



Hamilton County Emergency Management

Flood Fight Plan - 2018

Version 1



Hamilton County Emergency Management Flood Fight Plan

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Executive Summary

The Hamilton County Comprehensive Emergency Management Plan (CEMP) establishes the foundation for emergency response, recovery, mitigation, and preparedness to many different types of emergencies and disasters. The Flood Fight Plan establishes how Hamilton County Emergency Management (HCEM) will manage resources and operate during flooding incidents. To ensure an efficient implementation of this plan, it shall support the CEMP and the Emergency Operations Plan.

Introduction

Mission

To protect life and property, Hamilton County Emergency Management (HCEM) will utilize all available resources to support flood response efforts in Hamilton County. There are four aspects to the flood fight mission:

1. HCEM shall manage and maintain sandbag operations to first and foremost, protect Hamilton County Government assets such as the Historic Court House, Judicial Center, Sheriff's Complex, public safety communications facilities, etc.
2. HCEM shall provide municipalities and other governmental organizations with unfilled sandbags and plastic sheeting; however, HCEM will not provide sand, filled sandbags, or other resources that should be provided by the municipalities.
3. HCEM will make sandbags available to residents of the county at no charge as a public service, but only when resources are available. HCEM will not provide sandbags for non-flood fight purposes such as securing vendor tents, special Incident support, or construction activities.
4. HCEM may request planning and operational support from the Indiana Department of Homeland Security (IDHS) and the United States Army Corps of Engineers (USACE).

Scope

Hamilton County cannot support private organizations with public resources. Furthermore, there must be a reasonable expectation of the level of service the county can provide to the public during flood fight operations. HCEM will do what is possible to assist in safeguarding lives and property but will not always be able to meet the demands for sandbags and other supplies (see the Paradox of a Crisis in the CEMP for additional information).

Purpose

The purpose of this plan is to manage expectations, establish operational procedures, and processes, along with inventory goals to address the acquisition, manufacturing, and storage of sandbags and other items needed during flood fight operations.

Mitigation

Residents of the county are encouraged to take necessary precautions to reduce the threat of flooding to their property through permanent mitigation. Sandbagging is only effective when done properly.



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HCEM, Indiana Department of Homeland Security (IDHS), the Indiana Department of Environmental Management (IDEM), and USACE makes information available to the public on how to properly sandbag and how to dispose of bags. HCEM maintains this information on their website.

The public should take all preparedness messages, advisories, watches, and warnings seriously by taking proactive measures before flooding starts.

Introductory Information

Definitions

The National Weather Service defines floods and flash floods as:

Flood – “An overflow of water onto normally dry land. The inundation of a normally dry area caused by rising water in an existing waterway, such as a river, stream, or drainage ditch. Ponding of water at or near the point where the rain fell. Flooding is a longer-term Incident than flash flooding: it may last days or weeks.”

Flash Flood – “A flood caused by heavy or excessive rainfall in a short period of time, generally less than six hours. Flash floods are usually characterized by raging torrents after heavy rains that rip through river beds, urban streets, or mountain canyons sweeping everything before them. They can occur within minutes or a few hours of excessive rainfall. They can also occur even if no rain has fallen, for instance after a levee or dam has failed, or after a sudden release of water by a debris or ice jam.”

Baseline Information/Definitions

The following section defines the terms used in this document.

1. **Bale of Sandbags:** A container of 1,000 unfilled sandbags
2. **Blue stripe:** A thick plastic sheeting used to create a water barrier in conjunction with large sandbag construction which is 20' by 100'.
3. **Incident Command Post:** The office to manage the overall production and distribution of sandbags. Also known as the ICP.
4. **Logistics Management:** The efficient and effective flow and storage of goods, services, and related information between the points of origin and the points of consumption to meet customer¹ requirements.
5. **Logistics:** As it applies to this plan, logistics is the art and science of obtaining, producing, and distributing material and product in the proper place and proper quantities (movement of materials in the supply chain).

¹ Customers are the public, other county level government entities, and municipalities within Hamilton County



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6. Personal protective equipment (PPE) includes earplugs, vests, gloves, eye protection, hard hats, etc.
7. Sand Barn: Hamilton County Household Hazardous Waste allows Emergency Management to use a portion of a building at their complex for the storage of sandbags, sand, blues stripe, and other tools.
8. Sandbag Machine: A hopper to funnel sand into a chute with a foot pedal to control the release of sand. Sandbag machines only fill bags with sand and do not tie bags. Sandbag machines are only effective when dry sand is used.
9. Sandbags: A polypropylene bag with a tie provided by the Indiana Department of Homeland Security in bales, to county emergency managers at no charge to the county. In the past, there have been times when IDHS could not provide enough sandbags, requiring municipalities to purchase sandbags.
10. Supply Chain: Transforming raw materials into products and getting it to customers.
11. Throughput: The amount of something (such as filled sandbags) that passes through something (the system). E.g., 100 bags can be made in an hour and the public is picking up approximately 200 bags an hour; therefore, throughput is not meeting demand.

