such declaration shall be based on the judgment

that a state of local disaster emergency is necessary to deal with a current or imminent emergency/disaster situation.

City of Spring Hill's Emergency Manager will be responsible for preparing any disaster declarations. A declaration of a state of local disaster emergency shall implement the response and recovery elements of this plan and any applicable emergency operations plans. Subject to the All Hazards statutes for Tennessee, the Cabinet Secretary of the City of Spring Hill Emergency Management may issue any order deemed necessary for the efficient and effective management of the event, the protection of life or property, or for the general public health and welfare.

The City of Spring Hill EOP may be activated by the following positions in order of succession:

1. A situational analysis team in City of Spring Hill through the City of Spring Hill Emergency Management
2. Through the designated Duty Officer/s of the TEMA (Tennessee Emergency Management Agency)
3. By the Cabinet or the Deputy Cabinet Secretary of TEMA (Tennessee Emergency Management Agency)

#### Response

The organizational structure for response to an emergency/disaster is under the leadership of the City of Spring Hill Emergency Management who is approved by the TEMA (Tennessee Emergency Management Agency). The [COORDINATING] is the overall coordination authority for the incident. The agencies, through the Annex structure, operate from the Spring Hill City Hall and support the City of Spring Hill Emergency Management. The management structure designated to respond to emergency/disasters is coordinated by the staff of the City of Spring Hill Emergency Management.

Initial and subsequent notification procedures have been provided to the 24 hour City of Spring Hill Warning Point for initial contacts based on the type of event. Additional notifications are made as requested by the Incident Commander or Emergency Management Director.

Disaster response and recovery agencies identify resources, training needs or planning activities to the City of Spring Hill Emergency Management. The Spring Hill City Hall will be activated for actual or potential events that threaten City of Spring Hill. The level of activation will be determined by the City of Spring Hill's City of Spring Hill Emergency Management and based on the most accurate data from the emergency or event.

The following are possible criteria for activation of the Spring Hill City Hall:

1. A threat (or potential threat) increases the risk in City of Spring Hill
2. Coordination of response activities are needed
3. Resource coordination is needed to respond to an event
4. Conditions are uncertain or could possibly escalate

5. A County emergency/disaster declaration is made

The Spring Hill City Hall may be activated or deactivated by at least three of the following individuals:

- 
- 
- Chief of Police - City of Spring Hill

The Spring Hill City Hall utilizes 3 levels of activation:

- **Watch:** When conditions indicate an event/disaster is imminent. Notification will be made to those agencies that will need to take action as part of their normal responsibilities. The Spring Hill City Hall will be staffed by emergency management personnel.
- **Partial-Activation:** When conditions indicate an event/disaster is very imminent or has occurred. Emergency management personnel and critical Annex are represented in the Spring Hill City Hall.
- **Full-Scale Activation:** Any disaster/emergency that will require large-scale mutual aid and possible State and Federal assistance in response and recovery. Emergency Management representatives and essential Annex personnel are represented in the Spring Hill City Hall.

The Primary Spring Hill City Hall is located at:

**Spring Hill City Hall  
199 Town Center Parkway  
Spring Hill, TN 37174**

The Alternate Facility is located at:

The facility serves as the coordination, command and control center for City of Spring Hill, is staffed when the need arises, and serves as the 24 hour City of Spring Hill Warning Point for initial notification and warning of emergencies and disasters.

City of Spring Hill operates under the Annex concept. Each Annex contained in this plan identifies the coordinating, primary and support agencies required to carry out the responsibilities of the Annex. These agencies are responsible for preparing additional operating guides, checklists, staffing patterns or resource requirements needed to complete their assignments. Each agency is responsible for carrying out the tasks assigned by this EOP, with the coordinating agency having primary responsibility for coordinating that effort. A comprehensive list of Annex's and their responsibilities can be found as attachments to this plan.

During activation, the Spring Hill City Hall provides the core emergency function coordination,

communication, resource dispatch and tracking; information collection, analysis and dissemination; multi-agency coordination and joint information coordination. Field Operations will be managed through the Incident Command System (ICS) and is discussed below.

### EOC Organizational Structure

The EOC staffing level and composition is contingent on the specific requirements of an incident. The organizational structure of the EOC is modular, extending to incorporate all elements necessary for the type, size, scope, and complexity of a given incident. While any configuration of functional units may be used in the EOC, the core organizational structure of the EOC is organized by Sections and Annex teams. The various functional elements are activated based on need. The organizational structure can be condensed, expanded, or reconfigured as needed.

While the structure is flexible, it is always organized around five core functions:

- **EOC Management**: This component is responsible for the overall disaster policy and coordination. Specific functions include oversight of the EOC and coordinates public information with Annex External Affairs. EOC Management is led by the EOC Director. This position is staffed by a designated responsible agency.
- **Operations Section**: The purpose of this section is to support field operations and coordinate countywide response activities through the implementation of the EOC Action Plan. This section is led by the Operations Section Coordinator which is staffed by a designated responsible agency.
- **Planning Section**: The purpose of this section is to collect, evaluate, process, and disseminate information for use in the EOC. This section is led by the Planning Section Coordinator which is staffed by a designated responsible agency.
- **Logistics Section**: This section supports operational activities through the provision of supplies, equipment, facilities, personnel, mutual aid, and other support and services necessary for disaster response and recovery. This section is led by the Logistic Sections Coordinator which is staffed by a designated responsible agency.
- **Finance / Administration Section**: This section is responsible for the coordination of the financial planning, operations, and reporting services. This section is led by the Finance Section Coordinator which is staffed by City of Spring Hill Finance Department.
- **Intelligence / Investigations Section**: The I/I Function within ICS provides a framework that allows for the integration of intelligence and information collection, analysis, and sharing, as well as investigations that identify the cause and origin of an incident regardless of source.

Each agency responding will report back to the Spring Hill City Hall through their liaison who is the Point of Contact (POC) for each respective agency or organization in either a single or Unified Command Structure. These reports are later synchronized and information is provided to mutual aid partners, adjacent counties, and the TEMA (Tennessee Emergency Management Agency) to provide visibility of emergency operations.

During the response phase and upon declaration of a local state of emergency, the City of Spring Hill Commission Chairman has ultimate authority with coordination of City of Spring Hill Emergency Management who report directly to the TEMA (Tennessee Emergency Management Agency), which provide support and resources as requested through the Spring Hill City Hall.

All County divisions, City departments, non-governmental agencies, and other organizations fall under the direction of the coordinating agency designated in the plan. The Emergency Manager of City of Spring Hill Emergency Management will coordinate with State, Federal, and other outside agencies.

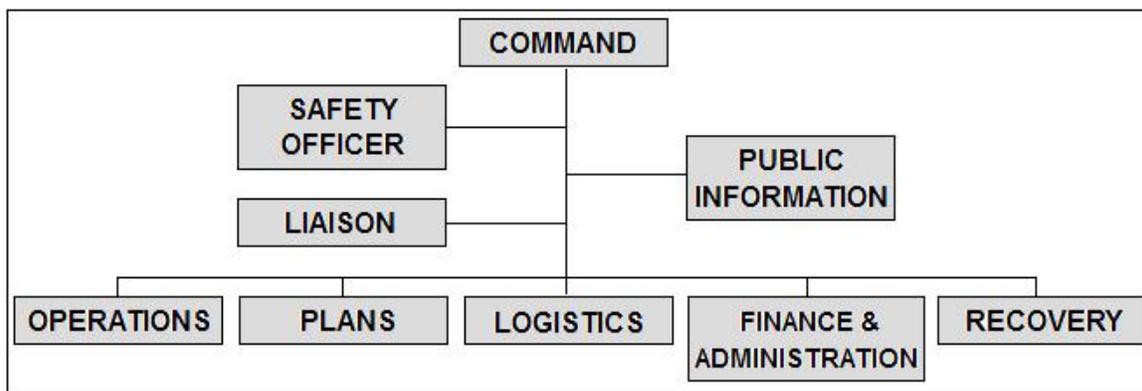
### 3. Field Operations

Field Operations will be managed through the Incident Command System (ICS). The ICS that has been implemented in City of Spring Hill and utilizes common terminology; is modular and scalable; incorporates measurable objectives; provides for a manageable span of control; and relies on the Incident Action Plan (IAP) as the principal tool for communicating and carrying out operational objectives in an incident. The incident may be controlled by local emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request, through appropriate channels, that the Spring Hill City Hall be activated to support the field operations.

Response to an incident by single discipline agencies (i.e., fire, law enforcement, EMS) will utilize a single Incident Commander within the ICS structure. As the incident progresses to include multiple jurisdictions and disciplines, a Unified Command will be used to the extent possible, and as deemed necessary.

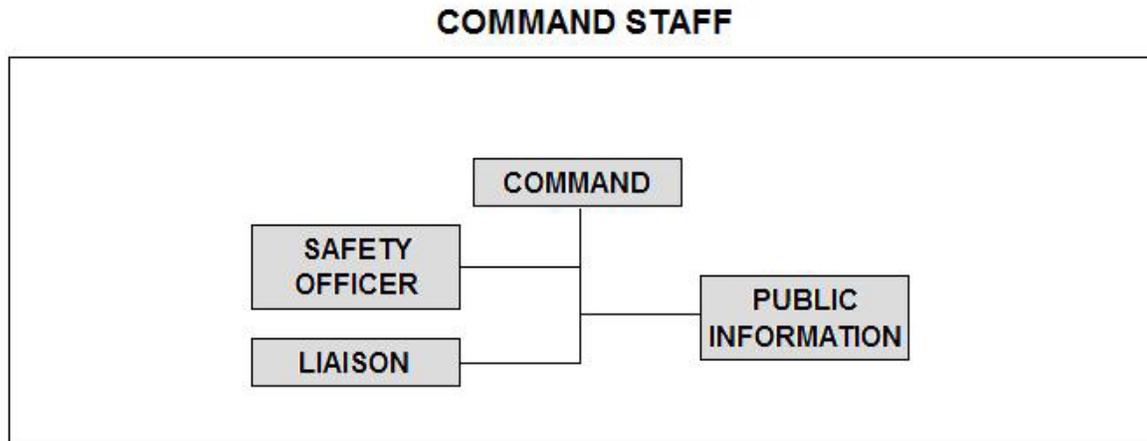
During a single discipline response to an incident, the first on-scene emergency responder with management responsibilities will take the necessary steps to establish an Incident Command Post (ICP), report a scene size-up, activate the appropriate ICS organizational elements required for incident management, delegate authority within the ICS organizational structure, and develop incident objectives on which subsequent incident action planning will be based.

Each agency deploying to the field will report back to the Spring Hill City Hall through their liaison who is the Point of Contact (POC) for each respective agency or organization in either a single or Unified Command Structure.



## Command Staff

The Command Staff function will be conducted in two ways: 1) as a Single Command (used when an incident occurs within single jurisdiction, and there is no jurisdictional or agency overlap, and a single IC can be designated); or 2) Unified Command (used when there are multiple agencies and multiple jurisdictions, and a single set of objectives need to be developed to guide incident management).



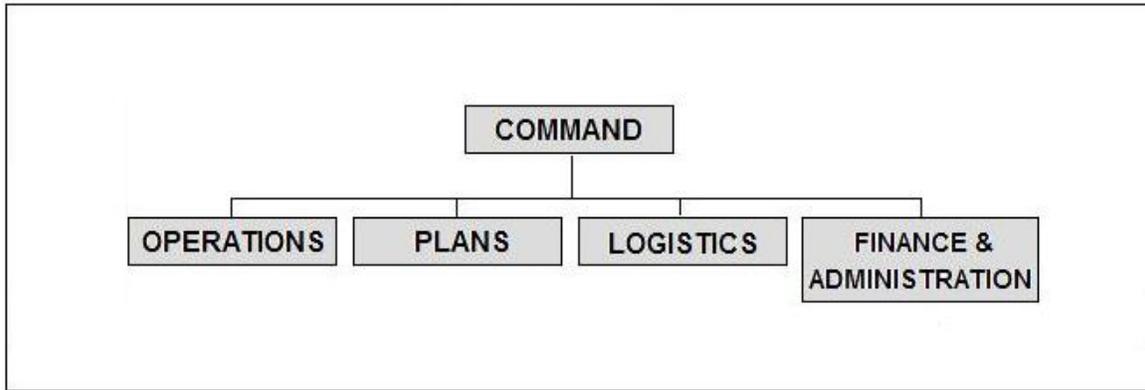
## General Staff

The General Staff positions will include the following sections:

- Operations Section
- Planning Section
- Logistics Section
- Finance & Administration Section
- Intelligence and Investigations Section

The scope, direction, and control of these sections will follow established ICS procedures.

## GENERAL STAFF



### a. Area of Operations

An area of operations will be established by the Incident Commander. This will vary depending on the size and magnitude of the event. Once established, or changes made to an existing area of operations, it will be communicated to all responders.

