

2011

City of Leavenworth Local Emergency Operations Plan



City Manager's Office
City of Leavenworth, Kansas
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**DRAFT PLAN

City of Leavenworth Local Emergency Operations Plan (LEOP) 2011

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Note: The Emergency Operations Plan of the City of Leavenworth shall mirror or be planned in conjunction with the Leavenworth County Emergency Operations Plan.

I. Purpose and Forward

This emergency operation plan outlines an approach to emergency operations. It provides general guidance for emergency management activities and an overview of methods of mitigation, preparedness, response and recovery. This plan describes an emergency response organization (i.e. the Incident Management System (IMS) and assigns responsibilities for various emergency tasks. This plan is intended to provide a basic framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to local officials, departments and mutual aid entities. The primary audience for this document includes the chief elected official (Mayor), other elected officials (Commission members), the emergency management team, department and agency heads and their senior staff members, leaders of private volunteer organizations that support emergency operations, and others who may participate in the mitigation, preparedness, response and recovery efforts.

The City of Leavenworth, Kansas (Approx. pop. 35,000), is a first class, suburban community located approximately 30 miles from the downtown greater Kansas City metropolitan area. Leavenworth is accessed from the south by a major north south state highway (K-7, also known as Fourth Street) and is bordered on the east by the Missouri River and on the north by Fort Leavenworth. The City of Leavenworth experiences a significant amount of transient military activity due to various military service schools located at Fort Leavenworth. Many military students and their dependants reside within the city anywhere from 6-24 months on a rotational basis. Many of the military members using Fort Leavenworth access the city from the east over Missouri State Highway 92, which enters Leavenworth across the Centennial Bridge onto Metropolitan Avenue. The City of Leavenworth near the northern (city limits) also is bordered by the U.S. Federal Penitentiary at Leavenworth.

When disaster strikes, an emergency organization must be mobilized immediately. This plan will assist the City to make this mobilization quick and effective. Although the operational concepts reflected in this plan focus on potential large-scale disasters that can generate unique situations requiring unusual responses, hazards like fire, flood, gas leaks, or any natural or manmade disaster could also result in the loss of life and critical facilities.

The intent of this plan is to prepare in advance, train to a specific standard, and exercise procedures in order to save lives and protect property. This plan will help the city mitigate, prepare for, respond to and organize in the four phases of emergency management as noted below:

Mitigation: Mitigation action involves lasting, often permanent, reduction of exposure to, probability of, or potential for loss from hazard events. They tend to focus on where and how to build. Examples include zoning and building code requirements for rebuilding in high hazard areas, floodplain buyouts, etc. Mitigation also involves educating businesses and the public on simple measures to take to reduce loss or injury.

Preparation: Preparation involves establishing authorities and responsibilities for emergency actions and gathering the resources to support them. Jurisdictions must assign or

recruit staff for emergency management duties and designate or procure facilities, equipment, and other resources for carrying out assigned duties. Planning, training, and exercises are the key to effective preparation.

Response: Response is the application of time-sensitive actions required to save lives and property, as well as actions to stabilize the situation so the jurisdiction can regroup. This phase includes notification of key personnel and the warning and evacuating or sheltering of the population, if possible. It also includes keeping citizens informed, rescuing individuals, providing medical treatment, maintaining law and order and requesting and then coordinating assistance from outside agencies.

Recovery: Recovery is the effort to restore infrastructure and the social and economic life of the community to normal. In the short term, recovery may mean bringing necessary lifeline systems (e.g., power, communications, water, sewage and transportation) back on-line while at the same time providing for basic human needs (e.g., food, clothing, shelter) and ensuring societal needs (e.g., law and order, crisis counseling). Once stability is achieved, long-term recovery effort can commence.

This plan should be considered a preparedness document. As such, it should be read, understood, and exercised before an emergency occurs. It is critical that a high level of preparedness be achieved and maintained by elected and appointed city officials and those designated as Emergency Management Team (EMT) members.

All City departments included in this plan are responsible for developing and maintaining, up-to-date Standard Operating Procedures (SOP) necessary for implementing assigned duties and responsibilities (for example, the Public Works Department will maintain a Snow and Ice Control Policy Manual). Individual department plans should be attached to this document as they are developed and approved for implementation.

II. Situation and Assumptions

A. Situation

The City of Leavenworth is located approximately 30 miles from downtown Greater Kansas City Metropolitan Area. However, the City of Leavenworth is in close proximity to the City limits of Kansas City, Kan.

The 2010 Leavenworth population of the city is approximately 35,000 and is the largest community in Leavenworth County, Kansas. The city has high commuter traffic, due to Kansas Highway 7 (K-7) and Missouri Highway 92 (MO-92) surrounding its city limit boundaries, which leads into the metro areas and into Platte County, Mo.

The city is vulnerable to various natural, technological and wartime related threats for which planning is necessary.

Tornadoes, flooding and severe thunderstorms represent the primary catastrophic natural emergencies facing the city.

A variety of other threats and emergencies exist including: hazardous materials incidents, fire, drought and water emergencies, air transportation accidents, civil disturbances, winter storms and other types of severe weather.

Because of the close proximity of Leavenworth to Fort Leavenworth, this area might be considered a primary target in the event of war, or for possible terrorist activity.

The City of Leavenworth will continue to be exposed to the hazards or risks identified in this plan as well as others which may develop in the future.

B. Assumptions

The City will depend on outside assistance and resources in a major emergency. In such an emergency, outside assistance may take up to 72 hours or longer to arrive and effectively stabilize the situation and begin the recovery process.

Government officials will continue to recognize their responsibilities with regard to the public safety and exercise their authority to implement this plan in a timely manner when confronted with real or threatened disasters.

If properly implemented, this plan will reduce or prevent disaster related losses.

C. Hazard Summary

Rating system: 1 = Minor Hazard 10 = Major Hazard

Hazard			
	Events	Frequency	Rating
Drought	1	1	1
Earthquake	1	1	1
Flood/Flash Flood	2	1	2
Hazardous Materials	3	1	3
National Security	2	1	2
Power/Communications Failure	2	3	6
Radiological	1	1	1
Severe Thunderstorms	3	3	9
Terrorism/Civil Disorder	2	1	2
Tornado	3	3	9
Transportation Accidents	3	1	3
Urban Fire	1	1	1
Wild Fire	1	1	1
Winter Storms	3	3	9

The top four hazards the City faces are:

1. Tornadoes
2. Severe Thunderstorms
3. Winter Storms
4. Power/Communications Failure

III. Concept of Operations

A. General

The City's initial response to a major emergency would be to activate an Emergency Management Team (EMT) to centralize and coordinate emergency operations. The City Manager normally assumes the role of EMT Director and receives staff support and advice from the department staff in the establishment and administration of the emergency response. Functional and operational departments, under this structure, are tasked with emergency management functions including, response operations, public information, public safety, damage assessment, and sheltering. Operational departments continue the delivery of their normal services under the emergency management structure.