Concept of Operations

Sandbag Operations

The Executive Director of Emergency Management shall monitor weather forecasts, consult with the National Weather Service hydrologist, and will make an informed decision regarding the appropriate response for flood fight operations. There will be times when flash flooding will occur with little to no notice and flood fight operations may not be productive in response to these types of incidents. Once a determination is made to provide the public or Hamilton County Government with sandbags, the system of logistics management shall be implemented to maintain established requirements.

Flooding Response Levels

Following the National Incident Management System, the following section establishes three levels of operations (low - III, medium - II, and high - I). Each type of operation requires different levels of management and grows in complexity. In addition to the instructions below, Appendix C includes graphics regarding the approved layout of operations.

Level I: High-Level Impact Incident

A high-level impact incident is typically when the flood threat is high (moderate to major flood stage on the White River at Noblesville) and the demand for sandbags is high and includes construction of major flood fight barriers, such as sandbagging around the Judicial Center.



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During high-level impact Incidents, sandbag operations shall be managed by a group supervisor who shall only focus on the manufacturing and distribution of sandbags.

Level II: Medium-Level Impact Incident

A medium-level impact Incident is typically when the flood threat is at a moderate level (minor to moderate flood stage on the White River at Noblesville) and the demand for sandbags is at a medium level. A level II Incident may require some construction of flood fight barriers.

During medium-level impact incidents, sandbag operations shall be managed by a group supervisor who shall only focus on the manufacturing and distribution of sandbag operations at the sand barn.

Level III: Low-Level Impact Incident

A low-level impact incident is typically when the flood threat is low and the demand for sandbags is limited.

Common Production Aspects

The following aspects of sandbag availability and production shall apply to all three response levels, except where noted.

1. Sandbag Availability for the Public

- a. Sandbags will only be made available to the public if and when the needs at the Judicial Center, Historic Courthouse, and other at-risk county properties have been sufficiently addressed.
- b. Filled crates may be placed outside the sand barn near the recycling center and made available to the public. During low level events when sandbag production is not activated, sandbag availability will be monitored by Emergency Management.
- c. To ensure that sandbags are being distributed to Hamilton County residents, sandbags will only be given to the requestee after a driver's license verification has been completed, confirming the recipient to be a resident of Hamilton County.
- d. During Level I operations, residents will be limited to 15 sand bags per trip.
- e. Residents will also be responsible for transferring sand bags into their vehicle; volunteers and/or sand barn personnel are not to assist or be utilized to complete this task. Signage may be used to display this to residents upon arrival at the sand barn.
- f. Every effort will be made to provide the necessary information to the public via signage at or near the sand barn, to minimize the impact on Household Hazardous Waste.

2. Sandbag Manufacturing

a. Process

The manufacturing of sandbags must be done safely and efficiently. The preferred method is using the sandbag machine; however, it requires dry sand. The second preferred method is using a ladder with cut traffic cones used as a funnel.

b. Production

Sandbags will be manufactured by work crews, volunteer groups, and the public. Emergency Management staff, including volunteers, will not manufacture sandbags to ensure they can manage the overall disaster operations, including the management of sandbag operations.



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- i. Work crews may be requested from the Hamilton County Sheriff's Office; however, the limited number of personnel may not meet throughput requirements
 - ii. Work-release personnel may be requested through Community Corrections; however, the limited number of personnel may not meet throughput requirements
 - iii. Volunteers may be requested to build sandbags
 1. Volunteers should be requested a day in advance from the Community Organizations Active in Disasters who will coordinate groups to report in an organized fashion at designated times
 2. Spontaneous volunteers will be discouraged due to management challenges associated with too many people arriving; however, tools like signup genius could allow a call to public volunteers.
 3. Volunteers should work no more than two-hour shifts
 4. Volunteers shall be required to sign in and sign out and sign a volunteer waiver form (see Appendix D). Parents/legal guardians must sign a waiver for anyone under the age of 18 and they must be under the constant supervision of the parent/guardian.
 5. School and youth groups may build sandbags if the activity is sponsored, managed, and supervised as an activity of the organization.
3. Storage and Transportation
- The following only applies to Level I incidents when responding to flood fight operations at county facilities such as the Hamilton County Judicial Center.
- a. Sandbags will be made, loaded onto pallets, shrink wrapped, and loaded onto flatbed tractor trailers.
 - b. When possible, placement and construction of sand bag walls in a Level I incident should be overseen by a civil engineer with experience in such matters or someone with extensive flood fight experience.
 - c. Sandbags will be transported to specific areas where site flood fight managers will oversee the construction of sandbag walls

