

# **EMERGENCY OPERATIONS PLAN**

**Beaverhead County,  
Montana**

# APPROVAL & IMPLEMENTATION

## EMERGENCY MANAGEMENT PLAN

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

\_\_\_\_\_  
Beaverhead County Commission, Chairman      Date

\_\_\_\_\_  
City of Dillon, Mayor      Date

\_\_\_\_\_  
Dillon Council, Chairman      Date

\_\_\_\_\_  
City of Lima, Mayor      Date

\_\_\_\_\_  
Lima Council, Chairman      Date

\_\_\_\_\_  
Beaverhead County Attorney      Date

# RECORD OF CHANGES

## EMERGENCY MANAGEMENT PLAN

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# EMERGENCY MANAGEMENT PLAN

## I. PRIMARY AGENCIES

Beaverhead County Emergency Management

## II. SUPPORTING AGENCIES

TBD

## III. AUTHORITY

### A. FEDERAL

Name	Description	Legal
Congressional Charter of 1905	Creation of the American Red Cross	36 USC 300101-300111
Emergency Planning and Community Right-to-Know Act	Emergency planning for hazardous substances requiring AHAD	42 USC 11001-11050
federal Fire Prevention and Control Act	Firefighting cost reimbursement on federal lands	PL 93-498, 44 CFR 151
Fire Management Assistance Grant	Firefighting cost reimbursement	44 CFR 204
Hazardous Waste Operations & Emergency Response	HazMat Response Standards (HAZWOPER)	29 CFR 1910.120
Homeland Security Presidential Directive 3, Homeland Security Advisory System	Establishes the Homeland Security Advisory System	HSPD-3
Homeland Security Presidential Directive 5, Management of Domestic Incidents	Establishes authorities and creates National Incident Management System (NIMS)	HSPD-5
National Flood Insurance Act/ Flood Disaster Protection Act	National Flood Insurance Program	42 USC 4001-4129
Robert T. Stafford Disaster & Emergency Assistance Act	federal assistance to State and local governments	42 USC 5121-5206, PL93-288
Superfund Amendment and Reauthorization Act	Amended CERCLA (SARA), Establishes spiller liability & cleanup funding (superfund)	42 USC 116, 40 CFR 300-374

## B. STATE

Name	Description	Legal
Clean Air Act of Montana	Air Quality	MCA 75-2
Disaster and Emergency Services	DES Program/ Hazmat/ MA	MCA 10-3
Fire Protection	Fire Protection Authority	MCA 7-33
Intergovernmental Cooperation	Mutual Aid	MCA 10-3-2
Montana Code Annotated	Law Enforcement	MCA 7-32-2123
Mutual Aid Agreements	Fire Mutual Aid - RFD	MCA-7-33-2108
Mutual Aid Agreements	Fire Mutual Aid - FSA	MCA 7-33-2405
Mutual Aid Agreements	Fire Mutual Aid - Muni	MCA-7-33-4112
Mutual Aid Agreements	Fire Mutual Aid - Rural Fire	MCA 7-33-2202
Mutual Aid Agreements	Fire Mutual Aid - Unincorporated	MCA 7-33-2313
Mutual Assistance rights of Assisting Officers	Law Enforcement - Mutual Aid	MCA 44-11
Waste and Litter Control	Hazardous Waste Cleanup	MCA 75-10
	Duties of Undersheriff and Succession of Sheriff	MCA 7-32-2123

## C. LOCAL

Name	Description	Legal
TBD		

## IV. PURPOSE

- 1) This Emergency Operation Plan (EOP) outlines our approach to emergency operations and is applicable to Beaverhead County and the cities within. It provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery.
- 2) The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that further describe instructions. This plan applies to all local officials, departments, and agencies.
- 3) The primary audience for the document includes our Chief Elected Officials and other elected officials, emergency management staff, department and agency heads and their senior staff members, leaders of local volunteer organizations that support emergency operations, and others who may participate in our mitigation, preparedness, response, and recovery efforts.

## V. EXPLANATION OF TERMS

### A. ACRONYMS

AAR	After Action Report
ARC	American Red Cross
CEO	Chief Elected Official(s)
CFR	Code of federal Regulations
DHS	Department of Homeland Security
EOC	Emergency Operations Center
FEMA	federal Emergency Management Agency
Hazmat	Hazardous Material
HSPD-5	Homeland Security Presidential Directive-5
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
LDS	Latter Day Saints Congregation
NIMS	National Incident Management System
NRF	National Response Framework
OSHA	Occupational Safety & Health Administration
SOP	Standard Operating Procedure
TSA	The Salvation Army

### B. DEFINITIONS

#### **Area Command (Unified Area Command)**

An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area command sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and that objectives are met and strategies are followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.

#### **Emergency Operations Center**

Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources.

#### **Emergency Situations**

As used in this plan, this term is intended to describe a *range* of occurrences, from a minor incident to a catastrophic disaster. It includes the following:

- 1) **Incident:** An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:



- a) Involves a limited area and/or limited population.
  - b) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
  - c) Warning and public instructions are provided in the immediate area, not community-wide.
  - d) One or two local response agencies or departments acting under an Incident Commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
  - e) May require limited external assistance from other local response agencies or contractors.
  - f) For the purposes of the National Response Framework (NRF), incidents include the full range of occurrences that require an emergency response to protect life or property.
- 2) **Emergency:** An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
- a) A large involved area, significant population, or important facilities.
  - b) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
  - c) May require community-wide warning and public instructions.
  - d) May require a sizable multi-agency response operating under an incident management structure.
  - e) May require some external assistance from other local response agencies, contractors, and limited assistance from State or federal agencies.
  - f) The Emergency Operations Center (EOC) may be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.
  - g) For the purposes of the NRF, an emergency (as defined by the Stafford Act) is “any occasion or instance for which, in the

determination of the President, federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States.”

- 3) **Disaster:** A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle within its own organic resources. Characteristics of a disaster are the same as definitions A through E under *emergency*. Additional characteristics include:
  - a) The EOC should be activated to provide general guidance and direction, provide emergency information to the public, coordinate State and federal support, and coordinate resource support for emergency operations.
  - b) For the purposes of the NRF, a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.
- 4) **Catastrophic Incident:** For the purposes of the NRF, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities. All catastrophic incidents are *Incidents of National Significance*.

### **Hazard Analysis**

A document, published separately from this plan, that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.

### **Hazardous Material (Hazmat)**

A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance by its nature, containment, and reactivity, has the capability of inflicting harm during an accidental occurrence. It is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. It includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

**Incident of National Significance**

An actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of federal, State, local, tribal, nongovernmental, and/or private sector entities in order to save lives and minimize damage, and provide the basis for long-term communication recovery and mitigation activities.

**Public Information**

Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.

**Stafford Act**

The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of States in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.

**Standard Operating Procedures**

Approved methods for accomplishing a task or set of tasks. Standard Operating Procedures (SOP) are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOG).

## **VI. SITUATIONS & ASSUMPTIONS**

### **A. SITUATION**

- 1) Beaverhead County is exposed to many hazards, all of which have the potential for disrupting the community causing casualties, and damaging or destroying public or private property. A summary of our major hazards is provided in the table below.
- 2) Beaverhead County is located in the Southwest corner of Montana and has the largest land area of any county in the State, approximately 5,551 square miles, or 3,552,640 acres of land, of which 59% is federal, 32% is private, and 9% of which is State. The South, West and North County lines follow the Continental Divide and State of Idaho. This mountainous area has several vast valleys suitable for raising both crops and livestock. Two rivers originate in this area; the Big Hole River and the Beaverhead River. The frost-free growing season is approximately 90 days and the rainfall varies from 10 inches to 24 inches plus. The Elevation varies from 5,000 feet above sea level to 11,164 feet, with the County airport located just Northeast of Dillon at an elevation of 5,218 feet.

## HAZARD SUMMARY

	Likelihood of Occurrence*	Estimated Impact on Public Health & Safety	Estimated Impact on Property
Hazard Type:		Limited Moderate Major	Limited Moderate Major
<b>Natural</b>			
Drought			
Earthquake			
Flash Flooding			
Flooding (river or tidal)			
Hurricane			
Subsidence			
Tornado			
Wildfire			
Winter Storm			
<b>Technological</b>			
Dam Failure			
Energy/Fuel Shortage			
Hazmat/Oil Spill (fixed site)			
Hazmat/Oil Spill (transport)			
Major Structural Fire			
Nuclear Facility Incident			
Water System Failure			
<b>Security</b>			
Civil Disorder			
Enemy Military Attack			
Terrorism			
* <b>Likelihood of Occurrence:</b> Unlikely, Occasional, Likely, or Highly Likely			

## **B. ASSUMPTIONS**

- 1) Beaverhead County will continue to be exposed to and subject to the impact of those hazards described above as well as lesser hazards and others that may develop in the future.
- 2) It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
- 3) Outside assistance will be available in most emergency situations. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.
- 4) Proper mitigation actions, such as floodplain management and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations. Community preparedness activities and education are also vital to mitigate effects of disaster. This form of preparedness makes the community more resilient after disasters.

## **VII. CONCEPT OF OPERATIONS**

### **A. OBJECTIVES**

The objectives of our emergency operations plan are to protect public health and safety and preserve public and private property.

### **B. GENERAL**

- 1) It is our responsibility to protect public health and safety and preserve property from the effects of hazardous events. We have the primary role in identifying and mitigating hazards, and preparing for, responding to and managing the recovery from emergency situations that affect our community.
- 2) It is impossible for government to do everything that is required to protect the lives and property of our population. Our citizens have the responsibility to prepare themselves and their families to cope with emergency situations and to manage their affairs and property in ways that will aid the government in managing emergencies. We will assist our citizens in carrying out these

responsibilities by providing public information and instructions prior to and during emergency situations.

- 3) Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.
- 4) To achieve our objectives, we have organized an emergency management program that is both integrated (employs the resources of government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of our preparedness activities.
- 5) This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, Annex A (Warning) addresses techniques that can be used to warn the public during any emergency situation, whatever the cause.
- 6) Departments and agencies tasked in this plan are expected to develop and keep current SOP that describe how emergency tasks will be performed. Departments and agencies are charged with ensuring the training and equipment necessary for an appropriate response are in place.
- 7) This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions, which do not contribute directly to the emergency, may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.
- 8) We have adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. Our adoption of the NIMS will provide a consistent approach to the effective management of situations involving both natural and man-made disasters or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.

- 9) This plan, in accordance with the National Response Framework (NRF), is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of National Significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRF coordinating structures, processes, and protocols.

## **C. OPERATIONAL GUIDANCE**

- 1) We will employ the six components of the NIMS in all operations, which will provide a standardized framework that facilitates our operations in all phases of emergency management. Attachment D provides further details on the NIMS.
- 2) Initial Response: Our emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or until others, who have legal authority to do so, assume responsibility. They will seek guidance and direction from our local officials and seek technical assistance from state and federal agencies and industry where appropriate.
- 3) Implementation of ICS
  - a) The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the Incident Commander until relieved by a more senior or more qualified individual. The Incident Commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to other local officials, identify response resources required, and direct the on-scene response from the ICP.
  - b) For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes more clear and a specific impact site or sites is identified, an ICP may be established and coordination of the response transitioned to the Incident Commander.
- 4) Source & Use of Resources
  - a) We will use our own resources to meet the requirements for resource management in accordance with the NIMS to respond to emergency situations, purchasing supplies and equipment if necessary, and

request assistance if our resources are insufficient or inappropriate. §418.102 of the Government Code provides that the County should be the first channel through which a municipality requests assistance when its resources are exceeded. If additional resources are required, we will:

- i. Summon those resources available to us pursuant to inter-local agreements
  - ii. Summon emergency service resources that we have contracted for
  - iii. Request assistance from volunteer groups active in disasters
  - iv. Request assistance from industry or individuals who have resources needed to deal with the emergency situation
- b) When external agencies respond to an emergency situation within our jurisdiction, we expect them to conform to the guidance and direction provided by our Incident Commander, which will be in accordance with the NIMS.

#### **D. INCIDENT COMMAND SYSTEM (ICS)**

- 1) We intend to employ Incident Command System (ICS), an integral part of the NIMS in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.
- 2) The Incident Commander is responsible for carrying out the ICS function of command -- managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the Incident Commander and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate teams charged with those functions.
- 3) An Incident Commander using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.
- 4) In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical



assistance, it is generally desirable to transition from the normal ICS structure to a Unified or Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

## **E. ICS - EOC INTERFACE**

- 1) For major emergencies and disasters the EOC will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the Incident Command Post and the EOC. A general division of responsibilities is outlined below. A precise division of responsibilities must be determined for specific emergency operations.
- 2) The Incident Commander is generally responsible for field operations, including:
  - a) Isolating the scene
  - b) Coordinating the on-scene response to the emergency situation and managing the emergency resources committed there
  - c) Warning the population in the area of the incident and providing emergency instructions to them
  - d) 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
  - e) Implementing traffic control arrangements in and around the incident scene
  - f) Requesting additional resources from the EOC
- 3) The EOC is generally responsible for:
  - a) Providing resource support for the incident command operations
  - b) Issuing community-wide warnings
  - c) Issuing instructions and providing information to the general public and implementing large-scale evacuation
  - d) Organizing and implementing shelter and mass arrangements for evacuees
  - e) Coordinating traffic control for large-scale evacuations

- f) Requesting assistance from the State and other external sources
- 4) In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or Unified Area of Command will occur, and the allocation of resources to specific field operations will be coordinated through the EOC.

## **F. STATE, FEDERAL, & OTHER ASSISTANCE**

### 1) State & federal Assistance

- a) If local resources are inadequate to deal with an emergency situation, we will request assistance from the State. State assistance furnished to local governments is intended to supplement local resources, including mutual aid resources, equipment purchases, leases, or resources covered by emergency service contracts.
- b) Requests for state assistance should be made to the Montana Disaster and Emergency Services Duty Officer. The Chief Elected Official may make a request for the affected jurisdiction by telephone, fax, or Teletype. Verbal requests for assistance must be followed by a written request including the emergency or disaster declaration.

### 2) Other Assistance

- a) If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states, a number of interstate compacts, or from the federal government through the federal Emergency Management Agency (FEMA).
- b) 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 National Response Framework (NRF) describes the policies, responsibilities of designated federal agencies for various response and recovery functions. The Nuclear/Radiological Incident Annex of the NRF addresses the federal response to major incidents involving radioactive materials.
- c) FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA does have limited authority to stage initial response resources near the

disaster site and activate command and control structures prior to a declaration. The Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration. See Annex J (Recovery) for additional information on assistance that may be available during disaster recovery.

- d) The NRF applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents but also the threat of incidents. Therefore, NRF implementation is possible under a greater range of incidents.

## **G. EMERGENCY AUTHORITIES**

- 1) Key federal, state, and local legal authorities pertaining to emergency management are outlined in section (III) Authority.
- 2) Montana statutes relating to emergency management provide local government, principally the Chief Elected Official (CEO), with a number of powers to control emergency situations. If necessary, we shall use these powers during emergency situations. These powers include:
  - a) Emergency Declaration: In the event of an emergency, the CEO may issue an emergency declaration for this jurisdiction and take action to control the situation. Use of the emergency declaration is explained in Annex T (Legal).
  - b) Disaster Declaration: When an emergency situation has caused severe damage, injury, or loss of life, or it appears likely to do so, the CEO may, by executive order or proclamation, declare a local state of disaster. The affected jurisdictions subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted to the CEO in order to cope with the disaster. These powers include:
    - i. Levy of an emergency tax not to exceed 2 mills
    - ii. Direct and compel the evacuation of all or parts of the population
    - iii. Control the ingress and egress to and from an area
  - c) A local disaster declaration activates this plan. A local disaster declaration is required to obtain state and federal disaster recovery assistance. See Annex T (Legal) for further information on disaster declarations and procedures for invoking emergency powers.

- d) Authority for Evacuations: State law provides that the CEO may direct and compel the evacuation of all or parts of the population as outlined in section (III) Authority.

## **H. PHASES OF MANAGEMENT**

- 1) This plan addresses emergency actions that are conducted during all four phases of emergency management.
- 2) Mitigation: We will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Our mitigation program is outlined in Annex P (Hazard Mitigation).
- 3) Preparedness: We will conduct preparedness activities to develop the response capabilities needed in the event of an emergency. The preparedness activities included in our emergency management program include:
  - a) Providing emergency equipment and facilities
  - b) Emergency planning, including maintaining this plan, its annexes, and appropriate SOP
  - c) Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies
  - d) Conducting periodic drills and exercises to test our plans and training
- 4) Response: We will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.
- 5) Recovery: If a disaster occurs, we will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal

state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. Our recovery program is outlined in Annex J (Recovery).

## **VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. ORGANIZATION**

- 1) Most departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations. Our governmental organization for emergencies includes an executive group, emergency services, and support services.
- 2) Executive Group: The Executive Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Group includes the County Commission, Mayor(s), City/County Manager(s), and Emergency Manager(s). The Executive Group is responsible for setting priorities. They should be available at a single location to make policy decisions.
- 3) Emergency Services: Emergency Services include the Incident Commander and those departments, agencies, and groups with primary emergency response actions. The Incident Commander is the person in charge at an incident site.
- 4) Emergency Support Services: This group includes departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources.
- 5) Volunteer and Other Services: This group includes organized volunteer groups and businesses that have agreed to provide certain support for emergency operations.

### **B. ASSIGNMENT OF RESPONSIBILITIES**

- 1) For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, officials and personnel are assigned primary responsibility

for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, and agencies may be assigned support responsibilities for specific emergency functions.

2) The individual having primary responsibility for an emergency function is also typically responsible for preparing and maintaining the portion of the emergency plan that addresses that function. Plan and annex assignments are outlined in Attachment E. Listed below are general responsibilities assigned to the Executive Group, Emergency Services, Support Services, and other Support Agencies. Additional responsibilities can be found in the functional annexes that accompany this plan.

3) Executive Group Responsibilities

a) The Chief Elected Official (CEO) will:

- i. Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program
- ii. Monitor the emergency response during disaster situations and provide direction, where appropriate, on policy decisions
- iii. With the assistance of the Public Information Officer (PIO), keep the public informed during emergency situations
- iv. With the assistance of legal staff, declare a local state of disaster, request the Governor declare a state of emergency, or invoke the emergency powers of government when necessary.
- v. Request assistance from other local governments or the state when necessary
- vi. Direct activation of the EOC

b) The DES Coordinator will:

- i. Implement the policies and decisions of the governing body relating to emergency management
- ii. Organize the emergency management program and identify personnel, equipment, and facility needs

- iii. Encourage that departments and agencies participate in emergency planning, training, and exercise activities
- iv. Coordinate the operational response of local emergency services
- v. Coordinate activation of the EOC and supervise its operation
- vi. Serve as the staff advisor to our Chief Elected Officials on emergency management matters
- vii. Keep the Chief Elected Officials governing body apprised of our preparedness status and emergency management needs
- viii. Coordinate local planning and preparedness activities and the maintenance of this plan
- ix. Prepare and maintain a resource inventory
- x. Arrange appropriate training for local emergency management personnel and emergency responders
- xi. Coordinate periodic emergency exercises to test our plan and training
- xii. Manage the EOC, develop procedures for its operation, and conduct training for those who staff it
- xiii. Activate the EOC when required
- xiv. Perform day-to-day as liaison with the state emergency management staff and other local emergency management personnel.
- xv. Coordinate with organized volunteer groups and businesses regarding emergency operations

#### 4) Common Responsibilities

- a) All emergency services and support services will:
  - i. Provide personnel, equipment, and supplies to support emergency operations upon request.
  - ii. Develop and maintain SOP for emergency tasks

- iii. Provide trained personnel to staff the incident command post and EOC and conduct emergency operations
- iv. Provide current information on emergency resources for inclusion in Annex M (Resource & Donations Management)
- v. Report information regarding emergency situations and damage to facilities and equipment to the Incident Commander or the EOC.

#### 5) Emergency Services Responsibilities

- a) The Incident Commander will:
  - i. Manage emergency response resources and operations at the incident site command post to resolve the emergency situation
  - ii. Determine and implement required protective actions for response personnel and the public at an incident site

#### 6) Annexes

- a) Annex A (Warning): Primary responsibility for this function is assigned to the DES Coordinator, who will prepare and maintain Annex A (Warning) and supporting SOP. Emergency tasks to be performed include:
  - i. Receive information on emergency situations
  - ii. Alert key local officials of emergency situations
  - iii. Disseminate warning information and instructions to the public through available warning systems
  - iv. Disseminate warning and instructions to special facilities such as schools and hospitals
- b) Annex B (Communications): Primary responsibility for this function is assigned to the Communications Coordinator and County Sheriff, who will prepare and maintain Annex B (Communications) and supporting SOP. Emergency tasks to be performed include:
  - i. Identify the communications systems available with the local area, determine the connectivity of those systems and ensure their interoperability



- ii. Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies
  - iii. Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations
- c) Annex C (Shelter, Mass Care & Human Service): Primary responsibility for this function is assigned to DES and Public Health in coordination with American Red Cross. Public Health will prepare and maintain Annex C (Shelter, Mass Care & Human Services) and supporting SOP. Emergency tasks to be performed include:
  - i. Perform emergency shelter and mass care planning
  - ii. Coordinate and conduct shelter and mass care operations with our other departments, relief agencies, and volunteer groups
- d) Annex D (Radiological & Hazardous Materials): Primary responsibility for this function is assigned to the Fire Protection Agencies Having Jurisdiction who will prepare and maintain Annex D (Radiological & Hazardous Materials) and supporting SOP. Emergency tasks to be performed include: Emergency tasks to be performed include:
  - i. Maintain inventory of radiological equipment
  - ii. Ensure response forces include personnel with current training in radiological monitoring and decontamination
  - iii. Respond to radiological incidents and terrorist incidents involving radiological materials
  - iv. Make notification concerning radiological incidents to state and federal authorities
  - v. In accordance with OSHA regulations, establish ICS to manage the response to hazardous materials incidents
  - vi. Establish the hazmat incident functional areas (e.g., Hot Zone, Warm zone, Cold Zone, etc.)
  - vii. Determine and implement requirements for personal protective equipment for emergency responders

- viii. Initiate appropriate actions to control and eliminate the hazard in accordance with established hazmat response guidance and SOP
  - ix. Determine areas at risk and which public protective actions, if any, should be implemented
  - x. Apply appropriate firefighting techniques if the incident has, or may, result in a fire
  - xi. Determines when affected areas may be safely reentered
- e) Annex E (Population Protection): Primary responsibility for this function is assigned to the Law Enforcement Agencies Having Jurisdiction who will prepare and maintain Annex E (Population Protection) and supporting SOP. Emergency tasks to be performed include:
- i. Identify areas where evacuation has been or may in the future and determine of population at risk
  - ii. Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements
  - iii. Develop simplified planning procedures for ad hoc evacuations
  - iv. Determine emergency public information requirements
  - v. Perform evacuation planning for special needs facilities (schools, hospitals, nursing homes, and other institutions)
- f) Annex F (Firefighting): Primary responsibility for this function is assigned to the Fire Protection Agencies Having Jurisdiction who will prepare and maintain Annex F (Firefighting) and supporting SOP. Emergency tasks to be performed include:
- i. Fire prevention, detection, and control
  - ii. Hazardous material and oil spill response
  - iii. Terrorist incident response
  - iv. Evacuation support
  - v. Post-incident reconnaissance and damage assessment
  - vi. Fire safety inspection of temporary shelters

- vii. Prepare and maintain fire resource inventory
- g) Annex G (Law Enforcement): Primary responsibility for this function is assigned to the Law Enforcement Agencies Having Jurisdiction who will prepare and maintain Annex G (Law Enforcement) and supporting SOP. Emergency tasks to be performed include:
- i. Maintenance of law and order
  - ii. Traffic control
  - iii. Terrorist incident response
  - iv. Provision of security for vital facilities, evacuated areas, and shelters
  - v. Access control for damaged or contaminated areas
  - vi. Warning support
  - vii. Post-incident reconnaissance and damage assessment
  - viii. Prepare and maintain law enforcement resource inventory
  - ix. Coordinate collection, identification, and interment of deceased victims
- h) Annex H (Health & Medical Services): Primary responsibility for this function is assigned to the Public Health Officer who will prepare and maintain Annex H (Health & Medical Services) and supporting SOP. Emergency tasks to be performed include:
- i. Coordinate health and medical care and EMS support during emergency situations
  - ii. Public health information and education
  - iii. Inspection of food and water supplies
  - iv. Develop emergency public health regulations and orders
- i) Annex I (Public Information): Primary responsibility for this function is assigned to the Agency Having Jurisdiction, who will prepare and maintain Annex I (Public Information) and supporting SOP. Emergency tasks to be performed include:

- i. Establish a Joint Information Center (JIC), as needed
  - ii. Conduct on-going hazard awareness and public education programs
  - iii. Pursuant to the Joint Information System (JIS), compile and release information and instructions for the public during emergency situations and respond to questions relating to emergency operations
  - iv. Provide information to the media and the public during emergency situations
  - v. Arrange for media briefings
  - vi. Compiles print and photo documentation of emergency situations
- j) Annex J (Recovery): Primary responsibility for this function is assigned to the DES Coordinator, who will prepare and maintain Annex J (Recovery) and supporting SOP. Emergency tasks to be performed include establishing an assessment team and coordinating its efforts.
- k) Annex K (Community Infrastructure): Primary responsibility for this function is assigned to the County Engineer and the Public Works Director, who will prepare and maintain Annex K (Community Infrastructure) and supporting SOP. Emergency tasks to be performed include:
- i. Protect government facilities and vital equipment where possible
  - ii. Arrange for the provision of emergency power sources where required
  - iii. Identify requirements for emergency drinking water and portable toilets to the department or agency responsible for mass care
  - iv. Provide specialized equipment to support emergency operations
  - v. Direct temporary repair of vital facilities
  - vi. Monitor recovery activities of privately owned utilities

- vii. Assess damage to streets, bridges, traffic control devices, and other public facilities
  - viii. Restore damaged roads and bridges
  - ix. Restore waste treatment and disposal systems
  - x. Arrange for debris removal
  - xi. General damage assessment support
  - xii. Building inspection support
  - xiii. Support traffic control and search and rescue operations
- l) Annex M (Resource & Donations Management): Primary responsibility for this function is assigned to the City Mayors and City Commissioners, who will prepare and maintain Annex M (Resource & Donations Management) and supporting SOP. Emergency tasks to be performed include:
- i. Maintain an inventory of emergency resources
  - ii. During emergency operations, locates supplies, equipment, and personnel to meet specific needs
  - iii. Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency
  - iv. Establish emergency purchasing procedures and coordinate emergency procurements
  - v. Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation
  - vi. Compile resource requirements identified by the Resource Management staff
  - vii. Solicit donations to meet known needs
- m) Annex N (Coordination): Primary responsibility for this function is assigned to the DES Coordinator, who will prepare and maintain Annex N (Coordination) and supporting SOP. Emergency tasks to be performed include:

- i. Coordinate our local operating forces
  - ii. Maintain coordination with neighboring jurisdictions and partner agencies
  - iii. Maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly
  - iv. Assigns representatives, by title, to report to the EOC and develops procedures for crisis training
  - v. Develops and identifies the duties of the staff, use of displays and message forms, and procedures for EOC activation
  - vi. Coordinates the evacuation of areas at risk
- n) Annex P (Hazard Mitigation): Primary responsibility for this function is assigned to the DES Coordinator, who will prepare and maintain Annex P (Hazard Mitigation) to this plan and supporting SOP. Emergency tasks to be performed include:
- i. Maintain the local Hazard Analysis
  - ii. Identify beneficial pre-disaster hazard mitigation projects and seek approval from local officials to implement such projects
  - iii. In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions
  - iv. Coordinate and carry out post-disaster hazard mitigation program
- o) Annex R (Search & Rescue): Primary responsibility for this function is assigned to the Sheriff, who will prepare and maintain Annex R (Search and Rescue) and supporting SOP. Emergency tasks to be performed include:
- i. Coordinate and conduct search and rescue activities
  - ii. Identify requirements for specialized resources to support rescue operations
  - iii. Coordinate external technical assistance and equipment support for search and rescue operations

- p) Annex S (Transportation): Primary responsibility for this function is assigned to the School Superintendent, who will prepare and maintain Annex S (Transportation) and supporting SOP. Emergency tasks to be performed include:
- i. Identifies local public and private transportation resources and coordinates their use in emergencies.
  - ii. Coordinates deployment of transportation equipment to support emergency operations.
  - iii. Establishes and maintains a reserve pool of drivers, maintenance personnel, parts, and tools.
  - iv. Maintains records on use of transportation equipment and personnel for purpose of possible reimbursement.
- q) Annex U (Legal): Primary responsibility for this function is assigned to the City/County Attorney, who will prepare and maintain Annex U (Legal) and supporting SOP. Emergency tasks to be performed include:
- i. Advise local officials on emergency powers of local government and procedures for invoking those measures
  - ii. Review and advise our officials on possible legal issues arising from disaster operations
  - iii. Prepare and/or recommend resolutions to implement the emergency powers that may be required during and emergency
  - iv. Advise local officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers
  - v. Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of our Principal Executive Officers

- r) Annex V (Terrorist Incident): Primary responsibility for this function is assigned to the Sheriff, who will prepare and maintain Annex V (Terrorist Incident) and supporting SOP. Emergency tasks to be performed include:
- i. Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities
  - ii. Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities
  - iii. Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property
  - iv. Ensure required notification of terrorist incidents is made to state and federal authorities
  - v. Support services responsibilities

#### **D. VOLUNTEER & OTHER SERVICES**

- 1) The following are local volunteer agencies that can provide disaster relief services and traditionally have coordinated their efforts with our local government:
- a) The American Red Cross, Southwest Montana Chapter, provides shelter management, feeding at fixed facilities and through mobile units, first aid, replacement of eyeglasses and medications, disaster mental health services, provision of basic clothing, and limited financial assistance to those affected by emergency situations. The Red Cross also provides feeding for emergency workers in addition to safe and well services.
  - b) The Salvation Army (TSA) provides emergency assistance to include mass and mobile feeding, temporary shelter, counseling, missing person services, medical assistance, and the warehousing and distribution of donated goods including food, clothing and household items. It also provides referrals to government and private agencies for special services.
  - c) Church Support:
    - i. Latter Day Saints Congregation (LDS)



## **IX. COORDINATION**

### **A. GENERAL**

- 1) The DES Coordinator is responsible for establishing objectives and policies for emergency management and providing resources for disaster response and recovery operations, and should be present at the EOC during operations, all in compliance with the NIMS.
- 2) DES will manage the EOC.
- 3) The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.
- 4) During emergency operations, department officials retain administrative and policy control over their employees and equipment. However, personnel and equipment may carry out mission assignments directed by the Incident Commander. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such a common communications protocol, may be adopted to facilitate a coordinated effort.
- 5) If our own resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions, refer to mutual aid agreements, organized volunteer groups, or the State. See also the Request for Assistance form in Annex N (Coordination).
- 6) External agencies are expected to conform to the general guidance and direction provided by incident command.

### **B. EMERGENCY FACILITIES**

- 1) Incident Command Post: An incident command post(s) will be established in the vicinity of the incident site(s), except when an emergency situation threatens but has not yet occurred or there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage). As noted previously, the Incident Commander will be responsible for directing the emergency response and managing the resources at the incident scene.
- 2) When major emergencies and disasters have occurred or appear imminent, we will activate our EOC.
  - a) The following individuals are authorized to activate the EOC:
    - i. Chief Elected Officials

- ii. DES
- iii. Incident Commander
- b) Representatives of those department and agencies assigned emergency functions in this plan will staff the EOC.
- c) The alternate EOC is located at the airport. This facility will be used if our primary EOC becomes unusable.
- d) In addition, we have a mobile command trailer operated by Search & Rescue, which may be used as an incident command post.

### **C. LINE OF SUCCESSION**

- 1) County
  - a) County Commission Chairperson
  - b) County Commissioner with most seniority
  - c) County Commissioner
  - d) County Sheriff
  - e) County Attorney
- 2) DES Coordinator
  - a) Deputy DES Coordinator
- 3) City of Dillon
  - a) Mayor
  - b) City Council President
  - c) City Council as a whole
  - d) Appointed Staff
    - i. Police Chief
    - ii. Director of operations

- iii. City Attorney
- 4) City of Lima
  - a) Mayor
  - b) Fire Chief
  - c) Council Chairperson
  - d) Council as a whole

## **X. ADMINISTRATION & SUPPORT**

### **A. AGREEMENTS & CONTRACTS**

- 1) Should our local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.
- 2) In an effort to facilitate assistance pursuant to mutual aid agreements, our available resources are identified and are a part of the Montana Mutual Aid.
- 3) The agreements and contracts pertinent to emergency management that we are a party to are summarized in the agreements of this plan.

### **B. REPORTS**

- 1) Hazardous Materials Spill Reporting: If we are responsible for a release of hazardous materials of a type or quantity that must be reported to State and federal agencies, the department or agency responsible for the spill shall make the required report. See Annex D (Radiological & Hazardous Materials) for more information. If the party responsible for a reportable spill cannot be located, the Incident Commander shall ensure that the required report(s) are made.
- 2) Initial Emergency Report: This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and we may need assistance from other local governments or the

State. See Annex N (Coordination) for the format and instructions for this report, submitted to Montana DES.

- 3) Situation Report: A daily situation report should be prepared and distributed by the EOC, to Montana DES during major emergencies or disasters. See Annex N (Coordination) for the format of and instructions for this report.
- 4) Other Reports: Several other reports covering specific functions are described in the annexes to this plan.

## **C. RECORDS**

- 1) Record Keeping: Beaverhead County is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.
- 2) ICS Form 201: The Incident Command Post and the EOC shall maintain accurate logs recording key response activities, including:
  - a) Activation or deactivation of emergency facilities
  - b) Emergency notifications to other local governments and to State and federal agencies
  - c) Significant changes in the emergency situation
  - d) Major commitments of resources or requests for additional resources from external sources
  - e) Issuance of protective action recommendations to the public
  - f) Evacuations
  - g) Casualties
  - h) Containment or termination of the incident
- 3) Incident Costs: All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department or agency budgets.

- 4) Emergency or Disaster Costs: For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed records of costs for emergency operations to include:
  - a) Personnel costs, especially overtime costs
  - b) Equipment operations costs
  - c) Costs for leased or rented equipment
  - d) Costs for contract services to support emergency operations.
  - e) Costs of specialized supplies expended for emergency operations.
- 5) These records may be used to recover costs from the responsible party, insurers, as a basis for requesting financial assistance for certain allowable responses, or as recovery costs from the State and/or federal government. See Annex M (Resource & Donations Management) for further financial requirements.

## **D. PRESERVATION OF RECORDS**

In order to continue normal government operations following an emergency situation, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency responsible for preparation of annexes to this plan will include protection of vital records in its SOP. If records are damaged during an emergency situation, we will seek professional assistance to preserve and restore them.

## **E. TRAINING**

It will be the responsibility of each agency director to ensure that agency personnel, in accordance with the NIMS, possess the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill.

## **F. CONSUMER PROTECTION**

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the Montana Department of Consumer Protection.

## **G. POST-INCIDENT & EXERCISE REVIEW**

The DES Coordinator is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The After Action Report (AAR) will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified, and an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

## **XI. PLAN DEVELOPMENT & MAINTENANCE**

### **A. PLAN DEVELOPMENT**

The Chief Elected Officials are responsible for approving and promulgating this plan.

### **B. DISTRIBUTION OF PLANNING DOCUMENTS**

- 1) The Chief Elected Officials shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set-aside for the EOC and other emergency facilities.
- 2) This EOP includes a distribution list that indicates who receives copies of the EOP and the various annexes to it in Attachment A. In general, individuals who receive annexes should also receive a copy of this plan because it describes our emergency management organization and basic operational concepts.

### **C. REVIEW**

The Chief Elected Officials shall review the EOP and its annexes annually. The DES Coordinator will establish a schedule for annual review of planning documents by those tasked in them.

### **D. UPDATE**

- 1) This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and also when changes in threat hazards, resources and capabilities, or government structure occur.
- 2) The Basic Plan and its annexes must be revised or updated by a formal change at least every five years. Responsibility for facilitating the process of

updating the Basic Plan is assigned to DES. Responsibility for revising or updating the annexes to this plan is outlined in Assignment of Responsibilities, as well as in each annex. For details on the methods of updating planning documents as well as more information on when changes should be made, refer to Chapter 3 of the Division of Emergency Management (DEM) Local Emergency Management Planning Guide (DEM-10).

- 3) Revised or updated planning documents will be provided to all departments, agencies, and individuals tasked in those documents.
- 4) §418.043(4) of the Government Code provides that DEM shall review local emergency management plans. The process for submitting new or updated planning documents to DEM is described in Chapter 6 of the DEM-10. The Chief Elected Official is responsible for submitting copies of planning documents to our DEM Regional Liaison Officer for review.

# **ATTACHMENT A**

## **DISTRIBUTION LIST**

### Jurisdiction/Agency Plan

### Basic Plan

### Annexes

American Red Cross  
City/County Health  
City Manager  
City Secretary  
City Public Works Director/County Engineer  
County Sheriff  
County/City Attorney  
County Commissioners  
County/City Health Officer  
County/City Independent School District  
\_\_\_\_ County Local Emergency Planning Committee  
DES  
Director of Operations  
EMS  
EOC Reference Library  
Finance Director/Tax Assessor  
Fire Chief/Fire Wardens  
Hazard County Rural Transportation Service  
Human Resources Director  
ISD Transportation Director  
LDS Church  
Mayor  
Medical Officers  
Police Chief  
RACES Officer  
\_\_\_\_ Hospital  
School Bus Transportation



# **ATTACHMENT B**

## **EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

TBD

# **ATTACHMENT C**

## **ANNEX ASSIGNMENTS**

<b>ANNEX</b>	<b>ASSIGNED TO:</b>
Annex A: Warning	Police Chief/County Sheriff
Annex B: Communications	Police Chief/County Sheriff
Annex C: Shelter and Mass Care & Human Services	Community Services Director
Annex D: Radiological & Hazardous Materials	Fire Chief/Fire Marshal Public Works Director
Annex E: Population Protection	Police Chief/County Sheriff
Annex F: Firefighting	Fire Chief/Fire Marshal
Annex G: Law Enforcement	Police Chief/County Sheriff
Annex H: Health and Medical Services	City/County Health Officer
Annex I: Public Information	Agency Having Jurisdiction
Annex J: Recovery	Finance Director/Tax Assessor
Annex K: Community Infrastructure	City Operations Director, Public Works Director
Annex M: Resource & Donations Management	Human Resources Director
Annex N: Coordination	DES Coordinator
Annex P: Hazard Mitigation	Public Works Director
Annex R: Search & Rescue	Fire Chief/Fire Marshal/Rescue Officer
Annex S: Transportation	City/County or ISD Transportation Director
Annex U: Legal	City/County Attorney
Annex V: Terrorist Incident Response	Police Chief/County Sheriff

# **ATTACHMENT D**

## **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) SUMMARY**

### **A. BACKGROUND**

- 1) The NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. It provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.
- 2) The NIMS is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.

### **B. COMPONENTS**

- 1) Command and Management. The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.
- 2) Incident Management System. A system that can be used to manage emergency incidents or non-emergency events such as celebrations.

### **C. FEATURES OF ICS**

- 1) ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:
  - a) Common Terminology. ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.
  - b) Organizational Resources. All resources including personnel, facilities, major equipment, and supply items used to support incident

management activities must be “typed” with respect to capability. This typing will minimize confusion and enhance interoperability.

- c) Manageable Span of Control. Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.
- d) Organizational Facilities. Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.
- e) Use of Position Titles: All ICS positions have distinct titles.
- f) Reliance on an Incident Action Plan. The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when State and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.
- g) Integrated Communications. Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
- h) Accountability. ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.

#### **D. UNIFIED COMMAND**

- 1) Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which State and/or federal agencies have regulatory responsibility or legal requirements.
- 2) ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The

Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

## **E. AREA COMMAND**

- 1) An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.
- 2) The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.
- 3) Multiagency Coordination Systems. Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications, all of which are integrated into a common framework for coordinating and supporting incident management.
- 4) Public Information. The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the Department of Homeland Security (DHS) National Incident Management System (NIMS) Plan, dated March 2004.
- 5) Preparedness. Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.
- 6) Resource Management. All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.

- 7) Communications and Information Management. Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.
- 8) Supporting Technologies. This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.
- 9) Ongoing Management and Maintenance. The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.

# **ANNEX A: WARNING**

## **Beaverhead County, Montana**

# APPROVAL & IMPLEMENTATION

## ANNEX A: WARNING

This annex is hereby approved. This annex is effective immediately and supersedes all previous editions.

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_



# RECORD OF CHANGES

## ANNEX A: WARNING

	Date of Change	Date Entered	Change Entered By
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# ANNEX A: WARNING

## I. PRIMARY AGENCIES:

Beaverhead County Emergency Management, Beaverhead County 911 Communications

## II. SUPPORTING AGENCIES:

Broadcasters, Chief Elected Officials, EMS, Fire, Law Enforcement, National Weather Service

## III. AUTHORITY:

### A. FEDERAL

Name	Description	Legal
FCC Rules & Regulations	Emergency Alert System	47 USC 151, 154 (i) and (o), 303 (r), 527 (g) and 606; 47 CFR Part 1
Robert T. Stafford Disaster & Emergency Assistance Act	National Warning System	42 USC 5121 et seq.
Federal Civil Defense Act of 1950		
FEMA Manual	National Warning System Manual	FEMA Manual 1550.2

### B. STATE

Name	Description	Legal
Montana Emergency Telephone System	911	MCA 10-4
Montana Emergency Alert System State Plan		

### C. LOCAL

Name	Description	Legal
TBD		

## **IV. PURPOSE**

The purpose of this annex is to outline the organization, operational concepts, responsibilities, and procedures to disseminate timely and accurate warnings to government officials and the public in the event of, during, and after an emergency situation.

## **V. EXPLANATION OF TERMS**

### **A. ACRONYMS**

ADM	Administrative Message
AHJ	Authority Having Jurisdiction
CEM	Civil Emergency Message
CJIN	Criminal Justice Information Network
DHS	Department of Homeland Security
EAS	Emergency Alert System
EMWIN	Emergency Managers Wireless Information Network
EOC	Emergency Operations Center
EPNS	Emergency Preparedness Notification System (a.k.a. Reverse 911)
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
FAOC	FEMA Alternative Operating Center
FOC	FEMA Operating Center
FNARS	FEMA National Radio System
HSOC	Homeland Security Operations Center
INWS	Interactive National Weather Service
LWP	Local Warning Point
LWS	Local Warning System
NOAA	National Oceanic Atmospheric Administration
NAWAS	National Warning System
NWS	National Weather Service
PIO	Public Information Officer
PNG	Public Notification Guide
SECC	State Emergency Coordination Center
SWP	State Warning Point

## **B. DEFINITIONS**

### **Administrative Message (ADM)**

A message that will be sent to TV and radio stations but will NOT override TV and radio broadcasting and will NOT activate NOAA Weather Radio.

### **Civil Emergency Message (CEM)**

A Civil Emergency Message is a message that provides critical and time-sensitive information that the public can use to take appropriate protective behavior in the event of an emergency. Designated officials should issue a CEM when they believe there is a risk to life and property that warrants immediate notification of the general public. A CEM will override all TV and radio broadcasting and alert/activate NOAA weather radios.

### **Designated Officials**

The following officials are the only “designated officials” who may approve activation of the EAS under the Montana EAS State Plan:

- a) State Disaster and Emergency Services Duty Officer
- b) 911 Director
- c) Emergency Management Duty Officer
- d) National Weather Service (for weather-related events)

### **Local Warning Point (LWP)**

A facility in a city, town, or community that receives warnings and activates the public warning system in its jurisdictional area of responsibility.

### **State Warning Point (SWP)**

Each state has a primary and alternate SWP. The primary SWP is staffed 24 hours a day and exercises operational control over NAWAS within the state. The alternate SWP is generally located in the SECC.

## **VI. SITUATION AND ASSUMPTIONS**

### **A. SITUATION**

- 1) Our county is exposed to many hazards; all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property.
- 2) Our county can expect to experience emergency situations that could threaten public health and safety, both private and public property, and necessitate the implementation of protective actions for the public at risk.

- 3) Emergency situations can occur at any time. Therefore, equipment and procedures to warn the public of impending emergency situations must be in place and ready to use at any time.
- 4) Power outages may disrupt radio and television systems that carry warning messages and provide public instructions.

## **B. ASSUMPTIONS**

- 1) Timely warnings to the public of impending emergencies or those that have occurred may save lives, decrease injuries, and reduce some types of property damage.
- 2) Electronic news media is the primary source of emergency information for the general public.
- 3) Some people directly threatened by a hazard may ignore, not hear, or not understand warnings issued by government.
- 4) Provision must be made to provide warnings to special needs groups such as the hearing-and sight-impaired, and the institutions that serve them (e.g. nursing homes and correctional facilities).
- 5) Local radio and television stations will broadcast Emergency Alert System (EAS) messages when requested by local government officials. To effectively utilize EAS, local governments and broadcasters must coordinate the procedures used to transmit warning messages and instructions from local government to broadcasters.
- 6) The local National Oceanic and Atmospheric Administration (NOAA) Weather Radio station will broadcast EAS weather watches and warnings issued by the National Weather Service (NWS). Weather radios are activated when such messages are broadcast.
- 7) The local telephone system will be intact to allow for the use of EPNS, ACIM, etc.

## **VII. CONCEPT OF OPERATIONS**

### **A. GENERAL**

- 1) The primary objective of the warning system is to notify key officials of emergency situations in order to disseminate timely and accurate warnings and instructions to the population at risk from the threat or occurrence of an

emergency situation. Rapid dissemination and delivery of warning information and instructions may provide time for citizens to take action to protect themselves and their property.

- 2) The focal point of the county's warning function is the Local Warning Point (LWP), which operates around the clock. The LWP is operated by Beaverhead County 911 Communications and is located in the law enforcement annex of the courthouse.
- 3) The LWP receives warning of actual or potential emergency situations from a variety of sources, including federal and state agencies, local officials, businesses, industry, the news media, and the general public. The systems by which warnings may be received by the LWP are described below.
- 4) The LWP will verify warning information, where necessary, and disseminate pertinent information to specific local officials and departments.
- 5) For certain types of time-sensitive warnings, the LWP may be authorized to activate the local warning system and warn the public immediately. In other situations, local officials must approve activation of the warning system and determine appropriate instructions to accompany the warning before it is disseminated to the public.
- 6) For other types of emergency situations, the EOC may be activated and assume responsibility for formulating warning messages and public instructions, which may be disseminated through the LWP or provided to the media for dissemination.
- 7) Once warnings are received and, where necessary, verified, warnings that affect the local area and appropriate public instructions are disseminated by the LWP. The specific systems used to disseminate warnings and provide information to the public within the local area are described below.

## **B. RECEIVING WARNINGS**

- 1) Warning of actual emergency situations or the threat of such situations may be received from the following:
  - a) **Business and Industry:** Companies that suffer a major fire, explosion, hazardous materials spill, or another emergency situation that may pose a threat to public health and safety and/or public and other private property have a general duty to notify local officials of such occurrences. Such notifications are generally made through the 911 system. Companies reporting emergency situations that may pose a risk to the public are expected to recommend to local government appropriate actions to protect people and property.



- b) Citizen Warning: Citizens may also provide warning of emergency situations, generally by calling 911. It is always advisable to confirm information on emergency situations reported by citizens before issuing public warnings.
- c) Emergency Alert System (EAS): EAS is intended to provide a means for government to provide emergency warning and instructions to the public. See Section D. Dissemination of Warnings below and Attachment I. for further information of EAS. This jurisdiction may receive EAS messages that contain warning information broadcast by:
  - i. Federal authorities or agencies
  - ii. State government
  - iii. Other local governments
- d) Civil emergency warnings issued through NAWAS may also be disseminated through EAS received directly from NWS on Weather Radio, on NAWAS, or on CJIN.
- e) Federal, State or Local Agencies: Warning of specific types of emergency situations may be received directly from specialized government agencies, including river authorities, dam operators, the US Coast Guard, military installations, airport authorities, or other agencies which operate specialized facilities.
- f) Local Officials: Government employees may provide warning of emergency situations they have discovered or that have been reported to their departments and been confirmed. Such situations should be reported to the LWP through any available means of communications.
- g) Montana AMBER Alert Program: The Montana Department of Justice's Missing Persons Clearinghouse administers the Montana America's Missing Broadcast Emergency Response (AMBER) Alert Program. AMBER Alert serves as an early, special-purpose warning system available for use by law enforcement to alert the public when a child has been kidnapped, and the police believe the child is in danger. Individuals and broadcasters can register to receive AMBER Alerts via email and text messages from the AMBER Alert Portal via the CJIN terminal.

- h) Montana Warning System:
  - i. The Montana Warning System is a state level extension of NAWAS. It consists of a dedicated telephone warning system linking the State Warning Point at the State Emergency Communications Center (SECC) with local agencies located in safety offices around the state and with four National Weather Service (NWS) offices in Montana.
  - ii. The State Warning Point relays national emergency warnings received on NAWAS to the LWP using the Montana Warning System. Warnings may be disseminated by telephone or radio to those agencies in the Gallatin County fan out.
- i) National Warning Systems: The National Warning System (NAWAS), a 24-hour, nationwide, dedicated, multiple-line, terrestrial warning system linking federal agencies and the states, is used to disseminate civil emergency warnings. NAWAS is a voice communications system operated by the Federal Emergency Management Agency (FEMA) under the Department of Homeland Security (DHS), and is controlled from the FEMA Operations Center (FOC) in Washington, D.C. and the FEMA Alternate Operations Center (FAOC) in Olney, Maryland. NAWAS is used to disseminate three types of civil emergency warnings to state and local governments:
  - i. Attack warnings.
  - ii. Fallout warnings.
  - iii. Natural and technological emergency warnings.
- j) Warnings from the FOC or FAOC are coordinated with the Homeland Security Operations Center (HSOC) and relayed through the FEMA Regional Communications Center in Lakewood (Denver), CO to the State Warning Point at the Montana Highway Patrol Dispatch in Helena. The State Warning Point further disseminates the civil emergency warnings throughout Montana.
- k) Specific formats and handling instructions have been established for certain national civil emergency messages disseminated by NAWAS. Attachment C provides guidance on handling national warning messages.
- l) As NAWAS is a “voice only” system that is not particularly suited for disseminating lengthy messages, this system is generally not used for warning on a daily basis.

- m) National Weather Service (NWS) Weather Products: Weather warning messages are issued by NWS Weather Forecast Offices and various NWS specialized weather centers, such as the River Forecast Center in Kansas City, MO. NWS disseminates weather forecasts, watches, and warnings via the NOAA Weather Wire, CJIN, INWS and NWR. Among the weather messages that are provided are:
  - i. Flood and flash flood watches and warnings.
  - ii. Severe weather watches and warnings.
  - iii. Tornado watches and warnings.
- n) Many local radio and television stations subscribe to the NOAA Weather Radio and have installed terminals to receive weather products directly from NWS, such as:
- o) Emergency Managers Wireless Information Network (EMWIN): EMWIN provides weather information broadcast via satellite.
- p) NOAA Weather Radio: The County also receives NWS weather warnings disseminated by NOAA Weather Radio on tone-alert radios located in most government facilities.
- q) State Government: The State Emergency Coordination Center (SECC) may occasionally issue warning messages to local governments in specific regions of the state. For example, an advisory may be issued to jurisdictions along major evacuation routes when large-scale evacuations begin in rural areas due to a wildfire. Warnings issued by the SECC are typically transmitted by CJIN, NAWAS and by telephone to the Local Warning Point.

## **C. NOTIFICATION OF LOCAL OFFICIALS**

When the DES Coordinator receives warning of an emergency situation, s/he shall notify key local officials so they can determine appropriate actions to deal with the situation. The Emergency Notification Matrix, provided in Attachment B, indicates which departments and officials should be notified of various types of emergency situations. Notification will be made by telephone, radio, pager, or any other means available.

## D. DISSEMINATION OF WARNINGS TO THE PUBLIC

- 1) In the initial stages of an emergency situation, the AHJ will, within the limits of the authority delegated to it, determine if a warning needs to be issued and formulate a warning (using a pre-scripted message where possible included in Attachment D), and disseminate it thru the LWP or EMDO. When the GCCC has been activated, it will normally determine, with feedback from the Incident Commander, who needs to be warned and how. The GCCC will normally formulate the warning messages and public instructions. The LWP or the GCCC will execute the warnings by activating the warning system. The Public Information Officer (PIO) or the GCCC may disseminate emergency public information directly to the media.
  
- 2) The systems described below will be used to issue warnings and instructions to the public. To facilitate dissemination of warning and public instructions, a set of pre-scripted warning messages and public information messages suitable for use in likely emergency situations has been developed. They are included in Attachment D to this annex. These pre-scripted messages may be used as written or tailored as needed for specific circumstances.
  - a. 511: The Montana Department of Transportation operates a traveler advisory system accessible by calling 511. This system can be used to advise motorists on state highways of travel impacts or other pertinent information. See Attachment F for further information and activation procedures.
  
  - b. A Child is Missing (ACIM): ACIM is a non-profit organization providing automated calling at no cost for missing child incidents. When requested by the Law Enforcement Agency Having Jurisdiction, ACIM ([www.achildsmissing.org](http://www.achildsmissing.org)) will create a recorded message for phone dissemination in the community where the child went missing. ACIM utilizes the Code RED automated calling system ([www.coderedweb.com](http://www.coderedweb.com)) to initially distribute the recorded message to phones within a one-mile radius of the point last seen at a rate of 1000 calls per minute. See Attachment G for further information and activation procedures.
  
  - c. AMBER Alert: The Montana Department of Justice's Missing Persons Clearinghouse administers the Montana America's Missing Broadcast Emergency Response (AMBER) Alert Program. AMBER Alert serves as an early, special-purpose, warning system available for use by law enforcement to alert the public when a child has been kidnapped, and the police believe the child is in danger. Individuals and broadcasters can register to receive AMBER Alerts from the AMBER Alert Portal via email and text message. See Attachment H for further information and activation procedures.

- d. Emergency Alert System (EAS): As a condition of licensing, all commercial radio and television stations and cable television companies must participate in EAS and use their facilities to relay warning and instructions from government to the public. Broadcasters and cable companies must carry national security warnings and messages initiated by the President; they may broadcast alerts and messages initiated by state and local governments. The FCC encourages licensees to broadcast state and local warning and instruction messages, but the final decision on broadcasting such messages rests with the broadcaster.
  - i. The Montana Broadcasters Association coordinates the Montana EAS. Activation of the EAS for Gallatin County is facilitated through the National Weather Service (NWS) of Great Falls. The actual message is then transmitted over the NWS Weather Radio System to local broadcasters, which then relay it to other broadcasters in a daisy chain manner.
  - ii. For obvious reasons, EAS should be used prudently. The Montana EAS State Plan governs the activation of EAS by local governments. The general guidelines for local activation of EAS include:
    - a) Severity of Situation - EAS warning will aid in reducing loss of life or substantial loss of property.
    - b) Timeliness - Immediate public knowledge is required to avoid adverse impact.
    - c) Alternatives - Other means of disseminating information are inadequate to ensure rapid delivery.
  - iii. The LWP has two options for EAS messages:
    - a) An Administrative Message (ADM) is a message that will be sent to TV and radio stations but will NOT override TV and radio broadcasting and will NOT activate NOAA weather radios.
    - b) Designated Officials should issue a Civil Emergency Message (CEM) when they believe there is a risk to life and property that warrants immediate notification of the general public. A CEM will override all TV and radio broadcasting and alert/activate NOAA weather radios.

- iv. The local EAS stations are listed in Attachment I. The county has coordinated with these stations to establish procedures for accessing the EAS through the local primary stations. Authority to release EAS messages for broadcast is restricted to those local officials named in Attachment I. The following methods will be used to transmit emergency messages to local primary stations for broadcast:
  - a) By telephone, with the station generally recording our verbal message and then broadcasting it.
  - b) By fax, with the station receiving our written message and reading it on the air.
- v. Pre-scripted emergency messages have been prepared for use with those warning systems that are capable of delivering a verbal or written message. As EAS messages are limited to two minutes, the pre-scripted messages include short warning and instructional messages that may be transmitted by EAS and amplifying messages that will be distributed to the media as Special News Advisories.
- vi. See Attachment I for further information.
- e. Emergency Preparedness Notification System (EPNS): EPNS (aka Reverse 911™) is operated by Intrado and is activated via a web interface ([www.warnnow.com](http://www.warnnow.com)), or by calling Intrado's Emergency Call Relay Center (800-664-5231). EPNS then calls the phone lines identified in the 911 Database that are within the specified geographic area. EPNS is also capable of utilizing pre-loaded calling lists (i.e. media, school parents, etc...). EPNS has a total maximum capacity of 1,100 outbound calling ports. See Attachment J for further information and activation procedures.
- f. NOAA Weather Radio: Please see Attachment I for further information on EAS.
- g. Route Alerting & Door- to-Door Warning: The public may be warned by route alerting using vehicles equipped with sirens and public address systems. Route alerting may not work well in some areas, including rural areas where residences are some distance from the road or for large buildings with few external windows. Response personnel going door-to-door may also deliver warnings. Both of these methods are effective in delivering warnings, but they are labor-intensive and time-consuming and may be infeasible for large areas.

## **E. WARNING SPECIAL FACILITIES & POPULATIONS**

- 1) Special populations and facilities will be warned of emergency situations by available methods. These include:
  - a) Hearing-impaired: Captioned EAS messages on television, NWR and EPNS
  - b) Special Facilities: EAS messages on radio/television, NOAA Weather Radio and EPNS
  - c) Visually Impaired: EAS messages on radio, NOAA Weather Radio and EPNS

## **F. WARNINGS TO OTHER GOVERNMENTS & AGENCIES**

The DES Coordinator is responsible for warning adjacent or nearby jurisdictions that may be affected by emergency situations originating within this jurisdiction.

## **G. PHASES OF MANAGEMENT**

- 1) Mitigation
  - a) Establish an effective public warning system and appropriate operating procedures.
  - b) Extend the system to keep up with growth.
  - c) Adopt new methods of warning that increase the ability to reach citizens not well served by current systems.
  - d) Conduct public education designed to prevent citizens from taking unnecessary risks during an emergency situation. An example may be implementing a public information effort to discourage people from driving on flooded roads.
- 2) Preparedness
  - a) Test the Local Warning System on a regular basis.
  - b) Prepare pre-scripted warning and public instruction messages for known hazards. See Attachment D.
  - c) Brief local media on local warning systems and coordinate procedures for transmitting EAS messages to radio and television stations and cable television providers.

- d) Conduct public education on warning systems and the actions that should be taken for various types of warnings.
  - e) Establish a Joint Information System (JIS) and identify suitable facilities for a Joint Information Center (JIC), if required.
- 3) Response
- a) Activate Local Warning System to alert the public of the emergency situation and provide appropriate instructions.
  - b) Conduct media monitoring to determine the need to clarify issues and distribute updated public instructions.
  - c) Discontinue warnings when no longer required.
- 4) Recovery
- a) Advise the public when the emergency situation has been terminated.
  - b) If necessary, provide instructions for return of evacuees and safety information relating to the reoccupation of damaged homes and businesses.

## **VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. GENERAL**

- 1) Beaverhead County and the incorporated cities establish general policies for emergency warning and fund personnel and equipment to operate the warning system.
- 2) The Sheriff is responsible for operating the LWP and coordinating operation of the Local Warning System.

### **B. ASSIGNMENT OF RESPONSIBILITIES**

- 1) The Chief Elected Official(s) will:
  - a) Outline general policies on warning and emergency public information.
  - b) Approve emergency public information to be released to the public



through the news media or other mean.

2) The Sheriff will:

- a) Develop an adequate warning system.
- b) Staff and operate the Local Warning Point.
- c) In coordination with the GCEM, develop and maintain procedures for operation of the warning system, coordinating as necessary with other departments and agencies, the NWS, local radio and television stations, cable television companies, and other organizations.
- d) Provide for maintenance and periodic testing of the warning system equipment.

3) The Beaverhead County 911 Center will serve as the LWP and will:

- a) Receive and, if necessary, verify and acknowledge warnings of emergency situations.
- b) Make notification to local officials of emergency situations or of conditions that could cause such situations, as required.
- c) In accordance with SOP, or when directed, activate the warning system to alert and provide instructions to all sirens under their jurisdiction.
- d) Develop and maintain hazard specific warning procedures covering warning receipt, verification, and dissemination.
- e) Perform fan out for NAWAS calls.
- f) Perform fan out for EAP activations.

4) The DES Coordinator will:

- a) In coordination with the Sheriff, develop operating procedures for the warning system, coordinating as necessary with other departments and agencies, the NWS, local radio and television stations, cable television companies, and other organizations.
- b) Assist in the development of pre-scripted warning messages and Special News Advisories. See Attachment D.
- c) When the EOC is activated, assist in the development of warning messages and Special News Advisories.

- d) In coordination with the PIO, educate the public regarding the use of the warning system.
- 5) The PIO will:
- a) In coordination with the EOC, develop pre-scripted warning messages and public instructions for known hazards.
  - b) When an emergency has occurred, develop warning messages and public instructions for the specific situation at hand.
  - c) Develop procedures to facilitate the release of coordinated emergency public information to amplify basic information provided in warning messages.
  - d) Maintain a media briefing area.
  - e) Periodically brief the media on local warning systems and warning procedures.
  - f) Develop and disseminate educational materials relating to emergency warning to the public.
- 6) Law Enforcement will:
- a) Provide units and personnel for route alerting and door-to-door warning when needed.
- 7) Fire Protection Agencies will:
- a) Provide units and personnel for route alerting and door-to-door warning when needed.
- 8) All local government departments and agencies will:
- a) Report emergency situations to the Local Warning Point that merit warning local officials or the public.
  - b) When requested, provide personnel and equipment to assist in route alerting or door-to-door warning
- 9) Media companies are asked to:
- a) Disseminate warning messages and Special News Advisories provided by local government to the public as rapidly as possible.

- b) Participate in periodic tests of the EAS and other warning systems.
- 10) Institutions, businesses, and places of public assembly are expected to:
- a) Monitor radio and television and/or NOAA Weather Radio receivers for warnings and take appropriate actions to protect their patients, students, customers, and employees.

## **IX. COORDINATION**

### **A. GENERAL**

- 1) The Chief Elected Official shall provide general guidance for warning activities.
- 2) The Sheriff shall provide specific guidance for the operation of the LWP and warning systems.
- 3) For specific, time-sensitive, emergency situations, the LWP has been delegated authority to determine if a warning needs to be issued, formulate a warning if necessary (using pre-scripted messages where possible), and disseminate it. For other situations, the LWP must coordinate with one of a designated set of key officials, who will determine if a warning should be issued and approve the general content of any warning message that will be disseminated.
- 4) When the EOC has been activated, the EOC staff will normally determine who needs to be warned and how. The DES Coordinator, PIO, and other members of the staff will formulate warning messages and public instructions. The LWP will normally execute such warnings by activating the warning system. Although, the PIO may disseminate emergency public information to the media directly.

### **B. LINE OF SUCCESSION**

The line of succession for the Sheriff, who has primary responsibility for the warning function, is:

- 1) TBD
- 2) TBD

## **X. ADMINISTRATION & SUPPORT**

### **A. AGREEMENTS & CONTRACTS**

Should local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts.

### **B. REPORTS & RECORDS**

The LWP shall maintain activity logs recording:

- a) Warnings received.
- b) Key personnel notified, and the actions they directed to be taken.
- c) Warnings disseminated to the public and the means of that dissemination.

### **C. MAINTENANCE OF EQUIPMENT**

All warning systems owned by Beaverhead County will be maintained in accordance with the manufacturer's instructions for those systems.

## **XI. ANNEX DEVELOPMENT & MAINTENANCE**

### **A. DEVELOPMENT**

The DES Coordinator is responsible for working with other agencies in the development, maintenance, and improvement of this annex. Each agency tasked will develop SOP that address assigned tasks.

### **B. MAINTENANCE**

This annex will be reviewed annually and updated in accordance with the schedule outlined in the EOP.

