

2018 Bell Buckle Emergency Management Plan

Letter of Promulgation

The following plan for reaction to a hazardous materials emergency in Bell Buckle is the product of the work by officials from the Town of Bell Buckle, Bedford County Emergency Management Agency, and Tennessee Emergency Management Agency.

This plan also has been considered and approved as the official plan of the Town by the Board of Mayor and Aldermen on May 8, 2018

The purpose of the plan is to safeguard lives in the event of a chemical hazard from a railroad derailment or truck accident.

After due consideration of materials provided by the Federal Emergency Management Agency and the Tennessee Emergency Management Agency, it is the decision of the Mayor and Board that this plan offers the best assurance that Bell Buckle will be able to minimize losses in the event of a chemical hazard.

The plan includes as a central component evacuation of all Town residents in the event that designated emergency personnel, using established evaluation criteria, determine that there is a threat which warrants such action.

There is a basic assumption involved in this plan required by the fact that many homes are close to the railroad line and that state highways intersecting Bell Buckle are used frequently by trucking firms that sometimes carry hazardous materials. That basic assumption is that in the event of an accident or derailment, a swift evaluation using established criteria designed to err on the side of safety is the prudent course of action; and that evacuation is preferable to inaction that may jeopardize the lives of hundreds of people. The plan criteria call for an evacuation order by authorities whenever a threat to lives from hazardous materials may reasonably be thought to exist.

The inconvenience and possible risks associated with evacuation will be justified by the lives possibly saved by immediate action if we experience a major dangerous hazardous materials incident.

Promulgated as the official plan for reaction to a hazardous materials emergency by the Board of Mayor and Aldermen this 8 day of May 2018 at Bell Buckle, Tennessee.

Jenny W. Hunt, Mayor

SUMMARY OF THE BELL BUCKLE EMERGENCY MANAGEMENT PLAN

1. In the event of a hazardous materials accident in the Bell Buckle area, designated personnel, following the stated chain of command, will use a checklist and the Emergency Response Guidebook to decide whether or not to order an evacuation of the Town.
2. If the decision is made to evacuate, the Bedford County Communications Center (911) will be notified. The Bedford County Communications/E911 will alert CodeRED users to evacuate. Those living in the Bell Buckle area will be sent CodeRED sign up information for both landlines and cell phones.
 - A. The Town of Bell Buckle will announce the evacuation on a Bell Buckle Facebook page set up for the sole purpose of emergency announcements. This page will also display evacuation routes.
 - B. The Town of Bell Buckle will announce the evacuation on a Bell Buckle Twitter account set up for the sole purpose of emergency announcements.
3. An emergency shelter will be open at Fairhaven Baptist Church in Shelbyville.
 - A. Traffic barriers will be set up on the roads into town and the accident scene will be sealed off by emergency personnel Bedford County EMA will work with the Town of Bell Buckle to secure grant funding for the purchase of barricades.
4. During an evacuation period and until “All Clear” is announced, official news bulletins will be broadcast over radio station WLIJ 1580 AM.
 - a. Updates will be announced on the Town of Bell Buckle Facebook page
 - b. Updates will be announced on the Town of Bell Buckle Twitter feed.
5. When the emergency is over, the “All Clear” will be announced over WLIJ 1580 AM.
 - a. CodeRed will also send out the “All Clear”
 - b. The “All Clear” will be announced on the Town of Bell Buckle Facebook page
 - c. The “All Clear” will be announced on the Town of Bell Buckle Twitter feed.
6. The person in command shall designate a Public Information Officer for the Town of Bell Buckle. This person will contact the radio station and the Town of Bell Buckle webmaster at least hourly with current, accurate information and to answer all questions from accredited news media representatives.

7. The Bell Buckle Town Clerk will send out annually updated information to area residents regarding emergency evacuation procedures and will make an annual report (See pg. 4) to the Board of Mayor and Aldermen.
8. All Persons Authorized to Order an Evacuation under this Plan (See P. 4) shall be promptly trained in its proper use upon becoming so authorized.

