

Saddlebrooke, MO

Resolution NO 2020-2

## A RESOLUTION OF THE VILLAGE OF SADDLEBROOKE ESTABLISHING GUIDELINES AND PROCEDURES FOR DISASTER MITIGATION, PLANNING AND RECOVERY ACTIONS

WHEREAS the Village of Saddlebrooke Board of Trustees recognizes the need for Disaster mitigation, response, and recovery planning following guidelines are hereby adopted.

### **Procedures:**

#### **1. Appointment of a Village of Saddlebrooke Disaster Planning Director**

- a. A Director of Disaster Planning will be appointed for the Village of Saddlebrooke.
- b. The duties of this position will be to assist the BOT in formulating plans to minimize the impact of disasters on the Village of Saddlebrooke, manage the coordination of village and outside response during disasters, and assist with the aftermath of disasters that may affect the Village of Saddlebrooke.

#### **2. Appointment of a Village of Saddlebrooke Liaison to the Christian County Emergency Management Agency (CCEMA).**

- a. The Board of Trustees (BOT) of the Village of Saddlebrooke will designate a member of the BOT to serve as a liaison person to the CCEMA.
- b. The duties of this liaison person will be to:
  - i. Attend quarterly meetings held by the CCEMA and report back to the BOT regarding these meetings.
  - ii. In case of an actual disaster, the Liaison person will be responsible for communications with the CCEMA and other agencies, as necessary.
  - iii. The Liaison will be encouraged to become Community Emergency Response Team (CERT) Certified.
  - iv. Other duties may be assigned from time to time to this Liaison by the BOT.

#### **3. Appointment of a Village Floodplain Administrator.**

- a. The BOT will appoint a Village of Saddlebrooke Floodplain Administrator.
- b. The duties of the Floodplain Administrator will be to insure that the Village of Saddlebrooke remains in compliance with all local, state, and federal laws and regulations pertaining to the Village Floodplains.

- i. Will issue village permits required for work in the village floodplain and will coordinate with outside regulatory agencies to obtain any additional permits required for work in the village floodplain area.
  - ii. Will provide guidance and assistance to individuals and organizations desiring to do work in the Village Floodplains in their obtaining all necessary permits.
- 4. The Village will maintain a list of Hazard Mitigation Action Items, as required by FEMA, which will be reviewed and updated on a bi annual basis.**
- 5. In the event of a disaster, the Village of Saddlebrook’s BOT members will implement any, or all, of the following procedures as appropriate to the situation.**
  - a. Call 911 to report the disaster, identifying themselves as a member of the Board of Trustees.
  - b. Check in by phone with the Chairperson of the BOT and assess him/her of their personal situation. Assemble at the Village office and determine what action they can take as trustees to assist first responders and to assist in any recovery efforts necessary.
  - c. The Trustees that can make it to the Village office are to select one member to establish communications with, and serve as liaison to the CCMEA (preferably the previously designated liaison person), one member to gather any volunteers who may show up to help and coordinate their activities with first responders, a spokesman to deal with the media.
- 6. Potential disasters to the Village include, but are not limited to:**

Flooding	Earth Slides
Tornados, high winds	Chemical and fuel spills
Vicious animals on the loose	Active shooter(s)
Lost or missing person(s)	Forest Fires
Earthquake	

ADOPTED by a vote of 5 in favor and 0 against, and 0 abstaining, this 6<sup>th</sup> day of March 2020.

A handwritten signature in cursive script that reads "Paul Dountas".

Paul Dountas  
Chairman, Board of Trustees

ATTEST:

A handwritten signature in cursive script that reads "Donna Dountas".

Donna Dountas  
Village Clerk