# **ATTACHMENT A**

## **DISTRIBUTION LIST**

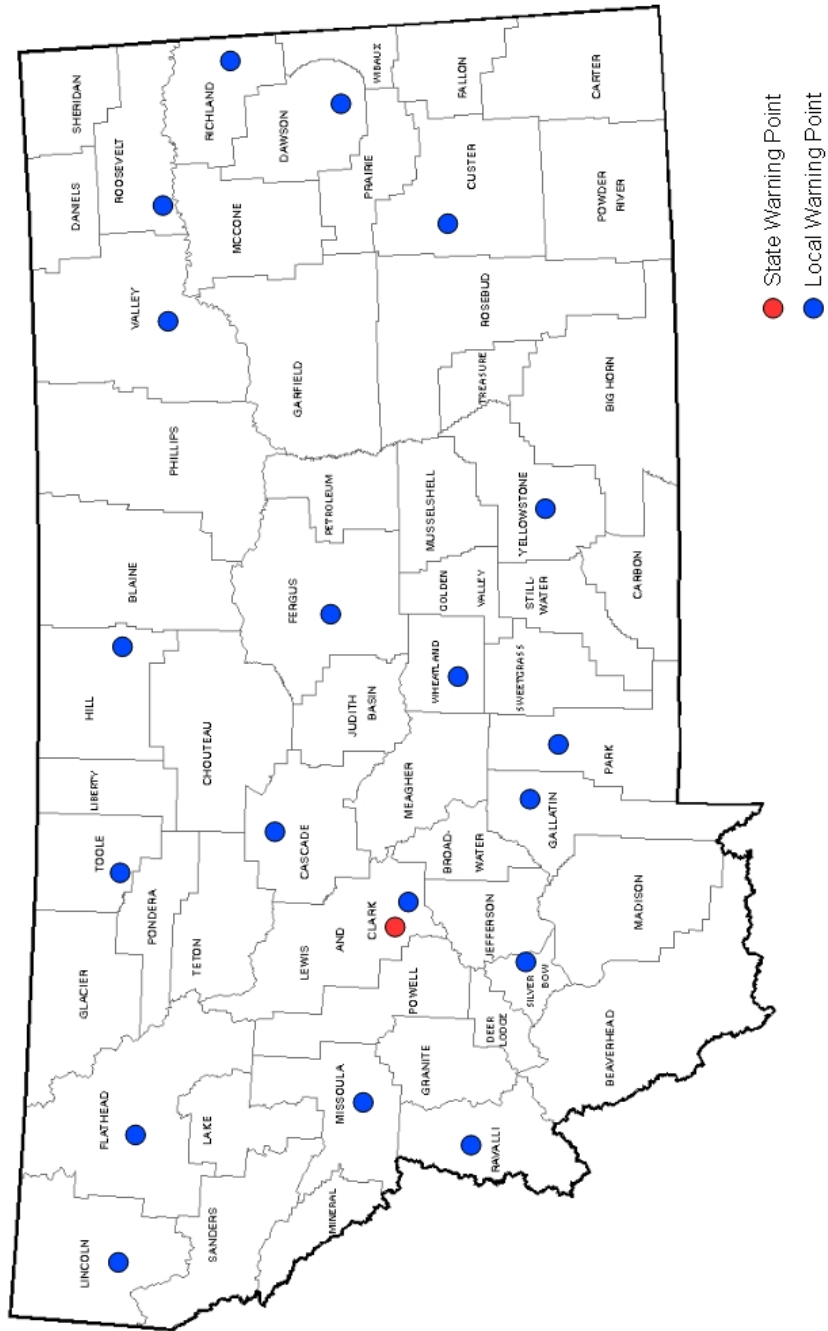


# **ATTACHMENT C**

## **NATIONAL WARNING MESSAGES**

- 1) The State Warning Point will ring all stations on the Montana Warning System.
- 2) Following the ring down, the originating warning point will identify themselves, such as “Montana Warning Point.”
- 3) This will be followed by which warning points the message applies to and instructions to standby for the message. This could be all warning points or specific affected warning points.
- 4) The message will then be disseminated by the originating warning point.
- 5) The calling warning point will then conduct a roll call to confirm receipt of the message. This will consist of, “Sheriffs Office, this is Montana Warning Point, did you receive the message?”
- 6) The Beaverhead Warning Point should acknowledge the message, and preferably, summarize the message back to confirm proper understanding of the intended message. The originating warning point should acknowledge and confirm the accuracy of your read back, then move on to the next warning point.
- 7) The Beaverhead Warning Point should carry out the appropriate fan out procedures for the message. Butte Silverbow County is responsible for relaying NAWAS messages to Beaverhead County.

# Montana NAWAS Circuit





# ATTACHMENT D

## PRE-SCRIPTED WARNING MESSAGES

### A. GENERAL INCIDENT

- 1) The City(s) of Dillon and Lima have issued the following warning for those who live, work, or are visiting in the area of [specify affected area].
- 2) An emergency situation involving [affected jurisdiction] is currently in progress at [specify location using common place name, streets, or other geographic references. Should be recognizable to the general public.]
- 3) A [specify type of incident] has occurred in this area. The incident is currently [give some brief detail of incident. Size, direction of travel, hazards, etc...].
- 4) The public is asked to [provide instructions on what people are to do].
- 5) Please do not call 911 for information about this incident. Instead you may obtain information from [specify activated tools]:

- local media outlets (radio, television, newspaper, online)
- 1600 am HARP
- 1700 am HARP
- 211 service
- 511 service
- Coordination Center Public Inquiry Phones (548-0199)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### B. ROAD/FACILITY CLOSURE

- 1) The City(s) of Dillon and Lima have issued the following warning for those who live, work, or are visiting [specify affected area].
- 2) It has been necessary to close [streets, facilities, etc...] due to:

- Flooding
- Snow
- Ice
- Fire
- Explosion
- Hazardous Materials Incident
- Law Enforcement Incident

\_\_\_\_\_  
 \_\_\_\_\_

3) As of [enter date and time], the following [roads or facilities] have been closed by officials:

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4) Please avoid these [roads or facilities].

5) If you must travel, use alternate routes, such as:

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6) We recommend that you refrain from driving and remain at home due to the travel conditions.

7) Please do not call 911 for information about this incident. Instead you may obtain information from [specify activated tools]:

- local media outlets (radio, television, newspaper, online)
- 582-3175 Information Line
- readyBeaverhead.com website
- 1600 am HARP
- 1700 am HARP
- 211 service
- 511 service
- Coordination Center Public Inquiry Phones (548-0199)
- \_\_\_\_\_

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**C. SHELTER IN PLACE**

- 1) The City(s) of Dillon and Lima have issued the following warning for those who live, work, or are visiting [specify affected area].
- 2) There has been a release of a hazardous material [specify if known] that is affecting a portion of the local area. People in the following area must take protective measures:

---

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- 3) If you are located in this area, do the following immediately in order to protect yourself:
  - a) Go inside your home, workplace, or the nearest building that appears to be reasonably air tight and stay there. Take your pets with you.
  - b) Close all doors, windows, and any fireplace dampers.
  - c) Turn off any heating or cooling systems that draw air from outside.
  - d) Keep your radio on and turned to receive emergency announcements and instructions.
  - e) Gather items that you may need to take with you if you are advised to evacuate.
- 4) People traveling in vehicles should seek shelter in the nearest air tight structure. If a suitable structure is not immediately available, travelers should roll up car windows, close air vents, and turn off the heater or air conditioner until they reach a suitable building.
- 5) If shelter is not immediately available, keep a handkerchief, towel, or damp cloth snugly over your nose and mouth until you get indoors.
- 6) (If school is in session):
- 7) Students in the following school(s) are taking shelter at their school(s):

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- 8) Parents should not attempt to pick up students at school until the hazardous situation is resolved and they are advised it is safe to do so.
- 9) Students at the following school(s) [have been/ are being] evacuated to other facilities:

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- 10) Parents should not attempt to pick up students from schools that have been evacuated. Local officials will provide information on where to pick up children as soon as it is available.

- 11) Please do not call 911 for information about this incident. Instead you may obtain information from [specify activated tools]:

- local media outlets (radio, television, newspaper, online)
- 582-3175 Information Line
- readyBeaverhead.com website
- 1600 am HARP
- 1700 am HARP
- 211 service
- 511 service
- Coordination Center Public Inquiry Phones (548-0199)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**D. PRE-EVACUATION**

- 1) The [City(s) of Dillon and Lima / Beaverhead County] has issued the following warning for those who live, work, or are visiting [specify affected area].
- 2) Due to a threat of [specify], it may become necessary for people who live, work or are visiting in certain areas to evacuate in the near future. The area(s) that may be at risk include:

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3) Evacuation orders are NOT being issued at this time. Local officials will advise you if evacuation is necessary. However, you should be prepared to evacuate if needed. To prepare, you should:

4) Assemble the following emergency supplies:

- a) Clothing for your family for several days
- b) Bedding, pillows, and towels
- c) Prescription medicines & spare glasses
- d) Soap and toiletries
- e) Baby food and diapers
- f) Your address book or list of important phone numbers
- g) Your driver's license and identification cards
- h) A portable radio and flashlight
- i) Supplies for your pets

5) You should also:

- a) Gather suitcases, boxes, or bags to hold your emergency supplies
- b) Be prepared to secure your home or office and your property before you depart
- c) Ensure your car is in good shape and you have adequate fuel
- d) Decide where you will go if you have to evacuate. Make arrangements with relatives or friends or consider making hotel reservations. Make sure any pets can go with you.

6)  Potential evacuation routes from the area(s) at risk include:

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7) If you know of any neighbors that could use assistance, please assist them.

8) We want to emphasize that this is a precautionary message about possible evacuation. Evacuation orders are NOT being issued at this time.

9) Please do not call 911 for information about this incident. Instead you may obtain information from [specify activated tools]:

- local media outlets (radio, television, newspaper, online)
- 582-3175 Information Line
- readyBeaverhead.com website
- 1600 am HARP
- 1700 am HARP
- 211 service
- 511 service
- Coordination Center Public Inquiry Phones (548-0199)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**E. EVACUATION**

- 1) The City(s) of Dillon and Lima have issued the following warning for those who live, work, or are visiting [specify affected area].
  
- 2) Due to [specify] an evacuation order has been issued. People in the following area should evacuate immediately to protect their health and safety. These areas are:

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- 3) Recommended evacuation routes from these area(s) are:

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- 4) Emergency shelters are available at:

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- 5) Be sure to take essential items such as:

- a) Prescription medicines

- b) Eyeglasses
- c) Identification cards
- d) Checkbooks
- e) Credit cards
- f) Valuable papers

- 6) Do not delay your departure to collect other belongings.
- 7) Take your pets with you, but make sure you bring a leash, crate, or cage for them. Most shelters will not accept pets.
- 8) If you need assistance evacuating, ask a neighbor to assist you.
- 9) If you know of a neighbor that could use assistance evacuating, please help them.
- 10) Please do not call 911 for information about this incident. Instead you may obtain information from [specify activated tools]:

- local media outlets (radio, television, newspaper, online)
- 582-3175 Information Line
- readyBeaverhead.com website
- 1600 am HARP
- 1700 am HARP
- 211 service
- 511 service
- Coordination Center Public Inquiry Phones (548-0199)

# **ATTACHMENT E**

## **511 SERVICE ACTIVATION PROCEDURES**

Montana Department of Transportation operates a traveler advisory system accessible by calling 511. This system could be utilized to advise motorists on state highways of travel impacts, or other pertinent information.

### **Activation Criteria**

511 can be requested by any government agency.

### **Authorization**

Utilization of the 511 system for emergency information should be approved by the Dillon Area Maintenance Chief or his delegate.

### **Activation Procedure**

The Agency Having Jurisdiction may contact the Butte MDT Office at (406) 494-9600



# **ATTACHMENT F**

## **A CHILD IS MISSING (ACIM) ACTIVATION PROCEDURES**

A Child is Missing (ACIM) is a Non-Profit organization providing automated calling as no cost for missing child incidents. When requested by the law enforcement agency having jurisdiction, A Child is Missing ([www.achildismissing.org](http://www.achildismissing.org)) will create a recorded message for phone dissemination in the community where the child went missing. A Child is Missing utilizes CodeRED's ([www.coderedweb.com](http://www.coderedweb.com)) automated calling system to initially distribute the recorded message to phones within a 1 mile radius of the point last seen at a rate of 1000 calls per minute.

### **Activation Criteria**

ACIM will request the following information when contacted by law enforcement

- 1) Name of law enforcement agency
- 2) City, County, and State of Agency
- 3) Name of Missing Person
- 4) Date of Birth
- 5) Gender
- 6) Nationality
- 7) Height and Weight
- 8) Hair and Eye Color
- 9) Clothing Description
- 10) Scars or other physical characteristics
- 11) Medical/ psychological conditions to be aware of
- 12) Home Address
- 13) Location Last Seen
- 14) Phone number for public to call
- 15) Incident or case number assigned
- 16) Is there water or wooded areas near by
- 17) Have friends and family been contacted
- 18) Has the person gone missing before
- 19) Is there foul play, kidnapping, or parental abduction suspected
- 20) Are there any sexual predators in the area
- 21) What is the contact information for the law enforcement agency having jurisdiction's ACIM point of contact

### **Authorization**

The law enforcement agency having jurisdiction must approve the request per their policies.

### **Activation Procedure**

The law enforcement agency having jurisdiction must contact ACIM at 888-875-2246.

# **ATTACHMENT G**

## **AMBER ALERT ACTIVATION PROCEDURES**

The Montana America's Missing: Broadcast Emergency Response (AMBER) Alert Program is administered through the Montana Department of Justice's Missing Persons Clearinghouse. AMBER Alert provides law enforcement a method of rapid dissemination of information during child abductions. AMBER Alerts are initiated through the AMBER Alert Portal ([www.montanaamberalert.com](http://www.montanaamberalert.com)), which is a consortium project among several states. Individuals and broadcasters can register to receive AMBER Alerts directly from the AMBER Alert Portal via email and text messaging.

### **Activation Criteria**

In order for an AMBER Alert to be to be initiated the following criteria must be met:

- 1) The child must be 17 years old, or younger, or have a proven mental or physical disability.
- 2) The child must be in imminent danger of serious injury or death
- 3) There must be enough descriptive information available to believe that broadcasting it will assist law enforcement in recovering the child.
- 4) The alert must be recommended by the local law enforcement agency of jurisdiction.

### **Authorization**

In order to be issued, an AMBER Alert must be authorized per the law enforcement agency having jurisdiction's policies and then approved by the Montana Department of Justice.

### **Activation Procedure**

- 1) AMBER Alert must be requested and approved by the Law Enforcement Agency Having Jurisdiction.
- 2) The AMBER Alert request, with as much detail as possible, must be submitted to the Montana Department of Justice. This can be achieved in two ways:
  - a. Through Beaverhead County Dispatch (406-582-2124) using the Montana Criminal Justice Information Network (CJIN).
  - b. By telephone to Montana Department of Justice (DOJ) at 800-690-8768.
- 3) Once approved by Montana DOJ, DOJ will issue the AMBER Alert through the AMBER Alert Portal ([www.montanaamberalert.com](http://www.montanaamberalert.com)).
- 4) Once entered into the AMBER Alert Portal the message is automatically relayed to broadcasters and AMBER Alert Subscribers.

# **ATTACHMENT H**

## **EMERGENCY ALERT SYSTEM (EAS) ACTIVATION PROCEDURES**

The Montana Emergency Alert System (EAS) is coordinated by the Montana Broadcasters Association. Activations of the EAS is facilitated through the National Weather Service (NWS) Great Falls Office (406-453-9642). The actual message is then transmitted over the NWS Weather Radio System to local broadcasters, who then relay it to other broadcasters in a daisy chain manner.

### **Activation Criteria**

- 1) Must have an identified risk to life and/ or property
- 2) Must be classified as one of two message categories
- 3) Civil Emergency Message (CEM) – Messages that provide critical and time-sensitive information that the public can use to take appropriate protective behavior in the event of a Civil Emergency.
- 4) Administrative Message (ADM) – Messages that will be sent to TV and Radio Stations, but will NOT override TV and Radio broadcasting and will NOT activate NOAA weather Radios.
- 5) Identify a source of additional information

### **Authorization**

Activation of the Emergency Alert System requires approval by one of the approved Designated Officials per the Montana Emergency Alert System Plan. These individuals are:

- 1) State Disaster and Emergency Services Duty Officer
- 2) County DES Coordinator
- 3) Sheriff
- 4) National Weather Service (weather related events)

### **Activation Procedure**

- 1) Incident Commander requests activation of the EAS based on meeting the criteria and requests activation through Beaverhead County Dispatch (406-683-3700).
- 2) Beaverhead County Dispatch will contact one of the Designated Officials with the request.
- 3) The contacted Designated official will contact the Incident Commander and confirm the message to be transmitted.
- 4) The Designated Official will then complete the EAS Activation Form (Appendix A) and send it to the Great Falls Weather Service Office (406-453-3812 fax), followed by a phone call to the Great Falls Weather Service Office (406-453-9642).
- 5) The EAS Activation Form should also be sent to Beaverhead County Dispatch, or to Emergency Management, depending on where it originates.

By protocol, the NWS will call a Designated Official from the requesting county to confirm the authenticity of the message. By making sure everyone is on the same page it will minimize any delay.

- 6) After confirmation, the NWS will then broadcast the EAS Message.

# **ATTACHMENT I**

## **EMERGENCY PREPAREDNESS NOTIFICATION SYSTEM (EPNS) ACTIVATION PROCEDURES**

**(When available)**

The Emergency Preparedness Notification System (aka Reverse 911™) is operated by Intrado. The Emergency Preparedness Notification System (EPNS) is activated via a web interface ([www.warnnow.com](http://www.warnnow.com)), or by calling Intrado's Emergency Call Relay Center (800-664-5231). EPNS then calls the phone lines within the targeted area identified in the 911 Database. EPNS is also capable of utilizing pre-loaded calling lists (i.e. media, school parents, etc...). EPNS has a total maximum capacity of 1,100 outbound calling ports.

### **Activation Criteria**

In order for the EPNS to be activated, the following considerations should be addressed:

- 1) Defined message delivery area
  - a. Radius of given location
  - b. Polygon
  - c. Pre-loaded GIS Shape File
  - d. Pre-defined Call List
- 2) Cost vs. Benefit
  - a. \$0.46 per minute for completed calls in 30 second increments
- 3) Message to be delivered
- 4) Follow up information source

### **Authorization**

Use of the EPNS must be requested by a command staff member of the agency having jurisdiction. After the request has been made by the agency having jurisdiction, the 911 Director must authorize the expenditure of funds for deployment of EPNS. The Beaverhead County 911 Director has issued standing orders authorizing Command Staff of local public safety agencies to activate the EPNS.

If a member of the public has a legitimate need and would like to test the system, they will need to contact the law enforcement agency in whose jurisdiction they reside, or the Fire District in whose district they reside and make the request directly. If the request is deemed appropriate by the jurisdiction involved, then the request to activate can take place as further described.

Further, to insure operational reliability of the system, routine testing will take place quarterly, and be administered under the direction of the CAD Administrator.

### **Activation Procedure**

- 1) Agency having jurisdiction makes a request for activation of the EPNS to Beaverhead County Dispatch (406-683-3700).
- 2) Beaverhead County Dispatch will page the EPNS group for activation.
- 3) The individual activating EPNS will then contact the Incident Commander to obtain the following
  - a. Obtain message the IC wants distributed
    - i. Always include additional information source in message
    - ii. Provide instructions on what people are to do
    - iii. Always instruct people not to call 911 for additional information
  - b. Identify specific area to be notified
    - i. This can be:
      - Specific Address
      - Radius from an address (including, or excluding, specific address)
      - Intersection
      - Lat/ Long
      - Polygon physically drawn on a map
      - Pre loaded GIS Shape File
    - c. Try to be as specific as possible
    - d. Be cautious of over estimating a radius
- 4) Message must then be recorded over the phone at the EPNS Voice Message Center (800-451-2979)
  - a. Remember to write down the assigned message number
- 5) EPNS Web Interface ([www.warnnow.com](http://www.warnnow.com)) must now be launched from a compatible computer, or call the Emergency Call Relay Center (800-664-5231)
  - a. Information from the Incident Commander is utilized to populate the EPNS fields
    - i. Assigned message number must be entered here
  - b. A verification call back number must be entered. After activation Intrado will call to verify.

**ANNEX B:  
COMMUNICATIONS**

**Beaverhead County,  
Montana**

# APPROVAL & IMPLEMENTATION

## ANNEX B: COMMUNICATIONS

This annex is hereby approved. This annex is effective immediately and supersedes all previous editions.

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

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# RECORD OF CHANGES

## ANNEX B: COMMUNICATIONS

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# **ANNEX B: COMMUNICATIONS**

## **I. PRIMARY AGENCY**

Beaverhead County Sheriff's Office

## **II. SUPPORTING AGENCY**

TBD

## **III. AUTHORITY**

### **A. FEDERAL**

<b>Name</b>	<b>Description</b>	<b>Legal</b>
TBD		

### **B. STATE**

<b>Name</b>	<b>Description</b>	<b>Legal</b>
TBD		

### **C. LOCAL**

<b>Name</b>	<b>Description</b>	<b>Legal</b>
TBD		

## **IV. PURPOSE**

This annex provides information about our communications equipment and capabilities available during emergency operations. Our entire communications system is discussed and procedures for its use are outlined.

## V. EXPLANATION OF TERMS

### A. ACRONYMS

AAR	After Action Report
EAS	Emergency Alert System
EMP	Electromagnetic Pulse
EOC	Emergency Operations Center
IC	Incident Commander
ICS	Incident Command System
JIC	Joint Information Center
SOC	State Operations Center
SOP	Standard Operating Procedures

### B. DEFINITIONS

#### **Local Computer Network**

Local, Metropolitan, or Wide-Area Networks

#### **State Warning Point**

Warning Point for the State operated by the State Operations Center (SOC).

## VI. SITUATION & ASSUMPTIONS

### A. SITUATION

- 1) As noted in the general situation statement in the Basic Plan, we are at risk from a number of hazards that could threaten public health and safety and personal and government property. A reliable and interoperable communications system is essential to obtain the most complete information on emergency situations and to direct and control our resources responding to those situations.
  - a) The 911 Dispatch Center is located at 2 S. Pacific St, which is staffed on a 24-hour basis by Sheriff/911 Dispatcher. Equipment is available to provide communications necessary for emergency operations.

### B. ASSUMPTIONS

- 1) Adequate communications are available for effective and efficient warning, response and recovery operations.
- 2) Any number of natural or manmade hazards may neutralize or severely

reduce the effectiveness of communications currently in place for emergency operations.

- 3) Additional communications equipment required for emergency operations will be made available from citizens, business, volunteer organizations, and/or other governmental agencies.

## **VII. CONCEPT OF OPERATIONS**

### **A. GENERAL**

- 1) A common operating picture within our jurisdiction and across other jurisdictions provides the framework of our communications capabilities. This framework is made possible by interoperable systems. Extensive communications networks and facilities are in existence throughout Beaverhead County to provide coordinated capabilities for the most effective and efficient response and recovery activities. A diagram of the communications network is in Attachment A.
- 2) Our existing communications network consisting of telephone, computer, Teletype, and radio facilities will serve to perform the initial and basic communications effort for emergency operations. Landline circuits, when available, will serve as the primary means of communication with other communication systems as back up.
- 3) During emergency operations, all Beaverhead County departments will maintain their existing equipment and procedures for communicating with their field operations units. They will keep the Emergency Operations Center (EOC) informed of their operations and status at all times.
- 4) To meet the increased communications needs created by an emergency, various State and regional agencies, amateur radio operators, and business/industry/volunteer group radio systems will be asked to supplement communications capabilities. These resource capabilities will be requested through local and regional mutual-aid agreements and/or the Disaster District as required.

### **B. PHASES OF MANAGEMENT**

- 1) Prevention
  - a) Maintain a current technology based, reliable, interoperable, and sustainable communications system.
  - b) Ensure warning communications systems meet jurisdictional needs.

- c) Ensure intelligence and other vital information networks are operational.
- d) Ensure integrated communications procedures are in place to meet the needs and requirements of Beaverhead County.

## 2) Preparedness

- a) Review and update this communications annex.
- b) Develop communications procedures that are documented and implemented through communications operating instructions (include connectivity with private-sector and nongovernmental organizations).
- c) Thoroughly and continually review the system for improvement including the implementation and institutionalized use of information management technologies.
- d) Ensure communications requirements for EOC and potential Joint Information Center (JIC) are regularly reviewed.
- e) Review After Action Reports (AAR) of actual occurrences and exercises and other sources of information for lessons learned.
- f) Ensure the integration of mitigation plans and actions into all phases of emergency management as applicable.
- g) Acquire, test, and maintain communications equipment.
- h) Ensure replacement parts for communications systems are available and make arrangement for rapid resupply in the event of an emergency.
- i) Train personnel on appropriate equipment and communication procedures as necessary.
- j) Conduct periodic communications drills and make communications a major element during all exercises.
- k) Review assignment of all personnel.
- l) Review emergency notification list of key officials and department heads.
- m) Provide Qwest with a list of circuit restoration priorities for essential

governmental systems.

3) Response

- a) Select communications personnel required for emergency operations according to the incident.
- b) Incident communications will follow Incident Command System (ICS) standards and will be managed by the Incident Commander (IC) using a common communications plan and an incident-based communications center.
- c) All incident management entities will make use of common language during emergency communications. This will reduce confusion when multiple agencies or entities are involved in an incident.
- d) Ensure emergency equipment repair on a 24-hour basis.
- e) Initiate warning procedures as outlined in Annex A (Warning), if required.

4) Recovery

- a) All activities in the emergency phase will continue until such time as emergency communications are no longer required.

## **VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. ORGANIZATION**

- 1) Our emergency communications system is operated by the Sheriff's Office, Police Department and includes a variety of government-owned and operated equipment as well as equipment owned and operated by certain volunteer groups. The departments, agencies, and groups that are part of our communications system are listed in this annex.
- 2) The Sheriff will ensure that warning information received at our warning point, the Dispatch, Communications Center, is disseminated to Beaverhead County officials and where appropriate, to the public. The responsibility of ensuring the communications system is operational and incorporates all available resources rests with the Sheriff, who may appoint a Communications Coordinator to carry out this task.



## **B. ASSIGNMENT OF RESPONSIBILITIES**

- 1) Sheriff will:
  - a) Be responsible for all activities enumerated in this annex in the section entitled, Phases of Management.
  - b) Supervise the Communications Coordinator.
- 2) Communications Coordinator will:
  - a) Coordinate common communications procedures.
  - b) Develop and maintain a communications resource inventory, see Annex M (Resource & Donations Management).
  - c) Ensure a communications capability exists between the Dispatch Communications Center of the Sheriff's Office, Police Department and the EOC to include coordination with the telephone company for installation of dedicated telephone lines into the Dispatch, Communications Center, and/or EOC.
  - d) Ensure communication restoration procedures are developed.
  - e) Ensure that the local telephone company is forwarded a list of circuit restoration priorities.
  - f) Ensure procedures are in place for dissemination of message traffic.
  - g) Coordinate the inclusion of business/industry and amateur radio operators into the communications network.
  - h) Develop and maintain Standard Operation Procedures (SOP) to include message-handling procedures and recall rosters for essential personnel.
- 3) Radio Operators will be responsible for proper use and maintenance of the equipment and for correct message handling procedures, including routing of all incoming messages and logging all incoming and out-going messages.
- 4) Public Information Officer will be:
  - a) Responsible for monitoring commercial radio and telephone broadcasts for accuracy of public information.

- 5) Switchboard Operators will be responsible for proper screening and routing of all incoming telephone calls.

## **IX. COORDINATION**

### **A. GENERAL**

- 1) The Chief Elected Official establishes general policies for emergency communications.
- 2) The Communications Coordinator is under the supervision of the Sheriff and is directly responsible for facilities, equipment, and operation of the Dispatch, Communications Center.
- 3) Communications personnel from individual departments and support agencies, while under control of their own department or agency and operating their own equipment, are responsible for knowing and following the procedures outlined in this annex.
- 4) During emergency situations involving multiple agencies and/or jurisdictions, the various code systems used for brevity will be discontinued and normal speech will be used to insure comprehension. In addition, local time will be used during transmissions.
- 5) During emergency situations, communications will be maintained between the Disaster District and the Beaverhead County EOC.

### **B. CONTINUITY OF GOVERNMENT**

Each department or agency with communications responsibilities shall establish a line of succession for communications personnel.

### **C. EXISTING COMMUNICATIONS SYSTEMS**

- 1) Local Networks
  - a) (County) 911 Director's Office
  - b) (County) Road Maintenance
  - c) (City) Police Department
  - d) County Fire Department
  - e) City of Dillion

- f) (City) Public Works Department
- g) S&R Building

## **X. ADMINISTRATION AND SUPPORT**

### **A. FACILITIES AND EQUIPMENT**

A complete listing of equipment is included in Attachment A of Annex M (Resource & Donations Management).

### **B. MAINTENANCE OF RECORDS**

All records generated during an emergency will be collected and filed in an orderly manner so a record of events is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

### **C. PRESERVATION OF RECORDS**

Vital records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

### **D. COMMUNICATIONS PROTECTION**

- 1) Radio
  - a) Electromagnetic Pulse (EMP)
  - b) One of the effects of a nuclear detonation that is particularly damaging to radio equipment is EMP. Plans call for the disconnection of radios from antennas and power source when an Attack Warning is issued. A portable radio unit will then be employed as a backup to maintain limited communications with field units. This procedure will be used until an All Clear is announced. Telephones will also be used while operable.
- 2) Lightning, Wind, and Blast
  - a) Standard lightning protection is used including arrestors and the use of emergency power during severe weather.
  - b) Damaged antennas can be quickly replaced with spare units kept in the Sheriff's Office, Radio Building

- c) Mobile repeaters kept in the Search and Rescue Mobile Command Post can be quickly positioned at predetermined locations to resume radio communications in the event of damage to radio towers.
- 2) Telephone (Common Carrier)
- a) Overloaded Circuits: To avoid overloaded circuits during emergencies, citizens will be advised to listen to the Emergency Alert System (EAS) for information and to use telephones only if they have a genuine emergency. Coordination with Qwest will be permitted if overloaded circuits become a problem. They will begin immediate restoration of priority circuits.
  - b) Emergency Service: During major emergencies, a direct line to the Qwest Telephone Office is activated in the EOC for emergency service calls.
  - c) Computer Equipment and Facilities: The physical protection of computer equipment and facilities will be maintained under normal and emergency operations to help ensure continuity of communications.
- 3) Security
- a) Measures will be taken to ensure that only authorized personnel will have access to the Dispatch and/or Communications Center.
  - b) Communications security will be maintained in accordance with national, State, and local requirements.
- 4) Training
- a) Each organization assigning personnel to the EOC for communications purposes are responsible for making certain those persons are familiar with the agencies operating procedures.
  - b) The Sheriff will provide additional training on emergency communications equipment and procedures as necessary.
- 5) Support
- a) If requirements exceed the capability of local communications resources, the Chief Elected Official will request support from nearby jurisdictions or MT DES.

## **XI. ANNEX DEVELOPMENT & MAINTENANCE**

The Sheriff will be responsible for maintaining this annex. Each agency will develop SOP that address assigned tasks and will be updated in accordance with the schedule outlined in the Basic Plan.

# **ATTACHMENT A**

## **COMMUNICATIONS DIAGRAM & TABLE**

**ANNEX C: SHELTER,  
MASS CARE & HUMAN  
SERVICES**

**Beaverhead County,  
Montana**

# APPROVAL & IMPLEMENTATION

## ANNEX C: SHELTER, MASS CARE & HUMAN SERVICES

This annex is hereby approved. This annex is effective immediately and supersedes all previous editions.

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# RECORD OF CHANGES

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# ANNEX C: SHELTER, MASS CARE & HUMAN SERVICES

## I. PRIMARY AGENCIES

American Red Cross, Beaverhead County Emergency Management, Beaverhead County Public Health

## II. SUPPORTING AGENCIES

TBD

## III. AUTHORITY

### A. FEDERAL

Name	Description	Legal
Congressional Charter of 1905	Creation of the American Red Cross	36 USC 300101-300111
Emergency Planning and Community Right-to-Know Act	Emergency planning for hazardous substances requiring AHAD	42 USC 11001-11050
Federal Fire Prevention and Control Act	Firefighting cost reimbursement on federal lands	PL 93-498, 44 CFR 151
Fire Management Assistance Grant	Firefighting cost reimbursement	44 CFR 204
Hazardous Waste Operations & Emergency Response	HazMat Response Standards (HAZWOPER)	29 CFR 1910.120
Homeland Security Presidential Directive 3,	Establishes the Homeland Security Advisory System	HSPD-3
Homeland Security Presidential Directive 5, Management of Domestic Incidents	Establishes authorities and creates National Incident Management System (NIMS)	HSPD-5
National Flood Insurance Act/ Flood Disaster Protection Act	National Flood Insurance Program	42 USC 4001-4129

Robert T. Stafford Disaster & Emergency Assistance Act	Federal assistance to state and local governments	42 USC 5121-5206, PL93-288
Superfund Amendment and Reauthorization Act	Amended CERCLA (SARA), Establishes spiller liability & cleanup funding (superfund)	42 USC 116, 40 CFR 300-374

## B. STATE

Name	Description	Legal
Clean Air Act of Montana	Air Quality	MCA 75-2
Disaster and Emergency Services	DES Program/ Hazmat/ MA	MCA 10-3
Fire Protection	Fire Protection Authority	MCA 7-33
Intergovernmental Cooperation	Mutual Aid	MCA 10-3-2
Montana Code Annotated	Law Enforcement	MCA 7-32
Mutual Aid Agreements	Fire Mutual Aid - RFD	MCA-7-33-2108
Mutual Aid Agreements	Fire Mutual Aid - FSA	MCA 7-33-2405
Mutual Aid Agreements	Fire Mutual Aid - Muni	MCA-7-33-4112
Mutual Aid Agreements	Fire Mutual Aid - Rural Fire	MCA 7-33-2202
Mutual Aid Agreements	Fire Mutual Aid - Unincorporated	MCA 7-33-2313
Mutual Assistance rights of Assisting Officers	Law Enforcement - Mutual Aid	MCA 44-11
Waste and Litter Control	Hazardous Waste Cleanup	MCA 75-10

## C. LOCAL

Name	Description	Legal
TBD		

## IV. PURPOSE

The purpose of this annex is to outline organizational arrangements, operational concepts, responsibilities, and procedures to protect evacuees and others from the effects of an emergency situation by providing shelter and mass care and to make provisions for providing human services support to people who require food, clothing, mental health services, and victim's compensation in the aftermath of an emergency. The services described in this annex may be needed in response to incidents of limited scale as well as major emergencies and disasters.

## V. EXPLANATION OF TERMS

## A. ACRONYMS

ARC	American Red Cross
CEO	Chief Elected Official
CISM	Critical Incident Stress Management
DRC	Disaster Recovery Center
DWI	Disaster Welfare Inquiry
EMC	Emergency Management Coordinator
EMS	Emergency Medical Services
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
HHSC	Health and Human Services Commission
NIMS	National Incident Management System
OAG	Office of the Attorney General
PIO	Public Information Officer
SOP	Standard Operating Procedures
TSA	The Salvation Army
USDA	United States Department of Agriculture
WIS	Welfare Inquiry System (aka Disaster Welfare Inquiry)

## B. DEFINITIONS

### **Crime Victim's Compensation**

The Crime Victims Compensation Act provides financial assistance to help innocent crime victims with crime-related medical expenses. Created in 1978, the Montana Crime Victim Compensation Program can help with lost wages and medical and funeral expenses incurred as the result of personal injury crimes.

### **Crisis Counseling**

A short-term therapeutic intervention process that utilizes established mental health techniques to lessen adverse emotional conditions that can be caused by sudden and/or prolonged stress. Crisis Counseling is designed for "normal individuals who have experienced an abnormal event." Crisis counseling is not traditional therapy and is often delivered within the victim's home environment. Crisis counseling is normally set up for survivors and secondary responders who have been involved in an emergency situation, while Critical Incident Stress Management (CISM) is designed for first responders.

### **Crisis Counseling Program**

The program utilizes traditional and non-traditional mental health practices within the disaster-impacted area.

### **Critical Incident Stress Management (CISM)**

The CISM Network is a non-profit corporation run by volunteers. The Network was established to organize the development of CISM teams across the State of

Montana and form a resource for assisting with critical incidents. Members of the network include professionals from a wide array of agencies and professions. CISM team contacts throughout the state may be accessed by calling the Montana DES 24-hour number at (406) 841-3911.

### **Disaster Mental Health Services**

Disaster mental health services include crisis counseling, CISM, and victim's services. This includes assessing short and long-term mental health needs, assessing the need for additional mental health services, tracking on-going support needs, providing disaster mental health training programs, and identifying disaster worker stress issues and needs.

### **Disaster Recovery Center (DRC)**

A location established in a centralized area within or near the disaster area at which individuals, families, and/or businesses apply for disaster aid. In general, the President establishes a DRC after a major disaster or state of emergency declaration.

### **Mass Care**

Mass Care is providing assistance to those who have been displaced from their homes and others affected by a hazardous situation or the threat of such a situation. Mass care includes providing food, basic medical care, clothing, and other essential life support services.

### **Shelter**

Short-term lodging for evacuees during and immediately after an emergency situation. Shelters are generally located away from known hazards. Mass care operations are typically conducted in shelters.

### **Special Needs Individuals/Groups**

Special Needs includes the elderly, medically fragile, mentally and/or physically challenged or handicapped, individuals with mental illness, and the developmentally delayed. As well as children separate from their families, those who cannot speak English, etc. These individuals may need specially trained health care providers to care for them, special facilities equipped to care for their needs, and specialized vehicles and equipment for transport in order to meet their daily needs and maintain their health and safety during emergency situations.

### **Welfare Inquiries**

Welfare inquiries are requests from relatives, friends, employers, or others for information on the status of persons in an area affected by a emergency situation who cannot be located because they have evacuated, become separated from their families, or cannot be contacted by normal means of communications. Registration of disaster victims at shelters provides some of the information needed to answer welfare inquiries. For emergency situations that extend



beyond several days, the American Red Cross may activate a Welfare Inquiry System, known in many other states as a Disaster Welfare Inquiry (DWI) system, to handle such inquiries.

## **VI. SITUATION AND ASSUMPTIONS**

### **A. SITUATION**

- 1) Our Hazard Summary identifies a number of threats that could result in the evacuation, destruction of or damage to homes and businesses, loss of personal property, disruption of food and utility services, and other situations that adversely affect the daily life of our citizens. Evacuees from other jurisdictions may also seek refuge in our area. Each of these situations may generate a need for shelter, mass care and emergency human service operations in our area.
- 2) We have the ultimate responsibility for providing shelter, mass care and human services to protect local residents displaced from their homes and others who evacuate into our jurisdiction due to emergency situations.
- 3) Shelter, mass care, and human service needs may range from very short term operations for a limited number of people where the primary objective is to provide protection from the weather, comfortable seating, and access to rest rooms to more lengthy operations for a large number of evacuees where feeding, sleeping, and shower facilities are desirable and a variety of assistance must be provided to evacuees.
- 4) The American Red Cross (ARC) has been chartered under federal law to provide mass care to victims of natural disasters. Hence, our efforts should be coordinated with the ARC, which will normally operate shelter and mass care operations insofar as its capabilities permit. Additionally:
  - a) The ARC signs agreements with local governments, school districts, churches, and other organizations to use their facilities for shelter and mass care operations. The ARC identifies suitable shelter facilities based on a set of standards, maintains a list of potential shelters, maintains shelter kits, and trains shelter management personnel.
  - b) Local governments, the ARC and other volunteer groups may also sign agreements relating to the operation of shelter and mass care and feeding facilities when needed; such agreements detail the responsibilities of both the volunteer group and the local government. See Attachment C for pertinent local agreements.

- 5) If ARC services are not available, other volunteer organizations and religious groups may open shelters. Some of these organizations and groups coordinate their efforts with the ARC, while others may operate these facilities themselves and assume full responsibility for them.
- 6) In the aftermath of emergency situations, survivors may need assistance in obtaining food, clothing, mental health services, and other essential life support needs as well as cleaning up and making temporary repairs to their homes.
- 7) Emergency responders, survivors, and others who were affected by the emergency may experience stress, anxiety, and other physical and psychological effects that adversely impinge on their daily lives.

## **B. ASSUMPTIONS**

- 1) Shelters may have to be opened with little notice. Until the ARC personnel arrive and assume responsibility for managing such shelters, local government personnel may have to manage and coordinate shelter and mass care activities.
- 2) Volunteer organizations that normally respond to emergency situations may assist in shelter and mass care operations.
- 3) If additional resources are needed to conduct shelter, mass care and human service operations, support may be requested pursuant to inter-local agreements and from state and federal emergency management agencies. When requested by a local jurisdiction, the Governor may authorize the use of military forces to support shelter and mass care operations.
- 4) Facilities planned for shelter and mass care use will be available at times of need.
- 5) When evacuation is recommended during an emergency situation, approximately 80 percent of those for whom evacuation has been recommended will evacuate. The vast majority of evacuees will seek refuge with friends or relatives or go to commercial accommodations rather than a public shelter. In addition, some people who are not at risk may spontaneously evacuate and some of those individuals may seek public shelter.
- 6) For hazards that are highly visible or extensively discussed in the media people may evacuate occur prior to an official recommendation to do so. Hence, shelter and mass care operations may have to commence early in an emergency situation.

- 7) Essential public and private services will be continued during shelter and mass care operations. However, for a major evacuation that generates a large-scale shelter and mass care operation, normal activities at schools, community centers, churches, and other facilities, which are being used as shelters, may have to be curtailed.
- 8) Disaster survivors evacuated from their homes and housed in temporary shelters, those that remain in their homes under adverse conditions, and emergency responders may need human services support in the aftermath of a disaster.
- 9) In the aftermath of an emergency situation, survivors and emergency responders who would not normally be clients of local and state human service agencies may require some form of human services assistance, including food, clothing, and disaster mental health services. Hence, abnormal demands may be placed upon the delivery of human services, including disaster mental health services, emergency assistance, and the care of special needs groups. As a consequence, the clientele of both local and state human service organizations may increase.
- 10) In some cases, disaster mental health services may be needed during response operations.
- 11) The American Red Cross, The Salvation Army, and other non-governmental organizations will provide assistance to disaster survivors.
- 12) Local professional, volunteer, and charitable groups, including religious ones, normally responding to emergency situations will do so, if requested.
- 13) State assistance will be available to supplement local human services resources.

## **VII. CONCEPT OF OPERATIONS**

### **A. GENERAL**

- 1) We are responsible for developing a plan, integrating the concepts of the National Incident Management System (NIMS), coordinating and providing mass care services to persons affected by a disaster. The requirements for services may vary depending upon the nature, type, and level of the emergency. We will work closely with volunteer organizations that provide shelter and mass care support to determine the availability of shelter and feeding facilities, encourage facility owners to sign agreements for use of

those facilities, and encourage facility owners to allow their personnel to participate in shelter management training.

- 2) The Incident Commander is expected to determine the need for opening shelters and commencing mass care operations based on the emergency situation that prevails.
- 3) The CEO may request the opening of shelters and recommend the closing of shelters when they are no longer required. These actions should be coordinated with the ARC and other shelter providers. A list of potential shelters is provided in Attachment A. The CEO may further assign tasks and responsibilities to support shelter and mass care efforts.
- 4) The County, in cooperation with volunteer disaster assistance organizations, will provide temporary shelter and essential life support services for people displaced from their homes.
- 5) The ARC and other private disaster assistance organizations will be called upon to:
  - a) Open temporary shelters for the displaced population.
  - b) Activate or organize shelter teams and provide shelter kits.
  - c) Register those occupying public shelters.
  - d) Provide feeding, emergency first aid, and other basic life support needs for those occupying temporary shelters.
  - e) For extended shelter operations, activate a disaster Welfare Inquiry Systems
  - f) Provide periodic reports on the status of shelter and mass care operations.
- 6) In some disasters, the federal government may be requested to provide emergency housing. Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. To the extent possible, local government will assist and coordinate post-disaster housing needs of the homeless.
- 7) We have the general responsibility for ensuring the welfare of our citizens and will develop a capability to provide appropriate human services during emergency situations.

- 8) A Human Services Officer will be appointed to coordinate with local human services organizations and organized volunteer disaster assistance organizations to ensure basic human services are provided in the aftermath of an emergency.
- 9) We shall establish working relationships with and will call on the American Red Cross, The Salvation Army, and other non-governmental organizations to provide support for disaster survivors.
- 10) Some emergency situations will not require implementation of large-scale mass care operations but instead generate a need for a limited amount of emergency food and clothing. For these situations, our Human Services Officer will coordinate with the government staff, volunteer organizations, and church groups to identify sources for this assistance.
- 11) Like other disaster survivors, special needs groups may require assistance to meet their needs for food, clothing, housing, and medical care. Local human service organizations are expected to identify any special needs groups that need assistance in the aftermath of an emergency.
- 12) We will request state human services support if our local resources prove inadequate.

### **Shelter Facilities**

- 1) The ARC executes agreements with building owners for use of structures as shelters and normally inspects the facilities it plans to use to determine their capacities and the availability of various types of equipment.
- 2) Schools are the most frequently used shelters because they generally have substantial space, a feeding capability, sufficient restrooms, and adequate climate control systems. Those who wish to utilize schools for sheltering must secure permission in writing from school officials.
- 3) Community centers and churches are also frequently used as shelters. Permission to use these facilities or any other facilities for disaster operations should also be secured in writing from the owners or operators of those facilities.
- 4) In most shelters, evacuees must sleep on the floor -- there are generally no cots immediately available. Public information messages should highlight this situation and encourage those who plan to take refuge in a public shelter to bring bedding.

### **Shelter Operations**

- 1) The specific facilities that will be used for sheltering and feeding during an emergency will depend on the needs of the situation, the status of available facilities, the location of the hazard area, and the anticipated duration of operations. Shelters are typically opened and closed based on need. When occupancy of existing shelters reaches 75 to 80 percent, consideration should be given to opening an additional facility.
- 2) It is generally more effective, in terms of resource utilization, to operate a few medium to large shelters than a large number of small facilities.
- 3) Shelters should be managed by individuals with shelter management training, preferably individuals who work in the facility on a daily basis. The ARC and the Shelter Officer will jointly maintain a listing of trained shelter and mass care facility managers in the local area.
- 4) To ensure consistency in shelter activities, it is desirable that all shelters follow a general set of operating guidelines. When the ARC opens a shelter, ARC policies guide how the facility is staffed and operated.
- 5) Shelter managers are expected to provide periodic reports on the number of occupants and the number of meals served. Volunteer groups operating shelters may also be required to report this information through their organizational channels.
- 6) Local government is responsible for providing the following support for shelter operations:
  - a) Security and, if necessary, traffic control at shelters
  - b) Fire inspections and fire protection at shelters
  - c) Transportation for food, shelter supplies, and equipment if the organization operating the shelter cannot do so
  - d) Structural soundness of the building must be inspected post disaster by qualified engineers.
  - e) Transportation of shelter occupants to feeding facilities, if necessary
  - f) Basic medical attention, if the organization operating the shelter cannot do so
- 7) Evacuees normally return to their homes as soon as the danger has passed. Hence, most shelters are closed quickly and returned to normal use. However, some evacuees may be unable to return to their homes due to

damage or destruction. It may be necessary to have one or more shelters remain open for an extended period until those who cannot return to their residences can be relocated to motels, rental units, mobile homes, and other types of temporary lodging. Such extended use facilities should have showers and on-site feeding; cots should be provided.

- 8) The ARC will not track those who are in shelters for other agencies and their records. A mid-night count will be released without names.

## **B. MASS CARE**

- 1) Mass care includes the feeding of evacuees and emergency workers and provision of other life support needs for shelter occupants.
- 2) Water is essential to maintain life and preserve public health. If water supply systems are disrupted in an emergency, timely provision must be made to provide water to local residents whose normal supply has been disrupted. Attachment D to this annex outlines a number of options for providing emergency water supplies.
- 3) Emergency Food & Feeding
  - a) Both fixed facilities and mobile units may be used for preparing and serving meals. Fixed facilities include schools, churches, and civic buildings serving as shelters. The ARC, TSA, and other disaster relief agencies may also deploy self-contained mobile feeding units to supplement fixed feeding facilities.
  - b) The U.S. Department of Agriculture (USDA), through the Health and Human Services Commission (HHSC), the Montana Food Bank, and commercial facilities provides USDA commodities used in preparing meals or for distribution to disaster victims upon Presidential declaration.
  - c) If a school is used as a feeding site, the school may use USDA commodities already on its shelves to prepare meals for mass care operations. USDA will replace them or credit their entitlement dollars as long as school officials provide HHSC with an itemized list of which commodities were used and daily meal counts. USDA commodities may not be used without prior approval from HHSC. The request must come from the ARC. Form FCS-292, which is a report of commodity distribution, must be completed by school officials within 30 days after the termination of assistance to the disaster victims. Also HHSC will arrange to have additional USDA commodities

shipped to the feeding site, if necessary, either directly from USDA or one of the HHSC warehouses.

- d) In the aftermath of an emergency, local residents may be unable to obtain food from normal sources, preserve perishable food, or prepare meals due to damage to their homes and food stores or the loss of electrical or gas service. Food may be provided to disaster survivors in a variety of ways, depending on the situation in the local area in the aftermath of a disaster. Among the options are:
  - e) Mass feeding at fixed sites, using operable kitchen facilities at schools, community centers, churches, and other community facilities
  - f) Mass feeding at fixed sites using transportable kitchens operated by non-governmental groups
  - g) Distribution of prepared food using mobile canteens operated by non-governmental groups
  - h) Distribution of foodstuffs obtained from food banks that can be used by disaster survivors to prepare meals
  - i) Distribution of restaurant or grocery store vouchers
  - j) The ARC, TSA, and other volunteer organizations listed in Attachment B can provide many of these services
- 4) First responders will handle all first aid needs for those people affected by the disaster.

### **C. OTHER NEEDS OF DISASTER SURVIVORS**

- 1) In addition to the provision of shelter and mass care services, evacuees may need assistance with clothing, basic medical attention, prescription medicines, disaster mental health services, temporary housing, and other support services.
- 2) Some of these services may be provided by the same volunteer organizations that are operating shelters. In other cases, the ARC will have to identify the needs of those in public shelters to the Human Services Officer, who may be able to arrange for assistance from other volunteer organizations and agencies. Many human services programs also serve disaster victims that have not been evacuated from their homes. A description of human services programs and procedures for requesting human services support are provided in Attachment B.



- 3) Where emergencies result in federal emergency or major disaster declarations by the President, disaster survivors may be eligible for specific human services programs as part of the recovery process. See Annex J (Recovery) for further information.
- 4) Volunteer organizations active in disaster may be able to assist in meeting a number of the needs of needs of disaster survivors, including:
  - a) Basic clothing
  - b) Basic furnishings and household goods
  - c) Job-related tools
  - d) Transportation
  - e) Home clean up and debris removal
  - f) Home repairs
- 5) See Attachment B to this annex for a list of volunteer organizations active in disasters that operate in many areas of the state and the services they may be able to provide during an emergency.

#### **D. CRISIS COUNSELING**

- 1) Some disaster survivors and emergency responders may need mental health services in the aftermath of a disaster. Many seeking such help can obtain aid from existing local mental health programs, religious groups, and non-governmental organizations. As the demand for such services may increase significantly after a disaster and some local providers may become disaster survivors, there may be a need for additional mental health resources.
- 2) If existing local resources are inadequate to meet the need for disaster mental health services, local mental health professionals and members of the local ministerial association, and other local support groups may augment these services.

#### **F. SPECIAL NEEDS GROUPS AND INDIVIDUALS**

- 1) Special facilities include hospitals, nursing homes, group homes, and correctional institutions. Such facilities are responsible for the welfare and safety of their clients, who may need specially trained staff to care for them and special equipment and facilities to meet their needs. Institutions

supporting special needs populations are required by state and federal regulations to have disaster preparedness plans that provide for evacuation and relocation of the institution's population to comparable facilities in an emergency.

- 2) Mass care shelters for the general population are not staffed or equipped to handle special needs groups. These groups, particularly medical patients and prisoners, should not be relocated to shelters used by the general public. In the event that special facilities encounter difficulty in evacuating and relocating their clients, local officials may need to assist those facilities in arranging transportation and in locating suitable reception facilities. It may also be necessary to assist in relocating some medical patients who are living at home.
- 3) Public shelters can generally accommodate individuals with special needs who require minimal care and are attended by their families or other caregivers.

## **G. HANDLING OF PETS**

- 1) Evacuees with pets seeking public shelter can create potential problems. For health reasons, pets are not allowed in emergency shelters operated by the ARC and most other organized volunteer groups. However, a number of studies have indicated that some people, particularly the elderly, will not leave their homes if they cannot take their pets with them. Hence, it is desirable to make reasonable arrangements for evacuees who come to public shelters with pets.
- 2) Depending on the situation, we will use one or more of the following approaches to handle evacuees arriving with pets:
  - a) Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.
  - b) Direct pet owner to a public shelter that has covered exterior corridors or adjacent support buildings where pets on leashes can stay in carriers and may be temporarily housed.
  - c) Set up temporary pet shelters at the Fairgrounds, the Stock Show barns, the Exposition Center/other.

## **H. PUBLIC INFORMATION**

- 1) The public information staff is expected to develop emergency public information messages to advise those who are or will be evacuating of the location of public shelters and general shelter policies.
- 2) The public information staff should also provide information on the emergency situation to shelter managers so they can pass such information on to shelter occupants.

## **I. WELFARE INQUIRIES**

The Shelter Officer will respond to inquiries until the ARC can assume that function. The website, [safeandwellcommunityos.org/cms/](http://safeandwellcommunityos.org/cms/) will be used for relatives to search.

## **J. PHASES OF MANAGEMENT**

- 1) Mitigation
  - a) Identify volunteer organizations that can assist in shelter and mass care operations and develop cooperative agreements. Identify groups who may require special assistance during an emergency (i.e., senior citizens, handicapped, etc.).
  - b) In coordination with volunteer organizations, identify suitable shelters and feeding facilities.
  - c) Sign agreements with volunteer organizations authorizing use of local government facilities and churches for shelter and mass care operations.
- 2) Preparedness
  - a) Send local officials to shelter management training and encourage those organizations or agencies that will be making their facilities available for use as shelters to send their personnel to such training
  - b) In coordination with volunteer organizations, identify potential shelters, and develop general shelter and mass care procedures for the local area
  - c) Coordinate basic communication and reporting procedures
  - d) Develop facility setup plans for potential shelters

- e) Identify population groups requiring special assistance during an emergency (i.e., senior citizens, special needs, etc.) and ensure that preparations are made to provide assistance
- f) Identify volunteer groups that can provide emergency food and clothing in the aftermath of emergency situations and other sources of emergency food and clothing
- g) Identify agencies or groups that can provide disaster mental health services and survivors services during and in the aftermath of emergency situations
- h) Identify and train human services representatives who will staff the Emergency Operations Center (EOC)
- i) Conduct emergency planning with human services agencies and organized volunteer groups active in disasters and develop appropriate standard operating procedures (SOPs) and execute agreements where appropriate
- j) Determine tentative emergency assignments for available personnel and volunteers
- k) Encourage volunteer groups active in disasters to participate in emergency exercises.
- l) Review and update this annex and related SOPs

### 3) Response

- a) Open and staff shelters and mass care facilities
- b) Provide information to the public on shelter locations and policies
- c) Assist in the registration of evacuees
- d) Provide food, clothing, first aid, and other essential services to evacuees
- e) Maintain communications between mass care facilities and EOC
- f) Provider periodic reports on shelter occupancy and meals served
- g) Provide information to victims needing additional services
- h) Provide food and clothing to disaster survivors as needed

- i) Register evacuees or survivors or assist volunteer groups in performing this task
  - j) Provide contact information to survivors who need human services assistance
  - k) Provide human services staff support for the EOC
- 4) Recovery
- a) Assist evacuees in returning to their homes if necessary.
  - b) Assist those who cannot return to their homes with temporary housing.
  - c) Deactivate shelters and mass care facilities and return them to normal use.
  - d) Inform public of any follow-on recovery programs that may be available.
  - e) Assess needs of survivors and provide assistance, including, but not limited to, temporary housing, food, clothing, clean-up services, minor home repairs, and other support.
  - f) Coordinate with the Public Information Officer to inform the public of the availability of human services programs.
  - g) Assess the need for disaster mental health services for emergency responders and disaster survivors. Coordinates and arranges for such support if required.
  - h) Provide human services personnel to staff the Disaster Recovery Center (DRC), if one is activated.

## **VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. GENERAL**

- 1) Our normal emergency organization will carry out shelter and mass care operations, as well provide human services in emergency situations.
- 2) Operations will be organized in accordance with NIMS guidelines.
- 3) We expect to be assisted by the ARC, other volunteer organizations active in disaster, and local volunteer groups and charitable organizations in conducting shelter and mass care operations. The Shelter Officer is responsible for coordinating the efforts of local government, volunteer groups, and other agencies involved in shelter and mass care operations.
- 4) The CEO shall provide policy guidance with respect to emergency human services operations. The Human Services Officer will manage the human services function during emergency operations.
- 5) Human services will be provided through the coordinated efforts of local human services professionals, human service agencies, local volunteer groups, the ARC, TSA, and other non-governmental organizations.
- 6) State and federal agencies may be requested to assist in human services activities conducted in the aftermath of a major emergency or disaster.

### **B. ASSIGNMENT OF RESPONSIBILITIES**

- 1) The CEO will:
  - a) Order the opening of local shelter and mass care facilities and the closing of such facilities when they are no longer needed
  - b) Approve release of emergency public information materials on shelter locations, and guidance on what people should bring and not bring to public shelters as prepared by the public information staff
  - c) Coordinate shelter and mass care efforts with other local governments, where appropriate
  - d) Request shelter and mass care support from other local governments or the state, if local resources are insufficient

- e) Ensure that a human services program for emergency situations is developed
  - f) Provide general guidance and direction for human services operations during emergencies
- 2) The DES Coordinator will:
- a) Coordinate shelter and mass care planning with the Shelter Officer, the PIO, the Human Services Officer, other local officials, and volunteer organizations
  - b) When the situation warrants, the EMC will recommend to the CEO that shelter and mass care operations be implemented. Recommendations on the number of facilities to be activated and specific facilities to be used should be coordinated, if possible, with the volunteer organizations that will operate those facilities.
  - c) Coordinate with the functional managers in the EOC to provide support for shelter and mass care activities
  - d) Receive reports on shelter and feeding operations from the Shelter Officer. During major emergencies, summarize shelter and mass care activities in the periodic Situation Report; see Annex N (Coordination) for more information concerning this report.
  - e) When conditions warrant, recommend to the CEO that shelter and mass care facilities be closed
- 3) The ARC shall serve as Shelter Officer and will:
- a) Identify requirements for shelter and mass care support needed as a result of an evacuation
  - b) Identify and develop agreements with volunteer organizations that are willing to support local shelter and mass care activities, as well as to provide goods and services to satisfy emergency human service needs. See Attachment B to this plan.
  - c) In coordination with volunteer organizations that normally operate shelters and feeding facilities, identify potential shelter and mass care facilities. See Attachment A to this annex.
  - d) Develop emergency agreements with volunteer groups for the use of government facilities as shelters, and encourage other agencies,

organizations, and groups that have suitable facilities to sign similar agreements.

- e) Coordinate and disseminate common shelter operating guidelines to volunteer organizations operating shelters
- f) Ensure mass care facilities are adequately staffed and equipped
- g) Coordinate mass feeding where needed. Coordinate with HHSC officials for supplementary food stocks from USDA sources if required
- h) Identify requirements for human services support for evacuees in shelters
- i) Identify requirements for facility security and fire protection requirements for shelters to law enforcement agencies and the fire service
- j) Coordinate resource support for shelter operations and emergency human service needs
- k) Receive reports on shelter and mass care operations and provide summary information for inclusion in the periodic Situation Report
- l) Respond to Disaster Welfare Inquiries (DWI) until the ARC assumes the function
- m) In the aftermath of emergencies, solicit and coordinate distribution of clothing, food, and services by various agencies and organizations. See Annex M (Resource Management) for a list of food, clothing, and water resources.
- n) Coordinate the registration of evacuees/survivors
- o) Coordinate with the Shelter Officer to provide for human services needs of evacuees in shelters
- p) Coordinate human services support for special needs groups
- q) Coordinate the provision of disaster mental health services for disaster survivors, emergency workers, and others suffering trauma due to the emergency situation
- r) Coordinate local staffing at DRCs, if needed.



- s) Work with the Transportation Officer to coordinate transportation assistance for those who need it.
- 4) The Mental Health Authority will:
- a) Coordinate the provision of and provide disaster mental health services to disaster survivors, emergency workers, and others suffering trauma due to an emergency situation.
- 5) The Shelter Officer will:
- a) Identify the requirements for human services assistance to those housed in shelters to the Human Service Officer.
- 6) Shelter Managers will:
- a) Staff and open shelters and keep them operating as long as necessary.
  - b) Register shelter occupants and assist in answering disaster welfare inquiries.
  - c) Arrange for mass feeding if required.
  - d) Identify additional resource requirements to the Shelter Officer.
  - e) Coordinate with the Shelter Officer to provide individual and family support services as needed.
  - f) Submit a daily mass care facility status report to the Shelter Officer that indicates the number of shelter occupants, the number of meals served, and the condition of the facility, and also identifies any problem areas.
  - g) Maintain records of supplies received and expended.
  - h) When directed, terminate operations, turn in equipment and unused supplies, return the facility to its original condition, and submit a final report mass care facility status report.
- 7) The Sheriff will:
- a) Provide security and law enforcement at shelter and mass care facilities.

- b) Provide back-up communications, if needed.
  - c) The Fire Department will:
  - d) Inspect shelter and mass care facilities for fire safety.
  - e) Provide and maintain shelter fire extinguishers.
  - f) Train shelter management personnel in fire safety and fire suppression.
- 8) The Transportation Officer will:
- a) Coordinate transportation support for human services operations.
  - b) Coordinate transportation for food, clothing, drinking water, and other supplies, if the agency providing these materials is unable to do so.
  - c) When requested by the Human Services Officer, coordinate transportation for those who need transportation assistance such as those without vehicles, special needs, etc.
  - d) Arrange transportation for evacuees in shelters to feeding sites if necessary.
  - e) Arrange transportation for shelter equipment, food, clothing, blankets, comfort kits, and other shelter supplies to shelter and mass care facilities.
  - f) Upon request, provide transportation for return of evacuees without vehicles to their homes.
- 9) The Health and Medical Officer will:
- a) Coordinate basic medical assistance for individuals in mass care facilities.
  - b) Monitor health and sanitation conditions in mass care facilities.
- 10) The Human Services Officer will:
- a) Coordinate provision of clothing, blankets, personal care items and other items to evacuees.
  - b) Upon request, coordinate disaster mental health services for occupants of mass care facilities.

11) Volunteer Groups and Charitable Organizations will:

- a) Provide human services assistance identified by the Human Services Officer upon request. See Attachment B to this annex for a list of groups and organizations that may be able to assist and the types of services they provide

12) The Public Information Officer will:

- a) Coordinate the release of information to the media and public about assistance programs available for disaster survivors.
- b) Provide information to the public on the locations of shelters and shelter operating policies.
- c) Provide updates on the emergency situation to shelter managers to be passed on to shelter occupants.
- d) Provide public information on closure of shelters and return of evacuees to their homes.

13) The Animal Control Officer will:

- e) Coordinate arrangements to provide temporary facilities for evacuees arriving at shelter and mass care facilities with pets.
- f) Be prepared to provide shelter managers with information on procedures for handling evacuees with pets.

14) The American Red Cross:

- a) Pursuant to a cooperative agreement between the ARC and us, the ARC has agreed to do the following:
- b) Staff and operate shelter and mass care facilities.
- c) Register evacuees.
- d) Provide mass feeding for victims and emergency workers.
- e) Provide emergency assistance for other essential needs.
- f) Process inquiries from concerned families outside of the disaster area

- g) [School District/School Superintendent] will:
- h) Shelter students in school buildings when the situation warrants.
- i) [Public Works, Engineering, Utility Services] will:
- j) To the extent possible, ensure power, water supply, and sanitary services are operable at shelter and mass care facilities during emergency conditions.

## **IX. COORDINATION**

### **A. GENERAL**

- 1) The CEO shall establish priorities for and provide policy guidance for shelter and mass care activities.
- 2) The CEO will provide general direction to the Shelter Officer regarding shelter and mass care operations.
- 3) The Shelter Officer will plan and manage the conduct of shelter and mass care activities, coordinating as necessary with volunteer organizations that participate in shelter operations or mass feeding and other departments and agencies.
- 4) Shelter and feeding facility managers will be responsible for the operation of their individual facilities.
- 5) Methods of direction and control will be consistent with NIMS guidelines.
- 6) The CEO shall establish priorities for and provide policy guidance for human services programs conducted after a disaster.
- 7) The CEO will provide direction to the Human Service Officer regarding human services operations in the aftermath of an emergency.
- 8) The Human Services Officer and staff will plan, coordinate, and carry out human services program activities.
- 9) All human services activities will be coordinated through the Human Services Officer in the EOC.

## **B. LINE OF SUCCESSION**

- 1) The line of succession for the Shelter Officer is:
  - a) TBD
- 2) The line of succession for the Human Services Officer is:
  - a) TBD

## **X. ADMINISTRATION & SUPPORT**

### **A. RECORDS**

- 1) Shelter and feeding facility managers shall maintain a record of supplies received and expended. Copies of these records will be provided to the Shelter Officer, who shall maintain a consolidated file.
- 2) All departments and agencies will maintain records of personnel and equipment used and supplies expended during shelter and mass care operations as a basis for possible cost recovery from a responsible party or insurer or possible reimbursement of expenses by the state or federal government.
- 3) All records generated during an emergency will be collected and filed in an orderly manner so a record of events is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

### **B. PRESERVATION OF RECORDS**

Vital human services records should be protected from the effects of a disaster to the maximum extent possible. Should records be damaged during an emergency situation, professional assistance preserving and restoring those records should be obtained as soon as possible.