It is the responsibility of government to undertake the comprehensive management of emergencies in order to protect life and property from the effects of a catastrophic event. This plan is based upon the concept that emergency functions performed by various groups responding to an emergency 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.

The City Manager is responsible for emergency activities and receives staff support and advice from the Chief of Police, and other city department heads in the establishment and administration of the (EMT) Emergency Management Team.

All disasters are local. As such, the local government has primary responsibility for emergency management activities. All other levels of government provide resources not available at the local level. When the emergency exceeds local government's capability to respond, assistance can be requested of the County Emergency Management Coordinator. The federal government will provide assistance and resources to the state where needed, particularly in the event of a major disaster only after the request is made by the county's elected official.

Day-to-day functions that do not contribute directly to response actions in an emergency may be suspended for the duration of the emergency. The resources and efforts that would normally be required for those functions may be diverted to the accomplishment of emergency tasks by the agency managing the use of those resources.

A comprehensive emergency management plan is concerned with all types of hazards. As shown below, this is more than an operations plan because it accounts for activities before, during, and after the disaster.

B. Operational Guidance

Initial Response - The city's emergency responders are to establish command of the scene of an emergency situation in the city. They will normally assume command and remain in charge of the incident until it is resolved or others who have legal authority assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate.

Implementation of Incident Management System (IMS) - IMS is a generic term for the design of ad hoc emergency teams that coordinate the efforts of more than one agency under a unified command. It is a functionally based organizational template that facilitates information flow, decision-making, and operational coordination. IMS emphasizes joint problem solving to meet the needs of an emergency. What makes IMS distinctive is that it creates a clear chain of authority that can quickly orchestrate collaborative operations by diverse organizations that have little or no previous operational relationships. The scalability of IMS - the ability to accommodate small and large events – is one of its virtues.

In the event of a single incident, the first local emergency responder to arrive at the scene of an emergency situation will implement IMS and serve as the Incident Commander (IC) until relieved by a more senior or more qualified individual. The IC will establish an incident command post and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response.

For some types of emergencies, a specific incident scene may not exist in the initial response phase and the Emergency Management Team may accomplish initial response actions such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an incident command post may be established, and direction and control of the response transitioned to the City Manager or designee.

Source and Use of Resources - The City will use its own resources to respond to emergency situations, purchasing supplies and equipment as necessary, and request assistance of third-party entities or the county, state or federal governments, if those resources are insufficient or inappropriate. The county should be the first channel through which a municipality requests assistance when its resources are depleted. If additional resources are required, the City will:

1. Summon those resources available pursuant to public assistance and county mutual.
2. Summon emergency service resources the City has listed in this plan.
3. Request assistance from volunteer groups active in disasters.
4. Request assistance from private sector industry or individuals who have resources needed to deal with the emergency situation.

5. When external agencies respond to an emergency situation within the jurisdiction, they are expected to conform to the guidance and direction provided by the IC.

C. Emergency Operations Center (EOC)

For major emergencies and disasters, the Leavenworth County EOC may activate. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post at the disaster site and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

The (IC) also known as the Incident Commander is generally responsible for field operations, including:

1. Isolating the scene.
2. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
3. Warning the population in the area of the incident and providing emergency instructions to them.
4. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
5. Coordinating with local law enforcement for traffic control arrangements in and around the incident scene.
6. Requesting additional resources through the IC (Incident Command).

The EOC is generally responsible for:

1. Providing resource support for the incident command operations.
2. Issuing community-wide warning.
3. Issuing instructions and providing information to the general public.
4. Organizing and implementing large-scale evacuation.
5. Organizing and implementing mass shelter and feeding for evacuees.
6. Coordinating traffic control for large-scale evacuations.
7. Requesting assistance from external sources.

In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, a unified command of more than one incident may be established. If this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

D. State, Federal, & Other Assistance

If local resources are inadequate to deal with an emergency situation, the City of Leavenworth will request assistance from the County. As noted previously, the city must request assistance from their county before requesting state assistance.

Note: State assistance furnished to local governments is intended to supplement local resources and substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts.

Requests for state assistance should be made to the Leavenworth County Emergency Management Coordinator. In essence, state emergency assistance to local governments begins at the county level and the key person to validate a request for, obtain, and provide that state assistance and support is the County Emergency Management Coordinator. The County Emergency Preparedness Coordinator has the authority to utilize all state resources within the county to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor. But can be requested through the Leavenworth County Emergency Management Coordinator.

E. Other Assistance

If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).

For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to state and local governments. The *Federal Response Plan (FRP)* describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions.

F. Emergency Authorities

Key federal, state, and local legal authorities pertaining to emergency management are listed in a separate annex in this plan.

State statutes and the Executive Order of the Governor relating to Emergency Management provide local government, principally the chief elected official, with a number of powers to control emergency situations. If necessary, these powers shall be used during emergency situations. These powers include:

Emergency Declaration - In the event of riot or civil disorder, the City may request the County to issue a disaster declaration for this jurisdiction and take action to control the situation.

Disaster Declaration - When an emergency situation causes severe damage, injury, or loss of life or it appears likely to do so, the City may, by proclamation, declare a local state of emergency. The County may subsequently issue orders or resolutions referencing that declaration to invoke certain emergency powers granted by the Governor. These powers may include:

1. Suspending procedural laws and rules to facilitate a timely response.
2. Using all available resources of government and commandeering private property, subject to compensation, to cope with the disaster.
3. Restricting the movement of people and occupancy of premises.
4. Prohibiting the sale or transportation of certain substances.
5. Implementing price controls.

A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration is required, only by the county, to obtain state and federal disaster recovery assistance.

NOTE: Local, County, and State laws must be reviewed to see which apply during an emergency situation.

IV. Organization and Responsibilities

Most departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, normal organizational arrangements are modified to facilitate emergency operations.

The Leavenworth Local Emergency Operation Plan (LEOP) when activated will be organized into three groups: Legislative, Executive, and Operations.