### b. Area Command

An Area Command (AC) will be activated if an incident is not site specific (i.e., pandemic outbreaks), the incident is extremely large and involves multiple ICS organizations, or there are multiple incidents that are being handled by separate ICS organizations. If the incidents are multi-jurisdictional, then a UC will be established within the AC. Therefore, the AC has the responsibility to:

- Set overall incident-related priorities
- Allocate critical resources according to priorities
- Ensure that incidents are properly managed
- Ensure that incident management objectives are met and do not conflict with each other or with agency policy
- Identify critical resource needs and report them to EOCs and/or multi-agency coordination entities
- Ensure that short-term emergency recovery is coordinated to assist in the transition to full recovery operations

### c. Multi-Agency Coordination Center

A key component of NIMS is the development of a multi-agency coordination system that integrates the operations and functions of the Spring Hill City Hall and field operations, guided by the principles embedded in the Incident Command System. In most cases, emergencies are handled by local fire departments, law enforcement agencies, medical service agencies, and

communication/dispatch centers; but in larger emergencies or disasters, additional coordination support is required. In these situations, entities such as city EOCs and/or the Spring Hill City Hall have critical roles in an emergency.

The City's incident management responsibility is directed and managed through the City of Spring Hill Emergency Management. As a multi-agency coordination entity, the City of Spring Hill Emergency Management will coordinate and manage disaster operations through the Spring Hill City Hall to:

- Ensure that each agency involved in incident management activities is providing appropriate situational awareness and resource status information to Spring Hill City Hall
- Establish priorities between incidents and/or Area Commands in concert with the Incident Command or Unified Command involved
- Acquire and allocate resources required by incident management personnel in coordination with the priorities established by the IC or UC
- Anticipate and identify future resource requirements
- Coordinate and resolve policy issues arising from the incident(s)
- Provide strategic coordination as required
- Coordinate briefings, message tracking, situational reports, and establish a common operating picture

Following an incident, plans, procedures, communications, staffing and other capabilities necessary for improved incident management are coordinated through the City of Spring Hill Emergency Management. These tasks are accomplished by the Spring Hill City Hall by ensuring the ability to perform four core functions:

- Coordination
- Communications (that are reliable and contain built-in redundancies)
- Resource dispatch and tracking
- Information collection, analysis, and dissemination

#### 4. Joint Information Center

The Joint Information System (JIS) provides the mechanism for integrating public information activities among Joint Information Centers (JIC), across jurisdictions, and with private-sector and non-governmental organizations.

City of Spring Hill has implemented and institutionalized processes, procedures and plans for its JIC and can be referenced in the Annex External Affairs.

When the Spring Hill City Hall is activated, the Emergency Manager of City of Spring Hill Emergency Management or the Public Information Officer Representative may activate the Joint Information Center (JIC). When the JIC is in operation, it serves as the central point of public information collection and dissemination. The JIC functions as part of the Command in the Spring Hill City Hall and will coordinate the release of non-operational information.

Depending on the incident, representatives from each jurisdiction, agency, private sector organization, and non-governmental organization involved in incident management activities will be notified and asked to have their JIC representative respond to the Spring Hill City Hall within a reasonable period of time. Communication will be accomplished via the Emergency Alert System, radio, television, fax, Internet, telephone or any other means available. When the JIC is activated, the Public Information Officer or his/her designee will notify media outlets that all media inquiries are to be directed to the JIC and that the JIC will be releasing media updates on a routine basis and when noteworthy events take place. Members of the media will not be allowed access to the Spring Hill City Hall.

More information on public awareness and education can be found in Annex External Affairs. More information on communication plans and protocols can be found in Annex Communications.

## B. Coordination, Direction and Control

### 1. Local Level

#### Information Collection and Dissemination

Initial notification of incidents at the local level are accomplished in a variety of ways including public safety radio, websites, SMS services, television, radio, satellite broadcasts, etc.

Responsibility for notification of most incidents is accomplished through the Spring Hill City Hall. Other agencies with responsibilities for notification include the National Weather Service, IPAWS, law enforcement agencies, fire or EMS services.

The Spring Hill City Hall will be responsible for notifying response and Emergency management personnel when the threat of a disaster is imminent.

- **Internal:** Response agencies will be notified from the communication center as required by the nature of the disaster.
- **External:** It is the responsibility of City of Spring Hill Emergency Management to notify the appropriate agencies outside of the jurisdiction such as TEMA (Tennessee Emergency Management Agency), State Emergency Response Commission (SERC), or appropriate Federal Agency.

The Spring Hill City Hall provides communications essential for the local government to communicate with all government entities. The City of Spring Hill Communications Center provides communications essential for all local government to communicate with all governmental entities. This information is then passed along to the public via siren, notification system, radio, NOAA radio, television, social media alerts, etc.

The media assume a vital role in dispersing information to the public. City of Spring Hill Emergency Management works closely with local media providers to ensure timely and accurate information is provided to the public.

Information collection needs and priorities will include:

1. Life safety
2. Incident security and stability
3. Property and environmental protection

#### Direction and Control

Impacted entities will coordinate the emergency response efforts within their political jurisdiction (county and municipalities).

The Incident Command System (ICS) and National Incident Management System (NIMS) will be used to coordinate emergency response and recovery operations at the disaster scene(s). The ICS/NIMS organization will maintain communications and coordination with the Spring Hill City

Hall at all times as detailed by this plan.

City of Spring Hill Emergency Management may activate Mutual Aid Agreements with neighboring jurisdictions. They may also recommend that the City of Spring Hill or local declare a local state of emergency and make a formal request for state assistance. The following positions are authorized to request resources by contacting TEMA (Tennessee Emergency Management Agency).

1. The City of Spring Hill Emergency Manager of Emergency Management
2. Any designated personnel authorized by City of Spring Hill Emergency Manger of Emergency Management

To request state assistance, City of Spring Hill must meet the following parameters:

1. Exhausted or will likely exhaust City of Spring Hill resources
2. Exhausted or will likely exhaust mutual aid resources
3. Exhausted or will likely exhaust contractual resources
4. The requested assistance is not available at the local level

The Policy Group of City of Spring Hill depending on jurisdiction, and/or designee is delegated policy-making authority and can commit resources at the Spring Hill City Hall as well as routine management and operation of the facility. The designated EOC Director may issue mission assignments to the Annex to perform duties consistent with City of Spring Hill policy. Mission assignments and mutual aid assistance is tracked at the Spring Hill City Hall.

City of Spring Hill actions will occur among all affected risk and host areas and Spring Hill City Hall under the direction and control of the of EOC Director. Areas not impacted by these events may be requested to provide assistance. Prior to an evacuation and under the direction of the EOC Director, EOC Manager and Policy Group will implement coordination on issues which may include, but not limited to: deploying and pre-deploying personnel, identifying evacuation routes, ensuring the sufficiency of fuel, address emergency medical issues, and initiate procedures for notification to the public.

Initial planning for recovery begins before an emergency event impacts City of Spring Hill. While response actions necessary to protect public health and safety are being implemented, the recovery section within the Spring Hill City Hall begins coordination and implementation of the recovery programs.

In the event state and federal assistance is required by City of Spring Hill, the State Coordinating Officer will interface directly with representatives of the federal government.

In the event a request for disaster assistance comes from the governor of another state, the Governor of the State of Tennessee may order the mobilization of State and local resources under the Emergency Management Assistance Compact to be deployed to the impacted state. The management and coordination of these resources will be administered through the Response and Recovery Section under the direction of the Response and Recovery Director located at TEMA (Tennessee Emergency Management Agency).

## 2. Coordinating Agencies

The Emergency Manager of City of Spring Hill Emergency Management designates the coordinating agencies for each Annex to coordinate the activities of those specific responses.

Coordinating Agency Listing for Emergency Operations Plan	
FUNCTIONAL ANNEX	COORDINATING AGENCY
Annex 1 - Transportation	County (Geo) Emergency Management (OEM) County (Geo) Highway Department County (Geo) Sheriff's Department
Annex 2 - Communications	City of Spring Hill IT Department TEMA (Tennessee Emergency Management Agency) County (Geo) Emergency Management (OEM)
Annex 3 - Public Works and Engineering	City of Spring Hill Public Works County (Geo) Emergency Management (OEM) County (Geo) Highway Department City of Spring Hill Police Department
Annex 4 - Firefighting	City of Spring Hill Fire Department
Annex 5 - Emergency Management	City of Spring Hill Fire Department TEMA (Tennessee Emergency Management Agency) County (Geo) Animal Control County (Geo) Emergency Management (OEM) County (Geo) Health Department County (Geo) Sheriff's Department
Annex 6 - Mass Care, Emergency Assistance, Housing, and Human Services	County (Geo) Health Department City of Spring Hill Public Works
Annex 7 - Logistics Management and Resource Support	County (Geo) Emergency Management (OEM) County (Geo) Highway Department City of Spring Hill Public Works
Annex 8 - Public Health and Emergency Medical Services	City of Spring Hill Fire Department
Annex 9 - Search & Rescue	City of Spring Hill Fire Department County (Geo) Emergency Management (OEM) City of Spring Hill Emergency Management
Annex 10 - Oil and Hazardous Materials Response	TEMA (Tennessee Emergency Management Agency) County (Geo) Emergency Management (OEM) City of Spring Hill Emergency

	Management City of Spring Hill Fire Department
Annex 11 - Food	TEMA (Tennessee Emergency Management Agency) County (Geo) Emergency Management (OEM) County (Geo) Highway Department County (Geo) Sheriff's Department City of Spring Hill Public Works
Annex 12 - Energy	
Annex 13 - Law Enforcement, Public Safety and Security	City of Spring Hill Police Department County (Geo) Emergency Management (OEM) County (Geo) Health Department County (Geo) Highway Department County (Geo) Sheriff's Department City of Spring Hill Public Works City of Spring Hill Emergency Management City of Spring Hill Fire Department
Annex 14 - Long-Term Community Recovery	County (Geo) Health Department County (Geo) Highway Department County (Geo) Sheriff's Department City of Spring Hill Public Works City of Spring Hill Emergency Management City of Spring Hill Fire Department City of Spring Hill Police Department
Annex 15 - External Affairs	City of Spring Hill Human Resources Department
Annex 16 - Cyber Security	

Upon activation of the Spring Hill City Hall, the primary agency for the given Annex functions will send representatives to the Spring Hill City Hall to coordinate activities. The coordinating agency determines which primary and support agencies are required at the Spring Hill City Hall.

The coordinating agency for the Annex will be responsible for collecting all information related to the disaster and providing it to the situational analysis team in the EOC.

### 3. Intergovernmental Mutual Aid

#### Mutual Aid and MOUs

Mutual Aid Agreements and Memoranda of Understanding are essential components of emergency management planning, response, and recovery activities.

These agreements provide reciprocal emergency aid and assistance during an emergency or disaster; they increase available resources and improve response and recovery efforts. A complete list of Mutual Aid Agreements in effect for City of Spring Hill related to emergency

management can be found in Section VIII - References and Authorities of this EOP. In addition, these agreements are available for review in their entirety at the Spring Hill City Hall.

### Emergency Management Assistance Compact (EMAC)

The request for intrastate mutual aid or intergovernmental aid across state borders is closely tied to the State of Tennessee 's participation in the Emergency Management Assistance Compact (EMAC). EMAC provides for the seamless escalation of disaster response and execution of national mutual aid. Intrastate mutual aid the mechanism by which resources of member jurisdictions will be deployed under EMAC. No separate agreement is necessary, although individual resource orders will be executed in accordance with the Tennessee Emergency Operations System. For states to request resources through EMAC terms, they must have passed and enacted membership legislation. The purpose of this compact is to provide for mutual assistance between the states entering into this compact in managing any emergency or disaster that is duly declared by the governor of the affected state(s), whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack. This compact shall also provide for mutual cooperation in emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party states or subdivisions of party states during emergencies, such actions occurring outside actual declared emergency periods. Mutual assistance in this compact may include the use of the states' National Guard forces, either in accordance with the National Guard Mutual Assistance Compact or by mutual agreement between states.

After a declared emergency, and activation of EMAC, the Requesting and Assisting State Emergency Management Agencies complete the EMAC Request for Assistance Form (REQ-A) for accepted offers of assistance. The completed REQ-A constitutes a legally binding agreement between the two states.

Reimbursement starts with Deployed Personnel and Resource Providers submitting a reimbursement package to the Assisting State. Assisting States audit reimbursement packages that are sent to Requesting States who, upon completing an audit and resolving any outstanding issues, issue payment back to the Assisting State. It should be noted that a state's obligation to pay EMAC reimbursements is not contingent upon the receipt of federal funds.

### Intrastate Mutual Aid Committee

The Committee shall consist of members appointed by the Governor, including a representative of the Department of Public Safety and a Homeland Security Advisor. The members shall represent emergency management and response disciplines, political subdivisions and, if participating, Indian nations, tribes or municipal entities. The committee shall elect from among its members a vice-presiding officer and any other officers the committee deems appropriate. The committee shall meet at least annually and may meet at the call of the presiding officer or as otherwise called by its members. The committee shall be attached to the Department of Public Safety for administrative purposes only.

### Requesting Mutual Aid

All mutual aid requests should be coordinated through the City of Spring Hill Emergency Manager or the Spring Hill City Hall if activated. To request mutual aid, City of Spring Hill uses the following process:

- The Party seeking mutual aid shall make the request directly to the party providing the aid in coordination with City of Spring Hill Emergency Management.
- Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing no later than thirty (30) calendar days following the verbal request unless otherwise stated according to policies or resolutions.
- All communication shall be conducted directly between recipient and provider in coordination with City of Spring Hill Emergency Management.
- The Recipient shall be responsible for keeping all parties advised of the status of mutual aid activities.

If assistance is needed to coordinate mutual aid, City of Spring Hill can request coordination assistance to TEMA (Tennessee Emergency Management Agency).