### **C. STATE AND FEDERAL ASSISTANCE**

If state or federal assistance is required, the Human Services Officer will brief the CEO on the assistance required and request for assistance as needed.

## **D. REPORTS**

- 1) Shelter Managers will report occupancy and number of meals served figures to the Shelter Officer in the EOC daily.
- 2) The EOC will include shelter occupancy information in the periodic Situation Report sent to the Disaster District and other agencies. Information on the Situation Report is provided in Annex N, Direction & Control.
- 3) The ARC and other volunteer groups may also report shelter and feeding information through their organizational channels.

## **E. TRAINING & EXERCISES**

The EMC will coordinate with the ARC to insure that shelter management and other appropriate training is made available to local officials and volunteers who participate in shelter and mass care activities. All departments and organizations should ensure that their personnel are trained to accomplish the tasks assigned to them.

Emergency exercises shall periodically include a shelter and mass care scenario based on the hazards faced by this jurisdiction. Volunteer organizations that participate in shelter and mass care operations shall be invited and encouraged to participate in such exercises.

Human services personnel who will participate in EOC operations will receive training on the operation of facility. The Human Services Officer is responsible for arranging that training.

Non-governmental groups that could be providing human services support during emergency situations shall be invited and encouraged to participate in emergency drills and exercises where appropriate.

## **F. COMMUNICATIONS**

The primary communications between shelter and mass care facilities and the EOC will be by telephone. If telephones cannot be used, radios should be provided; amateur radio operators may be able to assist with communications needs.

## **G. WELFARE INQUIRIES**

- 1) We will attempt to respond to disaster welfare inquiries until the ARC can establish a Welfare Inquiry system to answer requests from relatives and

friends concerning the safety and welfare of evacuees or those in disaster areas.

- 2) Shelter managers must be aware of the importance of confidentiality in gathering and releasing information about shelter occupants. Welfare Inquiries will be addressed to the Shelter Officer until the ARC assumes responsibility for this function.

## **H. EXTERNAL ASSISTANCE**

If shelter and mass care needs cannot be satisfied with local resources and those obtained pursuant to inter-local agreements and from volunteer organizations, authorized local officials may request state assistance from the Montana DES.

# **XII. ANNEX DEVELOPMENT AND MAINTENANCE**

## **A. DEVELOPMENT**

The DES Coordinator and the Human Services Officer are responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.

## **B. MAINTENANCE**

- 1) This annex will be revised annually and updated in accordance with the schedule outlined in the Emergency Operations Plan.
- 2) Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOP covering those responsibilities.

**ATTACHMENT A**

**SHELTER FACILITIES**



# **ATTACHMENT B**

## **VOLUNTEER ORGANIZATIONS**

The following is a list of local groups and organizations that have indicated they may be able to provide mass care and human services support during emergency situations:

<http://www.beaverhead.com/unitedway/whatwedo.php>

# **ATTACHMENT C**

## **LOCAL AGREEMENTS**

# **ATTACHMENT D**

## **EMERGENCY RESOURCES & SUPPLIES**

**ANNEX D:  
RADIOLOGICAL &  
HAZARDOUS  
MATERIALS**

**Beaverhead County,  
Montana**

# APPROVAL & IMPLEMENTATION

## ANNEX D: RADIOLOGICAL & HAZARDOUS MATERIALS

This annex is hereby approved. This annex is effective immediately and supersedes all previous editions.

_____	_____
	Date
_____	_____
	Date
_____	_____
	Date
_____	_____
	Date
_____	_____
	Date
_____	_____
	Date

# RECORD OF CHANGES

## ANNEX D: RADIOLOGICAL & HAZARDOUS MATERIALS

	Date of Change	Date Entered	Change Entered By
1			
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# ANNEX D: RADIOLOGICAL & HAZARDOUS MATERIALS

## I. PRIMARY AGENCY

Beaverhead County Fire Department

## II. SUPPORTING AGENCY

TBD

## III. AUTHORITY

### A. FEDERAL

Name	Description	Legal
Public Law	Comprehensive Environmental Response Compensation and Liability Act of 1998	96-510
Public Law, Emergency	Planning and Community Right to Know Act of 1986	99-499
29 CFR 1910, 120	Hazardous Waste Operations and Emergency Response	
40 CFR 68	Clean Air Act	
40 CFR 261	Resource Conservation and Recovery Act	

### B. STATE

Name	Description	Legal
MT HazMat Laws		

### C. LOCAL

Name	Description	Legal
TBD		

## IV. PURPOSE

- 1) The purpose of this annex is to define organizational concepts and procedures, establish the local organization, and to assign responsibilities for an effective operational radiological protection program for preparation and response in the event of a radiological emergency affecting this jurisdiction.
- 2) This annex also establishes the policies and procedures under which Beaverhead County will operate in the event of a hazardous material incident or oil spill.
- 3) It defines the roles, responsibilities and organizational relationships of government agencies and private entities in responding to and recovering from an incident involving the transport, use, storage, or processing of radiological or hazardous material.

## V. EXPLANATION OF TERMS

### A. ACRONYMS

CAA	Clean Air Act
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CHEMTREC	Chemical Transportation Emergency Center
CST	Civil Support Team, Montana National Guard
DHS	Department of Homeland Security
DOE	(US) Department of Energy
EHS	Extremely Hazardous Substances
EOC	Emergency Operations Center
EPCRA	Emergency Planning, Community Right-to-Know Act of 1986
GLO	General Land Office
HC	Hazardous Chemicals
HS	Hazardous Substances
ICP	Incident Command Post
ICS	Incident Command System
LEPC	Local Emergency Planning Committee
MSDS	Material Safety Data Sheet
NIMS	National Incident Management System
NRC	National Response Center
NRF	National Response Framework
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment
RCP	Radiation Control Program
RMP	Risk Management Plan
RRC	Railroad Commission

RO	Radiological Officer
RPP	Radiation Protection Program
SERC	State Emergency Response Commission
SONS	Spill of National Significance
SOP	Standard Operating Procedures
VFD	Volunteer Fire Department

## **B. DEFINITIONS**

### **Accident Site**

The location of an unexpected occurrence, failure, or loss, either at a regulated facility or along a transport route, resulting in a release of listed chemicals.

### **Acute Exposure**

Exposures of a short duration to a chemical substance that will result in adverse physical symptoms.

### **Acutely Toxic Chemicals**

Chemicals, which can cause both severe and short- and long-term health effects after a single brief exposure of short duration. These chemicals can cause damage to living tissue, impairment of the central nervous system, and severe illness. In extreme cases, death can occur when ingested, inhaled, or absorbed through the skin.

### **CHEM-TEL**

Provides emergency response organizations with a 24-hour phone response for chemical emergencies. CHEM-TEL is a private company listed in the Emergency Response Guidebook.

### **CHEMTREC**

The Chemical Transportation Emergency Center (CHEMTREC) is a centralized toll-free telephone service providing advice on the nature of chemicals and steps to be taken in handling the early stages of transportation emergencies where hazardous chemicals are involved. Upon request, CHEMTREC may contact the shipper, National Response Center, and manufacturer of hazardous materials involved in the incident for additional detailed information and appropriate follow-up action, including on-scene assistance when feasible.

### **Cold Zone**

Area outside the Warm Zone (contamination reduction area), no contaminants.

### **Extremely Hazardous Substances (EHS)**

Substances designated as such by the EPA pursuant to the Emergency Planning and Community Right-to-Know Act (EPCRA). EHS inventories above certain threshold quantities must be reported annually to the State Emergency Response Commission (SERC), the Local Emergency Planning Committee (LEPC), and local

fire departments pursuant to Section 312 of EPCRA. EHS releases which exceed certain quantities must be reported to the National Response Center, the SERC, and local agencies pursuant to Section 304 of EPCRA and state regulations. The roughly 360 EHS, and pertinent reporting quantities, are listed in 40 CFR 355.

### **Hazardous Chemicals (HC)**

Chemicals, chemical mixtures, and other chemical products determined by US Occupational Health and Safety Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals exists, but the existence of a Material Safety Data Sheet (MSDS) for a product indicates it is a hazardous chemical. Facilities that maintain more than 10,000 pounds of a HC at any time are required to report inventories of such chemicals annually to the SERC in accordance with TCRA.

### **Hazardous Materials (Hazmat)**

A substance in a quantity or form posing an unreasonable risk to health, safety and/or property when manufactured, stored, or transported in commerce. A substance which by its nature, containment, and reactivity has the capability for inflicting harm during an accidental occurrence, characterized as being toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer and thereby posing a threat to health and the environment when improperly managed. Includes EHS, HS, HC, toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

### **Hazardous Substances (HS)**

Substances designated as such by the EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). Facilities, which have more than 10,000 pounds of any HS at any time, are required to report inventories of such substances annually to the SERC in accordance with TCRA. HS releases above certain levels must be reported to the National Response Center, the SERC, and local agencies pursuant to the CERCLA, Section 304 of EPCRA, and state regulations. The roughly 720 HS and pertinent reporting quantities are listed in 40 CFR 302.4

### **Hot Zone**

The area surrounding a particular incident site where contamination does occur or may occur. All unauthorized personnel may be prohibited from entering this zone.

### **Incident of National Significance**

An actual or potential high-impact event that requires a coordinated and effective response by an appropriate combination of federal, state, local, tribal, non-governmental, and/or private sector entities in order to save lives and minimize danger, and provide the basis for long-term community recovery and prevention activities.

**National Response Center (NRC)**

Interagency organization, operated by the US Coast Guard, which receives reports when reportable quantities of dangerous goods and hazardous substances are spilled. After receiving notification of an incident, the NRC will immediately notify appropriate federal response agencies, which may activate the Regional Response Team or the National Response Team.

**On-scene**

The total area that may be impacted by the effects of a hazardous material incident. The on-scene area is divided into mutually exclusive on-site and off-site areas.

**Plume**

A vapor cloud formation that has shape and buoyancy. The cloud may be colorless, tasteless, odorless, and may not be visible to the human eye.

**Regional Hazmat Teams**

Regional Hazmat Teams are located in Billings, Bozeman, Helena, Kalispell and Missoula.

**Regulated Facility**

A plant site where handling/transfer, processing, and/or storage of chemicals is performed. For the purposes of this annex, regulated facilities (1) produce, use, or store EHS in quantities that exceed threshold-planning quantities or (2) hold one or more HC in a quantity greater than 10,000 pounds at any time. Facilities that meet either criterion must annually report their inventories of such materials to the SERC, local LEPC, and the local fire department in accordance with TCRA.

**Reportable Quantity**

The minimum quantity of hazardous material released, discharged, or spilled that must be reported to federal, state and/or local authorities pursuant to statutes and regulations.

**Risk Management Plan (RMP)**

Pursuant to section 112r of the Clean Air Act (CAA,) facilities that produce, process, distribute or store 140 toxic and flammable substances are required to have a RMP that includes a hazard assessment, accident prevention program, and emergency response program. A summary of the RMP must be submitted electronically to the EPA; it can be accessed electronically by local governments and the public.

**Spill of National Significance (SONS)**

A spill or discharge oil or hazardous material as defined by the *National Oil and Hazardous Substance Contingency Plan (NCP)* that occurs either in an inland zone or a coastal zone that requires a response effort so complex that it requires extraordinary coordination of federal, state, local, and other resources to contain or clean up. Authority to declare a SONS in an inland zone is granted to the EPA Administrator. For discharges in a coastal zone the United States Coast Guard

Commandant may declare a SONS. The Department of Homeland Security (DHS) may classify a SONS as an Incident of National Significance.

### **Toxic Substances**

Substances believed to produce long-term adverse health effects. Facilities which manufacture or process more than 25,000 pounds of any designated toxic substance or use more than 10,000 pounds of such substance during a year are required to report amounts released into the environment annually to the SERC and the EPA. This list of toxic substances covered is contained in 40 CFR 372.

### **Vulnerable Facilities**

Facilities that may be of particular concern during a Hazmat incident are those that:

- 1) House special populations that are particularly vulnerable or that could require substantial assistance during an evacuation (schools, hospitals, nursing homes, day care centers, jails)
- 2) Fulfill essential population support functions (power plants, water plants, the fire, police, EMS dispatch center)
- 3) Include large concentrations of people (shopping centers, recreation centers)

### **Warm Zone**

An area over which the airborne concentration of a chemical involved in an incident could reach a concentration that may cause serious health effects to anyone exposed to the substance for a short period of time.

## **VI. SITUATIONS & ASSUMPTIONS**

### **A. SITUATIONS**

- 1) Radioactive materials are hazardous materials that receive special coverage in state and federal laws and regulations covering such materials. However, radiological materials are also subject to a number of specific state and federal laws and regulations that control the handling and use of such materials and plans that establish unique state and federal procedures for handling incidents involving them. In addition, the state and federal agencies that provide advice and assistance to local governments during radiological incidents differ from those that provide advice and assistance during most other hazardous materials incidents
- 2) Except for radiological incidents involving federal facilities or federally owned nuclear materials, state or local government has the responsibility for taking required emergency response actions. Response from this jurisdiction will be in compliance with the NIMS operating principles and protocols, and will constitute general guidance for all responders to the radiological incident.

Support may be requested from federal agencies pursuant to the National Response Framework (NRF). The DHS has overall responsibility of all actual and potential Incident of National Significance and accidents or incidents involving nuclear or radioactive materials that may or may not rise to the level on an Incident of National Significance. Various federal coordinating agencies will lead the response to incidents of lesser severity by coordinating federal radiological monitoring assistance to state and local governments

- 3) The Regional Hazmat Teams and/or Civil Support Team (CST) will support local response to local radiological events.

## **B. RADIOLOGICAL HAZARDS**

- 1) This jurisdiction is susceptible to accidents involving radioactive materials at fixed sites and/or in transport. Hospitals and medical facilities use a wide range of radioactive sources in nuclear medicine as well as in research and development programs. Radioactive sources are used to x-ray pipe welds, in-well logging, and for many other common industrial and business uses. These sources can be extremely hazardous (life threatening) when removed from their containers, either intentionally or by accident. A variety of radioactive materials are transported on our highways and rail systems, sometimes in unmarked vehicles. Additionally, radioactive materials may be present on some aircraft.
- 2) Hazardous materials are commonly used and transported in the local area; therefore, Hazmat incidents may occur here.
- 3) We have the lead in the initial response to a Hazmat incident that occurs within our jurisdiction. Hazmat response resources are listed in Annex M (Resource & Donations Management). Our Hazmat incident response capability may be summarized as: Detection Instruments with Dillon Volunteer Fire Department (VFD), Lima VFD, and Disaster Emergency Services (DES) Office.
- 4) Although radiological materials are considered hazardous materials in most classification schemes, detailed planning for incidents involving these materials are covered in Attachment B to this annex.
- 5) Vulnerable facilities potentially at risk from a Hazmat release are identified in Attachment E.
- 6) Regulated facilities that may create a Hazmat risk in the local area are identified in Attachment F.
- 7) Hazardous materials transportation routes that may pose a threat to the local area are identified in Attachment G.

- 8) Evacuation routes from risk areas surrounding regulated facilities are described in Attachment H.
- 9) Pursuant to the EPCRA, a local fire chief has the authority to request and receive information from regulated facilities on hazardous material inventories and locations for planning purposes and may conduct an on-site inspection of such facilities.
- 10) If we are unable to cope with an emergency with our own resources and those available through mutual aid, the state may provide assistance. When requested by the state, assistance may also be provided by federal agencies. Regional Hazmat teams and/or CST.
- 11) The Beaverhead Local Emergency Planning Committee is responsible for providing assistance to the County or City in hazardous materials planning.
- 12) Emergency worker protection standards provide that personnel may not participate in the response to a Hazmat incident unless they have been properly trained and are equipped with appropriate personal protective equipment. See Attachment D.

## **C. ASSUMPTIONS**

- 1) We may experience radiological emergency situations, which may threaten public health and safety, private or public property, and/or the environment and which will necessitate the implementation of protective actions.
- 2) A nuclear attack against the United States is considered highly unlikely. The deliberate release of radioactive materials by criminals or terrorists in the local area is unlikely but considered possible.
- 3) Proper development and execution of a Radiological Protection Plan (RPP) can significantly reduce the number of casualties that could result from a radiological accident. A combination of trained local radiological personnel, operational detection equipment, and containment/decontamination equipment and facilities should be available to detect, assess possible threats, and contain radiological accidents.
- 4) We must be prepared to carry out the initial emergency response on an independent basis. If our resources alone are inadequate to cope with a radiological incident we may request state assistance. The DPHHS, as the state radiation control agency, will provide advice and assistance to local personnel in response to an incident involving an actual or suspected radiological release.



- 5) Local emergency operations, including the use of mutual aid resources, will be directed by local officials, except in those situations where state or federal law requires that a state or federal agency exercise lead responsibility or where local responders lack the necessary expertise and/or equipment to cope with the incident and agree to permit those with the expertise to take charge.
- 6) The State may request supplemental emergency assistance from other states or from the federal government when local and state resources are insufficient to deal with the emergency.
- 7) An accidental release of Hazmat could pose a threat to the local population or environment. A hazardous materials incident may be caused by or occur during another emergency, such as flooding, a major fire, or a tornado.
- 8) A major transportation Hazmat incident may require the evacuation of citizens at any location within the county or city.
- 9) Regulated facilities will report Hazmat inventories to local fire departments and the LEPC.
- 10) In the event of a Hazmat incident, regulated facilities and transportation companies will promptly notify us of the incident and make recommendations to local emergency responders for containing the release and protecting the public.
- 11) In the event of a Hazmat incident, we will determine appropriate protective action recommendations for the public, disseminate such recommendations, and implement them. The length of time available to determine the scope and magnitude of a Hazmat incident will impact protective action recommendations. During the course of an incident, wind shifts and other changes in weather conditions may also necessitate changes in protective action recommendations.
- 12) Hazardous materials entering water or sewer systems may necessitate the shutdown of those systems.
- 13) The Beaverhead LEPC will assist the County in preparing and reviewing hazardous material response plans and procedures.

## **VII. CONCEPT OF OPERATIONS**

### **A. GENERAL**

- 1) A basic local RPP consists of the Emergency Operations Center (EOC) and an incident response capability that includes Radiological Officer(s) (RO) to manage the program and trained radiological monitors equipped with appropriate radiation detection and communication equipment.
- 2) To conduct an effective RPP, we will:
  - a) Maintain information on radiological monitoring instruments by type, number, location, and owner
  - b) Own and maintain specialized radiological detection equipment.
  - c) Possess radiation detection equipment on loan from the State. See Attachment A for a list of radiological monitoring resources within our jurisdiction.
  - d) Establish procedures for initial emergency response to radiological accidents. See the Radiological Incident Response Checklist in Attachment B.
  - e) Establish a radiological incident reporting system. See Attachment C.
  - f) Appoint personnel and provide training to local emergency responders, emergency management personnel, RO, and radiological monitors. See Attachment D.
  - g) Establish procedures for decontamination and recovery operations.

### **B. HAZARDOUS MATERIALS**

- 1) Hazardous materials prevention is undertaken to reduce/prevent a threat to lives and property during a Hazmat incident. Our hazardous materials prevention activities include:
  - a) We have performed a chemical hazard analysis to identify the types and quantities of hazardous materials present in the community at fixed sites or on transportation routes, potential release situations, and possible impact on the local population.
  - b) We receive and maintain data on the Hazmat inventories at local regulated facilities for use in emergency planning. Regulated facilities

are identified in Attachment F to this annex.

- c) We have identified local Hazmat transportation routes; these are depicted in Attachment G to this annex.
- d) We have established approved routes for hazardous cargo, depicted in Attachment G.
- e) The Fire Department, Volunteer Fire Department performs periodic inspection of facilities that produce, use, or store hazardous materials.
- f) A local agency monitors land use/zoning to ensure local officials are made aware of plans to build or expand facilities that make, use, or store hazardous materials so the potential impact of such facilities can be assessed and minimized.

### **C. RADIOLOGICAL ACCIDENTS**

- 1) **Prevention:** Maintain an effective public warning system and establish/maintain a hazardous cargo route.
- 2) **Discovery:** The public may discover radiological accidents, such as businesses that use or transport such materials, or by local responders who are summoned to an accident site. Local personnel are likely to be first emergency responders on the scene of a radiological accident. The first local emergency responder at the scene will take charge, initiating the ICS, and serve as the IC until relieved by a more senior or more qualified individual.
- 3) **Local Notification:** The IC will provide information on the incident to local officials, through Dispatch and the Communications Center using the Hazardous Materials Incident Report provided in Attachment C. The IC shall make an initial assessment of the situation, to include an estimate of the likelihood of a release of radiological materials. If it appears that radiological materials have been released into the environment or such a release appears likely, the EOC will be activated to support the incident response.
- 4) **Response Actions:** The IC should identify response resources required and direct the on-scene response to contain or prevent spread of contamination at the incident site. The initial response should be accomplished in accordance with established hazardous materials response criteria and the general checklist in Attachment B. At least one trained RO or radiological monitor should participate in the response to a known or suspected radiological incident.

## 5) Protective Actions

- a) If it appears that a release of radiological materials has occurred or is possible, the Incident Commander is responsible for determining and implementing appropriate protective actions for the public in the immediate area of the incident. The Incident Commander is also responsible for advising personnel responding to the incident of potential hazards and determining requirements for personal protective equipment (PPE). Responders who lack appropriate hazardous materials training and appropriate PPE should not be committed to radiological incidents.
- b) If it appears that a radiological release has or may affect areas beyond the incident site, the Incident Commander should coordinate with the EOC to agree upon a division of responsibilities for warning the public, making required notifications, implementing protective actions for the public in areas beyond the incident site, and obtaining additional resources and technical assistance.
- c) Suitable initial public protective actions for a radiological incident may include evacuation and/or sheltering in place. Attachment D to this annex provides additional information on selecting public protective measures.
- a) State and Federal Notification: Dispatch or the EOC, if activated, shall be responsible for making required emergency notifications to state and federal agencies. The local Sheriff's Office and the DES Coordinator will relay information to Montana DES. Radiological releases should be reported to:
  - i. The DES Coordinator at (406) 841-3911
  - ii. The National Response Center at 1-800-424-8802
  - iii. In the event of an oil spill, we will contact Montana DEQ at (406) 841-5000
  - iv. If incident involves a deliberate release of radiological materials, we will also contact the FBI.
- 6) The EOC is responsible for coordinating with the Regional Hazmat Team to obtain technical advice and assistance regarding radiological issues. The Regional Hazmat Team has the capability to provide advice by telephone to the EOC or directly to the Incident Commander until their personnel arrive on the scene. They may also formulate requests to the Governor for additional radiological monitoring and assessment assistance from the federal

government or from other states. The EOC may request other types of state assistance.

- 7) Situation Updates: The Incident Commander shall provide situation updates to the EOC; the EOC should prepare and transmit situation reports to the Disaster District. See Attachment C for guidance on situation reporting.
- 8) Monitoring of Emergency Workers: Exposure records and medical follow-up will be provided for responders who have entered contaminated areas.
- 9) US Government Nuclear Materials: In the event of a radiological accident involving nuclear weapons, special nuclear material (SNM), or classified components, the federal agency, which owns that material may declare a National Defense Area (NDA) or National Security Area (NSA) around the site and take exclusive control within that area. NDA and NSA are established to safeguard classified information or restricted data, equipment, or material.
- 10) US Department of Energy (DOE) Shipments: US DOE has jurisdiction on accidents involving DOE waste shipments. Information on these shipments and guidance on dealing with incidents involving such shipments is provided in Attachment E.

## **D. PREPAREDNESS**

- 1) Radiological
  - a) Establish a RPP system
  - b) Select and train RPP personnel
  - c) Ensure responders have data available on local facilities that are licensed to use, store, or transport radiological materials. This information may be obtained from the DSHS/RCP.
  - d) Ensure radiation detection instruments are available and operational
  - e) Educate the public about radiological hazards and protective actions
- 2) Hazardous Materials: To enhance the preparedness of its emergency responders and the public, we have:
  - a) Developed and conducted public education programs on chemical hazards and related protective actions
  - b) Trained emergency personnel to level commensurate with Hazmat

response duties and provided appropriate personal protective equipment. See Attachment D.

- c) Identified emergency response resources for Hazmat incidents. See Annex M (Resource & Donations Management).
- d) Developed standard operating procedures for Hazmat response and recovery
- e) Obtained Hazmat release modeling software program and trained personnel in its use
- f) Met periodically with regulated facilities and known Hazmat transporters to ensure that company and local emergency plans are coordinated to the extent possible and that emergency contact information is kept up-to-date

## **E. DELIBERATE ACTS**

- 1) The deliberate release of radioactive materials is a crime under a number of state and federal laws. Any incident of this type must be promptly reported to local and state law enforcement agencies.
- 2) The Federal Bureau of Investigation (FBI) has lead responsibility for criminal investigations of terrorist acts or terrorist threats involving weapons of mass destruction (WMD), including improvised radiological dispersion devices
- 3) The Department of Public Safety (DPS) is the lead state agency.
- 4) The DPS is responsible for overall coordination of all actual and potential Incidents of National Significance and accidents or incidents involving radiological materials that may or may not rise to the level of an Incident of National Significance
- 5) If a release of radiation is believed to be an act of terrorism, we will ensure the incident is reported to both to the DPS and the FBI. More information on dealing with terrorist events is provided in Annex V (Terrorist Incident).

## **F. RESPONSE**

- 1) Radiological
  - a) Activate the RPP system
  - b) Respond in accordance with the guidelines in Attachment B
- 2) Hazardous Materials

- a) Provide information and instructions to the public

### 3) Incident Classification

- a) To facilitate the proper incident response, a three level incident classification scheme will be used. The incident will be initially classified by the first responder on the scene and updated by the IC as required.

- 1) Level I – Incident: An incident is a situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or sheltering in place is typically limited to the immediate area of the incident; and warning and public instructions are conducted in the immediate area, not community-wide. This situation can normally be handled by one or two local response agencies or departments acting under an IC, and may require limited external assistance from other local response agencies or contractors.
- 2) Level II – Emergency: An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical facilities; require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. You may require a sizable multi-agency response operating under an IC; and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.
- 3) Level III – Disaster: A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. It involves a large area, a sizable population, and/or critical resources; may require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations and requires a community-wide warning and public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

### 4) Initial Reporting

- a) It is anticipated that a citizen who discovers a hazardous material incident will immediately notify the County through the 9-1-1 systems

and provide some information on the incident.

- b) Any public sector employee discovering an incident involving the potential or actual release of hazardous material should immediately notify Dispatch, the Communications Center and provide as much of the information required for the Hazardous Materials Incident Report in Attachment C as possible.
- c) Operators of regulated facilities and Hazmat transportation systems are required by law to report certain types of Hazmat releases. For Hazmat incidents occurring at regulated facilities, a facility representative from regulated site is expected to immediately notify 9-1-1, Dispatch, the Communications Center and to provide information for a Hazardous Materials Incident Report.

#### 5) Notification

- a) Upon receiving a Hazardous Materials Incident report, dispatch or the EOC will initiate responder notifications commensurate with the incident classification (Level I, II, or III) in accordance with its communications SOP and the local fire department.

#### 6) Response Activities

- a) The first firefighter or law enforcement officer on the scene should establish an Incident Command Post (ICP), and begin taking the actions listed in the General Hazmat Response Checklist in Attachment B. If the situation requires immediate action to isolate the site and evacuate nearby residents, the first officer on the scene should advise dispatch and begin such actions.
- b) As other responders arrive, the senior firefighter will generally assume the role of IC for Hazmat emergencies and continue taking the actions listed in the General Hazmat Response Checklist.
- c) The EOC may be activated for a Level II (Emergency) response and will be activated for Level III (Disaster) response.

#### 7) ICP - EOC Interface

- a) If the EOC is activated, the Incident Commander and the EOC shall agree on and implement an appropriate division of responsibilities for the actions listed in the General Hazmat Response Checklist.
- b) Communication is required to ensure that critical actions are not inadvertently omitted.



## 8) Determining Affected Areas & Protective Actions

- a) The Incident Commander shall estimate areas and population affected by a Hazmat release, and may be assisted by the EOC in that process. Aids for determining the size of the area affected may include:
  - i. The Emergency Response Guidebook
  - ii. Computerized release modeling using CAMEO/ALOHA and other software
  - iii. Assistance by the responsible party
  - iv. Assistance by expert sources such as CHEMTREC or CHEM-TEL
  - v. Assistance by state and federal agencies
- b) The Incident Commander shall determine required protective actions for response personnel and the public, and may be aided in determining protective actions for the public by the EOC.
- c) The Incident Commander will typically provide warning to and implement protective actions for the public in the immediate vicinity of the incident site. The EOC will normally oversee dissemination of warning and implementation of protective actions for the public beyond the immediate incident site and related activities such as traffic control and activation of shelters. Sample public warning and protective action messages are provided in Annex A (Warning). Additional information on public information is provided in Annex I (Public Information).

## 9) Release Containment

- a) The responsibility for selecting and implementing appropriate measures to contain the release of hazardous materials is assigned to the IC, who may obtain advice from the responsible party, state and federal agencies, and appropriate technical experts.
- b) Containment methods may include construction or use of berms, dikes, trenches, booms and other deployable barriers, stream diversion, drain installation, catch basins, patching or plugging leaking containers, reorientation of containers, freeing of valves, or repackaging.

## **G. RADIOLOGICAL**

- 1) Ensure radiation source material is removed and ensure access to contaminated areas is controlled until they are cleaned up. Cleanup will normally be performed by a contractor supervised by state or federal agencies and paid for by the responsible party, if one can be located.
- 2) Work with state and federal agencies to assess damage, if any
- 3) Work with the DSHS/RCP to continue area radiation monitoring, if required
- 4) Work with the DSHS/RCP to determine the cause of the incident and determine liability
- 5) Keep the public informed about the status of the incident

## **H. HAZARDOUS MATERIALS**

- 1) When the initial response to an incident has ended, further effort may be required to control access to areas, which are still contaminated, clean up and dispose of spilled materials, decontaminate and restore areas, which have been affected, and recover response costs from the responsible party. The recovery process may continue for an extended period.
- 2) The spiller is, by Montana law, responsible for all cleanup activities. Most recovery activities will be conducted by contractors, paid for by the responsible party, and overseen by state and federal authorities. Methods of cleanup may include excavating, pumping and treating, dredging, skimming, dispersion, vacuuming, and biological remediation. Dilution is prohibited as a substitute for treatment.
- 3) The EOC will appoint a recovery coordinator to oversee recovery efforts and serve as the local government point of contact with the responsible party, cleanup contractors, and state and federal agencies. For major incidents, it may be desirable to designate a recovery team consisting of a coordinator and representatives of the various departments and local agencies who have an interest in recovery activities.
- 4) The recovery coordinator or team should:
  - a) Ensure access controls are in place for contaminated areas that cannot be cleaned up immediately.
  - b) Ensure documentation and cost data relating to the incident response is preserved and maintain a list of such records which indicates their locations to facilitate claims against the responsible party and/or reimbursement by the state or federal government.

- c) Review plans for cleanup and restoration proposed by the responsible party or state or federal agencies and then monitors their implementation.
- d) Monitor the removal and disposition of hazardous materials, contaminated soil and water, and contaminated clothing.
- e) Review proposed mitigation programs and monitor their implementation.

## **VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. RADIOLOGICAL ORGANIZATION**

- 1) The RO is in charge of the RPP on a day-to-day basis. Once a radiological accident occurs, responsibility for managing and directing the response is assigned to the IC and responsibility for coordinating external support is assigned to the EOC staff.
- 2) Effective response to a radiological incident requires a coordinated response by local departments, agencies, and officials, together with representatives of the facility or company responsible for the incident, augmented, in certain circumstances, by state and federal agencies with responsibilities for radiological incidents. Technical assistance for a radiological incident may be provided by the facility, by state and federal agencies, or by industry. See this annex for more information on state and federal assistance.

### **B. HAZARDOUS MATERIALS ORGANIZATION**

- 1) Our normal emergency organization described in the Basic Plan will be employed to respond to and recover from incidents, involving hazardous materials or oil spills.
- 2) Effective response to a Hazmat incident or oil spill may also require response assistance from the company responsible for the spill and, in some situations, by state and federal agencies with responsibilities for Hazmat spills. Technical assistance for a Hazmat incident may be provided by the facility, by industry, or by state and federal agencies.

### **C. ASSIGNMENT OF RESPONSIBILITIES**

- 1) The Incident Commander (IC) will:

- a) Manage emergency response resources and operations at the incident site to control the incident.
  - b) Determine and implement protective actions for emergency responders and the public in the vicinity of the incident site.
- 2) Fire Service(s) will:
- a) Provide personnel and equipment to contain or control radiological incidents.
  - b) Carry out initial radiological monitoring needed to assess the situation and determine protective actions. State or federal agencies may provide follow-on radiological monitoring assistance.
  - c) Carry out initial decontamination where needed. Large-scale decontamination, if needed, may be coordinated by state or federal agencies.
  - d) Assist in evacuation, if necessary.
- 3) The Radiological Officer (RO) will:
- a) In January of each year, obtain a current listing of local licensed users of radiological materials from DSHS/RCP, maintain a copy of that list, and provide copies to emergency response elements for use in operational planning.
  - b) Ensure a sufficient number of radiological detection instruments are in-place and operational.
  - c) Ensure selected emergency responders are provided training in radiological monitoring.
  - d) Schedule and conduct an annual review of this annex and coordinate the updates of the annex, if needed.
- 4) Law Enforcement will:
- a) Restrict access to incident sites and contaminated areas to protect public health and safety.
  - b) Organize and conduct evacuations and provide traffic control as needed, if necessary.
  - c) Assist in warning the public, as necessary.

- d) If the release of radiation appears deliberate, control the scene, apprehend suspects, conduct an investigation, and if, the incident appears to be terrorism-related, ensure DPS and the FBI are advised.
- 5) EMS will:
- a) Provide medical care and transportation for casualties.
  - b) Alert hospitals of the potential for contaminated victims.
- 6) Hospital(s) will:
- a) Provide medical care for casualties as needed.
  - b) Be prepared to decontaminate contaminated patients.
- 7) Other departments & agencies will:
- a) Provide personnel, equipment, and supplies requested to support emergency operations.
  - b) Provide technical assistance to the IC and the EOC upon request.
  - c) In accordance with established procedures, provide personnel to staff the Incident Command Post (ICP) or EOC when activated.

## **D. HAZMAT**

- 1) The Fire Chief will shall serve as the Community Emergency Coordinator for Hazmat issues, as required by EPCRA.
- 2) The LEPC will:
- a) Maintain an accurate and up-to-date Hazmat emergency contact roster that provides 24-hour contact information for regulated facilities, local Hazmat transportation companies, vulnerable facilities, state and federal Hazmat response agencies, and technical assistance organizations such as CHEMTREC. Disseminate this roster to local emergency responders.
  - b) Ensure each regulated facility and local Hazmat transportation company is notified of the telephone number to be used to report hazmat incidents to local authorities.
  - c) Coordinate the review of regulated facility emergency plans by local

officials.

- 3) Fire Department/Volunteer Fire Department will:
  - a) Carry out the general fire service/Hazmat responsibilities outlined in Annex F (Firefighting).
  - b) Normally provide the IC for a hazardous materials response operation.
- 4) The Incident Commander will:
  - a) Establish a command post.
  - b) Determine and communication the incident classification.
  - c) Take immediate steps to identify the hazard and pass that information to Dispatch, the Communications Center, who should disseminate it to emergency responders.
  - d) Determine a safe route into the incident site and advise Dispatch, the Communications Center, who should relay that information to all emergency responders.
  - e) Establish the Hazmat incident functional areas (Hot Zone, Warm Zone, Cold Zone) and a staging area.
  - f) Initiate appropriate action to control and eliminate the hazard in accordance with SOP.
  - g) If the EOC is not activated, ensure that the tasks outlined in the General Hazmat Response Checklist in Attachment B are accomplished.
  - h) If the EOC is activated for a Level II or III incident, coordinate a division of responsibility between the ICP and EOC for the tasks outlined in the General
  - i) Hazmat Response Checklist. In general, the ICP should handle immediate response tasks and the EOC should handle support tasks that require extensive planning or coordination.
- 5) Law Enforcement will:
  - a) Maintain a radio-equipped officer at the ICP until released by the Incident Commander
  - b) Evacuate citizens, when requested to do so, and advise dispatch and

the EOC regarding the status of the evacuation

- c) Make requests for assistance to the fire department(s), as necessary
  - d) Control access to the immediate incident site. The Incident Commander will determine the size and configuration of the cordon.
  - e) Expedite the entry of emergency personnel into the incident. The Incident Commander will provide information on safe routes.
  - f) Ensure persons without a valid reason for entry into the area but who insist on right of entry will be referred to the ICP or to the ranking law enforcement officer on duty
  - g) Perform traffic control in and around the incident site and along evacuation routes
  - h) Provide access control to evacuated areas to prevent theft
  - i) Provide assistance in determining the number and identity of casualties
- 6) The DES Coordinator will coordinate with the Incident Commander to initiate activation of the EOC, if it is deemed appropriate.
- 7) If the EOC is activated, the DES Coordinator will:
- a) Coordinate a specific division of responsibility between the Incident Commander and the EOC for the tasks outlined in the General Hazmat Response Checklist. In general, the ICP should handle immediate response tasks, and the EOC will support tasks that require extensive planning or coordination.
  - b) Carry out required tasks, such as:
    - i. Provide support requested by the Incident Commander
    - ii. Ensure elected officials and the County attorney are notified of the incident and the circumstances causing or surrounding it for Level II and III incidents
- 8) EMS will:
- a) Provide medical treatment for casualties
  - b) Transport casualties requiring further treatment to medical facilities

9) Public Works & Transportation will:

- a) Provide heavy equipment and materials for spill containment
- b) Provide barricades to isolate the incident site, when requested
- c) Cooperate with law enforcement to detour traffic around the incident site.

10) Water, Sewer, and Utilities will:

- a) Take precautionary actions to prevent damage to water and sewer systems when notified that an incident may cause damage
- b) Check systems for damage and restore service
- c) Provide input to the Incident Commander and/or EOC for protective actions for the public

11) Regulated Facilities/Hazmat Transportation Companies are expected to:

- a) Provide current emergency contact numbers to local authorities
- b) Provide planning support for accidental release contingency planning by local emergency responders
- c) Make timely notification of the incident to local officials and other agencies as required by state and federal law
- d) Provide accident assessment information to local emergency responders
- e) Make recommendations to local responders for containing the release and protecting the public
- f) Carry out emergency response as outlined in company or facility emergency plans to minimize the consequences of a release
- g) Assist local responders as outlined in mutual aid agreements
- h) Provide follow-up status reports on an incident until it is resolved
- i) Clean up or arrange for the cleanup of Hazmat spills for which the company is responsible

12) Regulated facilities are also required to:



- a) Report Hazmat inventories to the SERC, LEPC, and local fire department(s) as required by federal and state statutes and regulations
- b) Provide MSDS for hazardous materials produced or stored on-site, as required to the LEPC and local fire department(s)
- c) Designate a facility emergency coordinator
- d) Develop an on-site emergency plan that specifies notification and emergency response procedures and recovery actions. Facilities covered by the CAA 112(r) are required to have a more extensive RMP; a summary of which must be filed with the EPA. Local officials can access that information via the Internet.
- e) Coordinate the on-site emergency plan with local officials to ensure that the facility emergency plan complements the local emergency plan and does not conflict with it

#### 13) State Government

- a) If local resources and mutual aid resources available to respond to a Hazmat incident are inadequate or inappropriate, we will request state assistance from the DES, Regional Hazmat Teams, and the CST. They are authorized to employ those state resources, which require approval of the Governor.
- b) For major incidents, the EOC will coordinate state assistance that cannot be provided and will request federal assistance, if necessary.

#### 14) Federal Government

- a) A spill, discharge oil, or hazardous material that occurs either in an inland zone or a coastal zone that requires a response effort so complex that it requires extraordinary coordination of federal, state, local, and other resources to contain or clean up, may be determined to be a SONS.
- b) Authority to declare a SONS in an inland zone is granted to the EPA Administrator

## **IX. COORDINATION**

### **A. RADIOLOGICAL**

- 1) Guidance: The LEPC will establish local policies relating to radiological protection and may provide general guidance for emergency operations.
- 2) Program Management: The RO will carry out day-to-day management of the RPP.
- 3) Operational Direction: During radiological incidents, the IC will manage radiological response operations at the incident site. The IC and the EOC shall agree upon a division of responsibilities for specific tasks. Typically, the EOC will conduct support operations, including activating additional resources and requesting external resources, making required notifications and reports, coordinating large scale evacuations and area traffic control, disseminating emergency public information, and other tasks to sustain emergency operations.
- 4) Communications: Telephone, radio, Teletype, e-mail, and/or facsimile will be used to transmit reports of radiological incidents, obtain technical assistance, exchange information, and provide coordination.

### **B. HAZARDOUS MATERIALS**

- 1) The Coordination function for a Hazmat incident will be performed by the IC or, for major incidents, shared by the IC and the EOC.
- 2) For Level II or III Hazmat incidents, the EOC may be activated and responsibility for various Hazmat response tasks will be divided between the ICP and the EOC. Effective exchange of critical information between the EOC and ICP is essential for overall response efforts to succeed.
  - a) The ICP will concentrate on the immediate response at the incident site, i.e. isolating the area, implementing traffic control in the immediate area, employing resources to contain the spill, and formulating and implementing protective actions for emergency responders and the public near the incident site. The IC will direct the activities of deployed emergency response elements.
  - b) The EOC should handle incident support activities and other tasks, which cannot be easily accomplished by an ICP. Such tasks may include notifications to state and federal agencies and utilities, requests for external resources, activation of shelters, coordinating wide area traffic control, emergency public information, and similar activities. The

DES Coordinator, and other officials shall direct operations of the EOC.

## **C. SPECIFIC**

- 1) For hazardous materials incidents, the first fire service or law enforcement officer on-scene will initiate the ICS. The senior firefighter on the scene will normally serve as the Incident Commander. All support units will report to the Incident Commander and operate under the direction provided by that position.
- 2) The Incident Commander may recommend evacuation in and around the incident site. The EOC should issue recommendations for large-scale evacuation, should it become necessary.

## **X. ADMINISTRATION & SUPPORT**

### **A. RADIOLOGICAL AGREEMENTS & CONTRACTS**

Should our local resources prove to be inadequate during an emergency; requests will be made for assistance from mutual aid agreements, state and/or federal agencies, and industry in accordance with existing mutual-aid agreements and contracts.

### **B. REPORTS & RECORDS**

- 1) **Situation Reports:** If there has been an actual release of radioactive materials, the EOC should prepare and disseminate a periodic situation report to state and federal agencies, until the situation is resolved. It may be desirable to also disseminate this report to nearby jurisdictions and to those cities or counties that are providing mutual aid resources. See Annex N (Coordination) for the format of and instructions for this report.
- 2) **Activity Logs:** The ICP and the EOC shall maintain accurate logs recording key response activities; activities to be logged are outlined in our Basic Plan.
- 3) **Response & Recovery Expenses:** As it may be possible to recover some expenses incurred in responding to a release of radiological materials from the responsible party, insurers, or the federal government, each department or agency shall maintain detailed records of labor costs, equipment usage, and supplies expended to respond to or recover from an actual radiological release.
- 4) **Post-Incident Review:** A post-incident critique shall be conducted in the aftermath of any incident that resulted in an actual release of radiological materials.

## **C. MAINTANENCE & RADIOLOGICAL EQUIPMENT**

- 1) All radiological monitoring devices owned by the County or city will be maintained in accordance with the manual of instructions for those instruments.
- 2) State-owned instrument sets obtained from DSHS/RCP are normally exchanged periodically by the DSHS/RCP so they can be serviced and calibrated. The RO will coordinate instrument exchanges, calibrations, and any out-of-cycle maintenance requirements for state-owned instruments with DSHS/RCP.

## **D. TRAINING**

- 1) Federal law requires that individuals, who respond to hazardous materials incidents, including radiological incidents, should be adequately trained and equipped for the tasks they will perform. Training is available through a combination of federal, state, and local sources; see Attachment C.
- 2) To comply with emergency worker protection standards, department and agency heads will determine requirements for hazardous materials training for emergency response and medical personnel with Hazmat incident response duties, develop and disseminate schedules for training, and maintain records of such training.

## **E. HAZMAT SUPPORT**

When a Hazmat incident exceeds the local capability to resolve, we will invoke mutual aid agreements. If these personnel, equipment, and supply resources are insufficient or inappropriate, we will request state assistance through Montana DES.

## **F. HAZARDOUS MATERIALS INCIDENT REPORT**

This is a form used by Dispatch, the Incident Commander, and the EOC to collect and disseminate information on a Hazmat incident and is provided in Attachment C.

## **G. RESOURCES**

- 1) General emergency response resources are described in Annex M (Resource & Donations Management).
- 2) Specialized Hazmat response resources are also described in Annex M (Resource & Donations Management).

## **H. DOCUMENTATION & COST RECOVERY**

The company or individual responsible for the Hazmat release is liable for the cost of clean-up, structural and environmental damage, and personal injury or death. County or City will maintain records of personnel and equipment used and supplies expended during the response and recovery phase to support any efforts to recoup costs from the responsible party. If the responsible party cannot be identified, we may be eligible for reimbursement of certain Hazmat response costs by the U.S. Environmental Protection Agency (EPA); this program requires timely submission of an application with supporting data to EPA Region VIII in Denver.

## **I. POST-INCIDENT REVIEW**

For Level III incidents, the IC will prepare a short report summarizing the incident, including the cause, critique of response actions, damage assessment, expenditures, and conclusions. Resources for this report may include radio logs, tapes, regulated site records, police reports, fire reports, etc. This report will be circulated to all agencies and individuals tasked in this annex.

## **J. PERSONAL PROTECTIVE EQUIPMENT**

To comply with emergency worker protection standards, department heads will prescribe the use of personal protective equipment for emergency response and medical personnel who require it. Attachment D contains further information on the equipment required to protect against various types of hazards.

## **K. PLAN TESTING & CORRECTION**

- 1) Departmental and interdepartmental drills, tabletop exercises, functional exercises, or full-scale exercises dealing with Hazmat incidents shall be included in the local emergency exercise schedule. Where possible, regulated facilities and Hazmat transportation companies should be invited to participate in drills and exercises.
- 2) This annex should be corrected and revised if required, based on the results of exercise critiques.

## **L. COMMUNICATIONS**

- 1) The fire department and EMS will communicate on frequency or channel. Law enforcement will communicate on frequency or channel. Public Works will communicate on frequency or channel.
- 2) Frequency or channel will be used for inter-departmental and interagency communications.

## **XI. DEVELOPMENT & MAINTENANCE**

- 1) The Fire Chief and DES are responsible for developing and maintaining this annex. Recommended changes to this annex will be forwarded to [position] as needs become apparent.
- 2) This annex will be reviewed annually and updated in accordance with the schedule outlined in the EOP
- 3) Regulated facilities report their Hazmat inventories annually to the state Emergency Response Commission (SERC), the LEPC, and local fire departments. These reports affect the data in Attachments E, F and H, which may require more frequent update than the rest of this annex.
- 4) All agencies assigned responsibilities in this annex are responsible for developing and maintaining SOP needed to carry out the tasks assigned in the annex.

# ATTACHMENT A

## RADIOLOGICAL INSTRUMENTS

Type of Instrument	Number in Stock	Location (Office, Vehicle)	City	Owner (Local/state)
		Lima Fire Hall		
		Dillon Fire Hall		
		DES Officer Courthouse		

# ATTACHMENT B

## INCIDENT RESPONSE CHECKLISTS

### RADIOLOGICAL INCIDENT CHECKLIST

☐	Action Item	Assigned
	1. If the situation requires it, isolate the site and deny access. <ul style="list-style-type: none"> <li>• Use emergency vehicles, barricades, barrier tape, etc.</li> </ul>	
	2. Classify incident, provide basic situation information to dispatch, and identify response resources required. See Incident Classification page 3, this appendix. <ul style="list-style-type: none"> <li>• Level I – Incident</li> <li>• Level II – Emergency</li> <li>• Level III – Disaster</li> </ul>	
	3. Record situation on a Hazardous Materials Incident Report (see Attachment C, Tab A) and provide to [Dispatch/Communications Center].	
	4. [Dispatch/Communications Center] should relay situation information to emergency responders, who should dispatch forces in accordance with their SOP. If separate fire and law enforcement [Dispatch/ Communications Centers] are used, the center receiving the initial report should pass it to the other dispatch center.	
	5. Determine extent of danger to responders and establish requirements for personal protective equipment (PPE) and specialized response equipment. See Response Personnel Safety in Annex Q, Attachment D.	
	6. Ascertain extent of danger to general public; determine specific areas and special facilities (schools, hospitals, nursing homes, prisons, and other institutions), if any, at risk.	
	7. Develop initial action plan to contain and control the release of radiological material.	
	8. Determine appropriate protective actions for the public and special facilities. See Annex Q, Attachment D. If evacuation is contemplated, see the General Evacuation Checklist in Annex E, Evacuation.	
	9. Initiate warning and issue protective action recommendations for the general public. See Annex A, Warning, and Annex I, Emergency Public Information.	
	10. Warn special facilities, provide protective action recommendations and instructions, and determine requirements for assistance. Provide assistance requested.	
	11. If evacuation will be conducted, provide traffic control and be prepared to provide transportation to those who lack it.	
	12. If evacuation will be conducted, provide traffic control and be prepared to provide transportation to those who lack it.	
	13. Warn other communities that may be threatened by the radiological release.	
	14. If possibility exists of casualties that are contaminated with radiological material, ensure EMS units and hospitals are so advised.	
	15. If evacuation is recommended, staff and open temporary shelters for evacuees. See Annex C, Shelter and Mass Care.	



## INCIDENT CLASSIFICATION

**Level I – Incident:** An incident is a situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or sheltering in place is typically limited to the immediate area of the incident; and warning and public instructions are conducted in the immediate area, not community-wide. This situation can normally be handled by one or two local response agencies or departments acting under an IC, and may require limited external assistance from other local response agencies or contractors.

**Level II – Emergency:** An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical facilities; require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. You may require a sizable multi-agency response operating under an Incident Commander; and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.

**Level III – Disaster:** A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. It involves a large area, a sizable population, and/or critical resources; may require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations and requires a community-wide warning and public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

## HAZMAT INCIDENT RESPONSE CHECKLIST

☐	Action Item	Assigned
	<p>2. Classify incident, provide basic situation information to dispatch, and identify response resources required. See Incident Classification at the end of this checklist. Level 1 – Incident Level II – Emergency Level III – Disaster</p>	
	<p>3. Dispatch should relay situation information to emergency responders, who should dispatch forces in accordance with their SOPs. If separate fire and law enforcement dispatch centers are used, the dispatch center receiving the initial report should pass it to the other dispatch center.</p>	
	<p>4. Identify hazardous material being released. Information may be obtained from facility staff, Hazmat inventory reports, placards, shipping papers or manifests. Container labels, pipeline markers, and similar materials.</p>	
	<p>5. Determine extent of danger to responders and establish requirements for personal protective equipment specialized response equipment. See Response Personnel Safety in Appendix 3.</p>	
	<p>6. Ascertain extent of danger to general public; determine specific areas and special facilities (schools, hospitals, nursing homes, prisons, and other institutions), if any, at risk; see Appendices 5, 6, and 7.</p>	
	<p>7. Develop initial action plan to contain and control the release of hazardous materials.</p>	
	<p>8. Determine appropriate protective actions for the public and special facilities. See Appendix 4. If evacuation is contemplated, check evacuation route status.</p>	
	<p>9. Initiate warning and issue protective action recommendations for the public and Special facilities. See Appendix 54 for protective action data. See Annex A, Warning, for public notification messages. See Appendix 8 for evacuation routes for vulnerable facilities.</p>	
	<p>10. Warn special facilities, provide instructions, and determine requirements for assistance. Provide assistance requested.</p>	
	<p>11. If evacuation is recommended, provide traffic control and be prepared to provide transportation to those who lack it. See Annex E, Evacuation.</p>	
	<p>12. Warn other communities that may be threatened by the Hazmat release.</p>	
	<p>13. If possibility exists of casualties that are contaminated with hazardous substances, ensure EMS units and hospitals are so advised.</p>	
	<p>12. If evacuation is recommended, staff and open temporary shelters for evacuees. See Annex C, Shelter &amp; Mass Care.</p>	
	<b>Action Item</b>	
	<p>15. If the release threatens water or sewer systems or critical facilities such as power plants or airports, advise the companies or departments concerned so that they may take preventative actions. See Annex L, Utilities. If the release impacts water or sewer systems, ensure the public is warned and provided appropriate instructions.</p>	

	<p>16. Advise the responsible party to report release to state and federal authorities required by state and federal statutes and regulations. If we are responsible for the release, we must make required notifications to state and federal agencies. If the responsible party cannot be identified/located, we should make required notifications, making it clear that the responsible party is presently unknown.</p>	
	<p>17. If on-scene technical assistance is required, request assistance from industry or appropriate state or federal agencies.</p>	
	<p>18. If additional response resources are required request them. Invoke mutual aid agreements. Summon hazmat response contractor, if one is under contract. Request assistance from the State through the Disaster District.</p>	
	<p>19. Continuously document actions taken, resources committed, and expenses incurred. Retain message files, logs, and incident-related documents for use in incident investigation and legal proceedings and to support claims for possible reimbursement from the responsible party or state and federal agencies.</p>	
	<p>20. Provide updated information on the incident to the public through media releases. See Annex I, Emergency Public Information.</p>	
	<p>21. When the release of hazardous materials is terminated, inspect potentially affected areas to determine if they are safe before ending protective actions for the public or special facilities.</p>	
	<p>22. Advise utilities and critical facilities that were impacted by the incident when the release of hazardous materials is terminated.</p>	
	<p>23. If some areas will require long-term cleanup before they are habitable, develop and implement procedures to mark and control access to such areas.</p>	
	<p>24. When it is determined to be safe to end protective actions, advise the public and special needs facilities and, if an evacuation occurred, manage the return of evacuees.</p>	
	<p>25. Conduct post-incident review of response operations.</p>	

## EMERGENCY SITUATIONS CLASSIFICATION

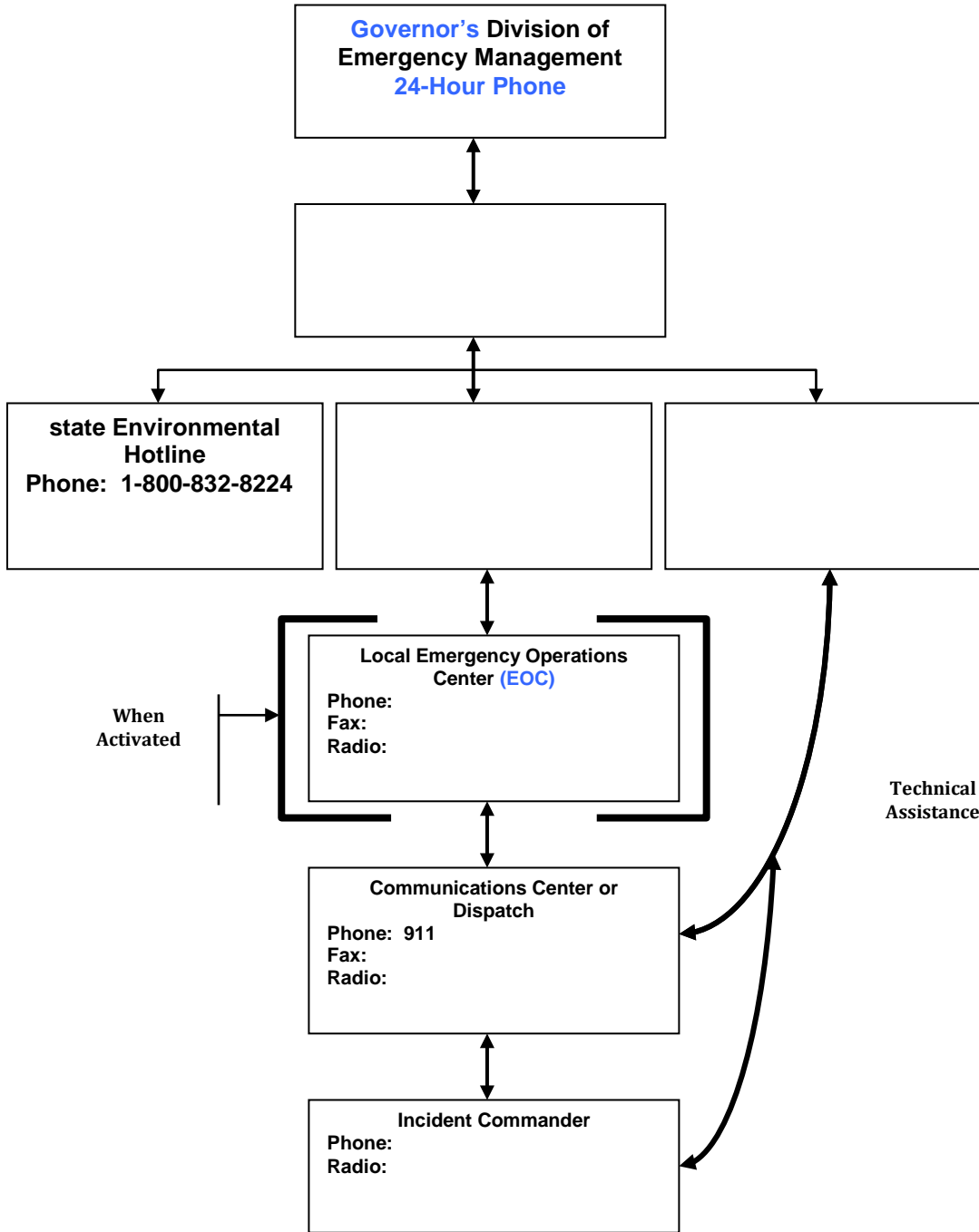
Level 1 – Incident. An incident is a situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or sheltering in place is typically limited to the immediate area of the incident; and warning and public instructions are conducted in the immediate area, not community-wide. This situation can normally be handled by one or two local response agencies or departments acting under an IC, and may require limited external assistance from other local response agencies or contractors.

Level II – Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical facilities; require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. You may require a sizable multi-agency response operating under an IC; and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.

Level III – Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. It involves a large area, a sizable population, and/or critical resources; may require implementation of large-scale evacuation or sheltering in place and implementation of temporary shelter and mass care operations and requires a community-wide warning and public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

# ATTACHMENT C

## RADIOLOGICAL & HAZMAT INCIDENT REPORTS



## HAZARDOUS MATERIALS INCIDENT REPORT

<b>CONTACT INFORMATION</b>
----------------------------

**Check one:**  This is an **ACTUAL EMERGENCY**       This is a **DRILL/EXERCISE**

1. Date/Time of Notification: \_\_\_\_\_ Report received by: \_\_\_\_\_

2. Reported by (name & phone number or radio call sign): \_\_\_\_\_

3. Company/agency and position (if applicable): \_\_\_\_\_

4. Incident address/descriptive location: \_\_\_\_\_

5. Agencies at the scene: \_\_\_\_\_

1) Known damage/casualties (do not provide names over unsecured communications): \_\_\_\_\_

<b>CHEMICAL INFORMATION</b>
-----------------------------

7. Nature of emergency: (check all that apply)  
 Leak       Explosion       Spill       Fire       Derailment  
 Other

Description: \_\_\_\_\_

8. Name of material(s) released/placard number(s): \_\_\_\_\_

9. Release of materials:  has ended  is continuing  
Estimated release rate & duration: \_\_\_\_\_

10. Estimated amount of material, which has been released: \_\_\_\_\_

11. Estimated amount of material, which may be released: \_\_\_\_\_

12. Media into which the release occurred: \_\_\_\_\_ air \_\_\_\_\_ ground  
\_\_\_\_\_ water

13. Plume characteristics:

a. Direction (Compass direction of plume): \_\_\_\_\_ c. Color: \_\_\_\_\_

b. Height of plume: \_\_\_\_\_ d. Odor: \_\_\_\_\_

14. Characteristics of material (color, smell, liquid, gaseous, solid, etc) \_\_\_\_\_

15. Present status of material (solid, liquid, gas): \_\_\_\_\_

16. Apparently responsible party or parties: \_\_\_\_\_

### ENVIRONMENTAL CONDITIONS

17. Current weather conditions at incident site:

Wind From: \_\_\_\_\_ Wind Speed (mph): \_\_\_\_\_ Temperature (F): \_\_\_\_\_

Humidity (%): \_\_\_\_\_ Precipitation: \_\_\_\_\_

\_\_\_\_\_ Visibility: \_\_\_\_\_

18. Forecast: \_\_\_\_\_

19. Terrain conditions: \_\_\_\_\_

### HAZARD INFORMATION

(From ERG Guidebook, MSDS, CHEMTREC, or facility)

20. Potential hazards: \_\_\_\_\_

21. Potential health effects: \_\_\_\_\_

22. Safety recommendations: \_\_\_\_\_

Recommended evacuation distance: \_\_\_\_\_

### IMPACT DATA

23. Estimated areas/ populations at risk: \_\_\_\_\_

24. Special facilities at risk: \_\_\_\_\_

25. Other facilities with Hazmat in area of incident: \_\_\_\_\_

**PROTECTIVE ACTION DECISIONS**

26. Tools used for formulating protective actions
- \_\_\_\_\_ a. Recommendations by facility operator/responsible party
  - \_\_\_\_\_ b. *Emergency Response Guidebook*
  - \_\_\_\_\_ c. Material Safety Data Sheet
  - \_\_\_\_\_ d. Recommendations by CHEMTREC
  - \_\_\_\_\_ e. Results of incident modeling (CAMEO or similar software)
  - \_\_\_\_\_ f. Other: \_\_\_\_\_

27. Protective action recommendations:  
 \_\_\_\_\_ Evacuation    \_\_\_\_\_ Shelter-In-Place    \_\_\_\_\_ Combination    \_\_\_\_\_ No

Action  
 \_\_\_\_\_ Other \_\_\_\_\_

Time	Actions
Implemented _____	_____
_____	_____
_____	_____

28. Evacuation Routes Recommended: \_\_\_\_\_  
 \_\_\_\_\_

**EXTERNAL NOTIFICATIONS**

29. Notification made to:
- National Response Center (federal Spill Reporting) \_\_\_\_\_
  - CHEMTREC (Hazardous Materials Information) \_\_\_\_\_
  - RRC (Oil/gas spills - production facilities, intrastate pipelines) \_\_\_\_\_
  - Montana DES Duty Officer \_\_\_\_\_

30. Other Information: \_\_\_\_\_



# ATTACHMENT D

## PERSONNEL SAFETY

### A. RESPONSE PERSONNEL SAFETY

- 1) General Guidelines: Response to Hazmat incidents involving skin and respiratory dangers or where the chemical involved is unknown requires responders to follow personal protection levels and procedures outlined in OSHA worker protection standards. The following establishes policies and procedures regarding the personal protection of first responders in the event of a hazardous material incident. Health and safety procedures include the following:
  - 2) Medical surveillance: Responders to hazardous material incident will include emergency medical technicians who will be responsible for surveillance of responders working in and around the Hot Zone, for indicators of toxic exposure or acute physical symptoms.
  - 3) Hot zone: This is the area where contamination does, or is likely, to occur. All first response personnel entering the Hot Zone must wear prescribed levels of protective equipment commensurate with the hazardous material present. Establish an entry and exit checkpoint at the perimeter of the hot zone to regulate and track the flow of personnel and equipment into and out of the zone and to verify that the procedures established to enter and exit are followed. Closely follow decontamination procedures to preclude inadvertent exposure.
  - 4) Personal Protective Equipment (PPE): All personnel entering the Hot Zone, for the purpose of control and containment or otherwise endangered by contamination will have appropriate protective equipment.
    - a) Require Level A protection when the highest level of respiratory, skin, eye, and mucous membrane protection is essential. Level A protective equipment includes:
      - i. Pressure-demand, self-contained breathing apparatus (SCBA) or pressure-demand, air-line respirators.
      - ii. Fully encapsulating chemical-resistant suit
      - iii. Coveralls
      - iv. Long cotton underwear (optional)
      - v. Cotton glove liners (optional)

- vi. Chemical-resistant gloves
  - vii. Chemical-resistant boots
  - viii. Hardhat, under suit (head injury hazard area)
  - ix. Disposable inner gloves and boot covers
  - x. Two-way intrinsically safe radio communications
- b) Level B protection is required when the highest level of respiratory protection is needed but a lesser level of skin and eye protection is warranted. Level B protection is the minimum level recommended on initial site entries until the hazards are identified and defined by monitoring, sampling, and/or other reliable methods of analysis. Personnel equipment must correspond to those findings. Level B protective equipment includes:
- i. SCBA or a supplied-air respirator (MSHA/NIOSHA approved)
  - ii. Chemical resistant clothing (splash protection)
  - iii. Long cotton underwear (optional)
  - iv. Coveralls or other disposable clothing
  - v. Gloves (outer), chemical resistant
  - vi. Gloves (inner), chemical resistant
  - vii. Boot covers (outer), chemical resistant
  - viii. Hardhat (head injury hazard area)
  - ix. Two-way radio communications
- c) Require Level C protection is required when the type of airborne substance is known, concentration measured, criteria for using air-purifying respirators met, and skin and eye exposure is unlikely. Perform periodic monitoring of the air. Level C protective equipment includes:
- i. Air-purifying respirator, full face, canister-equipped, (OSHA/NIOSH approved)
  - ii. Chemical resistant clothing (coveralls, hooded, one or two piece)

chemical splash suit, or chemical resistant coveralls)

- iii. Gloves, chemical resistant
- iv. Boots (outer) chemical resistant, steel toe and shank
- v. Two-way radio communications

#### 5) Safety Procedures

- a) OSHA worker protection standards require that an on-site safety monitor be assigned during any Hazmat incident response. The safety monitor must be trained to the same level of the personnel responding into the Hot Zone.
- b) Personnel entering the Hot Zone area should not proceed until a back up team is ready to respond inside the zone for rescue should any member of the team be injured while responding.
- c) Personnel entering the Hot Zone area should not proceed until the Contamination Control Line has been set up.