PERSONS AUTHORIZED TO ORDER AN EVACUATION UNDER THIS PLAN

1. Mayor
2. Vice Mayor
3. Town Clerk
4. Members of the Bell Buckle Volunteer Fire Department
5. Members of the Bell Buckle Police Department
6. Bedford County Emergency Management Director

MAYOR MUST BE LISTED FIRST BY STATE LAW FOR A MUNICIPALITY

**SCOTT TO SEND INFORMATION ON DELEGATION OF AUTHORITY TO DECLARE
A STATE OF EMERGENCY**

Pages 5 and 6 are the Evacuation information regarding (1) Train and (2) Highway Vehicle evacuations

CHAIN OF COMMAND

In the event of a potential evacuation of the Town of Bell Buckle under this Plan, the following chain of command shall be observed. Whenever a person listed higher on the chain of command arrives at the scene of the incident, that person shall be briefed by the person then in command and shall then assume command.

1. Bell Buckle Fire Department Incident Commander
2. Bell Buckle Police Department
3. Mayor
4. Vice Mayor
5. Town Clerk

SCOTT AND BRETT TO EXPLORE HAVING A POLICY BETWEEN BELL BUCKLE AND BEDFORD COUNTY FIRE DEPARTMENT FOR THIS PURPOSE

ELEMENTS OF TOWN CLERK'S ANNUAL REPORT

1. Do all persons authorized to order evacuation have copies of Emergency Management Plan?
2. Has annual mailing of basic letter, functional needs letter, Bell Buckle neighbors letter, and Quick Reference List for Evacuation with map on rear been sent out to all residences in designated area on Mailing Map (See Appendix)?
3. Have all persons authorized to order an evacuation received training in the proper use of the Plan?
4. Have all "Functional Needs" respondents been contacted this year and assisted with evacuation contingency plans? Coordinator John Anderson should have copies of all those who have returned form to TOBB.
5. Has Bedford County Emergency Management Agency director been contacted this year to determine that all elements of the Plan are current?
6. Have officials with the Fairhaven Baptist Church in Shelbyville been contacted to determine that the conditions set forth in the contract between the Town of Bell Buckle and Fairhaven Baptist Church for use of the Church as an evacuation center remain current?
7. Has an official, written report been made to the Board of Mayor and Aldermen certifying that all items on this list have been accomplished prior to the May Board meeting of each year?
8. **ANNUALLY, PUT ALL INFORMATION IN WITH ANNUAL WATER QUALITY REPORT. WATER CUSTOMERS OUTSIDE CITY LIMITS GET NEIGHBOR LETTER. INCLUDE FUNCTIONAL NEEDS FORM WITH ALL NOTICES.**

APPENDIX

Following letter to be sent annually to keep records updated and include changes in residency.

TOWN LETTERHEAD

Dear Resident,

This letter is to inform you of the Town of Bell Buckle Emergency Management Plan in regards to evacuation plans and notifications. Please be aware that hazardous materials pass through Bell Buckle on a daily basis. Some of these chemicals are similar to chemical warfare agents and can be deadly for a distance of several miles when released into the air. Information is included with this letter on CodeRED which is used by the Bedford County Communications Center (911), and everyone is encouraged to sign up for this service as CodeRED sends critical communications on evacuation notices more efficiently than other current forms of communications.