#### 4. Communication

Annex Communications provides information and guidance concerning available communications systems and methods in City of Spring Hill, including:

- Dissemination of emergency information to response organizations and government
- Information flow and management to and from the Spring Hill City Hall
- Communications interoperability among response units
- Primary and backup communications systems
- Telecommunications and information technology resources
- Emergency warning and notification

Annex External Affairs provides information on and the dissemination of information to the public for the purpose of protective action guidance and ongoing emergency information. This information is focused on the minimization of confusion, misinformation, and rumors during times of an emergency/disaster.

#### City of Spring Hill Warning Point

The Spring Hill City Hall serves as the City of Spring Hill Warning Point. The City of Spring Hill Warning Point provides City of Spring Hill with a single point to disseminate information and warnings to government officials that a hazardous situation could threaten the general welfare, health and safety, and/or property of the population.

The Warning Point is equipped with multiple communication networks, auxiliary power, and capabilities that ensure the broadcast of pertinent information the targeted audience in a timely manner. A list of these capabilities is provided in Annex Communications and below:

## Communications

<b>Communication:</b> Verizon Wireless		
<b>Priority:</b> High	<b>Type:</b> Other	<b>Quantity:</b>
<b>Description:</b> External Use, Mobile - Verizon Wireless provides voice and data services. PD and FD utilize cradle point devices for vehicle mobility.		
<b>Communication:</b> Motorola 700/800 MHz P25 Digital Trunking System		
<b>Priority:</b> High	<b>Type:</b> Voice	<b>Quantity:</b> 1
<b>Description:</b> Internal Use, External Use, Mobile, Secure - A county-wide fully encrypted radio system providing non-emergency and emergency communications to authorized users of the system. The system is named the Middle Tennessee Regional Radio System (MTRRS).		
<b>Communication:</b> TAK Server		
<b>Priority:</b> High	<b>Type:</b> Data	<b>Quantity:</b>
<b>Description:</b> Internal Use, External Use, Mobile, Secure - <ul style="list-style-type: none"> <li>• Real-time point location information from other TAK users</li> <li>• Easy to provision and conduct just-in-time training</li> <li>• TAK provides critical location context to live video streams</li> <li>• Live situational awareness from weather, aviation, river gauge feeds, etc.</li> <li>• Wide Area Search Plugin (WASP)</li> <li>• SOS token solutions via text message</li> </ul> <p>Maps, Layers, Voice, Text, Data, Sensor</p>		
<b>Communication:</b> Williamson WebEOC		
<b>Priority:</b> High	<b>Type:</b> Data	<b>Quantity:</b> 1
<b>Description:</b> Internal Use, Mobile, Secure		
<b>Communication:</b> City Phone System		
<b>Priority:</b> Moderate	<b>Type:</b> Voice	<b>Quantity:</b> 80
<b>Description:</b> Internal Use - Internal VOIP phone system for the city employees		
<b>Communication:</b> Microsoft Teams		
<b>Priority:</b> High	<b>Type:</b> Face-to-Face	<b>Quantity:</b>

<b>Description:</b> Internal Use, Mobile, Secure		
<b>Communication:</b> Everbridge		
<b>Priority:</b> High	<b>Type:</b> Voice	<b>Quantity:</b> 1
<b>Description:</b> Internal Use, External Use, Mobile, Secure - A Mass Notification System used to broadcasts messages to inform employees and/or the public of an emergency. It will facilitate sending real-time alerts and instructions to groups and individuals during critical events such as natural or man-made disasters, pandemics, and terrorist attacks. Multiple channel messages can be sent via SMS, email, desktop alerts, and/or voice.		
<b>Communication:</b> Hyper Reach		
<b>Priority:</b> High	<b>Type:</b> Data	<b>Quantity:</b> 1
<b>Description:</b> External Use, Mobile - Web-based software that is able to send geo based text messages.		
<b>Communication:</b> SMS (Text Messaging)		
<b>Priority:</b> High	<b>Type:</b> Data	<b>Quantity:</b> 1
<b>Description:</b> Internal Use, External Use, Mobile - SMS is a text messaging service component of most telephone, Internet, and mobile device systems. It uses standardized communication protocols that let mobile devices exchange short text messages with a maximum of 160 characters per message.		
<b>Communication:</b> Microsoft Outlook		
<b>Priority:</b> High	<b>Type:</b> Data	<b>Quantity:</b>
<b>Description:</b> Internal Use, External Use, Mobile		
<b>Communication:</b> Video Conferencing Platform		
<b>Priority:</b> Moderate	<b>Type:</b> Voice	<b>Quantity:</b> 1
<b>Description:</b> Internal Use, External Use, Mobile - A web-based video conferencing platform that allows for two or more users to collaborate with face-to-face communications, screen sharing and other traditional meeting tools.		

The Spring Hill City Hall has Standard Operating Guides (SOG) to notify and warn officials and general public of emergency and disaster events that occur in City of Spring Hill. In addition these guides also identify actions to be taken based off types of incidents. Notification lists for agencies and individuals are maintained by the Spring Hill City Hall. Notification of the State Warning Point is included in these guides. The Emergency Manager or the on-call Emergency Management staff person will initiate any further notification.

Developing or existing emergency conditions which should be reported to the Spring Hill City Hall include those that have or may result in multiple loss of life, environmental or property damage, or evacuation of a populated area whether or not State or Federal resources are needed to support local emergency response efforts.

Coordinators and other Emergency Operation Center Representatives are kept informed of potential events by the Emergency Manager of City of Spring Hill Emergency Management by fax, email, or telephone.

Warnings are accomplished in various ways depending on the persons that need to be warned and the time available. The Emergency Manager of City of Spring Hill Emergency Management or the Incident Commander can initiate warnings and notification procedures. The following list identifies warning methods during an event. Any or all may be used.

- Activation of the Emergency Alert System (EAS)
- Information statements released to the local media
- SMS text services administered by City of Spring Hill or law enforcement
- Public address systems of public safety vehicles
- Door-to-door contacts
- Alert Messaging System
- Social Media
- Outdoor warning sirens

Persons in the threatened areas with vulnerable needs may be notified by all of the methods outlined above. Hotels, motels and Chambers of Commerce will assist in notification of tourists visiting the area. Most of the other warning systems previously listed would also reach some visitors to the City.

The City of Spring Hill Warning Point Spring Hill City Hall is responsible for network control and conducts routine tests to ensure operational readiness.

Common Program Control Stations (CPCS) are radio stations utilized to provide the general public with information about events. The following stations have been identified as CPCS locations in and around City of Spring Hill:

## 5. State Level

When an emergency or disaster has occurred or is imminent, the Governor may issue an Executive Order proclaiming the existence of a State of Emergency or activate the emergency response, recovery and mitigation aspects of State, local and inter-jurisdictional disaster plans.

At the State level, the Tennessee Adjutant General, or designee performs policy-making authority and commitment of State resources at the Williamson County Emergency Operations

Center. The Williamson County Emergency Operations Center Manager is responsible for the provision of State assistance, as well as routine management and operation of the Williamson County Emergency Operations Center. The Williamson County Emergency Operations Center Manager may issue mission assignments to the Williamson County Emergency Operations Center to perform duties consistent with State policy. Mission assignments, and mutual aid assistance brokered by the State, are tracked in the Williamson County Emergency Operations Center.

Coordination of regional and multi-regional protective actions will occur among all affected risk and host counties, other states, and the Williamson County Emergency Operations Center under the direction and control of the Williamson County Emergency Operations Center Manager. Counties that are not impacted by an emergency/disaster situation may be directed by the Tennessee Adjutant General to activate their EOCs to provide emergency assistance.

During activation of the Williamson County Emergency Operations Center, the Williamson County Emergency Operations Center Team provides up-to-date information on the situation and is also equipped to provide information on various grant programs and funding sources available to affected areas in the aftermath of disaster.

The TEMA (Tennessee Emergency Management Agency) Preparedness Coordinator serves as the Williamson County Emergency Operations Center liaison and shares information with local command, who then shares the information as per local protocol. The Williamson County Emergency Operations Center will provide incident information to State agencies, State legislative, and United States Congressional officials. This is typically accomplished via situation reports and frequent Williamson County Emergency Operations Center briefings.

In the event federal assistance is required, the State Coordinating Officer will interface directly with representatives of the federal government. If the State Coordinating Officer determines that the span-of-control needs to be broadened, he may designate a Deputy State Coordinating Officer to ensure coordination between federal and State agency representatives and to anticipate any needs or conflicts in the response or recovery phases as they progress.

In the event a request for disaster assistance comes from the governor of another state, the Governor of the State of Tennessee may solicit the mobilization of State resources under the Emergency Management Assistance Compact (EMAC) to be deployed to the impacted state. The management and coordination of these resources will be administered through the Operations Branch under the direction of the Section Chief located in the Williamson County Emergency Operations Center. In the event the Williamson County Emergency Operations Center is not activated, EMAC will be managed and coordinated will be administered by TEMA (Tennessee Emergency Management Agency)'s Operations Branch under the direction of the Branch Director or his/her designee.

## 6. Federal Level

Through the National Response Framework (NRF), the federal government provides assistance by establishing a single, comprehensive framework for the management of domestic incidents. The NRF provides the structure and mechanisms for the coordination of federal support. Through the NRF, federal Annex coordinators may establish a direct liaison with Tennessee Annex representatives in the Williamson County Emergency Operations Center.

If the disaster is major or catastrophic, the TEMA (Tennessee Emergency Management Agency) will contact the Federal Emergency Management Agency, Region 4 and request a Federal Liaison and/or alert them that the Governor may submit a formal request for federal assistance.

If the President authorizes federal assistance, a Primary Federal Official (PFO) will represent the Secretary of the U.S. Department of Homeland Security and/or a Federal Coordinating Officer. The Federal Coordinating Officer is authorized to use the full authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended to reimburse response and recovery claims against the Disaster Relief Fund. Additionally, the Stafford Act provides funding to assist communities in mitigating the impact of future events.

## 7. Joint Field Office

The emergency recovery process is initiated when the President of the United States issues a Major Presidential Disaster Declaration. Such a declaration makes available a series of federal disaster assistance programs to aid the State in its recovery from a disaster situation. The basis for the declaration is the determination by the President that the disaster is of such severity and magnitude that response is beyond State and local capabilities. The field recovery operation will be conducted in accordance with the most current edition of the State of Tennessee Emergency Response Plan as well as other recovery plans and procedures.

Once a field office has been established in City of Spring Hill, the City of Spring Hill Emergency Management will provide the proper liaisons to the appropriate field office operations.

The organizational structure for recovery is under the leadership of the State Coordinating Officer. Once a federal disaster declaration has been issued, the State Coordinating Officer consults with a Federal Coordinating Officer. In addition, a Governor's Authorized Representative (GAR) is designated in the Federal Emergency Management Agency-State Agreement and is responsible for compliance with that Agreement.

During a recovery operation, the State Coordinating Officer usually appoints a Deputy State Coordinating Officer who represents him/her at the Joint Field Office. The Deputy State Coordinating Officer is responsible for the establishment and management of State operations in the Joint Field Office and coordination between State and federal programs.

## C. Prevention

City of Spring Hill's prevention goals are to avoid an incident, intervene, or stop an incident from occurring. To accomplish the goal the following strategy will be used:

- Expand Regional Collaboration
- Implement the National Incident Management System and National Response Framework (NRF)
- Strengthen Information Sharing and Collaboration capabilities
- Strengthen Interoperable and Operable Communications capabilities

- Strengthen Medical Surge and Mass Prophylaxis capabilities
- Strengthen Planning and Citizen Preparedness Capabilities
- Increase coordination with the Tennessee Intelligence Fusion Center (IFC)

## **1. Tennessee Intelligence Fusion Center**

The ability to share intelligence information quickly and accurately among state fusion centers and emergency operation centers is crucial in preventing potential criminal and terrorist acts. The primary components of a fusion center are situational awareness and warnings that are supported by law enforcement intelligence, derived from the application of the intelligence process, where requirements for actionable information are generated and information is collected, integrated, evaluated, analyzed, and disseminated. Important intelligence that may forewarn of a future attack may be derived from information collected by several diverse entities.

serves as the local liaison to the Tennessee All Source Intelligence Fusion Center (ASIFC). Given the nature of the information, the will distribute the information in accordance to local SOPs and be marked as Unclassified/For Official Use Only (U/FOUO).