### **B. PROTECTIVE ACTIONS FOR THE PUBLIC**

- 1) Among the factors to be considered in determining protective actions for the public are the following:
  - a) Characteristics of the hazardous material
  - b) Degree of health hazard
  - c) Amount of material that has been released or is expected to be released
  - d) Time of release
  - e) Rate of spread
  - f) Weather conditions, particularly wind direction and speed for airborne hazards
  - g) Population at risk
  - h) Location
  - i) Number

- j) Special-needs facilities or populations
  - k) Evacuation routes
  - l) Estimated warning and evacuation times
  - m) Ability to predict behavior of Hazmat release (typically from release modeling software, e.g., CAMEO/ALOHA)
- 2) The two primary protective strategies used during Hazmat incidents are shelter in place and evacuation.
- a) Shelter in place involves having people shelter in a building and take steps to reduce the infiltration of contaminated outside air. Shelter in place can protect people for limited periods by using the shielding provided by a building's structure to decrease the amount or concentration of Hazmat to which they are exposed. With a continuous release, the indoor concentration of Hazmat for buildings within the Hazmat plume will eventually equal the average outdoor concentration, limiting the effectiveness of this strategy in long-term releases.
  - b) Evacuation protects people by relocating them from an area of known danger or potential risk to a safer area or a place where the risk to health and safety is considered acceptable. While evacuation can be very effective in protecting the public, large-scale evacuation can be difficult to manage, time consuming, and resource intensive.
  - c) Shelter in place and evacuation are not mutually exclusive protective strategies. Each strategy may be appropriate for different geographic areas at risk in the same incident. For example, residents within a mile downwind of an incident site may be advised to shelter in place because there is insufficient time to evacuate them, while residents of areas further downwind may be advised to evacuate.
- 3) The information that follows is intended to aid in weighing suitable protective actions for the public and special facilities.
- a) Shelter in place may be appropriate when:
    - i. Public education on shelter in place techniques has been conducted. Sufficient buildings are available in the potential impact area to shelter the population at risk. In the initial stages of an incident, when the area of impact is uncertain. A Hazmat release is impacting or will shortly impact the area of concern.
    - ii. A Hazmat release is short term (instantaneous or puff release)

and wind is moving vapor cloud rapidly downwind. Evacuation routes are unusable due to weather or damage or because they pass through a likely Hazmat impact area.

- iii. Specialized equipment and personnel needed to evacuate institutions such as schools, nursing homes, and jails is not available.

b) Evacuation may be appropriate when:

- i. A Hazmat release threatens the area of concern, but has not yet reached it.
- ii. A Hazmat release is uncontrolled or likely to be long term. There is adequate time to warn and instruct the public and to carry out an evacuation.
- iii. Suitable evacuation routes are available and open to traffic. Adequate transportation is available or can be provided within the time available.
- iv. Specialized equipment and personnel needed to evacuate institutions are available.
- v. The Hazmat released is or will be deposited on the ground or structures and remain a persistent hazard. The likely impact area includes a large outdoor population and there are insufficient structures for sheltering that population.

c) Other Protection Strategies

- i. Protection of Water Systems. A Hazmat incident may contaminate ground water supplies and water treatment and distribution systems. Threats to the drinking water supply must be identified quickly and water system operators must be notified in a timely manner in order to implement protective actions. If water supplies are affected, the public must be warned and advised of appropriate protective actions; alternative sources of water will have to be provided.
- ii. Protection of Sewer Systems. A hazardous chemical entering the sanitary sewer system can cause damage to a sewage treatment plant. If sewer systems are threatened, facility operators must be notified in a timely manner in order to implement protective actions. If systems are damaged, the public must be warned and advised what to do. It will likely be necessary to provide

portable toilets in affected areas.

- iii. Relocation. Some hazardous material incidents may contaminate the soil or water of an area and pose a chronic threat to people living there. People may need to move out of the area for a substantial period of time until the area is decontaminated or until natural weathering or decay reduces the hazard.

#### 4) Disseminating Warning & Protective Action Recommendations

- a) The normal means of warning the public of emergencies, as described in Annex A (Warning) of the EOP, will be used to warn the public of Hazmat incidents.
- b) Sample public notification messages for shelter in place and evacuation are provided in Annex A (Warning) with further information in Annex I (Public Information).

# ATTACHMENT E

## VULNERABLE FACILITIES

For current emergency contact numbers, see the [Emergency Contact Roster].

ID#:  
Name: Hospital  
Address:  
Population at Risk:  
Additional Info:

ID#:  
Name: Matador/Fuel/Propane  
Address:  
Population at Risk:  
Additional Info:

ID#:  
Name: Rocky Mountain Supply, fuel/propane  
Address:  
Population at Risk:  
Additional Info:

ID#:  
Name: Brown Thompson Oil, Fuel  
Address:  
Population at Risk:  
Additional Info:

ID#:  
Name: Amerigas/Propane  
Address:  
Population at Risk: \_\_\_\_\_ propane  
Additional Info: \_\_\_\_\_ propane

# **ATTACHMENT F**

## **REGULATED FACILITIES**

For emergency contact numbers for these facilities, see [the Emergency Contact Roster].

ID#: F1

Name:

Address:

Primary Chemical Hazard:

Protective Action Distance:

Estimate Population at Risk:

ID#: F2

Name:

Address:

Primary Chemical Hazard:

Protective Action Distance:

Estimated Population at Risk:

ID#: F3

Name:

Address:

Primary Chemical Hazard:

Protective Action Distance:

Estimated Population at Risk:

ID#: F4

Name:

Address:

Primary Chemical Hazard:

Protective Action Distance:

Estimated Population at Risk:

ID#: F5

Name:

Address:

Primary Chemical Hazard:

Protective Action Distance:

Estimated Population at Risk:



# **ATTACHMENT G**

## **HAZARDOUS MATERIALS TRANSPORTATION ROUTES**

### **Highways**

ID#: H1

Route: I-15, Highway 91

Primary Chemical Hazards:

Protective Action Distance:

Additional Information:

ID#: H2

Route: Highway 41, 278, and 43

Primary Chemical Hazards:

Protective Action Distance:

Additional Information:

### **Railroads**

ID#: R1

Route: UP Railroad

Primary Chemical Hazards:

ID#: R2

Route:

Primary Chemical Hazards:

### **Pipelines**

ID#: P1

Route: Northwestern Energy

Primary Chemical Hazard:

Protective Action Distance:

ID#: P2

Route:

Primary Chemical Hazard:

Protective Action Distance:

# ATTACHMENT H

## EVACUATION ROUTES FOR REGULATED FACILITY RISK AREAS

Evacuation routes in this annex are for the risk areas surrounding the regulated facilities described.

<u>Route</u>	<u>Primary Evacuation Route</u>	<u>Alternate Evacuation</u>
ID#: F1 Name:		
ID#: F2 Name:		
ID#: F3 Name:		

# **ANNEX E: POPULATION PROTECTION**

**Beaverhead County,  
Montana**

# APPROVAL & IMPLEMENTATION

## ANNEX E: POPULATION PROTECTION

This annex is hereby approved. This annex is effective immediately and supersedes all previous editions.

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

# RECORD OF CHANGES

## ANNEX E: POPULATION PROTECTION

	Date of Change	Date Entered	Change Entered By
1			
2			
3			
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# ANNEX E: POPULATION PROTECTION

## I. PRIMARY AGENCY

Beaverhead County Emergency Management, Beaverhead County Law Enforcement Agencies

## II. SUPPORTING AGENCY

Beaverhead County Fire Protection Agencies

## III. AUTHORITY

### A. FEDERAL

Name	Description	Legal
TBD		

### B. STATE

Name	Description	Legal
TBD		

### C. LOCAL

Name	Description	Legal
TBD		



## IV. PURPOSE

The purpose of this annex is to provide for the orderly and coordinated evacuation of all or any part of the population of Beaverhead County if it is determined that such action is the most effective means available for protecting the population from the effects of an emergency situation.

## V. EXPLANATION OF TERMS

### A. ACRONYMS

AHJ	Authority Having Jurisdiction
DES	Disaster Emergency Services Coordinator
EOC	Emergency Operations Center
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
PIO	Public Information Officer
SOP	Standard Operating Procedures

### B. DEFINITIONS

#### **Evacuation**

The National Incident Management System (NIMS) defines evacuation as an organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

#### **Special Needs Facilities**

Certain facilities, which house or serve populations that cannot care for themselves during emergency situations and/or require unique support services. Such facilities include:

- 1) Schools and day care centers, where students require supervision to ensure their safety.
- 2) Hospitals and nursing homes, where patients need specialized health care personnel and equipment to maintain their health.
- 3) Correctional facilities, where offenders require security to keep them in custody.

## **VI. SITUATIONS & ASSUMPTIONS**

### **A. SITUATION**

- 1) There are a wide variety of emergency situations that might require an evacuation of portions of the local area.
  - a) Limited evacuation of specific geographic areas might be needed as a result of a hazardous materials transportation accident, major fire, natural gas leak, or localized flash flooding.
  - b) Large-scale evacuation could be required in the event of a major hazardous materials spill, terrorist attack with chemical agent, or extensive flooding, for example.
- 2) State law provides the Chief Elected Official with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions. Hence, the Chief Elected Official may order a mandatory evacuation upon issuing a local disaster declaration. The Chief Elected Official may also take subsequent action to control re-entry, curtail movement, and deny building occupancy within a disaster area.

### **B. ASSUMPTIONS**

- 1) Most people at risk will evacuate when local officials recommend that they do so. A general estimate is 80 percent of those at risk will comply when local officials direct an evacuation. The proportion of the population that will evacuate typically increases as a threat becomes more obvious to the public or increases in severity.
- 2) Some individuals will refuse to evacuate, regardless of the threat.
- 3) When there is sufficient warning of a significant threat, many individuals who are not at risk will evacuate.
- 4) Evacuation planning for known hazard areas can and should be done in advance.
- 5) While some emergency situations are slow to develop, others occur without warning. Hence, there may be time for deliberate evacuation planning or an evacuation may have to be conducted with minimal preparation time. In the case of short notice evacuations, there may be little time to obtain personnel and equipment from external sources to support evacuation operations.
- 6) The need to evacuate may become evident during the day or at night, and

there could be little control over the evacuation start time.

- 7) In most emergency situations, the majority of evacuees will seek shelter with relatives or friends or in commercial accommodations rather than in public shelter facilities.
- 8) Most evacuees will use their personal vehicles to evacuate; however, transportation may need to be provided for evacuees without personal vehicles.
- 9) When confronting a major disaster or catastrophic incident, it may be necessary to employ all modes of transportation to include State and/or Federal assistance to effectively evacuate our population.

## **VII. CONCEPT OF OPERATIONS**

### **A. GENERAL**

- 1) Evacuation is one means of protecting the public from the effects of a hazard; protection is achieved by moving people away from the hazard. In planning for evacuation, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people to be evacuated; the distance people must be moved to ensure their safety, the need for reception facilities, and the extent of traffic control and security required.
- 2) We must be prepared to conduct both small-scale and large-scale evacuations at all times of the day both from known hazard areas and from unexpected incident locations. A General Evacuation Checklist, provided in Attachment A, has been developed to guide the execution of evacuation operations.

### **B. EVACUATION DECISIONS**

- 1) The Incident Commander (IC) and the Emergency Operations Center (EOC) shall assess the need for evacuation, plan evacuations, and coordinate support for the evacuation effort. Evacuation planning should resolve the following questions:
  - a) What areas or facilities are at risk and who should be evacuated?
  - b) How will the public be advised of what to do?
  - c) What do evacuees need to take with them?

- d) Which travel routes should evacuees use?
  - e) What transportation support is needed?
  - f) What assistance will the special needs population require?
  - g) What traffic control is needed?
  - h) Does the anticipated duration of the evacuation make it necessary to activate shelter and mass care facilities?
  - i) How will evacuated areas be secured?
- 2) Evacuations that must be conducted because of incidents that occur without warning may have to be planned quickly and carried out with only those resources that can be mobilized rapidly.
  - 3) The decision to recommend an evacuation of the populace in and around the area of an incident site rests with the IC managing the incident. In general, the Chief Elected Official shall issue the order for large-scale evacuations.

### **C. HAZARD SPECIFIC EVACUATION PLANNING**

- 1) Hazard-specific evacuation planning information will be developed for certain known hazards and included as attachments to this or other annexes. These attachments will describe the potential impact areas for known hazards, the number of people in the threatened area, and any special needs populations affected. Such attachments should also identify potential evacuation routes and where appropriate, transportation pickup points or assembly areas.
- 2) Likely major evacuation areas, other than hazardous materials or other risk areas, and the potential evacuation routes for those areas are described and depicted in Attachment C to this annex.
- 3) Hazardous materials, risk areas and potential evacuation routes from those areas are described and depicted in the attachments to Annex D (Radiological & Hazardous Materials).

### **D. TRANSPORTATION**

- 1) Individuals: It is anticipated that the primary means of evacuation for most individuals will be personal automobiles. Some people do not own vehicles and others will need assistance in evacuating. Provisions must be made to furnish public transportation during an emergency evacuation.
- 2) Special Needs Facilities: Public schools normally maintain transportation

resources; private schools and day care centers may also have limited transportation assets: Most other special needs facilities rely on commercial or contract transportation companies for their specialized transportation needs. Unfortunately, many of these providers cannot provide sufficient equipment to evacuate a sizeable facility on short notice. Hence, local government may be requested to assist in providing transport.

- 3) Emergency transportation may be provided using school buses, city buses, rural transportation system buses, ambulances, and other vehicles. See Annex S (Transportation) for transportation guidance; see Annex M (Resource & Donations Management) for transportation resources. In the case of large-scale evacuations with advance warning, pickup points may be designated or a telephone bank established to receive and process requests for transportation.
- 4) Public information messages emphasizing the need for citizens to help their neighbors who lack transportation or need assistance can significantly reduce requirements for public transportation during an evacuation.

## **E. TRAFFIC CONTROL**

- 1) Actual evacuation movement will be managed by local law enforcement agencies.
- 2) When possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles.
- 3) For large-scale evacuations when time permits, traffic control devices, such as signs and barricades, will be provided by the County Road Department and City Public Works.
- 4) Law enforcement will request wrecker services when needed to clear disabled vehicles from evacuation routes.

## **F. WARNING & PUBLIC INFORMATION**

- 1) The IC will normally decide if an evacuation warning should be issued in and around an incident site. The EOC will normally disseminate warnings for large-scale evacuations beyond the incident site or where evacuation is conducted because of an imminent threat.
- 2) Advance Notice of Possible Evacuation
  - a) For slow developing emergency situations, advance warning, personal contact, media, and other measures should be given to affected residents as soon as it is clear evacuation may be required. Such

advance notice is normally disseminated through and the advance warning should address suitable preparedness actions, such as securing property, assembling disaster supplies, fueling vehicles, and identifying evacuation routes.

- b) Advance warning should be made to special needs facilities in a threatened evacuation area as early as possible. During notification, request facility staff review and prepare to implement their evacuation plans. Facility staff should also report their periodic status and any requirements for assistance to the EOC.
- c) The special needs population should also be given advance notice. Notifying and preparing this segment of the population for evacuation will likely require additional time and resources. Any special circumstances or requests for assistance should be reported to on-scene authorities or EOC.

### 3) Evacuation Warning

- a) Evacuation warning should be disseminated through all available warning systems. See Annex A (Warning) for further information.
- b) In the case of immediate evacuation in and around an incident site, route alerting using siren and speaker-equipped vehicles moving through the affected area is usually effective. When possible, two vehicles should be employed—the first to get the attention of the people and a second will deliver the evacuation message. Door-to-door notification should be considered for large buildings and in rural areas where residences may be some distance from the road.
- c) Special needs facilities may be notified directly by on-scene authorities or by the EOC staff. However, if both the incident command staff and the EOC will be making notifications, a specific division of responsibilities for notification should be made so that no facilities are inadvertently overlooked.
- d) Law enforcement personnel should sweep the evacuation area to insure all those at risk have been advised of the need to evacuate and have responded. Persons who refuse to evacuate will be left until all others have been warned and then, time permitting, further efforts may be made to persuade these individuals to leave. See the Standard Operating Procedures (SOP).

### 4) Emergency Public Information

- a) Warning messages disseminated through warning systems alert the

public to a threat and provide basic instructions. They are necessarily short and to the point. The public will often require updated information on what to do during an evacuation. The Public Information Officer (PIO) will insure that such information is provided to the media on a timely basis for further dissemination to the public. Provisions must be made to disseminate information to individuals with special needs, including the blind, hearing impaired and non-English speakers. Specific public information procedures are contained in Annex I (Public Information).

- b) Instructions for an evacuation may include information on the location of shelter and mass care facilities, specific evacuation routes, guidance on securing their homes, and the need for evacuees to take certain items with them during an evacuation. When school children are evacuated, parents need timely information on where to pick them up.
- c) When the incident that generated the need for evacuation is resolved, evacuees must be advised when it is safe to return to their homes and businesses.

## **G. SPECIAL NEEDS POPULATIONS**

- 1) Special needs facilities are responsible for the welfare and safety of their students, clients, patients, and inmates. Virtually all of these facilities are required to maintain an emergency plan that includes provisions for an emergency evacuation; however, in order to effectively implement those plans, they must be warned of emergency situations.
  - a) Schools & Day Care Centers
    - i. If evacuation of public schools is required, students will normally be transported on school buses to other designated evacuation points outside of the risk area, where their parents can pick them up. It is essential that the public be provided timely information on these arrangements. In the case of a large-scale emergency situation with advance warning, schools will generally be closed and students returned to their homes so they can evacuate with their families.
    - ii. Private schools and day care centers, including adult day care facilities, typically maintain limited transportation resources and may require government assistance in evacuating.
  - b) Hospitals, Nursing Homes, & Correctional Facilities

- i. If evacuation of these facilities is required, patients and inmates should be transported, with appropriate medical or security support, to a comparable facility. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergency situations, facilities may be unable to make the required arrangements for transportation and may need assistance from local government with transportation and in identifying suitable reception facilities.
  - ii. Medical patients, homeless, registered sex offenders, and prisoners should not be housed in shelter and mass care facilities with the general public.
- 2) Special needs citizens will require special evacuation assistance, transportation, shelter facilities, and medical care during major evacuations; See Annex H (Health & Medical Services).

## **H. HANDLING PETS DURING EVACUATIONS**

- 1) Evacuees who go to the homes of relatives, friends or commercial accommodations with their pets normally do not pose difficulties during evacuation. However, evacuees with pets seeking public shelter can create potential problems. For health reasons, pets are not allowed in emergency shelters operated by the American Red Cross and most other organized volunteer groups. However, a number of studies indicate that some people, particularly the elderly, will not leave their homes if they cannot take their pets with them. Loose pets remaining in an evacuated area may also create a public safety concern. Hence, it is desirable to make reasonable arrangements for evacuees who come to public shelters with pets. The Animal Control Officer or designee should coordinate these arrangements.
- 2) Depending on the situation and availability of facilities, one or more of the following approaches will be used to handle evacuees arriving with pets:
  - a) Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.
  - b) Direct pet owners to a public shelter with covered exterior corridors or adjacent support buildings where pets on leashes and in carriers may be temporary housed.
  - c) Set up temporary pet shelters at fairgrounds, rodeo or stock show barns, livestock auctions, and other similar facilities.



## **I. ACCESS, CONTROL & SECURITY**

- 1) Security in evacuated areas is important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence. Law enforcement should establish access control points to limit entry into evacuated areas and where possible, conduct periodic patrols within such areas to deter theft by those on foot. To the extent possible, fire protection agencies will take measures to insure continued fire protection.
- 2) If an evacuated area has sustained damage and cannot be reoccupied for an extended period of time, it may be desirable to implement a permit system to limit access to emergency workers, homeowners, business owners, utility workers, and contractors restoring damaged structures and removing debris. Refer to Annex G (Law Enforcement) for further information.

## **J. RETURN OF EVACUEES**

- 1) Evacuees returning to their homes or businesses in evacuated areas require the same consideration, coordination, and control as the original evacuation. For limited incidents, the IC will normally make the decision to return evacuees and disseminate it as appropriate. For large-scale evacuations, the decision will normally be made by the Chief Elected Official and disseminated through the media.
- 2) The following conditions should prevail in the evacuated area before evacuees are authorized to return:
  - a) The threat prompting the evacuation has been resolved or subsided.
  - b) Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
  - c) Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired; and other significant safety hazards have been eliminated. However, utility services may not be fully restored.
  - d) Structures have been checked for obvious hazards.
  - e) Adequate water is available for firefighting. Some means of fire protection.
- 3) For return and re-entry, it may be necessary to provide transportation for those who lack vehicles. Traffic control along return routes may also be required.

- 4) Public information intended for returnees should address such issues as:
  - a) Documenting damage for insurance purposes.
  - b) Caution in reactivating utilities and damaged appliances.
  - c) Cleanup instructions.
  - d) Removal and disposal of debris.

## **K. PHASES OF MANAGEMENT**

### 1) Prevention

- a) Where possible, undertake mitigation for known hazards that have in the past led to evacuation.
- b) Discourage development, particularly residential construction, in potential risk areas, including floodplains, areas downstream from suspect dams and dikes, and areas adjacent to facilities that make, use, or store hazardous materials.
- c) Seek improvement to preplanned evacuation routes if needed.
- d) Enhance warning systems to increase warning times and reduce the need for hasty evacuations.

### 2) Preparedness

- a) Identify areas where previous major evacuations have occurred and additional areas that may require large-scale evacuation in the future due to known hazards. See Attachment B for potential major evacuation areas other than hazardous materials risk areas; hazardous materials risk areas are described in Annex D (Radiological & Hazardous Materials). Determine the population of risk areas and identify facilities that may require special assistance during evacuation (hospitals, nursing homes, schools, etc.) to determine potential transportation requirements.
- b) To the extent possible, identify individuals with special needs who would require assistance in evacuating and maintain contact information for those individuals.
- c) Identify primary and alternate evacuation routes, taking into account road capacities.

- d) Review the disaster preparedness plans of special facilities and advise facility operators of any changes that may be needed to make them more workable.
- e) Include evacuations in the scenario of periodic emergency drills and exercises.
- f) Conduct public information programs to increase citizen awareness of possible reasons for evacuation, preplanned evacuation routes, availability of transportation, the need to take appropriate food, clothing, and other disaster supplies during an evacuation, and the desirability of helping neighbors who may need assistance during an evacuation.
- g) Promulgate procedures for protecting government resources from known hazards by relocating them.

### 3) Response

See the General Evacuation Checklist in Attachment C.

### 4) Recovery

- a) Initiate return of evacuees, when it is safe to do so.
- b) Coordinate temporary housing for those who cannot return to their homes.
- c) Manage traffic control for return.
- d) Initiative recovery activities for evacuees who have suffered loss of or damage to their homes or businesses.
- e) Carry out appropriate public information activities.

## **VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **B. ORGANIZATION**

- 1) Our normal emergency organization described in the Basic Plan will plan and carry out evacuations and the return of people to their homes or businesses.

## 2) Incident Command System (ICS) – EOC/ICP Interface

- a) As noted previously, the IC will normally determine the need for, organize, and conduct limited evacuations in the immediate vicinity of the incident site. If large-scale evacuation is required, our chief elected official should make the recommendation for such evacuation to the public.
- b) A division of responsibility for evacuation tasks should be agreed upon between the IC and the EOC. The IC will normally manage evacuation operations at the scene, while the EOC coordinates operations beyond the incident site, such as coordinating traffic control along evacuation routes, arranging for the activation of shelter and mass care facilities, and advising other jurisdictions of the evacuation.
- c) During a large-scale evacuation, a division of responsibility for evacuation tasks should be agreed upon between the EOC and the ICP. The ICP will normally manage evacuation operations within their respective jurisdiction area while the EOC coordinates evacuation operations affecting multiple jurisdictional areas. The EOC will normally coordinate traffic control along evacuation routes, arrange for the activation of shelter and mass care facilities, and advise other jurisdictions.

## **B. ASSIGNMENT OF RESPONSIBILITIES**

### 1) The Chief Elected Official will:

- a) For emergencies and disasters, issue the order directing citizens to evacuate, when appropriate.
- b) Approve release of warnings, instructions, and other emergency public information relating to evacuation.
- c) Coordinate evacuation efforts with other local governments that may be affected by the evacuation, where appropriate.
- d) Direct the relocation of at risk essential resources (personnel, equipment, and supplies) to safe areas.
- e) Direct the opening of local shelter and mass care facilities, if needed.

### 2) The Incident Commander (IC) will:

- a) Identify risk areas in the vicinity to the incident site and determine

protective actions for people in those risk areas.

- b) If evacuation of risk areas and special needs facilities is required, plan, organize, and conduct the evacuation with the resources assigned.
- c) Request support from the EOC to assist in coordinating evacuation activities beyond the incident site, such as activation of shelter and mass care facilities, if required.

3) The EOC will:

- a) Develop and maintain evacuation planning information for known risk areas, including population of the area, and primary evacuation routes.
- b) Review evacuation plans of special needs facilities within known risk areas and determine possible need for evacuation support.
- c) Coordinate evacuation planning to include:
  - i. Selection of suitable evacuation routes, based on recommendations from law enforcement.
  - ii. Movement control, based on recommendations from law enforcement.
  - iii. Transportation arrangements.
  - iv. Shelter and mass care arrangements.
  - v. Special needs demographics and evacuation support requirements.

4) Common Tasks of All Organizations

- a) If time permits, secure and protect facilities in evacuation areas.
- b) If time permits, relocate essential equipment, supplies, and records to non-risk areas.

5) Law Enforcement will:

- a) Perform the evacuation
- b) Recommend evacuation routes to the IC or EOC staff.

- c) Assist in evacuation by managing traffic control.
  - d) Protect property in evacuated areas and limit access to those areas.
  - e) Secure and protect or relocate prisoners.
  - f) Coordinate law enforcement activities with other emergency services.
  - g) Assist in warning the public.
  - h) Provide information to the PIO for public news releases on the evacuation routes.
- 6) The Fire Protection Agencies will:
- a) Be responsible for fire protection in the vacated area.
  - b) Assist in warning the public.
  - c) Assist in evacuating special needs groups, as requested.
- 7) The Public Information Officer (PIO) will:
- a) Disseminate approved emergency information from the Chief Elected Official advising the public of evacuation actions to be taken.
  - b) Coordinate with area news media for news releases.
- 8) The Public Works/Road Authority Having Jurisdiction will:
- a) Provide traffic control devices upon request.
  - b) Assist in keeping evacuation routes open.
  - c) Provide barricades and barriers to restrict entry to evacuated areas and other areas where entry must be controlled.
- 9) The Transportation Officer will:
- a) Coordinate transportation for evacuees without vehicles or whom need assistance in evacuating, determining and establishing pickup points if necessary.
  - b) Coordinate transportation assistance for the evacuation of special needs facilities and special needs population.
  - c) Coordinate all transportation relating to relocation of essential

resources.

- d) Provide information to the PIO on pickup points or special pickup routes for those who require transportation, so that this information may be provided to the public.

10) The Shelter Officer will:

- a) For short-term evacuations, coordinate with operators of government-owned buildings schools, churches, and other facilities for use of their facilities as temporary evacuee holding areas.
- b) For other than short-term evacuations, coordinate with the American Red Cross, Salvation Army, and other service organizations to open shelters and activate mass care operations. See Annex C (Shelter & Mass Care) for further information.

11) AHJ for Health and Medical will:

- a) Monitor evacuation of special needs facilities and coordinate evacuation assistance, if requested.

12) AHJ for Animal Control or designee will:

- a) Coordinate arrangements to provide temporary facilities for pets arriving with evacuees.
- b) Be prepared to provide shelter managers with information on procedures for handling evacuees with pets.

13) Special Needs Facilities (schools, hospitals, nursing homes, correctional facilities) will:

- a) Close and supervise evacuation of their facilities.
- b) Coordinate appropriate transportation for evacuees and en route medical or security support.
- c) Arrange for use of suitable host facilities.
- d) Request emergency assistance from local government if assistance cannot be obtained from other sources.
- e) Ensure assigned personnel are trained and knowledgeable of evacuation procedures.

- f) Disseminate public information to advise relatives and the general public of the status of their facilities and the patients, students, or inmates served by those facilities.

## **IX. COORDINATION**

### **A. GENERAL**

- 1) The Chief Elected Official has the general responsibility for ordering an evacuation, when deemed the most suitable means of protecting the public from a hazard.
- 2) In situations where rapid evacuation is critical to the continued health and safety of the population, the on-scene IC may recommend evacuation of people at risk in and around an incident scene and direct and control the required evacuation.
- 3) Large-scale evacuations and evacuations conducted on the basis of imminent threat where there is no current incident scene will normally be coordinated and directed by the EOC and ICP.

### **B. EVACUATION AREA DEFINITION**

- 1) Areas to be evacuated will be determined by those officials with the authority to direct a mandatory evacuation based on the counsel of those individuals and agencies with the necessary expertise, the use of specialized planning materials or decision aids, the recommendations of State and Federal agencies, and, where appropriate, advice from other subject matter experts. Evacuation recommendations to the public should clearly describe the area to be evacuated with reference to known geographic features, such as roads and rivers.
- 2) The hazard situation that gave rise to the need for evacuation should be continually monitored in case changing circumstances, such as an increase in rainfall or wind shift, change the potential impact area and, thus, the area that must be evacuated.

### **C. LINE OF SUCCESSION**

- 1) The lines of succession for the Chief Elected Official and the EOC are outlined in the Basic Plan.
- 2) Each department shall according to the standard operating procedures establish lines of succession for each department and agency head.



## **X. ADMINISTRATION AND SUPPORT**

### **A. REPORTING**

- 1) Large-scale evacuations should be reported to State agencies and other jurisdictions that may be affected in the periodic Situation Reports prepared and disseminated during major emergency operations. The Situation Report format is provided in Annex N (Coordination).

### **B. RECORDS**

- 1) Activity Logs: The IC and if activated, the EOC shall maintain accurate logs recording evacuation decisions, significant evacuation activities, and the commitment of resources to support evacuation operations.
- 2) Documentation of Costs: Expenses incurred in carrying out evacuations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale evacuations.

### **C. RESOURCES**

General emergency response resources that may be required to conduct an evacuation are listed in Annex M (Resource & Donations Management).

### **D. POST-INCIDENT REVIEW**

For large-scale evacuations, the Disaster Emergency Services (DES) Coordinator shall organize and conduct a review of emergency operations by those tasked in this annex in accordance with the guidance provided in the Basic Plan. The purpose of this review is to identify needed improvements in this plan, procedures, facilities, and equipment.

### **E. EXERCISES**

Local drills, tabletop exercises, functional exercises, and full-scale exercises shall periodically include an evacuation scenario based on the hazards faced by this jurisdiction.

## **XI. ANNEX DEVELOPMENT & MAINTENANCE**

### **A. DEVELOPMENT & MAINTENANCE**

- 1) Law Enforcement is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- 2) This annex will be revised annually and updated in accordance with the schedule outlined in the Basic Plan.
- 3) Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOP covering those responsibilities.

# ATTACHMENT A

## GENERAL EVACUATION CHECKLIST

Action Item
<b>PLANNING:</b>
Determine area(s) at risk: Determine population of risk area(s) Identify any special needs facilities and populations in risk area(s)
Determine evacuation routes for risk area(s) & check the status of these routes.
Determine traffic control requirements for evacuation routes.
Estimate public transportation requirements & determine pickup points.
Determine temporary shelter requirements & select preferred shelter locations.
<b>ADVANCE WARNING:</b>
Provide advance warning to special needs facilities & advise them to activate evacuation, transportation & reception arrangements. Determine if requirements exist for additional support from local government.
Provide advance warning of possible need for evacuation to the public, clearly identifying areas at risk. See Annex I, Emergency Public Information.
Develop traffic control plans & stage traffic control devices at required locations
Coordinate with special needs facilities regarding precautionary evacuation. Identify and alert special needs populations.
Ready temporary shelters selected for use.
Coordinate with transportation providers to ensure vehicles & drivers will be available when and where needed.
Coordinate with school districts regarding closure of schools.
Advise neighboring jurisdictions that may be affected of evacuation plans.
<b>EVACUATION:</b>
Advise neighboring jurisdictions & the local Disaster District that evacuation recommendation or order will be issued.
Disseminate evacuation recommendation or order to special needs facilities and populations. Provide assistance in evacuating, if needed.
Disseminate evacuation recommendation or order to the public through available warning systems, clearly identifying areas to be evacuated.
Provide amplifying information to the public through the media. Emergency public information should address: What should be done to secure buildings being evacuated What evacuees should take with them Where evacuees should go & how should they get there Provisions for special needs population & those without transportation
Staff and open temporary shelters
Provide traffic control along evacuation routes & establish procedures for dealing with vehicle breakdowns on such routes.
Provide transportation assistance to those who require it.
Provide security in or control access to evacuated areas.
Provide Situation Reports on evacuation to the local Disaster District.
<b>RETURN OF EVACUEES</b>
If evacuated areas have been damaged, reopen roads, eliminate significant health and safety hazards, & conduct damage assessments.
Determine requirements for traffic control for return of evacuees.

Determine requirements for & coordinate provision of transportation for return of evacuees.
Advise neighboring jurisdictions and local Disaster District that return of evacuees will begin.
Advise evacuees through the media that they can return to their homes and businesses; indicate preferred travel routes.
Provide traffic control for return of evacuees.
Coordinate temporary housing for evacuees that are unable to return to their residences.
Coordinate with special needs facilities regarding return of evacuees to those facilities.
If evacuated areas have sustained damage, provide the public information that addresses: Documenting damage & making expedient repairs Caution in reactivating utilities & damaged appliances Cleanup & removal/disposal of debris Recovery programs See Annex J, Recovery.
Terminate temporary shelter & mass care operations.
Maintain access controls for areas that cannot be safely reoccupied.

# **ATTACHMENT B**

## **POTENTIAL EVACUATIONS AREAS LIST**

ID# E-1

Description:

Hazard:

Est. Population:

Evacuation Routes:

Est. Evacuation Time:

ID# E-2

Description:

Hazard:

Est. Population:

Evacuation Routes:

Est. Evacuation Time:

ID# E-3

Description:

Hazard:

Est. Population:

Evacuation Routes:

Est. Evacuation Time:

# **ATTACHMENT C**

## **POTENTIAL EVACUATION AREAS MAP**

# **ANNEX F: FIREFIGHTING**

## **Beaverhead County, Montana**

# APPROVAL & IMPLEMENTATION

## ANNEX F: FIREFIGHTING

This annex is hereby approved. This annex is effective immediately and supersedes all previous editions.

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_



# RECORD OF CHANGES

## ANNEX F: FIREFIGHTING

	Date of Change	Date Entered	Change Entered By
1			
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# **ANNEX F: FIREFIGHTING**

## **I. PRIMARY AGENCY**

Local Fire Protection Agencies

## **II. SUPPORTING AGENCY**

Beaverhead County Emergency Management, Bureau of Alcohol, Tobacco, Firearms & Explosives (ATF), Bureau of Land Management (BLM), Department of Natural Resources & Conservation (DNRC), Montana DES, Montana Fire Marshall, US Forest Service, US National Park Service

## **III. AUTHORITY**

### **A. FEDERAL**

<b>Name</b>	<b>Description</b>	<b>Legal</b>
Federal Fire Prevention Act	Firefighting cost reimbursement on Federal lands	PL 93-498, 44 CFR 151
Fire Management Assistance Grant	Firefighting cost reimbursement	44 CFR 204

### **B. STATE**

<b>Name</b>	<b>Description</b>	<b>Legal</b>
Fire Protection	Fire Protection Authority	MCA 7-33
Intergovernmental Cooperation	Mutual Aid – RFD	MCA 10-3-2
Mutual Aid Agreements	Fire Mutual Aid – RFD	MCA 7-33-2108
Mutual Aid Agreements	Fire Mutual Aid – FSA	MCA 7-33-2405
Mutual Aid Agreements	Fire Mutual Aid – Muni	MCA 7-33-4112
Mutual Aid Agreements	Fire Mutual Aid – Unincorporated	MCA 7-33-2313
Timber Resource	State Fire Warden	MCA 76-13
Rural Fire Protection	County Fire Warden	MCA 7-33-22

## C. LOCAL

Name	Description	Legal
TBD		

## IV. PURPOSE

The purpose of this annex is to outline operational concepts and organizational arrangements for firefighting during emergency situations in our community. In addition to firefighting, the fire service has the responsibility for Rescue, Warning, and Radiological protection operations as addressed in Annexes R, A, and D, respectively.

## V. EXPLANATION OF TERMS

### A. ACRONYMS

AHJ	Authority Having Jurisdiction
ATF	Alcohol, Tobacco, Firearms & Explosives
DHS	Department of Homeland Security
ECC	Emergency Communications Center (aka 911)
EOC	Emergency Operations Center
DES	Disaster Emergency Services
FSA	Fire Service Area
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
HSOC	Homeland Security Operations Center
NIMS	National Incident Management System
NRF	National Response Framework
PIO	Public Information Officer
PNG	Public Notification Guide
RFD	Rural Fire District
RUC	Regional Unified Command
SECC	State Emergency Coordination Center
SOP	Standard Operating Procedures
SWP	State Warning Point

## **B. DEFINITIONS**

### **Consequence Management**

Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. Emergency management agencies normally have the lead role in consequence management. The requirements of crisis management and consequence management are combined in the National Response Framework (NRF).

### **Crisis Management**

Measures taken to define the threat and identify terrorist acts, resolve terrorist incidents, investigate such incidents, and apprehend those responsible. Law Enforcement agencies will normally take the lead role in crisis management. The requirements of crisis management and consequence management are combined in the NRF.

### **Expedient Evacuation**

Evacuations that must be conducted with little notice, frequently in response to a request from the Incident Commander (IC) at the scene.

### **Hazardous Materials (Hazmat)**

The NRF defines Hazmat as a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety and property when transported in commerce, and which has been so designated under the provisions of 49 CFR 172.101. The term is also intended to mean hazardous substances, pollutants and contaminants as defined by the National Oil and Hazardous Substances Pollution Contingency Plan.

### **Incident Action Plan**

An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of an incident during one or more operational periods.

### **Terrorist Incident**

Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

## **VI. SITUATION & ASSUMPTIONS**

### **A. SITUATIONS**

- 1) Beaverhead County depends on Fire Protection Agencies for fire protection.
- 2) The challenges of fire prevention and control are exacerbated when other emergency situations occur simultaneously or have already impacted the local area.
- 3) Uncontrolled fires may reach such proportions as to become a major emergency situation. If not promptly controlled, even small fires can threaten lives and cause significant destruction of property and the environment.
- 4) Natural hazards and emergencies, such as flash flooding, may necessitate the use of fire service resources.
- 5) Fire scenes may present problems requiring a response by law enforcement, public works, utilities, public health authorities, environmental protection and other government agencies. In these cases, effective interagency coordination using the National Incident Management System (NIMS)/Incident Command System (ICS) is essential.
- 6) Large-scale emergencies, disasters, and acts of terrorism may adversely impact firefighting personnel, equipment, facilities, and communications systems.

### **B. ASSUMPTIONS**

- 1) During emergency situations, we will use our firefighting resources and those available pursuant to inter-local agreements, including mutual aid plans and agreements with industry.
- 2) Our resources and those obtained pursuant to regional and inter-local agreements may prove insufficient during a major incident or disaster. State and/or federal resources will be available to augment our fire protection requirements.
- 3) During major emergency situations, our firefighting resources may be damaged and specialized supplies depleted.

## **VII. CONCEPT OF OPERATIONS**

### **A. GENERAL**

- 1) Fire Protection Agencies have the primary responsibility for protecting our community from fire hazards, hazmat spills, and radiological incidents. Our fire protection resources include governmental and volunteer fire agencies.
- 2) Fire service responsibilities in emergency situations are basically the same as in daily operations. These responsibilities include fire control; hazmat and oil spill response, emergency medical services, special rescue, and radiological protection operations. During emergency situations, fire protection teams may assist in performing additional emergency tasks. These tasks may include assisting other governmental agencies as requested.

### **B. IMPLEMENTATION OF NIMS/ICS**

- 1) The first official responder on the scene of an emergency situation should initiate the ICS and establish an Incident Command Post (ICP). As other responders arrive, the individual present, who is most qualified to deal with the specific situation, should assist the current IC or may assume the Incident Command. The IC will direct and control responding resources and designate emergency operating areas. The EOC will generally not be activated.
- 2) During major emergencies, disasters, or catastrophic incidents, it may be necessary to transition from the normal ICS structure to a Multiagency Coordination System. The EOC is central to this system and functions as a conduit for coordinating information and resources. The IC will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the IC, coordinate external resources and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations. In the event of a catastrophic incident, considerations will be made for the implementation of the Beaverhead County Emergency Operations Plan.

### **C. PROTECTIVE ACTION RECOMMENDATIONS**

Fire protection personnel are generally the most knowledgeable regarding the threats posed by fire, radiological materials, and other hazardous materials. As such, they are responsible for assessing threat hazards and recommending to the IC appropriate protective actions for emergency responders, including requirements for personal protective equipment. Fire protection personnel are



also responsible for recommending appropriate protective actions to ensure public safety in the immediate vicinity of a threat.

## **D. EVACUATION OPERATIONS**

- 1) The IC may direct an expedient evacuation at the incident site, isolation area, or protective action area associated with a major incident. Fire protection and other emergency responders on site will normally initiate the evacuation pending the arrival of follow-on forces.
- 2) Other major incidents may require a large-scale evacuation. Law enforcement is the lead agency responsible for pre-planning evacuation of known risk areas and carrying out large-scale evacuation operations. During such evacuations, fire protection teams may be tasked with:
  - a) Alerting residents in the affected area who have not been warned by other means
  - b) Evacuating individuals and/or livestock that require assistance

## **E. TERRORIST INCIDENT RESPONSE**

- 1) Crisis Management: Law enforcement agencies generally have the lead in terrorism crisis management activities. Fire Protection Agencies will provide support as requested. Refer to Annex V (Terrorist Incident) for more information on the response to terrorist threats and activities.
- 2) Consequence Management: Coordination will be paramount during terrorist incident consequence management activities due to multi-agency involvement and potentially overlapping roles and responsibilities. The ranking official from the agency with primary responsibility for the incident will assume the position of IC. Fire Protection will normally have the lead local role in consequence management for terrorist incidents involving conventional explosives, radiological materials, and chemical agents. During consequence management, the IC will coordinate response and recovery operations with law enforcement authorities conducting crisis management operations. Refer to Annex V (Terrorist Incident) for further information on terrorist incident consequence management.

## **F. REQUESTING EXTERNAL ASSISTANCE**

- 1) If our local fire resources are inadequate to deal with an emergency situation, the Fire Chief, or the Fire Chief's designee may request additional fire resources pursuant to mutual aid agreements to which local fire departments are a party. The Fire Chief, or the Fire Chief's designee, may also request

assistance from industries and businesses with firefighting resources that have agreed to assist during emergencies.

- 2) If our fire protection resources and those obtained pursuant to mutual aid agreements are insufficient to deal with an emergency situation, statewide mutual aid will be requested in accordance with existing the mutual aid system. See Attachment A of this document for more information.
- 3) When local wild land firefighting resources are expended, Beaverhead County can make a request to the Montana Department of Natural Resources and Conservation. This is referred to as a "State Assist." When a State Assist is granted, the local agencies still retain the authority and control, but the state will assist with resources and incident expenses. Typically the Beaverhead County Fire Warden is the primary facilitator of this process. See Attachment B of this document for more information on this procedure.
- 4) If Montana National Guard resources are needed, a request to Montana Disaster and Emergency Services must be made. Typically a local emergency or disaster declaration must be declared first. Upon approval from the Governor, National Guard resources can then be made available. Typically the Beaverhead County Emergency Management Duty Officer is the primary facilitator of this. During times of extreme fire activity, often times National Guard resources will be assigned and controlled by the Northern Rockies Coordination Center in Missoula. Please see Attachment C for the procedure.
- 5) If US Department of Defense resources are needed, a request to Montana Disaster and Emergency Services must be made. Typically both a local and state declaration must be declared. Typically, the Beaverhead County Emergency Management Duty Officer facilitates this process. During times of extreme fire activity, National Guard resources will often be assigned and controlled by the Northern Rockies Coordination Center in Missoula. See Attachment D of this document for more information on this procedure.
- 6) Several types of external assistance, such as specialized rescue teams, air medivac, and search and rescue aircraft, may apply to this annex as well as others. These are addressed in Annex R (Search & Rescue). Several resources are available to assist local agencies with fire investigations. The Montana State Fire Marshal's Office also has investigators available (Attachment E). The Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) have local and national resources available (Attachment F).

## **G. PHASES OF MANAGEMENT**

- 1) Prevention

- a) Enforce all codes as applicable.
- b) Conduct fire safety education programs for the public.
- c) Recommend fire prevention activities such as brush clearance, outdoor burning restrictions, and use of fireworks, when conditions warrant.
- d) Should maintain current information on the types and quantities of hazardous materials present in local businesses and industrial facilities.
- e) Should maintain current information on known fire hazards present in facilities such as refineries, factories, power plants, and other commercial businesses.

## 2) Preparedness

- a) Maintain a list of all firefighting resources; see Annex M (Resource Management).
- b) Inspect, test, maintain and repair all equipment on a scheduled basis.
- c) Stockpile specialized supplies.
- d) Ensure all fire protection personnel are properly trained on fire control, hazmat response, rescue, and NIMS/ICS. Our emergency response personnel meet the NIMS national qualification and certification standards.
- e) Develop communications procedures to ensure adequate communications between all emergency responders.
- f) Plan and execute NIMS compliant training exercises for all firefighting personnel on a regular basis.
- g) Revise and update response plans at regular intervals.

## 3) Response

- a) Contain, control, and extinguish fires.
- b) Initiate rescue missions, as necessary.

- c) Alert and advise all emergency response personnel and decision-makers to the dangers associated with hazmat and fire during emergency operations.
  - d) Control hazmat incidents within departmental capabilities giving priority to public and firefighter safety and protecting property, respectively. See Annex Q (Hazardous Materials) for more information.
  - e) Conduct radiological monitoring and assessment within departmental capability. Maintain an operational Radiological Protection Program in accordance with state and federal standards. See Annex D (Radiological) for more information. The NRF Nuclear/Radiological Incident Annex addresses the federal response to incidents involving radiological materials.
  - f) Initiate evacuation of emergency scenes, if necessary.
  - g) Provide fire protection for temporary shelter and mass care facilities.
- 4) Recovery
- a) Coordinate inspections of restored and/or reconstructed buildings.
  - b) Perform or assist in decontamination and cleanup.
  - c) Assess damage to fire equipment and facilities, if necessary.
  - d) Recommend condemnation of unsafe buildings.
  - e) Review fire codes in relation to an incident or disaster and recommend improvements to the County Commission and City Council(s).

## **VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. ORGANIZATION**

- 1) Our normal emergency organization is depicted in the Basic Plan, and shall coordinate firefighting efforts conducted as part of emergency operations in accordance with NIMS. Most fires can be handled by fire protection agencies with limited support from other fire protection agencies, operating under an IC. The EOC will normally be activated during major emergencies and disasters involving significant fires or fires occurring simultaneously with other hazards. These situations may require the commitment of all

emergency services and external assistance. In such incidents, transition to a Multiagency Coordination System is advisable. In the event of a catastrophic incident, considerations will be made for the implementation of the Emergency Operations Plan.

- 2) The Fire Chief, the Fire Chief's designee, shall serve as the Chief Fire Officer and coordinate emergency firefighting operations and shall normally serve as the IC for the response to incidents.

## **B. ASSIGNMENT OF RESPONSIBILITIES**

- 1) Fire Protection Agencies will:
  - a) Coordinate all fire protection activities.
  - b) Provide fire control and protection.
  - c) Assist in the operation of warning systems; see Annex A (Warning).
  - d) Provide support for shelter/mass care operations; see Annex C (Shelter & Mass Care).
  - e) Provide support for radiological protection; see Annex D (Radiological).
  - f) Provide assistance during evacuations; see Annex E (Evacuation).
  - g) Respond to hazmat accidents/incidents; see Annex Q (Hazardous Materials).
  - h) May enforce fire codes.
  - i) Prepare and execute inter-local agreements.
  - j) Provide support for other public safety operations, as necessary.
  - k) Conduct search and rescue operations; see Annex R (Search & Rescue).
  - l) Provide personnel to staff the EOC and ICPs when activated.
- 2) The County Fire Warden, or the County Fire Warden's designee, will:
  - a) Serve as IC on wild land fires not serviced by a fire protection agency.
  - b) Provide coordination between the county and Montana DNRC.

- c) Serve as the county commission's subject matter expert on wild land fires.
  - d) Serve as liaison from the County Commissioners to the local Fire Protection Agencies.
  - e) Coordinate fire protection plans with local, state, and federal agencies.
  - f) Manage the DNRC County co-op wild land engine and equipment resources.
  - g) Provide oversight and management of the county burn permits.
  - h) Serve as the county's agency administrator on wild land fires when requested by the County Commission.
- 3) The Emergency Management Duty Officer will:
- a) Support warning operations at the direction of the IC.
  - b) Support public information at the direction of the IC in coordination with the PIO.
  - c) Provide logistical support for the incident.
  - d) Coordinate and provide current information between agencies and elected officials.
- 4) The IC will:
- a) Establish an ICP, and control and direct emergency response resources.
  - b) Assess the incident, request any additional needed resources, and provide periodic updates to the EOC, if activated.
  - c) Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.
  - d) Approve the Incident Action Plan and all requests pertaining to the procurement and release of incident resources.

- e) Establish a specific division of responsibilities between the incident command operation and the EOC, if activated.
  - f) During an Incident of National Significance, make a situation assessment and coordinate resource needs, as required, with the NRF, ESF #4.
- 5) Law Enforcement will:
- a) Upon request of the IC, initiate evacuation actions and provide perimeter access control around incident sites.
- 6) The Public Works and Transportation Departments will:
- a) Upon request of the IC, provide support for fire control operations.
- 7) The DNRC will:
- a) Process requests for state firefighting assistance.
  - b) Within capabilities, provide personnel and equipment to assist local governments and industry in conducting fire suppression operations.
  - c) Conduct wild land fire training academies for state and local personnel.

## **IX. COORDINATION**

### **A. GENERAL**

- 1) For most emergency situations, an IC will establish an ICP to direct and control fire protection operations at the scene. The individual present, who is most qualified to deal with the specific situation, should serve as the Incident Command. This will typically be the senior fire protection officer present. All fire protection teams will carry out mission tasks assigned by the IC. A staff, determined by the anticipated needs of the situation, will assist the IC.
- 2) In some situations, the EOC may be activated without an incident command operation. This organizational arrangement is most likely when: (a) a hazard threatens but has not yet impacted the local area (such as a wildfire), or (b) when a generalized threat exists and there is no identifiable incident site (as may be the case for a terrorist threat). During these situations, a senior fire protection officer will normally report to the EOC to coordinate fire protection actions.

- 3) External response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the IC or the EOC. However, organized response units will normally work under the immediate control of their own supervisors.

## **B. INCIDENT COMMAND SYSTEM – EOC INTERFACE**

When both the EOC and an ICP are activated, it is essential to establish a division of responsibilities between the IC and the EOC. A general division of responsibilities is outlined in Annex N (Coordination).

## **C. LINE OF SUCCESSION**

The line of succession for the Chief Fire Officer is in accordance with the policies of the Fire Protection Agencies.

# **X. ADMINISTRATION & SUPPORT**

## **A. REPORTING**

In addition to reports that may be required by their parent organization, fire protection departments participating in emergency operations should provide appropriate situation reports to the IC. The IC will forward periodic reports to the EOC. Pertinent information will be incorporated into the periodic situation reports. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in Attachments B and C to Annex N (Coordination).

## **B. RECORDS**

### **Activity Logs**

The IC and if activated, the EOC, shall maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations. See Annex N (Coordination), for more information on the types of information that should be recorded in activity logs.

### **Documentation of Costs**

- 1) Expenses incurred in carrying out emergency response operations for certain incidents may be recoverable. Hence, all Fire Protection Agencies will maintain records of personnel and equipment used and supplies consumed during large-scale emergency operations.



- 2) Fire Protection Agencies are encouraged to utilize standard rates for their incident record keeping and for cost recuperation, when available. Fire Protection Agencies are encouraged to utilize the established rates in the Northern Rockies Coordinating Group Interagency Incident Business Management Handbook for the year in which the incident occurs. For equipment, Chapter 20 should be utilized. Personnel, who have set pay rates, can be billed at those rates. Chapter 10 should be utilized for personnel with no set pay rate. In situations where a rate is not available in the Interagency Incident Business Management Handbook, the Federal Emergency Management Agency rates may be utilized as an alternate.

## **C. PRESERVATION OF RECORDS**

Vital records should be protected from the effects of a disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

## **D. RESOURCES**

A listing of local fire department resources is found in Annex M (Resource Management).

## **E. COMMUNICATIONS**

See Annex B (Communications).

## **F. POST-INCIDENT REVIEW**

For large-scale emergency operations, an after action critique of emergency operations will be performed in accordance with the guidance provided in the Basic Plan. The After Action Report will serve as the basis for an improvement plan.

# **XI. ANNEX DEVELOPMENT & MAINTENANCE**

## **A. DEVELOPMENT & MAINTENANCE**

- 1) Local Fire Protection Agencies are responsible for developing and maintaining this annex.
- 2) This annex will be reviewed annually and updated in accordance with the schedule outlined in the Basic Plan.

- 3) Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOP covering those responsibilities.

# **ATTACHMENT A**

## **MUTUAL AID ASSISTANCE**

Mutual Aid is available through a variety of statutes and agreements. Each process is slightly different and has access to different resources. It is the responsibility of the Agency Having Jurisdiction to know what is available and how to access it.

### **Activation Criteria**

Typically, when all of an agency's or county's resources have been expended.

### **Authorization**

Varies, but typically the Chief of the Fire Protection Agency, or their designee.

### **Activation Procedure**

Varies depending on the program being utilized.

### **Available Mutual Aid**

<b>Mutual Aid Process</b>	<b>Access Via</b>
Dillon Interagency Operation Plan	Fire Warden
Montana Mutual Aid	Fire Coordinator
Intrastate Mutual Aid System	Emergency Management Duty Officer
County DNRC-Assist	Fire Warden

# **ATTACHMENT B**

## **COUNTY ASSIST PROGRAM**

Assistance from DNRC is available in several different forms and levels, with the most basic being mutual aid. At a certain internal fiscal point, DNRC will classify their support as a County Assist. When this is enacted, the DNRC Line Officer will require a formal letter of request from the county within 48 hours of the incident start. At this point, local resources are often being hired by DRNC for suppression of the fire, as well as incident logistical and management support.

### **Activation Criteria**

A County Assist is determined by the DNRC Line Officer upon a certain level of support to the local incident.

### **Authorization**

A County Assist is authorized by the Local DNRC Line Officer.

### **Activation Procedure**

- 1) Assistance has been requested by the Fire Protection Agency Having Jurisdiction.
- 2) DNRC resources have been committed to the incident and have reached a certain level of financial commitment.
- 3) The DNRC Line Officer will identify that the incident has reached its threshold, and classify their support as a County Assist.
- 4) The DNRC Line Officer will request a formal request letter from the Beaverhead County Commission. This should be completed within 48 hours of the incident start.
- 5) The County Fire Warden or Emergency Management Duty Officer will facilitate the creation and signing of the request letter with the County Commission. They will then provide the signed request letter to the DNRC Line Officer.

### **Contact Information**

<b>Name</b>	<b>Work</b>	<b>Cell</b>	<b>Home</b>	<b>Pager</b>
TBD				

# **ATTACHMENT C**

## **NATIONAL GUARD ASSISTANCE**

Montana National Guard (NG) resources may be utilized to assist upon request of the county and approval from the state. The exact procedure for approving deployment of NG resources may vary depending on the severity of the incident. The key issue to remember is that there must not be a local resource capable of performing the same mission (public or private) for which the NG is being tasked. You should also expect the resources to be self-sufficient. The NG will bring their own overhead to support the resources requested for the mission.

### **Activation Criteria**

Two real criteria exist for NG Resources. In an “Immediate Life Safety” response, the deployment of resources can be expedited and authorized by the local NG Commander in Belgrade or The Adjutant General (TAG). This may or may not require a state declaration and is often referred to as the 72 Hour Rule.

The second criteria is that for anything that does not fall into the above category, a local declaration will be necessary, as will a state declaration requiring the approval of the Governor.

### **Authorization**

Requests for NG resources must be approved by the Principal Executive Officer for the affected jurisdiction.

### **Activation Procedure**

- 1) Approval must be given by the Chief Elected Official for the affected jurisdiction.
- 2) Either an Emergency or Disaster Declaration must be declared. Even if it is not formally needed at the time of request, a declaration will be expected at some point.
- 3) The Emergency Management Duty Officer (585-1475 via dispatch) will consolidate the request. The following information will be needed:
  - a) Signed declaration, or anticipated time of a declaration.
  - b) Description of NG tasking (a description of what it is you want them to do).
  - c) Description of what type of resources and quantity that you require (people, trucks, etc..).

- d) When and where do they report.
  - e) Who do they report to and what is his/her contact information.
- 4) The DES COORDINATOR will contact the MT DES Duty Officer (406-841-3911) with the request.
  - 5) The MT DES Duty Officer will coordinate with the NG Joint Operations Center (406-324-3000) to fill the request and receive authorization.
  - 6) The local Point of Contact given should expect to receive a call from the National Guard to confirm the mission tasking.

# **ATTACHMENT D**

## **DOD MILITARY ASSISTANCE**

DoD active duty resources may be available to local agencies in a large-scale incident. This document does not address DoD resources operating under the direction of the National Interagency Fire Center or the Northern Rockies Coordination Center, nor does it address Search & Rescue resources activated through the Air Force Rescue Coordination Center. DoD resources will typically require a presidential declaration for activation. However, if there is a specialized military resource that is the only resource capable of meeting your need, it never hurts to ask.

### **Activation Criteria**

Large scale incident resulting in Disaster Declarations at the local, state, and federal levels.

### **Authorization**

Requires authorization of the Principal Executive Officer on the local level. Expect to need approval from the Governor and President.

### **Activation Procedure**

- 1) Approval must be given by the Chief Elected Official for the affected jurisdiction.
- 2) Either an Emergency or Disaster Declaration must be declared (even if not formally needed at the time of request, will be expected to be declared at some point).
- 3) The Emergency Management Duty Officer (585-1475 via dispatch) will consolidate the request. The following information will be needed:
  - a) Signed declaration, or anticipated time of a declaration.
  - b) Description of NG tasking (what do you want them to do)?
  - c) What type of resources and quantity do you need (people, trucks, etc...)?
  - d) When and where do they report?
  - e) Who do they report to and what is their contact information?
- 4) The DES COORDINATOR will contact the MT DES Duty Officer (406-841-3911) with the request.

- 5) The MT DES Duty Officer will coordinate with the NG Joint Operations Center (406-324-3000) and the Montana Emergency Preparedness Liaison Officers (EPLO).



# **ATTACHMENT E**

## **MONTANA FIRE MARSHAL ASSISTANCE**

The Montana Fire Marshal's Office has fire investigators throughout Montana. They are available upon request to provide investigators to local agencies to assist with investigations. The Montana Fire Marshal's Office is a mandatory notification for fatal fires.

### **Activation Criteria**

Upon Request

### **Authorization**

Law Enforcement or Fire Protection Agency Having Jurisdiction

### **Activation Procedure**

- 1) Agency Having Jurisdiction contacts the Montana Fire Marshal's Office at 406-444-2050 (MHP Dispatch after hours at 406-525-5555).

# **ATTACHMENT F**

## **ALCOHOL, TOBACCO, FIREARMS, AND EXPLOSIVES (ATF) ASSISTANCE**

The ATF has special agents throughout Montana and a special agent in Billings dedicated to fire investigation. ATF resources are available to assist local agencies in their investigation. Depending upon the level of assistance necessary, the local ATF agents can bring in additional tools and specialized resources from the ATF National Response Team. The ATF is a mandatory notification for fires involving churches, state or federal buildings, and firearm robberies.

### **Activation Criteria**

Local investigative capacity is exceeded.

### **Authorization**

Lead law enforcement or taskforce investigator.

### **Activation Procedure**

- 1) Lead investigator contacts the Billings ATF Office at 406-657-6886 or the ATF Joint Special Operations Center at 800-800-3855.
- 2) An ATF Special Agent will then coordinate with the lead investigator.

**ANNEX G: LAW  
ENFORCEMENT**

**Beaverhead County,  
Montana**

# APPROVAL & IMPLEMENTATION

## ANNEX G: LAW ENFORCEMENT

This annex is hereby approved. This annex is effective immediately and supersedes all previous editions.

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

# RECORD OF CHANGES

## ANNEX G: LAW ENFORCEMENT

	Date of Change	Date Entered	Change Entered By
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# ANNEX G: LAW ENFORCEMENT

## I. PRIMARY AGENCY

Beaverhead County Law Enforcement Agencies

## II. SUPPORTING AGENCY

Beaverhead County DES, City/County Attorney

## III. AUTHORITY

### A. FEDERAL

Name	Description	Legal
TBD		

### B. STATE

Name	Description	Legal
TBD		

### C. LOCAL

Name	Description	Legal
TBD		



## IV. PURPOSE

The purpose of this annex is to define the organization, operational concepts, responsibilities, and procedures to accomplish emergency law enforcement requirements. This annex is applicable to all agencies, organizations and personnel assigned law enforcement functional responsibilities.

## V. EXPLANATION OF TERMS

### A. ACRONYMS

EOC	Emergency Operations or Operating Center
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NRF	National Response Framework
PIO	Public Information Officer
SOP	Standard Operating Procedures

### B. DEFINITIONS

#### **Anti-terrorism Activities**

Use of defensive methods, including intelligence collection, investigation, passive protection of facilities, implementation of physical and personnel security programs, and emergency planning, to combat terrorism.

#### **Consequence Management**

Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. Emergency management agencies normally have the lead role in consequence management.

#### **Counter-terrorism Activities**

Use of offensive measures to combat terrorism, such as use of law enforcement and military resources to neutralize terrorist operations.

#### **Crisis Management**

Measures taken to define the threat and identify terrorists, prevent terrorist acts, resolve terrorist incidents, investigate such incidents, and apprehend those responsible. Law enforcement agencies will normally take the lead role in crisis management.

**Hazmat**

Hazardous materials. The National Response Framework (NRF) defines Hazmat as a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8). The term is also intended to mean hazardous substances, pollutants, and contaminants as defined by the National Oil and Hazardous Substances Pollution Contingency Plan.

**Incident Action Plan**

An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**National Incident Management System (NIMS)**

The NIMS provides a consistent nationwide approach for Federal, State, territorial, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

**National Response Framework (NRF)**

An all-discipline, all-hazards plan that establishes a single comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of Federal support to State and local and tribal incident managers and for exercising direct Federal authorities and responsibilities.

**Terrorist Incident**

According to the NRF, a terrorist incident is any activity that involves an act that is:

- 1) Dangerous to human life or potentially destructive of critical infrastructure or key resources.
- 2) A violation of the criminal laws of the United State or of any State or other subdivision of the United States.
- 3) Appears to be intended to intimidate or coerce a civilian population.
- 4) To influence the policy of a government by intimidation or coercion.
- 5) To affect the conduct of a government by mass destruction, assassination, or kidnapping.

## **VI. SITUATIONS & ASSUMPTIONS**

### **A. SITUATIONS**

- 1) Law enforcement agencies are expected to continue their efforts to protect lives and property during emergency situations.
- 2) During large-scale emergencies and major disasters, law enforcement agencies may be required to expand their operations and undertake certain tasks that are not performed on a day-to-day basis.
- 3) Large-scale emergencies and acts of terrorism may adversely impact law enforcement personnel, equipment, and facilities.