Legislative Group (City Commission):

Headed by the Mayor per state and local law and assisted by the Leavenworth City Commission, it passes ordinances, including emergency ordinances, resolutions and laws governing the City. The legislative group also provides policy oversight as requested by the Emergency Management Team.

Elected officials will be kept current on all major events of an emergency by the City Manager, and be available for public statements if the situation necessitates.

Executive Group:

Headed by the City Manager, or his/her designee, and consist of designated department directors and staff, leaders of mutual aid entities (if assisting) and other local elected officials. The Executive Group will be the focal point for leadership, decision-making and coordination during the emergency response.

Operations Group:

Headed by the City Manager, the operations group (or Emergency Management Team) will consist of the Public Works Director, Police Chief, support staff and representatives of any applicable mutual aid entities.

When activated, the emergency management team will perform the following duties:

1. Each member will serve as a liaison for their respective organizations in order to coordinate and ensure continuity of operations during a declared emergency.
2. Each member will report to the Emergency Operations Center when requested by the EMD in order to coordinate response activities.
3. Each member will create an emergency management organization within his/her department to guide employees of the city during a disaster and give employees a clear understanding of the Emergency/Disaster Plan and it's principles.

A. Emergency Management Director (City Manager) - is responsible for the performance of the following functions under this plan:

1. Carries out emergency management activities to protect life and property prior to and during any emergency or disaster.
2. Identifies by title/position the individuals responsible for serving as IC, for all functions in the plan.
3. Identifies by title/position the individuals assigned to work in the Emergency Operations Center.
4. Advises the Chief Elected Official (Mayor) on emergency management matters and related laws, rules and regulations.
5. Plans, develops, organizes, directs and coordinates Leavenworth's Emergency Operations Plan with the goal of saving lives and protecting property by maintaining

emergency operational capabilities to mitigate, prepare for, respond to and recover from any emergency or disaster.

6. Is responsible for accomplishing the following emergency management functions:
 - a. Emergency Organization, Planning and Management.
 - b. Direction, Control and Warning.
 - c. Population Protection.
 - d. Training and Exercising.
7. As a staff officer to the Chief Elected Official, coordinates the emergency management forces of Leavenworth in the handling of a disaster or an emergency.
8. Coordinates damage assessment functions to ensure that personnel and procedures are in place to provide preliminary estimates for disaster situation reports to the appropriate County Management Office. This is not a city function with the citizens/residents, but will assist in public assessment.
9. Advocates that mitigation concerns be addressed appropriately during response and recovery operations.
10. Ensures that a copy of the local declaration of emergency is transmitted to the Leavenworth County Office of Emergency Management.

B. Emergency Management Coordinator – (fulfilled by the City Manager or appointed by City Manager) is responsible for the performance of the following functions under this plan:

1. Coordinates all of the functions of this plan to ensure necessary planning considerations are included in the Leavenworth Emergency Operations Plan.
2. Assists the County with local chapters of the American Red Cross, Salvation Army, other public service organizations, the Superintendent of Schools, etc., to identify a lead agency, if possible, and personnel to perform Shelter/Mass Care operations.
3. Assists with volunteer support efforts to include activities of volunteers outside of jurisdiction and the assistance offered by unorganized groups within Leavenworth.
4. Works with the public information officer to develop emergency information packets and emergency instructions for the public.
5. Assists with planning requirements with the emergency management staff in neighboring jurisdictions that have been identified as potentially hazard free and have agreed to house evacuees in their Shelter/Mass Care facilities.
6. Assists with the provision of Shelter/Mass Care needs for personnel performing medical duties during catastrophic emergencies.

C. Fire Department:

Manages fire department resources and directs fire department operations.

D. Police Department:

Manages law enforcement resources and directs traffic control and law enforcement operation and evacuation.

E. Public Works Department:

1. Manages public works resources and directs public works operations (e.g., water supply/treatment, road maintenance, trash/debris removal).
2. Coordinates with private sector utilities (e.g. power, water and gas).
3. Coordinates with private sector utilities and contractors for use of private sector resources in public works related operations.

F. Warning Coordinator (County) - is responsible for the performance of the following functions under this plan:

1. Determines warning resource requirements.
2. Identifies warning system resources in Leavenworth that available to warn the public.
3. Performs a survey to establish warning sites.
4. Develops special warning systems for those with hearing and sight disabilities.
5. Identifies means to give expedited warning to custodial institutions (e.g., nursing facilities, homes, schools, and other special needs facilities).
6. Coordinates planning requirements with the Emergency Management Coordinator.

G. Communications Coordinator/Public Information Officer – This individual is responsible for the management of all emergency communications operations systems and protocols. The Communications Coordinator:

1. Coordinates with mutual aid agencies and public service agencies involved in emergency operations to develop a communication procedure that will be responsive to the city's needs and compatible with the communications procedures used by emergency response organizations.

2. Identifies communications and warning resources in the city available to the Emergency Operations Center (EOC).
3. Identifies and designates private and public service agencies, personnel, equipment, and facilities that can be used to augment the city's communications capabilities and the County's Amateur Radio Operators.
4. Survey's communications equipment sites for power sources and locations.
5. Analyzes equipment locations in relation to potential hazards and disaster conditions.
6. Identifies a repair capability available under emergency conditions and coordinates repair and maintenance activities.
7. Arranges training programs for all communications staff, including volunteers and repair personnel.
8. Coordinates emergency communications and procedures with the Emergency Operations Center and with neighboring communities.
9. Advises the EMD and CEO on matters of emergency public information (EPI).
10. Establishes and maintains a working relationship with local media.
11. Prepares emergency information packets for release; distributes pertinent materials to local media prior to emergencies; and insures that information needs of visually impaired, hearing impaired, and non-English speaking audiences are met.
12. Coordinates with the animal care and control coordinator to obtain information for dissemination to the public on the appropriate actions that should be taken to protect and care for companion and farm animals and wildlife during a disaster situation.

H. Evacuation Coordinator (County function) - is responsible for the performance of the following functions under this plan:

1. Coordinates all evacuation planning activities with the EMD.
2. Identifies high hazard areas and determines population risk, prepares time estimates for evacuation of the people in the different risk areas. Accomplishment of these tasks requires the preparation of a threat summary, based on the jurisdiction's hazard analysis. The summary addresses the evacuation needs that are applicable to the hazards that threaten the people living in the city. Typical threats include:
 - a. Hazardous materials accidents involving the facilities that use, store, manufacture or dispose of them, and transport modes (planes, trucks, pipelines, etc.) used to move them.