## D. Preparedness

The goal of City of Spring Hill's preparedness operations is to help ensure a timely and effective response to, recovery from, and mitigation of the impacts and consequences associated with an emergency/disaster situation. To facilitate this goal, key abilities and weaknesses must be assessed. These elements will be addressed in a comprehensive manner with planning and mitigation officers. In order to address core capability objectives, the following activities will be prioritized:

- Administer grant programs for operational support and training activities
- Participate in capability assessments at the regional and county level
- Establish an inclusive planning process using the “whole community” concept

## **1. Resource Management and Credentialing**

### Resource Management

City of Spring Hill utilizes the FEMA Resource Typing Library to label local resources available for local response or through mutual aid deployment. Use of this standardized resource typing allows for the accurate request and/or deployment of both local and mutual aid resources. This reduces the likelihood of requesting resources that are ill-equipped to deal with the incident. City of Spring Hill maintains an accurate list of local resources, and depends on local agencies and stakeholders to provide similar list to aid in resource management activities. The Master List of resources is maintained by the City of Spring Hill Emergency Management and provided to the ESF-7 Coordinator for use during an emergency. Inventory lists may include, but are not limited to:

- Vehicle and equipment inventories

- Personnel
- Suppliers/contractors/vendors

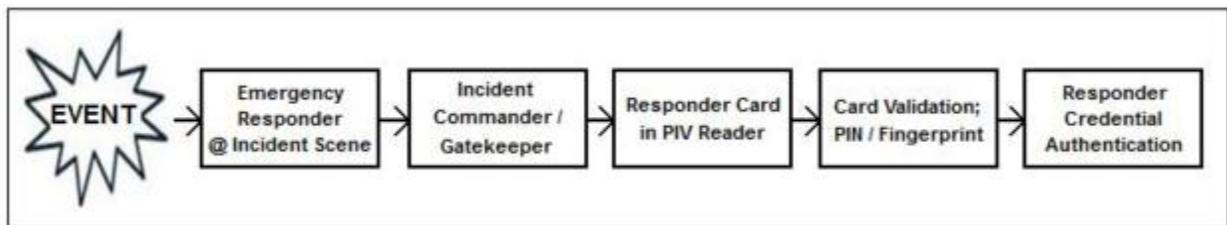
The following lists are currently created outside of Tennessee’s CRMCS and should also include point of contact, geographic location, and operation area:

- Facilities
- Staging areas for internal and external response
- Services/Contracts/Mutual Aid Agreements
- List of critical facilities having priority for restoration of utilities during emergencies

Credentialing

City of Spring Hill utilizes Tennessee’s CRMCS as a credentialing system when appropriate. It is at the discretion of the IC or the City of Spring Hill Emergency Management to identify other expedient or applicable means of credentialing staff. City of Spring Hill follows their designated policy as a guide and policy to ensure that personnel resources requested to assist are adequately trained and skilled.

When Tennessee’s CRMCS is used, it also allows ICs or Emergency Managers (to verify identity and qualification in order to allow access to an incident site. This system can serve to prevent unauthorized (self-dispatched or unqualified personnel) access to an incident site.



2. Plan Development and Maintenance

Plan Development

The City of Spring Hill Emergency Operations Plan is developed with the assistance and input from the following groups serving in an advisory capacity.

- City of Spring Hill Mitigation Planning Committee (MPC)
- Local Emergency Planning Committee (LEPC)
- Coordinating, primary and support agencies
- Mutual aid partners and adjoining counties

Listed below are planning events that have occurred or are scheduled to occur in the development of the City of Spring Hill Emergency Operations Plan:

The preparation and revision of the basic plan and Annex will be coordinated by City of Spring Hill Emergency Management with the assistance and involvement of all applicable entities.

This plan will be made available to all agencies tasked herein, mutual aid partners and adjoining counties for comment. It is the responsibility of ALL parties to review and submit any comments to City of Spring Hill Emergency Management. The process of distributing the plan will be accomplished by either 1) granting "viewer" access to the BOLDplanning.com platform, or 2) providing an electronic copy. City of Spring Hill Emergency Management will keep a hard copy on file.

The public will be provided the opportunity to view the Basic Plan portion of this document at a place determined by City of Spring Hill.

#### Plan Maintenance

The City of Spring Hill Fire Department will maintain the City of Spring Hill EOP and provide an updated EOP to TEMA (Tennessee Emergency Management Agency) every five (5) years, with the exception of Annex Hazardous Materials and/or Energy which must be updated annually as per federal law. However, the EOP may be updated as often as needed during any year. Examination and review should be conducted annually and will reflect changes in implementing procedures, improved emergency preparation capabilities, and deficiencies identified from corrective action planning. The City of Spring Hill Fire Department will revise the plan by using a process best suited for the City. Whenever a change is made, the date and nature of the change will be recorded. Upon update, these changes will be incorporated into the overall plan and re-promulgated by the City of Spring Hill Emergency Management.

The coordinating, primary and support agencies/organizations of each Annex will be responsible for preparing and maintaining operating procedures for all responsibilities assigned to them in the EOP. These procedures will be prepared following guidance issued by local policies.

#### Other Plans

In addition to the City of Spring Hill EOP, additional plans have been developed and are maintained pursuant to state and federal requirements.

### 3. Public Information

Making information available to the public before an emergency or disaster occurs is critical if they are to take the necessary protective actions. The City's public information program focuses on how to better communicate emergency information to the public before, during, and after such events. Particular attention will be given to strategies that enhance awareness of the

evacuation process (exit and re-entry), road conditions, shelter status, etc., and address how to communicate such information on an accurate and consistent basis.

- The EOC Director or their designee will serve as the PIO. The PIO will work closely with the Emergency Manager of City of Spring Hill Emergency Management, and will be the primary resource for providing disaster-related information to the public. This includes information about all preparedness, response, recovery, and mitigation activities. Following a disaster, the public will be informed that they can contact the Spring Hill City Hall to receive disaster-related preparedness, response, recovery, or mitigation information.
- Pre-scripted public service announcements are maintained by the City of Spring Hill Emergency Management.
- The PIO will be responsible for collecting information, preparing releases for the media, and responding to requests for information and interviews.
- The City of Spring Hill Emergency Management will prepare pre-scripted news releases that can easily be edited to include disaster specific information.
- The PIO will, upon the approval of the EOC Director, send disaster updates to local media outlets, and to the TEMA (Tennessee Emergency Management Agency).
- Additional information is provided in Annex External Affairs and Communications with close coordination between affiliated agencies.

#### 4. Training and Exercise

The City of Spring Hill Emergency Management is responsible, directly or indirectly, for ensuring that local response agencies receive the training necessary to respond to all-hazards incidents and demonstrate those skills during a pre-planned exercise. Exercise and training programs may consist of local, state sponsored, federally sponsored, or contracted programs. Much of the daily operational training of first responders also serves as vital training for incident and disaster management.

##### Training

NIMS outlines a series of courses based upon the level to which each responder will fill roles within the ICS. The following list is the core training program; the level to which each individual is trained will be determined by the City of Spring Hill Emergency Management or agency. It is important to note that not all responders are required to complete all training courses, and the higher the role in daily or emergency operations the more required courses.

- IS-700
- IS-800
- ICS-100
- ICS-200

- ICS-300
- ICS-400

This is not an exhaustive list of required training. Other courses may be required to perform specific roles during a disaster.

Exercises are a key component in improving all-hazards incident management capabilities. The City of Spring Hill Emergency Management participates on an ongoing basis in a range of exercises, including multi-disciplinary and multi-jurisdictional exercises that are designed to improve integration and interoperability. These exercises are integrated in an annual Training and Exercise Planning Workshop (TEPW). Among the key exercises types that !!!! Master Log In BE AWARE OF YOUR ACTIONS !!!! participates in or has participated in include:

The Homeland Security Exercise Evaluation Program (HSEEP) will be used for developing, delivering and evaluating DHS/Center of Domestic Preparedness-funded exercises.

#### After Action Reviews and Corrective Action Plans

After each exercise, the lead agency performing the exercise will conduct an evaluation of the effectiveness of the exercise. This information will be incorporated into future plan revisions and updates by the City of Spring Hill Emergency Management. This will be accomplished by drafting a corrective action plan which may include, but not limited to assigning the following actions:

- Change to plans/procedures
- Acquire new or replace outdated equipment/resources
- Train/re-train personnel

Following actual events, the same procedure will be used and will be led by City of Spring Hill Emergency Management.

#### E. Response

City of Spring Hill must be prepared to respond quickly and effectively on a 24-hour basis to developing events. The primary goal of the City's response operation is to ensure a timely and effective response to the many consequences that may be generated by an emergency/disaster situation. When an event or potential event is first detected, a series of actions will take place to ensure an effective and efficient response operation.

##### 1. Local Emergency Operations Center (EOC)

The Spring Hill City Hall is the facility that is used to coordinate a City response to any major emergency or disaster situation. The Spring Hill City Hall is located at 199 Town Center Parkway Spring Hill, TN 37174. The facility serves as the coordination, command and control center for

City of Spring Hill. The Spring Hill City Hall is staffed as prescribed above. Security and maintenance of the Spring Hill City Hall will be carried out in accordance with the provisions of the most current version of the City of Spring Hill EOP. In the event the Spring Hill City Hall is threatened, an alternate EOC site may be activated. The Spring Hill City Hall will be activated for actual or potential events that threaten City of Spring Hill. The level of activation will be determined by the City of Spring Hill Emergency Management based on the emergency or disaster event.

Additional information on Spring Hill City Hall, communications, warning points, and field operations has been previously provided above.

## 2. Public Safety Enforcement Actions

In a large-scale incident, law enforcement resources can quickly become overwhelmed, and law enforcement officials will have to balance their resources and efforts between new responsibilities and everyday service demands. The Annex-13 Public Safety and Security Coordinating Agency may activate mutual aid requests by contacting law enforcement agencies or National Guard resources outside the affected area. Shifts will be assigned and responding law enforcement agents will report to the staging area for assignments. Annex-13 Public Safety and Security will provide security for the inner and outer sections of the established perimeter. Additional information is provided in the protective actions listed in Annex-13 Public Safety and Security.

## F. Recovery

In the aftermath of a disaster, City efforts turn to rebuilding the infrastructure and restoring the social and economic life of the community with the incorporation of mitigation measures as a major goal. To accomplish this goal the following strategy is provided:

- To deploy several specialized recovery teams (personnel) and facilities (centers) into a disaster area to help victims and support the Incident Commander
- To work closely with the TEMA (Tennessee Emergency Management Agency) and to inform affected local governments, individuals and businesses that programs are available to assist them in recovery efforts.

### 1. Recovery Field Operations

In the aftermath of a disaster, with or without a presidential declaration, the state may deploy several specialized recovery teams (personnel) and establish centers (facilities) into a disaster area.

### 2. Recovery Personnel

- Assessment Team - Teams of qualified personnel, including building inspectors, structural engineers and architects, who will gather information by performing an assessment of all structures and property in the disaster area; and teams of administrative personnel who will compile the gathered information to facilitate the application process for local, state and federal disaster assistance programs.

- Community Relations Team - A team that is deployed to disseminate information and collect data to assist disaster-affected communities and eligible individuals in receiving assistance. The primary function of this team is to identify and report unmet human needs and to inform disaster victims of the disaster assistance programs and registration process.
- Unmet Needs Committee - A committee that helps identify unmet needs and possible assistance. Such committees are comprised of volunteer agencies, private sector representatives, and governmental agencies.
- Human Needs Assessment Team - A team that is deployed immediately after a disaster and before the establishment of a JFO office to help counties assess and report the immediate needs of disaster victims.
- Insurance Team - A team that is deployed to assist policy owners following a disaster.

### 3. Damage Assessment

Damage assessments include those actions that are undertaken to determine the nature and scope of damages to structures, facilities and infrastructure for the purpose of identifying and scaling the need for state and federal disaster assistance in the recovery phase. Damage assessment will be closely coordinated with Annex Emergency Management, which has the lead for impact assessment and incident action planning during the response phase.

Operational assessment is the immediate, informal reporting of emergency conditions to size-up the damage that has occurred and to determine what personnel, equipment and facility resources the county has available for response. First indications of the scope and extent of damages will likely be provided by field personnel reporting to their dispatch centers or to the Spring Hill City Hall. These initial reports include hazard conditions, critical emergency needs and condition of surface routes, and are extremely important in allocating emergency responders and determining incident situation status.

The Spring Hill City Hall may also receive damage assessment information from additional sources: ambulance crews, utility crews, employees traveling to or from work, media sources in the field, citizens, businesses, etc. The Spring Hill City Hall may establish a process where the public can submit damage reports.

The City of Spring Hill Planning & Codes Department is the lead for the City's Damage Assessment Program. Responsibilities include the recruitment and training of team members, and the overall management of damage assessment priorities in coordination with Annex Emergency Management.

The City Property Appraiser's Office will assist in providing estimates of loss and economic impact. The Chamber of Commerce and the insurance industry may provide information on losses to businesses.

The Emergency Manager will provide information to the TEMA (Tennessee Emergency Management Agency) within 12-36 hours (if possible).

#### Initial Safety and Damage Assessments

The City will conduct an initial damage assessment using resources to determine the overall extent of damages. The City of Spring Hill Planning & Codes Department is responsible for the direction and control of the Impact Assessment process and has pre-identified City and municipal employees who will assist with damage assessment. Also, members of the fire department may have been trained to assist with damage assessment. The goal of this assessment is to determine the magnitude and severity of damage to structures and infrastructure; and, in the event of a severe rainfall event, determine the level of flooding damage. This information will be collected by the City of Spring Hill Planning & Codes Department, and provided to the provided to City of Spring Hill Emergency Management, who will then provide the information to the TEMA (Tennessee Emergency Management Agency).

The impact assessment data provides a City wide general overview of the most significantly impacted areas and therefore establishes a prioritization mechanism for damage assessment team deployment, resource allocation and disaster assistance.

Team members will be contacted by telephone, pager, cellular device, email or two-way radio. The City of Spring Hill Planning & Codes Department maintains a current contact list of Damage Assessment Team (DAT) members. Information collected through the initial damage assessment will be collected by the City of Spring Hill Planning & Codes Department, and provided to the City of Spring Hill Emergency Management, who will then provide the information to the TEMA (Tennessee Emergency Management Agency).