### **B. ASSUMPTIONS**

- 1) During large-scale emergency situations, some normal law enforcement activities may be temporarily reduced in order to provide resources to respond to the emergency situation.
- 2) During large-scale evacuations, law enforcement support may be needed to manage traffic. In the aftermath of an evacuation, security must be provided for areas that have been evacuated to protect property and deter theft.
- 3) In the aftermath of a disaster, it may be necessary to control access to damaged areas to protect public health and safety and deter theft.
- 4) If there is a threat of terrorism or civil disturbance, key local facilities that house government operations or provide essential services to the public may require protection.

## **VII. CONCEPT OF OPERATIONS**

### **A. GENERAL**

- 1) Local law enforcement agencies have the primary responsibility for enforcing laws and protecting lives and property during emergencies. Our law enforcement resources include:
  - a) The Sheriff's Office and its reserves
  - b) The Dillon Police Department

- 2) Our law enforcement emergency response operations are in accordance with the NIMS, which employs two levels of incident management structures.
  - a) The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.
  - b) Multi-agency coordination systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.
- 3) Many of the tasks required of law enforcement during emergency operations are simply an expansion of normal daily responsibilities. These responsibilities include enforcing laws, maintaining order, traffic control, and crowd control.
- 4) During emergency situations, law enforcement may be called on to undertake a number of tasks not typically performed on a daily basis, including protecting key facilities, enforcing curfews and restrictions on the sales of certain products, and controlling access to damaged areas.

## **B. IMPLEMENTATION OF NIMS/ICS**

- 1) The first official responder on the scene of an emergency situation should initiate the ICS and establish an ICP. As other responders arrive, the individual most qualified to deal with the specific situation present should serve as the Incident Commander (IC). The IC will direct and control responding resources and designate emergency operating areas. The Emergency Operations Center (EOC) will generally not be activated.
- 2) During major emergencies, disasters, or catastrophic incidents, it may be necessary to transition from the normal ICS structure to a Multiagency Coordination System. The EOC is central to this System, and functions as a conduit for coordinating information and resources. The IC will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the IC, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.

## **C. LAW ENFORCEMENT**

- 1) Law enforcement personnel are expected to enforce the laws and regulations during emergency situations in the same way that they do on a daily basis.

- 2) During emergency situations, particularly major disasters, some disaster-related laws and regulations may be put into effect for a limited period; these must also be enforced by local law enforcement agencies. When a disaster threatens or has occurred, the Chief Elected Official may issue a disaster declaration. The Chief Elected Official may then issue an order or enact an emergency order suspending other ordinances and/or putting into effect temporary emergency regulations. Annex U (Legal) outlines the types of emergency measures that may be promulgated.

## **D. EVACUATION OPERATIONS**

- 1) State law provides a Chief Elected Official with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions. Hence, the Chief Elected Official may order a mandatory evacuation of our City and County upon issuing a local disaster declaration. The Chief Elected Official may also take subsequent action to control re-entry, curtail movement, and deny building occupancy within a disaster area. Law enforcement agencies have the lead role in planning and conducting evacuations. See Annex E (Population Protection) for more detailed information on this emergency function.
- 2) Evacuation may be expedient or preplanned. Evacuation preplanning should be performed for those geographic areas known to be at risk from specific hazards. Such risk areas include areas subject to recurrent flooding, areas downstream from unsafe dams, and areas at risk from a release of hazardous materials from facilities that make, use, or store such materials.

- a) Expedient Evacuation

Expedient evacuations are evacuations that must be conducted with little notice, frequently in response to a request from the IC at the scene.

- b) Preplanned Evacuation

For known risk areas, evacuation preplanning will be conducted and primary and alternate evacuation routes identified as part of this plan. Such evacuation preplanning should involve the emergency management staff and other emergency services. Known hazardous materials risk areas and the evacuation routes from those areas shall be described in Annex D (Radiological & Hazardous Materials). Other known risk areas and the evacuation routes from those areas shall be described in Annex E (Population Protection). The Chief Elected Official will normally initiate preplanned evacuations.

- c) During evacuations, law enforcement will:

- i. Determine preferred evacuation routes, based on the status of preplanned primary and alternate routes and the current situation.
- ii. Provide information on evacuation routes to the Public Information Officer (PIO) for dissemination to the public through the media.
- iii. Alert those in the affected area who have not been warned by other means.
- iv. Deploy units to direct and control traffic.
- v. If the evacuation of correctional facilities becomes necessary, provide security support for such operations.
- vi. If time permits, alter traffic signal timing and request that Public Works deploy signs and other traffic control devices to expedite the flow of traffic.
- vii. Notify adjacent jurisdictions that may be affected by the evacuation, preferably before the evacuation commences.
- viii. Monitor traffic flow and resolve problems; report evacuation progress to the EOC.
- ix. Provide appropriate road condition information and travel recommendations to the public through the PIO.
- x. For large-scale evacuations, ensure that there are provisions to remove disabled vehicles or those that run out of fuel from evacuation routes in a timely manner.

## **E. WARNING**

- 1) The Law Enforcement has primary responsibility for the warning function and operates the local warning system. See Annex A (Warning) for further information on this emergency function.
- 2) Law enforcement agencies and other emergency services may be required to disseminate emergency warnings to the public who cannot be reached by primary warning systems, such as outdoor warning sirens and the Emergency Alert System. In most areas, law enforcement units and other vehicles equipped with sirens and public address systems can be used for route alerting. In some areas, door-to-door warning may be necessary.

## **F. AREA SECURITY & INCIDENT SCENE CONTROL**

- 1) Incident Scene Control: In response to a request from the IC, the law enforcement agencies will manage traffic control and perimeter at incident scenes, including Hazmat spills, major fires and explosions, and other types of incidents.
- 2) Security for Evacuated Area: In an evacuation, the security of evacuated areas is extremely important. Experience has shown that law enforcement agencies must provide security in evacuated areas to minimize looting. Access to such areas will be controlled by roadblocks and, where appropriate, barricades. Access controls should be supplemented by periodic roving patrols, particularly within areas that are readily accessible by persons on foot.
- 3) Access Control and Security for Damaged Areas. In areas that have suffered damage, access must be controlled to protect health and safety, as well as to protect property. When a local disaster declaration has been issued, action may be required to control re-entry into a stricken area and the movement of people and occupancy of buildings within a disaster area. Law enforcement agencies will control access to such areas with roadblocks and, where appropriate, barricades. Access controls should be supplemented by periodic roving patrols, particularly within areas that are readily accessible by persons on foot. Re-entry to damaged areas will generally be conducted in the three phases outlined below:
  - a) Phase One – Emergency Workers. Admit police, fire, EMS, utility crews, emergency management personnel, building inspectors, limited media, state and federal response agencies.
  - b) Phase Two – Concerned Parties. Admit homeowners, business owners, insurance agents, media, and contractors making temporary repairs. The following conditions should prevail before these individuals are authorized to enter the damaged area:
    - i. The threat that caused the evacuation has been resolved.
    - ii. Sufficient debris has been removed to permit travel and to ensure that roads and bridges are safe to use.
    - iii. Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired or rendered safe; and other significant safety hazards have been eliminated.
    - iv. Structures have been inspected and those unsafe to enter are so marked.

- v. Some means of fire protection is available.
- c) Phase Three – General Public.
- i. To ensure consistent treatment, personnel staffing access control points shall be provided with clear written guidance on who may be admitted to damage areas in each phase or re-entry. This guidance should be formulated by the law enforcement staff, coordinated by the EOC, and approved by the Chief Elected Official.
  - ii. A pass or permit system may be implemented to simplify regular ingress and egress. If a pass or permit system is used, passes or permits and appropriate written instructions for their use should be developed by the law enforcement staff, coordinated by the EOC, and approved by the Chief Elected Official. Copies should be provided to all personnel staffing access control points. Common sense suggests that identification cards issued by government, utilities, insurance companies, and the media to their employees be honored as passes or permits for those individuals, unless questions arise regarding their authenticity.

## **G. SECURITY OF KEY FACILITIES**

- 1) There are a number of public and private facilities that must remain in operation during and after an emergency situation to provide essential services to the public. These include selected government coordination facilities, operating locations for emergency response units, utilities, medical facilities, food suppliers, and key communications services. When there is a credible threat to these facilities that threatens to disrupt continuity of government or provision of essential services to the public, law enforcement may be requested to provide security for these key facilities. A list of key facilities is provided in Attachment A to this annex.
- 2) In the event there is a credible threat of terrorist action within the State of Montana, the State Operations Center may request an increase of security personnel at the critical infrastructure facilities (listed in Attachment A) and other potential targets throughout the affected jurisdiction(s). Law enforcement personnel shall then alert the appropriate officials, who shall review the potential emergency situation, plans, and procedures, and implement appropriate readiness actions as determined by the Chief Elected Official. See Annex V (Terrorist Incident Response).



## **H. TERRORISM INCIDENT RESPONSE**

### **1) Crisis Management:**

- a) Law enforcement agencies have the lead in terrorism crisis management activities. Pre-incident crisis management activities include efforts to define the threat, identify terrorists, and prevent terrorist acts. Post incident crisis management activities include efforts to resolve the terrorist incident, investigate it, and apprehend those responsible. Law Enforcement has the lead local role in terrorism crisis management and will coordinate its efforts with state and federal law enforcement agencies as appropriate. Refer to Annex V (Terrorist Incident Response) for more information. The requirements of crisis management and consequence management are combined in the NRF.

### **2) Consequence Management:**

- a) Consequence management activities undertaken to deal with effects of a terrorist incident are conducted in essentially the same manner as the response and recovery operations for other emergencies or disasters. Post-incident crisis management activities, such as investigation, evidence gathering, and pursuit of suspects, may continue during consequence management. The lead agencies for crisis management and consequence management should mutually determine when crisis management activities are complete. The lead role in terrorism consequence management may be assigned to one of several local departments or agencies, depending on the type of incident that has occurred. Law enforcement agencies will typically play a significant supporting role in the conduct of consequence management activities. The requirements of crisis management and consequence management are combined in the NRF.

## **I. DISASTER RECONNAISSANCE**

In the immediate aftermath of an emergency situation, the IC or the EOC staff may request law enforcement units to conduct reconnaissance to identify specified areas affected and provide an initial estimate of damages. Timely initial disaster reconnaissance, also referred to as a windshield survey, is important in deciding what assistance is needed immediately and where limited resources should be initially committed.

## **J. EXTERNAL ASSISTANCE**

If local law enforcement resources and those available through inter-local agreements are insufficient to deal with an emergency situation, local officials

may request support from the State using the procedures outlined in the Basic Plan. Cities must seek assistance from their county before requesting resource assistance from the State.

## **K. PHASES OF MANAGEMENT**

### 1) Prevention

- a) Operate a local warning system see Annex A (Warning).
- b) Perform anti-terrorist activities see Annex V (Terrorist Incident Response).
- c) Avoid locating correctional facilities in known hazard areas so as to preclude the need for evacuation during emergency situations.

### 2) Preparedness

- a) Review and update plans and procedures
- b) Identify preplanned evacuation routes for known risk areas and prepare traffic control plans
- c) Identify key facilities and determine possible security requirements
- d) Develop communications systems that provide for connectivity of all local law enforcement agencies and external agencies that may respond pursuant to inter-local agreements.
- e) Train primary and auxiliary law enforcement personnel to conduct emergency operations.
- f) Identify and train law enforcement personnel to staff the EOC and ICP.
- g) Conduct drills and exercises to test plans, procedures, and training.

### 3) Response

- a) Maintain law and order
- b) Carry out backup warning; see Annex A (Warning).
- c) Manage traffic control for evacuations; see Annex E (Population Protection) and other appropriate situations.
- d) Carry out crowd control where needed.

- e) Provide security for key facilities see Attachment A to this annex.
  - f) Provide security for evacuated areas.
  - g) Provide security for shelter and mass care facilities.
  - h) Conduct counter-terrorism operations.
  - i) Conduct initial disaster reconnaissance.
  - j) Support other emergency operations.
- 4) Recovery
- a) Continue security operations as needed.
  - b) Perform traffic control for return of evacuees, if needed.
  - c) Provide access control for damaged areas, issuing passes/permits if required.
  - d) Assist in damage assessment.

## **VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. GENERAL**

Our normal emergency organization, described and depicted in the Basic Plan, will plan and carry out law enforcement operations.

### **B. ASSIGNMENT OF RESPONSIBILITIES**

- 1) Law Enforcement will:
  - a) Prepare law enforcement inter-local agreements.
  - b) Maintain law and order during emergency situations.
  - c) Plan, direct, and control evacuations; see Annex E (Population Protection).
  - d) Provide security for key facilities.
  - e) Protect property in evacuated areas.

- f) Provide access control to damaged areas.
- g) Manage traffic control when and where needed.
- h) Provide crowd control when needed
- i) Manage the local warning system; see Annex A (Warning).
- j) Manage the local emergency communications network; see Annex B (Communications).
- k) Conduct counter-terrorism and anti-terrorist operations.
- l) Support search and rescue operations see Annex R (Search & Rescue).
- m) Assist in hazardous materials incidents; see Annex D (Radiological & Hazardous Materials).
- n) Provide security for shelter and mass care operations; see Annex C (Shelter and Mass Care & Human Services).
- o) If necessary, evacuate prisoners from the jail to another suitable facility
- p) Provide qualified individuals to staff the EOC and ICP when those facilities are activated
- q) Support other emergency functions as necessary

2) The Incident Commander will:

- a) Establish an incident command post (ICP) and coordinate emergency response resources at the incident scene from that ICP to resolve the incident.
- b) Provide an initial incident assessment, request additional resources if needed, and provide periodic updates to the EOC.
- c) Establish a specific division of responsibilities between the incident command operation and the EOC, if the EOC has been activated.
- d) Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.

- 3) The City/County Road Department Having Jurisdiction will:
  - a) Upon request, place traffic control devices to facilitate evacuation travel.
  - b) Assist in keeping evacuation routes open.
  - c) Upon request, provide barricades and barriers to restrict entry to evacuated and damaged areas.
- 4) County/City Attorney will:

Upon request, advise law enforcement agencies regarding the emergency powers of local government and their potential impact on law enforcement requirements during emergency situations.

## **IX. COORDINATION**

### **A. GENERAL**

- 1) Routine law enforcement operations may continue during some emergency situations. Coordination of such operations will be by those that normally direct and control day-to-day operations.
- 2) For most emergency situations, an IC will establish an ICP at the scene and direct and control emergency operations at incident site from that command post; law enforcement and other resources committed to the incident will carry out missions assigned by the IC. The IC will be assisted by a staff with the expertise and of a size required for the tasks to be performed. The individual most qualified to deal with the specific type of emergency situation present should serve as the IC. Hence, for incidents that primarily involve a law enforcement matter, the senior law enforcement officer present will typically serve as the IC.
- 3) In some situations, the EOC may be activated without an incident command operation. This type of organizational arrangement is most likely when: (a) a hazard threatens, but has not yet impacted the local area (such as a predicted flood), or (b) when a generalized threat exists and there is no identifiable incident site (as may be the case for a terrorist threat). During these situations, a senior law enforcement officer will normally direct the combined efforts of local law enforcement agencies from the EOC, receiving general guidance from the Chief Elected Official and coordinating as necessary with the law enforcement agencies concerned and other emergency functions.

- 4) External response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the IC or the EOC. However, organized response units will normally work under the immediate control of their own supervisors.

## **B. INCIDENT COMMAND SYSTEM- EOC INTERFACE**

If both the EOC and an ICP are operating, the IC and the EOC must agree upon a specific division of responsibilities for emergency response activities to avoid duplication of effort and conflicting guidance and direction. The EOC and the ICP must maintain a regular two-way information flow. A general division of responsibilities between the ICP and the EOC that can be used as a basis for more specific agreement is provided in Annex N (Coordination).

## **C. LINE OF SUCCESSION**

The line of succession for the Sheriff/Police Chief is:

- 1) Sheriff
- 2) Undersheriff
- 3) Sergeant
- 4) Senior Officers

# **X. ADMINISTRATION & SUPPORT**

## **A. REPORTING**

In addition to reports that may be required by their parent organization, law enforcement agencies participating in emergency operations should provide appropriate situation reports to the IC, or if an incident command operation has not been established, to the EOC. The IC will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in Annex N (Coordination).

## **B. RECORDS**

- 1) Activity Logs: The IC and if activated, the EOC, shall maintain accurate logs recording significant operational activities, the commitment of resources, and

other information relating to emergency response and recovery operations. See Annex N (Coordination) for more information on the types of information that should be recorded in activity logs.

- 2) Documentation of Costs: Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale law emergency operations.

## **C. POST-INCIDENT REVIEW**

For large-scale emergency operations, the Chief Elected Official shall organize and conduct a review of emergency operations in accordance with the guidance provided in the Basic Plan. The purpose of this review is to identify needed improvements in this annex, procedures, facilities, and equipment. Law enforcement personnel who participated in the operations should participate in the review.

## **D. COMMUNICATIONS**

General emergency communications capabilities and connectivity are discussed and depicted in Annex B (Communications). The communications connectivity of law enforcement agencies is depicted in Attachment B to this annex.

## **E. RESOURCES**

A listing of law enforcement resources is provided in Annex M (Resource & Donations Management).

## **F. KEY FACILITIES**

A listing of key facilities that may require security during emergency situations is provided in Attachment A to this annex.

# **XI. ANNEX DEVELOPMENT & MAINTENANCE**

- 1) Law Enforcement is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- 2) This annex will be revised annually and updated in accordance with the schedule outlined in the Basic Plan.

- 3) Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining State Operations Procedures (SOP) covering those responsibilities.





# **ATTACHMENT B**

## **LAW ENFORCEMENT COMMUNICATION DIAGRAM**

# **ANNEX H: HEALTH & MEDICAL SERVICES**

**Beaverhead County,  
Montana**

# APPROVAL & IMPLEMENTATION

## ANNEX H: HEALTH & MEDICAL SERVICES

This annex is hereby approved. This annex is effective immediately and supersedes all previous editions.

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

## RECORD OF CHANGES

## ANNEX H: HEALTH & MEDICAL SERVICES

	Date of Change	Date Entered	Change Entered By
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# **ANNEX H: HEALTH & MEDICAL SERVICES**

## **I. PRIMARY AGENCY**

Barrett Hospital & Healthcare, Beaverhead County Public Health

## **II. SUPPORTING AGENCY**

TBD

## **III. AUTHORITY**

### **A. FEDERAL**

<b>Name</b>	<b>Description</b>	<b>Legal</b>
TBD		

### **B. STATE**

<b>Name</b>	<b>Description</b>	<b>Legal</b>
TBD		

### **C. LOCAL**

<b>Name</b>	<b>Description</b>	<b>Legal</b>
TBD		

## **IV. PURPOSE**

The purpose of this annex is to outline the local organization, operational concepts, responsibilities, and procedures to accomplish coordinated public health and medical services to reduce death and injury during emergency situations and restore essential health and medical services within a disaster area.



## V. EXPLANATION OF TERMS

### A. ACRONYMS

CEO	Chief Elected Official
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Services Team
DSHS	Department of State Health Services
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
ICP	Incident Command Post
ICS	Incident Command System
NDMS	National Disaster Medical System
NIMS	National Incident Management System
PIO	Public Information Officer
SOP	Standard Operating Procedures

### B. DEFINITIONS

#### **Disaster Medical Assistance Team**

A team of volunteer medical professionals and support personnel equipped with deployable equipment and supplies that can move quickly to a disaster area and provide medical care.

#### **Disaster Mortuary Services Team**

A team of mortuary service and medical personnel that provide mortuary and victim identification services following major or catastrophic disasters.

#### **Joint Information Center**

A facility, established to coordinate all incident-related public information activities, authorized to release general medical and public health response information delivered by a recognized spokesperson from the public health and medical community.

#### **National Disaster Medical System**

A coordinated partnership between Department of Homeland Security (DHS), Department of Health and Human Services Commission, Department of Defense, and the Department of Veterans Affairs for the purpose of responding to the needs of victims of a public health emergency. Non-federal participants include major pharmaceutical companies and hospital suppliers, the national Foundation for Mortuary Care, and certain international disaster response and health organizations.

### **Special Needs Individuals/Groups**

Includes the elderly, medically fragile, mentally and/or physically challenged or handicapped, individuals with mental illness, and the developmentally delayed. These groups may need specially trained health care providers to care for them, special facilities equipped to meet their needs, and require specialized vehicles and equipment for transport. This population requires specialized assistance in meeting daily needs and may need special assistance during emergency situations.

## **VI. SITUATION & ASSUMPTIONS**

### **A. SITUATION**

- 1) As outlined in the Basic Plan, our area is vulnerable to a number of hazards. These hazards could result in the evacuation, destruction of or damage to homes and businesses, loss of personal property, disruption of food distribution and utility services, serious health risks, and other situations that adversely affect the daily life of our citizens.
- 2) Emergency situations could result in the loss of water supply, wastewater, and solid waste disposal services, creating potential health hazards.
- 3) Hospitals, nursing homes, ambulatory care centers, pharmacies, and other facilities for medical/health care and special needs populations may be damaged or destroyed in major emergency situations.
- 4) Health and medical facilities that survive emergency situations with little or no damage may be unable to operate normally because of a lack of utilities or because staff are unable to report for duty as a result of personal injuries or damage to communications and transportation systems.
- 5) Medical and health care facilities that remain in operation and have the necessary utilities and staff could be overwhelmed by the "walking wounded" and seriously injured victims transported to facilities in the aftermath of a disaster.
- 6) Uninjured persons who require frequent medications, such as insulin and anti-hypertensive drugs, or regular medical treatment, such as dialysis, may have difficulty in obtaining these medications and treatments in the aftermath of an emergency situation due to damage to pharmacies and treatment facilities and disruptions caused by loss of utilities and damage to transportation systems.
- 7) Use of nuclear, chemical, or biological weapons of mass destruction could produce a large number of injuries requiring specialized treatment that could overwhelm the local and state health and medical system.

- 8) Emergency responders, victims, and others who are affected by emergency situations may experience stress, anxiety, and display other physical and psychological symptoms that may adversely impinge on their daily lives. In some cases, disaster mental health services may be needed during response operations.

## **B. ASSUMPTIONS**

- 1) Although many health-related problems are associated with disasters, there is an adequate local capability to meet most emergency situations.
- 2) Public and private medical, health, and mortuary services resources located in our county/city will be available for use during emergency situations; however, these resources may be adversely impacted by the emergency.
- 3) If hospitals and nursing homes are damaged, it may be necessary to relocate significant numbers of patients to comparable facilities elsewhere.
- 4) Disruption of sanitation services and facilities, loss of power, and the concentration of people in shelters may increase the potential for disease and injury.
- 5) Damage to chemical plants, sewer lines and water distribution systems, and secondary hazards such as fires could result in toxic environmental and public health hazards that pose a threat to response personnel and the general public. This includes exposure to hazardous chemicals, biological and/or radiological substances, contaminated water supplies, crops, livestock, and food products.
- 6) The public will require guidance on how to avoid health hazards caused by the disaster or arising from its effects.
- 7) Some types of emergency situations, including earthquakes, storms, and floods may affect a large proportion of our county/city, making it difficult to obtain mutual aid from the usual sources.
- 8) Appropriate local, state, and possibly federal, tribal medical, public health officials, and organizations will coordinate to determine current medical and public assistance requirements.

## **VII. CONCEPT OF OPERATIONS**

### **A. GENERAL**

- 1) This government will provide a consistent approach to the effective management of actual or potential public health or medical situations to ensure the health and welfare of its citizens operating under the principles and protocols outlined in the National Incident Management System (NIMS).
- 2) The county Public Health Department is the local agency primarily responsible for the day-to-day provision of many health and medical services for our community. This department also serves as the Health Authority for our Beaverhead County.
- 3) This annex is based upon the concept that the emergency functions of the public health, medical, and mortuary services 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. Some day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency and the resources that would normally be committed to those functions will be redirected to the accomplishment of emergency tasks.
- 4) Provisions must be made for the following:
  - a) Establishment of a medical command post at the disaster site.
  - b) Coordinating health & medical response team efforts.
  - c) Triage of the injured, if appropriate.
  - d) Medical care and transport for the injured.
  - e) Identification, transportation, and disposition of the deceased.
  - f) Holding and treatment areas for the injured.
  - g) Isolating, decontaminating, and treating victims of hazardous materials or infectious diseases, as needed.
  - h) Identifying hazardous materials or infectious diseases, controlling their spread, and reporting their presence to the appropriate state or federal health or environmental authorities.

- i) Issuing health & medical advisories to the public on such issues as drinking water precautions, waste disposal, the need for immunizations, and food protection techniques.
- j) Conducting health inspections of congregate care and emergency feeding facilities.

## **B. MENTAL HEALTH SERVICES**

Appropriate disaster mental health services need to be made available for disaster victims, survivors, bystanders, responders and their families, and other community caregivers during response and recovery operations. Services may include crisis counseling, critical incident stress management, information and referral to other services, and education about normal, predictable reactions to a disaster experience and how to cope with them.

## **C. MEDICAL SERVICES**

### 1) Ambulance & Transportation

- a) Upon notification of an emergency situation, the appropriate ambulance service will dispatch the necessary units to the scene.
- b) The most senior Emergency Medical Technician (EMT) or Paramedic who first arrives on the scene will:
  - I. Survey the disaster scene.
  - II. Report to the Incident Commander and establish a triage area.
  - III. Institute a preliminary screening of casualties and begin stabilizing and transporting those most critically injured.
  - IV. Record the number of casualties transported and their destination.
- c) If the emergency situation warrants, the EMT/Paramedic will request, through the Incident Commander, additional ambulances.
- d) Upon arrival of the EMS Control Officer or Triage Officer, all ambulance service personnel will place themselves at his/her disposal and will follow their directions in regard to casualty movement.
- e) The senior EMT/Paramedic will report to the Triage Officer and inform the Triage Officer as to what procedures have begun, the location of the triage area, the number of casualties, and the number transported.

- f) The EMS Transportation Officer, during the course of the disaster, will provide the ambulance personnel with information relative to situation and/or existing capabilities at the various medical treatment facilities.

## 2) Triage

- a) Medical supplies for providing advanced life support to trauma victims will be stored in a major rescue vehicle or trailer, or every responding service will bring a predetermined mass casualty supply package. Adequate supplies for treatment of victims requiring advanced life support will be stored in the rescue vehicle and mobilized to the scene of a mass casualty disaster.
- b) The responsibility belongs to the first EMT/Paramedic who arrives on the scene to institute triage, confer with the nearest emergency department physician, and to implement actions that may be required by the situation.
- c) If it is apparent there will be mass casualties, the nearest hospital with emergency facilities and others with suitable facilities will be notified.
- d) The EMS Chief or a designated Control Officer shall respond to the scene during a medical disaster and shall act as liaison between the on-scene commander and EMS. This individual shall be in charge of patient care, triage, transportation, and all EMS personnel. This person is responsible for the formal declaration of a medical disaster.
- e) The Triage Officer shall respond immediately to the scene of a local disaster. This person is responsible for the triage of patients, establishing priority of treatment and transportation. This person is also in charge of the care of patients awaiting transportation.
- f) The EMS Transportation Officer is responsible for all ambulances and directs the loading and transportation of patients. This person acts as a liaison between the field and the hospitals.
- g) Registered nurses and paramedics employed with local ambulance services and capable of providing advanced life support will respond immediately to the disaster site. They will work with the Triage Officer and apply their skills as required to disaster victims.
- h) Equipment and medication for administering advanced life support to trauma victims will be transported to the scene by the assigned rescue unit. Additional supplies will be obtained from local hospitals upon request.

- i) Triage Priorities. Patients with the most severe injuries or conditions or injuries have priority for transportation and treatment over others as outlined:
  - i. Red Category – First Priority, most urgent
    - Airway and breathing difficulties
    - Uncontrolled or suspected severe bleeding
    - Shock
    - Open chest or abdominal wounds
    - Severe head injuries
  - ii. Yellow Category – Second Priority, Urgent
    - Burns
    - Major or multiple fractures
    - Back injuries with or without spinal damages
  - iii. Green Category – Third Priority, Non-urgent
    - Transportation and treatment is required for minor injuries (but not necessarily by EMS personnel), minor fractures, or other injuries of a minor nature.
  - iv. Black Category – Deceased, Non-urgent

## **D. MORTUARY SERVICES**

- 1) Law enforcement is responsible for investigating deaths that are not due to natural causes or that do not occur in the presence of an attending physician. The Coroner is responsible for determining cause of death, authorization of autopsies to determine the cause of death, forensic investigations to identify unidentified bodies, and removal of bodies from incident sites.
- 2) When it appears an incident involves fatalities, the Incident Commander shall request the Dispatch Center make notifications to the Coroner and law enforcement requesting a response to the scene.
- 3) Law enforcement or the Coroner shall arrange for the transportation of bodies requiring autopsy or identification to morgues or suitable examination facilities. When mass fatalities have occurred, it may be necessary to

establish a temporary morgue and holding facilities. Additional mortuary service assistance may be required.

- 4) Funeral homes will collect bodies of victims from the scene and from hospitals, morgues, and other locations and arrange with next of kin for the disposition of remains.

## **E. MEDICAL & MORTUARY ASSISTANCE**

- 1) The Montana Department of Public Health and Human Services (DPHHS). When requested by local officials, the DPHHS can provide health and medical advice and assistance during emergency situations from its various regional offices.
- 2) Disaster Medical Assistance Team (DMAT). As noted previously, DMAT is a group of volunteer medical professionals and support personnel equipped with supplies and equipment that can be moved quickly to a disaster area and provide medical care. DMATs are a part of the National Disaster Medical System (NDMS). The DMAT concept involves using volunteer medical professionals to provide emergency services to victims of disasters. Each DMAT is an independent, self-sufficient team that can be deployed within a matter of hours and can set up and continue operations at the disaster site for up to 72 hours with no additional supplies or personnel. The 72-hour period allows federal support, including medical supplies, food, water, and any other commodity required by the DMAT to arrive.

## **F. DAMAGE ASSESSMENT**

- 1) Casualty Information: The County Public Health Department has primary responsibility for gathering information concerning injuries and fatalities resulting from emergency and disasters. Since accurate information concerning casualties is essential in identifying required levels of medical support, information of this type must be forwarded to Health Officer in the EOC as soon as it is available to support requests for assistance and for inclusion in required reports.
- 2) Water Supply Systems: In cooperation with City Public Works or County Sanitation, DPHHS has responsibility for evaluating damage to water treatment facilities following disaster occurrences. Because of system vulnerability to numerous forms of contamination and the impact which prolonged shutdown of water treatment facilities could have on public health and welfare, it is essential that rapid and accurate assessments of damage are completed. Accurate timely estimates for required repairs will permit the DPHHS and the County Public Health Department to identify appropriate interim measures such as rationing, expedient water treatment, or construction of temporary water delivery systems.



- 3) **Wastewater Systems:** Wastewater treatment facilities are vulnerable to disaster-related interruptions and their unavailability can have a major impact on the community's health and well-being. The Montana Department of Environmental Quality (MDEQ), in cooperation with the City Public Works or County Sanitation, has a responsibility for evaluating damage to those facilities, as well as advising local officials concerning expedient sanitation practices that may be required in the affected areas.
- 4) **Medical Facilities:** The appropriate health authority has primary responsibility for evaluating damage sustained by medical facilities in a disaster area. The hospitals and nursing homes in county/city will provide support in this activity. The facility administrator or his designee will gather initial damage reports and identify which patients must be removed pending repairs. This data will be provided to the lead facility to compile for the Health Authority's use.

## **G. REQUESTING EXTERNAL ASSISTANCE**

If health and medical problems resulting from an emergency situation cannot be resolved with local resources, those obtained pursuant to inter-local agreements, or resources obtained by the staff in the EOC, local government may request medical or mortuary assistance from the state. The CEO should make requests for such assistance to Montana DES.

## **H. PHASES OF MANAGEMENT**

- 1) **Prevention**
  - a) Give immunizations
  - b) Conduct continuous health inspections
  - c) Promote and encourage the use of the blood donation program
  - d) Conduct specialized training (e.g. hazmat, decontamination, etc.)
  - e) Conduct epidemic intelligence, evaluation, presentation, and detection of communicable diseases
  - f) Conduct normal public health awareness programs
- 2) **Preparedness**
  - a) Maintain adequate medical supplies
  - b) Coordinate with county/city officials to ensure water quality

- c) Coordinate with county/city officials to provide safe waste disposal
  - d) Review emergency plans for laboratory activities regarding examination of food and water, diagnostic tests, and identification, registration and disposal of the deceased.
  - e) Train and exercise personnel
- 3) Response
- a) Conduct public information programs dealing with personal health and hygiene
  - b) Conduct disease control operations
  - c) Monitor sanitation activities
  - d) Ensure that supplies of potable water are available
  - e) Conduct environmental health activities regarding waste disposal, refuse, food and water control, and vector control
  - f) Begin the collection of vital statistics.
- 4) Recovery
- a) Compile health reports for state and federal officials
  - b) Identify potential and/or continuing hazards affecting public health
  - c) Distribute appropriate guidance for the prevention of the harmful effects of the hazard
  - d) Continue to collect vital statistics.

## **VIII. ORGANIZATION & ASSIGNMENT RESPONSIBILITIES**

### **A. ORGANIZATION**

- 1) Our normal emergency organization, described in the Basic Plan, will plan and carry out health and medical operations during emergency situations.
- 2) Beaverhead County Public Health will function as the local Health Authority. The Health Authority has primary responsibility for the health and medical

services function and shall designate a Health Officer to plan and coordinate public health and medical services during emergency situations. The Health Officer or a designee shall serve as a member of the EOC staff. Health and medical service response activities at an incident scene will be coordinated through the Incident Commander. Large-scale health and medical efforts shall be coordinated from the EOC.

- 3) Upon receipt of official notification of an actual or potential emergency condition, it is the responsibility of the Health Authority to receive and evaluate all requests for health and medical assistance and to disseminate such notification to all appropriate public health, medical, and mortuary services.

## **B. ASSIGNMENT OF RESPONSIBILITIES**

- 1) All agencies/organizations assigned to provide health and medical services supports are responsible for the following:
  - a) Designating and training representatives of their agency, to include NIMS and ICS training.
  - b) Ensuring that appropriate SOPs are developed and maintained.
  - c) Maintaining current notification procedures to insure trained personnel are available for extended emergency duty in the EOC and, as needed, in the field.
- 2) Emergency Functions: Under the county emergency management plan, the Health Authority has primary responsibility to provide the following services in response to emergency situations:
  - a) Essential medical, surgical, and hospital care and treatment for persons whose illnesses or injuries are a result of a disaster or where care and treatment are complicated by a disaster
  - b) Public health protection for the affected population
  - c) Mortuary and vital records services
  - d) Damage assessment for public health & medical facilities and systems.
- 3) To ensure these services are available as needed, various medical and public health services have been assigned primary or support responsibility for specific activities. Those activities, and the services responsible for their accomplishment, are summarized below.

## **C. ASSIGNMENT OF RESPONSIBILITY**

- 1) The Health Authority will:
  - a) Designate a Health Officer to perform pre-emergency planning for emergency health and medical services and coordinate such activities during major emergencies and disasters.
  - b) Provide qualified staff to support health and medical operations at the ICP and the EOC.
- 2) The Health Officer will coordinate:
  - a) Emergency health and medical activities from the EOC when activated
  - b) Rapid assessments of health and medical needs
  - c) Efforts of local health and medical organizations activated for an emergency assessing their needs, obtain additional resources, and ensure that necessary services are provided
  - d) Emergency medical teams responding to a disaster to ensure the establishment of medical command posts
  - e) Neighboring community health and medical organizations on matters related to assistance from other jurisdictions
  - f) State and federal officials regarding state and federal assistance
  - g) Response units, such as DMAT
  - h) Screen individual health and medical volunteers obtaining positive identification and proof of licensure of volunteers
  - i) Location, procurement, screening, and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations
  - j) Information to the news media on casualties and instructions to the public on dealing with public health problems through the PIO
  - k) The provision of laboratory services required in support of emergency health and medical services.
  - l) Immunization campaigns or quarantines, if required

- m) Inspections of foodstuffs, water, drugs, and other consumables that were exposed to the hazard
- n) Inspections of damaged buildings for health hazards
- o) Disposal of dead animals with the [county/city] animal control agency
- p) Implementation of measures to prevent or control disease vectors such as flies, mosquitoes, and rodents
- q) Preventive health services, including the control of communicable diseases such as influenza, particularly in shelters
- r) Food handling and sanitation monitoring in emergency facilities.

3) Emergency Medical Services will:

- a) Respond to the scene with appropriate emergency medical personnel and equipment
- b) Upon arrival at the scene, assume an appropriate role in the ICS  
Initiate ICS if it has not been established and report to 911/ICP
- c) Triage, stabilize, treat, and transport the injured
- d) Coordinate with local and regional hospitals to ensure casualties are transported to the appropriate facilities
- e) Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.). Continue radio and/or telephone communications with hospitals
- f) Direct the activities of private, volunteer, and other emergency medical units, and of bystander volunteers, as needed
- g) Evacuate patients from affected hospitals and nursing homes, if necessary.

4) Hospitals will:

- a) Implement internal and/or external disaster plans
- b) Advise the Health and medical services staff in the EOC of conditions at the facility and the number and type of available beds
- c) Establish and maintain field and inter-facility medical communications

- d) Provide medical guidance, as needed, to EMS
- e) Coordinate with EMS, other facilities, and any medical response personnel at the scene to ensure the following is accomplished:
  - I. Casualties are transported to the appropriate medical facility
  - II. Patients are distributed hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, treatment capabilities, and bed capacity
  - III. Take into account special designations such as trauma centers and burn centers
  - IV. Consider the use of clinics to treat less acute illnesses and injuries.
- f) Coordinate with local emergency responders and the Fire Department to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical or bacterial agents to other patients and staff.
- g) Coordinate with other hospitals and with EMS on the evacuation of affected hospitals, if necessary. Evacuation provisions should specify where patients are to be taken.
- h) Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
- i) Establish and staff a reception and support center at each hospital for relatives and friends of disaster victims searching for their loved ones
- j) Provide patient identification information to the American Red Cross upon request.

5) The Mental Health Authority will:

- a) Ensure appropriate mental health services are available for disaster victims, survivors, bystanders, responders and their families, and other community caregivers during response and recovery operations. Information on disaster mental health services procedures can be found in Annex O (Human Services).

- 6) The Coroner will:
  - a) Conduct inquests for the deceased and prepare death certificates
  - b) Order or conduct autopsies if necessary to determine cause of death
  - c) Order or conduct forensic investigations to identify unidentified bodies
  - d) Authorize removal of bodies from incident sites to the morgue or mortuary facilities
  - e) Provide information through the PIO to the news media for the dissemination of public advisories, as needed
- 7) Law Enforcement will:
  - a) Upon request, provide security for medical facilities
  - b) Conduct investigations of deaths not due to natural causes
  - c) Locate and notify next of kin
- 8) Mortuary Services will:
  - a) Provide for the collection and care of human remains
  - b) Establish temporary holding facilities and morgue sites, if required
  - c) Coordinate with emergency health and medical services
- 9) The Public Works Department will:
  - a) Inspect damaged medical facilities
  - b) Make temporary repairs to medical facilities
  - c) Coordinate the restoration of utilities service to key medical facilities.
- 10) The Public Information Office (PIO) will:
  - a) Disseminate emergency public information provided by health and medical officials. The Health Officer has primary responsibility for the coordination of health & medical information intended for release through public media during emergency operations. Additional information on emergency public information procedures can be found in Annex I (Emergency Public Information).

## **IX. COORDINATION**

### **A. GENERAL**

- 1) The Health Officer, working as a staff member of the county/city emergency organization, supported by an appropriate network, shall direct and coordinate the efforts of local health and medical services and agencies, and organizations during major emergencies and disasters requiring an integrated response.
- 2) Routine health and medical services operations may continue during less severe emergency situations. Direction and control of such operations will be by those that normally direct and control day-to-day health and medical activities.
- 3) External agencies providing health and medical support during emergencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the Incident Commander or the EOC. However, organized response units will normally work under the immediate control of their own supervisors.

### **B. INCIDENT COMMAND SYSTEM – EOC INTERFACE**

If both the EOC and an ICP are operating, the Incident Commander and the EOC must agree upon a specific division of responsibilities for emergency response activities to avoid duplication of effort as well as conflicting guidance and direction. The EOC and the ICP must maintain a regular two-way information flow. A general division of responsibilities between the ICP and the EOC that can be used as a basis for more specific agreement is provided in Section V of Annex N, (Coordination).

### **C. DISASTER AREA MEDICAL COORDINATION**

- 1) In emergency situations involving significant damage to county/city medical facilities, each facility shall be responsible for determining its overall status and compiling a consolidated list of resources or services needed to restore vital functions. Each operating unit will report its status and needs to a single contact point designated by the facility. This facility contact should consolidate the data provided and report it to the Health and Medical staff in the EOC.
- 2) The Health Officer must be prepared to receive the consolidated requests and channel various elements of those requests to those local health and medical facilities as well as other departments, agencies, and organizations that can best respond. Requests for resources that cannot be obtained through normal sources of supply or through mutual aid by health and



medical facilities outside the local area should be identified to the Resource Management staff in the EOC for action.

## **D. LINE OF SUCCESSION**

To ensure continuity of health and medical activities during threatened or actual disasters, the following line of succession is established for the Health Officer:

- 1)
- 2)
- 3)

## **XI. ADMINISTRATION & SUPPORT**

### **A. REPORTING**

- 1) In addition to reports that may be required by their parent organizations, health & medical elements participating in emergency operations should provide appropriate situation reports to the Incident Commander, or if an incident command operation has not been established, to the Health Officer in the EOC. The Incident Commander will forward periodic reports to the EOC.
- 2) Pertinent information from all sources will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in Appendices 2 and 3 to Annex N, (Coordination).

### **B. MAINTENANCE & PRESERVATION OF RECORDS**

- 1) Maintenance of Records: Health and medical operational records generated during an emergency will be collected and filed in an orderly manner. A record of events must be preserved for use in determining the possible recovery of emergency operations expenses; response costs, settling claims, assessing the effectiveness of operations, and updating emergency plans and procedures.
- 2) Documentation of Costs: Expenses incurred in carrying out health and medical services for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale

health and medical operations.

- 3) Preservation of Records: Vital health & medical records should be protected from the effects of a disaster to the maximum extent possible. Should records be damaged during an emergency situation, professional assistance for preserving and restoring those records should be obtained as soon as possible.

### **C. POST-INCIDENT REVIEW**

For large-scale emergencies and disasters, the DES Coordinator shall organize and conduct a review of emergency operations by those tasked in this annex in accordance with the guidance provided in the Basic Plan. The purpose of this review is to identify needed improvements in this annex, procedures, facilities, and equipment. Health and medical services that participated in the emergency operations being reviewed should participate in the post-incident review.

### **D. EXERCISES**

Local drills, tabletop exercises, functional exercises, and full-scale exercises based on the hazards faced by our [county/city] will periodically include health and medical services operations. Additional drills and exercises may be conducted by various agencies and services for the purpose of developing and testing abilities to make effective health and medical response to various types of emergencies.

## **XII. ANNEX DEVELOPMENT & MAINTENANCE**

- 1) The Health Authority is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- 2) This annex will be revised annually and updated in accordance with the schedule outlined in the Basic Plan.
- 3) Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

# **ATTACHMENT A**

## **LOCAL HEALTH & MEDICAL FACILITIES**

**ANNEX I: PUBLIC  
INFORMATION**

**Beaverhead County,  
Montana**

# APPROVAL & IMPLEMENTATION

## ANNEX I: PUBLIC INFORMATION

This annex is hereby approved. This annex is effective immediately and supersedes all previous editions.

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

## RECORD OF CHANGES

## ANNEX I: PUBLIC INFORMATION

	Date of Change	Date Entered	Change Entered By
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# **ANNEX I: PUBLIC INFORMATION**

## **I. PRIMARY AGENCY**

Beaverhead County Emergency Management

## **II. SUPPORTING AGENCY**

Broadcasters, Chief Elected Officials, Media

## **III. AUTHORITY**

### **A. FEDERAL**

<b>Name</b>	<b>Description</b>	<b>Legal</b>
TBD		

### **B. STATE**

<b>Name</b>	<b>Description</b>	<b>Legal</b>
Montana Emergency Alert System		

### **C. LOCAL**

<b>Name</b>	<b>Description</b>	<b>Legal</b>
TBD		

## **IV. PURPOSE**

The purpose of this annex is to outline the means, organization, and process by which appropriate information and instructions will be provided to the public during emergency situations. This annex also provides for public education to be conducted in advance of emergency situations to reduce the likelihood that citizens will place themselves in hazardous situations that may require an emergency response.

## V. EXPLANATION OF TERMS

### A. ACRONYMS

AHJ	Authority Having Jurisdiction
ARC	American Red Cross
DHS	Department of Homeland Security
EAS	Emergency Alert System
ECC	Emergency Communications Center
EMDO	Emergency Management Duty Officer
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
HSOC	Homeland Security Operations Center
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
LWP	Local Warning Point
NIMS	National Incident Management System
PIO	Public Information Officer
PNG	Public Notification Guide
SECC	State Emergency Coordination Center
SWP	State Warning Point

### B. DEFINITIONS

#### **Public Information**

Information provided to citizens before, during, and after emergency situations/incidents specifically including instructions on how to protect personal health, safety, and property, or how to obtain assistance.

#### **Rumor Control**

The process of monitoring media, social networking, and citizen inquiries to identify potential misinformation so that it may be addressed and corrected.

## VI. SITUATIONS & ASSUMPTIONS

### A. SITUATION

- 1) Beaverhead County faces a number of hazards, which may cause emergency situations. See the Hazard Summary in the Basic Plan for an outline of these hazards and their possible impact.
- 2) During emergencies, the public needs timely and accurate information on the

emergency situation and appropriate instructions regarding protective actions that should be taken to minimize injuries, loss of life, and damage to property.

- 3) For some slowly developing emergency situations (such as river flooding), local government and the media may need to provide detailed information for several days about the hazard and what citizens should do.
- 4) For other emergency situations, there may be no warning, leaving the public information system unable to react rapidly enough to properly inform the public about the hazard and what to do about it. For this reason, it is important that the public be advised of likely hazards and what protective measures should be taken to lessen the effect of an emergency and/or disaster.

## **B. ASSUMPTIONS**

- 1) An effective program combining both education and emergency information can significantly reduce loss of life and property. However, many people are unconcerned about hazards until they may be affected and will not participate in or retain pre-emergency education. Therefore, special emphasis must be placed on the delivery of emergency information during emergencies and disasters.
- 2) Local media will cooperate in disseminating warning and emergency public information during emergency situations and may participate in pre-disaster awareness programs and other disaster education activities.
- 3) Some emergency situations may generate substantial media interest and draw both local media and media from outside the local area, overwhelming the available emergency public information staff.

## **VII. CONCEPT OF OPERATIONS**

### **A. GENERAL**

- 1) Pursuant to the National Incident Management System (NIMS) operating principles and protocols, public information efforts should generally focus on specific event-related information. This information will generally be of an instructional nature focusing on such things as warning, evacuation, and shelter. Attachment B describes some basic emergency information needs.
- 2) A special effort should be made to keep the public informed of the general progress of events. Reporting positive information regarding emergency response will help to reassure the community that the situation is under control. Rumor control must also be a major aspect of the informational

program. Public feedback should be used as a measure of the program's effectiveness.

- 3) Education efforts are to be directed toward increasing public awareness about potential hazards and how people should prepare for them. All information and education efforts will rely heavily on the cooperation of every type of media organization.

## **B. INFORMATION DISSEMINATION**

- 1) In the initial stages of an emergency situation, the Local Warning Point (LWP) may have to take action on time-sensitive hazards. The LWP is operated by Beaverhead County 911 and is located in the courthouse. Within the limits of the authority delegated to it, the Local Warning Point will determine if a warning needs to be issued, formulate a warning if necessary, and disseminate it. Pre-scripted emergency messages have been prepared for likely hazards and are included in Annex A (Warning). A list of these messages is provided in Attachment E. These pre-scripted messages may be used as written or tailored as needed for specific circumstances.
- 2) As Emergency Alert System (EAS) messages are limited to two minutes, EAS warning messages may have to be supplemented with Special News Advisories that contain amplifying emergency information. Special News Advisories are generally disseminated to media outlets by fax. Copies of the pre-scripted messages, which include warning messages and Special News Advisories, are maintained on computers at the Warning Point and in the EOC so that they can be modified quickly.
  - a) Broadcasters and cable companies must carry national security warnings and messages initiated by the President; they may broadcast alerts and messages initiated by state and local governments. The Federal Communications Commission encourages licensees to broadcast local warning and instruction messages, but the final decision on broadcasting such messages rests with the broadcasters.
  - b) Broadcasters and cable operators will expect EAS to be used for life-threatening emergencies. See Annex A (Warning) for more information on EAS messages.
- 3) When the Incident Command System is activated for an emergency situation, the Incident Commander will normally warn the public in and around the incident site. A designated PIO at the Incident Command Post (ICP) will normally provide information on the emergency situation to the media if the EOC has not been activated. The Authority Having Jurisdiction will approve all information relayed to the media by the PIO.

- 4) Once the EOC has been activated for an emergency situation, the DES Coordinator will normally determine the need for additional warning and instructions. The PIO will formulate additional warning messages and public instructions when appropriate using the sample messages contained in Annex A (Warning) as a model. The LWP will normally execute such warnings by activating the warning system, including transmitting EAS messages to broadcasters. The PIO will disseminate Special News Advisories and other emergency public information materials to the media directly using its contact list.
- 5) In the case of large-scale emergencies or disasters, where there are substantial external responders from other jurisdictions and/or state or federal agencies and the response and recovery effort may continue for an extended period, a Joint Information Center (JIC) may be established. The JIC, an element of the Joint Information System (JIS) developed to provide information to the public during an emergency, is a working facility where the emergency public efforts of all participating jurisdictions, agencies, volunteer organizations, and other responders can be coordinated to ensure consistency and accuracy. In federally declared incidents, a JIC will typically be set up as part of the Joint Field Office (JFO).
- 6) The following means will be used to provide emergency information and instructions to the public:
  - a) EAS broadcasts by radio, television, and cable companies
  - b) Special news broadcasts by radio, television, and cable companies
  - c) Local newspapers
  - d) Cable local government access channel
  - e) Telephone warning/information system
  - f) Mobile units with public address systems
  - g) Recorded information on an information hotline
  - h) The local government Internet site

## **C. PROVIDING EMERGENCY INFORMATION TO SPECIAL POPULATIONS**

Special populations will be provided information on emergency situations and appropriate instructions by the following methods:

- 1) Hearing-Impaired: Captioned EAS messages and news advisories on television and in print media.
- 2) Non-English Speakers: Interpreters/radio, TV, or cable language newscasts/door-to-door/other.
- 3) Special Facilities: EAS messages on radio, television, NOAA Weather Radio, and EPNS.
- 4) Visually-impaired: EAS messages and news advisories on radio, NOAA Weather Radio, and by door-to-door notification.

## **D. RESOURCES**

The PIO shall maintain a Media Roster that contains the names, telephone and fax numbers, and e-mail addresses of primary media resources. See Attachment A.

## **E. PHASES OF MANAGEMENT**

- 1) Mitigation
  - a) Conduct hazard awareness programs.
  - b) Develop systems to enhance information dissemination during emergency situations.
- 2) Preparedness
  - a) Develop and distribute educational materials; conduct public education programs.
  - b) Prepare pre-scripted warning and public instruction messages for known hazards. See Attachment E to this annex for a list of those messages included in Annex A (Warning).
  - c) Brief local media on local warning systems and coordinate procedures for transmitting emergency information to media.
  - d) Conduct public education on warning systems and the actions that

should be taken for various types of warnings.

- e) Train public information staff.
- f) Brief local officials and emergency responders on working with the media. See Attachment C.
- g) Maintain this annex.
- h) Identify suitable facilities for a Joint Information Center.

### 3) Response

- a) Develop, obtain authorization, and release public information on the emergency situation.
- b) Conduct media monitoring to determine the need to clarify issues and distribute updated public instructions.
- c) Manage rumor control.
- d) Conduct news conferences and arrange interviews as needed.

### 4) Recovery

- a) Provide public information relating to recovery process and programs.
- b) Compile record of events.
- c) Assess effectiveness of public information and education program.

## **VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. ORGANIZATION**

- 1) The overall responsibility for providing emergency information and instructions to the public rests with the DES Coordinator.
- 2) The Chief Elected Official shall provide general guidance for public information programs and appoint a Public Information Officer (PIO).

- 3) The PIO will manage and coordinate all emergency public information related activities and direct such staff as may be assigned or recruited to assist in those activities.
- 4) Trained public information specialists will staff PIO positions at the Incident Command Post and in the EOC.

## **B. ASSIGNMENT OF RESPONSIBILITIES**

- 1) Authority Having Jurisdiction will:
  - a) Appoint a Public Information Officer (PIO).
  - b) Ensure that the jurisdiction has implemented and institutionalized processes and procedures to coordinate and integrate public information functions including the development of a public education program for emergency situations.
  - c) Authorize release of all approved incident information to the media.
  - d) Ensure that a Joint Information Center (JIC) is activated when warranted by the incident.
- 2) The Public Information Officer (PIO) will:
  - a) Represent and advise the Authority Having Jurisdiction on all public information matters relating to the management of the incident.
  - b) Ensure that the Authority Having Jurisdiction approves the release of all incident-related information.
  - c) Coordinate and integrate public information functions across jurisdictions and functional agencies as required.
  - d) Develop accurate and complete information on the incident for both internal and external consumption.
  - e) Coordinate overall public information efforts of local government.
  - f) Serve as the official representative in the JIC.
  - g) Conduct ongoing public education programs.
  - h) Monitor media coverage of emergency operations for accuracy of reports, and issue corrections where necessary.



- i) Take action to control rumors.
  - j) Brief potential Incident Commanders, department heads and key staff, and the EOC staff on basic public information needs, working with the media, and media access during emergency operations. See Attachments B, C and D for further information on these subjects.
  - k) Maintain a media briefing area in a designated area.
  - l) Maintain a current Media Contact Roster.
  - m) Compile printed and photographic documentation of the emergency/disaster.
  - n) Anticipate and be prepared to handle unscheduled inquiries from the media and the public.
- 3) The DES Coordinator will:
- a) Advise the Authority Having Jurisdiction on when to disseminate emergency instructions to the public.
  - b) Coordinate with the PIO in the development of pre-scripted emergency messages.
  - c) Identify concerns raised by the public, rumors, and other issues involving citizens to the PIO so they may be addressed in public information activities.
- 4) All local government departments and agencies will:
- a) Refer media inquiries during emergency situations to the PIO.
  - b) Assist the PIO in responding to requests for information from the public or the media.
- 5) Media companies are encouraged to:
- a) Disseminate warning messages and Special News Advisories provided by local government to the public as rapidly as possible.
  - b) Participate in periodic tests of the EAS and other warning systems.
  - c) Provide coverage of emergency management activities.

- d) Work with PIO and EMDO (Emergency Management Duty Officer) on public education programs relating to emergencies.
- e) Check accuracy of information on emergency operations with the PIO or EMDO prior to dissemination.

## **IX. COORDINATION**

### **A. GENERAL**

- 1) The Authority Having Jurisdiction has overall responsibility for the emergency public information program and shall provide general guidance for emergency-related public education and information activities, appoint a PIO, and in conjunction with the Incident Commander, approve all information released to the news media.
- 2) The Public Information Officer (PIO) shall direct all emergency public information activities, coordinating as necessary with other individuals, departments, and agencies performing other emergency functions.
- 3) To the extent possible, the PIO shall release, upon approval, all information to the public and the media during emergency operations. During emergency operations, departments and agencies shall refer media inquiries to the PIO.

### **B. LINE OF SUCCESSION.**

The line of succession for the Public Information Officer is:

- 1)
- 2)
- 3)

## **X. ADMINISTRATION & SUPPORT**

### **A. MEDIA CONTACT ROSTER**

The PIO shall maintain a contact roster for the media organizations that are involved in local emergency management programs. See Attachment A.

### **B. RECORDS**

- 1) The PIO shall maintain a file of all news advisories and press releases issued

during emergency operations.

- 2) The PIO shall also compile and maintain copies of newspaper articles, videotapes of emergency operations and news broadcasts relating to an emergency, and other media materials distributed for use in post-incident analysis and future training activities.

## **C. EDUCATIONAL PROGRAMS**

- 1) The PIO and the DES Coordinator shall conduct disaster educational programs to increase citizen preparedness. Educational programs may include presentations in schools and for community organizations, displays at local public gatherings, community meetings, distribution of educational materials, and other activities. The local media may be willing to assist with such activities and local businesses may be willing to sponsor such events and assist with costs. Educational brochures may also be distributed with regularly scheduled government, utility, or business mailings.
- 2) The PIO is expected to obtain and maintain materials for disaster-related public education. A wide variety of educational materials dealing with emergency management and disaster preparedness are available. Materials include pamphlets, posters, videotapes, CD-ROMs, and complete training curricula for school children. Many publications are available in ready-to-distribute form or as fact sheets whose content can be incorporated into locally developed materials. Materials available include emergency preparedness information of general interest and specialized preparedness publications for school children, the elderly, and people with various disabilities. Public education materials relating to emergency management are available in a variety of foreign languages.
- 3) The principal providers of disaster-related educational materials are the Federal Emergency Management Agency (FEMA), the American Red Cross (ARC), and the Governor's Division of Emergency Management (GDEM); many agencies and volunteer organizations also published specialized disaster-related educational materials. FEMA publishes a catalog of their publications and both FEMA and the ARC include educational materials on their web sites; see Section XI, References, for their addresses.

## **D. TRAINING**

Members of the public information staff for whom public information is not their primary daily work should attend public information training, preferably training focusing on emergency public information activities.

# **XI. ANNEX DEVELOPMENT & MAINTENANCE**

## **A. DEVELOPMENT & MAINTENANCE**

- 1) The DES Coordinator is responsible for working with other agencies in the development, maintenance, and improvement of this annex. Each agency tasked will develop standard operating procedures that address assigned tasks.
- 2) This annex will be reviewed annually and updated in accordance with the schedule outlined in the Basic Plan.

# **ATTACHMENT A**

## **MEDIA ROSTER**

# **ATTACHMENT B**

## **PUBLIC INFORMATION NEEDS**

### **A. BACKGROUND**

During emergency situations, it is important to provide the general public with adequate information on the situation as rapidly as possible to alleviate concerns and reduce the likelihood of panic or inappropriate actions. The news media is the primary means of disseminating such information by providing up-to-date information quickly to a large audience. The information they provide reduces the time and manpower that local government would have to divert from response and recovery tasks. Every effort should be made to cooperate with the news media in providing information and in recognition of the rights of the news media to perform their proper function.

### **B. INFORMATION NEEDS**

The following types of information shall be provided to the public as soon as possible in as much detail as possible.

#### 1) What Happened

- a) Nature of incident or emergency.
- b) Location.
- c) Time of occurrence.
- d) Situation resolved or response on going.
- e) Cause (until an investigation has determined the cause with reasonable certainty, DO NOT speculate.)

#### 2) Current Response Actions

What actions have been or are being taken to protect public health and safety and public and private property.

#### 3) Known Damages

- a) Homes.
- b) Businesses.

- c) Government buildings and schools.
- d) Infrastructure (e.g. roads, bridges, parks, etc.).

4) Casualties

- a) Number dead and apparent cause (DO NOT speculate).
- b) Number injured, nature/severity of injuries, and where being treated.
- c) Number missing and circumstances.
- d) General identification of casualties (age, sex, situation, employee, homeowner, responder, etc.) Again, DO NOT speculate.
- e) Names of casualties (only released after next of kin have been notified).

5) Evacuations

- a) Areas and facilities evacuated.
- b) Approximate number of evacuees.

6) Shelter & Mass Care

- a) Shelters open (name and location).
- b) Approximate number of persons being housed in shelters.
- c) Mass feeding site or other mass care facilities in operation (name, location, and number of persons being served).

7) Status of Utilities

- a) Electric service.
- b) Telephone system.
- c) Water system.
- d) Sewer system.
- e) Natural gas distribution.

- 8) Road and Facility Closures
- 9) Schools
  - a) TBD
  - b) TBD
  - c) TBD
- 10) Organizations Responding
  - a) Local government.
  - b) State agencies.
  - c) Federal agencies.
  - d) Volunteer groups.
- 11) Means of Contacting Evacuees
- 12) Areas of Restriction & Reasons
- 13) Planned Response Activities
- 14) In the Recovery Phase
  - a) Disaster assistance programs available.
  - b) How to apply for disaster assistance.

## **C. COLLECTION & DISSEMINATION INFORMATION**

- 1) Information shall be collected and disseminated as soon as possible by the appropriate personnel. The Incident Commander, prior to dissemination, must approve all incident-related information.
- 2) Where an Incident Command Post has been established and a qualified public information staff member is at the scene, that individual may provide information directly to the media if the EOC is not activated. If no qualified public information staff member is present at the scene, the Incident Commander or a member of his staff should pass situation information to the Public Information Officer for release to the media.



- 3) Where an Incident Command Post has been established and the EOC has been activated, information from the incident scene will normally be passed to the Public Information Officer at the EOC. The Public Information Officer will utilize reports from the scene and other available pertinent information to brief the media and prepare news advisories for release to the media.
- 4) The Shelter and Mass Care representative is responsible for collecting information on shelter and mass care activities and providing that information to the PIO.
- 5) The Energy and Utilities representative in the EOC is responsible for obtaining information on the status of utilities and providing it to the PIO.
- 6) Law Enforcement and Public Works/Engineering are responsible for obtaining information on road closures and facility closures and providing it to the PIO.
- 7) The PIO is responsible for collection of information from the Incident Commander, the EOC staff, and other sources and agencies. The PIO staff is responsible for preparation of news releases, for the dissemination of information directly to the news media, and, where appropriate, for making arrangements for announcements directly to the public via radio and/or television hookups.
- 8) Hospitals are responsible for dissemination of information concerning casualties and deaths. They generally have policies restricting the release of detailed information without permission of patients or their families. The information that they choose to release will normally be disseminated directly to the news media. The PIO should request that the EOC be provided copies of any information released to the media.

# **ATTACHMENT C**

## **WORKING WITH THE MEDIA**

### **A. WHAT TO DO WHEN WORKING WITH THE MEDIA**

- 1) Identify your spokesperson beforehand.
- 2) Have a number the media know to call when they need information.
- 3) Make certain the person answering the phones knows to whom to direct media calls.
- 4) Get all the information you can from those in charge before you talk with the media.
- 5) Write out the answers to these questions for your use:
  - a) What happened?
  - b) When did it happen?
  - c) Where did it happen?
  - d) Why did this happen?
  - e) Who's responsible, involved, injured?
  - f) How many were hurt or killed? What are their names/ages/addresses?
  - g) Can I shoot video/take photos? How close can I get?
  - h) Who can I talk to?
  - i) What is your agency doing about it?

### **B. WHEN YOU TALK WITH THE MEDIA**

- a) Tell the truth, and if related to the incident, ensure the Incident Commander has approved the information.
- b) Be courteous and don't play favorites.
- c) Avoid "off the record" remarks.

- d) Never say anything you would not want to see printed or broadcast.
- e) Stay on top of the interview by listening to the reporter's questions.
- f) Don't accept the reporter's definitions of what happened.
- g) Pause, think; ask for more time if you need it.
- h) Respond only to the question you've been asked. Don't speculate.
- i) Stick to the core message.

# **ATTACHMENT D**

## **MEDIAL ACCESS & IDENTIFICATION**

### **A. MEDIA ACCESS**

- 1) In recognition of the public's right to know as much information as possible about a disaster, local response agencies will cooperate with legitimate news media representatives and provide equal access to information and, within the limits of safety and other response needs, access to incident scene to various news organizations. News media representatives are required to cooperate with response personnel as directed for safety and efficient operation.
- 2) The Incident Commander, or his/her designee, will allow media such access to the incident scene as is consistent with safety and does not disrupt critical operations.
- 3) The EMDO, in coordination with the PIO, shall establish rules for media access to the EOC. When the EOC is activated, representatives of news media may be provided access to those areas of the EOC designated by the EMDO. As a general rule, press briefings will not be conducted in the EOC because they can disrupt on-going EOC operations; briefings will normally be conducted in a designated area. Photo shoots and interviews may be conducted, but these should be scheduled so as to minimize disruption.
- 4) Hospitals establish their own rules of access for news media representatives and these may vary for individual circumstances. For emergency situations where there have been substantial casualties, it may be desirable for hospitals to provide a pressroom or other designated area with access to telephones for the use of news media representatives.
- 5) When incident scenes are on private property, the property owner may establish and enforce policies with regard to access by the media and other persons who are not emergency responders.

### **B. MEDIA IDENTIFICATION**

Representatives of news media will be considered to have satisfactory identification if they have:

- a) A media company identification card with photo that identifies them as a media representative, unless there is reason to believe that the identification is not genuine.

