



The City of Green Park

City Hall

Emergency Recovery

Plan

APRIL 2013
CITY OF GREEN PARK, MISSOURI

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INTRODUCTION:

This Emergency Recovery Plan defines the procedures and policies that will be followed should City Hall facilities become damaged (e.g. fire, storm damage, etc.) in a manner that prevents normal day-to-day operations. This Emergency Recovery Plan will be updated on an annual basis to reflect the latest information available.

SAFETY & LOSS PREVENTION:

The following procedures and policies are in place to prevent injury and reduce/prevent the loss of City records and assets.

- Office, meeting room, and storage areas are to be kept free of obstructions and fire hazards.
- A “Clean Desk Policy” is in place. Records are removed from desktops to files at the end of the day to reduce losses due to fire and other natural disasters.
- Electronic equipment is plugged into surge protector outlets to prevent overloading of electrical equipment due to power surges.
- Electronic documents are regularly backed up and stored in a fire proof cabinet.
- Critical records are stored in fire resistant file cabinets.
- Should a power outage occur, emergency backup lights are in place to provide lighting for the safe exiting from the building.

RECOVERY PLAN:

The Mayor shall be responsible for activating the Emergency Recovery Plan. If the Mayor is not available and/or cannot be reached, the President of the Board of Aldermen shall be responsible for activating the Emergency Recovery Plan.

GENERAL REQUIREMENTS:

- All Board members shall be notified as soon as practicable and shall be kept up to date as required.
- The St. Louis County Police Department shall be notified as soon as practicable and supplied with the temporary City Hall phone number and other point of contact as deemed necessary.
- The City Attorney and City Engineer shall be notified as soon as practicable and supplied with the temporary City Hall phone number and other point of contact as deemed necessary.
- Once appropriate officials deem City Hall to be safe, the Mayor will define what actions are to be taken to secure City records and assets.
- City Hall operations shall be established at the alternate site location as defined herein if so directed by the Mayor.
- All contractors shall be notified and supplied with the temporary City Hall phone number and other point of contact as deemed necessary.

- City Hall records and assets shall be recovered and moved to the alternate site if deemed necessary.

NORMAL BUSINESS HOURS:

If an incident occurs during normal business hours which, requires City Hall to be evacuated, the following procedures shall be followed as applicable.

- All personnel and visitors shall exit the facility. City personnel and officials shall assemble a safe distance from the facility as directed by the emergency personnel.
- The Mayor shall be notified of the situation.
- The Mayor shall provide specific direction as to what actions within this plan shall be executed.

AFTER NORMAL BUSINESS HOURS:

If an incident occurs after normal business hours, the following procedures shall be followed as applicable.

- Any City Employee or Official that becomes aware of, or is notified that City Hall has become damaged, shall contact the Mayor immediately.
- The Mayor shall determine what actions need to be taken and shall contact the required personnel and/or appropriate individuals to address the situation.

ALTERNATE SITE LOCATION:

If City Hall is damaged in such a way that operations can not be re-established until repairs are made, City Hall operations shall be relocated to a Primary Alternate Site as defined herein. If the Primary Site is also damaged in such a way that City Hall operations cannot be re-established at that location, then the Secondary Alternate Site should be used.

ALTERNATE SITE – SET UP:

If City Hall operations are established at an alternate site as defined herein, the following steps and actions shall be executed as applicable and/or as directed by the Mayor:

- A Press Release shall be issued as soon as possible to the media:
 - The Press Release should provide as much information as possible. Additional press releases will be issued periodically to keep the public informed. These press releases will also be posted throughout the City on the Public Hearing Notice Boards.
 - Initial Press Release to read:
 - Due to unfortunate circumstances as of (fill in the date) Green Park City Hall will be temporarily closed. It will reopen on (fill in the date) and will be temporarily located at (fill in the location). The City will provide additional information as soon as it becomes available.