Because of the potential for an accident involving these hazardous materials, such as a train derailment or truck wreck, the town has established the following plan for your safety in the event of such an accident:

1. The Bedford County Communications Center (911) will be notified. The Bedford County Communications/E911 will alert CodeRED users to evacuate. Those living in the Bell Buckle area will be sent CodeRED sign up information for both landlines and cell phones. Information on signing up for CodeRED is included with this letter.
 - a. The Town of Bell Buckle will announce the evacuation on the Town of Bell Buckle Facebook page set up for the sole purpose of emergency announcements. This page will also display evacuation routes.
 - b. The Town of Bell Buckle will announce the evacuation on the Bell Buckle Twitter account set up for the sole purpose of emergency announcements.
2. **DO NOT GO TO THE RAILROAD TRACKS OR ACCIDENT LOCATION TO LOOK. INVISIBLE GASES COULD KILL YOU OR YOU MIGHT BE ARRESTED.** Once you receive the evacuation notification, you should leave town immediately, but **CAREFULLY AND SAFELY**, traveling away from the accident along your best evacuation route. (See enclosed map. Evacuation route will also be displayed on the Town of Bell Buckle Facebook page)

3. An emergency shelter is tentatively set to be at the Fairhaven Baptist Church on Highway 231 in Shelbyville. Go there if you do not have family or friends with whom you can stay out of the Bell Buckle area.
4. Persons needing special help to leave town (elderly, handicapped, etc) should see the attached information.
5. During an evacuation period and until “All Clear” is announced, official news bulletins will be broadcast over radio station WLIJ 1580 AM.
 - a. Updates will be announced on the Town of Bell Buckle Facebook page
 - b. Updates will be announced on the Town of Bell Buckle Twitter feed.
6. When the emergency is over, the “All Clear” will be announced over WLIJ 1580 AM.
 - a. CodeRED will send out an “All Clear”.
 - b. The “All Clear” will be announced on the Town of Bell Buckle Facebook page
 - c. The “All Clear” will be announced on the Town of Bell Buckle Twitter feed.
7. **DO NOT RETURN** to the Bell Buckle area until you hear an “all clear” announcement over the radio station or from authorized emergency personnel at the evacuation shelter.

This simple plan should work well for our safety if all town residents follow it. A meeting to share information and answer questions will be held on Monday, July 30, 2018, at 6 p.m. at the Bell Buckle Volunteer Fire Department on Main Street to provide more information to those who are interested. Please call Town Hall if you have any questions.

Best regards,

Jenny W. Hunt, Mayor
Town of Bell Buckle

TOWN LETTERHEAD

Mr. Scott Johnson
Director of Bedford County Emergency Management Agency
1304 Railroad Avenue
Shelbyville, TN 37160

Dear Mr. Johnson,

The purpose of this letter is to advise you of the tasks remaining for your office before the Bell Buckle evacuation plan can be completed. The Town of Bell Buckle is working to have the plan in place and ready to present to the Board of Mayor and Aldermen at the May 8, 2018 town meeting.

1. Contact Mr. Rusty Reed, General Manager of radio station WLIJ 1580 AM. Request that Mr. Reed agree that his stations will serve as official information sources for the community in the event of an evacuation. Final plans need to be made setting out who will contact the stations at any hour of the day or night and authenticate that the contact is official. The local telephone number for Mr. Reed's office is _____.
2. Contact the office of the City of Shelbyville/Shelbyville Recreation Center to finalize plans to use the Shelbyville Recreation Center as an evacuation center.
3. In the future, apply for grant funding to secure barricades that will be used for Bedford County municipalities in cases of emergency.
4. Send information to Mayor Hunt on delegation of authority to declare a state of emergency.
5. Work with TEMA officials in developing a policy between Bell Buckle and Bedford County Fire Department for the purpose of chain of command authority.
6. Author a letter in conjunction with the Town of Bell Buckle to county residents that are identified as needing to be notified of the Emergency Management Plan in regard to an evacuation.

7. Coordinate a date and time with Bell Buckle officials to conduct an emergency management exercise.

After the Plan is adopted by the Town, we will make sure that a copy is sent to your office to keep on file.

On behalf of the Town of Bell Buckle, I would like to thank you for your time and guidance in helping Bell Buckle with updating this very important document.

Best regards,

Jenny W. Hunt, Mayor
Town of Bell Buckle

Town LETTERHEAD

Mr. John Anderson

Bell Buckle, TN 37020

Dear Mr. Anderson,

Thank you for agreeing to coordinate personal evacuation arrangements for persons in Bell Buckle with functional needs in the event of an emergency. This may include working with neighbors, friends, or family of the special needs person.