## **ATTACHMENT E**

### **LIST OF PRE-SCRIPTED EMERGENCY MESSAGES**

The following pre-scripted emergency messages have been prepared and are included in Annex A (Warning):

- 1) Warning – General Incident
- 2) Warning – Road/Facility Closure
- 3) Warning – Shelter-in-Place
- 4) Special News Advisory – Pre-Evacuation
- 5) Warning – Urgent Evacuation
- 6) Warning – Deliberate Evacuation
- 7) Special News Advisory – Supplemental Evacuation Information
- 8) Special News Advisory – Schools & Public Facility Status

## **ATTACHMENT F**

## PUBLIC INFORMATION CHECKLIST FOR FLOODING

✓	<b>Pre-Emergency Phase</b>
	1. Conduct public education and distribute preparedness materials highlighting local flood risk areas, precautionary actions, and protective actions.
	2. In coordination with the DES Coordinator, maintain a set of pre-scripted warning and public instructions messages ready for use. See Annex A to the Basic Plan.
	3. Coordinate with school authorities/PIOs on policies/procedures for announcing school closures.
	4. Review local Hazard Analysis and Annex E to EM Plan to identify potential flood risk areas and evacuation routes.
	5. Coordinate with Animal Control, Animal Shelter, and other organizations to determine availability of facilities for evacuated pets and large animals.
	6. Coordinate with PIOs from local response agencies and volunteer groups and develop an effective PIO-to-PIO communication system.
	<b>Readiness Phase</b>
	1. Ensure PIO receives current information on flood watches & warnings.
	2. Coordinate with the Shelter and Mass Care Officer to determine likely shelter sites.
	3. Coordinate with Law Enforcement to determine planned/likely evacuation routes.
	4. In coordination with the DES Coordinator, update precautionary action and evacuation message(s). See Annex A of EM Plan.
	5. Develop maps of likely evacuation areas and evacuation routes that can be provided to the media.
	6. Disseminate property protection and evacuation preparedness information to public through media.
	<b>Emergency Response Phase</b>
	1. Provide evacuation area and evacuation route maps to media.
	2. Release evacuation recommendation through warning system.
	3. Release information on how transportation will be provided for those who lack it.
	4. Release public instructions on securing property, evacuation routes, and what to take with you.
	5. Release information to media on shelter and mass care facilities available.
	6. Release information to media on where persons needing assistance should call.
	7. Release special instructions for those evacuating pets.
	<b>8. Release information on curfews and travel restrictions in effect within evacuation areas.</b>
	9. Release information on disaster welfare inquiry procedures.
	10. Advise the public not to return to the evacuation area until told to do so.
	11. Inform media of emergency response actions and organizations participating.

✓	<b>Post-Emergency Phase</b>
	1. Coordinate with Law Enforcement to obtain information on routes for return of evacuees and areas where reentry is restricted due to damage.
	2. Coordinate with DES Coordinator to obtain and release damage assessments to media, updating as additional information becomes available.
	3. Release information to media on return of evacuees and preferred reentry routes, if any.
	4. Release information to media on access controls for damaged areas, if any.
	5. Provide public information on safety precautions for entering damaged buildings and the need to document damage and contact insurance companies.
	6. Release information on disaster relief/recovery programs and facilities.
	7. Release information to media on termination of shelter operations
	8. Release information on debris removal activities.
	9. Release information on volunteer assistance for home cleanup and repair.

\*This public information checklist is designed for slowly developing floods. For a fast-breaking flood situation, it may not be feasible to conduct some of the readiness activities listed.

## PUBLIC INFORMATION CHECKLIST FOR HAZMAT INCIDENTS

✓	<b>Pre-Emergency Phase</b>
	1. Review local Hazard Analysis and Annex E, to obtain information on potential Hazmat risk areas and evacuation routes.
	2. Conduct public education and distribute preparedness materials highlighting local Hazmat risk areas, precautionary actions, and protective actions.
	3. In coordination with the DES Coordinator, maintain a set of pre-scripted warning and public instructions messages ready for use. See Annex A.
	4. Coordinate with school authorities, other PIOs, and local media on policies/procedures for announcing school closures or evacuations.
	5. Coordinate with special facilities or special needs populations and local media on policies/ procedures for announcing closures or evacuations.
	6. Coordinate with PIOs from local response agencies and volunteer groups and develop an effective PIO-to-PIO communication system.
	7. Coordinate with local media to insure thorough understanding of Hazmat response operations and protective actions such as shelter-in-place and evacuation.
	8. Disseminate evacuation preparedness information to the public.
	<b>Readiness Phase</b>
	1. Insure PIO receives current information on potential Hazmat incidents.
	2. Coordinate with the Shelter and Mass Care Officer to determine likely shelter sites.
	3. Coordinate with Law Enforcement to determine planned/likely evacuation routes.
	4. In coordination with the DES Coordinator, update precautionary action and evacuation message(s). See Annex A to the Basic Plan.
	5. Develop maps of likely evacuation areas and evacuation routes that can be provided to the media.
	<b>Emergency Response Phase</b>
	1. Provide information to the media and public about the incident to include information on the nature of the incident, the expected duration of the incident, instructions to the community on evacuation or shelter in place procedures, symptoms of contamination, and potential health-risks.
	2. Disseminate property protection and evacuation preparedness information to public through the media.
	3. <i>Shelter in Place Actions</i>
	a. Release shelter in place recommendation through the media.
	b. Provide shelter in place instructions to the media.
	c. Provide maps of geographic area that will shelter in place.



	<b>Emergency Response Phase (Continued)</b>
	4. <i>Evacuation Actions</i>
	a. Release evacuation recommendation through media.
	b. Provide evacuation area and evacuation route maps to media.
	c. Release information on how transportation will be provided for those who lack it.
	d. Release public instructions on securing property, property protection, and what to take with you.
	e. Release information to media on shelter and mass care facilities available.
	f. Release special instructions for those evacuating pets, and insure that you have the information on which shelters will accept pets or available sheltering facilities for animals.
	5. <i>General Actions</i>
	a. Release information to media on where persons needing assistance should call.
	b. Release information on curfews and travel restrictions in effect within evacuation areas.
	c. Release information on disaster welfare inquiry procedures
	d. Advise the public not to return to the evacuation/shelter in place area until told to do so by the proper authorities.
	e. Inform media of emergency response actions and organizations participating.
	<b>Post-Emergency Phase</b>
	1. Coordinate with law enforcement to obtain information on routes for return of evacuees and areas where reentry is restricted due to damage.
	2. Coordinate with DES Coordinator to obtain and release damage/contamination assessments to media, and update them as additional information becomes available.
	3. Release information to media on return of evacuees and preferred reentry routes, if any
	4. Release information to media on access controls for damaged areas, if any.
	5. Provide public information on safety precautions for entering damaged areas and the need to document damage and contact insurance companies.
	6. Release information on disaster relief/recovery programs and facilities.
	7. Release information on termination of shelter operations.
	8. Release information on decontamination activities.
	9. Release information on volunteer assistance.
	10. Release information on clean-up/decontamination activities, if needed.
	11. Keep public and media informed of long-term clean-up activities, potential long-term health effects, liability information, and future mitigation efforts.

\*As most Hazmat incidents occur without significant warning, it may not be feasible to conduct some of the activities listed in the Readiness Phase.

# **ANNEX J: RECOVERY**

## **Beaverhead County, Montana**

# APPROVAL & IMPLEMENTATION

## ANNEX J: RECOVERY

This annex is hereby approved. This annex is effective immediately and supersedes all previous editions.

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

# RECORD OF CHANGES

## ANNEX J: RECOVERY

	Date of Change	Date Entered	Change Entered By
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# ANNEX J: RECOVERY

## I. PRIMARY AGENCIES

Emergency Management Coordinator, FEMA Recovery Representative, State Recovery Representative

## II. SUPPORTING AGENCIES

Auditor, Financial Advisors

## III. AUTHORITY

### A. FEDERAL

Name	Description	Legal
TBD		

### B. STATE

Name	Description	Legal
TBD		

### C. LOCAL

Name	Description	Legal
TBD		

## IV. PURPOSE

The purpose of this annex is to define the operational concepts, organizational arrangements, responsibilities, and procedures to accomplish the tasks required to recover from a major emergency or disaster.

## V. EXPLANATION OF TERMS

### A. ACRONYMS

CFR	Code of Federal Regulations
DES	Disaster Emergency Services Coordinator
DRC	Disaster Recovery Center
DSO	Disaster Summary Outline
EMC	Emergency Management Coordinator
FEMA	Federal Emergency Management Agency
IA	Individual Assistance
JFO	Joint Field Office
JIC	Joint Information Center
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PW	Project Worksheet
RLO	(GDEM) Regional Liaison Officer
SBA	Small Business Administration
SOP	Standard Operating Procedures

### B. DEFINITIONS

#### **Individual Assistance (IA)**

Programs providing financial assistance to individuals, families, and business owners in declared disaster areas whose property has been damaged or destroyed and whose losses are not covered by insurance.

#### **Primary and Secondary Agents**

The individuals who will be representing the county in the grant process.

#### **Project Worksheet**

A FEMA document that lists the specifications of an approved PA project.

#### **Public Assistance (PA)**

Financial assistance to repair facilities and infrastructure provided to governments, public institutions, and certain private non-profit agencies that provide essential services of a governmental nature.

#### **Stafford Act**

The Robert T. Stafford Disaster Relief and Emergency Assistance Act.



## **VI. SITUATION & ASSUMPTIONS**

### **A. SITUATION**

- 1) As identified in the Beaverhead County Hazard Analysis summarized in the Basic Plan, this county is at risk from a number of hazards that have the potential for causing extensive property damage. In the event that such damage occurs, planned damage assessment and recovery procedures are essential for returning the community to normal after a major emergency or disaster.
- 2) The Stafford Act and 44 CFR, part 206 authorizes Federal disaster assistance to individuals and to governmental entities in the aftermath of a major emergency or disaster, and outlines the types of assistance that may be made available. The majority of Federal disaster assistance programs are administered by State agencies.
- 3) The State of Montana does not have a specific disaster assistance program for individuals and local governments similar to the Stafford Act. Pursuant to provisions of the Montana Disaster Act, State agencies frequently provide assistance to local governments in the aftermath of a disaster.

### **B. ASSUMPTIONS**

- 1) Adopting and enforcing land use regulations can reduce much of the structural damage that would otherwise result from a disaster. We must be prepared to deal with a major emergency or disaster until outside help arrives.
- 2) Timely and accurate damage assessment to private and public property is the basis for requesting State and Federal assistance for citizens, for repairs to infrastructure, and should be a vital concern to local officials following a disaster.
- 3) State and Federal assistance may be requested to assist citizens or government entities. State assistance is typically in the form of operational support such as equipment, manpower, or technical assistance. Federal assistance, if approved, will generally be in the form of financial reimbursement and will require considerable paperwork and take some time to deliver.
- 4) Volunteer organizations will be available to assist citizens in meeting some basic needs, but they may not provide all needed assistance.
- 5) Damage assessment and recovery operations may commence while some emergency response activities are still underway.

## VII. CONCEPT OF OPERATIONS

### A. GENERAL

- 1) Our disaster recovery program will be conducted in five steps:
  - a) Pre-Emergency Preparedness: Prior to an emergency, this annex shall be developed and maintained, and key recovery staff members appointed, including the Damage Assessment Officer, Public Assistance Officer, and Individual Assistance Officer. These individuals shall obtain training and develop operating procedures for recovery activities. Requirements for personnel to staff damage assessment teams and assist in recovery programs shall be determined and basic training provided.
  - b) Initial Damage Assessment: An initial damage assessment is required to support requests for State and Federal assistance. This assessment will be conducted as soon as possible; often while some emergency response activities are still underway. Local damage assessment teams will carry out the initial assessment under the direction of the Damage Assessment Officer. During this phase, the Chief Elected Official should declare a local state of disaster, which allows local officials to invoke emergency powers to deal with the disaster and is required to obtain State and Federal disaster recovery assistance. Guidance on issuing a local disaster declaration is provided in Annex U (Legal).
  - c) Requesting Assistance: State and Federal disaster assistance must be requested in a letter to the Governor, which must be accompanied by a Disaster Summary Outline (DSO) reporting the results of the initial damage assessment and the local disaster declaration. Based on the information contained in the DSO and other information, the Governor may issue a State disaster declaration for the affected area and may request that the President issue a Federal disaster declaration.
  - d) Short Term Recovery Activities: Prior to a Federal disaster or major emergency declaration, State disaster response and recovery assistance, which typically consists of equipment, personnel, and technical assistance, may be deployed as soon as it is requested. During the initial stages of recovery, State agencies and volunteer groups may assist disaster victims with basic needs, such as temporary shelter, food, and clothing. A local donations management program may be activated to distribute donated goods and funds to disaster victims and assign volunteer workers to assist victims and local government. See Annex C (Shelter and Mass Care & Human

Services) and Annex M (Resource & Donations Management) for more information.

- e) Post-Declaration Recovery Programs: Recovery programs authorized by the Stafford Act and other statutes begin when the President issues a disaster declaration.

## **B. DAMAGE ASSESSMENT**

- 1) An extensive and detailed damage assessment is the basis of most recovery programs at state and federal levels. The county is responsible for compiling the necessary information regarding loss of life, injuries, and property damage.
- 2) The CEO or IC will appoint the Damage Assessment Officer and Teams.
- 3) The Damage Assessment Officer will manage the damage assessment function by organizing, training, and employing a Damage Assessment Team comprised of local personnel.
- 4) Damage Assessment Teams. There will be two types of damage assessment teams. Public Assistance (PA) teams will survey damage to government property and private non-profit organizations. Individual Assistance (IA) teams will assess impact on citizens and businesses. Each team will have a designated team leader who will compile and report team findings to the Damage Assessment Officer.
  - a) PA Team: This team will assess damage to publicly owned property. Damage will be reported in terms of dollars and impacts in the following categories:
    - i. Emergency services
    - ii. Debris removal and disposal
    - iii. Roadways and bridges
    - iv. Water control facilities
    - v. Buildings, equipment, and vehicles
    - vi. Publicly owned utilities
    - vii. Parks and recreational facilities
  - b) IA Team: This team will survey damage to homes and businesses.

- 5) Homes: The DSO form DEM-93, included in Attachment A to this annex and in the Forms section of the GDEM Disaster Recovery Manual (DEM-62), provides a matrix used to report damage to homes, which will be categorized by:
  - a) Type of housing unit: single family, mobile homes, and multi-family units.
  - b) Type of damage: destroyed, major damage, minor damage, affected
  - c) For each type of housing unit, an estimate of average percent of units covered by insurance must be provided.
  
- 6) Businesses: The Business Losses/Impacts section of the DSO (see Attachment A) should be used to report business damages to the State officials. In addition to the information on the DSO, the following should also be obtained using the Site Assessment-Business Losses form in Attachment B. This information will be needed should our county not qualify for FEMA assistance.
  - a) Business name and address
  - b) Owner's name and phone number
  - c) Type of business
  - d) Estimated dollar loss
  - e) Amount of anticipated insurance
  - f) Value of business
  - g) Fair replacement value of Contents
  - h) Structure
  - i) Land
  - j) Number of employees
  - k) Number of employees for which unemployment insurance is carried
  - l) Estimated number of days out of operation.
  - m) Percent of uninsured loss

## **C. REQUESTING ASSISTANCE**

- 1) Requests for assistance should be forwarded to MT ECC within 10 days of the disaster to allow State officials adequate time to prepare the necessary documentation required for a declaration.
- 2) If the Chief Elected Official determines that a disaster is of such severity as to be beyond the local capability to recover and that State or Federal assistance is needed for long-term recovery, s/he should prepare a letter requesting disaster assistance, with the following attachments. A complete DSO and local disaster declaration, with data from all cities and unincorporated areas that suffered damage, should be included.
- 3) GDEM will review the information submitted, coordinate with the Governor's Office regarding the request, and maintain contact with the Chief Elected Official as the request is processed.
- 4) If local damages appear to exceed the State and local capability to recover, GDEM will contact the FEMA regional office and arrange for Federal, State, and local personnel to conduct a preliminary damage assessment. If the results of that assessment confirm that the severity of the disaster is beyond State and local capabilities, the Governor will forward a request for assistance to the President through FEMA.

## **D. POST-DECLARATIONAL EMERGENCY PROGRAMS**

- 1) Presidential Disaster Declaration: When a Federal disaster declaration is issued, Federal recovery programs are initiated, State and Federal recovery staffs are deployed and recovery facilities are established. A Joint Field Office (JFO), staffed by State and Federal personnel, will normally be established in the vicinity of the disaster area to administer recovery programs. One or more Disaster Recovery Centers (DRC), staffed by State and Federal agency personnel, may be established to assist disaster victims in obtaining assistance; mobile DRCs may also be employed.
- 2) Individual Assistance
  - a) The FEMA Tele-registration System is activated so that disaster victims may register by phone for Federal disaster assistance.
  - b) Federal, state, and local personnel conduct follow-up damage assessments.
  - c) State and Federal outreach programs for disaster victims are initiated.
  - d) IA activities for citizens and businesses may continue for months.

### 3) Public Assistance

- a) PA is provided to repair or rebuild public facilities affected by a disaster, including buildings, State or local roads and bridges, water supplies, sewage treatment, flood control systems, airports, and publicly-owned electric utilities. PA is also available to repair or rebuild schools and public recreation facilities.
  - b) As reconstructing infrastructure may require demolition and site cleanup, design and engineering work, the letting of bids, and a lengthy construction period, public assistance programs typically continue over a period of years.
  - c) Nearly all federal public-assistance programs are on a cost share basis. The Federal government picks up a large percentage of the costs, but local government must cover the remainder. Hence, it is particularly important to maintain complete and accurate records of local response and recovery expenses.
- 4) Small Business Administration (SBA) Disaster Declarations: If the emergency situation does not meet the criteria for a Presidential disaster declaration, assistance in the form of loans may be available from the SBA. Information on SBA declarations is provided in the Disaster Recovery Manual.
- 5) Agricultural Disaster Declarations: The Secretary of Agriculture is authorized to make agricultural disaster declarations for weather-related crop losses. When such declarations are made, farmers and ranchers become eligible for an emergency loan program. For information on agricultural disaster declarations, see the Disaster Recovery Manual.
- 6) Other State Programs: Limited assistance may be available through other State agencies.

## **E. PHASES OF MANAGEMENT**

### 1) Mitigation

- a) Develop and enforce adequate building codes.
- b) Develop and enforce adequate land use regulations.
- c) Develop hazard analysis.
- d) Develop potential mitigation measure to address the hazards identified in the analysis.

## 2) Preparedness

- a) Assess disaster risk to government facilities from likely hazards and take measures to reduce the vulnerability of facilities.
- b) Identify damage assessment team members.
- c) Train personnel in damage assessment techniques.
- d) Maintain pre-disaster maps, photos, and other documents for damage assessment purposes.
- e) Identify critical facilities requiring priority repairs if damaged.
- f) Ensure that key local officials are familiar with county insurance coverage.
- g) Conduct public education on disaster preparedness.
- h) Conduct exercises.

## 3) Response

- a) Gather damage reports.
- b) Compile damage assessment reports.
- c) Complete DSO.
- d) Keep complete records of all expenses.

## 4) Recovery

- a) Identify unsafe structures and recommend condemnation.
- b) Monitor restoration activities.
- c) Review building codes and land use regulations for possible improvements.
- d) Communicate effectively with disaster victims.

## **VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. ORGANIZATION**

- 1) The county organization for disaster recovery includes the general emergency structure described in the Basic Plan and the additional recovery positions described in this annex.
- 2) The DES Coordinator shall coordinate recovery efforts. The DES Coordinator will serve as the Damage Assessment Officer or designate an individual to serve in that capacity.
- 3) All departments and agencies may be called on to provide staff support for damage assessment and recovery activities.

### **B. ASSIGNMENT OF RESPONSIBILITIES**

- 1) The Chief Elected Official will:
  - a) Oversee the local disaster recovery program, including pre-disaster planning and post-disaster implementation.
  - b) Appoint an IA Officer, PA Officer and Recovery Fiscal Officer, who will carry out specific recovery program activities and report to the EMC.
  - c) In the aftermath of a disaster:
    - i. Review damage assessments and request State and Federal disaster assistance if recovery from the disaster requires assistance beyond that which local government can provide.
    - ii. Participate in recovery program briefings and periodic reviews.
    - iii. Monitor and provide general guidance for the operation of the local recovery program when implemented.
- 2) The DES Coordinator will:
  - a) Serve as the Damage Assessment Officer or designate an individual to fill that position.
  - b) Participate in recovery program briefings, meetings, and work groups.



- c) Supervise local recovery operations; coordinating as needed with State and Federal agencies and maintaining required records.
- d) Provide guidance to and supervise recovery activities of the IA Officer, PA Officer, and Recovery Fiscal Officer.
- e) Coordinate training for damage assessment team members and other individuals with disaster recovery responsibilities.
- f) Assist the Chief Elected Official in preparing documents to request State and Federal recovery assistance.
- g) Develop appropriate public information relating to recovery programs, in coordination with the PIO.
- h) Provide situation updates to the MT ECC.

3) The Damage Assessment Officer will:

- a) Develop a damage assessment program.
- b) Organize and coordinate training for damage assessment teams.
- c) In the aftermath of a disaster:
  - i. Collect damage assessments from all departments, agencies, other governmental entities, and private non-profit facilities that may be eligible for disaster assistance.
  - ii. Compile damage assessment information and complete the DSO.
  - iii. Participate with State and FEMA representatives in the PDA process.
  - iv. Coordinate with the Incident Commander to ensure that response activities have either terminated or are in a phase of transitioning to recovery, before deploying damage assessment teams.

4) The PA Officer will attend the following PA program meetings:

- a) Applicant's Briefing.
- b) Kick-off Meeting.

- c) Other program meetings, as needed.
- d) Obtain maps showing damage areas from PDA team leaders.
- e) Prepare or assist State and Federal teams in preparing recovery Project Worksheets (PW) for the local area.
- f) Monitor all PA program activities and ensure deadlines are complied with or time extensions requested in a timely manner.
- g) Ensure the work performed complies with the description and intent of the PW.
- h) Ensure all environmental protection and historical preservation regulations are complied with.
- i) Request alternate or improved projects, when appropriate.
- j) Request progress payments on large projects, if appropriate.
- k) Provide quarterly reports to GDEM.
- l) Request final inspections and audit when projects are completed.
- m) Prepare and submit Project Completion and Certification Report (P.4) as appropriate.
- n) Provide insurance information when needed.
- o) Ensure costs are properly documented.
- p) Assist with final inspections and audits.
- q) Monitor contract for de-barred contractors.
- r) The duties of the PA Officer are further explained in the Disaster Recovery Manual.

5) The IA Officer will:

- a) Act as our liaison with State and Federal Outreach and Public Relations programs.
- b) Assist in locating a local facility for use as DRC, if needed.
- c) Act as the local government representative at the DRC, when needed.

- d) Coordinate with the State and Federal Outreach staff to arrange community meetings.
  - e) Act as an advocate for disaster victims who need assistance in dealing with State, Federal, and volunteer agencies.
  - f) The duties of the IA Officer are further explained in the Disaster Recovery Manual.
- 6) The PIO will establish a media site, sometimes referred to as a JIC, to ensure that accurate and current information is disseminated to the public.
- 7) The Chief Financial Officer will:
- a) Administer fiscal aspects of the recovery program.
  - b) Ensure that the financial results of each project are accurate and fully disclosed.
  - c) Monitor the source and application of all funds.
  - d) Ensure that outlays do not exceed approved amounts for each award.
  - e) Maintain information establishing the local cost share.
  - f) Ensure that all laws, regulations, and grant requirements are complied with.
  - g) Coordinate between the grant managers (also known as Primary and Secondary Agents) and the accounting staff.
  - h) These duties are further explained in the Disaster Recovery Manual.
- 8) Public Works/Road Department will:
- a) Survey roads, bridges, traffic control devices, and other facilities and determine extent of damage and estimate cost of restoration.
  - b) Determine extent of damage to government-owned water and wastewater systems and other utilities and estimate the cost of restoration.
  - c) Coordinate with local public non-profit utility providers to obtain estimates of damage to their facilities and equipment and estimates of the cost of restoration.

- d) Assess and report damage to its facilities and equipment and the estimated cost of repairs.
- 9) The School District will:
- a) Assess and report damage to its facilities and equipment and the estimated cost of repairs.
  - b) Estimate the effects of the disaster on the school district tax base.
- 10) The City Finance Director/County Financial Officer will:
- a) Estimate dollar losses to local government due to disaster.
  - b) Estimate the effects of the disaster on the local tax base and economy.
- 11) All departments and agencies will:
- a) Pre-emergency
    - i. Identify personnel to perform damage assessment tasks.
    - ii. Identify private sector organizations and individual with appropriate skills and knowledge that may be able to assist in damage assessment.
    - iii. Participate in periodic damage assessment training.
    - iv. Participate in using geographic information systems (GIS) that may be used in damage assessment.
    - v. Periodically review forms and procedures for reporting damage with designated damage assessment team members.
  - b) Emergency
    - i. Make tentative staff assignments for damage assessment operations.
    - ii. Review damage assessment procedures and forms with team members.
    - iii. Prepare maps and take photos and videos to document damage.

- c) Post-emergency
  - i. Identify and prioritize areas to survey.
  - ii. Refresh damage assessment team members on assessment procedures.
  - iii. Deploy damage assessment teams.
  - iv. Complete damage survey forms and forward to the Damage Assessment Officer.
  - v. Catalog and maintain copies of maps, photos, and videotapes documenting damage for further reference.
  - vi. Provide technical assistance for preparation of recovery project plans.
  - vii. Maintain disaster-related records.

## **IX. COORDINATION**

### **A. GENERAL**

- 1) The City Council may establish local rules and regulations for the disaster recovery program and may approve those recovery programs and projects that require approval by the local governing body.
- 2) The Chief Elected Official shall provide general guidance for and oversee the operation of the local disaster recovery program and may authorize those programs and projects that require approval by the Chief Elected Official or chief operating officer of the county.
- 3) The DES Coordinator shall direct day-to-day disaster recovery activities and shall serve as the Damage Assessment Officer or designate an individual to fill that position.
- 4) The Chief Elected Official shall appoint local officials to fill the positions of IA Officer, PA Officer, and Recovery Fiscal Officer. These individuals shall report to the DES Coordinator in matters relating to the recovery program.

## **X. ADMINISTRATION AND SUPPORT**

### **A. REPORTS**

- 1) Survey Team Reports. Each damage survey team will collect data using the Site Assessment forms (see Attachment B) that can be found in the *Disaster Recovery Manual*. Once completed, these forms should be utilized to determine priorities for beginning repairs and evaluating the need for requesting State and Federal assistance.
- 2) Disaster Summary Outline (DSO). Totals from the Site Assessment forms and other reports will be compiled and transferred to the DSO. A copy of the DSO is provided in Attachment A to this annex and also included in the *Disaster Recovery Manual*.

### **B. RECORDS**

Each department or agency will keep detailed records on disaster related expenses, including:

- 1) Labor
  - a) Paid (regular and overtime)
  - b) Volunteer
- 2) Equipment Used
  - a) Owned
  - b) Rented /leased
  - c) Volunteered
- 3) Materials
  - a) Purchased
  - b) Taken from inventory
  - c) Donated
- 4) Contracts
  - a) Services

- b) Repairs

## **C. CONTRACTS**

- 1) The Recovery Fiscal Officer should monitor all contracts relating to the recovery process. Contracts that will be paid from Federal funds must meet the following criteria:
  - a) Meet or exceed Federal and State Procurement Standards and must follow local procurement standards if they exceed the Federal and State criteria.
  - b) Be reasonable.
  - c) Contain right to audit and retention of records clauses.
  - d) Contain standards of performance and monitoring provisions.
  - e) Fall within the scope of work of each FEMA project.
  - f) Use line items to identify each FEMA project, for multiple project contracts.
- 2) The following contract-related documents must be kept:
  - a) Copy of contract
  - b) Copy of PWs
  - c) Copies of requests for bids
  - d) Bid documents
  - e) Bid advertisement
  - f) List of bidders
  - g) Contract let out
  - h) Invoices, cancelled checks, and inspection records

## **D. TRAINING**

- 1) The individual assigned primary responsibility for the recovery function shall attend disaster recovery training. A variety of disaster recovery training courses are offered by GDEM and FEMA.
- 2) Those individuals assigned duties, as the IA Officer and PA Officer should also attend training appropriate to their duties.
- 3) The Damage Assessment Officer is responsible for coordinating appropriate training for local damage assessment teams.

## **E. RELEASE OF INFORMATION**

- 1) Personal information, such as marital status, income, and Social Security numbers gathered during the damage assessment and recovery process; are all protected by State and Federal privacy laws. Due care must be taken by all individuals having access to such information to protect it from inadvertent release.
- 2) General information, such as the numbers of homes damaged and their general locations, may be provided to private appraisers, insurance adjusters, etc.

# **XI. ANNEX DEVELOPMENT & MAINTENANCE**

## **A. DEVELOPMENT & MAINTENANCE**

- 1) Development. The DES Coordinator is responsible for developing and maintaining this annex.
- 2) Maintenance. This annex will be reviewed annually and updated in accordance with the schedule outlined in the Basic Plan.
- 3) Procedures. Those individuals charged with responsibilities for managing various recovery activities are also responsible for developing SOPs for those activities.



# **ATTACHMENT A**

## **DISASTER SUMMARY OUTLINE**

# **ATTACHMENT B**

## **SITE ASSESSMENT FORMS**

**ANNEX K: COMMUNITY  
INFRASTRUCTURE**

**Beaverhead County,  
MONTANA**

# APPROVAL & IMPLEMENTATION

## ANNEX K: COMMUNITY INFRASTRUCTURE

This annex is hereby approved. This annex is effective immediately and supersedes all previous editions.

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

# RECORD OF CHANGES

## ANNEX K: COMMUNITY INFRASTRUCTURE

	Date of Change	Date Entered	Change Entered By
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# ANNEX K: COMMUNITY INFRASTRUCTURE

## I. PRIMARY AGENCY

City Vigilante Electric, Northwestern Energy

## II. SUPPORTING AGENCY

TBD

## III. AUTHORITY

TBD

### A. FEDERAL

Name	Description	Legal
Public Law	Comprehensive Environmental Response Compensation and Liability Act	
Public Law, Emergency	Planning and Right to know act of 1986	
29 CFR 1910, 120	Hazardous Waste Operations and Emergency Response	
40 CFR 68	Clean Air Act	
40 CFR 261	Resource Conservation and Recovery Act	

### B. STATE

Name	Description	Legal
Health and Safety Code,	Hazard Communication Act	Chapter 502
Texas Health and Safety Code	Manufacturing Facility Community Right-to-Know Ac	Chapter 505
Health & Safety.	Employer Community Right-to-Know Act.	Chapter 506
Health and Safety Code, Chapter	Manufacturing Facilities Community Right-to-Know Act	



## C. LOCAL

Name	Description	Legal
TBD		

## IV. PURPOSE

- 1) The purpose of this annex is to outline the local organization, operational concepts, responsibilities, and procedures to accomplish coordinated public works, engineering activities, and to prevent, protect from, respond to, and recover from temporary disruptions in utility services that threaten public health or safety in the local area.
- 2) This annex is not intended to deal with persistent shortages of water due to drought or prolonged statewide or regional shortages of electricity or natural gas. Measures to deal with protracted water shortages are addressed in the drought plans that must be maintained by each public water supply utility. Resolving protracted water shortages normally requires long-term efforts to improve supplies. Measures to deal with widespread energy shortages are normally promulgated by state and federal regulatory agencies. Local governments may support utility efforts to deal with long-term water and energy supply problems by enacting and enforcing conservation measures and providing the public information pertinent to the local situation.

## V. EXPLANATION OF TERMS

### A. ACRONYMS

Co-Op	Cooperative
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
ICP	Incident Command Post
ICS	Incident Command System
MUD	Municipal Utility District
NIMS	National Incident Management System
NRF	National Response Framework
PUC	Public Utility Commission
RRC	Railroad Commission
SAR	Search and Rescue
SOC	State Operations Center
SOP	Standard Operating Procedures

## **B. DEFINITIONS**

### **Debris Clearance**

Clearing roads of debris by pushing debris to the roadside.

### **Debris Disposal**

Placing mixed debris and or the residue of debris volume reduction operations into an approved landfill.

### **Debris Removal**

Debris collection and transport to a temporary storage site for sorting and/or volume reduction or to a permanent disposal site. Debris removal also includes damaged structure demolition and removal.

### **Electric Cooperatives**

Member- owned non-profit electric utilities.

## **VI. SITUATION & ASSUMPTIONS**

### **A. SITUATION**

- 1) See the general situation statement and hazard summary in the Basic Plan.
- 2) This County anticipates emergency situations may occur which threaten public health, safety, and property. An emergency situation of this nature may require emergency public works services.
- 3) As noted in the general situation statement and hazard summary in the Basic Plan, our area is vulnerable to a number of hazards. These hazards could result in the disruption of electrical power, telephone service, and water and wastewater services, as well as natural gas service.
- 4) The loss of utility services, particularly extended utility outages, could adversely affect the capability of local personnel to respond to and recover from the emergency situation that caused the disruption of utility service and create additional health and safety risks for the general public.
- 5) Public utilities are defined as those companies and organizations authorized to provide utility services, including electricity, water, sewer service, natural gas, and telecommunications, to the general public in a specified geographic area. Utilities may be owned and/or operated by a municipality, a municipal utility district (MUD), a regional utility authority, investors, or by a private non-profit organization such as a member cooperative (Co-Op).

- 6) The public utilities serving our community include:
  - a) Electric
  - b) Water/Wastewater
  - c) Telephone
  - d) Natural Gas

Additional information on these utilities is provided in Attachment B to this annex.

- 7) The state and/or federal government regulate most utility providers. State regulators include:
  - a) The Public Utilities Commission (PUC) for telecommunications companies and most electrical utilities, other than municipal electric utilities.
  - b) Environmental Quality for most water suppliers and wastewater utilities.
  - c) The Railroad Commission (RRC) for gas utilities.
- 8) Virtually all utilities are required by State regulations to have emergency operations plans for restoring disrupted service. Many utilities maintain emergency operations centers and those that do not normally have procedures to establish temporary facilities when they need them.
- 9) Extended electrical outages can directly impact other utility systems, particularly water and wastewater systems. In areas where telephone service is provided by above-ground lines that share poles with electrical distribution lines, telecommunications providers may not be able to make repairs to the telephone system until electric utilities restore power lines to a safe condition.
- 10) Municipal utilities and private non-profit utilities such as electric cooperatives may be eligible for reimbursement of a portion of the costs for repair and restoration of damaged infrastructure in the event the emergency situation is approved for a Presidential disaster declaration that includes public assistance (PA).

## **B. ASSUMPTIONS**

- 1) Employing public works and engineering personnel and equipment during pre-disaster operations should minimize disaster damage. Advance preparation of

personnel and equipment may also hasten restoration efforts.

- 2) Local departments and agencies responsible for the public works and engineering function may have insufficient resources to remove the debris created by a major emergency or disaster and accomplish other recovery tasks.
- 3) Public works departments and agencies are expected to accomplish expedient repair and restoration of essential services and vital facilities. Dependent on the scale of the operation(s), major reconstruction initiatives will likely require contract assistance.
- 4) Public works will be able to organize and carry out debris clearance in the aftermath of an emergency. Large-scale debris and/or hazardous material operations, however, will likely require external assistance.
- 5) Private construction companies, engineering firms, and equipment rental contractors have staff and equipment resources that may be contracted to carry out public works activities during emergency situations. However, local government may have to compete with businesses and individuals seeking those resources for repairs or rebuilding.
- 6) Assistance may be available from other counties through inter-local agreements and from commercial firms through contingency contracts. Some types of emergency situations, including earthquakes, hurricanes, and floods may affect large areas, making it difficult to obtain assistance from usual sources.
- 7) Damage to chemical plants, power lines, sewer and water distribution systems, and secondary hazards, such as fires, may result in health and safety hazards. These hazards could pose a threat to public works personnel and impede operational capabilities.
- 8) Alternate disposal methods and facilities may be needed as local landfills and waste disposal facilities may prove inadequate to deal with large amounts of debris. Special considerations must be made if the debris has been contaminated with chemicals or petroleum products.
- 9) If local capabilities prove inadequate to deal with a major emergency or disaster, State, and/or Federal resources will be available to assist in debris removal and restoration of essential services.
- 10) In the event of damage to or destruction of utility systems, utility operators will restore service to their customers as quickly as possible.
- 11) A major disaster affecting a wide area may require extensive repairs and

reconstruction of portions of utility systems that may take considerable time to complete.

- 12) Damage to electrical distribution systems and sewer and water systems may create secondary hazards such as increased risk of fire and public health hazards.
- 13) Each utility will coordinate its own resources and plan to carryout its own response operations, coordinating as necessary with local government and with other utilities.
- 14) Individual utility operators, particularly small companies, may not have sufficient physical or monetary resources to restore utility systems affected by a major disaster or one having widespread effects. Utilities typically obtain supplementary repair and restoration assistance from other utilities pursuant to mutual aid agreements and by using contractors hired by the utility.
- 15) Equipment and personnel from other city departments and agencies may be employed to assist a municipal utility in repairing its systems and restoring service to the public.

## **VII. CONCEPT OF OPERATIONS**

### **A. GENERAL**

- 1) The tasks to be performed during emergency situations include:
  - a) For slow developing situations, take actions to protect government facilities, equipment, and supplies prior to the onset of hazardous conditions.
  - b) Provide heavy equipment support for search and rescue operations.
  - c) Conduct damage-assessment surveys of public facilities, roads, bridges, and other infrastructure.
  - d) Inspect damaged structures.
  - e) Clear debris from roadways and make repairs to re-open transportation arteries.
  - f) Make expedient repairs to essential public facilities to restore operations or protect them from further damage.

- g) Remove debris from public property and manage debris disposal operations for public and private property.
  - h) Assist in controlling public access to hazardous areas.
- 2) Incident activities for the utilities function will include work in an Incident Command System (ICS) environment with an Incident Commander maintaining communications with the ICP and the EOC and implementing local and regional mutual aid agreements as required.
- 3) In the event of a loss of utility service, local government is expected to 1) rapidly assess the possible impact on public health, safety, and property, and 2) take appropriate actions to prevent a critical situation from occurring or to minimize the impact in accordance with the Continuity of Operations Plan. Where utility service cannot be quickly restored, city and county governments will have to take timely action to protect people, property and the environment from the effects of a loss of service.
- 4) Local governments are not expected to direct utility companies to repair utility problems. Utilities have a franchise that requires them to provide service to their customers, and they have the ultimate responsibility for dealing with utility service outages. Virtually all utilities are required by state regulations to make all reasonable efforts to prevent interruptions of service and, if interruptions do occur, to reestablish service in the shortest possible time. Utilities are required to inform state officials of significant service outages and expected to keep customers and local officials informed of the extent of utility outages and, if possible, provide estimates of when service will be restored.
- 5) Local governments that own or operate utilities are responsible for restoring service to local customers and may commit both their utility and non-utility resources to accomplish the task.
- 6) For utilities that are not government-owned, local government is expected to coordinate with those utilities to facilitate their efforts to restore service to the local area.
- 7) The county should identify critical local facilities and establish general priorities for restoration of utility service. This list of priorities must be communicated to the utilities serving those facilities.
- 8) Attachment D provides a sample of initial utility restoration priorities for critical facilities. These priorities are based on general planning considerations; they should be reviewed and, if necessary, updated based on the needs of a specific situation.

- 9) Utility companies may not be able to restore service to all critical facilities in a timely manner, particularly if damage has been catastrophic, a substantial amount of equipment must be replaced, or if repairs require specialized equipment or materials that are not readily available. In large-scale emergencies, utility companies may have to compete with individuals, businesses, industry, government, and other utility companies for manpower, equipment and supplies.

## **B. PROTECTING RESOURCES & PRESERVING CAPABILITIES**

- 1) Public works and engineering resources may be employed during slow developing emergency situations to protect and limit damage to government facilities, equipment, and essential utilities. Protective actions may include sandbagging, building protective levees, ditching, installing protective window coverings, or removing vital equipment. Public works and engineering elements are expected to identify buildings and other infrastructure that will benefit from protective measures and, in coordination with the departments or agencies that occupy those facilities, carry out necessary protective actions.
- 2) If time permits, public works and engineering elements are also expected to take action in advance of an emergency situation to preserve response and recovery capabilities by protecting vital equipment and supplies, either in place or by relocating them to a safe location. It is desirable for agencies to enter into advanced agreements with other agencies or jurisdictions to ensure the safety and security of vital equipment and resources.

## **C. SEARCH & RESCUE**

Public works and engineering crews may be required to provide heavy equipment support for search and rescue operations, particularly support for search operations in collapsed buildings.

## **D. LOCAL GOVERNMENT RESPONSE TO A UTILITY OUTAGE**

It is essential for County officials to obtain an initial estimate of the likely duration of a major utility outage from the utility as soon as possible for response actions to begin. Once that estimate is obtained, local officials should make a determination of the anticipated impact and determine the actions required to protect public health and safety and public and private property.

Extended utilities outages may require the County to take action to protect public health and safety and public and private property. Such actions may include:

- 1) Water or Sewer Outage

- a) Curtail general water service to residents to retain water in tanks for firefighting and for controlled distribution to local residents in containers.
- b) Arrange for supplies of emergency drinking water for the general public and for bulk water for those critical facilities that require it to continue operations.
- c) If sewer service is disrupted, arrange for portable toilets and hand washing facilities to meet sanitary needs.

## 2) Electrical or Natural Gas Outage

- a) Obtain emergency generators to power water pumping stations, water treatment facilities, sewage lift stations, sewage treatment facilities, fueling facilities, and other critical sites. See Attachment B to this annex.
- b) During period of cold weather, establish public shelters for residents who lack heat in their homes. Conversely, during periods of extreme heat, establish “cooling sites” for residents who do not have air conditioning in their homes
- c) Request volunteer groups set-up mass feeding facilities for those without electrical or gas service and cannot prepare meals. Also, coordinate with ice distributors to ensure ice is available locally to help citizens preserve food and medicines.
- d) Arrange for fuel deliveries to keep emergency generators running at critical facilities.

## 3) Telecommunications Outage

- a) Request telecommunications providers implement priority service restoration plans.
- b) Activate amateur radio support.
- c) Request external assistance in obtaining additional radios and repeaters or satellite telephones.

## 4) General

- a) Isolate damaged portions of utility systems to restore service quickly to those areas where systems are substantially undamaged.



- b) In cooperation with utilities, institute utility conservation measures. See Attachment D to this annex.
- c) Disseminate emergency public information requesting conservation of utilities.
- d) Assist in relocating patients of medical facilities, residential schools, and similar institutions that cannot maintain the required level of service for their clients.
- e) Provide law enforcement personnel to control traffic at key intersections if traffic control devices are inoperative.
- f) Consider staging fire equipment in areas without electrical or water service.
- g) Consider increased security patrols in areas that have been evacuated due to lack of utility service.
- h) See Annex M (Resource & Donations Management), for planning factors for emergency drinking water, ice, portable toilets, and food.

## **E. DAMAGE ASSESSMENT**

- 1) Public works and engineering departments will lead preliminary damage assessments of public buildings, homes, businesses, roads, bridges, and other infrastructure following a disaster. Damage assessment procedures and forms used in the assessment processes are discussed in Annex J (Recovery).
- 2) Public works and engineering personnel shall inspect damaged structures. Inspections are conducted to identify unsafe structures and, if necessary, take actions to restrict entry and occupancy until the structures can be made safe.
- 3) Damaged buildings posing an immediate threat to public health and safety should be appropriately posted to restrict public access pending repairs or demolition. Local ordinance or regulation provides for expedited demolition of structures that pose a threat to public health during emergency situations.
- 4) Debris Clearance and Removal: See Attachment A.

## **F. FACILITATING UTILITY RESPONSE**

- 1) Local officials may facilitate utility response by:
  - a) Identifying utility outage areas reported to local government. Although many utility systems have equipment that reports system faults and

customer service numbers for people to report problems, outage information reported to local government can also be helpful.

- b) Asking citizens to minimize use of utilities that have been degraded by emergency situations. See Attachment D for utility conservation measures.
- c) Identifying local facilities for priority restoration of utilities.
- d) Coordinating with the utility on priorities for clearing debris from roads which also provides access to damaged utility equipment.
- e) Providing access and traffic control in utility repair areas where appropriate.

2) Large-scale Emergency Situations:

- a) In large-scale emergency situations which produce catastrophic damage in a limited area (such as a tornado) or severe damage over a wide area (such as an ice storm), utilities are typically faced with a massive repair and rebuilding effort that cannot be completed in a reasonable time without external support. In such circumstances, utilities typically bring in equipment and crews from other utilities and from specialized contractors. In these situations, utilities may request assistance from the County in:
  - i. Identifying lodging for repair crews – hotels, motels, school dormitories, camp cabins, and other facilities.
  - ii. Identifying restaurants to feed crews or caterers who can prepare crew meals.
  - iii. Identifying or providing a staging area or areas for utility equipment coming from other locations and providing security for such areas.
  - iv. Obtaining water for repair crews.
  - v. Identifying operational sources of fuel in the local area.

## **G. PROTECTING RESOURCES & PRESERVING CAPABILITIES**

- 1) In the event of a slowly developing emergency, it is possible that utilities may be able to mitigate some of the effects of a major emergency or disaster by protecting key facilities and equipment. The critical facilities/key resources within our community are identified in Attachment B.

- 2) In the event of a flooding threat, facilities such as sewage or water-treatment constructing dikes, sandbagging, or using pumps to prevent water from entering the facility may protect facilities or electrical substations. In some cases, in an effort to preserve pumps, electrical control panels, and other vital equipment, it may also be prudent to remove that equipment from facilities to prevent damage due to rising water.
- 3) In the event of a hazardous materials spill in rivers or lakes used for water supplies, contamination of water distribution systems may be avoided by temporarily shutting down water intakes.
- 4) Loss of power could severely affect critical functions such as communications, water pumping, purification, and distribution; sewage disposal; traffic control; and operation of critical medical equipment. Critical facilities that require back-up electrical power should have appropriate generation equipment on site if possible. If this is not feasible, emergency generator requirements should be determined in advance to facilitate timely arrangements for such equipment during emergency situations. Attachment F provides forms to record information on existing backup generators and to identify requirements for additional emergency generators. The Utility Coordinator will provide such forms to facility operators to complete and maintain a file of completed forms for both existing generators and potential generator requirements.

## **H. TEMPORARY REPAIRS & RESTORATION**

- 1) The public works and engineering staff is expected to make timely temporary repairs to government-owned buildings and other infrastructure essential to emergency response and recovery operations. Building contents should be removed or restricted until the restoration process is complete. Personnel should coordinate with building occupants to determine which areas and equipment have the highest priority for protection.
- 2) Hazardous situations may result in damage to computers storing vital government records and/or hard copy records, such as building plans, legal documents, tax records, and other documents. When computers or paper records are damaged, it is essential to obtain professional technical assistance for restoration as soon as possible.
- 3) It is generally impractical to restore buildings sustaining major damage during the emergency response phase. Major repairs will normally be postponed until recovery operations commence and will typically be performed by contract personnel.

## **I. UTILITY SUPPORT FOR EMERGENCY RESPONSE OPERATIONS**

The assistance of utility providers may be needed to support other emergency response and recovery operations. Such assistance may include:

- 1) Rendering downed or damaged electric lines safe to facilitate debris removal from roadways.
- 2) Cutting off utilities to facilitate the emergency response to fires, explosions, building collapses, and other emergency situations.
- 3) Facilitating search and rescue operations by cutting off electrical power, gas, and water to areas to be searched.
- 4) Establishing temporary utility hookups to facilitate response activities.

## **J. UTILITY SUPPORT FOR DISASTER RECOVERY OPERATIONS**

Utilities play a primary role in the recovery process and must coordinate closely with local government to:

- 1) Render electrical lines and gas distribution lines safe before local officials authorize re-entry of property owners into affected areas to salvage belongings and repair damage to their homes and businesses.
- 2) Participate in inspections of affected structures to identify hazards created by damaged utilities and eliminate those hazards.
- 3) Determine the extent of damage to publicly owned utility infrastructure and equipment.
- 4) Restore utility systems to their pre-disaster condition.

## **K. PUBLIC INFORMATION**

- 1) It is essential to provide the public current information on utility status, the anticipated time to restore service, recommendations on dealing with the consequences of a utility outage, conservation measures, and information on sources of essential life support items such as water. Locally developed emergency public information relating to utility outages should be developed in coordination with the utilities concerned to ensure that messages are accurate and consistent.
- 2) In some emergency situations, many of the normal means of disseminating emergency public information may be unavailable and alternative methods of

getting information out to the public may have to be used.

- 3) Utilities are complex systems and service may be restored on a patchwork basis as damaged components are repaired or replaced. Some neighborhoods may have utility service restored while adjacent neighborhoods are still without power or water. In some cases, one side of a street may have power and the opposite side may not. In these circumstances, the quality of life for local residents can often be significantly improved by using public information messages to encourage those who have working utilities to take in their neighbors who do not. This approach can also significantly reduce the number of people occupying public shelters and using mass feeding facilities.

## **L. PHASES OF MANAGEMENT**

- 1) Prevention: Public Works & Engineering
  - a) Identify vulnerabilities of existing public buildings, roads, bridges, water systems, and sewer systems to known hazards and take steps to lessen vulnerabilities.
  - b) Reduce vulnerability of new public facilities to known hazards through proper design and site selection.
  - c) Develop plans to protect facilities and equipment at risk from known hazards.
  - d) Install emergency generators in key facilities and have portable generators available to meet unexpected needs. Ensure procedures are in place to maintain and periodically test back-up sources of power, such as generators and fuel, in the event of an emergency power loss.
- 2) Prevention: All utilities, local officials should:
  - a) Have emergency management personnel familiar with the local hazard assessment review proposed utility construction or renovation activities to determine if existing hazards will be increased by such activities.
- 3) Utilities owned or operated by the County, Utility officials should:
  - a) Assess the vulnerability of existing municipal electrical, gas, water, and sewer systems to known hazards and take actions to avoid or lessen such vulnerabilities.
  - b) Maintain portable generators and pumps to meet unexpected needs and/or identify rental sources for such equipment that can respond

rapidly during an emergency to avoid and/or reduce the effects of other incidents.

4) Preparedness: Public Works & Engineering

- a) Ensure government buildings, roads and bridges, and public works equipment are in good repair.
- b) Ensure an adequate number of personnel are trained to operate heavy equipment and other specialized equipment.
- c) Stockpile materials needed to protect and repair structures, roads, bridges, and other infrastructure.
- d) Develop general priorities for clearing debris from roads.
- e) Maintain an adequate quantity of barricades and temporary fencing.
- f) Maintain current maps and plans of government facilities, roads, bridges, and utilities.
- g) Review plans, evaluate emergency staffing needs in light of potential requirements, and make tentative emergency task assignments.
- h) Establish and train damage survey teams.
- i) Execute contingency contracts for emergency equipment and services with local contractors and execute agreements with individuals and businesses to borrow equipment.
- j) Develop procedures to support or accomplish the tasks outlined in this annex.
- k) Ensure government-owned vehicles and other equipment can be fueled during an electrical outage.

5) Preparedness for all utilities, local officials should:

- a) Contact local utilities to determine the type of damage assessment information that they can normally provide in an emergency. Provide utilities with names of key officials and contact information for those officials and the local SOC that utilities can use to provide information to local government during an emergency.
- b) Reduce vulnerability of new utility infrastructure to known hazards through proper site selection and facility design.

- c) Coordinate with the emergency management staff to develop plans to protect public utility facilities and equipment at risk from known hazards, and to maintain supplies and equipment to carry out such plans.
  - d) Develop plans to install emergency generators in key facilities and identify emergency generator requirements for facilities where it is not possible to permanently install backup generators. See Attachment F for further information.
  - e) Ensure the Utility Coordinator and the local SOC have emergency contact numbers for utilities serving the local area other than published customer service numbers.
  - f) Coordinate with the occupants of critical governmental and non-governmental facilities to establish a tentative utility restoration priority list for such facilities; see Attachment D for utility restoration priorities for critical facilities. Provide the restoration priority list to appropriate utilities.
  - g) Cooperate with social service agencies and volunteer groups to identify local residents with potential health or safety problems that could be immediately affected by utility outages and provide such information to utilities for action.
  - h) Request utilities brief local officials and members of the SOC staff on their emergency service restoration plans periodically.
  - i) Encourage utilities to participate in local emergency drills and exercises.
  - j) Train workers, especially supervisors, to be familiar with ICS incident site procedures.
  - k) Ensure mutual aid agreements are completed.
- 6) Utilities owned or operated by the County, Utility officials should:
- a) Train and exercise personnel in emergency response operations.
  - b) Plan for adequate staffing during and after emergencies.
  - c) Ensure emergency plans are kept up-to-date.
  - d) Ensure emergency equipment is in good repair and secured against

damage from likely hazards.

- e) Stockpile adequate repair supplies for likely emergency situations.
- f) Conclude utility mutual aid agreements and establish procedures for requesting assistance from other utilities.

7) Response: Public Works

- a) If warning is available, take actions to protect government facilities and equipment.
- b) Survey areas affected by a hazard, assess damage, and determine the need and priority for expedient repair or protection to prevent further damage. Report damage assessments to the EOC.
- c) Upon request, provide heavy equipment support for Search and Rescue (SAR) operations. See Annex R (Search and Rescue).
- d) Clear roads of debris. See Attachment A.
- e) Inspect damaged buildings to determine if they are safe for occupancy.
- f) Remove debris from public property and manage proper debris disposal. See Attachment C.
- g) Make repairs to damaged government facilities and equipment, as needed.
- h) Coordinate with the Energy & Utilities staff to arrange for emergency electrical service, if required, to support emergency operations.
- i) Assist Water & Sewer Department/Utility Department in making emergency repairs to government-owned utility systems, as necessary.
- j) Restrict access to hazardous areas, using barricades and temporary fencing, upon request.

8) Response: All utilities, local officials should:

- a) Request that each utility that serves the local area which has suffered system damage regularly report its operational status, the number of customers affected by service outages, and areas affected.
- b) Provide expedient substitutes for inoperable utilities at critical facilities to the extent possible or relocate those facilities if necessary. Update



utility restoration priorities for critical facilities as necessary.

- c) If an extended utility outage is anticipated, take those actions necessary to protect public health and safety and private and public property and implement utility conservation measures. See Attachment G to this annex.
- d) Facilitate utility emergency response to the extent possible.
- e) Include utility status information in the Initial Emergency Report and period Situation Reports produced during major emergencies and disasters. See Annex N (Coordination).

9) Utilities owned or operated by the County, Utility officials should:

- a) Take appropriate action to protect utility infrastructure from the likely effects of the situation, if it is a slowly developing emergency situation.
- b) Make emergency utility repairs as necessary. If a large number of utility customers or a wide area is affected, use the critical facility utility restoration priorities in Attachment D to this annex, as modified by the SOC, as a basis for initial actions.
- c) Request mutual aid assistance or contractor support if needed.
- d) If possible, provide trained utility crews to assist emergency services during emergency response operations.

10) Recovery: Public Works

- a) Repair or contract repairs to government-owned buildings, roads, bridges, and other infrastructure.
- b) Support community clean up efforts, as necessary.
- c) Participate in compiling estimates of damage and response and recovery costs.
- d) Participate in post-incident review of emergency operations and make necessary changes to improve emergency plans and procedures.

11) Recovery: All Utilities, local officials should:

- a) Continue to request regular reports from each utility serving the local area concerning its operational status, the number of customers affected by service outages, and areas affected.

- b) For major emergencies and disasters, obtain estimates of damages from municipal utilities or member-owned non-profit utilities for inclusion in local requests for disaster assistance. See Annex J (Recovery).
- c) Update utility restoration priorities for critical facilities as appropriate. See Attachment D to this annex
- d) Request utilities that participate in major emergency operations to participate in any local post-incident review of such operations.

12) Utilities owned or operated by the County, Utility officials should:

- a) Provide regular updates to the SOC on utility damages incurred, the number of customers affected, and areas affected.
- b) Participate in utility damage assessment surveys with State and Federal emergency management personnel.
- c) In coordination with the SOC staff, request mutual aid resources, contractor support, or State assistance, if necessary.

## **VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. ORGANIZATION**

- 1) The function of public works and engineering during emergency situations shall be carried out in the framework of our normal emergency organization described in the Basic Plan, and in accordance with the National Incident Management System (NIMS)/National Response Framework (NRF) protocols. Preplanning for emergency public works and engineering tasks shall be conducted to ensure staff and procedures needed to manage resources in an emergency situation are in place.
- 2) During an Incident of National Significance or Disaster Declaration under the Stafford Act Public Assistance Program, Public Works and Engineering may integrate, as required, with the National Response Framework (NRF), Emergency Support Function (ESF) #3 activities. The Federal ESF #3 will develop work priorities in cooperation with State, Local, and/or Tribal governments and in coordination with the Federal Coordinating Officer and/or the Federal Resource Coordinator.
- 3) The operations of utilities owned or operated by local government will be

directed by those individuals who manage the utility on a daily basis, including:

- a) The Director of Utilities
  - b) The Supervisor of the Water & Wastewater Department
  - c) The Manager of Water & Power
- 4) These individuals are expected to continue to manage the operations of those utilities during emergency situations.
  - 5) Individuals designated by the owners or operators of utilities that are not owned or operated by local government will manage the operation of those utilities.
  - 6) The Chief Elected Official shall appoint a Utility Coordinator to coordinate emergency preparedness activities with utilities, maintain this annex and related utility data that may be needed during emergency, and act as a liaison with utilities during emergency operations.

## **B. ASSIGNMENT OF RESPONSIBILITIES**

- 1) The County Public Works Director/County Road & Bridge Supervisor will serve as the Public Works Officer during emergencies and will:
  - a) Coordinate certain pre-emergency programs to reduce the vulnerability of local facilities and other infrastructure to known hazards. See Annex P (Hazard Mitigation).
  - b) Manage the public works and engineering function during emergency situations in accordance with the NIMS.
  - c) Oversee the restoration of key facilities and systems and debris removal following a disaster.
  - d) Develop and implement procedures to ensure a coordinated effort between the various local departments and agencies that perform the public works and engineering functions. Ensure appropriate emergency response training for assigned personnel in accordance with the Basic Plan.
  - e) Identify contractors who can provide heavy and specialized equipment support during emergencies and individuals and businesses that may be willing to lend equipment to local government during emergencies.

- f) Assist the Resource Manager in maintaining a current list of public works and engineering resources. See Annex M (Resource & Donations Management). In an effort to facilitate assistance pursuant to mutual aid agreements, our available resources are typed according to the NIMS.
  - g) Maintain this annex.
- 2) The Public Works Department will:
- a) Carry out pre-disaster protective actions for impending hazards, including identifying possible facilities for debris storage and reduction.
  - b) Conduct damage assessments in the aftermath of disaster.
  - c) Repair and protect damaged government facilities.
  - d) Provide heavy and specialized equipment support for SAR operations.
  - e) Carry out debris clearance and removal. See Attachment A.
  - f) With the assistance of the Legal Officer, negotiate inter-local agreements for public works and engineering support.
  - g) Maintain stockpiles of disaster supplies such as sandbags, plastic sheeting, and plywood.
- 3) The County Engineer will:
- a) Develop damage assessment procedures and provide training for damage survey teams.
  - b) Provide engineering services and advice to the Incident Commander and EOC staff.
  - c) Assist in conducting damage assessments in the aftermath of an emergency. See Annex J (Recovery).
  - d) Safeguard vital engineering records.
- 4) Road & Bridge Department/Transportation Department will:
- a) Maintain reasonable stockpiles of emergency paving materials.
  - b) Make emergency repairs to county roads, bridges, culverts, and drainage systems.

- c) Supervise debris clearance from the public right-of-way and support debris removal operations.
  - d) Emplace barricades where needed for safety.
  - e) Provide personnel and equipment to aid in SAR operations as needed.
  - f) Provide heavy equipment support for protective actions taken prior to an emergency and for response and recovery operations.
  - g) Assist in repairs to government-owned utilities and drainage systems.
- 5) The Sanitation Department will:
- a) Collect and properly dispose of refuse.
  - b) Support emergency public works and engineering operations with available resources.
- 6) The Inspection Department will:
- a) Support damage assessment operations.
  - b) Determine if access to damaged structures should be restricted or if they should be condemned and demolished.
  - c) Inspect expedient shelter and mass care facilities for safety.
- 7) Public Works Communications will:
- a) Restore damaged communications systems.
  - b) Provide communications technical and equipment support for emergency operations.
- 8) Parks and Recreation Department will:
- a) Assess damage to parks and recreation facilities and assist in assessing damage to other facilities.
  - b) Provide personnel and light equipment support for public works and engineering operations.
  - c) Upon request, establish and staff a facility to sort and catalog property removed from damaged government-owned facilities.

9) The Chief Elected Official will:

- a) Provide general direction for the local response to major utility outages that may affect public health and safety or threaten public or private property and, within the limits of legal authority, implement measures to conserve utilities.
- b) For city-owned or operated utilities, the Chief Elected Official may provide general guidance and recommendations regarding the utility response to emergency situations in the local area through the Utility Coordinator or, where appropriate through individual utility managers.

10) The Utility Coordinator will:

- a) Coordinate with utilities to obtain utility emergency point of contact information and provide emergency contact information for key local officials and the SOC to utilities.
- b) Maintain information on the utilities serving the local area, including maps of service areas. See Attachment B.
- c) Maintain the Utility Restoration Priorities for Critical Facilities (Attachment D). In coordination with the Disaster Emergency Services Coordinator (DES), update utility restoration priorities for critical facilities in the aftermath of an emergency situation if required.
- d) Maintain information on existing emergency generators and potential generator requirements. See Attachment F.
- e) Coordinate regularly with utilities during an emergency situation to determine utility status, customers and areas affected, and what response, repair, and restoration actions are being undertaken, and provide information to the DES.
- f) Advise the DES what actions should be taken to obtain services for those without utilities or to relocate those where services cannot be restored where it appears outages will be long-term.
- g) Coordinate with the DES and respond to requests from utilities for assistance in facilitating their repair and reconstruction activities or coordinating their efforts with other emergency responders.
- h) Ensure current information on utility assets is provided for inclusion in Annex M (Resource & Donations Management).
- i) Request resource assistance from utilities during emergencies when requested by the Resource & Donations Management staff.

j) Develop and maintain this annex.

11) The Disaster Emergency Services Coordinator (DES) will:

- a) Provide guidance to the Utility Coordinator on handling utility issues and obtaining utility status reports.
- b) Assign utility-related problems to the Utility Coordinator for resolution.

12) Utility Managers are expected to:

- a) Ensure utility emergency plans comply with State regulations and are up-to-date.
- b) Respond in a timely manner during emergency situations to restore utility service. Advise designated local officials or the Utility Coordinator in the SOC of utility status, number of customers affected, and areas affected so that local government may take action to assist residents that may be adversely affected by utility outages.
- c) Train and equip utility personnel to conduct emergency operations.
- d) Have utility personnel participate in periodic local emergency exercises to determine the adequacy of plans, training, equipment, and coordination procedures.
- e) Maintain adequate stocks of needed emergency supplies and identify sources of timely resupply of such supplies during an emergency.
- f) Develop mutual aid agreements to obtain external response and recovery assistance and identify contractors that could assist in restoration of utilities for major disasters.
- g) Ensure utility maps, blueprints, engineering records, and other materials needed to conduct emergency operations are available during emergencies.
- h) Obtain utility restoration priorities for critical local facilities from the Utility Coordinator for consideration in utility response and recovery planning.
- i) Take appropriate measures to protect and preserve utility equipment, personnel, and infrastructure, including increasing security when there is a threat of terrorism directed against utility facilities.

13) City owned or operated utilities will, in addition:

- a) Identify and train personnel to assist in damage assessment for public facilities.
- b) Where possible, provide personnel with required technical skills to assist in restoring operational capabilities of other government departments and agencies and in search and rescue activities.
- c) When requested, provide heavy equipment support for emergency response and recovery activities of local government.
- d) Draft regulations or guidelines for the conservation of power, natural gas, or water during emergency situations. If local officials approve such rules or guidelines, assist the Public Information Officer in communicating them to the public.
- e) Maintain records of expenses for personnel, equipment, and supplies incurred in restoring public utilities damaged or destroyed in a major emergency or disaster as a basis for requesting State or Federal financial assistance, if such assistance is authorized.
- f) The Incident Commander will coordinate utility-related response issues through the Utility Coordinator if the SOC has been activated, or through the DES or directly with the utility or utilities affected if that facility has not been activated. The Incident Commander may assign missions to utility crews that have been committed to an incident.

14) The Public Information Officer will: Coordinate with the Utility Coordinator and utilities to provide timely, accurate, and consistent information to the public regarding utility outages, including communicating:

- a) Protective measures, such as boil water orders.
- b) Conservation guidance, such as that provided in Attachment G.
- c) Instructions, including where to obtain water, ice, and other essentials.

15) The Public Works Department and/or Road & Bridge Department will:

- a) Upon request, provide heavy equipment and personnel support for restoration of government-owned or operated utilities.