#### Preliminary Damage Assessment

If the situation warrants, a formal Preliminary Damage Assessment will be requested and performed by local, state and federal assessors. This will include assessments for both public and individual damages. Local representatives will accompany these teams during their assessments. These individuals will be familiar with damaged areas and will supply maps needed to complete the damage assessment process. The TEMA (Tennessee Emergency Management Agency) will then coordinate with FEMA to determine if the City qualifies for public and/or individual assistance.

Capturing all costs associated with the emergency is essential because accurate damage assessments (Initial Damage Assessments and Preliminary Damage Assessments) document the need for state and/or federal assistance, and are required to obtain a federal disaster declaration.

#### Habitability Assessments

Habitability assessors will determine the structural safety of residential buildings. This will be conducted through the coordinated efforts of the City of Spring Hill Planning & Codes Department. When practical, this assessment will be coordinated with the American Red Cross, or other relief agencies.

The municipalities in City of Spring Hill are responsible for all corresponding inspections, damage assessments and other disaster response and recovery functions and activities for their jurisdictional area. The City would include the municipalities in its response and recovery activities due to their limited resources. The municipalities will still coordinate final reporting to the City of Spring Hill Emergency Management, who will then provide the information to the TEMA (Tennessee Emergency Management Agency).

The City is responsible for all corresponding inspections, damage assessments and other disaster response and recovery functions and activities for their jurisdictional area. The City will coordinate final damage estimates to the City of Spring Hill Emergency Management, which will then provide the information to the TEMA (Tennessee Emergency Management Agency).

Additional damage assessment functions are maintained in the appropriate City of Spring Hill SOPs and Annexes. This includes the identification of roles and responsibilities, training, assessment criteria, reporting formats, and the process for completing both initial and preliminary damage assessments.

Priorities of inspections include:

- Structures involved in response operations
- Critical transportation routes and infrastructure
- Essential county facilities

Cities and special districts within the City share responsibility for damage assessment, and provide information regarding damages and costs within their jurisdiction(s) and service area(s) to City of Spring Hill Emergency Management, who then provides the information to the TEMA (Tennessee Emergency Management Agency).

#### 4. Disaster Declaration

Following a major or catastrophic disaster in which an emergency or major disaster declaration is granted by the president, federal assistance to disaster victims becomes available under three program areas: Individual Assistance, Public Assistance and Hazard Mitigation. The administration of these programs is coordinated through a joint federal/state effort in a Joint Field Office (JFO), which is usually located in the impacted area.

The JFO is the primary field location for the coordination of federal and state recovery operations. The Federal Coordinating Officer (FCO) and the State Coordinating Officer (SCO) co-locate in the JFO, as well as other federal and state personnel. Recovery and mitigation operations, logistics, information and planning, financial management, and general administration are coordinated at the JFO.

#### 5. Public Assistance (PA) and Individual Assistance (IA) Activities

##### Declared Disasters

##### *Public Assistance (PA)*

The Public Assistance (PA) program provides program support to eligible local governmental entities following a disaster to assist in the recovery and restoration of buildings, infrastructure and the removal of debris that is on public property. The categories of Public Assistance include:

- Category A: Debris Removal

- Category B: Emergency Protective Actions
- Category C: Road Systems
- Category D: Water Control Facilities
- Category E: Buildings and Equipment
- Category F: Utilities
- Category G: Parks, Recreation, and Other

In the event of a declared disaster, City of Spring Hill Emergency Management will work closely with Annex External Affairs to notify all eligible governments and private not-for-profit organizations of the availability of federal public assistance funds. They include all City of Spring Hill government agencies, and those quasi-governmental organizations that perform a governmental function. Such applicants may be trained concerning the public assistance program through the various recovery training sessions offered by the state. Notification may occur through written correspondence and telephone contacts, notices in local newspapers, and broadcasts on local radio stations. The City of Spring Hill Emergency Management will notify local governments, non-profit agencies and other eligible applicants of scheduled briefings and kick-off meetings for the PA program and the Hazard Mitigation Grant Program (HMGP). The PA applicant briefings include procedures for all aspects of financial management, personnel and record keeping that will be required for the various federal and state financial assistance programs. State and federal recovery personnel must advise the City of Spring Hill Emergency Management of these briefings so that agencies can be notified. Key components of the PA program include:

- Project worksheets are prepared for eligible emergency costs and eligible costs for restoration of damaged facilities.
- The federal share for reimbursement under most federal declarations is seventy-five (75) percent. The twenty-five (25) percent non-federal share is normally provided from a combination of state and local sources in accordance with policies established by the Executive Office of the Governor and the Tennessee Legislature.
- The state serves as the grantee and eligible applicants are sub-grantees under the federal disaster assistance program.
- Contractual agreements with TEMA (Tennessee Emergency Management Agency) are executed with applicants with all reimbursements coming through TEMA (Tennessee Emergency Management Agency).
- Documentation, record keeping, inspections, and final closeouts are overseen and approved by the TEMA (Tennessee Emergency Management Agency).

Documentation is obtained by City of Spring Hill Emergency Management regarding damage sustained to:

- Roads

- Water control facilities
- Public building and related equipment
- Public utilities
- Facilities under construction
- Recreational and park facilities
- Educational institutions
- Certain private non-profit facilities

### *Individual Assistance (IA)*

If the City is declared for Individual Assistance (IA), eligible residents will be able to apply for the Individual Assistance Program. In some cases, FEMA will deploy habitability inspectors to verify the damages individual applicants are claiming. They will do this independent of the state or local assessors. City of Spring Hill will also perform inspections of damaged homes to determine safety. A zoning or civil affairs engineer may be responsible for coordinating post-disaster habitability inspections.

### Non-Declared Disasters

During the recovery stage, a disaster may not be declared at the federal level. It will then fall upon the City to use local funds, available competitive grant funds, or any supplemental funding provided by the State of Tennessee to recover from the event.

Similar to a declared disaster, costs for response and recovery are to be monitored by all participating agencies. Each responding agency is responsible for the overall management of documentation of the costs of a non-declared disaster with reports submitted ultimately to the City of Spring Hill Emergency Management for budget and finance approval of local dollars.

## 6. Disaster Recovery Centers and Staging Areas

Disaster Recovery Centers (DRCs) and Staging Areas are set up in the disaster area to provide information on the complete range of disaster assistance that is available. The responsibility for managing these centers is jointly shared by the state, FEMA, and the City where the center is located.

A DRC is a facility established in, or in close proximity to, the community affected by the disaster where persons can meet face-to-face with represented federal, state, local, and volunteer agencies to:

- Discuss their disaster-related needs
- Obtain information about disaster assistance programs
- Tele-register for assistance

- Learn about measures for rebuilding that can eliminate or reduce the risk
- Request the status of their application for assistance

The Emergency Manager of City of Spring Hill Emergency Management, the State of Tennessee and potentially FEMA, will assess the need to open DRCs and Field Offices, based upon initial damage assessment, human services needs estimates, and reports. City of Spring Hill Emergency Management will request that the TEMA (Tennessee Emergency Management Agency) open a DRC in City of Spring Hill.

Once it has been determined that DRCs and/or a Disaster Field Office will be opened in City of Spring Hill, the Williamson County Emergency Operations Center will take the lead and should notify the Spring Hill City Hall. The Williamson County Emergency Operations Center will advise if there are resources the City may need to supply including staff. The DRC will be staffed with representatives from appropriate federal, state, county, private relief organizations, and other organizations capable of providing disaster related information to individuals and businesses.

Fixed locations for Disaster Recovery Centers include:

The EOC Director's designated PIO will provide local media with detailed information on the locations of recovery centers, distribution sites and other individual assistance programs. Pamphlets will be prepared to be distributed by personnel in damaged areas so citizens know how to apply for assistance.

#### 7. Unmet Needs:

The County (Geo) Emergency Management (OEM) will coordinate the unmet needs recovery function. The County (Geo) Emergency Management (OEM) will contact the TEMA (Tennessee Emergency Management Agency) to obtain assistance through multiple agencies, and appoint a coordinator who will serve as the Access and Functional Needs Coordinator for City of Spring Hill following a disaster. This coordinator will be responsible for making contacts and establishing a relationship with community service providers, local churches, community outreach programs and volunteer organizations to be called upon in the event that a disaster creates unmet needs in the community.

Once immediate life safety issues have been addressed in the end of the response phase and early in the recovery phase, the next task will be identifying any unmet needs. If the need arises for an Access and Functional Needs (AFN) Committee, the Disaster Services Director will appoint a committee and a chairperson. The committee will be comprised of members from local religious, non-profit organizations, non-government organizations, the County (Geo) Emergency Management (OEM), and the appropriate state and federal agencies. The AFN Committee chairperson will be responsible for the oversight of the committee, addressing immediate human needs (food, water, clothing, etc.), immediate housing needs, issues involving the AFN population and coordination with community relations teams. The unmet needs committee will be formed on an as-needed basis for a given event. The chairperson will select the appropriate individuals and organization when the committee is formed.

## G. Mitigation

In the aftermath of a disaster, the City's mitigation goal is to ensure mitigation efforts are designed to ensure that residents, visitors, and businesses in City of Spring Hill are safe and secure from future disasters. The strategies to complete this goal include:

- Complete and maintain a hazards and risk assessment
- Maintain a comprehensive list of mitigation goals, objectives and tasks
- Planning process and organizational framework for carrying out the mitigation goals and objectives
- Implement pre- and post-hazard mitigation actions to reduce overall risk/vulnerability
- Evaluation of existing agencies, organizations, plans, programs and guidelines that impact mitigation.

### 1. Coordination of Mitigation Activities

The City of Spring Hill Emergency Management has been delegated as the lead agency to facilitate and coordinate the activities of the City of Spring Hill Mitigation Planning Committee (MPC) and subcommittees. The City of Spring Hill's Hazard Mitigation Plan (HMP) identifies the hazards to which City of Spring Hill is vulnerable; assesses the facilities and structures that are most vulnerable to hazards; offers a prioritized list of mitigation projects to take advantage of the available funding; and links mitigation projects to these sources of funding.

The City of Spring Hill's Mitigation Plan defines the mitigation goals, objectives and initiatives for City of Spring Hill. Annual revisions to the City of Spring Hill's Mitigation Plan are standard, although in the event of a disaster, or if needed, the plan can be updated more frequently.

### 2. Mitigation Programs

#### Pre-Disaster Activities

- ***The National Flood Insurance Program (NFIP)*** – The U.S Congress established the NFIP with the passage of the National Flood Insurance Act of 1968. The NFIP is administered by FEMA and enables property owners in participating communities to purchase insurance as protection against flood losses in exchange for state and community floodplain management regulations that reduce future flood damages.
- ***Community Rating System (CRS)*** - The CRS is a voluntary incentive program that recognizes and encourages community floodplain management practices that exceed the minimum requirements of the NFIP. In CRS communities, flood insurance premium rates are discounted to reflect the reduced flood risk resulting from the community's efforts to reduce and avoid flood damage to insurable property, strengthen and support the insurance aspects of the NFIP, and foster comprehensive floodplain management.
- ***Flood Mitigation Assistance (FMA) Program*** – This program makes federal funds available pre-disaster to fund mitigation projects in communities participating in the

NFIP. These funds have a twenty-five (25) percent non-federal match requirement. The overall goal of the FMA is to fund cost effective measures that reduce or eliminate the long-term risk of flood damage to NFIP insurable structures. This is accomplished through the reduction of the number of repetitively or substantially damaged structures.

- **Repetitive Flood Claims (RFC) Program** - The RFC grant program makes funding available annually to states and communities to assist them in reducing flood damages to insured properties that have had one or more claims with the NFIP.
- **Severe Repetitive Loss (SRL) Program** - The SRL grant program provides funding to states, territories, and local and federally-recognized Indian tribal governments to reduce or eliminate the long-term risk of flood damage to structures insured under the NFIP. Eligible activities under this program include, acquisition and relocation of at-risk structures and the conversion of property to open space, elevation of existing structures, minor physical localized flood control projects, and dry-flood proofing for historic properties only.
- **Building Resilient Infrastructure and Communities (BRIC)** - BRIC supports states, local communities, tribes and territories as they undertake hazard mitigation projects, reducing the risks they face from disasters and natural hazards. The BRIC program guiding principles are supporting communities through capability and capacity building, encouraging and enabling innovation, promoting partnerships, enabling large projects, maintaining flexibility, and providing consistency.
- **State Hazard Mitigation Plan** - The State Hazard Mitigation Plan is updated every five years or in the aftermath of a disaster at the direction of the State Hazard Mitigation Officer as necessary. Additionally, the mitigation staff provides technical assistance to communities on the development, implementation, and maintenance of local mitigation plans and strategies.

#### Post-Disaster Activities

- **Hazard Mitigation Grant Program (HMGP)** - HMGP is authorized by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (the Stafford Act), Title 42, United States Code (U.S.C.) 5170c. The key purpose of HMGP is to ensure that the opportunity to take critical mitigation measures to reduce the risk of loss of life and property from future disasters is not lost during the reconstruction process following a disaster. HMGP is available when authorized under the presidential major disaster declaration in the areas of the state requested by the governor.
- **406 Mitigation** - Section 406 of the Stafford Act provides for direct federal assistance for repairs and improvements to eligible damaged public facilities. Mitigation measures (improvements) must be identified in the Project Worksheets (PWs). The award of Section 406 hazard mitigation projects is at the discretion of the FEMA Regional Director.