Following adoption of the Bell Buckle Emergency Management Plan by the Board of Mayor and Aldermen scheduled for May 8, 2018, you will be contacted by the Town with the list of persons desiring assistance. We anticipate this occurring approximately six to eight weeks after Water Quality reports are sent out that will include the Emergency Management Plan information including a form for those with Functional Needs.

As the forms are returned, you are to contact those individuals to confirm that they have an evacuation plan and/or to assist in formation of such plan if necessary. We encourage you to reach out to local Bell Buckle church officials to assist you in this endeavor. Once that has been completed, please make a brief written report to the Town Clerk so that she can enter this task as completed on the master copy of the Plan at Town Hall.

We appreciate your willingness to undertake this important task for the safety and well being of your neighbors.

Best regards,

Jenny W. Hunt, Mayor
Town of Bell Buckle

TOWN LETTERHEAD

Dear Bell Buckle Neighbor,

The attached information is being provided to residents of the town and, as someone who lives close to the town, we thought you, too, would find it of interest.

Please read the material and attend the meeting planned July 30, 2018 at 6 p.m. at the Bell Buckle Volunteer Fire Department. If you still have questions, please do not hesitate to contact Town Hall for additional information.

DISCUSSED HAVING THIS LETTER COME FROM SCOTT AS IT INVOLVES COUNTY RESIDENTS.

LETTERHEAD

Mr. Ray Broadhead
Headmaster
The Webb School
Bell Buckle, TN 37020

Dear Mr. Broadhead,

The Town of Bell Buckle has updated its Emergency Management Plan in regard to evacuation protocol notifications and information. If an evacuation is ordered, Webb School should have a plan in place in conjunction with the protocol set forth by the Town of Bell Buckle's Emergency Management Plan so as to move those in your charge away from the zone of danger and to the evacuation shelter quickly enough to ensure their safety but in a manner that does not create additional risk. Information is included with this letter on CodeRED which is used by the Bedford County Communications Center (911), and everyone is encouraged to sign up for this service as CodeRED sends critical communications on evacuation notices more efficiently than other current forms of communications.

Because of the potential for an accident involving these hazardous materials, such as a train derailment or truck wreck, the town has established the following plan for safety in the event of such an accident:

1. The Bedford County Communications Center (911) will be notified. The Bedford County Communications/E911 will alert CodeRED users to evacuate. Those living in the Bell Buckle area will be sent CodeRED sign up information for both landlines and cell phones. Information on signing up for CodeRED is included with this letter.
 - a. The Town of Bell Buckle will announce the evacuation on the Town of Bell Buckle Facebook page set up for the sole purpose of emergency announcements. This page will also display evacuation routes.
 - b. The Town of Bell Buckle will announce the evacuation on the Bell Buckle Twitter account set up for the sole purpose of emergency announcements.
2. Once you receive the evacuation notification, you should leave town immediately, traveling away from the accident along your best evacuation route. (See enclosed map. Evacuation route will also be displayed on the Town of Bell Buckle Facebook page)
3. An emergency shelter will be open at Fairhaven Baptist Church in Shelbyville. Go there if you do not have family or friends with whom you can stay out of the Bell Buckle area.

4. Persons needing special help to leave town (elderly, handicapped, etc) should see the attached information.
5. During an evacuation period and until “All Clear” is announced, official news bulletins will be broadcast over radio station WLJ 1580 AM.
 - d. Updates will be announced on the Town of Bell Buckle Facebook page
 - e. Updates will be announced on the Town of Bell Buckle Twitter feed.
6. When the emergency is over, the “All Clear” will be announced over WLJ 1580 AM.
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 - b. The “All Clear” will be announced on the Town of Bell Buckle Facebook page
 - c. The “All Clear” will be announced on the Town of Bell Buckle Twitter feed.
7. **DO NOT RETURN** to the Bell Buckle area until you hear an “all clear” announcement over the radio station or from authorized emergency personnel at the evacuation shelter.