## **IX. COORDINATION**

### **A. GENERAL**

- 1) The Chief Elected Official shall, pursuant to the NIMS, provide general guidance for the public works and engineering function and, when necessary, approve requests for State or Federal resources.
- 2) The Incident Commander will manage public works and engineering emergency resources committed to an incident site and shall be assisted by a staff commensurate with the tasks to be performed and resources committed to the operation. If the EOC is not activated, the IC may request additional resources from local departments and agencies. The IC may also request authorized officials to activate mutual aid agreements or emergency response contracts to obtain additional resources.
- 3) The EOC will be activated for major emergencies and disasters. When the EOC is activated, the Public Works Officer will manage the emergency public works and engineering function from the EOC. The IC shall direct resources committed to the incident site and coordinate resource requests through the Public Works Officer. The Public Works Officer shall manage resources not committed to the incident site and coordinate the provision of additional resources from external sources.
- 4) The Public Works Officer will respond to mission priorities established by the IC or the DES direct departments and agencies with public works and engineering resources to accomplish specific tasks, and coordinate task assignments to achieve overall objectives.
- 5) The Public Works Officer will identify public and private sources from which needed resources can be obtained during an emergency and coordinate with the Resource Manager to originate emergency procurements or to obtain such resources by lease, rental, borrowing, donation, or other means.
- 6) A major emergency or disaster may produce substantial property damage and debris requiring a lengthy recovery operation. In such incidents, it may be desirable to establish a Debris Removal Task Force to manage debris removal and disposal. The task force may continue to operate even after the EOC deactivates. See Attachment A for the organization and responsibilities of this element.
- 7) Normal supervisors of public works and engineering personnel participating in emergency operations will exercise their usual supervisory responsibilities over assigned personnel, subject to the NIMS span of control guidelines. Organized crews from other jurisdictions responding pursuant to inter-local agreements will normally operate under the direct supervision of their own supervisors.

Individual volunteers will work under the supervision of the individual heading the team or crew to which they are assigned.

- 8) The Chief Elected Official will provide general direction for the local response to major utility outages that may affect public health and safety or threaten public or private property and may, within the limits of legal authority, direct implementation of local measures to conserve utilities.
- 9) The Incident Commander (IC), to protect lives and property, can make operational decisions affecting all incident activities and workers at the incident site. The Incident Commander normally may assign missions to utility crews from government-owned or operated utilities that utility managers have committed to an incident or request other utilities to perform specific tasks to facilitate the emergency response.
- 10) The Utility Coordinator will monitor utility response and recovery operations, receive situation reports from utilities and disseminate these to local officials and the SOC, identify local utility restoration priorities to utility providers, coordinate utility support for the Incident Command Post, facilitate local government support for utility response and recovery efforts, request resource support from utilities, and perform other tasks necessary to coordinate the response and recovery efforts of utilities and local government.
- 11) Utility managers will normally direct the emergency response and recovery activities of their organizations. Their normal supervisors will generally direct utility crews.
- 12) Utility crews responding from other areas pursuant to a utility mutual aid agreement and contractors hired by utilities to undertake repairs will normally receive their work assignments from the utility which summoned or hired them. Organized crews will normally work under the immediate control of their own supervisors.

## **B. LINE OF SUCCESSION**

The line of succession for the Public Works Officer is:

- 1)
- 2)
- 3)

The line of succession for the Utility Coordinator is:

- 1)
- 2)
- 3)

## **X. ADMINISTRATION & SUPPORT**

### **A. RESOURCE SUPPORT**

- 1) A listing of local public works and engineering equipment is provided in Annex M (Resource & Donations Management).
- 2) Should our local resources prove to be inadequate during an emergency; requests will be made for assistance from other counties, other agencies, and industry in accordance with existing mutual-aid agreements and contracts.
- 3) If the public works and engineering resources available locally, from other jurisdictions, and from businesses pursuant to contracts are insufficient to deal the emergency situation, assistance may be requested from the State. The Chief Elected Official should approve requests for state aid, which should be forwarded to MT DES. Cities must request resource support from their county before requesting assistance from the state.
- 4) In general, utilities are responsible for obtaining and employing the resources needed to make repairs to or reconstruct their systems.
  - a) Local governments may commit their non-utility resources to assist the utilities they own or operate in responding to emergency situations. Local governments may also utilize their utility resources in responding to non-utility emergencies unless local statutes preclude this.
  - b) In general, local governments may not use public resources to perform work for privately owned companies, including utility companies. Privately owned utility companies are expected to use their own resources and additional resources obtained through mutual aid. They may also contract services in response to emergency situations. Most electric and telecommunications utilities are party to mutual aid agreements that allow them to request assistance from similar types of utilities within the region, within the State, or from other States. Some water and gas companies may also be party to mutual aid agreements. Many privately owned utility companies have contingency contracts with private contractors for repair and reconstruction.

- c) Although local government may not use its resources to perform repair work for privately owned utilities, it may take certain actions to facilitate the response of utilities, whether public or private, to an emergency situation.
- 5) In the event of a utility outage, the County is expected to use its own resources and those that it can obtain pursuant to mutual aid agreements or by contracting with commercial suppliers to protect public health and safety as well as public and private property. In the event that these resources are insufficient to deal with the situation, the County may request state resource assistance MT DES. Requests for state assistance should be made or authorized by the Chief Elected Official.

## **B. COMMUNICATION & COORDINATION**

- 1) The public works and engineering communications network is depicted in Attachment B.
- 2) During emergency situations involving utility outages, the Chief Elected Official and/or the DES Coordinator is expected to maintain communications with utilities by any means possible. When the County SOC is operational, that facility will act as the focal point for communications between the County and utilities. The utilities communication network is depicted in Attachment H.

## **C. KEY FACILITIES**

- 1) A listing of key local facilities, providing a general priority for damage assessment, debris clearance, and repair, is contained in Annex G (Law Enforcement). The DES Coordinator shall determine the specific priority for public works and engineering work on each of these facilities in the aftermath of an emergency.
- 2) The Utility Coordinator will ensure all utilities that serve the County are provided copies of the restoration priorities for local critical facilities. See Attachment D, Utility Restoration Priorities for Critical Facilities.

## **D. REPORTING & RECORDS**

### **Reporting**

- 1) In addition to reports that may be required by their parent organization, public works and engineering departments and agencies participating in emergency operations should provide appropriate situation reports to the IC, or if an incident command operation has not been established, to the EOC. Pertinent

information will be incorporated into the Initial Emergency Report and periodic Situation Reports. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in Annex N (Direction and Control).

- 2) During major emergencies, the Utilities Coordinator should coordinate with utilities serving the local area to obtain information on their operational status, the number of customers and areas affected, and the estimated time for restoration of service. If possible, a schedule of periodic reporting should be established.
- 3) The Utilities Coordinator should provide utility status information to the EOC staff and provide utility status inputs for the Initial Emergency Report and periodic Situation Reports prepared during major emergencies and disasters. See Annex N (Coordination) for information regarding these reports.

## **Records**

- 1) Expenses incurred in carrying out emergency response and recovery operations for certain hazards may be recoverable from the responsible party, insurers, or as a basis for requesting reimbursement for certain allowable costs from the state and/or federal government. Hence, all public works and engineering elements will maintain detailed records of labor, materials, equipment, contract services, and supplies consumed during large-scale emergency operations
- 2) Certain expenses incurred in carrying out emergency response and recovery operations for certain hazards may be recoverable from the responsible party or, in the event of a Presidential disaster declaration, partially reimbursed by the federal government. Therefore, all government-owned or operated utilities should keep records of labor, materials, and equipment used and goods and services contracted for during large-scale emergency operations to provide a basis for possible reimbursement, future program planning, and settlement of claims.
- 3) Municipal utility districts and electric cooperatives are also eligible for federal assistance in a Presidential declared disaster. Estimates of damage to these utilities should be included in damage reports submitted by the County/City to support a request for federal assistance. Hence, such utilities should be advised to maintain records of repair expenses as indicated in the previous paragraph in order to provide a basis for possible reimbursement of a portion of those expenses.

## **E. POST-INCIDENT REVIEW**

- 1) For large-scale emergency operations, the Chief Elected Official and/or DES Coordinator shall organize and conduct an after action critique of emergency operations in accordance with the guidance provided in the Basic Plan. The After Action Report will serve as the basis for an Improvement Plan.
- 2) Our Basic Plan provides that a post-incident review be conducted in the aftermath of a significant emergency event. The purpose of this review is to identify needed improvements in plans, procedures, facilities, and equipment. Utility managers and other key personnel who participate in major emergency operations should also participate in the post-incident review.

## **F. ANNEX MAINTENANCE & DEVELOPMENT**

- 1) The County Public Works Officer is responsible for developing and maintaining this annex.
- 2) This annex will be reviewed annually and updated in accordance with the schedule outlined in the Basic Plan.
- 3) Departments and agencies assigned responsibilities in this annex will develop and maintain Standard Operating Procedures (SOPs) covering those responsibilities.
- 4) The DES Coordinator is responsible for developing and maintaining this annex with the support from individuals and organizations.
- 5) This annex will be reviewed annually and updated in accordance with the schedule outlined in the Basic Plan.
- 6) Departments and agencies tasked in this annex will develop SOPs that address assigned tasks.

# ATTACHMENT A

## DEBRIS REMOVAL ACCESS AGREEMENT

I/We \_\_\_\_\_, the owner(s) of the property commonly identified as

\_\_\_\_\_,  
(street address)

\_\_\_\_\_, \_\_\_\_\_, State of  
(city/town) (county)

Montana do hereby grant and give freely and without coercion, the right of access and entry to said property to the [County/City] of \_\_\_\_\_, its agencies, contractors, and subcontractors thereof, for the purpose of removing and cleaning any or all storm-generated debris of whatever nature from the above described property.

It is fully understood that this agreement is not an obligation to perform debris clearance. The undersigned agrees and warrants to hold harmless the [City/County] of \_\_\_\_\_, State of Montana, its agencies, contractors, and subcontractors, for damage of any type, whatsoever, either to the above described property or persons situated thereon and hereby release, discharge, and waiver any action, either legal or equitable that might arise out of any activities on the above described property. The property owner(s) will mark any storm damaged sewer lines, water lines, and other utility lines located on the described property.

I/We (have \_\_\_\_\_, have not \_\_\_\_\_)(will \_\_\_\_\_, will not \_\_\_\_\_) received any compensation for debris removal from any other source including Small Business Administration (SBA), National Resource Conservation Service (NRCS), private insurance, individual and family grant program or any other public assistance program. I will report for this property any insurance settlements to me or my family for debris removal that has been performed at government expense. For the considerations and purposes set forth herein, I set my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Telephone No. Address

\_\_\_\_\_  
Witness

# **ATTACHMENT B**

## **LOCAL UTILITY INFORMATION**



# ATTACHMENT C

## LANDFILLS & POTENTIAL TEMPORARY DEBRIS STORAGE AND REDUCTION (TDSR) SITES

### Landfills

Name:

- 1) Address:
- 2) Operated by:
- 3) Estimated capacity remaining (cubic yards):
- 4) Estimated daily processing capacity:
- 5) Normal operating schedule:
- 6) Restrictions:
- 7) Fees:
- 8) Other Factors:

Name:

- 1) Address:
- 2) Operated by:
- 3) Estimated capacity remaining (cubic yards):
- 4) Estimated daily processing capacity:
- 5) Normal operating schedule:
- 6) Restrictions:
- 7) Fees:
- 8) Other Factors:

### Possible TDSR Facilities

Name:

- 1) Address:
- 2) Owner:
- 3) Site size (acres):
- 4) Fenced?
- 5) Road access:
- 6) Neighbors:
- 7) Environmental concerns:

Name:

- 1) Address:
- 2) Owner:
- 3) Site size (acres):
- 4) Fenced?
- 5) Road access:
- 6) Neighbors:
- 7) Environmental concerns:

# ATTACHMENT D

## UTILITY RESTORATION PRIORITIES FOR CRITICAL FACILITIES

Utility Service Restoration Priorities: 1 = Highest, 5 = Lowest

Emer. Gen.: Yes = Emergency Generator on site.

Ltd = Generator available, but powers only a limited portion of the facility

Facility Name & Address	Emer. Gen.	Elec.	Phone	Water	WW	Gas
<i>Govt. Direction &amp; Control</i>						
	Yes	5	1	2	2	-
<i>Emergency Response</i>						
		2	2	1	2	4
		2	2	2	2	4
		2	2	2	2	4
		3	2	2	3	
<i>Utilities</i>						
	Yes	5	-	-	-	-
		1	-	-	-	-
		1	3	-	-	-
<i>Medical Facilities</i>						
	Ltd	1	1	1	1	1
<i>Telecommunications</i>						
C	Ltd	1	1	2	2	4
	Yes	5	1	-	-	-
<i>Other</i>						

# **ATTACHMENT E**

## **EMERGENCY GENERATOR FORMS**

The emergency generator forms which follow are provided to facilitate pre-planning for emergency generator requirements, either to obtain a generator which does not have one or replace an existing generator which has failed.

The Emergency Generator Information – Existing Installation forms should be used to record information on existing emergency generators in case they must be replaced.

The Emergency Generator Information – Additional Equipment forms should be used to identify requirements for additional emergency generators for critical facilities that do not currently have such generators.

Forms should be completed by the owner or operator of the facility that has or may need a generator, and a copy provided to the local DES. A separate form should be completed for each existing generator or additional generator that is required. The local Utility Coordinator will maintain completed forms for use during emergencies. It is suggested that individuals completing these forms retain a copy for their own records.

- 1) In completing these forms, keep the following in mind:
- 2) If in doubt about what type of capability is needed, consult a qualified electrician.
- 3) Generators are often quite heavy and should be emplaced on a firm, level site, and preferably a paved area.
- 4) A forklift is normally used to emplace a skid-mounted generator. The forklift operator must have adequate room to maneuver.
- 5) In considering emergency generator sites, remember that generators are often noisy and produce exhaust fumes that may be sucked into nearby ventilation intakes. Vehicle access will be needed to refuel.

**EMERGENCY GENERATOR INFORMATION  
(Existing Installation)**

1	Facility Name:
2	Facility Address:
3	Facility Type: EOC    Communications Center    Medical Facility    Fuel Facility Law Enforcement    Fire/Rescue Facility    EMS Facility Water Pumping /Treatment    Wastewater Pumping/Treatment Other (specify)
4	Facility Point of Contact: _____ Phone: _____
5	If more than one generator exists, provide generator number or location within facility:
6	Electrical Requirements; Kilowatts: _____ Volts: _____ Amperes: _____ Phase: Single    3-Phase Wye    3-Phase Delta    Other:
7	Fuel: Gas    Diesel    Propane    Other:
8	Fuel Tank Size:    Gallons: _____    Pounds: _____
9	Fuel Tank Type: Attached to generator    Separate tank
10	Generator Weight:    Pounds: _____    Tons: _____
11	Starting: Automatic    Manual/Recoil    Other:
12	Generator Support: Pad/Permanent Installation    Skid    Trailer
13	Generator in Weather Housing: Yes    No
14	Electrician On-site or Available: Yes    No
15	Is Generator Hard Wired to Electrical System? Yes    No
16	Generator Receptacles Required (indicate numbers and types; see illustrations below):
17	Other Pertinent Information:

**EMERGENCY GENERATOR INFORMATION**

**(Additional Equipment)**

1	Facility Name:
2	Facility Address:
3	Facility Type: EOC    Communications Center    Medical Facility    Fuel Facility Law Enforcement    Fire/Rescue Facility    EMS Facility Water Pumping /Treatment    Wastewater Pumping/Treatment Other (specify)
4	Facility Point of Contact: _____ Phone: _____
5	Electrical Requirements: Kilowatts: _____ Volts: _____ Amperes: _____ . Phase: Single    3-Phase Wye    3-Phase Delta    Other:
6	Fuel Available: Gas    Diesel    Propane    Other:
7	Site Access: Site accessible for emplacing trailer-mounted unit?    Yes    No Site accessible for unloading/positioning skid-mounted unit?    Yes    No
14	Electrician On-site or Available: Yes    No
16	Generator Receptacles Needed (indicate numbers and types; see illustrations below):
17	Other Pertinent Information:

# **ATTACHMENT F**

## **UTILITY CONSERVATION MEASURES**

The utility conservation measures outlined in this appendix are suggested measures. The specific measures to be implemented should be agreed upon by local government and the utilities concerned.

### Conservation Measures for Natural Gas

#### **Step 1. DISCONTINUE:**

- 1) Use of gas-fueled air conditioning systems except where necessary to maintain the operation of critical equipment.
- 2) All residential uses of natural gas, except refrigeration, cooking, heating, and heating water.
- 3) Use of gas-fueled clothes dryers.

#### **Step 2. REDUCE:**

- 1) Thermostat settings for gas-heated buildings to 65 degrees during the day and 50 degrees at night.
- 2) Use of hot water from gas-fueled water heaters. Conservation Measures for Electric Power

#### **Step 1. DISCONTINUE:**

- 1) All advertising, decorative, or display lighting.
- 2) Use of electric air conditioning systems except where necessary to maintain the operation of critical equipment.
- 3) Use of electric ovens and electric clothes dryers.
- 4) Use of all residential electric appliances, except those needed to store or cook food and televisions and radios.

#### **Step 2. REDUCE:**

- 1) Reduce thermostat setting for electrically heated buildings to a maximum of 65 degrees during the day and 50 degrees at night.
- 2) Minimize use of hot water in buildings that use electric water heaters.
- 3) Reduce both public and private outdoor lighting.
- 4) Reduce lighting by 50 percent in homes, commercial establishments, and public buildings.

#### **Step 3. CUT OFF ELECTRICITY TO:**

- 1) Non-essential public facilities.
- 2) Recreational facilities and places of amusement such as theaters.

#### **Step 4. CUT OFF ELECTRICITY TO:**

- 1) Retail stores, offices, businesses, and warehouses, except those that distribute food, fuel, water, ice, pharmaceuticals, and medical supplies.
- 2) Industrial facilities that manufacture, process, or store goods other than food, ice, fuel, pharmaceuticals, or medical supplies or are determined to be essential to the response and recovery process.
- 3) Office buildings except those that house agencies or organizations providing essential services.

### **WATER CONSERVATION MEASURES**

#### **A. Step 1.**

- 1) Restrict or prohibit outdoor watering and washing of cars.
- 2) Close car washes.

#### **B. Step 2**

- 1) Restrict or curtail water service to large industrial users, except those that provide essential goods and services.
- 2) Restrict or prohibit use of public water supplies for irrigation and filling of swimming pools.
- 3) Place limits on residential water use.

#### **C. Step 3**

- 1) Restrict or cut off water service to industrial facilities not previously addressed, except those that provide essential goods and services.
- 2) Restrict or cut off water service to offices and commercial establishments, except those that provide essential goods and services.

#### **D. Step 4**

- 1) Restrict or curtail residential water use.

# **ATTACHMENT G**

## **UTILITY COMMUNICATIONS NETWORK**



**ANNEX M: RESOURCE &  
DONATIONS  
MANAGEMENT**

**Beaverhead County,  
Montana**

# APPROVAL & IMPLEMENTATION

## ANNEX M: RESOURCE MANAGEMENT

This annex is hereby approved. This annex is effective immediately and supersedes all previous editions.

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

# RECORD OF CHANGES

## ANNEX M: RESOURCE MANAGEMENT

	Date of Change	Date Entered	Change Entered By
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

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# **ANNEX M: RESOURCE MANAGEMENT**

## **I. PRIMARY AGENCIES**

County/City Finance, Beaverhead County Human Resources

## **II. SUPPORTING AGENCIES**

Volunteer Agencies

## **III. AUTHORITY**

### **A. FEDERAL**

<b>Name</b>	<b>Description</b>	<b>Legal</b>
TBD		

### **B. STATE**

<b>Name</b>	<b>Description</b>	<b>Legal</b>
TBD		

### **C. LOCAL**

<b>Name</b>	<b>Description</b>	<b>Legal</b>
TBD		

## IV. PURPOSE

The purpose of this annex is to provide guidance and outline procedures for effectively obtaining, managing, allocating, and monitoring the use of resources and donations during emergency situations or when such situations appear imminent.

## V. EXPLANATION OF TERMS

### A. ACRONYMS

ARC	American Red Cross
CBO	Community-Based Organizations
CERT	Community Emergency Response Team
DC	Donations Coordinator
DES	Disaster Emergency Services Coordinator
DSG	Donations Steering Group
EOC	Emergency Operations Center
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NRF	National Response Framework
PIO	Public Information Officer
RM	Resource Manager
RSA	Resource Staging Area
SOP	Standard Operating Procedures
TSA	The Salvation Army
VOAD	Volunteer Organizations Active in Disasters
VOLAG	Volunteer Agencies

### B. DEFINITIONS

#### **Donations**

Refer to the following:

- 1) Cash: Currency, checks, money orders, securities, etc.
- 2) Goods: Food, water, clothing, equipment, toys, furniture, pharmaceuticals, bedding, cleaning supplies, etc.
- 3) Volunteers and Services
  - a) Individuals who are not members of any particular volunteer group (often referred to as “spontaneous,” “emergent,” or “non-affiliated”)

volunteers).

- b) Individuals who are members of recognized disaster relief organizations that have undergone formal training by those organizations (i.e., CERT, VOAD).
- c) People with specialized training and expertise (e.g., doctors, nurses, medics, search and rescue, fire fighting, heavy equipment operators, etc.), who may either be non-affiliated or members of a disaster relief organization.
- d) Teams that provide specialized equipment or capabilities (e.g., urban search and rescue, dog teams, swift water rescue teams, home repair teams, etc.).

### **Multiagency Coordination Systems**

Used in the support of incident management, this system combines facilities, equipment, personnel, procedures, and communications into a common framework. A multiagency coordination system can be used to develop consensus on priorities, resource allocation, and response strategies. Representatives from within the local government as well as external agencies and nongovernmental entities may work together to coordinate a jurisdiction's response.

### **Resources**

Refers to personnel, facilities, equipment, and supplies maintained, purchased, and/or supplied by government.

### **Resource Management**

In accordance with the NIMS, our resource management program involves the application of tools, processes, and systems that allow for efficient and suitable resource allocations during an incident. Resources include personnel and facilities as well as equipment and supplies.

## **VI. SITUATION & ASSUMPTIONS**

### **A. SITUATION**

- 1) Our county is exposed to many hazards; all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property.
- 2) Resource and donations management planning during pre-disaster hazard mitigation activities is designed to lessen the effects of known hazards by enhancing the local capability to respond to a disaster. Hence, we must have management capabilities that allow the jurisdiction to function efficiently



during emergency situations and that comply with the framework set forth by the National Incident Management System (NIMS), including certain reporting and coordinating requirements contained in the National Response Framework (NRF).

### 3) Resources

- a) Effective resource management is required in all types of emergency situations – from incidents handled by one or two emergency services to catastrophic incidents that require extensive resource assistance from the state and/or federal government for recovery.
- b) For some emergency situations, available local emergency resources will be insufficient for the tasks that may have to be performed. Therefore, other local resources may have to be diverted from their day-to-day usage to emergency response and others requested from other jurisdictions or the state. Additionally, it may be necessary to rent or lease additional equipment and purchase supplies in an expedient manner.
- c) In responding to major emergencies and disasters, the Chief Elected Official may issue a disaster declaration pursuant to Title 10 MCA Emergency Management and invoke certain emergency powers to protect public health and safety and preserve property.
  - i. When a disaster declaration has been issued, the Chief Elected Official may use all available local government resources to respond to the disaster and temporarily suspend statutes and rules, including those relating to purchasing and contracting, if compliance would hinder or delay actions necessary to cope with the disaster. See Annex U (Legal) for additional information regarding the emergency powers of government.
  - ii. When a disaster declaration has been issued, the Chief Elected Official may commandeer public or private property subject to compensation, if necessary, to cope with a disaster. This procedure should be used as a last resort and only after obtaining the advice of the Beaverhead County Attorney.

### 4) Donations

- a) Should an emergency where there is high level of media interest occur, individuals might want to donate money, goods, and/or services to assist victims or to participate in the recovery process. The amount of donations offered could be sizable and may create difficulties in managing goods and volunteer workers.

- b) Beaverhead County does not wish to operate a system to collect, process, and/or distribute donations to disaster victims. Such a system is best operated by the American Red Cross. Local government does, however, desire to work with these organizations to coordinate the management of donations and volunteers.

## **B. ASSUMPTIONS**

### 1) Resources

- a) Much of the equipment and many of the supplies required for emergency operations will come from inventories on hand.
- b) Additional emergency supplies and equipment will generally be available from the normal sources of supply. However, some established vendors may not be able to provide needed materials on an emergency basis or may become victims of the emergency situation. Hence, standby sources should be identified in advance and provisions should be made for arranging alternative sources of supply on an urgent-need basis.
- c) Some emergency equipment and supplies are not used on a day-to-day basis or stockpiled locally and may have to be obtained through emergency purchases.
- d) Inter-local agreements will be invoked and resources made available when requested.
- e) Some businesses and individuals that are not normal suppliers may be willing to rent, lease, or sell needed equipment and supplies during emergency situations.
- f) Some businesses may provide equipment, supplies, manpower, or services at no cost during emergency situations. Developing agreements between local government and the businesses in advance can make it easier to obtain such support during emergencies.
- g) Some community groups and individuals may provide equipment, supplies, manpower, and services during emergency situations.
- h) The American Red Cross and/or Volunteer Organizations Active in Disaster (VOAD) will provide such emergency services as shelter management and mass feeding when requested to do so by local officials.

## 2) Donations

- a) Donated goods and services can be a valuable source of resources.
- b) Should an emergency occur, donations of goods and cash might be delivered/given to Beaverhead County whether or not they are requested. In some cases, the amount of donations received by a community may relate more to the media attention the emergency situation receives than the magnitude of the disaster or the number of victims. In large quantities, such donations may overwhelm the capability of the local community to handle and distribute them.
- c) Local government, volunteer groups, and agencies may be adversely affected and may not be able to cope with a sizable flow of donations.
- d) Many individuals donate goods that are not needed by disaster victims or offer services that are not needed in the recovery process. Receiving and sorting unneeded goods or hosting volunteers, who do not have needed skills, wastes valuable resources; disposing of large quantities of unneeded goods can be a lengthy and costly process.
- e) The problem of unneeded donations can be reduced but not eliminated by developing and maintaining a current list of disaster needs, screening donation offers, and providing information to potential donors through the media.
- f) Most personal donations are given with little expectation of return other than an acknowledgment of thanks. However, some donations may be unusable, have "strings attached," or not really be donations at all.
- g) Donated goods may arrive in the local area without warning, day or night. Delivery drivers will want to know where they should deliver their load and who will unload it. They typically want their cargo off-loaded quickly so they can minimize downtime.
- h) Donations will frequently arrive unsorted and with minimal packaging and markings. When such goods are received, they must typically be sorted, repackaged and labeled, temporarily stored, and then transported to distribution points to be picked up by disaster victims.
- i) Donors may want to:
  - i. Know what is needed in the local area -- cash, goods, and/or services.

- ii. Know how they should transport their donation to the local area, or if there is someone who can transport it for them.
  - iii. Start a “drive for donations” to help disaster victims, but have no knowledge of what to do and how to do it.
  - iv. Earmark their donation for a specific local group or organization, such as a church, fraternal society, or social service agency, or want to know to whom, specifically, received their donation.
  - v. Have their donation received by a local official and/or receive a letter of appreciation or public recognition.
  - vi. Want to be fed and provided with lodging if they are providing volunteer services.
- j) Disaster victims may:
- i. Desire immediate access to donations before they are sorted and ready to be disseminated at appropriate distribution points.
  - ii. Believe that the donations have not been or are not being distributed fairly if they do not have information on the process of distributing donations.
  - iii. May have unmet needs which can be satisfied by additional donations.

## **VII. CONCEPT OF OPERATIONS**

### **A. GENERAL**

#### 1) Resources

- a) In accordance with the NIMS, our resource management program involves the application of tools, processes, and systems that allow for efficient and suitable resource allocations during an incident. Resources include personnel and facilities as well as equipment and supplies.
- b) When necessary, a multi-agency coordination system will be organized. Multi-agency coordination is important for the establishment of priorities, allocating critical resources, developing strategies for response and information sharing as well as facilitating communication.

- c) As established in the NIMS, resource management is based on four guiding principles:
  - i. The establishment of a uniform method of identifying, acquiring, allocating, and tracking resources.
  - ii. The classification of kinds and types of resources that is required for incident management.
  - iii. The use of a credentialing system linked to uniform training and certification standards.
  - iv. The incorporation of resources from non-traditional sources, such as the private sector and non-governmental organizations.
- d) In the event of resource shortfalls during emergency situations, the senior officials managing emergency operations or the EOC are responsible for establishing priorities for the use of available resources and identifying the need for additional resources.
- e) As a basis for employing resources to the greatest capacity during emergency situations, we will develop and maintain a current inventory of dedicated resources that may be needed. All of our resources, pursuant to the NIMS, are classified by kind and type. (The complete list is extensive and updated frequently, making it impractical to include as part of this annex. A database is maintained and kept at the Emergency Operations Center (EOC)).
- f) In the event that local resources have been committed or are insufficient, assistance will be sought from surrounding jurisdictions through inter-local agreements or Montana Mutual Aid Agreement. Effective cross-jurisdictional coordination is absolutely critical in the establishment of such agreements. Assistance will also be sought from volunteer groups and individuals. Where possible, agreements will be executed in advance with those groups and individuals for use of their resources.
- g) Some of the resources needed for emergency operations may be available only from businesses. Hence, we have established emergency purchasing and contracting procedures to the extent possible.
- h) Certain emergency supplies and equipment, such as drinking water and portable toilets, may be needed immediately in the aftermath of an emergency. The Resource Manager shall maintain a list of local

and nearby suppliers for these essential-needs items. See Attachment A for additional information.

- i) Although many non-emergency resources can be diverted to emergency use, certain personnel, equipment, and supplies may be required to continue essential community support functions such as medical care and fire protection.
- j) It is important to maintain detailed records of resources expended in support of emergency operations:
  - i. As a basis for future department/agency program and budget planning.
  - ii. To document costs incurred that may be recoverable from the party responsible for an emergency incident, insurers, or from the state or federal government.

## 2) Donations.

- a) The objectives of our donations management program are to:
  - i. Determine the needs of disaster victims and inform potential donors of those needs through the media and a variety of other means.
  - ii. Receive, process, and distribute goods and cash donations to victims that can be used to recover from a disaster.
  - iii. Accept offers of volunteers and donated services that will contribute to the recovery process.
  - iv. Discourage the donations of goods and services that are not needed, so that such donations do not become a problem.

## **B. MANAGEMENT OF RESOURCES**

- 1) The IC is responsible for managing emergency resources at the incident site and shall be assisted by a staff commensurate with the tasks to be performed and resources committed to the operation. The ICS structure includes a Logistics Section, which is responsible for obtaining and maintaining personnel, facilities, equipment, and supplies committed to the emergency operation. The IC will determine the need to establish a Logistics Section. This decision is usually based on the size and anticipated duration of the incident and the complexity of support required.

- 2) If the EOC is activated, the Incident Commander shall continue to manage emergency resources committed at the incident site. The Resource Manager in the EOC shall monitor the state of all resources, manage uncommitted resources, and coordinate with the Incident Commanders to determine requirements for additional resources at the incident site. Departments and agencies involved in emergency operations that require additional resources should use the Emergency Resource Request form in Attachment B to communicate their requirements to the resource management staff.
- 3) If additional resources are required, the Resource Manager shall coordinate with the EOC to:
  - a) Activate and direct deployment of additional local resources to the incident site.
  - b) Request mutual aid assistance.
  - c) Purchase, rent, or lease supplies and equipment.
  - d) Obtain specific donated resources from businesses, individuals, or volunteer groups.
  - e) Contract for necessary services to support emergency operations.
  - f) Commit such resources to the Incident Commander to manage.
- 4) If the resources above are inadequate or inappropriate for the tasks to be performed, the Resource Manager shall coordinate with the Disaster Emergency Services (DES) Coordinator to prepare a request for state resource assistance for approval by the Chief Elected Official.
- 5) The EOC should be among those initially notified of any large-scale emergency. When warning is available, key suppliers of emergency equipment and supplies should be notified that short notice orders might be forthcoming.
- 6) The EOC shall consult with the Beaverhead County Attorney to determine potential liabilities before accepting offers of donations of supplies, equipment, or services or committing manpower from individual or volunteer groups to emergency operations.

## **C. MANAGEMENT OF DONATED GOODS**

- 1) Beaverhead County does not wish to operate a system to collect, process, and distribute donations to disaster victims. Such a system is best operated by community-based organizations (CBO), the American Red Cross, VOAD and/or other volunteer organizations that have successfully handled donations in the past. However, experience has shown that volunteer groups can be overwhelmed by the scale of donations and may need certain government assistance (such as traffic control, security, and help in identifying facilities to receive, sort, and distribute donated goods). Additionally, large numbers of donations may be sent directly to local government. Hence, local government will need to help coordinate donation management efforts with volunteer organizations and agencies.
- 2) Recognized local and national charities [e.g., CBO VOAD, and ARC) have been accepting, handling, and distributing donations for many years. These organizations are skilled in the process and should be the first recourse for collecting and managing donations. Donors outside the local area should be encouraged to work through recognized community, state, or national social service organizations or voluntary human resource providers in the community in which they live. These organizations are capable of receiving donations in areas across the state or nation and then earmarking them for a particular disaster.
- 3) Donations of cash for disaster relief to CBO, VOAD, and ARC allows these organizations to purchase the specific items needed by disaster victims or provide vouchers to disaster victims so that they can replace clothing and essential personal property with items of their own choosing. Cash donations also reduce the need for transporting, sorting, and distributing donated goods. Cash is, therefore, generally the preferred donation for disaster relief.

## **D. PHASES OF MANAGEMENT**

- 1) Mitigation
  - a) Review the local hazard analysis, and to the extent possible, determine the emergency resources needed to deal with anticipated hazards and identify shortfalls in personnel, equipment, and supplies.
  - b) Enhance emergency capabilities by acquiring staff, equipment, and supplies to reduce shortfalls and by executing inter-local agreements to obtain access to external resources during emergencies.
- 2) Preparedness



- a) Establish and train an emergency resource management staff, who can perform logistics and resource management in an incident command operation or in the EOC.
- b) Maintain a complete resource inventory list in the EOC. This resource inventory should include resources not normally used in day-to-day incident response that may be needed during emergencies and disasters.
- c) Establish rules and regulations for obtaining resources during emergencies, including emergency purchasing and contracting procedures.
- d) Maintain the list of local and nearby suppliers of immediate need resources. See Attachment A for more information.
- e) Ensure emergency call-out rosters include the Resource Manager, who should maintain current telephone numbers and addresses for sources of emergency resources.
- f) Ensure that after-hours contact numbers are obtained for those companies, individuals, and groups who supply emergency equipment and supplies and that those suppliers are prepared to respond on short notice during other than normal business hours.
- g) Prepare and update this annex with local donations management plans.
- h) Identify and coordinate with those volunteer organizations that could provide assistance in operating the jurisdiction's donations management program.
- i) Periodically brief elected officials, department heads, and local volunteer groups about the local donations management program.
- j) Brief the local media so they can be prepared to advise the public of specific donation needs, discourage donations of unneeded items, disseminate information on the availability of donated goods, and provide other information as applicable.
- k) Include consideration of donations management in local emergency management exercises to test plans and procedures.
- l) Ensure contingency procedures are established for rapidly activating a bank account to receive and disburse monetary donations.

### 3) Response

- a) Advise the Chief Elected Official and emergency services staff on resource requirements and logistics related to response activities.
- b) Coordinate and use all available resources during an emergency or disaster and request additional resources if local resources are insufficient or inappropriate.
- c) For major emergencies and disaster, identify potential resource staging areas.
- d) Coordinate emergency resource needs with local departments, businesses, industry, volunteer groups, and where appropriate, with state and federal resource suppliers.
- e) Coordinate resources to support emergency responders and distribute aid to disaster victims.
- f) Maintain records of equipment, supply, and personnel costs incurred during the emergency response.
- g) Review the donations management program with senior government officials.
- h) Identify and prepare specific sites for donations management facilities and begin assembling needed equipment and supplies.
- i) Identify and activate staff for donations management facilities.
- j) Provide the media (through the PIO) with information regarding donation needs and procedures, and regularly update that information.

### 4) Recovery

- a) In coordination with department/agency heads, determine loss or damage to equipment, supplies consumed, labor utilized, equipment rental or lease costs, and costs of contract services to develop estimates of expenses incurred in response and recovery operations.
- b) In coordination with department/agency heads, determine repairs, extraordinary maintenance, and supply replenishment needed as a result of emergency operations and estimate costs of those efforts.
- c) Maintain records of the personnel, equipment, supply, and contract costs incurred during the recovery effort as a basis for recovering

expenses from the responsible party, insurers, or the state or federal government.

- d) The DSG should determine which donations management facilities will and will not be activated.
- e) Set up the donations management facilities that are activated and determine how each facility will be logistically supported.
- f) Staff donations management facilities with volunteer or paid workers, conducting on-the-job training as needed.
- g) Collect, sort, store, distribute, and properly dispose of donations, if necessary.
- h) In coordination with the PIO, provide regular updates to the media on donations procedures, progress, status, and the Current Needs List (goods and services that are needed and not needed).
- i) Continually assess donations management operations and determine when the donations management facilities should close down or be consolidated and when the donations management program can be terminated.
- j) Keep records of donations received and, where appropriate, thank donors.
- k) Activate the Unmet Needs Committee to provide continuing assistance to victims in need, depending upon the donations available.
- l) Maintain accounts of expenses, individual work hours, etc. Donations activities and functions are not generally reimbursable; however, if certain expenses are considered for reimbursement, accurate records will have to be submitted.

## **VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. GENERAL**

- 1) The function of resource management shall be carried out in the framework of the normal emergency organization described in the Basic Plan. Preplanning shall be conducted to ensure that the staff and procedures needed to manage resources in an emergency situation are in place.

- 2) The Finance Director shall serve as the Resource Manager and will be responsible for planning, organizing, and carrying out resource management activities during emergencies. The Resource Manager will be assisted by a temporary staff, described below, assembled from those departments and agencies with the required skills and experience.
- 3) During an emergency, the Resource Manager will fulfill requests for additional personnel, equipment, and supplies received from emergency response elements, identify resources to satisfy such requirements, coordinate external resource assistance, and serve as the primary point of contact for external resources made available to the jurisdiction.

## **B. ORGANIZATION**

- 1) Our normal emergency organization, as described in the Basic Plan, will carry out government activities in support of donations management.
- 2) The organization for donations management shall consist of the organizations and facilities described in this annex, supplemented by government personnel and other resources where needed, available, and appropriate. The organizations described in this annex are composed largely of volunteers, and primarily volunteers will operate the facilities described in this annex.
- 3) The Chief Elected Official is responsible for managing donations (cash and/or goods) that are made to the local government for disaster relief, subject to any regulations that may be enacted.
- 4) The Chief Elected Official shall appoint a government liaison to coordinate the efforts of local government with volunteer groups. As the DES Coordinator has demanding duties during emergency response and recovery, the DES should not be appointed as the Donations Coordinator.

## **C. ASSIGNMENT OF RESPONSIBILITIES**

- 1) The Chief Elected Official:
  - a) Will administer the rules and regulations regarding resource management during emergency situations established by the local governing body.
  - b) May provide general guidance on resource management and establish priorities for use of resources during emergency situations.

- c) May issue a local disaster declaration, if the situation warrants, and use available public resources to respond to emergency situations. Furthermore, s/he may, under certain circumstances, commandeer private property, subject to compensation requirements, to respond to such situations. Issuance of a local disaster declaration is advisable if an emergency situation has resulted in substantial damage to private or public property and state or federal assistance will be needed to recover from the incident. See Annex J (Recovery) and Annex U (Legal) regarding disaster declarations.
  - d) May request assistance from the state if local resources are insufficient to deal with the emergency situation. Cities must first request assistance from their county.
  - e) Ensure that a donations management program that coordinates the efforts of volunteer groups is planned and ready for activation.
  - f) Monitor the operation of the donations management program when activated.
- 2) The IC will:
- a) Manage resources committed to an incident site.
  - b) Monitor the status of available resources and request additional resources through the Logistics Section at the ICP/EOC.
- 3) The Resource Manager will:
- a) Advise elected officials and department heads regarding resource management needs and the priorities for meeting them.
  - b) Maintain the Beaverhead County resource inventory list.
  - c) Provide qualified staff at the ICP and the EOC to track the status of resources -- those committed, available, or out-of-service.
  - d) Maintain a list of suppliers for emergency resource needs. Identify sources for additional resources from public and private entities and coordinate the use of such resources.
  - e) Determine the need for, identify, and operate facilities for resource staging and temporary storage of equipment and supplies, to include donated goods.

- f) Monitor potential resource shortages and establish controls on use of critical supplies.
  - g) Organize and train staff to carry out the Logistics function at the ICP and the Resource Management function at the EOC.
- 4) The Supply & Distribution Coordinator will:
- a) Determine the most appropriate means for satisfying resource requests.
  - b) Locate needed resources using resource and supplier lists and obtain needed goods and services.
  - c) Coordinate with the Donations Coordinator regarding the need for donated goods and services.
  - d) Coordinate resource transportation requirements with the Transportation Officer. See Annex S (Transportation) for more information.
  - e) Direct and supervise the activities of the Supply and Distribution Officers.
- 5) The Distribution Officer will:
- a) Arrange delivery of resources, to include settling terms for transportation, specifying delivery location, and providing point of contact information to shippers.
  - b) Advise the Supply and Distribution Coordinator when the jurisdiction must provide transportation in order to obtain a needed resource.
  - c) Oversee physical distribution of resources, to include material handling.
  - d) Ensure temporary storage facilities or staging areas are arranged and activated as directed.
  - e) Track the location and status of resources.
- 6) The Supply Officer will:
- a) Identify sources of supply for and obtain needed supplies, equipment, labor, and services.

- b) Rent, lease, borrow, or obtain donations of resources not available through normal supply channels.
  - c) Keep the Distribution and Supply Coordinator informed of action taken on requests for supplies, equipment, or personnel.
  - d) Request transportation from and keep the Distribution Officer informed of expected movement of resources, along with any priority designation for the resources.
- 7) The County/City Financial Officer/Treasurer shall:
- a) Oversee the financial aspects of meeting resource requests, including record keeping, budgeting for procurement and transportation, and facilitating cash donations to the jurisdiction (if necessary and as permitted by the laws of the jurisdiction).
  - b) Advise officials and department heads of record-keeping requirements and other documentation necessary for fiscal accountability.
- 8) The County/City Attorney shall:
- a) Advise the resource management staff regarding procurement contracts and questions of administrative law.
  - b) Review and advise officials on possible liabilities arising from resource management operations during emergencies.
  - c) Monitor reports of overcharging/price gouging for emergency supplies and equipment and repair materials and refer such reports to the Office of the Attorney General.
- 9) All departments and agencies will coordinate emergency resource requirements that cannot be satisfied through normal sources of supply with the Resource Management staff.
- 10) The Volunteer Coordinator will:
- a) Select a site for a Volunteer Center and coordinate equipping and staffing the facility.
  - b) Develop operating procedures for and train staff to operate the Volunteer Center.
  - c) Supervise Volunteer Center operations.

d) Prepare and keep current Attachment D.

11) The Resource Staging Area (RSA) Manager will:

- a) Select a site for an RSA and coordinate equipping and staffing the facility.
- b) Develop operating procedures for and train staff to operate the RSA.
- c) Supervise RSA operations.
- d) Prepare and keep current Attachment D.

12) The Donations Financial Officer will:

- a) Establish a donations account for receiving monetary donations.
- b) Establish specific wording for the "Pay to the Order of" line for all checks and other securities so that appropriate information can be provided to potential donors.
- c) Ensure written disbursing procedures are prepared in close coordination with the Unmet Needs Committee so account disbursing officials have a clear mandate on how to prepare assistance checks (e.g., when, how much, to whom, etc.).

## **IX. COORDINATION**

### **A. GENERAL**

- 1) The Chief Elected Official shall, pursuant to NIMS, provide general guidance on the management of resources during emergencies and shall be responsible for approving any request for state or federal resources.
- 2) The Resource Manager may provide advice regarding resource management to the Chief Elected Official, the IC, the DES, and other officials during emergencies.
- 3) The IC will manage personnel, equipment, and supply resources committed to an incident, establishing a Logistics Section if necessary. If the EOC has not been activated, the IC may request additional resources from local departments and agencies and may request those local officials authorized to activate inter-local agreements or emergency response contracts to do so to obtain additional resources.



- 4) When the EOC is activated, the Resource Manager will manage overall resource management activities from the EOC. The IC shall manage resources committed to the incident site and coordinate through the Resource Manager to obtain additional resources. The Resource Manager shall manage resources not committed to the incident site and coordinate the provision of additional resources from external sources.
- 5) The Resource Manager will identify public and private sources from which needed resources can be obtained during an emergency situation, and originate emergency procurements or take action to obtain such resources by leasing, renting, borrowing, or other means.
- 6) The Resource Manager will direct the activities of those individuals assigned resource management duties in the EOC during emergency operations. Normal supervisors will exercise their usual supervisory responsibilities over such personnel.
- 7) The DSG will provide general guidance for donations management operations.
- 8) The DC will manage the donations management program, supervise key donations management program personnel, and coordinate the efforts of volunteer groups.
- 9) The supervisor of the donations management facility will direct the work of volunteers and paid government employees working at that facility.
- 10) Volunteers working as an integral part of a recognized volunteer group (e.g., ARC or TSA) will respond to direction from those organizations.
- 11) Each individual supervising a donations management function will select an appropriate assistant or designee to run the operation in his or her absence.

## **B. LINE OF SUCCESSION**

The line of succession for the Resource Manager is:

- 1)
- 2)
- 3)

## **C. COORDINATION**

- 1) The DC will work out of and communicate from the Donations Operations Office.
- 2) Each volunteer group assisting in the disaster will designate a specific individual with authority to accept task assignments and coordinate its activities with the Donations Operations Office.

## **X. ADMINISTRATION & SUPPORT**

### **A. GENERAL**

- 1) Maintenance of Records. All records generated during an emergency will be collected and maintained in an orderly manner so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.
- 2) Preservation of Records. Vital resource management records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.
- 3) Training. Individuals who will be performing resource management duties in the EOC or at the Incident Command Post shall receive training on their required duties and the operating procedures for those facilities.
- 4) Resource Data
  - a) The Resource Manager shall keep current the list of available emergency resources in the computerized resource database maintained in the \_\_\_\_\_.
  - b) The Resource Manager shall keep current information on the sources of essential disaster supplies in the computerized supplier list maintained in the \_\_\_\_\_.
- 5) Support. The Resource Manager is responsible for coordinating standby agreements for emergency use of resources with businesses, industry, individuals, and volunteer groups. The County/City Attorney shall be consulted regarding such agreements and approve them.

## **B. REPORTING**

- 1) During emergency operations, the Donations Operations Office shall compile and provide a daily summary of significant donations management activities to the EOC for use in staff briefings and inclusion in periodic Situation Reports. If the EOC has been deactivated, a periodic summary of activities will be provided to local officials and the heads of volunteer organizations participating in the recovery process.

## **C. RECORDS**

- 1) Activity logs. Each donations facility will maintain a log of major activities at that facility location, including activation and deactivation, arrivals and departure of staff, receipt of or return of major equipment, and the commitment of people, equipment, or materials to specific tasks.
- 2) The Donations Steering Group shall appoint a Secretary to provide a written record of the policies formulated and activities undertaken at meetings of the Group. The DC shall maintain these records.
- 3) The Unmet Needs Committee shall appoint a Secretary to maintain a written record of its actions. When the recovery process is completed, these records shall be turned over to the DC for retention.
- 4) Documentation of costs. Expenses incurred in operating the donations management system are generally not recoverable. However, in the event state and/or federal reimbursement is considered, accurate records would need to be provided. Therefore, all government departments and agencies should maintain records of personnel and equipment used and supplies consumed during donations management operations.

## **D. RESOURCES**

Government resources that may be needed to operate the donations management system are listed in Annex M (Resource Management).

## **E. POST-INCIDENT REVIEW**

The Basic Plan provides that the DES shall organize and conduct a review of the emergency operations in the aftermath of major emergency or disaster. The purpose of this review is to identify needed improvements in this plan, its procedures, its facilities, and its equipment. When the donations management system has been activated after a major emergency or disaster, donations management program personnel shall participate in the review.

## **F. EXERCISES**

Local drills and tabletop, functional, and full-scale exercises should periodically include a donations management scenario based on the anticipated hazards.

## **XI. ANNEX DEVELOPMENT & MAINTENANCE**

- 1) DES Coordinator is responsible for developing and maintaining this annex.
- 2) This annex will be reviewed annually and updated in accordance with the schedule outlined in the Basic Plan.

# **ATTACHMENT A**

## **PLANNING FACTORS**

### 1) Drinking Water

- a) The planning factor for drinking water is 3 gallons per person per day.
- b) Emergency drinking water is usually provided in the form of bottled water. Bottled water is available from a variety of sources already palletized and ready to ship.
- c) People sometimes request that water tankers be placed in specific areas as fill-it-yourself water stations. This arrangement is often undesirable because potable water tankers are generally in short supply, a distribution system of piping and faucets must be fabricated, and such facilities usually have to be staffed.

### 2) Ice

- a) Ice is needed to preserve food and medicines.
- b) The planning factor for ice is one 8 to 10 pound bag per person per day.
- c) Bagged ice is available from a number of distributors. When arranging for ice, keep in mind that ice is obviously perishable and the refrigerated delivery truck will likely need to be retained to preserve the product while it is being distributed.

### 3) Portable Toilets

- a) The general planning factor is 8 to 10 toilets per hundred people. In areas where people are well dispersed, additional toilets may be needed to keep the walk to sanitary facilities reasonable.
- b) In requesting portable toilets, ensure that the contract for providing the toilets includes the requirement to service them on a regular basis. A local or nearby firm that has existing arrangements for waste disposal is often preferable.
- c) Portable toilets should be sited at least 100 feet from any water source or cooking facility. To prevent disease, it is desirable to have hand-washing facilities in the vicinity of toilets.

#### 4) Food

- a) Shelter and mass care facilities and mobile feeding units generally aim to provide at least two, and preferably three, simple meals per day – cereal, sandwiches, and soup. When requesting feeding service, provide not only an estimate of the number of people that need to be fed, but also indicate the number of infants and children 1 to 3 years of age, so that suitable food can be provided.
- b) It may be possible to obtain packaged non-perishable meals for disaster victims who remain in their homes and cannot easily be served by fixed or mobile feeding facilities. A good estimate of the number of people who must be fed and for how long is vital in requesting such meals.

#### 5) Plastic Sheeting & Tarps

- a) Plastic sheeting and tarps are used to protect damaged structures from further damage by foul weather.
- b) The planning factor for plastic sheeting is 1100 square feet per home. That amount covers half the roof of a typical 1800 square foot house.
- c) For plastic sheeting: 4 or 5 mil thickness, 8+ feet wide – the wider the better.
- d) For tarps: inexpensive polyethylene tarps are readily available. Tarps should have grommets.
- e) Rope can be used to install tarps that have grommets. Furring strips are usually needed to keep plastic sheeting on roofs and walls and may also be used with tarps.

#### 6) Sandbags

- a) Sandbags may be used to protect structures from rising water.
- b) Sandbags are available in quantity from a number of commercial distributors.
- c) If you plan to use a substantial quantity of sandbags, a sandbag-filling machine can expedite filling. These machines are available from a variety of commercial vendors; sandbag distributors may be able to provide such machines or contact information for those who do.

#### 7) Suppliers of Essential Disaster Supplies

TBD

# ATTACHMENT B

## EMERGENCY RESOURCE REQUEST

REQUEST DATE	
REQUESTER NAME	
DEPARTMENT/ORGANIZATION	
CONTACT PHONE/FAX	
REQUESTER'S PRIORITY	Highest 1 2 3 4 5 Lowest
EMERGENCY RESOURCE REQUIRED (equipment, supplies, services)	

FOR EQUIPMENT:  Purchase  Rent/Lease for (period)\_\_\_\_\_

WHEN REQUIRED?

DELIVERY INFORMATION:

DELIVERY CONTACT, IF OTHER THAN REQUESTER (NAME & PHONE NUMBER):

FOR RESOURCE MANAGEMENT USE ONLY: REQUEST #

# **ATTACHMENT C**

## **DONATIONS MANAGEMENT PERSONNEL**



**ATTACHMENT D**  
**DONATIONS NEEDS LIST**

**ANNEX N:  
COORDINATION**

**Beaverhead County,  
Montana**

# APPROVAL & IMPLEMENTATION

## ANNEX N: COORDINATION

This annex is hereby approved. This annex is effective immediately and supersedes all previous editions.

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

# RECORD OF CHANGES

## ANNEX N: COORDINATION

	Date of Change	Date Entered	Change Entered By
1			
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# ANNEX M: COORDINATION

## I. PRIMARY AGENCIES

Beaverhead County DES

## II. SUPPORTING AGENCIES

TBD

## III. AUTHORITY

### A. FEDERAL

Name	Description	Legal
TBD		

### B. STATE

Name	Description	Legal
TBD		

### C. LOCAL

Name	Description	Legal
TBD		

## **IV. PURPOSE**

The purpose of this annex is to define the organization, operational concepts, responsibilities, and procedures necessary to accomplish coordination of emergency services for Beaverhead County. This annex describes our concept of operations and organization for coordination and assigns responsibilities for tasks that must be carried out.

## **V. EXPLANATION OF TERMS**

### **A. ACRONYMS**

DHS	Department of Homeland Security
DPS	Department of Public Safety
DSHS	Department of State Health Services
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NRP	National Response Plan
SOP	Standard Operating Procedures

## **VI. SITUATION & ASSUMPTIONS**

### **A. SITUATION**

- 1) Our community is vulnerable to many hazards, which threaten public health and safety, and property. See the general situation statement and hazard summary in the Basic Plan for more information on specific county hazards.
- 2) Our coordination organization must be able to quickly activate any time day or night, operate around the clock, and deal effectively with emergency situations that may begin with a single response discipline and expand to multi-disciplines requiring effective cross-jurisdictional coordination.

### **B. ASSUMPTIONS**

- 1) Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and



deploying emergency response forces may lessen the impact of some emergency situations.

- 2) We will use our own resources to respond to emergency situations, and, if needed, request external assistance from other jurisdictions pursuant to mutual aid agreements or from the state. Since it takes time to summon external assistance, it is essential to be prepared to carry out the initial emergency response on an independent basis.
- 3) Emergency operations will be directed by local officials, except where state or federal law provides that a state or federal agency must or may take charge, or where local responders lack the necessary expertise and equipment to cope with the incident and agree to permit those with the expertise and resources to take charge.
- 4) Effective coordination requires suitable facilities, equipment, procedures, and trained personnel. The Coordination function facilities will be activated and staffed on a graduated basis as needed to respond to the needs of specific situations.
- 5) Gallatin County has adopted the National Incident Management System (NIMS) and have implemented NIMS procedures and protocols, which will allow us to effectively work with our mutual aid partners, and state and federal agencies during any type of incident response.

## **VII. CONCEPT OF OPERATIONS**

### **A. GENERAL**

- 1) The coordination structure for emergency operations is pursuant to the NIMS, which employs two levels of incident management structures.
  - a) The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.
  - b) Multiagency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.
- 2) An Incident Commander (IC), using response resources from one or two departments or agencies, will normally handle emergency situations classified as incidents. The EOC will generally not be activated.
- 3) During major emergencies, disasters, or catastrophic incidents, a

Multiagency Coordination System may be advisable. Central to this system is the Emergency Operations Center (EOC), which is the nucleus of all coordination. The Incident Commander will manage the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the Incident Commander, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.

- 4) For some types of emergency situations, the EOC may be activated without activating an Incident Command operation. Such situations may include:
  - a) When a threat of hazardous conditions exists, but those conditions have not yet impacted the local area. The EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. When the hazard impacts, an ICP may be established, and coordination of the response transitioned to the Incident Commander.
  - b) When the emergency situation does not have a specific impact site, but rather affects a wide portion of the local area, such as an ice storm.
- 5) For operational flexibility, both ICS and EOC operations may be sized according to the anticipated needs of the situation. The structure of ICS is specifically intended to provide a capability to expand and contract with the magnitude of the emergency situation and the resources committed to it. The EOC may also be activated on a graduated basis.

## **B. INCIDENT COMMAND OPERATIONS**

- 1) The first local emergency responder to arrive at the scene of an emergency situation will serve as the Incident Commander until relieved by a more senior or more qualified individual. The Incident Commander will establish an ICP, provide an assessment of the situation to local officials, identify response resources required, and coordinate the on-scene response from the ICP.
- 2) The Incident Commander is responsible for carrying out the ICS function of command—making operational decisions to manage the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the Incident Commander and one or two individuals may perform all of these functions. For more serious emergency situations, individuals from various local departments or agencies or from external response

organizations may be assigned to separate ICS staff charged with those functions. For these serious emergency situations, it is generally desirable to transition to a Unified Command.

- 3) If the EOC has been activated, the Incident Commander shall provide periodic situation updates to the EOC.
- 4) In emergency situations where other jurisdictions or state or federal agencies are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

## **C. EOC OPERATIONS**

- 1) The EOC may be activated to monitor a potential emergency situation or to respond to or recover from an emergency situation that is occurring or has occurred. The EOC will be activated at a level necessary to carry out the tasks that must be performed. The level of activation may range from a monitoring operation with minimal staff, to a limited activation involving selected departmental representatives, to a full activation involving all departments, agencies, volunteer organizations, and liaison personnel.
- 2) The principal functions of the EOC are to:
  - a) Monitor potential threats.
  - b) Support on-scene response operations.
  - c) Receive, compile, and display data on the emergency situation and resource status and commitments as a basis for planning.
  - d) Analyze problems and formulate options for solving them.
  - e) Coordinate among local agencies and between county, city, state and federal agencies, if required.
  - f) Develop and disseminate warnings and emergency public information.
  - g) Prepare and disseminate periodic reports.
  - h) Coordinate damage assessment activities and assess the health, public safety, local facilities, and the local economy.

- i) Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the state.

#### **D. ICS - EOC INTERFACE**

- 1) When both an ICP and the EOC have been activated, it is essential to establish a division of responsibilities between the ICP 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.
- 2) The IC is generally responsible for field operations, including:
  - a) Isolating the scene.
  - b) Coordinating the on-scene response to the emergency situation and managing the emergency resources committed to it.
  - c) Warning the population in the area of the incident and providing emergency instructions to them.
  - d) 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.
  - e) Implementing traffic control arrangements in and around the incident scene.
  - f) Requesting additional resources from the EOC.
  - g) Keeping the EOC informed of the current situation at the incident site.
- 3) The EOC is generally responsible for:
  - a) Mobilizing and deploying resources to be employed by the IC.
  - b) Issuing community-wide warning.
  - c) Issuing instructions and providing information to the general public.
  - d) Organizing and implementing large-scale evacuation and coordinating traffic control for such operations.
  - e) Organizing and implementing shelter and mass care arrangements for evacuees.

- f) Requesting assistance from the state and other external sources.
- 4) Transition of Responsibilities
- a) Provisions must be made for an orderly transition of responsibilities between the ICP and the EOC.
  - b) From EOC to the ICP. In some situations the EOC may be operating to monitor a potential hazard and manage certain preparedness activities prior to establishment of an ICP. When an ICP is activated under these circumstances, it is essential that the IC receive a detailed initial situation update from the EOC and be advised of any operational activities that are already in progress, resources available, and resources already committed.
  - c) From the ICP to the EOC. When an incident command operation is concluded and the EOC continues to operate to manage residual response and recovery activities, it is essential that the IC brief the EOC on any on-going tasks or operational issues that require follow-on action by the EOC staff.
- 5) Extended EOC Operations
- a) While an incident command operation is normally deactivated when the response to an emergency situation is complete, it may be necessary to continue activation of EOC into the initial part of the recovery phase of an emergency. In the recovery phase, the EOC may be staffed to compile damage assessments, assess long term needs, manage donations, monitor the restoration of utilities, oversee access control to damaged areas, and other tasks.
  - 6) In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes, in which case it may be necessary to employ a Unified Area Command. In such situations, more than one Incident Command Post 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.

## **E. PHASES OF MANAGEMENT**

- 1) Mitigation
- a) Establish, equip, and maintain a EOC and an alternate EOC.
  - b) Identify required EOC staffing.

- c) Prepare maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations.
- d) Identify and stock supplies needed for ICP and EOC operations.
- e) Develop and maintain procedures for activating, operating, and deactivating the EOC.

## 2) Preparedness

- a) Identify department, agency, and volunteer group representatives who will serve on the EOC staff and are qualified to serve in various ICP positions.
- b) Pursuant to NIMS protocol, conduct NIMS training for department, agency, and volunteer group representatives who will staff the EOC and ICP.
- c) Maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations.
- d) Test and maintain EOC equipment to ensure operational readiness.
- e) Exercise the EOC at least once a year.
- f) Maintain a resource management program that includes identifying, acquiring, allocating, and tracking resources.

## 3) Response

- a) Activate an ICP and the EOC if necessary.
- b) Conduct response operations.
- c) Deactivate ICP and EOC when they are no longer needed.

## 4) Recovery

- a) If necessary, continue EOC activation to support recovery operations.
- b) Deactivate EOC when situation permits.
- c) Restock ICP and EOC supplies if necessary.

- d) For major emergencies and disasters, conduct a review of emergency operations as a basis for updating plans, procedures, and training requirements.

## **VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. ORGANIZATION**

- 1) Our normal emergency organization, described in the Basic Plan, will carry out the coordination function during emergency situations.
- 2) The organization of incident command operations will be pursuant to NIMS organizational principles. The specific organizational elements to be activated for an emergency will be determined by the IC based on the tasks that must be performed and the resources available for those tasks.
- 3) The EOC may be activated on a graduated basis. Department, agency, and volunteer EOC staffing requirements will be determined by the EMC based on the needs of the situation.

### **B. ASSIGNMENT OF RESPONSIBILITIES**

- 1) The Chief Elected Official will:
  - a) Establish general policy guidance for emergency operations.
  - b) Direct that the EOC be partially or fully activated.
  - c) When appropriate, terminate EOC operations.
- 2) The EMC will:
  - a) Develop and maintain the EOC Staff Roster and EOC operating procedures.
  - b) Activate the EOC when requested or when the situation warrants.
  - c) Serve as a EOC Supervisor.
  - d) Advise the Chief Elected Official on emergency management activities.
  - e) Coordinate resource and information support for emergency operations.

- f) Coordinate emergency planning and impact assessment.
  - g) Coordinate analysis of emergency response and recovery problems and development of appropriate courses of action.
- 3) The IC will:
- a) Establish an ICP and coordinate emergency operations at the scene.
  - b) Determine the need for and implement public warning and protective actions at and in the vicinity of the incident site.
  - c) Provide periodic situation updates to the EOC, if that facility is activated.
  - d) Identify resource requirements to the EOC, if that facility is activated.
- 4) Departments, agencies, and volunteer groups assigned responsibilities for ICP or EOC operations will:
- a) Identify and train personnel to carry out required emergency functions at the ICP and the EOC.
  - b) Provide personnel to staff the ICP and the EOC when those facilities are activated.
  - c) Ensure that personnel participating in ICP and EOC operations are provided with the equipment, resource data, reference materials, and other work aids needed to accomplish their emergency functions.

## **IX. COORDINATION**

### **A. GENERAL**

The Chief Elected Official will provide general guidance for the coordination function, pursuant to NIMS protocols.

### **B. INCIDENT COMMAND OPERATIONS**

The first responder on the scene will take charge and serve as the IC until relieved by a more senior or qualified individual or an individual designated by the Chief Elected Official. An ICP will normally be established at the incident



scene; the IC will coordinate response forces from that command post.

### **C. EOC OPERATIONS**

- 1) The Chief Elected Official may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.
- 2) The EMC may activate the EOC, will normally determine the level of EOC staffing required based upon the situation, and also notify appropriate personnel to report to the EOC.
- 3) Any department or agency head dealing with a significant health or safety issues that requires inter-agency coordination may request that the EMC activate the EOC to provide a suitable facility to work the issue.
- 4) The EMC will serve as EOC Supervisor.

## **X. ADMINISTRATION & SUPPORT**

### **A. FACILITIES & EQUIPMENT**

- 1) EOC
  - a) The EOC is located in \_\_\_\_\_.
  - b) The EOC is equipped with communication equipment necessary for conducting emergency operations. See Annex B (Communications) for more information on communications connectivity.
  - c) The EOC is equipped with emergency generator and a \_\_\_ day supply of fuel.
  - d) The EOC has emergency water supplies for \_\_\_ days of operation.
  - e) Food for the EOC staff will be provided by: \_\_\_\_\_.
- 2) Alternate EOC
  - a) Should the primary EOC become unusable, the alternate EOC, located at \_\_\_\_\_, will be used to manage emergency operations.
  - b) Communications available at this facility include:
    - i.

ii.

iii.

c) Facility limitations at the alternate EOC include:

i.

ii.

iii.