Notifications

When a decision is made to activate flood fight operations, notifications shall be made to ensure key personnel are aware of the need for operations, including, but not limited to:

1. Hamilton County Board of Commissioners
2. Steve Wood, Director, Buildings and Grounds
3. Jeff Rushforth, Director, Household Hazardous Waste
4. HCEM staff, including CERT, RACES, and EOC Volunteers
5. Community Organizations Active in Disasters (COAD)
6. Key emergency support functions, using the EOC Alert Notification (see the EOC Alert SOP)



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Incident Management

To ensure effective and efficient operations, as well as accountability, the National Incident Management System shall be used to manage sandbag operations. The following is a list of managerial requirements for sandbag operations:

1. A group supervisor shall be appointed to manage the sandbag operations. The group supervisor shall report directly to the EOC Logistics Section Chief.
2. An Incident Action Plan (IAP) shall be established (see Appendix B)
3. Minimum staffing shall be implemented based upon the level of response
 - a. Group Supervisor – Required for all levels
 - i. Safety Officer – Required for level I incidents but may be implemented at other levels
 - ii. Public Information Officer – May be implemented at the discretion of the Executive Director
 - b. Operations Section Chief – Required for level I but may be implemented at other levels
 - i. Two customer service representatives – Required for level I and level II, but may be implemented at a level III
 - c. Planning Section Chief – Required for level I but may be implemented at other levels
 - d. Logistics Section Chief – Required for all levels
 - i. Telehandler operator – Required for all levels
 - ii. Telehandler spotter – Required for all levels
4. Operational periods will mirror the EOC and shall be from 0800-2000 and 2000-0800, meaning that each shift will be 12 hours.
5. Staffing requirements shall be planned for at least 24 hours in advance, preferably 48 hours in advance

The group supervisor shall ensure the safe and efficient operation of the sand barn by adhering to the following:

1. Ensure all personnel follow all safety standards
 - a. See Appendix E for safety instructions
 - b. Instructions will be posted on the wall of the sandbag production area
 - c. Anyone can stop operations if there are immediate safety concerns
2. Meet the needs of Hamilton County Government
3. Support municipalities with empty sandbags and blue stripe
4. Attempt to meet the needs of the public
5. Appoint a logistics section chief who shall:
 - a. Ensure the operations are meeting demands by:
 - i. Maintain hourly accountability of minimum standards.



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- ii. Ensuring throughput is meeting demand.
For example, if the public picks up 500 sandbags in a three-hour period, sandbag production must make at least 170 bags, preferably 200 bags, an hour.
- iii. Effectively managing the supply chain to ensure production is efficient and required supplies are on-site before they are needed.
- iv. Ensure resources are requested in a timely manner and are delivered before they are needed.
- v. Ensure resource deliveries are planned for and have minimum impact on operational efficiency.

Reporting Requirements

It is critical to understand the throughput, supplies used, volunteers used, and manhours to track operations. The group supervisor may appoint a planning section chief, to assist with reporting requirements (see Appendix C).

1. Any injuries, accidents, or significant incidents shall be immediately reported to the EOC
2. Submit an hourly report to the EOC, via the logistics section chief, of:
 - a. The number of distributed bags
 - b. The number of bags created
 - c. Resource supply status
 - d. Number of bins in use
 - e. Number of filled bags on hand
 - f. Number of unfilled bags on hand
 - g. Amount of sand on hand
 - h. Amount of blue stripe on hand

Reports with the same information shall be completed for each operational period and incident totals (see the Sandbag Ops Excel Workbook)

Manufacturing of Sandbags

Non-flood fight operations

The Hamilton County Sheriff's Department Road Crew will make sandbags when requested and when they are unable to perform other duties.

- Typically, crews manufacture sandbags during inclement weather.
- Crews may not report resources used or the amount of product created.
- The Deputy Director of Operations shall inspect the sand barn monthly and report the status of supplies as it relates to standards, including required equipment standards.



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Minimum Requirements

Hamilton County Emergency Management shall maintain a strategic stockpile of materials for flood fight operations. The Deputy Director shall keep the following standards at all times.