## **V. INCIDENT COMMAND SYSTEM (ICS)**

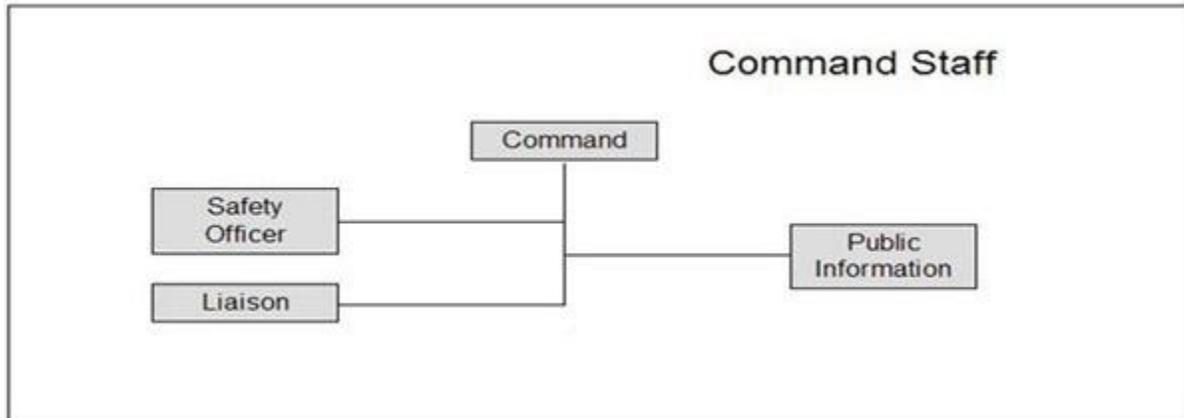
The Incident Command System (ICS) is a flexible structure applicable at all levels of response regardless of incident scope or agency size. It allows responders to act in a unified fashion that is consistent with the best practices as laid out in the National Incident Management System (NIMS) framework.

ICS also provides for planning, building, and adapting the response during recovery and review after an incident.

ICS establishes a set of core competencies which should be evaluated at the organizational level on a regular basis.

## Command Staff

The Command Staff function will be conducted in two ways: 1.) as a Single Command (used when an incident occurs within a single jurisdiction, and there is no jurisdiction or agency overlap, and a single IC can be designated); or 2.) as a Unified Command (used when there are multiple agencies and multiple jurisdictions, and a single set of objectives need to be developed to guide incident management).



Command Staff	Roles and Responsibility
All ICS Command Staff Departments	<ol style="list-style-type: none"> <li>1. Incident Commander (IC) determines which ICS forms are necessary for the level of response.</li> <li>2. Incident Commander (IC) approves Mutual Aid Agreements with other agencies.</li> <li>3. Incident Commander (IC) approves memorandums of understanding with resource providers.</li> <li>4. Incident Commander (IC) informs executive branches of immediate plan and actions.</li> <li>5. Incident Commander (IC) will form an Incident Management Team (IMT) if necessary.</li> <li>6. Incident Commander (IC) will designate, or contact pre-designated Command Staff appointees, including the Public Information Officer (PIO), Safety Officer and Liaison Officer.</li> <li>7. Public Information Officer (PIO) will monitor external media and information distributed by external agencies for reporting purposes.</li> <li>8. Public Information Officer (PIO) will determine any limits to information release.</li> </ol>

9. Public Information Officer (PIO) will develop accurate and accessible briefings.
10. Safety Officer may identify mitigation actions necessary for hazards.
11. Safety Officer may ensure safety messages are transmitted.
12. Safety Officer may review the Incident Action Plan (IAP) for safety implications.
13. Liaison Officer may act as a point of contact for agency representatives.
14. Liaison Officer may maintain a list of coordinating, primary and support agencies.
15. Liaison Officer monitors incident operations to identify current or potential interorganization communications and functional conflicts.
16. Liaison Officers may participate in planning meetings, provide current resource status and limitations of capabilities.
17. Ensure government agencies are providing critical emergency services.
18. Act as the jurisdiction's Emergency Response Team (ERT) Leader/ICS Commander.
19. Coordinates resource requests.
20. Coordinates with all agencies involved in the emergency or disaster.
21. In major disasters, directs evacuation.
22. Monitors warning systems.
23. Serves as point of contact for representatives from other governmental agencies or private entities.
24. Drafts emergency resolutions and ordinances for executive approval.
25. Provides legal review of all pertinent documents.
26. Provides legal advice for emergency functions pertinent to the jurisdiction.

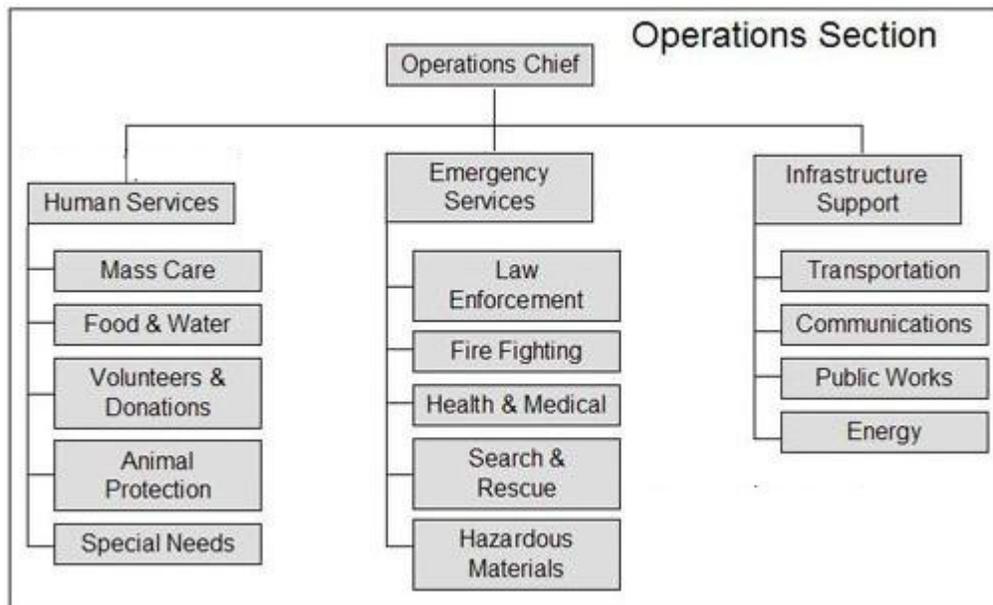
	<ul style="list-style-type: none"><li>27. Coordinates news releases and interfaces with the public and media.</li><li>28. Develops accurate and complete information on the incident.</li><li>29. Maintains close contact with media on public information and other PIOs.</li><li>30. Provides space near EOC for media representatives.</li><li>31. Monitors the incident operations and advises the Incident Commander on all matters relating to operational safety.</li></ul>
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## Operations Section

The Operations Section is responsible for activities focused on response to the immediate hazard, saving lives, establishing situational control and restoration of normal operations.

The Operations Chief is responsible to the Command Staff for the direct management of all incident-related operational activities. The Operations Section Chief will establish tactical objectives for each operational period, with other section chiefs and unit leaders establishing their own supporting objectives.

The Operations Section, shown below, is comprised of three branches: Human Services, Infrastructure, and Emergency Services. The Annexes that are grouped under each of these three branches are also depicted in the diagram below. The tables that follow depict the key agencies (primary and secondary) that have a role under each branch. More detailed information on the specific responsibilities of each agency is contained in each of the Annexes.



Operations Section	Roles and Responsibility
All ICS Operations Section Departments	<ol style="list-style-type: none"> <li>1. Develop the operation portion of the IAP in conjunction with other ICS branches.</li> <li>2. Complete and maintain ICS Form 214 as necessary.</li> <li>3. Operations Section Chief will refer to the IAP for tactical operations guidance.</li> </ol>

4. Tactical resources will be guided by appropriate span of control (ratio) considerations.
5. Perform Rapid Impact Assessment to provide immediate field intelligence regarding area of impact, extent of damage and need for emergency response actions and resources.
6. Coordinate emergency organization credentialing/privileging procedures.
7. Section Chief will maintain contact with Incident Commander (IC) as well as subordinate Operations personnel while involved with the incident.
8. Assign a Deputy Operations Chief to assist and track progress on critical coordination.
9. Confirm that EOC staff understands overall objectives, strategies and priorities for coordination and critical resources.
10. Coordinate with staff representing Emergency Services, Human Services and Infrastructure Support Operations.
11. Identify resources that will be exhausted.
12. Schedule and conduct EOC operation briefings by obtaining progress reports from EOC staff.
13. Coordinate with EOC Planning Chief the contents for an Incident Action Plan.
14. Coordinate with EOC Planning Chief in the development and approval of a written demobilization plan.

## Planning Section

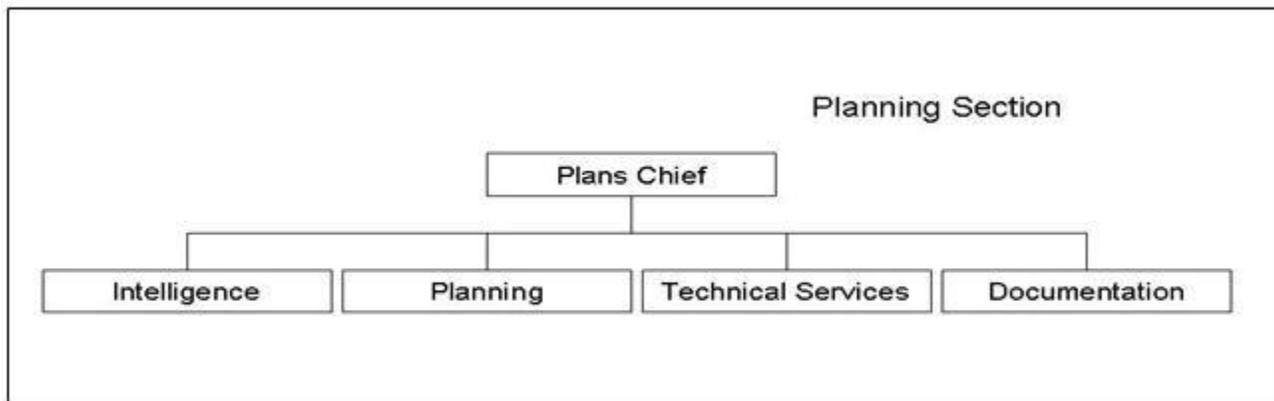
The Planning Section is responsible for collecting, evaluating and disseminating tactical information pertaining to the incident. This section maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident.

Designated agencies will be responsible for ESF 5 Emergency Management activities during an activation of the EOC and are identified within the Annex - ESF 5 Emergency Management. Activities could include damage assessment by providing assessed values and parcel information, staff, and maps to the damage assessment team as well as development of daily Incident Action Plans.

The Planning section has four branches:

- Intelligence
- Planning
- Technical Services
- Documentation

The Planning Section Chief oversees all incident-related data gathering and analysis regarding incident operations and assigned resources, develops alternatives for tactical operations, conducts planning meetings, and prepares the Incident Action Plan for each operational period.



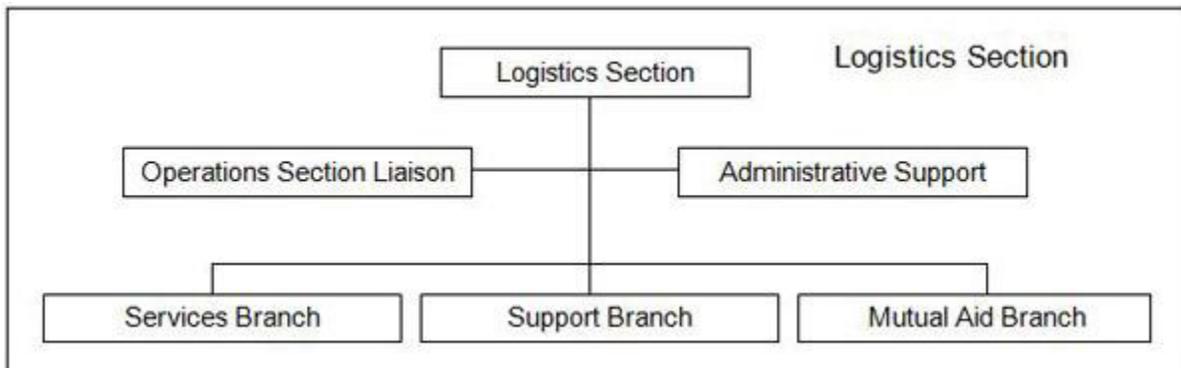
<b>Planning Section</b>	<b>Roles and Responsibility</b>
All ICS Planning Section Departments	<ol style="list-style-type: none"><li>1. The Planning Section Chief will supervise the development of the Incident Action Plan (IAP).</li><li>2. Will incorporate Traffic, Medical, Communications and all relevant agency planning into the Incident Action Plan (IAP).</li></ol>

3. Reassign personnel within the ICS organization.
4. Conduct and supervise planning meetings.
5. Coordinate the planning process of activities contained within the EOP for all involved organizations.
6. Complete ICS Form 215 and/or 215A.
7. Perform operational planning for the planning section.
8. Obtain information and understand current situation.
9. Predict the probable course of the incident events.
10. Prepare alternative strategies and control the operations for the incident.
11. Establish information requirements and reporting schedules for units (e.g. Resources, Situation Units).
12. Provide period reports on incident future potential.
13. Determine in advance the need for specialized resources and plan for MOU implementation.
14. Assemble Information on alternative strategies.
15. Establish specialized data collection systems as necessary (e.g. weather).
16. Provide periodic predictions on incident potential.
17. Compile and display incident status summary information.
18. Advise EOC staff of any significant changes in the status of the incident.
19. Report significant changes in incident status.
20. Oversee preparation of the Demobilization Plan.
21. Complete ICS Form 221 or equivalent.