- b. Flooding as a result of snow melt, ice jams or torrential rains in flood-prone and/or low lying areas subject to flash floods; and wind damage caused by gusts and tornados.
 - c. Areas subject to wildfires.
 - d. Populations at risk to war-related or national security threats involving nuclear, chemical or biological weapons.
 - e. Any other situation involving terrorist activities.
3. Identifies transportation resources (i.e. school buses) likely to be available for evacuation operations; prepares an inventory of vehicle resources (public and private buses, public works trucks, commercial bus companies, trucking companies, truck rental companies, ambulance services, etc.).
 4. Assists facilities that provide care for special needs populations to develop a facility evacuation plan.
 5. Develops information for evacuee' use on the availability and location of Shelter/mass Care facilities away from the threat of further hazard-induced problems.
 6. Assists as appropriate, the Animal Care and Control Coordinator in the preparedness actions for the evacuation of animals during catastrophic emergencies.

I. Shelter/Mass Care Coordinator (County function) - is responsible for the performance of the following functions under this plan:

1. Surveys building to select the safest and best possible for use as Shelter/Mass Care facilities.
2. Prepares a list that identifies the buildings that have been selected for use as Shelter/Mass Care facilities and the number of people that can be housed in each.
3. Compares Shelter/Mass Care facility locations with potential hazards and disaster conditions.
4. Prepares necessary agreements to guarantee access to those non-government owned facilities that have been designated for Shelter/Mass Care use during emergencies.
5. Coordinates with the EMD and Public Information Officer to develop a public information program to make citizens aware of the availability and location of Shelter/Mass Care facilities.

6. Assists, as appropriate, the Animal Care and Control Coordinator in the preparedness actions that should be accomplished in order to feed, shelter, and provide medical treatment for animals during and after catastrophic emergencies.

J. Resource Manager (County function) - is responsible for the performance of the following functions under this plan:

1. Manages and directs resource support activities during large-scale emergencies and disasters.
2. Chairs planning meetings.
3. Ensures that resource listings and/or the resource database are current.
4. Ensures that necessary agreements and appropriate public information materials (e.g., regarding donations) are in place.
5. Coordinates resource-planning activities with the EMD.

K. Superintendent of Schools - is responsible for the performance of the following functions under this plan:

1. Develops and periodically exercises a student evacuation plan.
2. Coordinates with the Evacuation Coordinator to work out arrangements to use school buses to transport school children and other evacuees.
3. Coordinates with the Shelter/Mass Care Coordinator to work out arrangements to use schools and/or their food stocks for Shelter/Mass Care.
4. Coordinates with the Shelter/Mass Care Coordinator for the transport of school children to Shelter/Mass Care facilities.

L. Animal Care and Control Coordinator (Animal Control Officer) - is responsible for the performance of the following functions under this plan:

1. Coordinates the services and assistance provided to the animal victims.
2. Coordinates preparedness activities with public and private sector organizational representatives. These activities will include:
 - a. Planning that addresses provisions for the protection of companion and farm animals, wildlife, etc.
3. Coordinates with state/local agencies.

4. Coordinates with the local emergency agency's staff; the individuals tasked in the LEOP to serve as Evacuation and Shelter/Mass Care Coordinators, Public Information Officer, Resource Manager, and the County's Health Department
5. Obtains assistance from non-governmental organizations such as the Red Cross, Veterinarian Medical Associations (state), livestock and horse associations, kennel clubs, and other animal protection volunteer groups.
6. Forms emergency response teams (i.e., evacuation, shelter, medical treatment, search and rescue, etc.) that include trained professionals and volunteers to accomplish necessary actions during response operations. The team members may include animal control officers, veterinarians, game wardens, farmers, kennel owners, and volunteers from animal protection organizations, etc.

M. All Tasked Organizations:

All tasked organizations identified in the Leavenworth Emergency Operations Plan will:

1. Maintain current internal personnel notification rosters and SOP's to perform assigned tasks.
2. Negotiate, coordinate and prepare mutual aid agreements.
3. Work with the EOC Communications Coordinator to ensure equipment and procedures are compatible.
4. Identify potential resources of additional equipment and supplies.
5. Provide for the continuity of operations.
 - a. Establish clear line of succession for key management positions to ensure continuous leadership and authority for emergency actions and decisions.
 - b. Protect city records, facilities, and equipment essential for sustaining government functions and conducting emergency operations.
 - c. Ensure, if practical, that alternate operating locations are available should the primary locations suffer damage, become inaccessible, or require evacuation. Address as an agreement with another city or municipality.
 - d. Protect emergency response staff. This includes actions to:
 - i. Obtain necessary protective respiratory devices and clothing, detections and decontamination equipment and antidotes.

- ii. Ensure assigned personnel are trained on the use of protective gear, detection and decontamination devices and antidotes.
- iii. Provide security at facilities.
- iv. Rotate staff and schedule time off to prevent burnout.
- v. Make stress counseling available.
- e. Ensure the functioning of communications and other essential equipment. This includes actions to:
 - i. Test, maintain, and repair communications and warning equipment.
 - ii. Stockpile supplies and repair equipment.
- 6. Document all costs and expenses associated with response and recovery activities.

V. Administration and Logistics

A. Support and Mutual Aid

The City of Leavenworth, Kansas is responsible for the protection and safety of all peoples and properties within its boundaries, within the limits of the city's resources.

Emergency operations will be carried out principally by local emergency operations management forces. Mutual aid agreements (verbal and written) in effect at the time of the emergency will be made use of if necessary and feasible to do so. Mutual aid assistance from other municipalities and support assistance will be coordinated by the City Manager.

The City may request assistance and support from: the American Red Cross; Salvation Army; amateur radio operators; private contractors, etc. Volunteer organizations will be given mission-type assignments and remain unitized to the greatest extent possible in performing emergency functions under the direction of their own supervision, coordinated by the EMD.

Support means those organizations or groups that can be called upon for assistance principally when added manpower or specialized services are needed during a disaster emergency.

1. Emergency Medical Services:

- a. Provide qualified medical personnel at the disaster site or on stand-by basis.
- b. Establish and operate triage area; coordinate patient care; and provide transportation to hospitals.
- c. Provide person to function as Operations Officer at the Incident Command Post, as requested.

- d. Maintain proper supplies and equipment to handle mass casualties.
- e. Provide a coordinator to maintain casualty information and periodically brief the Emergency Operations Center and the Public Information Officer.
- f. Assist the Director of Health and the Shelter/Mass Care Manager in caring for sick and injured at shelters, if needed.