1. Empty sandbags
 - a. One hundred thousand is the minimum requirement
 - b. Turnaround time is approximately four hours, to secure additional blue stripe through IDHS.
2. Blue stripe
 - a. Twenty-eight rolls is the minimum requirement
 - b. Turnaround time is approximately four hours, to secure additional blue stripe through IDHS.
3. Bins and Crates
 - a. Twenty-seven is the minimum requirement
 - b. Currently, HCEM does not have a plan to secure more bins/crates; however, we will accept more crates if they become available
 - c. Storage is limited to the sand barn and not permitted to expand into the recycling area
 - d. The minimum standard for HCEM: Twenty-seven crates/bins
 - e. Damaged, lost, or stolen crates/bins shall be replaced to maintain minimum standards
4. Filled sandbags: Two thousand-twenty-five, will be maintained in the sand barn.
5. All available bins and crates shall be filled with approximately 75 sandbags each.
 - a. As of September 9, 2018, there were a total of 27 bins/crates at the sand barn.
 - b. A bin/create can hold approximately 75 sandbags allowing for the storage and base minimum of 2,025 sandbags.
6. Sand: Ten to fourteen cubic yards
 - a. Provided by Hamilton County Highway Department
 - b. Located at the Hamilton County Highway Department on 10th Street, on the Southside of Noblesville
 - c. Coordination must be arranged in advance for delivery
 - d. A triple axel dump truck provides 10 to 14 cubic yards of sand
 - e. Turnaround time for sand: approximately two hours



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- f. The minimum standard for HCEM: 10 – 14 cubic yards at the sand barn

Additional Equipment

The Deputy Director shall maintain the following items, in good condition at the sand barn:

1. One sandbag machine
 - a. Shall be oiled quarterly
 - b. The hopper will be clear of sand when not in use
 - c. The chute openings will be propped open with wood when not in use to prevent rusting
2. Two probing poles for the sandbag machine
3. Eight rounded point shovels
4. One sledgehammer
5. Twenty pairs of work gloves
6. One container of disposable ear plugs
7. At least four high visibility vests
8. Eight traffic cones to be used as funnels
9. One hundred copies of how to sandbag flyers in a resealable bag
10. One hundred copies of how to dispose of sandbags in a resealable bag

During sandbag operations, the following will be provided:

1. Bottled water for all personnel,
2. Ice during hot weather
3. Hand and toe warmers during cold weather
4. Salamander type heaters during cold weather
5. Food for management staff
6. Portable toilets
7. AED and first aid kit
8. Command trailer or similar type accommodations for incident management team including:
 - a. Wireless internet access
 - b. Four laptop computers
 - c. One printer/scanner with one ream of paper and one ream of card stock
 - d. Tables and chairs
 - i. Two tables and six chairs for IC



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- ii. Two tables and eight chairs for rehab
- e. Three Wall Mounted Monitors



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Appendix A – IDHS Information and Requirements

Commodities Information

1. To place an order with IDHS, contact the IDHS Logistics Section Chief with the following information:
 - a. Name of who will be picking up the materials
 - b. How many bags and blue stripe will be picked up
 - c. Need to specify the date and time when the materials will be picked up (early afternoon is not an acceptable response)
2. Data and Weight Information
 - a. Bales
 - i. One thousand sandbags to a bale
 - ii. A bale weighs 90 pounds
 - iii. Bales are stacked 12 to 15 per skid
 1. Twelve bales weight: 1,080 pounds plus the skid = 1,140 pounds
 - iv. Fifteen bales weight: 1,350 pounds plus the skid = 1,410 pounds
 - v. Twenty bales weight 1,800 pounds plus the skid = 1,860 pounds
 - b. Pallets (skids)
 - i. An average skid weighs 60 pounds
 - ii. The new pallets (with black plastic wrap) is 20 bales
 - c. Blue Stripe
 - i. One roll covers 20' x 100'
 - ii. One roll per box weighs 50 pounds
 - iii. Twenty-eight boxes per skid weights 1,400 plus the skid = 1,460 pounds
3. Transportation Information
 - a. Standard 48" x 48" pallets, normal stack 12 bales high
 - b. Eighteen to 20 skids can be loaded on a 53' trailer
 4. We can order a flood fight set which includes:
 - i. Four pallets of bags = 48,000 - 60,000 bags (depending on the weight limit of the truck(s))
 - ii. One skid (28 boxes) of Blue Stripe

Sandbagging Handout Information

1. IDHS Flood Website: <https://www.in.gov/dhs/2791.htm>
2. Flooding Fact Sheet: https://www.in.gov/dhs/files/Flooding_Safety.pdf
3. Sandbag Disposal Fact Sheet: [https://www.in.gov/dhs/files/Sandbag_Disposal_Factsheet_\(2\).pdf](https://www.in.gov/dhs/files/Sandbag_Disposal_Factsheet_(2).pdf)

Appendix B – Incident Action Plan (IAP)

An IAP shall be created for each operational period. The next page for an example of the IAP.



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Tropical Storm Gordon Flood Fight

September 6, 2018 – First Operational Period



INCIDENT OBJECTIVES	1. Incident Name Tropical Storm Gordon Flood Fight	2. Date 09/06/2018	3. Time 0700-1900
4. Operational Period: First Operational Period			
5. General Control Objectives <ul style="list-style-type: none"> 1. Provide for the safety of all personnel working at the sand barn 2. Ensure all personnel follow safety standards 3. Manufacture sandbags in an efficient manner to meet throughput demands 4. Ensure supply chain management by ordering supplies before they are needed 5. Assist public by answering questions and providing sandbag information 6. Maintain open traffic to allow for continued recycling operations 			
6. Weather Forecast for Period <p>A flash flood watch remains in effect through the weekend. Most cloudy with rain increasing in the afternoon, chance of precipitation is 90%. Today's high is 73 and the low is 61. Winds will be from the east gusting to 19 mph. Lightening is a threat with any storm. When thunder roars, go in doors.</p>			
7. General Safety Message <ul style="list-style-type: none"> 1. All personnel must wear appropriate PPE (vests, earplugs, gloves) 2. Watch for moving equipment and assume they do not see you 3. Do not over exert yourself 			
Attachments (mark if attached)			
<input checked="" type="checkbox"/> Incident Objectives – ICS 202 <input checked="" type="checkbox"/> Comm Plan – ICS 205 <input checked="" type="checkbox"/> Safety Message – ICS 208 <input checked="" type="checkbox"/>			
<input type="checkbox"/> Organizational List – ICS 203 <input type="checkbox"/> Tele. Contact List – ICS 205 T <input checked="" type="checkbox"/> Incident Maps & Traffic Plan			
<input checked="" type="checkbox"/> Assignment List – ICS 204 <input checked="" type="checkbox"/> Medical Plan – ICS 206 <input type="checkbox"/> Weather Forecast			
9. Prepared by (Planning Section Chief)		10. Approved by (Incident Commander)	
John Smith		Jeff Smith	

ORGANIZATION ASSIGNMENT LIST		9. OPERATIONS SECTION	
1. INCIDENT NAME		CHIEF	
Tropical Storm Gordon		DEPUTY	
2. DATE PREPARED	3. TIME PREPARED	a. BRANCH SANDBAG OPS	
9/6/18	0600	BRANCH DIRECTOR	
4. OPERATIONAL PERIOD (DATE/TIME)		DEPUTY	
OP 1 - 09/06/2018 @ 0700 – 09/06/2018 @ 1900		TELEHANDLER OPERATOR	
5. INCIDENT COMMANDER AND COMMAND STAFF		TELEHANDLER SPOTTER	
INCIDENT COMMANDER	Jeff Smith	VOLUNTEER COORDINATOR	
LIAISON OFFICER			
PIO			
SAFETY		b. BRANCH CUSTOMER SERVICE	
		BRANCH DIRECTOR	
6. AGENCY REPRESENTATIVES		DEPUTY	
HC B&G		CUSTOMER SERVICE 1	
HC HHW		CUSTOMER SERVICE 2	
		c. BRANCH	
		BRANCH DIRECTOR	
7. PLANNING SECTION		DEPUTY	
CHIEF			
DEPUTY			
SITUATION UNIT LEADER			
SITUATION UNIT LEADER			
RESOURCE UNIT LEADER		d. BRANCH	
RESOURCE UNIT LEADER		BRANCH DIRECTOR	
		DEPUTY	
		10. FINANCE SECTION	
8. LOGISTICS SECTION		CHIEF	
CHIEF		DEPUTY	
DEPUTY		TIME UNIT	
COMMUNICATIONS		PROCUREMENT UNIT	
		COMP/CLAIMS UNIT	
		COST UNIT	
		PREPARED BY (PLANNING SECTION CHIEF)	
		John Smith	

					Yes Level: <input type="checkbox"/> _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					Yes Level: <input type="checkbox"/> _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					Yes Level: <input type="checkbox"/> _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					Yes Level: <input type="checkbox"/> _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

6. Special Medical Emergency Procedures:

-Call 911 for all life-threatening emergencies, 1717 Pleasant Street, Noblesville – specify by recycling area in sand barn
 -Employee and EMA volunteers must go to Workmed for non-life-threatening injuries, but only if open. If closed, go to Riverview Hospital

Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.