## Logistics Section

The Logistics Section is responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations. The Logistics Section will coordinate the key Annexes that have a significant role in managing logistics and resource support, including:

- ESF 1 - Transportation
- ESF 2 - Communications
- ESF 5 - Emergency Management
- ESF 7 - Logistics Management and Resource Support
- ESF 8 - Public Health and Medical Services
- ESF 11 - Agriculture and Natural Resources



Logistics Section	Roles and Responsibility
All ICS Logistics Section Departments	<ol style="list-style-type: none"> <li>1. The Logistics Section Chief will support all physical resource needs with the exception of air operations</li> <li>2. Section Chief will provide and coordinate facilities with the following, but not limited to: transport, communications, maintenance, food and medical services for incident personnel and off-incident resources.</li> <li>3. Identify those resources that are anticipated for the incident.</li> <li>4. Coordinate with Intelligence and Investigations (Communications Unit Leader) regarding communications systems, guidelines, constraints, and protocols.</li> </ol>

5. Oversee the implementation of Communications, Medical and Traffic Plans as required.
6. Complete ICS Form 201 and 205 as required.
7. Assist in the collection, processing and dissemination of information to facilitate physical emergency response and recovery efforts.
8. Establish and provide operational support for Points of Distribution (PODs).
9. Develops Memorandums of Understanding/limited contractual obligations with private sector for essential items needed before, during and after a disaster.
10. Provide staff to the EOC to coordinate resource requests.
11. Identify suppliers for critical resources.
12. Responsible for obtaining logistical support for all lead and supporting agencies during all phases of disaster operations.
13. Request assistance through the State EMA if jurisdictional resources are not able to adequately address a situation.
14. Coordinate the provision of all mutual aid.
15. Provide staff for the Points of Distribution.
16. Coordinate Rapid Impact Assessment Team (RIAT) activity and support requirements with local support agencies and organizations.
17. Manage the Logistics Section, in close coordination with the Command Group at the local EOC.
18. Provide intelligence on requirements for Logistics based on the scope and magnitude of the disaster.
19. Assist in evaluating damage to water and wastewater systems control facilities.
20. Assist in evaluating damage to utilities and traffic control systems, roads and bridges, and flood control facilities.
21. Assist in evaluating damage to local government facilities and transportation resources.
22. Coordinate physical assets within the jurisdiction.

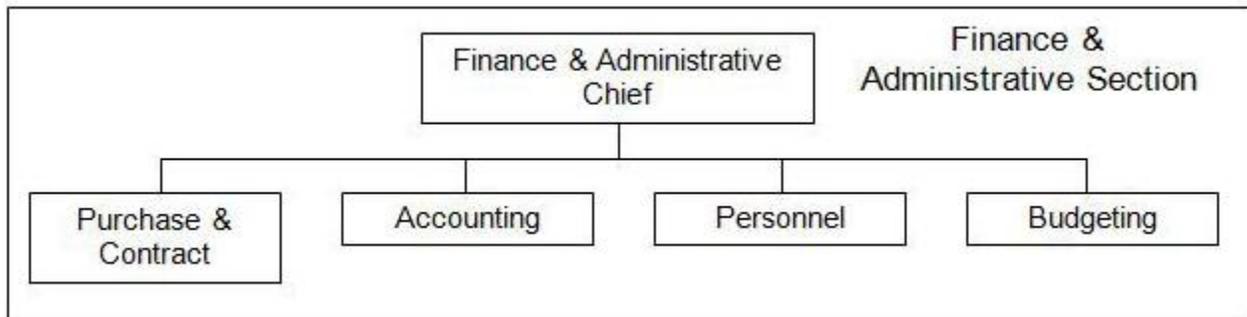
	<p>23. Provide communications logistics support to the Emergency Response Team (ERT).</p> <p>24. Provide intelligence pertaining to situation in not only the jurisdiction but also surrounding region.</p>
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## Finance & Administration Section

The Finance & Administration Section is established when there is a need for financial, reimbursement (individual and agency, or department) or administrative services to support incident management activities.

The equipment, personnel, and financial resources of an affected jurisdiction may quickly be overtaxed in a disaster. Resource Policies and Financial Management Policies and Procedures for Emergency Management have been established and implemented which provide statutory authorities and responsibilities for financial management related to response activities. These policies ensure that funds are provided expeditiously and that financial operations are conducted in accordance with appropriate policies, regulations, and standards.

Designated agencies have been given the primary responsibility to manage all financial matters, including those of the response, recovery, and mitigation phases of an emergency or declared disaster. These responsibilities include providing financial training to the staff of the Emergency Operations Center (EOC), recovery personnel, and the mitigation staff. This is based on the need to manage local, state, and federal recovery financial assets in accordance with Local and State laws and includes training on proper documentation of recovery grants, funding agreements, funding sources, records maintenance, and others. Other responsibilities of the Finance/Administration Section include entering into any funding agreements between Local, State, and the Federal Government. These agreements will cover the Public Assistance and Hazard Mitigation Grant Programs, as well as any other funding agreements necessary for the receipt of State and Federal funds.



Finance & Administration Section	Roles and Responsibility
All ICS Finance & Administration Section Departments	<ol style="list-style-type: none"> <li>1. Manage all financial responsibilities during an incident in coordination with the Incident Commander (IC).</li> <li>2. Provide cost analysis information as requested by other branches.</li> </ol>

3. Develop an operation plan for Finance/Administration and fill Section supply and support needs.
4. Determine the need to establish and operate an incident commissary.
5. Ensure personnel time records are completed accurately and transmitted to home agencies.
6. Ensure accounting practices meet jurisdiction's standards; use GAAP as a default.
7. Complete ICS Forms 226, 227 and/or 228 as necessary.
8. Coordinate annual training schedule for emergency event financial reporting and records maintenance requirements.
9. Identify funding sources for emergency expenditures.
10. Track, record and allocate existing funds.
11. Track, record and attempt to receive pledged funds or outstanding accounts.
12. Establish checking and debit accounts and implement disbursement procedures that maintain electronic records.
13. Conduct appropriate training for financial management for agency personnel in relevant roles.
14. Offer centralized sources of print and online information on financial management for jurisdiction administrators for distribution to their staffs.
15. Maintain all records of expenditures.
16. Track and record all associated costs for local jurisdiction's agencies for manpower, equipment, supplies, etc.; including those used during incident response and recovery phases.
17. Coordinate recovery actions with FEMA and relevant state agencies to include financial restitution and mitigation.
18. Coordinate training to EOC agencies for payment disbursement and purchasing (and other expenditures) during emergencies.
19. Inform executive officers, local and state officials, and other officers where appropriate, of expenditure and reimbursement information.

20. Maintain administrative planning strategies for all financial contingencies, including alternate personnel and materiel sourcing.
21. Establish deadlines for submission of appropriate forms and documentation for reimbursement procedures.
22. Manage disaster recovery financing, including procurement of additional funds and recycling of surplus into preparation/mitigation/savings.
23. Develop a budget and revise at regularly designated intervals.
24. Coordinate with home agencies for payment of temporary personnel and staff on loan from other departments.
25. Plan and prepare for emergencies requiring liquid funding.
26. Choose and retain an outside accounting agency when appropriate.
27. Determine internal review and controls systems.
28. Designate and procure outside controls on spending and budget as needed.
29. Provide cost analysis for the Incident Action Plan (IAP) before and after incident.
30. Administer financing of legal, accounting and operations staff.

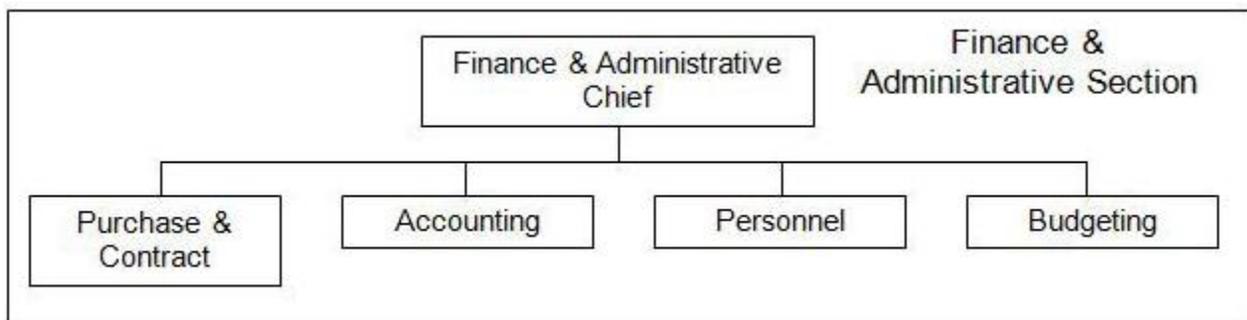
## Recovery Section

When the Emergency Operations Center (EOC) is activated in response to an emergency or disaster, a recovery component is activated as well. The purpose of this component is to initiate activities necessary to ensure a successful recovery effort. Activities include: condition monitoring, situation evaluation, damage assessment teams, mitigation assessment teams, deployment of damage assessment teams, liaisons where appropriate.

Once the initial response operations have been completed, and it is safe for recovery activities to commence, the agencies identified as having recovery functions will initiate their activities. In actuality, many of the recovery functions run concurrent with the initial response functions, and are managed by the same agencies.

## Disaster Declaration

Requests for federal disaster assistance will be predicated on the requirements outlined in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended). After local government conducts the initial damage assessment and reports it to the State Emergency Operations Center (SEOC), a joint Local-State preliminary damage assessment may be scheduled that could include the Federal Emergency Management Agency. This damage assessment validates the local data and is the basis for requesting a Presidential Disaster Declaration. Other federal agencies that may participate in the assessment process include the Small Business Administration. This process is described in 44 CFR, Part 206, Subpart B - The Declaration Process and other federal and state policies and procedures.



Recovery Section	Roles and Responsibility
All ICS Recovery Section Departments	<ol style="list-style-type: none"> <li>1. Coordinate community relations addressing unmet needs and providing emergency housing following a disaster.</li> <li>2. Coordinate activities to address individual and community needs that remain after governmental assistance has been exhausted following a disaster.</li> <li>3. Provide damage reports to the local EOC.</li> </ol>

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|  | <ol style="list-style-type: none"><li>4. Provide food and water to field operations.</li><li>5. Coordinate all damage assessment for public infrastructure with assistance from local public works agencies.</li><li>6. Coordinate activities associated with the Public Assistance Program following a disaster.</li><li>7. Provide information and planning support for agencies involved in recovery operations.</li><li>8. Issue post-disaster permits, as necessary.</li><li>9. Serve as the lead agency for post-disaster debris management operations.</li><li>10. Identification of immediate personal and disaster relief needs for individuals affected by the event (Victim mass care requirements to include: food, water, clothing, shelter/housing, medical needs).</li><li>11. Coordinate for removal and disposal of all debris.</li><li>12. Identify proper disposal sites, both temporary and long term.</li><li>13. Provide assistance and information in coordination with Finance regarding Unemployment Compensation and Disaster Unemployment assistance.</li></ol> |
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## Intelligence & Investigations

Many domestic incidents, such as natural disasters or industrial accidents, have an obvious cause and origin. However, other domestic incidents, such as large-scale fires, public health emergencies, explosions, transportation incidents (e.g., train derailments, airplane crashes, bridge collapses), active shooters, terrorist attacks, or other incidents causing mass injuries or fatalities, require an intelligence or investigative component to determine the cause and origin of the incident or support incident or disaster operations

The scalability and flexibility of NIMS allows the Intelligence and Investigations (I/I) Function to be seamlessly integrated with the other functions of ICS. The I/I Function within ICS provides a framework that allows for the integration of intelligence and information collection, analysis, and sharing, as well as investigations that identify the cause and origin of an incident regardless of source. If the incident is determined to be a criminal event, the I/I Function leads to the identification, apprehension, and prosecution of the perpetrator. The I/I Function can be used for planned events as well as incidents.

<b>Intelligence &amp; Investigations</b>	<b>Roles and Responsibility</b>
All ICS Intelligence & Investigations Departments	<ol style="list-style-type: none"> <li>1. Determine if separate General Staff Section is necessary for Intelligence and Investigations.</li> <li>2. When necessary, assign an Intelligence and Investigations Section Technical Specialist to the Incident Command Post (ICP).</li> <li>3. Establish and activate an "off-incident" Intelligence and Investigations Operations Center facility or site; incident-related intelligence/investigations operations and activities can be managed and performed from this site to support and assist the Intelligence and Investigations Section.</li> <li>4. Confer with the Operations Section, Logistics Section and Safety Officer regarding force protection, security, health, and safety issues.</li> <li>5. Within Planning aid and assist with general information gathering.</li> <li>6. Within Operations coordinate investigative and operation tactics between sections.</li> <li>7. Within Command coordinate supporting Agency Representatives and real time information to Command Elements.</li> <li>8. Establish separate General Staff if multiple investigative agencies are part of process or there is the need for coordination and handling of classified data.</li> </ol>

	<ol style="list-style-type: none"><li>9. Identify and create a chain of custody for all situation or probative data.</li><li>10. Collect intelligence information and disseminate to EOC as needed.</li><li>11. Serve as a conduit to provide situational awareness (local and national) pertaining to an incident.</li><li>12. Establish personnel roster for those with clearance to handle data.</li><li>13. Supply data as requested to law enforcement for their apprehension or prosecutorial duties.</li><li>14. Determine need for use of different evidence processing protocols.</li><li>15. Coordinate with Fusion Centers and Regional Intelligence Sharing Systems (RISS).</li></ol>
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## VI. ADMINISTRATION, FINANCE AND LOGISTICS

### A. Documentation

Responding agencies should keep documentation on the Incident Command System Activity Log (ICS Form 214) or another suitable log. The Spring Hill City Hall will document activities on an ICS Form 214, in situation reports, and/or through common operating pictures. Such documentation is crucial for the following reasons:

- Documentation is the key to recovering emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.
- Documentation provides a legal account of the actions which took place before, during, and after an emergency.
- Documentation provides for a historical record which could be used during after action reviews to improve response operations in the future.