○ Local Newspaper & TV Information:

Suburban Journals
Contact: Mary Sheedy
Phone: 314-821-1444
Fax: 314-821-1340

The Call
Contact: Lindsey Horvath
Phone: 314-843-0102
Fax: 314-843-0508

KTVI-TV / FOX 2 NOW
Channel 2
Phone: 314-213-7831 or 213-2222
Fax: 314-
Email: KTVInews@FoxTV.com

KSDK-TV
Channel 5
Phone: 314-444-5125
Fax: 314-444-5164
Email: newstips@KSDK.com

St. Louis Post Dispatch
Contact: Tanya Lemons
Phone: 314-340-8000
Fax: 314-340-8665
Direct: 314-340-8549
The Times
Contact: Kent
Phone: 314-968-2699
Fax: 314-968-2961

KMOV-TV
Channel 4
Phone: 314-444-6333
Fax: 314-621-4775
Email: news@kmov.com

- The necessary resources shall be purchased as required.
- Temporary signage shall be located at the City Hall location to direct residents to the alternate site.

ALTERNATE SITE LOCATIONS:

PRIMARY SITE	
Facility Name: Tesson Ferry Library	
Street Address: 9920 Lin Ferry Drive	
City/State/Zip: Green Park, MO 63123	
Contact Person: Ed Clark, Facilities Manager Email: eclark@slcl.org Alternate Contact: Robin	Phone No: 314-994-3300 24 Hour No: Fax No: Other No.: 314-843-7865

SECONDARY SITE	
Facility Name: Green Park Senior Living Center	
Street Address: 9300 Green Park Road	
City/State/Zip: Green Park, MO 63123	
Contact Person: Denise Marsh Alternate Contact:	Phone No: 314-845-0900 24 Hour No: Fax No: 314-845-0901 Other No.: 314-960-7652

ELECTED OFFICIALS & CITY STAFF – CALL LIST:

Name: Bob Reinagel
Title: Mayor
Address: 10957 Suanis Court
City/State/Zip: Green Park, MO 63123
Office Phone: 314-894-7336
Home Phone:
Pager:
Cellular: 314-578-5410
E-mail: breinagel@cityofgreenpark.com
Alternate number:
Date & Time Contacted:
Comments:

Name: Zella Pope
Title: City Administrator/City Clerk
Address: 3871 Primo
City/State/Zip: Festus, MO 63028
Office Phone: 314-894-7336
Home Phone:
Pager:
Cellular: 314-393-3392
E-mail: zpope@cityofgreenpark.com
Alternate number:
Date & Time Contacted:
Comments:

Name: Fred Baras
Title: President of the Board
Address: 11069 Kohrs Lane
City/State/Zip: Green Park, MO 63123
Office Phone:
Home Phone: 314-894-7080
Pager:
Cellular:
E-mail: fbaras@cityofgreenpark.com
Alternate number:
Date & Time Contacted:
Comments:

Name: Anthony Pousosa
Title: Alderman Ward I
Address: 9700 Antigo Drive
City/State/Zip: Green Park, MO 63123
Office Phone:
Home Phone: 314-517-1482
Pager:
Cellular: 314-517-1482
E-mail: apousosa@cityofgreenpark.com
Alternate number:
Date & Time Contacted:
Comments:

Name: Carol Hamilton
Title: Alderman Ward I
Address: 9924 Slevin Lane
City/State/Zip: Green Park, MO 63123
Office Phone: 314-756-9100
Home Phone: 314-974-3007
Pager:
Cellular: 314-974-3007
E-mail: chamilton@cityofgreenpark.com
Alternate number:
Date & Time Contacted:
Comments:

Name: Tim Thuston
Title: Alderman Ward 2
Address: 9400 Green Park Road
City/State/Zip: Green Park, MO 63123
Office Phone:
Home Phone: 314-494-5152
Pager:
Cellular: 314-494-5152
E-mail: tthuston@cityofgreenpark.com
Alternate number:
Date & Time Contacted:
Comments:

ELECTED OFFICIALS & CITY STAFF – CALL LIST: (CONTINUED)

Name: Jackie Wilson
Title: Alderman Ward 2
Address: 9619 Guehring Drive
City/State/Zip: Green Park, MO 63123
Office Phone:
Home Phone: 314-487-2348
Pager:
Cellular:
E-mail: jwilson@cityofgreenpark.com
Alternate number:
Date & Time Contacted:
Comments:

Name: Joe Monteleone
Title: Alderman Ward 3
Address: 9423 Southtowne Farms Drive
City/State/Zip: Green Park, MO 63123
Office Phone:
Home Phone: 314-845-0516
Pager:
Cellular: 314-420-6634
E-mail: jmonteleone@cityofgreenpark.com
Alternate number:
Date & Time Contacted:
Comments:

Name: Diane DeLonjay
Title: Deputy City Clerk
Address: 304 East Pottle Avenue
City/State/Zip: St. Louis, MO 63129
Office Phone: 314-894-7336
Home Phone:
Pager:
Cellular: 314-308-7361
E-mail: ddelonjay@cityofgreenpark.com
Alternate number:
Date & Time Contacted:
Comments:

Name: Paul Rost
Title: City Attorney
Address: 333 S. Kirkwood Rd., Ste. 300
City/State/Zip: St. Louis, MO 63122
Office Phone: 314-446-0800
Home Phone:
Pager:
Cellular: 314-629-7678
E-mail: paul@municipalfirm.com
Alternate number: 314-717-1507
Date & Time Contacted:
Comments:

CONTRACTORS LIST:

Product/Service: Police Services	
Vendor Name: St. Louis County Police Department	
Street Address: 9928 Gravois	
City/State/Zip: Affton, MO 63123	
Contact Person: Captain Mike Dierkes	Phone No.: 314-615-4266
Alternate Contact: Officer Matt Kappler	24 Hour No.: 314-615-4266
	FAX No.: 314-631-2042
	Other No.: 911
Comments:	

Product/Service: Fire/Paramedic Services	
Vendor Name: Mehlville Fire District	
Street Address: 11020 Mueller Road	
City/State/Zip: Green Park, MO 63123	
Contact Person: Chief Brian Hendricks	Phone No.: 314-894-0420
Alternate Contact: Assistant Chief Dan LaFata	24 Hour No.:
	FAX No.: 314-894-2757
	Other No.: 911
Comments:	

Product/Service: Snow, Ice, and Tree Removal	
Vendor Name: J & J Lawn and Landscaping Inc.	
Street Address: 10951 Lin Valle	
City/State/Zip: Green Park, MO 63123	
Contact Person: Jason Neuman, President	Phone No.: 314-638-7383
Alternate Contact:	24 Hour No.: 314-638-7383
	FAX No.: 314-638-7477
	Other No.: 314-393-7576 (Cell)
Comments:	

Product/Service: Concrete Street Repair	
Vendor Name: R.V. Wagner	
Street Address: 4712 Green Park Road	
City/State/Zip: Green Park, MO 63123	
Contact Person: Dan Dreckman	Phone No.: 314-892-1600
Alternate Contact:	24 Hour No.: 314-574-7422
	FAX No.: 314-892-9496
	Other No.:
Comments:	

CONTRACTORS LIST: (CONTINUED)

Product/Service: Asphaltic Repair	
Vendor Name: Ford Asphalt	
Street Address: 13164 Taussig Ave	
City/State/Zip: Bridgeton, MO 63044	
Contact Person:	Phone No.: 314-291-2600
	24 Hour No.: 314-280-0849
	FAX No.: 314-291-5622
Alternate Contact:	Other No.:
Comments:	

Product/Service: Traffic Light Repairs	
Vendor Name: Sachs Electric	
Street Address: 1572 Larkin Williams Dr.	
City/State/Zip: St. Louis, MO 63127	
Contact Person: Courtney Cooper	Phone No.: 314-743-1246
	24 Hour No.: 314-721-2200
	FAX No.: 636-680-0050
Alternate Contact:	Other No.:
Comments:	

Product/Service: Computer Repairs or Replacement	
Vendor Name: Affordable Computers	
Street Address: 2739 Mountain Top Drive	
City/State/Zip: St. Louis, MO 63129	
Contact Person:	Phone No.: 314-846-0659
Mark Swink	24 Hour No.:
Alternate Contact:	FAX No.: 293-0732
	Other No.:
Comments:	

Product/Service: Copier Repair or Replacement	
Vendor Name: Americom Imaging	
Street Address: 100 Green Park Industrial Ct.	
City/State/Zip: Green Park, MO 63123	
Contact Person: Dave Dillenberger	Phone No.: 314-894-1154
	24 Hour No.:
Alternate Contact:	FAX No.: 314-894-2098
	Other No.:
Comments:	

CONTRACTORS LIST: (CONTINUED)

Product/Service: Insurance	
Vendor Name: Clayton Hanley Insurance	
Street Address: 9545 Yuma Drive	
City/State/Zip: Green Park, MO 63123	
Contact Person: Jim Allen	Phone No.: 314-487-2921
Alternate Contact:	24 Hour No.:
	FAX No.:
	Other No.:
Comments:	

Product/Service: Park Maintenance	
Vendor Name: Clydesdale Park	
Street Address: 9801 Green Park Road	
City/State/Zip: Green Park, MO 63123	
Contact Person: Terry	Phone No.: 842-1990
Alternate Contact:	24 Hour No.:
	FAX No.:
	Other No.:
Comments:	

Product/Service: Engineering	
Vendor Name: Sterling Engineering	
Street Address: 5055 New Baumgartner Road	
City/State/Zip: St. Louis, MO 63129	
Contact Person: Derrick Madej	Phone No.: 314-487-0440
Alternate Contact:	24 Hour No.:
	FAX No.: 314-487-8944
	Other No.: 314-446-5791 (cell)
Comments:	

Product/Service: Accounting & Payroll Services	
Vendor Name: Hochschild Bloom & Co.	
Street Address: 16100 Chesterfield Parkway West #125	
City/State/Zip: Chesterfield, MO 63017	
Contact Person: Mike Williams	Phone No.: 636-532-9525
Alternate Contact: Lee Snyder	24 Hour No.:
	FAX No.: 636-532-9055
	Other No.:
Comments:	

CONTRACTORS LIST: (CONTINUED)

Product/Service: Water Company	
Vendor Name: Missouri American Water Company	
Street Address:	
City/State/Zip:	
Contact Person: Dan Stewart	Phone No.: 314-991-3404
Alternate Contact:	24 Hour No.:
	FAX No.:
	Other No.:1-866-430-0820
Comments:	

Product/Service: Electric Company	
Vendor Name: Missouri Ameren	
Street Address: P.O. Box 66529	
City/State/Zip: St.. Louis, MO 63166	
Contact Person:	Phone No.: 314-342-1111
Alternate Contact:	24 Hour No.: 314-342-1111
	FAX No.:
	Other No.: 314-342-1000
Comments:	

Product/Service: Phone Company	
Vendor Name: AT&T	
Street Address:	
City/State/Zip:	
Contact Person:	Phone No.: 1-800-286-8313 Repairs
Alternate Contact:	24 Hour No.:
	FAX No.:
	Other No.: 1-800-499-7928
Comments:	

Product/Service: Gas Company	
Vendor Name: Laclede Gas Company	
Street Address: Drawer 2	
City/State/Zip: St. Louis, MO 63171	
Contact Person:	Phone No.: 314-621-6960
Alternate Contact:	24 Hour No.:
	FAX No.:
	Other No.: 314-342-0800
Comments:	