7. **Prepared by** (Medical Unit Leader): Name: _____ Signature: _____

8. **Approved by** (Safety Officer): Name: _____ Signature: _____

ICS 206 IAP Page Date/Time: _____

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name: T.S. Gordon	2. Operational Period: Date From: 09/06/2018 Date To: 09/06/2018 Time From: 0700 Time To: 1900	
3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan: <ol style="list-style-type: none">1. Personnel need to maintain situational awareness at all times and be aware of their surroundings.2. Personnel should wear required PPE such as vests, ear plugs, gloves, and seatbelts3. Personnel should be aware of the weather and dress accordingly.4. Ensure proper lifting techniques when lifting and moving items5. Use proper personnel protection equipment (PPE) as required per assignment.6. Ensure accountability and communications with all personnel is maintained and established rally points at all venues.7. A spotter is required anytime the telehandler is in use. Do not assume the operator sees you or that volunteers will know to watch out for the equipment.8. All injuries, illnesses, accidents and property damage must be reported and investigated immediately.		
4. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Approved Site Safety Plan(s) Located At:		
5. Prepared by: Name: John Smith Position/Title: PSC Signature: .		
ICS 208	IAP Page	Date/Time: 06/09/2018 0600

Incident Diagram



Hamilton County Emergency Management Flood Fight Plan Appendix C – Sandbag Operations Layout