Following a disaster, documentation is provided to City of Spring Hill Emergency Management to maintain an archive for the required time period, after such time archival documents are protected at a designated location.

During after action review, the documentation will be used to identify:

- Actions taken (or not taken)
- Resources expended
- Economic and human impacts
- Lessons learned and possible improvements
- Possible mitigation measures that could be taken
- Key impacts and damages

### B. Finance

#### 1. Funding

- During a local state of emergency, the monetary support for logistical and administrative support will be funded out of each agency's budget. However, agencies may request reimbursement or additional funds that may be provided through the City of Spring Hill's general funds or other legal funding mechanisms available to the local jurisdiction(s) through the Office of the Governor's Emergency Disaster Fund if the incident is declared

a state disaster. This is accomplished by going through the TEMA (Tennessee Emergency Management Agency) Disaster Recovery Bureau.

- In the event of a federal declaration, some expenses and/or reimbursements are available to affected agencies through Public Assistance (PA) grants.

## 2. Disaster Assistance

As previously mentioned, in a federal disaster declaration the county and its eligible jurisdiction(s)/citizens may qualify for federal assistance. Such assistance has been described above and will be further described in Annex Long Term Recovery. In the event of a federal declaration authorizing public assistance, applicant briefings will be conducted to educate responders and local officials about the cost recovery process.

The City of Spring Hill Finance Department will manage and oversee the financial aspects of the PA programs. The City of Spring Hill Finance Department will work closely with City of Spring Hill Emergency Management and the City of Spring Hill Emergency Management to identify funds for the recovery effort, to include response, recovery and mitigation functions.

## 3. Tracking Local Disaster Costs

In the event of a federally declared disaster, City of Spring Hill Emergency Management may ask the City's Financial Officer to assign a special project number to track all county-related expenses. Incorporated areas of the county may also assign special project numbers per the recommendation of City of Spring Hill Emergency Management.

## 4. Insurance and Cost Recovery

The City of Spring Hill Human Resources Department, in coordination with the City of Spring Hill Emergency Management or other designee, will coordinate all insurance actions pertaining to City property. The City of Spring Hill Finance Department coordinates all financial activities relating to recovery operations.

## 5. Pet Sheltering Costs: Disaster Assistance Policy (DAP) 9523.19

Developed by the Federal Emergency Management Agency (FEMA), the Disaster Assistance Policy (DAP) 9523.19 details eligible reimbursements related to pet sheltering, including: shelter facilities, supplies and commodities, eligible labor, equipment, emergency veterinary services, transportation, shelter safety and security, cleaning and restoration, and the removal and disposal of animal carcasses.

Annex-11 Agriculture and Natural Resources provides the concept of operations for pet sheltering and documentation of costs.

## C. Logistics

### 1. Identifying Resource Gaps

The City of Spring Hill Emergency Management, in coordination with the Local Emergency Planning Committee (LEPC), will determine the priorities for resource needs based on identified

gaps.

The City of Spring Hill Emergency Management and LEPC, using input and data from the regional capability assessment (see file archive), Department of Homeland Security (DHS), local intelligence and threat assessments, will provide a high level determination of resource needs. These assessments will take into account specific threats as well as potential all-hazard threats and response capability.

Resource and logistic response will be prioritized and accomplished under the direction of the Emergency Operations Center (EOC) Director and/or their designee. Information from Field Incident Commanders and Incident Action Plan priorities will be used to prioritize multiple requests. Resource requests will be met dependent on incident type and the responding entities available or anticipated resource requirements. All resource requests should be captured using an ICS form. Any requests requiring rental, hire or costs to fill will be passed on to the Finance group with a copy of the ICS form.

## 2. Contracting

The following locations provide a list of contractors for City of Spring Hill:

- The Comprehensive Resource Management and Credentialing System (CRMCS) has the functionality to enter contractor support and can be retrieved during an emergency.
- City of Spring Hill can access the state contracting website and query for available state contracts applicable to political subdivisions (e.g., counties, cities, etc.).
- City resource manual(s) with specific contracting lists.

## 3. Requesting State Assistance

Coordination of resource needs:

- When local municipal resources are committed, the City of Spring Hill Emergency Management will coordinate assistance to satisfy resource needs.
- If the City requires additional assistance, it will call mutual aid from adjacent counties and regional resources.
- Only the City of Spring Hill Emergency Manager or his/her documented designee, is authorized to request resource support from the TEMA (Tennessee Emergency Management Agency).
- TEMA (Tennessee Emergency Management Agency) will turn to the FEMA for assistance in dealing with a major disaster that threatens to exceed the capabilities and resources of the state.

Each agency tasked within this plan is responsible for developing and maintaining applicable resource lists. These lists should follow established county protocols for maintaining resource lists. At a minimum, a full resource list (including all county resources) will be provided to City of Spring Hill Emergency Management and the Annex Logistics-coordinating and Primary Agency.

#### 4. Key Logistics Facilities

Potential locations for Staging Areas and Points of Distribution sites (PODs) are identified annually by City of Spring Hill Emergency Management. Predetermined Staging Areas and PODs include:

City of Spring Hill Points of Distribution:

**Battle Creek Middle School  
165 Battle Creek Way  
Spring Hill, TN 37174**

**Church of the City  
4910 Main St.  
Spring Hill, TN 37174**

**Crossings Spring Hill  
1033 Crossings Blvd.  
Spring Hill, TN 37174**

**Longview Rec Center  
2909 Commonwealth Dr  
Spring Hill, TN 37174**

**Marvin Wright Elementary School  
4714 Derryberry Lane  
Spring Hill, TN 37174**

**Summit High School  
2830 Twin Lakes Drive  
Spring hill, TN 37174**

**UAW Spring Hill  
125 Stephen P Yokich Parkway  
Spring Hill, TN 37174**

City of Spring Hill Staging Area:

**Allendale Elementary School  
2100 Prescott Way  
Spring Hill, TN 37174**

**Battle Creek Elementary School  
165 Battle Creek Way  
Spring Hill, TN 37174**

**Battle Creek Middle School  
121 Battle Creek Way  
Spring Hill, TN 37174**

**Battle Creek Middle School  
165 Battle Creek Way  
Spring Hill, TN 37174**

**Church of the City  
4910 Main St.  
Spring Hill, TN 37174**

**Crossings of Spring hill  
1033 Crossings Blvd.  
Spring Hill, TN 37174**

**Longview Elementary School  
2929 Commonwealth Drive  
Spring Hill, TN 37174**

**Marvin Wright Elementary School  
4714 Derryberry Lane  
Spring Hill, TN 37174**

**Spring Hill Middle School  
3501 Cleburne Road  
Spring Hill, TN 37174**

**Spring Hill Parks and Rec  
4237 Port Royal Road  
Spring Hill, TN 37174**

**Spring Station Middle School  
1000 Spring Station Drive  
Spring Hill, TN 37174**

**Summit High School  
2830 Twin Lakes Drive  
Spring Hill, TN 37174**

**UAW Spring Hill  
125 Stephen P Yokich Parkway  
Spring Hill, TN 37174**

City of Spring Hill Landing Zones:

## 5. Pre-Staging

Certain situations will require pre-staging assets. Identifying these resources and triggers points to utilize such resources are based on the phases indicated in the City of Spring Hill Incident Action Plan (IAP). The IAP will be developed in preparation of or during an emergency or disaster situation.

## 6. Fuel

Fuel will be procured using local resources. Local incident command will provide the desired location of fuel purchasing if applicable for the incident. Annex-7 Logistics Management and Resource Support and Annex-12 Energy provide further detail concerning procuring fuel.

## 7. Security

Security at each staging area will be accomplished by mission assigning Annex-13 Public Safety and Security. That Annex provides further detail.

## VII. CONTINUITY OF OPERATIONS / CONTINUITY OF GOVERNMENT

All City of Spring Hill government agencies are encouraged to develop and implement Continuity of Operations Plans (COOP) to ensure that a viable capability exists to continue their essential functions of government services. Planning and training efforts for COOP is closely coordinated with the EOP and actions. This serves to protect and preserve essential records/documents deemed essential for continuing government functions and conducting post-disaster operations.

Continuity of Government is also an essential function of Emergency Management and is vital during an emergency/disaster situation. Critical issues such as Lines of Succession, Delegation of Emergency Authority, Emergency Actions, safeguarding essential records, and protection of government resources are adhered within the State of Tennessee constitution, statutes and administrative rules.

## VIII. REFERENCES AND AUTHORITIES

The following references and authorities may be consulted for further advice and guidance. Other than those references and authorities that have the inherent force and effect of law, this EOP is not intended to incorporate them by reference.

### Relationship to Other Plans

In addition to the City of Spring Hill EOP, the following plans have been developed and are maintained pursuant to state and federal requirements. In addition they have been incorporated in the EOP annexes or affiliated materials:

- Hazard Mitigation Plan (HMP)
- Access and Functional Needs Protocols (AFN)
- Continuity of Operations / Continuity of Government (COOP/COG)

### References:

- **Comprehensive Preparedness Guidance (CPG) 101, Developing and Maintaining Emergency Operations Plans, Version 3.0, September 2021.** - Comprehensive Preparedness Guide (CPG) 101 provides guidelines on developing emergency operations plans (EOPs). It promotes a common understanding of the fundamentals of community-based, risk-informed planning and decision making to help planners examine a threat or hazard and produce integrated, coordinated and synchronized plans. The goal of CPG 101 is to simplify the planning process across all mission areas in the National Preparedness Goal: Prevention, Protection, Mitigation, Response and Recovery.

- **Comprehensive Preparedness Guidance (CPG) 201: Threat and Hazard Identification Risk Analysis (THIRA) August 2013**
- **Federal Bureau of Investigation's Concept of Operations for Weapons of Mass Destruction**
- **Federal Radiological Emergency Response Plan**
- **National Incident Management System (NIMS)**
- **National Response Framework (NRF), Fourth Edition, October 2019.**

Authorities:

- **16 U.S.C. 3501** - Coastal Barrier Resources Act.
- **44 CFR 350** - Code of Federal Regulations.
- **44 CFR Part 10** - Environmental Considerations.
- **44 CFR Part 13** - Uniform Administrative Requirements for Grants and Cooperative Agreements.
- **44 CFR Part 14** - Audits of State and Local Governments.
- **44 CFR Part 206** - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- **44 CFR Parts 59-76** - National Flood Insurance Program and related programs.
- **50 CFR, Title 10** - Code of Federal Regulations.
- **National Flood Insurance Act of 1968, 42 U.S.C. 4101** - As amended by the National Flood Insurance Reform Act of 1994 (Title V of Public Law 103-325).
- **Public Law 101-549** - Clean Air Act Amendments of 1990, which provide for reductions in hazardous air pollutants and risk management planning requirements.
- **Public Law 101-615** - Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- **Public Law 106-390, Disaster Mitigation Act 2000** - To amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes.
- **Public Law 107-296, 116 Stat. 2135 (2002)** - (codified predominantly at 6 U.S.C. 101-557 and other sections of the U.S.C.), Established The Department of Homeland

Security with the mandate and legal authority to protect the American people from the continuing threat of terrorism.

- **Public Law 833-703** - amendment to the Atomic Energy Act of 1954.
- **Public Law 84-99, 33 U.S.C. 701n** - Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood.
- **Public Law 85-256, Price-Anderson Act, 42 U.S.C. 2210** - Provides for a system of compensating the public for harm caused by a nuclear accident.
- **Public Law 89-665, 16 U.S.C. 470** - National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
- **Public Law 91-671, Food Stamp Act of 1964 in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.**
- **Public Law 93-234** - Flood Disaster Protection Act of 1973, as amended by the Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et seq, provides insurance coverage for all types of buildings.
- **Public Law 93-288, as amended, 42 U.S.C. 5121** - The Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides authority for response and recovery assistance under the Federal Response Plan, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.
- **Public Law 95-510, 42 U.S.C. 9601** - The Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- **Public Law 99-499** - Superfund Amendments and Re-authorization Act of 1986, Part III, the Emergency Planning and Community Right-to-Know Act of 1986, 42 U.S.C. 11001, et seq, which governs hazardous materials planning and community right-to-know.
- **Regal Community Development and Regulatory Improvement Act of 1994.**
- **Stewart B. McKinney Homeless Assistance Act, 42 U.S.C. 11331-11352** - Federal Emergency Management Food and Shelter Program.

Memorandums of Understanding and Agreements: