Emergency Protocols for the Town of Clay City

Purpose: To ensure the safety, security, and well-being of all residents, visitors, and property in the Town of Clay City during emergencies. These protocols outline the roles, responsibilities, and actions to be taken in various emergency situations.

I. Emergency Contact Information

- **Emergency Services:** Dial 911 for Police, Fire, and Medical Emergencies.
- **Clay City Emergency Operations Center (EOC):** 812-939-2311
- **Town Hall:** 812-939-2345
- **Local Fire Department:** 812-939-8004
- **Local Police Department:** 812-939-2311
- **Local Hospital:** 812-442-2500
- **Utility Companies:**
    - Electricity: 800-521-2232
    - Water: 812-939-2345
    - Gas: 812-231-6436

II. Types of Emergencies and Responses

1. **Natural Disasters:**
    a. **Flooding:**
        i. Monitor weather alerts and flood warnings.
        ii. Establish sandbag distribution points.
        iii. Evacuate low-lying areas as necessary.
        iv. Open designated shelters for displaced residents.
    b. **Tornadoes:**
        i. Activate sirens and emergency alert systems.
        ii. Advise residents to take shelter in basements or interior rooms.
        iii. Conduct post-storm damage assessments.
    c. **Severe Weather (Snowstorms/Ice):**

     i. Pre-treat roads with salt and sand.
     ii. Close non-essential municipal offices if conditions worsen.
     iii. Coordinate with utility companies for power restoration.

2. **Fires:**
   a. Notify the local fire department immediately.
   b. Evacuate affected areas.
   c. Establish a perimeter and assist with firefighting efforts.
   d. Provide temporary housing for displaced residents.

3. **Hazardous Materials Incidents:**
   a. Identify and isolate the hazard.
   b. Evacuate or shelter-in-place based on expert recommendations.
   c. Notify state and federal environmental agencies.

4. **Public Health Emergencies:**
   a. Coordinate with the County Health Department.
   b. Disseminate information on health risks and precautions.
   c. Establish vaccination or treatment centers as needed.

5. **Terrorism or Active Shooter Situations:**
   a. Notify law enforcement immediately.
   b. Follow lockdown or evacuation procedures.
   c. Establish communication with state and federal authorities.

III. Emergency Operations Center (EOC)

- **Location:** Clay City Elementary School
      681 Lankford St.
      Clay City, IN. 47841
- **Activation:**
  o The EOC will be activated by the Clay City Town Council or designated official during major emergencies.
  o The EOC will coordinate response efforts, resource allocation, and communication.
- **Staffing:**
  o Emergency Manager
  o Representatives from Police, Fire, Public Works, and Health Departments
  o Communication Officers

IV. Communication Plan

- **Public Alerts:**

- o Use of sirens, social media, town website, and local radio/TV stations.
- o Automated phone and text messaging systems.
- **Media Coordination:**
  - o Designate a Public Information Officer (PIO) to handle media inquiries.
- **Resident Updates:**
  - o Regular updates through town hall meetings, press releases, and newsletters.

V. Emergency Supplies and Resources

- Maintain stockpiles of essential supplies:
  - o Food, water, blankets, and first aid kits.
  - o Portable generators and fuel.
  - o Communication equipment.
- Designate distribution centers for emergency supplies.

VI. Training and Drills

- Conduct annual emergency response drills for:
  - o Town employees.
  - o Local schools and businesses.
  - o General public awareness campaigns.
- Provide specialized training for first responders.

VII. Recovery and Restoration

- **Damage Assessment:**
  - o Conduct surveys to evaluate the extent of damage.
  - o Apply for state and federal assistance if needed.

- **Community Support:**
  - o Offer counseling and support services.
  - o Facilitate rebuilding and restoration efforts.

VIII. Review and Updates

- The Emergency Protocols document will be reviewed annually.
- Updates will be made to address new risks, technologies, and resources.
- Public input will be solicited during the review process.

Approved by: Clay City Town Council

Adopted by: _____   **Date :** _____

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