Sand Barn Operations – Level II and III Operations

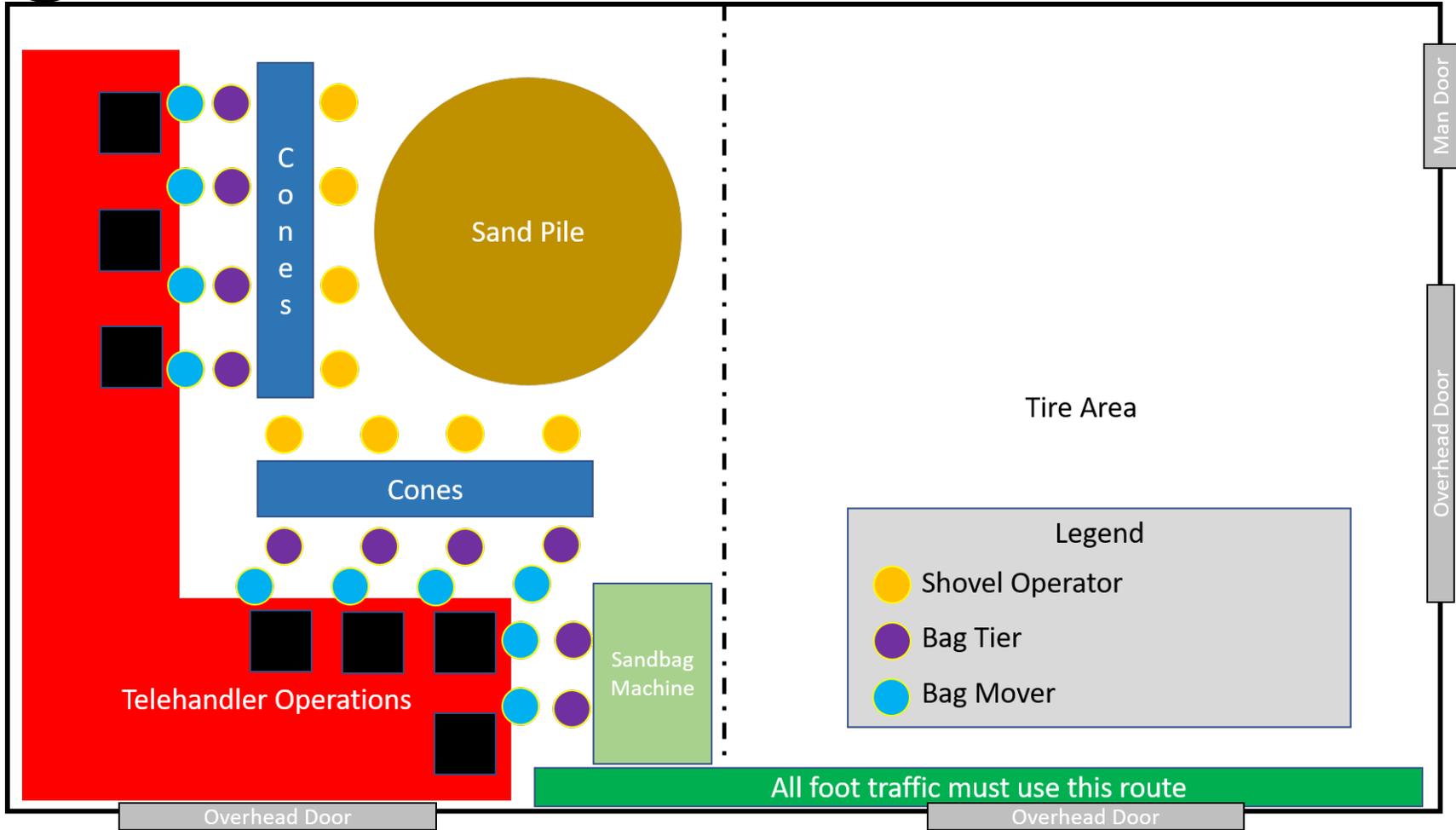


Notes:

- Limited impact to recycling area.
- Keeps parking out of recycling area
- Command Post outside of fence area



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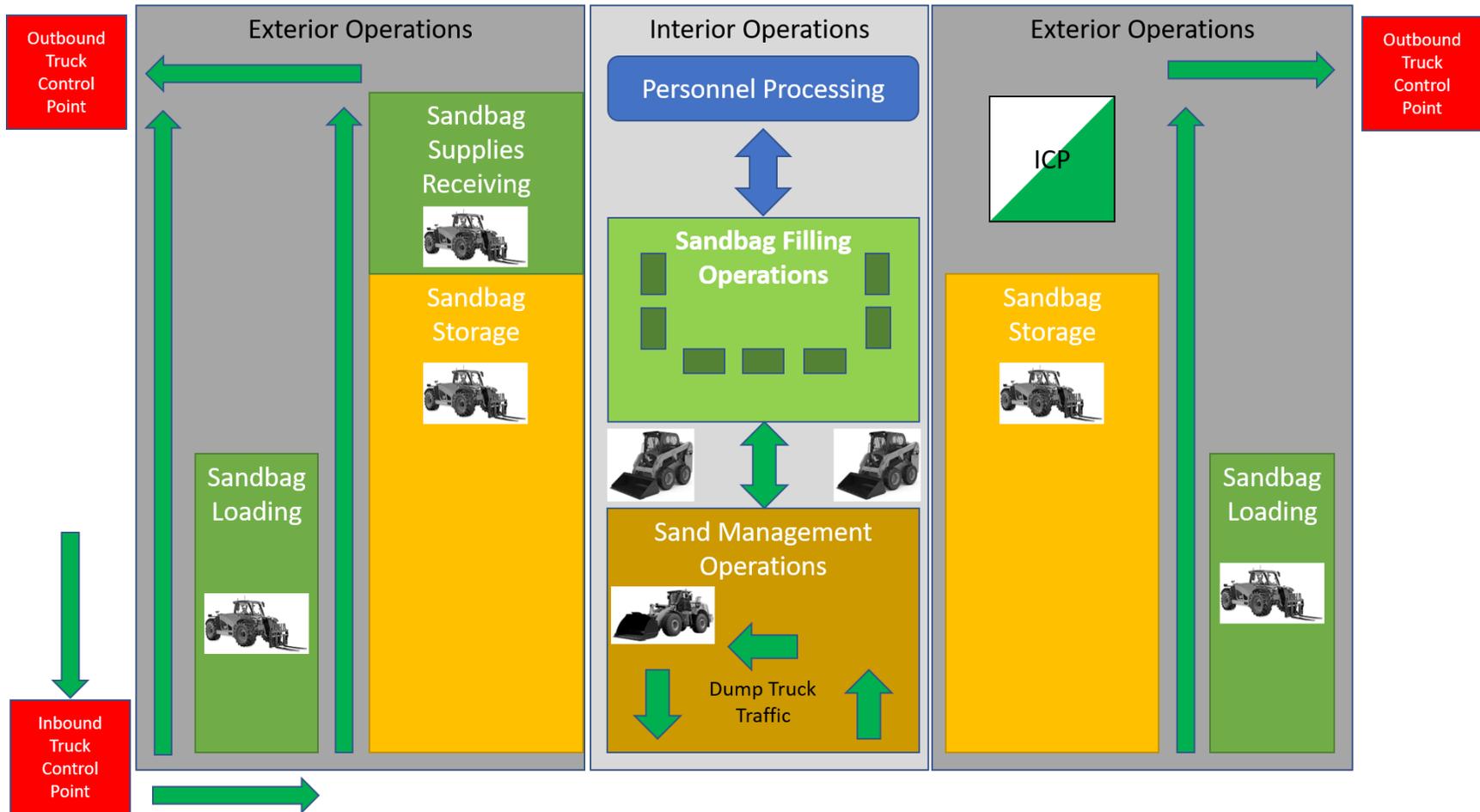