2. American Red Cross:

The American Red Cross is a voluntary independent agency that will be expected to cooperate with local government to the extent of its capabilities and execute its Disaster Assistance Plan in cooperation with the City of Leavenworth. It is expected that the Red Cross will function in the following areas on a mission basis under its own supervision and in coordination with local government.

- a. Provide food, clothing, shelter or other assistance.
- b. Assist with rehabilitation of families.
- c. Provide nurses and nurses' aides in coordination with the Health Department.
- d. Set up and operate bloodmobiles as required.
- e. Assist with the management and operation of reception and care activities (registration, staffing, lodging, feeding, pertinent evacuee information, etc.).
- f. Assist the Health Department with special needs of the handicapped and the elderly.

3. Salvation Army:

The Salvation Army, a voluntary organization, is expected to support local government as follows:

- a. Provide, within the limitations of its resources, the following services as requested:
 - 1. Mobile canteen services
 - 2. Emergency feeding service and shelter in Salvation Army or other facilities.
 - 3. Collection and distribution of food, clothing and other supplies.
 - 4. Counseling and morale building services.
 - 5. Assistance in registration, identification and collateral services.

6. Provide personnel with specialized skills, such as language interpreters and social workers.
 - b. Work with disaster assistance teams to take aid programs to victims not able to report to assistance center.
 - c. Abide by the decisions of the Chief Executive Officer of Leavenworth concerning the coordination of volunteer organizations for the rendering of assistance to disaster victims.
4. Public Utilities:
- a. Assign qualified individuals, when requested by the City Manager, to serve as liaisons between their companies and the City of Leavenworth for the duration of the emergency.
 - b. Determine priorities for service restoration as established through mutual understandings between the Chief Executive Officer and utility companies involved.
 - c. Keep the Chief Executive Officer informed of damage assessments and progress of repairs.

B. Financial Records

Each of the city's departments is required to keep accurate records and logs of all actions taken during disaster emergencies of any kind. All funds expended and materials or supplies obtained by purchase or otherwise must be accounted for by receipts and written records in detail. Documentation is vital for any federal funding after a disaster.

C. Continuity of Government

In order to ensure continuity in operations of local government during a period of emergency resulting from a disaster (natural, man-made or national security), the following lines of succession shall prevail:

1. Elected Officials
 - a. Mayor
 - b. Mayor Pro-Tem
 - c. Longest serving Commissioner
2. City Administration
 - a. City Manager
 - b. Chief of Police
 - c. Assistant City Manager

During any period the City Manager is unable to fulfill his/her duties outlined in this plan because of absence or disability, the person who assumes the position will have all of the powers and responsibilities (as outlined in this plan) of the Chief Executive Officer of Leavenworth. The successor's powers and responsibilities shall terminate upon the return of the City Manager.

In order to ensure continuity in operations of municipal departments during a period of emergency resulting from disaster (natural, man-made, or national security); a line of succession, and the extent, limits and cessation of the successor's powers will be specified in each department's annex or standard operating procedures.

D. Alternate Seating of Government

In the event City Hall should become unavailable, government offices would need to be relocated to a suitable location. The following locations will act as alternate sites for City Hall.

1. City of Leavenworth Municipal Justice Center
2. City of Leavenworth Fire Department Administration Offices
3. City of Leavenworth Municipal Service Center

When considering an alternate site for government offices, proximity of disaster, potential for continuation of disaster conditions and access by the public should be taken into account.

VI. Plan Development and Maintenance:

This Local Emergency Operation Plan will be updated by the City of Leavenworth for the purpose of correcting deficiencies identified through actual emergency response operations, drills and exercises, changes in local government structure, technological changes, etc. Minor changes shall be accumulated and made with major changes. If no major changes occur and there are no minor changes to be made, all holders of the plan will be notified in writing. The plan shall be reviewed annually but in no case shall updating and notification to all holders exceed a period of 2 years from the date of this plan. Revisions shall be provided by the City Manager to all holders of this plan.

Some departments having mission assignments are required to develop and maintain a current annex to this plan. They shall deliver two (2) copies of the annex to the EMC within thirty (30) working days of the request for such annex. An annex becomes an official part of this plan upon signing of the annex by the CEO and EMD. Annexes shall be reviewed and updated annually. All changes to an annex will be provided to all city departments and holders of this plan.

VII. Authority and References Citations

42 USC § 5121-5204c – Federal government support to state and local governments during times of disaster

42 USC § 10501 – Emergency Federal Law Enforcement Assistance

KSA 12-16,117 – Municipal policies regarding the provisions of assistance during times of disaster

KSA 31-145 – Powers of actual members of organized fire departments

KSA 48-9a01 – Interstate emergency management assistance compact

KSA 48-904 – Emergency preparedness for disasters – Definitions

KSA 48-905a – Division of Emergency Management, establishment

KSA 48-907 – Power and duties of adjutant general

KSA 48-925 – Powers of governor during state of disaster emergency; orders and proclamations

KSA 48-926 – State of emergency plan; rules and regulations

KSA 48-929 – County and city disaster agencies; determination by governor; disaster emergency plans by county, city and inter-jurisdictional disaster agencies; duties of local officials

KSA 48-930 – Inter-jurisdictional disaster agencies; finding and order by governor; disaster emergency plans, inter-jurisdictional agreements between counties; interstate mutual aid organizations, agreements, disapproval by legislature

KSA 48-931 – Development and revision of state, local and inter-jurisdictional disaster plans; advice and assistance of local governments, business and civic leaders

KSA 48-932 – States of local disaster emergency; effect; powers and duties of county and city officials

KSA 48-934 – Duties and immunities of law enforcement, military and other authorized personnel

KSA 48-935 – Force and effect of municipal ordinances during disaster emergencies

Annex A
City Manager's Office

I. Purpose

This plan predetermines, to the extent possible, actions to be taken by the City Manager's Office of the City of Leavenworth to respond effectively to the actual occurrence of disasters, and to provide for recovery in the aftermath of any emergency involving extensive damage or other debilitating influence on the normal pattern of life within the city.

II. Situation and Assumption

The City Manager's Office may be exposed to many hazards, all of which have the potential to disrupt the city operations. Possible natural hazards include snowstorms, floods, tornadoes, and other violent storms. There is also the threat of war-related incidents. The City Manager's Office is responsible for providing services such as: network and telecommunications infrastructure, finance and payroll.

While it is likely that outside assistance would be available in most major disaster situations affecting the City Manager's Office, it is necessary for the department to plan for, and be prepared to carry out disaster response and short-term recovery operations on an independent basis.

In the event of a disaster, the Administration staff will assess the damages(s) to regain operational control.

For recovery, the highest priority would be given to re-establishing the Local Area Network, successful recovery of the LAN to restore local operations and control functions.

III. Organization and Responsibilities

City Manager's Office, located at 100 N. Fifth St., Leavenworth, KS, 66048
Administration
Public Information Office
Human Resources

IV. Direction and Control

Administration:

J. Scott Miller, City Manager
Paul Kramer, Assistant to the City Manager
Karen Logan, City Clerk
Lona Lanter, Human Resources Department Director

Building Maintenance:

Mike McDonald, Public Works Department Director
Bob Patzwald, Public Works Department Deputy Director
Harold Burdette, Public Works Department

VI. Continuity of Government

Administration:

City Manager
Assistant City Manager
City Clerk

Building Maintenance:

Public Works Department Director
Public Works Department Deputy Director
Public Works Department Chief Building Inspector

VI. Plan Development and Maintenance

This emergency plan is maintained and updated by each Administrative Department Head within the City of Leavenworth annually.

VII. Authority and References

VIII. Attachments

ANNEX B

Police Department

I. Purpose

This annex identifies the Police Department's responsibilities, coordination requirements, and management procedures for the protection of life and property during emergencies to include crisis relocation operations.

II. Situation and Assumption

The City of Leavenworth Police Department employs a full-time, paid, professional police department consisting of 66 full-time commissioned police officers 26 support police personnel in clerical and animal control.

The City of Leavenworth Police Department's patrol division is organized into four shifts, each work 12 hours. In addition, the police department has traffic unit and special operations unit which work along with the patrol shifts. If additional personnel are needed on large-scale incidents, these personnel can be utilized. The Patrol Division Commander may recall off-duty personnel to duty.

Additional law enforcement resources are typically available from the Kansas Highway Patrol, Lansing Police Department, Leavenworth County Sheriff's Office, Bonner Springs Police, Kansas City Police, Tonganoxie Police Department and other area law enforcement agencies. The priority is to utilize the City, County, State and Federal government in consecutive order.

III. Concept of Operations

The Police Department will generally be able to provided adequate police control for disaster events through the use of on-duty, call back, and mutual aid personnel.

Emergency operations for Police Department personnel are simply an expansion of normal daily responsibilities. These include maintenance of law and order, and traffic and crowd control.

Operations will be conducted in accordance with the responding agencies policy and procedures for dealing with such situations. The City of Leavenworth Fire Department and the Leavenworth County Emergency Medical Service will be notified to stage away from the scene for a potential medical response.

IV. Organization and Responsibilities

The Leavenworth Police Department has the responsibility of maintaining law and order and the protection of life and property to the citizens of Leavenworth. This includes the following emergency and disaster tasks:

- Maintenance of law and order.
- Coordination of all law enforcement in the City.
- Coordination of crisis relocation traffic control.
- Support emergency public safety activities.
- Provide security for key facilities to include: financial institutions, pharmacies, etc.
- Provide traffic control during shelter operations or other emergencies.
- Provide crowd control as required.
- Provide police officers to larger shelters for law enforcement and communications.

V. Direction and Control

The Leavenworth Police Chief is responsible for coordinating all law enforcement activities within the City of Leavenworth. All operations will be conducted using the standard ICS command structure of the Police Department.

The Incident Commander (IC) will generally be the highest-ranking officer on scene. Routine operations will be handled by the Police Department’s Policy and Procedures Manual and/or command flow chart posted in the squad room.

Each Law enforcement agency providing mutual aid will be asked to provide a liaison to the IC. The IC will direct all operations of both local and mutual aid agencies. State and Federal support may be called upon after all local police capability and mutual aid has been exhausted.

VI. Continuity of Government

Line of succession for the Police Department will be according to established departmental procedures and/or the current command chart.

VII. Administration and Logistics

The Leavenworth Police Department is dispatched from the Municipal Justice Center 24 hours a day, 7 days a week.

A list of facilities that may require police protection or increased security, dependent upon the situation, will be maintained by the Police Department.

VIII. Plan Development and Maintenance

The Special Services Division Commander is responsible for the maintenance of this annex.

IX. Authority and References

The Leavenworth Police Department’s Policy and Procedures Manual is being constructed, however, the City of Leavenworth currently has a general City Policy & Procedure Manual as of this writing.

Annex C
PUBLIC WORKS DEPARTMENT

I. Purpose

It shall be the responsibility of the Director (or designee) of the Public Works Department to respond to emergency call-outs when it has been determined by the EOC that related activities shall require the services of the Public Works Department. Said activities shall include but are not limited to:

Public Works

Any emergency affecting transportation, construction, structures, traffic control, or loss of typical services to include (utilities).

Street Maintenance

- 1) *Emergency* removal of debris
- 2) *Emergency* traffic signage and signalization response
- 3) Physical barricading of hazardous conditions, i.e. flooded bridges, downed power lines, collapsed bridges, etc.
- 4) Equipment dissemination in a cataclysmic event such as electrical generator drop off, operation of loaders and dump trucks for removal of debris
- 5) Distribution of supplies and transportation of personnel

Structural and Logistical Issues

- 1) *Emergency* inspection of damaged or suspected unsafe structures
- 2) Coordination of response through professional organizations to assist in emergency operations,
- 3) Limited operation of debris removal equipment and vehicles
- 4) Coordination with utilities to minimize potentially hazardous conditions (gas, electric, water, contamination)
- 5) Identification of plans and maps and materials related to emergency (blue prints, obstruction documents, utility maps etc.)

II. Situation and Assumption

Standard Situation

Public Works

8-hour Shifts (12-hour shifts in emergency events)
Normal Hours of Operation: 7:30 a.m. – 4:30 p.m.

Assumption

Additional resources may be garnered through coordination with state and county departments and private entities.

Equipment and manpower are subject to availability, term, and degree of need. If the emergency extends to other areas of the state or county, resources may be limited to local jurisdictions.

Inspection assistance has been provided to areas such as Kansas City, Kansas, when natural EOC disasters strike, such as earthquake and tornadic activity. This assistance is usually coordinated through Leavenworth County Emergency Management and/or the Federal Emergency Management Agency.

Interlocal agreements between jurisdictions in the event of such an emergency would be advisable.

III. Concept of Operations

The following emergency callback policy will apply:

LEAVENWORTH DEPARTMENT OF PUBLIC WORKS
STANDARD OPERATING PROCEDURE
FOR STORM AND OTHER EMERGENCY EVENTS

A. Manager On Call will receive a description of the event from dispatcher or Incident Commander.

Dispatcher or Incident Commander shall contact MOC according to priority of call-out list (dispatch to be notified of changes in priority list caused by planned unavailability).

Public Works Department Director
Public Works Deputy Director
Streets Superintendent

B. MOC will:

- 1) Advise Director of Public Works (DPW) of event call-out.
- 2) Determine if event description provides enough information to determine an appropriate response.
 - a. If not enough information, MOC will do reconnaissance or call out appropriate personnel to do reconnaissance.
 - b. Upon completion of reconnaissance, determine appropriate response and call out necessary personnel and/or outside resources if needed.
 - c. Advise DPW of determination.
- 3) Deploy personnel and equipment and/or outside resources for response, and advise dispatch or Incident Commander of deployment and plan.

C. MOC and DPW will monitor response and retain control of assigned personnel equipment, and outside resources utilized. Careful control will be exercised by the MOC and DPW, since they are

the most familiar with these resource capabilities, to avoid placing personnel and equipment in unwarranted jeopardy.

- Priority 1:** Clear and/or repair needed routes or property to a state negotiable by emergency response vehicles.
 - Priority 2:** Provide rescue support when called upon by dispatch or Incident Commander.
 - Priority 3:** Provide emergency traffic control signing and barricades to encourage traffic movement on safe and appropriate routes, and to exclude traffic from restricted areas.
 - Priority 4:** Restore normal transportation on roadway system (clearing/repairs).
 - Priority 5:** Remove debris from and repair street rights-of-way, and repair city property.
- D. EOC will provide regular status reports to Incident Commander.
- E. Deploy Community Development Division damage assessment team, if appropriate, when a safe travel status is achieved.

Any special response circumstances (dependant on a specific emergency event) could be listed here.

IV. Organization and Responsibilities

DIRECTOR OF PUBLIC WORKS

Directs all operations of the Department through the Superintendents of each Division and additionally, serves as the *Flood Plain Administrator*, and is responsible for the coordination of contract employees.

WATER POLLUTION CONTROL Responsible for the infrastructure related to sanitary sewer system and the treatment of all wastewater.

STREET DEPARTMENT

Responsible for all transportation and storm water infrastructure-related maintenance and day-to-day operation of all roads and associated appurtenance. *Responsible for the all traffic control devices and signage.*

BUILDING INSPECTION

Responsible for the permitting and inspection of all public and private building construction and associated appurtenance (with the exception of Federal Buildings).

CONSTRUCTION INSPECTION

Responsible for permitting and inspection of all public improvements and construction within designated rights-of-way and appropriate easements within the jurisdiction.

VIII. Plan Development and Maintenance

This plan is maintained by the Director of Public Works.

IX. Authority and Reference

City Ordinance of the City of Leavenworth

Annex E Hazard Analysis

I. Hazard Definitions

Following is a brief listing of hazards, which potentially could affect the City of Leavenworth. This list will be used as the basis for a hazard analysis and is not all-inclusive.

Drought – An extended period of unusually dry weather.

Earthquake – A trembling of the ground that results from the sudden shifting of rock beneath the earth's crust.

Flood/Flash Flood – When a river or stream overflows its bed onto normally dry land.

Hazardous Materials – (Hazmat) A chemical spill or release at any facility that produces, uses, or stores chemicals (fixed facility), or from a vehicle, train, ship, plane or pipeline (transportation).

National Security – An emergency, such as a military attack or an accidental missile attack launch against the United States, which seriously degrades or threatens the national security of the Nation.

Power/Communications Failure – The widespread, long-term loss of electrical power and/or communications systems such as telephone.

Radiological – The uncontrolled release of radiation at any facility that produces, uses, or stores radioactive materials (fixed facility), or from a vehicle, train, ship, plane or pipeline (transportation).

Severe Thunderstorms – Weather systems accompanied by strong winds, lighting, heavy rain and/or hail, and possibly tornadoes.

Terrorism/Civil Disorder – The systematic use of violence to achieve a goal.

Tornado – Extremely violent localized windstorms, characterized by a rotating column of air in contact with the ground.

Transportation Accidents – A collision or accident involving motor vehicles, ships or boats, trains, aircraft and/or pipelines.

Urban Fire – Uncontrolled burning of residential, commercial, industrial, or other properties in rural or developed areas.

Wildfire – Uncontrolled burning of woodlands, grasslands or brush.

Winter Storms – Moderate to large-scale events categorized as ice storms, heavy snowfall or blizzards.

II. Impact on the Community

Drought – Drought will impact the entire population of the City in two ways. First by an increase in fire hazard (urban and wild) and the second with reduced water supplies.

Earthquake – Earthquakes in Kansas seldom occur, however the threat of one is very real. Within Kansas runs the Nemaha uplift. This Uplift runs roughly from Omaha, Nebraska to Oklahoma City, Oklahoma. Parallel to the Eastern side of the uplift is the Humboldt fault zone.

Since 1867, more than 25 earthquakes have originated in Kansas. The most severe earthquake in Kansas occurred during 1867 in the Manhattan area. The earthquake measured 5.5 on the Richter scale and was felt over an area of 300,000 square miles including areas within Missouri, Nebraska, Arkansas, Illinois, Indiana, and Kentucky.

Potential impacts to the city could include widespread power outages, communications failures, and disruption of water and sanitation services.

Flood/Flash Flood – Flooding and flash flooding has occurred regularly over the last 10 years. Typically both are the result of overflow from the numerous creeks and tributaries in the area.

Flooding and flash flooding has had minimal impact on the City to date. Noted impacts to the City included water covered roadways and wastewater drains either backed up or clogged with some residential basement damage.

With a significant amount of rainfall the wastewater plant operations and road closures could be prolonged issue for the residents of the city.

Hazardous Materials – A hazardous material spill could have a significant impact on the City due to the City's size and amount of response resources in conjunction with population and transportation demographics.

Due to the large volume of traffic through the City, hazardous materials incidents should not be limited to any specific location or facility within the City. Nor should the hazardous materials involved be limited to those used or produced at local facilities. All types and kinds may be transported through the City on a continuous basis. Planning for these incidents should not be limited to those locations and chemicals, which are known, but should encompass the possibility for a release of virtually anything at any location.

National Security – A large-scale national security event could have an impact on the City as a whole. A significant amount of the population in Leavenworth commutes to the Kansas City Metropolitan area for employment as well as some military personnel.