This simple plan should work well for our safety if all town residents follow it. A meeting to share information and answer questions will be held on July 30, 2018, at 6 p.m. at the Bell Buckle Volunteer Fire Department on Main Street to provide more information to those who are interested. Please call Town Hall if you have any questions.

If you experience any problems in planning, please do not hesitate to contact town Hall for assistance.

Best regards,

Jenny W. Hunt, Mayor
Town of Bell Buckle

ADDITIONAL EVACUATION INFORMATION FOR PERSONS WITH FUNCTIONAL NEEDS

(formerly known as "special needs")

Certain people may need special help in the event of an evacuation. Such persons may include the elderly, hearing or sight impaired, handicapped, bed-ridden, etc. If you or a member of your household would have special problems evacuating, please do these things:

1. Make plans IN ADVANCE with members of your household and/or neighbors to safely evacuate persons with functional needs.
2. Fill out the attached information form and return it as soon as possible to the Bell Buckle town Hall. Someone from the Town will contact you to confirm that you have an evacuation plan for functional needs persons and to assist in formation of such plan if necessary.
3. If you have questions or need help planning, call the Bell Buckle Town Hall at 389-9513.

NAME _____

STREET ADDRESS _____

PHONE NUMBER _____

NAME OF FUNCTIONAL NEEDS PERSON _____

FUNCTIONAL NEED _____

BEST TO CALL ME ON PHONE _____

LETTERHEAD

Mr. Randy Taylor
c/o Fairhaven Baptist Church
2726 Highway 231
Shelbyville, TN 37160

Dear Mr. Taylor

The Town of Bell Buckle is developing an emergency evacuation plan. Should hazardous materials spill or other disaster require the evacuation of our community, we would like to be able to direct the citizens to the Shelbyville Recreation Center for emergency relief.

Mr. Scott Johnson, Bedford County Emergency Management Agency director, will contact you soon seeking an appointment to discuss this request and the details thereof. We appreciate your consideration of this matter and hope that you can be of help.

Best regards,

Jenny W. Hunt, Mayor
Town of Bell Buckle

Cc: Scott Johnson

QUICK REFERENCE LIST FOR EVACUATION

1. IF A CODERED IS RECEIVED, EVACUATE
2. STAY AWAY FROM ACCIDENT FOR SAFETY. FOLLOW BEST EVACUATION ROUTE – SEE MAP ON BACK
3. EMERGENCY SHELTER WILL BE AVAILABLE AT SHELBYVILLE RECREATION CENTER IN SHELBYVILLE.
4. BE SURE ALL HOUSEHOLD MEMBERS ARE ACCOUNTED FOR. DOES SOMEONE NEED SPECIAL HELP?
5. LISTEN TO WLIJ 1580 AM, THE TOWN OF BELL BUCKLE FACEBOOKPAGE OR TOWN OF BELL BUCKLE TWITTER FEED FOR NEWS AND ALL CLEAR SIGNAL.
6. EVACUATE WITH CARE. DO NOT SPEED OR DRIVE RECKLESSLY

MAP ON BACK

LETTERHEAD

Mr. Rusty Reed
General Manager
WLIJ 1580 AM Radio
236 Woodland Drive
Shelbyville, TN 37160

Dear Mr. Reed,

Thank you for your interest in arranging to have your radio station serve as sources of official information in the event of an emergency evacuation in Bell Buckle.

Preliminary plans call for your stations to be notified by the Bedford County Emergency Dispatcher in the event of such a situation.

In order that all details of this arrangement are worked out in advance, Mr. Scott Johnson, the Director of the Bedford County Emergency Management Agency will contact you in the near future to discuss the matter.

Again, thank you for providing this service to the community.

Best regards,

Jenny W. Hunt, Mayor
Town of Bell Buckle

Cc: Mr. Scott Johnson

Map

A13