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Level I Operations – Level of 1913 Type Flood





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Appendix E Sandbag Reporting Workbook

An Excel workbook contains the following for high-level Incident operations:

1. Reporting format with automatic calculations
2. Volunteer sign-in sheets



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Appendix D Temporary Volunteer Agreement

Permission For Use of Likeness

initials

Hamilton County Emergency Management may create a public relations program featuring volunteers. In agreeing to volunteer to work/participate in the Hamilton County Hamilton County Volunteer Program, I am granting permission for the use of my likeness, voice and works in television, radio, films, newspapers, magazines and other media for the purpose of advertising or communicating the purpose and activity and appealing for support of such activity.

Liability Release

initials

I certify that all statements on this application are true and complete. I understand that false statements on this application shall be considered sufficient reason for rejection of application or termination of a volunteer agreement. Hamilton County Emergency Management is authorized to make any investigation regarding past employment or volunteer history. In the event that I am placed as a volunteer for the Hamilton County Emergency Management, I agree to comply with all of its orders, rules and regulations as outlined in the training manual. I understand that I am NOT insured by Worker's Compensation Insurance. I hereby release the County of Hamilton, Hamilton County Emergency Management, its officers, employees and agents from any and all claims, damages and liability, including any claims of personal injury and property damage arising from my participation in the Volunteer Program.

Name (printed)

Phone number

Emergency contact (printed)

Emergency contact phone number

Signature

Date

Anyone under 18 must have signed parental permission.

Parent/Guardian (printed)

Parent/Guardian Signature

Date



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Appendix E Safety Guidelines

All personnel supporting sandbag operations shall observe the following safety guidelines. Anyone may stop operations at any time should there be a serious safety violation. All protective equipment shall be provided by HCEM.

1. Personnel shall ensure their own safety by being observant of their surrounding and watch for hazards, including:
 - a. Moving vehicles, machinery, and equipment
 - b. Shovels and pinch points
 - c. Movement of crates, bins, and pallets
2. Personnel must stay in their assigned area
 - a. Stay out of the tire storage area
 - b. Do not enter the machinery work area
3. Proper Protective Equipment
Personnel shall ensure their own personal protection for each of the following positions:
 - a. Sandbag fillers
 - i. No open toed shoes
 - ii. Gloves
 - b. Telehandler Operator and Spotter
 - i. Reflective vests
 - ii. Hearing protection
 - iii. Hard hat for the telehandler spotter
 - c. Management Personnel
 - i. Reflective Vests
 - ii. Hearing protection as required
4. Operational Requirements
 - a. Telehandler
 - i. Shall have a valid IOSHA safety card for a telehandler type equipment
 - ii. Personnel must demonstrate their knowledge and ability to operate the equipment
 - iii. Personnel must have a current, valid operator's certification
 - iv. Must use lights and flashlight lights while moving
 - v. Must use parking brake when not in motion
 - b. Telehandler Spotter
 - i. The telehandler spotter must work with the telehandler operator to understand agreed upon hand signals
 - ii. The telehandler spotter must stay within the immediate visibility of the operator
 - c. Sandbag Machine



Hamilton County Emergency Management Flood Fight Plan

- i. Personnel must always keep hands away from the chute
 - ii. Personnel shall not stand on or lean into the sand hopper
 - d. Sandbag Filling
 - i. Shovel operators shall stay on one side of the ladder
 - ii. Bag fillers shall sit low to the ground to fill and tie bags
 - iii. Bag movers shall lift with their legs and not their backs to move bags



Hamilton County Emergency Management Flood Fight Plan

Appendix F Flooding Resources

1. USACE Flood Fight Training Manual – March of 2010:
<https://usace.contentdm.oclc.org/digital/collection/p16021coll11/id/1/>
2. USACE Flood Fight Handbook:
http://www.mvp.usace.army.mil/Portals/57/docs/Operations%20Center/MVP_Flood_Fight_Handbook_2016.pdf
3. FEMA Emergency Preparedness Guidelines for Levees – January 2012:
https://www.fema.gov/media-library-data/1493669998010ca277a2ca7dd95f5011a63771cfbd368/Emergency_Preparedness_Guidelines_For_Levees_2012.pdf
4. Flood Response for Community Emergency Response Teams: <https://www.fema.gov/media-library/assets/documents/28668>