Power/Communications Failure – Outages can range from being localized to covering a large geographic area. These failures will have the greatest effect on the elderly or very young, due to greater health risks associated with the loss of heating/cooling systems and respirators. Communications loss will greatly affect contact with and the response of emergency services.

Radiological – The number and type of radiological shipments through the City are unknown. However any incident involving a radiological material can be expected to physically and psychologically affect a large area and a large number of people over a long period of time.

Severe Thunderstorms – Severe thunderstorms can affect a localized area or the entire City. Most are of short duration with high winds, hail and lighting. Disruption of services typically will include power/communications and localized road blockage.

Terrorism/Civil Disorder – A terrorism event tends to be localized and immediate with a high level of mass casualties and threat to human life. However the psychological effect of the terrorism event itself can be very widespread. Large scale events such as the Oklahoma City bombing and the 9-11 attacks are not anticipated within the City, smaller scale events such as active shooter or mass poisoning should not be discounted.

Tornado – Tornadoes are a common occurrence affecting the State of Kansas every year. Tornadoes in Leavenworth County and Northern Wyandotte County seem to occur every two to three years.

Historically, the City's only damage from tornadoes and related storms has been limited to damage to roofs and downed power-lines, trees and tree limbs. However the potential for more severe damage is one of the City's highest threats.

Transportation Accidents – Due the increased usage of U.S. 24/40 and (K-7) Highway, the potential for a transportation accident involving a chemical, biological or radiological hazard continues to grow.

The possibility of a hazardous rail accident directly affecting the City is a concern due to the city having an active railway.

Air transportation accidents occurring in the City are a concern due to Sherman Airfield and Kansas City International Airport. However, due to the location of Kansas City International Airport in relation to the City, again the potential for such an incident from KCI is limited. Numerous flight ingresses and egresses occur over the City daily.

Urban Fire – The amount of urban within the City is usually contained to the affected single structure and has not been a significant threat. However, when combined with drought conditions and water restrictions, the level of threat will increase dramatically.

Wildfire – The city and the farmland comes under direct protection of the fire department. As with urban fires, wild fire is typically a low level threat, but under drought conditions and water restrictions, the threat level significantly increases.

Winter Storms – Winter storms tend to affect the City as a whole in regards to transportation problems. When dealing with loss of utilities, only portions of the City seem to become affected. The City has averaged approximately one major winter storm each year for the last 10 years.

Complete loss of utilities can be expected and emergency and city service response delays can be expected.

Annex E Tornado Siren Memo

Siren Responsibility

The Leavenworth County Emergency Management Office manages warning sirens for all cities in the county. The County works in coordination with each city to ensure sirens are in proper working order, and are adequately covering all areas of the city.

Current Coverage

There are currently nine (9) warning sirens strategically located within the Leavenworth city limits. Each siren has a five-mile coverage area, and sound patterns are arranged to ensure that there is complete coverage, and there are multiple areas of overlap. The sirens are located at:

- | | |
|-------------------------------------|-------------------------------------|
| 1. 17th and Osage streets | 6. 10th Avenue and Halderman Street |
| 2. Fifth and Seneca streets | 7. 16th and Limit streets |
| 3. Grand Boulevard and Olive Street | 8. Leavenworth Plaza |
| 4. 20th and Spruce streets | 9. 10th street and Josela Court |
| 5. Fifth Avenue and Ohio Street | |

Siren Maintenance

The warning sirens currently in place in the City of Leavenworth are serviced and tested twice a year through a contract with an outside entity and the County. The County performed an upgrade on the entire system in 2004 at the cost of \$170,000 that improved the system's interfacing with digital and computer applications. There are plans to slightly modify two siren locations within the city limits in spring 2011.

TELEPHONE LIST

Miscellaneous	Telephone #	Fax #	Address	E-Mail
Fairmount Township Fire Department				
Jeff Theno, Chief	913/724-2476			
Chuck Magaha, Asst. Chief	913/724-2264			
Roger Brandt, Captain	913/724-1413			
Kenny Magaha, Inspector	913/724-3777			
Banks				
Community National	913-724-9901			
Citizens National Bank	913-724-2050			
First State Bank	913-724-2121			
Chamber/CVB/Historical/LAD				
Leavenworth Area Development	913-727-6111			
Leavenworth Chamber Commerce	913-724-9000			
Library				
Leavenworth Community Library	913-724-2828			
Computer Consultant				
Integrated Systems	816-878-6100			
Government (City/County/State)				
Better Business Bureau	816-421-7800			
Kansas Job Service	913-682-4152	913-682-1804		
Leavenworth School District #458	913-724-1279			
Leavenworth Middle School	913-724-2976			
Leavenworth High School	913-724-2266			
Leavenworth Elementary	913-724-1038			
Leavenworth County Clerk's Office	913-684-0420	913-684-0406		
Leavenworth County Commissioner	913-684-0417			
Leavenworth County Extension Office	913-250-2300			
Leavenworth County Recycling	913-727-2858			
Leavenworth County Sheriff	913-684-0748			
Dispatch (Fire Index)	913-758-4022			
Social Security Cards	800-772-1213			
KS Health & Environment (Vital Statistics)	785-296-0461			
LVCO Emergency Management	913-684-0455	913-684-0455		

Newspapers

Lansing Chronicle Times	913-682-1334
Leavenworth Sentinel	913-422-4048
Leavenworth Times	913-682-0305

Postal/Delivery Service

Leavenworth Postal Service	913-724-2248
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Utility Companies

Deffenbaugh Disposal	913-727-5000
Deffenbaugh Dispatch	913-962-9428
Atmos Energy (gas)	888-442-1313
Lan-Del Water	913-727-3350
Sunflower Cable	913-662-7099
Westar Energy	800-383-1183

OUTSIDE RESOURCES:

CONTACT PERSON:

PHONE #:

Leavenworth Public Works:	Ed Davis	913-682-0650
Lansing Public Works:	John Young	913-208-1905
Lansing WASTEWATER:	Tony Zell	913-727-2206
Leavenworth County:	Bill Green	913-684-0470
Leavenworth County:	Mel Sewell	913-727-1800
Tonganoxie Public Works:	Charles Rodgers	913-845-2620

Traffic Signal Repair Companies:

City Superintendent	Gene Myracle	913-208-3235
Total electric	Jim Leonard	913-441-0192

Outside Contact Companies:

KC Construction	David Breuer	913-724-1474
Adams Excavation	Butch Adams	913-724-1131
Shawn's Tree Service	Shawn Mock	913-724-4002
Miles Excavating	Steve Miles	913-724-1934
Westland Construction	Chuck Breuer	913-915-4365