3) Mobile Command Post

a) The Incident Command may request that the Mobile Command Post, operated by \_\_\_\_\_, be deployed for use as an on-scene command post.

b) Communications capabilities of the Mobile Command Post include:

## **B. RECORDS**

1) Activity Logs. The ICP and the EOC shall maintain accurate logs recording key response activities, including:

a) Activation or deactivation of emergency facilities.

b) Emergency notifications to other local governments and to state and federal agencies.

c) Significant changes in the emergency situation.

d) Major commitments of resources or requests for additional resources from external sources.

e) Issuance of protective action recommendations to the public.

f) Evacuations.

g) Casualties.

h) Containment or termination of the incident.

i) The EOC shall utilize the Emergency Operations Center Log to record EOC activities. The ICP shall use the Unit Log (ICS form

214) or an equivalent.

2) Communications & Message Logs

- a) Communications facilities shall maintain a communications log. The EOC shall maintain a record of messages sent and received using the EOC Message Log

3) Cost Information

- a) Incident Costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future budgets.
- b) Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:
  - i. Personnel costs, especially overtime costs.
  - ii. Operation costs.
  - iii. Costs for leased or rented equipment.
  - iv. Costs for contract services to support emergency operations.
  - v. Costs of specialized supplies expended for emergency operations.

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting reimbursement for certain allowable response and recovery costs from the state and/or federal government.

## **C. REPORTS**

1) Initial Emergency Report

An Initial Emergency Report should be prepared and disseminated for major emergencies and disasters where state assistance may be required. This short report is designed to provide basic information about an emergency situation. See Attachment B for the report format.

## 2) Situation Report

For major emergencies and disasters where emergency response operations continue over an extended period, a Situation Report should be prepared and disseminated daily.

## **D. AGREEMENTS & CONTRACTS**

Should our local resources prove to be inadequate during an emergency, requests will be made for assistance from other neighboring jurisdictions, other agencies, and industry in accordance with existing mutual aid agreements and contracts.

## **E. EOC SECURITY**

- 1) Access to the EOC will be limited during activation. All staff members will sign in upon entry and wear their staff badge.
- 2) Individuals who are not members of the EOC staff will be identified and their reason for entering the EOC determined. EOC administrative staff will issue a visitor badge to those visitors with a valid need to enter the EOC, which will be surrendered upon departure.

## **F. MEDIA**

Media relations will be conducted pursuant to the NIMS. See Annex I (Public Information) for further details.

# **XI. ANNEX DEVELOPMENT & MAINTENANCE**

## **A. DEVELOPMENT**

- 1) The EMC is responsible for the development and maintenance of this annex.
- 2) The EMC is responsible for the development and maintenance of EOC Standard Operating Procedures.

## **B. MAINTENANCE**

This annex will be reviewed annually and updated in accordance with the schedule outlined in the Basic Plan.

# **ATTACHMENT A**

## **BEAVERHEAD COUNTY COORDINATION CENTER**

### **Organization & Staffing**

a. The general organization of the EOC during a full activation for emergency operations is depicted in Tab A to this Attachment. For a partial activation of the EOC, only those staff members required to deal with a particular emergency situation will be summoned to the EOC.

b. A sample EOC Staff Roster is provided in Tab B to this attachment. The [EMC/City Manager/Other] shall maintain and distribute a current EOC Staff Roster, including the names of EOC team members and contact information (office and home telephone numbers and pager numbers) for those individuals.

### **Facilities**

a. Procedures for activation and deactivating the EOC [and alternate EOC] are provided in Tab C.

### **EOC Operations**

General operating guidelines for the EOC are provided in Tab D.

### **EOC Log**

The Basic Plan requires that the EOC maintain accurate logs recording response activities, Including:

- a. Activation and deactivation of the EOC.
- b. Emergency notifications to other local governments and to state and federal agencies.
- c. Significant changes in the emergency situation.
- d. Major commitments of resources or requests for additional resources from external sources.
- e. Issuance of protective action recommendations to the public.
- f. Evacuations.
- g. Casualties.

- h. Containment or termination of an incident.
- i. The EOC Log, provided in Tab E shall be used to record this information and other pertinent information

**5. Message Handling**

- a. All messages sent by or received in the EOC will be recorded in the EOC Message Log, a copy of which is provided in Tab F.
- b. Outgoing messages will normally be prepared on an EOC Message Form, which is also used to specify how the message should be sent and record the time of dispatch and message number. A copy of the form is provided in Tab G to this attachment. Typed messages may simply be attached to the form.
- c. Incoming verbal messages will be recorded on an EOC Info/Action Record, a copy of which is provided in Tab H to this attachment. For messages that require action, the form is used to assign responsibility for action to EOC staff members and to record the action taken.

**ATTACHMENT B**  
**EOC OPERATING GUIDELINES**

**ATTACHMENT C**

**EOC STAFF ROSTER**



# ATTACHMENT D

## EOC ACTIVATION/DEACTIVATION

### A. 1. General

- a. The Chief Elected Official may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.
- b. The [EMC and staff] may activate the EOC and will normally determine the level of EOC staffing required based upon the situation.
- c. The EMC is responsible for maintaining the EOC Staffing Roster and ensuring that appropriate EOC staff members are notified to report to the EOC in the event the facility is activated.

### A. 2. Activation Checklist

	<b>Action</b>
	Determine level of EOC staffing required.
	Make notifications to the appropriate EOC staff and liaison personnel
	Advise the [County/City] switchboard and Dispatch Center that EOC is being activated.
	Move EOC status boards from storage closet and mount.
	Check and clean all EOC map boards
	Test EOC telephones
	Turn on and test EOC fax in communications room.
	Activate and test radios in communications room. (Qualified communications operator only)
	Activate EOC computer and printer; test e-mail function and Internet access.
	Check operation of EOC copier and ensure copier paper is available.
	Turn on the two EOC TV monitors.
	Check operation of EOC VCR and ensure blank tapes are available.
	Check status of supplies and forms in the EOC work area and replenish from storage closet.
	Test emergency generator and determine fuel status. Make arrangements for fuel delivery if required.
	Secure EOC entrance and set out EOC sign-in roster.
	Ensure Conference Room is cleared out for work use.
	Determine requirements for food service.

### A. 3. Deactivation Checklist

	<b>Action</b>
	The EMC shall collect the EOC Log, EOC Message Log, the master file of incoming and outgoing messages, the EOC Sign-in Roster, and other specified materials and retain those for reference.
	Advise [County/City] switchboard and Dispatch Center that EOC is being deactivated.
	Remove EOC status boards from walls, clean, and return to storage closet.
	Clean all EOC map boards.
	Turn off EOC fax in communications room.
	Deactivate radios in communications room.
	Deactivate EOC computer and printer.
	Turn off EOC copier and replenish copier paper.
	Turn off the two EOC TV monitors.
	Ensure EOC VCR is turned off.
	Replenish working supplies and forms from storage closet.
	Determine generator fuel status and arrange for refueling if necessary.
	If Conference Room was used as a work area, ensure it is cleaned up.
	Arrange for cleaning of EOC and removal of trash, if necessary,

# **ANNEX P: HAZARD MITIGATION**

**Beaverhead County,  
Montana**

# APPROVAL & IMPLEMENTATION

## ANNEX P: HAZARD MITIGATION

This annex is hereby approved. This annex is effective immediately and supersedes all previous editions.

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

# RECORD OF CHANGES

## ANNEX P: HAZARD MITIGATION

	Date of Change	Date Entered	Change Entered By
1			
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# **ANNEX P: HAZARD MITIGATION**

## **I. PRIMARY AGENCIES**

Beaverhead County Fire Protection Agencies

## **II. SUPPORTING AGENCIES**

TBD

## **III. AUTHORITY**

### **A. FEDERAL**

<b>Name</b>	<b>Description</b>	<b>Legal</b>
TBD		

### **B. STATE**

<b>Name</b>	<b>Description</b>	<b>Legal</b>
TBD		

### **C. LOCAL**

<b>Name</b>	<b>Description</b>	<b>Legal</b>
TBD		

## **IV. PURPOSE**

The purpose of this annex is to outline the organization, operational concepts, responsibilities, and procedures to provide hazard mitigation planning and implementation. This annex also addresses mitigation as a long-term on-going process applicable to both pre- and post-incident situations. The annex is applicable to and ensures mitigation services address services for the entire area of responsibility.



# V. EXPLANATION OF TERMS

## A. ACRONYMS

AOR	Area of Responsibility
B/C	Benefit/Cost
FMA	Flood Mitigation Assistance Program
GIS	Geographical Information System
GPS	Global Positioning System
HMGP	Hazard Mitigation Grant Program
HMC	Hazard Mitigation Coordinator
MAP	Mitigation Action Plan
NFIP	National Flood Insurance Program
PA	Public Assistance
PDM	Pre-Disaster Mitigation Program
SOP	Standard Operating Procedures

## B. DEFINITIONS

### **Appropriate Mitigation Measures**

Mitigation actions that balance the cost of implementation against the potential cost of continued damages if such measures are not taken. Mitigation measures should be less costly to implement than the damages they are intended to prevent. Floodplain management, acquisition of flood prone property, enhanced insurance coverage, and the adoption and enforcement of safe land use regulations and construction standards are considered as appropriate mitigation actions.

### **Benefit/Cost**

The ratio between the cost of implementing a mitigation project versus the benefits (amount of future cost savings) potentially achieved. Projects funded under the Hazard Mitigation Grant Program (HMGP) or Pre-Disaster Mitigation Program (PDM) must have a B/C of 1 to 1 or greater.

### **Disaster Resistant Community**

A community-based initiative that seeks to reduce vulnerability to natural hazards for an entire designated area through mitigation actions. This approach requires cooperation between government agencies, volunteer groups, individuals, and the business sectors of a community to implement effective mitigation strategies.

### **Hazard Analysis**

A document that provides a risk-based quantitative method of determining mitigation and preparedness priorities and consists of a hazard assessment, vulnerability assessment, and risk assessment. A hazard analysis identifies vulnerabilities and risks within each sector of the community and is a living document that is reviewed and updated annually.

## **Hazard Mitigation**

Sustained actions taken to eliminate or reduce long-term risk to people and property from hazards and their effects. The goal of mitigation is to save lives and reduce damages to property, infrastructure, and the environment and, consequently to minimize the costs of future disaster response and recovery activities.

## **Hazard Mitigation Grants**

There are three federal mitigation grant programs that provide federal cost-share funds to develop and implement vulnerability and risk reduction actions:

- 1) The Flood Mitigation Assistance Program (FMA) provides pre-disaster grants to state and local governments for both planning and implementation of mitigation strategies. Each state is awarded a minimum level of funding that may be increased depending upon the number of National Flood Insurance Program (NFIP) policies in force and repetitive claims paid. Grant funds are made available from NFIP insurance premiums, and, therefore, are only available to communities participating in the NFIP.
- 2) The Hazard Mitigation Grant Program (HMGP), authorized under Section 404 of the Stafford Act, provides funding for cost-effective post-disaster hazard mitigation projects that reduce the future potential of loss of life and property damage.
- 3) The Pre-Disaster Mitigation Program (PDM), authorized by Section 203 of the Stafford Act as amended by the Disaster Mitigation Act (DMA) of 2000 (Public Law 106-390), provides a means to fund pre-disaster hazard mitigation actions specifically designed to eliminate or reduce the consequences of future disasters. The PDM's focus is to (1) prevent future losses of lives and property due to hazards and (2) implement state or local hazard mitigation plans.

## **Mitigation Action Plan (MAP)**

A document that outlines the nature and extent of vulnerability and risk from natural and man-made hazards present in a jurisdiction and that describes the actions required to minimize the effects of those hazards. A mitigation action plan also describes how prioritized mitigation measures will be funded and when they will be implemented.

## **Public Assistance**

For the purposes of this annex, public assistance refers to disaster recovery grants authorized under Section 406 of the Stafford Act to repair the damages to public facilities following a major disaster declaration. Public Law 106-390 requires mitigation components be added to repair projects to reduce repetitive damages.

### **Risk Factors**

A group of identifiable facts and assumptions concerning the impact of specific or associated hazards. An analysis of interrelated risk factors provides a means to determine the degree (magnitude) of risk produced by a particular hazard or an incident and, consequently, provides a means to determine the priority of mitigation planning and implementation activities. A sample listing of risk factors are as follows:

- 1) The number of previous events involving this hazard.
- 2) Probability of future events occurring that involves this hazard.
- 3) Number of people killed or injured during previous events and number of people potentially at risk from future events involving this hazard.
- 4) Damages to homes, businesses, public facilities, special-needs facilities, and unique historic or cultural resources, crops, livestock that have been caused by previous events or are potentially at risk from future events involving this hazard.
- 5) Capabilities and shortfalls of emergency management organization to effectively respond to emergency situations involving this hazard.
- 6) Recovery activities needed to return jurisdiction to pre-event status. The recovery process involves not only time requirements, but also the associated costs to repair damages, restore services, and return economic stability after occurrence of the event.

### **Sectoring**

Dividing the community into manageable geographic segments for defining specific types of information concerning what is vulnerable and at risk in each sector. Sectioning facilitates mitigation and preparedness planning as well as response, search and rescue, and damage assessment operations.

### **Sustainable Development**

Managed community growth that meets the needs of the present without jeopardizing the needs of future generations. Sustainable development considers the impact of hazards on the community in the years ahead.

## **VI. SITUATION & ASSUMPTIONS**

### **A. SITUATION**

- 1) Our current Hazard Analysis indicates we are vulnerable and at risk from hazards that have caused, or have the potential for causing, loss of lives,

personal injuries, and/or extensive property damage.

- 2) Our area of responsibility has been divided into sectors to facilitate the collection of vulnerability and risk data and for conducting damage assessment operations.
- 3) Our local LEPC will conduct hazard mitigation operations under the leadership of the DES Coordinator.
- 4) Our Mitigation Action Plan (MAP) will be a countywide plan based on the PDM plan. Our MAP will meet state planning standards for mitigation and will be formally adopted approved by FEMA.

## **B. ASSUMPTIONS**

- 1) Exposure to risk from hazards exists whether or not an incident actually occurs.
- 2) The adverse impact of hazards can be directly affected by hazard mitigation actions accomplished prior to occurrence of an emergency situation. Effective post-event mitigation actions can also reduce the risk of repeat disasters.
- 3) Hazard mitigation planning and implementation activities are an on-going program/process and are an integral and complimentary part of our comprehensive emergency management program.
- 4) Mitigation actions to save lives and reduce damages can be achieved through properly coordinated group efforts. These efforts will require the cooperation of various levels of government and will be enhanced by the involvement and partnership of talented individuals with expertise in varying disciplines from both the public and private sectors.
- 5) The effective long-term reduction of risks is a goal and responsibility shared by all residents.

## **VII. CONCEPT OF OPERATIONS**

### **A. GENERAL**

- 1) This annex is not intended to describe in detail all aspects of our mitigation program. The achievement of hazard mitigation objectives is a high governmental priority, and all departments will seek out and implement risk reduction measures.

- 2) The DES Coordinator is responsible for the coordination of all mitigation activities of this jurisdiction. To achieve mitigation objectives, DES will be assisted by the LEPC that represents the local population.
- 3) The data collection process described in this annex provides a systematic means to identify hazards and assess their impact on this jurisdiction. It will facilitate the development and maintenance of our local Hazard Analysis by the LEPC.
- 4) Consistent with capabilities, the county DES Coordinator and the state DES will provide coordination, technical assistance, and guidance to help us achieve effective risk reduction objectives.
- 5) Our mitigation planning and implementation process is intended to facilitate the identification and implementation of appropriate mitigation actions. This process, in turn, facilitates the development of a joint federal, state, and local government partnership dedicated to the achievement of effective risk reduction objectives.
- 6) Consistent with capabilities, the LEPC will participate in appropriate training and exercises related to their hazard mitigation responsibilities.

## **B. OVERVIEW OF MITIGATION PROCESS**

- 1) Hazard mitigation is an on-going process that begins with the establishment of a local based planning group referred to as the local LEPC. The team's first job is to develop the local Hazard Analysis that provides a means for prioritizing mitigation and preparedness needs based on levels of vulnerability and risk.
- 2) The next step in the process is the development of our Mitigation Action Plan that defines specific mitigation measures designed to address the needs identified in the hazard analysis, to include actions that are to be taken, who will take them, how much they will cost, and how they will be funded.
- 3) The next step is to implement the measures identified in the Mitigation Action Plan using a variety of funding sources identified through an on-going and active search for funding opportunities.
- 4) The final step is to monitor and evaluate the effectiveness of implemented mitigation measures and to repeat the process-review and update the Hazard Analysis and the Mitigation Action Plan, continue the active search for funding opportunities, implement mitigation measures consistent with availability of funds, and monitor and evaluate their effectiveness.

## **C. PRE- & POST-EVENT RELATIONSHIPS**

- 1) Hazard mitigation activities are not only a response to an event and a known hazard but are also an active search for ways to prevent or reduce the impact from newly discovered hazards. The mitigation process is long-term in nature and, therefore, is an on-going element of the emergency management program that directly influences preparedness, response, and recovery requirements. Mitigation activities can be initiated at any time but are classified as either pre-event or post-event actions. These actions are not mutually exclusive and will be merged into a coordinated, continuous mitigation process.
- 2) Activities that take place prior to the occurrence of an emergency situation provide a more relaxed atmosphere for the development and implementation of long-term, multi-hazard oriented, mitigation measures. This time frame is preferred and is the most appropriate for reducing risks and potential damages.
- 3) Activities that take place after an emergency situation has occurred and already adversely affected this jurisdiction are a response and are too late to prevent or reduce impacts already suffered. Heightened hazard awareness and a desire for speedy recovery provide an emphasis for conducting mitigation activities during this time frame.

## **D. PHASES OF MANAGEMENT**

- 1) Hazard mitigation actions are an on-going process and are more appropriately classified and associated with the time frames before, during, and after occurrence of an emergency situation caused by a hazard. The following is a sequenced set of actions that should be taken by the LEPC during each time frame:
  - 2) Pre-Event Period
    - a) Develop and maintain Hazard Analysis.
    - b) Develop and maintain hazard Mitigation Action Plan.
    - c) Apply for grants and loans to conduct studies and implement mitigation projects.
    - d) Conduct studies and implement mitigation projects.
    - e) Provide vulnerability and risk data for use in community development planning, exercise design, emergency preparedness planning, and floodplain management.

### 3) Incident Response Period

- a) Assist decision makers and emergency responders in better understanding the potential impact consequences and emergency response needs by providing detailed vulnerability and risk data for all sectors impacted or likely to be impacted by the incident.
- b) Assist decision makers and emergency responders in answering “what if” questions through the use of appropriate real-time and model-based damage assessment tools such as HAZUS and other programs.

### 4) Post-Incident Period

- a) Conduct site surveys to record damage “footprint” and record/map high-water marks and other benchmarks to verify inputs and results of damage assessment tools. Inspect and evaluate effectiveness of previously implemented mitigation measures. Evaluate accuracy of floodplain maps/studies and identify any mapping needs.
- b) Complete LEPC reports based on observations and findings from site inspections. Begin development of potential mitigation project application(s) based on team reports.
- c) Provide assistance to decision makers for prioritization of damage assessment operations, conducting substantial damage determinations, and preparation of request for a state and/or federal disaster declaration.
- d) Provide assistance to state and federal mitigation team activities once a disaster is declared.
- e) Assist designated local Project Officer(s) prepare and submit Hazard Mitigation Grant Program (HMGP) Notice of Interests (NOIs) and application(s), and monitor Public Assistance (PA) projects for inclusion of mitigation components once a state or federal disaster is declared.
- f) Review LEPC reports and update hazard analysis and mitigation action plan.
- g) Assist designated local Project Officer(s) in implementing projects and administer HMGP and other mitigation grant programs.

## **E. LEPC HAZARD MITIGATION**

- 1) Our LEPC has primary responsibility for mitigation activities for our county but also provides representatives to and actively participates in countywide mitigation action planning.
- 2) The LEPC is not viewed as an organization with rigid membership and regular duties, but rather one of flexible membership whose makeup and duties are dependent upon the particular mitigation activity under consideration. This flexibility allows the HMC to tailor the group to meet the situation while insuring the involvement of appropriate individuals from the community.
- 3) The LEPC are the local experts that understand local concerns, issues, and capabilities to achieve local mitigation goals and objectives. The LEPC, under the leadership and coordination of the HMC, is collectively responsible for development, distribution, and maintenance of the local Hazard Analysis, Mitigation Action Plan, and this annex.
- 4) In the event of a Presidential or state disaster declaration for this jurisdiction, the HMC and LEPC will provide assistance to the federal and state LEPC, in conducting damage and effectiveness assessments, and the identification and implementation of appropriate hazard mitigation measures for the jurisdiction(s).
- 5) The LEPC will also be responsible for providing assistance necessary for submission and administration of HMGP and PDM grants.

## **F. HAZARD ANALYSIS**

- 1) Our Hazard Analysis was developed through a joint effort of our LEPC efforts countywide. It is a stand alone product consisting of maps, databases, charts, atlases, and other supporting documentation that is reviewed and updated at least annually by the HMC, with assistance from the LEPC.
- 2) The analysis provides a risk-based quantitative method to prioritize mitigation and preparedness needs for the jurisdiction as a whole. Our analysis supplements the state Hazard Analysis and focuses on hazards and their impact to our area of responsibility.
- 3) Our analysis has been distributed to all appropriate agencies/organizations, and additional copies are available from the HMC.



## **G. MITIGATION ACTION PLAN**

- 1) Our Mitigation Action Plan (MAP) was developed through joint efforts of our LEPC and our mitigation action planning partners. It is reviewed annually and updated at least every five years by the HMC, with assistance from members of the LEPC.
- 2) Our mitigation action plan outlines our mitigation goals, our risk reduction strategy for each of the significant hazards that threaten our area of responsibility, and a discussion of on-going risk reduction activities.
- 3) Our plan also details what is to be done, how much it will cost, who will be responsible for the action, how it will be funded, and provides an implementation schedule. It is an action plan for accomplishment of vulnerability and risk reduction measures for our area of responsibility.
- 4) Our plan supplements, and is in concert with the state Hazard Mitigation Plan, and focuses on mitigation actions that affect our area of responsibility. Our plan meets state planning standards for mitigation, and has been approved by FEMA. Copies have been distributed to all appropriate agencies/organizations, and additional copies are available from the HMC.

## **VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. ORGANIZATION**

- 1) Hazard mitigation is a function that requires the coordination of a variety of multi-disciplined on-going activities. The Chief Elected Official (CEO) is responsible for the overall emergency management program and has designated the LEPC as the agency with primary responsibility for hazard mitigation. The DES Coordinator has been designated as the LEPC Coordinator and serves as the single manager/coordinator for this function for this jurisdiction.
- 2) The LEPC consists primarily of representatives of local government, but also includes partners that represent industry and the private sector. Individual team members and functional areas of expertise are listed in Attachment A of this annex. The LEPC provides a pool of local people with skills in the wide variety of disciplines that may be required to achieve effective hazard mitigation objectives. The CEO appoints supporting agencies and organizations to provide representatives to the LEPC, and the HMC serves as team leader and functional manager.
- 3) The LEPC provides the flexibility to involve all team members in the problem

solving process or to involve only those team members who possess the specific skills needed to mitigate a specific hazard condition.

- 4) The CEO will designate individuals to serve as Project Officer to administer Hazard Mitigation Grant Program (HMGP) applications and projects. The local Project Officer(s) will serve as the single point of contact for the jurisdiction and coordinate with designated state mitigation project officers.

## **B. ASSIGNMENT OF RESPONSIBILITIES**

- 1) The Chief Elected Official (CEO) will:
  - a) Appoint an agency to exercise primary responsibility to coordinate hazard mitigation activities and an individual to serve as HMC.
  - b) Appoint support agencies and organizations to provide representation to the LEPC.
  - c) Appoint local Project Officer(s) to administer HMGP and other mitigation applications and projects.
- 2) The LEPC/DES Coordinator will:
  - a) Coordinate all hazard mitigation related activities of this jurisdiction, which include development, distribution, and maintenance of the local Hazard Analysis, Mitigation Action Plan, and this annex.
  - b) Assist in selecting supporting agencies and individual members of the LEPC, assign tasks, and manage the various activities of the team so as to accomplish mitigation functional responsibilities for the jurisdiction.
  - c) Insure development, distribution and retention of mitigation reports, records and associated correspondence, and manage implementation of appropriate mitigation measures.
  - d) Serve as point of contact and provide local assistance for federal, state, and countywide level mitigation program and planning activities.
  - e) Develop SOP for compiling information, determining priority of efforts, preparing reports, and monitoring implementation and effectiveness of mitigation measures.
  - f) Maintain this annex and insure that all component parts are updated and contain current data.

- g) Serve as, or provide assistance to, the designated local Project Officer(s) responsible for administering mitigation program grants such as HMGP and PDM, and for reviewing PA projects for inclusion of appropriate mitigation measures.
  - h) Conduct or assist in annual reviews and scheduled updates of countywide mitigation action plan.
- 3) The LEPC will:
- a) Assist in the accomplishment of team objectives, as assigned by the LEPC Coordinator.
  - b) Provide technical assistance and functional expertise in disciplines as assigned in Attachment A of this annex.
  - c) Assist the LEPC to develop, distribute, and maintain the local Hazard Analysis, this annex, and local Project Officer(s) administer mitigation program grants.
  - d) Conduct or assist in annual reviews and scheduled updates of the countywide mitigation action plan.
  - e) Provide assistance to the designated local Project Officer(s) responsible for administering mitigation program grants such as HMGP and PDM.
  - f) List each organization that is part of the team and indicate their role(s).
- 4) Local Project Officer(s) will:
- a) Serve as single point of contact and administer HMGP, PDM, and other mitigation program applications and projects.
  - b) Coordinate with designated state mitigation project officer(s).

## **IX. COORDINATION**

### **A. GENERAL**

- 1) The LEPC Coordinator will manage the activities of the LEPC and coordinate all hazard mitigation related activities of this jurisdiction.
- 2) Lines of Succession

- a) Lines of succession for the LEPC Coordinator will be in accordance with the Beaverhead DES SOP.
- b) Lines of succession for LEPC members will be in accordance with their parent organization's established SOP.
- c) The CEO will appoint successors for unaffiliated individual team members.

## **X. ADMINISTRATION & SUPPORT**

### **A. REPORTING**

- 1) The DES Coordinator maintains records of previous hazard events and disaster declarations. These records contain data pertinent to risk factor analysis and, consequently, aid in determination of mitigation requirements. Risk factor analysis provides a means to determine significant levels of risk or significant hazard events that require initiation of a LEPC.
- 2) A listing of mitigation-related documents on file pertaining to this jurisdiction is provided in Attachment B of this Annex. This is a listing of plans, programs, grants, regulations, studies, maps, etc., which address hazards or mitigation activities unique to this jurisdiction. Items listed may include flood control studies, dam safety plans/guidance, local ordinances, flood mitigation plans, flood hazard boundary maps, flood insurance rate maps, drainage studies, Corps of Engineer Section 22 or feasibility studies, master drainage studies/plans, flood mitigation plans, etc. This record provides a listing of reference documents to be maintained and utilized as an aid to identify vulnerability and risks impacts and accomplish mitigation objectives.
- 3) The "Notice of Interest and LEPC Report" provides a means to identify, record, and coordinate on going mitigation planning and implementation activities. The report is a management tool to facilitate the identification of mitigation opportunities and the development of an action plan and implementation schedule. The report is used to document mitigation opportunities discovered during the damage assessment process following occurrence of emergency situations and also to document and facilitate the implementation of findings and recommendations identified in the Hazard Analysis or land use, development, flood control, or other special comprehensive studies. This report system also provides a means to increase inter-governmental participation in the mitigation process through exchange of ideas, technical assistance and guidance. This report is a component of our Mitigation Action Plan, and is also used to notify the state of our interest in applying for a mitigation program grant. This form may be found in Attachment B to this annex.

- 4) The instructions for completing the “Notice of Interest and LEPC” are located in Attachment B to this annex.
- 5) Additional reports to evaluate effectiveness and monitor long-term implementation measures will be prepared as needed. Records pertaining to loans and grant programs will be maintained in accordance with applicable program rules and regulations.

## **B. RELEASE & DISTIRBUTION OF INFORMATION**

- 1) Completed LEPC reports, the Hazard Analysis, and the Mitigation Action Plan will be presented to the CEOs for review, approval, adoption, and implementation.
- 2) Completed reports, historical records and associated correspondence will be maintained and utilized as a management tool for the continued development of a mitigation strategy for this jurisdiction.

# **XI. ANNEX DEVELOPMENT & MAINTENANCE**

## **A. DEVELOPMENT & MAINTENANCE**

- 1) The LEPC Coordinator has overall responsibility for the development and maintenance of all components of this annex, to include reports, records, SOPs, and associated correspondence files.
- 2) The LEPC Coordinator, with assistance from the LEPC, will ensure that copies of this annex are distributed to all LEPC members, all jurisdictions within our area of responsibility, and other agencies/organizations, as appropriate.

# ATTACHMENT A

## LEPC HAZARD MITIGATION TEAM

The implementation of effective hazard mitigation measures requires utilization of all resources available to this jurisdiction. Multi-disciplined, long-range mitigation planning requires a coordinated team of personnel with administrative, financial, and technical knowledge and expertise in a variety of functional areas that may be needed to achieve mitigation objectives. Supporting team member agencies and organizations, along with their functional areas of responsibility, are listed in this attachment.

	<b>Title/Agency</b>
<b>Hazard Mitigation Coordinator</b>	
<b>Functional Responsibility</b>	
Public Awareness/Education	
Emergency Preparedness and Response	
Disaster Recovery	
Floodplain Management	
Engineering Services	
Damage Assessment	
Volunteer Services	
Water Treatment	
Wastewater Treatment	
Drainage/Flood Control	
Public Health	
Legislative Representation/Liaison	
Building Codes and Permits	
Zoning Regulations	
Legal Services	
Development Planning	
Subdivision Regulations	
Fiscal/Funding Resources	
Tax Assessment	
Septic Tank/Sanitation Standards	
Environmental Protection	
Land Use Planning	
Property Condemnation	
Land Acquisition	
Historical Preservation	
Parks and Wildlife	
River Authority	
Levee/Seawall Management	
Dam Safety/Reservoir Management	
Coastal Zone Management	
Agricultural Recovery Programs	

Fire and Casualty Insurance	
Flood Insurance	
Wind Insurance	
Drainage District	
Citizen Group(s)	
Business/Industry	
Council of Government	
Data Processing Services	
Mapping Services	
GIS Services	
Grant Writing/Management	
Urban/Regional Planning	
Professional Group(s)	
Neighborhood Association(s)	
Chamber of Commerce	
Realtors	
Bankers/Lenders	

# **ATTACHMENT B**

## **MITIGATION REFERENCE RECORDS**

**[data below are examples]**

	<b>Title/Subject</b>	<b>Date</b>	<b>Prepared By</b>	<b>File Location</b>
1.	Hazard County Drainage Study	5-20-01	Y. Critch Inc.	Hazard County Public Works Department
2.	USACOE Section 22 Study for Roa River	4-1-00	Ft. Worth District	City of Disasterville Engineering Department
3.	Storm Data Report for Hazard Cour	9-1-02	NWS	Hazard County Emergency Management Office
4.	Hazard Mitigation Plan for Areas af by Hurricane Polly (DR-XXXX)	10-4-92	Texas DEM	Hazard County Emergency Management Office
5.				
6.				
7.				
8.				
9.				
10.				



# ATTACHMENT C

## NOTICE OF INTEREST & HAZARD MITIGATION TEAM REPORT

Jurisdiction:

County:

Date:

1. Hazard Mitigation Coordinator/Project Officer: Address: Phone #: Fax #: E-mail:
2. Impact Area:
3. Hazard Identification:
4. Incident Period:
5. Number of Previous Events Involving this Hazard:
6. Number of Residents at Risk from this Hazard:
7. Background and Discussion:
8. Hazard Mitigation Team Recommendations:
<b>Work Element # 1</b>
Mitigation Action:
Lead Agency:
Estimated Cost:
Funding Method:
Schedule:

## **MITIGATION JOB AID #1: INSTRUCTIONS FOR COMPLETING NOI/ MITIGATION TEAM REPORT**

### 1) General

- a) The “Notice of Interest and Hazard Mitigation Team Report” discussed in Annex P is concerned with one basic goal: to assist in the identification and implementation of mitigation actions that will eliminate, or at least reduce, the potential for future losses.
- b) The report is designed for use to conduct and record an initial survey of an impacted disaster area and facilitate the identification of causes and mitigation opportunities. The report provides the basis for development of a coordinated Mitigation Action Plan (MAP) and a Notice of Interest (NOI) to apply for federal and state funds to implement hazard mitigation actions.
- c) The mitigation report is primarily a response action following a disaster or significant event, however, the process will also be used to document mitigation opportunities identified in findings or recommendations of special comprehensive studies, and for review and update of the Hazard Analysis and Mitigation Action Plan.
- d) This report identifies mitigation opportunities and addresses them as work elements to be accomplished. The various work elements contained in the report constitute the actions necessary to reduce risk within the designated impact area. It is recommended that the report be prepared no later than 15 working days following a significant event. The report will also be prepared any time an analysis of risk factors indicates a significant level of risk, or opportunities for mitigation actions are identified. A separate report should be completed for each individual proposed mitigation project.

### 2) Following is an explanation of the components of the report:

- a) Hazard Mitigation Coordinator/Project Officer: [Identify the person responsible for completing the report and serving as the single point of contact concerning the project. This person represents our jurisdiction and works directly with the state project officer to manage and administer this project.]
- b) Impact Area: [Identify area or areas impacted by incident/disaster- focus on affected area such as a specific sub division, a section of property along a creek or drainage ditch, or a specific structure such as a building or bridge or culvert etc. This could also identify a

vulnerable area potentially at risk such as a designated hurricane risk area, floodway, floodplain, dam failure inundation zone, high erosion or subsidence area, vulnerability zone, etc.]

- c) Hazard Identification: [Identify specific hazard(s) addressed in this report. For example – severe thunderstorms with flooding from Hurricane Allen, wind damage from a tornado, dam failure and downstream flooding, surge flooding from hurricanes, etc.]
- d) Incident Periods: [Identify time(s) and date(s) of incident/disaster. If report is prepared prior to an incident/ disaster, use “Pre-Incident Report” for this entry.]
- e) Number of Previous Events Involving This Hazard: [Identify the number of events caused by this hazard in the time frame for which records are available. For example, two (2) events in 1986, five (5) events from 1983 to present, etc.]
- f) Number of Residents at Risk from this Hazard: [Identify the number of people at risk in the above identified impact area, or the specific facility. Focus on information pertaining to the proposed problem and recommended actions -- include information such as number of families, housing units, and special needs population affected by incident, or at risk from a potential incident.]

### 3) Background and Discussion:

- g) [Explain the problem and what benefits will be derived once problem is corrected]
- h) [Briefly describe what happened, or what could possibly happen, and the real cause of the problem. A flood is a hazard, but what really caused it to flood this sub-division or this part of town, and why was it so bad this time? Perhaps drainage ditches overflowed because excessive vegetation impeded water flow, or flood control gates were rusty and inoperable, or increased run-off from new development has increased the area vulnerable to floods, etc. If possible, identify specific conditions that directly contributed to impact of incident/disaster]
- i) [If this is a pre-event situation explain how the problem was identified and why it is important to resolve-explain the problem and how the recommended actions will correct it. If actions are to implement recommendations or findings in a hazard analysis, atlas, or other comprehensive study, identify and discuss the source documents-this

will strengthen and reinforce the need to implement your recommend mitigation actions.]

4) Hazard Mitigation Team Recommendation:

- j) Work Element #: [This section of the report is a listing of specific step by step actions to be accomplished that will eliminate, or at least reduce the impact of this hazard. This section is essentially an implementation strategy of mitigation actions that will reduce risk and vulnerability levels within this impact area. Each “Work Element” is a numbered separate task that identifies a specific mitigation action along with a discussion of the means to be employed to accomplish the action. The number of work elements (i.e., mitigation actions) developed for each report will be determined by the HMC and will be based on the nature of the hazard, and the complexity of the recommended solution.] Each work element is a proposed task to be accomplished to complete a single project. Each proposed project may have multiple work elements and each proposed project requires a separate team report.
- k) Mitigation Action: [Identify specific actions that, if accomplished, will reduce vulnerability and risk in the impact area. Actions should be listed in implementation sequence so they constitute a step by step action plan to achieve mitigation objectives. As an example, you may want to identify the number and value of structures at risk in a particular subdivision; and then apply for environmental and historical preservation clearances; and then develop a land use plan; and then determine availability of grants; and then invite property owners to participate; and then apply for a grant; etc. All of the actions are needed and collectively will provide a way to reduce vulnerabilities and risks. Most mitigation projects consist of a number of interrelated and coordinated mitigation actions accomplished through a step by step process.]
- l) Lead Agency: [Identify the local agency or organization that is best suited to accomplish this action. In most cases the organizations represented on the LEPC will be ideally suited to accomplish specific mitigation actions.]
- m) Cost of Action: [Indicate what the cost will be to accomplish this action. This amount will, of course, have to be estimated until actual final dollar amounts can be determined.]
- n) Funding Method: [Indicate how the cost to complete the action will be funded. For example – funds may be provided from existing operating budgets, or from a previously established contingency fund, by voter

endorsed bond action, or a cost sharing Federal or State grant, etc. Remember that various funding methods are available and that creative funding techniques may be necessary.]

- o) Schedule: [Indicate when action will begin, and when action is expected to be completed. Remember that some actions will require only a minimum amount of time, while others may require a long-term continuing effort.]

# **ANNEX R: SEARCH & RESCUE**

**Beaverhead County,  
Montana**

# APPROVAL & IMPLEMENTATION

## ANNEX R: SEARCH & RESCUE

This annex is hereby approved. This annex is effective immediately and supersedes all previous editions.

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

# RECORD OF CHANGES

## ANNEX R: SEARCH & RESCUE

	Date of Change	Date Entered	Change Entered By
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# ANNEX R: SEARCH & RESCUE

## I. PRIMARY AGENCIES

Beaverhead County Fire Protection Agencies, Beaverhead County Law Enforcement Agencies

## II. SUPPORTING AGENCIES

City/County Engineer

## III. AUTHORITY

### A. FEDERAL

Name	Description	Legal
TBD		

### B. STATE

Name	Description	Legal
TBD		

### C. LOCAL

Name	Description	Legal
TBD		

## IV. PURPOSE

The purpose of this annex is to outline operational concepts and organizational arrangements for Search and Rescue (SAR) operations during emergency situations in our community. This annex is applicable to all agencies, organizations, and personnel assigned SAR functional responsibilities.

## V. EXPLANATION OF TERMS

### A. ACRONYMS

EOC	Emergency Operations Center
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
ME	Medical Examiner
SAR	Search and Rescue
SOP	Standard Operating Procedures

### B. DEFINITIONS

#### **Hazmat**

Hazardous materials.

#### **Secondary Hazard**

A situation that occurs as a result of an initial hazard. For example, a chemical release from a tank car involved in a train derailment or a gas leak within a collapsed building.

#### **Terrorist Incident**

A violent act, or an act dangerous to human life, in violation of the criminal laws of the United States, or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political and social objectives.

## VI. SITUATION & ASSUMPTIONS

### A. SITUATION

- 1) Beaverhead County jurisdictions that are party to this plan depend on local Search & Rescue for search and rescue operations.
- 2) Local buildings are subject to severe structural damage from flood, earthquake, explosion, and acts of terrorism, which could result in injured people trapped in damaged and collapsed structures.
- 3) In emergency situations involving structural collapse, large numbers of people may require rescue.
- 4) The mortality rate among trapped victims rises dramatically after 72 hours; therefore SAR operations must be initiated without delay.

- 5) Secondary hazards may compound problems and threaten both disaster victims and rescue personnel.
- 6) Weather conditions such as rain, temperature extremes, and high winds, may pose additional hazards to disaster victims and rescue personnel.
- 7) Large-scale emergencies, disasters, and acts of terrorism may adversely impact SAR personnel, equipment, and facilities as well as communications systems.

## **B. ASSUMPTIONS**

- 1) A trained, equipped, organized rescue service will provide the capability to conduct methodical SAR operations, shore up and stabilize weakened structures, release trapped persons, and locate the missing and dead.
- 2) Access to disaster areas may be limited because of damaged infrastructure.
- 3) If resources and those obtained pursuant to inter-local agreements are insufficient and additional support is required, we will request assistance from the State.
- 4) During major emergency situations, SAR resources may be damaged and specialized supplies depleted.

## **VII. CONCEPT OF OPERATIONS**

### **A. GENERAL**

- 1) The County Sheriff has the primary responsibility of providing our community with SAR operations by state law. SAR resources include:
  - a) The City of Dillon Volunteer Fire Department
  - b) Rural Volunteer Fire Departments
  - c) The Beaverhead Search and Rescue
  - d) The Sheriff's Canine SAR Unit
  - e) The Beaverhead SAR Dive Rescue Unit
  - f) The Beaverhead SAR Equine SAR Team
  - g) The Beaverhead SAR Swift Water Rescue Team

- h) The Beaverhead SAR Mountain Rescue Team
  - i) The Civil Air Patrol & Local Pilots
- 2) The responsibilities of SAR teams will be extensive during some types of emergency situations. These responsibilities include the search for and extrication of victims during events such as structural collapse, Hazmat accidents, flooding incidents, radiological incidents, and major fires or explosions.

## **B. IMPLEMENTATION OF ICS**

The first responder on the scene of an emergency situation should initiate the ICS and establish an Incident Command Post (ICP). As other responders arrive, this jurisdiction will implement the Incident Command System (ICS). The individual present that is most qualified to deal with the specific situation will be designated as the Incident Commander (IC). The IC will implement ICS to coordinate responding resources and designate emergency operating areas.

## **C. TERRORIST INCIDENT RESPONSE**

During a terrorist incident response, it is essential that the Incident Command team establish operating areas and formulate a plan of action that will allow SAR personnel to conduct operations in such a way as to minimize the impact to the crime scene. Emergency responders should be especially watchful for any signs of secondary devices usually set off for the purpose of injuring responders. Refer to Annex V (Terrorist Incident) for more information on the response to terrorist threats and activities.

## **D. REQUESTING EXTERNAL ASSISTANCE**

- 1) If local SAR resources are inadequate to deal with an emergency situation, SAR resources covered by mutual aid agreements will be requested by Incident Commander, Sheriff, Police Chief or other individuals who are specifically authorized to do so. The Sheriff or Police Chief may also request assistance from industries and businesses with SAR resources that have agreed to assist us during emergencies.
- 2) If SAR resources and those obtained pursuant to inter-local agreements are insufficient to deal with an emergency situation, statewide mutual aid will be requested pursuant to mutual aid agreements.
- 3) If the foregoing resources are inadequate to deal with an emergency situation, the Chief Elected Official may request SAR assistance from the

State through Montana DES. Montana DES can also request federal SAR resources.

## **E. PHASES OF MANAGEMENT**

### 1) Prevention

- a) Maintain up-to-date information on known hazards present in facilities such as refineries, factories, power plants, and other commercial businesses.
- b) Maintain up-to-date information on type and quantities of hazardous material present in local businesses and industrial facilities.

### 2) Preparedness

- a) Maintain a schedule for testing, maintenance, and repair of rescue equipment.
- b) Maintain a list of all SAR resources and stock specialized supplies. See Annex M (Resource & Donations Management) for more information.
- c) Make arrangements for responders to obtain building plans during emergencies.
- d) Identify sources of dogs that can be used for SAR operations.
- e) Develop communications procedures to ensure adequate communications between SAR units, fire units, law enforcement units and other emergency responders.
- f) Plan and execute training exercises for all SAR personnel on a regular basis.
- g) Revise and update response plans at regular intervals.

### 3) Response

- a) Initiate rescue missions as necessary.
- b) Mobilize support resources.

### 4) Recovery

- a) Perform or assist in decontamination and cleanup.

- b) Assess damage to SAR equipment and facilities if necessary.
- c) Inventory and replace depleted supplies.

## **VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. GENERAL**

- 1) Our normal emergency organization, described in the Basic Plan, shall carry out the function of providing SAR services in emergency situations. Our SAR team will handle routine SAR operations, with limited support from one or two other emergency services operating under an IC. The Emergency Operations Center (EOC) will normally be activated for major emergencies and disasters that require extensive SAR operations, a commitment of all emergency services as well as when external assistance is required.
- 2) The Sheriff or designee shall serve as the Chief SAR Officer and coordinate emergency SAR operations.

### **B. ASSIGNMENT OF RESPONSIBILITIES**

- 1) SAR Team will:
  - a) Coordinate all SAR operations using Beaverhead County resources or those obtained pursuant to inter-local agreements.
  - b) Provide assistance during evacuations. See Annex E (Population Protection) for more information.
  - c) Prepare and execute inter-local agreements for SAR support.
  - d) Provide support for other public safety operations, as necessary.
  - e) Coordinate body recovery activities with the Sheriff's Office and the Coroner, if needed.
- 2) The IC will:
  - a) Establish an ICP and coordinate emergency response resources.
  - b) Assess the incident, request additional resources as needed, and provide periodic updates to the EOC if activated.



- c) Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.
  - d) Establish a specific division of responsibilities between the incident command operation and the EOC if activated.
- 3) Law Enforcement will:
- a) Upon request of the IC, manage access to and control traffic around incident sites.
- 4) The Public Works/Road will:
- a) Upon request of the IC, provide heavy equipment support for SAR operations.
  - b) Upon request of the IC, initiate the shut off of gas or power to collapsed structures, coordinating with Northwestern Energy and Vigilante Electric Co-Op
- 5) Beaverhead County EMS will:
- a) Provide trained personnel and equipment to administer emergency medical support if necessary.

## **IX. COORDINATION**

### **A. GENERAL**

- 1) For most emergency situations, an IC will establish an ICP and coordinate emergency operations at the scene from that ICP. All SAR resources will carry out missions assigned by the IC. The IC will be assisted by a staff with the expertise and of a size required for the tasks to be performed. The individual most qualified to deal with the specific type of emergency situation present should serve as the IC.
- 2) In some situations, the EOC may be activated without an incident command operation. This type of organizational arrangement is most likely when (1) a hazard threatens but has not yet impacted the local area or (2) when a generalized threat exists, and there is no identifiable incident site (as may be the case for a terrorist threat). During these situations a senior SAR officer or the Sheriff's liaison will normally report to the EOC to coordinate any response by SAR personnel.

- 3) External response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the IC or the EOC. However, organized response units will normally work under the immediate control of their own supervisors.

## **B. ICS-EOC INTERFACE**

If both the EOC and an ICP are operating, the IC and the EOC must agree upon a specific division of responsibilities to ensure proper response to the incident without duplication of efforts. A general division of responsibilities between the ICP and EOC is provided in Annex N (Coordination).

## **C. LINE OF SUCCESSION**

Line of succession for the Chief Rescue Officer is:

- 1)
- 2)
- 3)

# **X. ADMINISTRATION & SUPPORT**

## **A. REPORTING**

In addition to reports that may be required by their parent organization, SAR teams participating in emergency operations should provide appropriate situation reports to the IC, or if an incident command operation has not been established, to the EOC. The IC will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report, which is prepared and disseminated to key officials, other affected jurisdictions, and State agencies during major emergency operations. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in Annex N (Coordination).

## **B. RECORDS**

- 1) The use of basic ICS forms is recommended.
- 2) Activity Logs: The IC and, if activated, the EOC, shall maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operation. See Annex N (Coordination) for more information on the types of information that should be recorded in activity logs.

- 3) Documentation of Costs: Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazmat incidents, may be recoverable from the responsible party. Hence, all SAR service elements will maintain records of personnel and equipment used and supplies consumed during large-scale emergency operations.

## **C. PRESERVATION OF RECORDS**

Vital records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

## **D. RESOURCES**

A listing of local SAR resources is found in Annex M (Resource & Donations Management).

## **E. COMMUNICATIONS**

General emergency communications capabilities and connectivity are discussed and depicted in Annex B (Communications). The SAR team communications network is shown in Attachment A.

## **F. POST-INCIDENT REVIEW**

For large-scale emergency operations, the Chief Elected Official shall organize and conduct a review of emergency operations in accordance with the guidance provided in the Basic Plan. The purpose of this review is to identify needed improvements in this annex, procedures, facilities, and equipment. SAR personnel who participated in the operations should participate in the review.

# **XI. ANNEX DEVELOPMENT & MAINTENANCE**

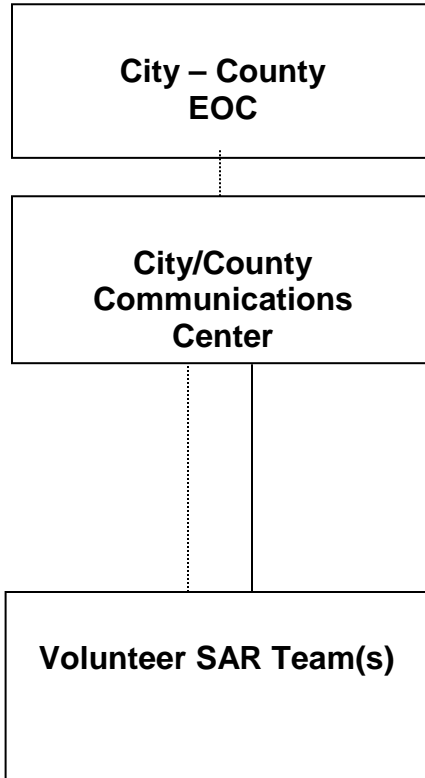
## **A. DEVELOPMENT & MAINTENANCE**

- a) The Sheriff is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.
- b) This annex will be revised annually and updated in accordance with the schedule outlined in the Basic Plan.

- c) Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining Standard Operating Procedures (SOP) covering those responsibilities.

# **ATTACHMENT A**

## **SAR COMMUNICATIONS NETWORK**



**ANNEX S:  
TRANSPORTATION**

**Beaverhead County,  
Montana**

# APPROVAL & IMPLEMENTATION

## ANNEX S: TRANSPORTATION

This annex is hereby approved. This annex is effective immediately and supersedes all previous editions.

\_\_\_\_\_ Date \_\_\_\_\_

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# RECORD OF CHANGES

## ANNEX S: TRANSPORTATION

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# ANNEX S: TRANSPORTATION

## I. PRIMARY AGENCIES

TBD

## II. SUPPORTING AGENCIES

TBD

## III. AUTHORITY

### A. FEDERAL

Name	Description	Legal
TBD		

### B. STATE

Name	Description	Legal
TBD		

### C. LOCAL

Name	Description	Legal
TBD		

## IV. PURPOSE

This annex outlines our concept of operations and organizational arrangements for transportation of people, supplies, and materials during emergency situations, assigns responsibilities for various transportation tasks, and outlines related administrative requirements.

## **V. EXPLANATION OF TERMS**

### **A. ACRONYMS**

CEO	Chief Elected Official
DES	Disaster and Emergency Services
EOC	Emergency Operations Center
ICP	Incident Command Post
MHE	Materials Handling Equipment
PIO	Public Information Officer
SOP	Standard Operating Procedures

## **VI. SITUATION AND ASSUMPTIONS**

### **A. SITUATION**

- 1) In an emergency situation, the transportation of people, equipment, and supplies may have to be facilitated and in support of response and recovery activities. We have the ultimate responsibility for arranging and/or providing the transportation needed to support emergency operations.
- 2) During emergency situations, rapid evacuation from areas at risk may be necessary for schools, hospitals, nursing homes, the elderly, those with disabilities, and prisoners.
- 3) Specialized transportation may be needed to transport special needs groups, such as medical patients and prisoners.
- 4) Our transportation equipment, and that of private transportation companies, may sustain damage during emergency situations, and trained equipment operators may become disaster victims, limiting the means available to transport people and relief equipment and supplies.
- 5) Transportation infrastructure, such as roads, bridges, and railroads, may sustain damage during emergency situations making it difficult to use some of the transportation assets that are available. See Attachment D for a listing of transportation resources, contacts, and quantities.
- 6) Major emergency situations may disrupt normal transportation systems, leaving many people, such as school children, the elderly, infirm, and those with disabilities, without transportation.
- 7) Some cargo may require materials handling equipment (MHE) at the on-load point and the delivery point. The availability of such equipment must be considered in transportation planning.

- 8) In coordinating the use of transportation resources, qualified drivers must be included in the arrangements.
- 9) Special facilities, such as schools, hospitals, nursing homes, day care facilities, and correctional facilities, are responsible for the welfare and safety of all persons. Virtually all such facilities are required to have an emergency plan that includes provision for emergency evacuation. The facility operator is responsible for making arrangements for suitable transportation.

## **B. ASSUMPTIONS**

- 1) If people must be evacuated or relocated, the primary mode of transportation for most residents will be personal vehicles. However, transportation must be provided for people who do not have vehicles.
- 2) During emergency situations, we will use our own transportation resources and those available pursuant to inter-local (mutual aid) agreements to the extent that they are available.
- 3) If commercial transportation providers that we normally work with are able to support our emergency needs, we will continue to contract with those companies during emergency situations.
- 4) As school buses are the primary passenger transportation resource, we assume that local school districts will respond to requests for transportation assistance from local government during emergency situations.
- 5) If we are unable to obtain transportation services from commercial providers, we may rent or lease transportation equipment to provide the required transportation.
- 6) Businesses or individuals may be willing to donate transportation services or loan transportation equipment during emergency situations.
- 7) Municipal or rural transit system buses will be diverted from their normal routes and schedules as needed to support emergency operations.
- 8) Transportation may be requested from Montana DES when the assets within the jurisdiction are not sufficient.

## **VII. CONCEPT OF OPERATIONS**

### **A. GENERAL**

- 1) When carrying out emergency transportation activities, immediate needs must be considered first, followed by continuing requirements. Immediate transportation needs normally involve the evacuation of people from risk areas, including residents of special facilities. Continuing transportation needs typically involve the movement of relief supplies, equipment, and emergency workers during response and recovery operations.
- 2) Where possible, emergency passenger transportation requirements will be satisfied with the following resources:
  - a) Voluntary use of personal vehicles
  - b) City or county-owned vehicles
  - c) School buses
  - d) Leased or rented buses
  - e) Passenger vehicles provided by other jurisdictions pursuant to inter-local agreements
  - f) Donated transportation equipment or services
  - g) Municipal or rural transit system buses.
  - h) State-owned or contracted vehicles
- 3) Where possible, emergency cargo transportation requirements will be satisfied with the following resources:
  - a) City or county-owned vehicles
  - b) Commercial freight carriers
  - c) Leased or contract equipment
  - d) Cargo vehicles provided by other jurisdictions pursuant to inter-local agreements
  - e) Donated transportation equipment or services
- 4) Special Facilities

- a) Schools & Day Care Centers. If evacuation of public schools is required, students will normally be transported on school buses. Private schools and day care centers, including adult day care facilities, typically do not have significant transportation resources and may require other local or state government transportation assistance during emergencies.
  - b) Hospitals, Nursing Homes & Correctional Facilities. Transportation of many medical patients and prisoners requires specialized transportation and appropriate medical or security support. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergency situations, facilities may be unable to make the required arrangements for transportation and local or state government may need to assist. Some nursing home patients may be able to use normal transportation vehicles.
- 5) Individuals with Special Needs. Individuals who are aged, ill, or have disabilities may need special transportation assistance, including boarding assistance and help with their belongings. They may be unable to walk to transportation pickup points for the general public.
- 6) Requesting Transportation Support.
- a) Requests for transportation support may be generated by an Incident Commander or by departments and agencies that require additional transportation support to carry out the emergency responsibilities assigned in this plan. Requests for transportation support should be made to the Transportation Officer using the Cargo Transportation Request in Attachment A or the Passenger Transportation Request in Attachment B. Requesters must assign a priority to their requests.
  - b) The Transportation Officer shall identify appropriate transportation resources to fill such requests, coordinating as necessary with the requester and transportation providers.
- 7) External Support. In accordance with this plan, emergency support and assistance will be provided as quickly as is feasible.

## **B. PHASES OF MANAGEMENT**

### 1) Prevention

- a) Identify and maintain a current list of local public and private transportation resources. See Annex M (Resource Management) for a list of transportation resources.
- b) Identify possible transportation needs that could result from various disasters.
- c) Develop procedures for preserving transportation resources from known hazards by relocating them or protecting them in place.

### 2) Preparedness

- a) Determine possible emergency transportation needs and related requirements for moving people, supplies, and equipment. Assess capabilities in relation to requirements to identify resource shortfalls; identify additional resources required.
- b) Negotiate agreements with other jurisdictions, public agencies, and private industry for use of their transportation assets, and, where appropriate, drivers during emergency situations.
- c) Participate with other departments and agencies in the determination of evacuation routes for known hazards and, where appropriate, pickup points and/or routes for those who may require public transportation.
- d) Review special facility evacuation plans to ensure they include realistic transportation arrangements.
- e) Plan and execute exercises involving the public and private sector. These exercises should include the utilization of various types of transportation and heavy-duty equipment.

### 3) Response

- a) Activate emergency transportation function to receive and process requests for cargo and passenger transportation.
- b) Respond to transportation requests within limits of available resources.



- c) Monitor transportation resource status and identify requirements for additional resources to the Emergency Operations Center (EOC).
  - d) Maintain records on use of transportation resources (see Attachment C).
- a) Recovery
- b) Continue to coordinate transportation of equipment, supplies and passengers as needed.
  - c) Assess further transportation needs of citizens and provide transportation as needed.
  - d) Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.

## **VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. ORGANIZATION**

- 1) Our normal emergency organization, described in the Basic Plan, shall carry out the function of providing transportation services in emergency situations.
- 2) The Chief Elected Official (CEO) shall provide policy guidance with respect to emergency transportation operations.
- 3) The Transit System Operations Chief and/or the ISD Transportation Manager shall serve as Transportation Officer and coordinate emergency transportation operations.

### **B. ASSIGNMENT OF RESPONSIBILITIES**

- 1) The Transportation Officer will:
  - a) Identify available transportation resources (and maintain a transportation resource contact list. See Annex M (Resource Management) for more information.
  - b) Coordinate with schools, other public agencies, and businesses regarding emergency use of their transportation assets and develop appropriate agreements and procedures for notifying appropriate officials of emergency situations.

- c) Coordinate with local public transportation authorities and commercial transportation providers to establish procedures for providing transportation resources during emergency situations.
  - d) Coordinate with other emergency services to identify and prioritize requirements for transportation of supplies, equipment, materials, and passengers necessary for response and recovery operations.
  - e) Coordinate with special facilities to determine their requirements for specialized transportation support during emergencies and the arrangements the facilities have made to provide such support.
  - f) Coordinate public transportation support for mass evacuations.
  - g) Coordinate with Law Enforcement on evacuation routes and the location of transportation pickup points and staging areas.
  - h) Coordinate with local public transportation authorities pickup points and times for citizens requiring public transportation.
  - i) Provide the Public Information Officer (PIO) timely information on emergency transportation arrangements that can be disseminated to the public.
  - j) Coordinate with the Shelter Officer for passenger and cargo transportation to support shelter and mass care operations.
- 2) All departments and agencies having transportation assets will:
- a) Provide current information on available transportation equipment to the Transportation Officer for use in updating the transportation resource list.
  - b) Upon request of the Transportation Officer and to the extent possible, provide equipment and personnel to fulfill requirements for emergency transportation of cargo and passengers,.

3) All departments and agencies will:

Forward prioritized emergency transportation requests to the Transportation Officer for action. The request forms in Attachments A and B will be used.

- 4) The Shelter Officer will:

Identify transportation requirements to support for shelter and mass care operations to the Transportation Officer.

- 5) Law Enforcement Agencies will:

- a) Determine evacuation routes and provide traffic control for large-scale evacuations.
- b) Determine transportation pickup points and staging areas, in conjunction with the Transportation Officer.

- 6) The School District will, upon request by the CEO, provide buses and drivers to assist in emergency operations.

## **IX. COORDINATION**

### **A. GENERAL**

- 1) The CEO will establish priorities for and provide policy guidance for transportation activities.
- 2) The CEO will provide general direction to the Transportation Officer regarding transportation operations.
- 3) The Transportation Officer and staff will plan, coordinate, and carry out transportation activities.

### **B. LINE OF SUCCESSION**

The line of succession for the Transportation Officer is...

## **X. ADMINISTRATION & SUPPORT**

### **A. RECORDS**

- 1) Records will be maintained on the use of all transportation equipment, whether owned, leased, rented, or borrowed; see Attachment C. These records will be used as basis for possible recovery of emergency operations expenses from a responsible party or reimbursement of certain expenses by the state or federal government. The Transportation Officer will retain records of equipment usage. The transportation officer will retain these

records until a final decision is made by the CEO concerning claims for cost recovery or reimbursement.

- 2) Vital records should be protected from the effects of disasters to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

## **B. TRAINING & EXERCISES**

- 1) Transportation personnel who will staff the EOC shall receive appropriate training on the operation of those facilities, which should be arranged by the Transportation Officer.
- 2) Emergency exercises should periodically include a scenario that provides for the demonstration of emergency transportation.

## **C. EXTERNAL SUPPORT**

- 1) Summaries of inter-local agreements and agreements with other governmental entities, volunteer groups, and businesses for resource support, as well as contingency contracts with commercial transportation providers are listed in the Basic Plan. Activation of such agreements and contracts will normally be coordinated through the EOC.
- 2) If transportation requirements cannot be satisfied with the resources available locally or through agreements and contracts, assistance may be requested from the state. The CEO will make requests for state assistance to Montana Disaster and Emergency Services (DES) or a person authorized to act for him/her.

# **XI. ANNEX DEVELOPMENT & MAINTENANCE**

## **A. DEVELOPMENT & MAINTENANCE**

- 1) The Transportation Officer is responsible for developing and maintaining this annex. Recommended changes to the annex should be forwarded as soon as needs become apparent.
- 2) This annex will be reviewed annually and updated in accordance with the schedule outlined in the Basic Plan.
- 3) Departments and agencies assigned responsibilities in this annex are responsible for ensuring that their Standard Operating Procedures (SOPs) cover those responsibilities.

# ATTACHMENT A

## CARGO TRANSPORTATION REQUEST

Date of Request:

Cargo Information:

Loose:

No. of Boxed:

No. of Pallets:

Total weight in lbs:

Received from:

Place/Address:

People available to load the truck?

Yes.

No. If no, how many people are needed?

Equipment available to load the truck?

Yes. Type:

No.

Contact at pick-up:

Name:

Phone #:

Deliver to:

Date/Time:

Place/Address:

People available to unload the truck?

Yes.

No. If no, how many people are needed?

Equipment available to unload the truck?

Yes. Type:

No.

Contact at drop:

Name:

Phone #:

Deliver to:

Date/Time:

Place/Address:

# **ATTACHMENT B**

## **PASSENGER TRANSPORTATION REQUEST**

Priority: 1 2 3

Date of Request:

Requested by:

Organization/Department:

Number of people needing transportation:

Number of Adults:

Number of Children:

Ambulatory:

Yes.

No. If No, list any special vehicles or equipment needed:

Date of Pick Up:

Pick up from:

Place/Address:

People available to assist non-ambulatory passengers?

Yes.

No. If no, how many people are needed to assist?

Pick Up Contact Information:

Name:

Phone #:

Date of Drop off:

Drop Off Point:

Place/Address:

Drop Off Contact Information:

Name:

Phone #:

Resources Committed:

# **ATTACHMENT C**

## **VEHICLE/EQUIPMENT RECORD & USE LOG**

Vehicle/Equipment Type:

Identification or License Number:

Odometer/Hour Meter Reading:

Date Received:

Time Received:

Type of Asset:

City/County Asset

School District Asset

Leased/Rented

Borrowed/Loaned

Other:

Owner:

Address:

Operational Status: Good Fair Poor

Operator Provided: Yes No

Maintenance Performed (if any):

Return Date:

Return Time:

Odometer/Hour Meter Reading Upon Return:

Remarks:

USE LOG

Date of Use:

Starting Mileage:

Ending Mileage:

Operator:

Mission Description:

# **ATTACHMENT D**

## **TRANSPORTATION RESOURCES, CONTACTS, QUANTITIES**



# **ANNEX U: LEGAL**

## **Beaverhead County, Montana**

# APPROVAL & IMPLEMENTATION

## ANNEX U: LEGAL

This annex is hereby approved. This annex is effective immediately and supersedes all previous editions.

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# RECORD OF CHANGES

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# ANNEX U: LEGAL

## I. PRIMARY AGENCIES

Beaverhead County Attorney

## II. SUPPORTING AGENCIES

TBD

## III. AUTHORITY

### A. FEDERAL

Name	Description	Legal
TBD		

### B. STATE

Name	Description	Legal
Title 10	MCA Chapter 3	

### C. LOCAL

Name	Description	Legal
TBD		

## IV. PURPOSE

The purpose of this annex is to make provisions for legal services during emergency situations, or when such situations appear imminent, and to provide guidance for invoking the emergency powers of government when necessary.

## **V. EXPLANATION OF TERMS**

### **A. ACRONYMS**

CEO	Chief Elected Official
DES	Department of Emergency Services
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
IC	Incident Commander

## **VI. SITUATION AND ASSUMPTIONS**

### **A. SITUATION**

Beaverhead County faces a number of hazards that could threaten public health and safety and personal and government property; see the Basic Plan for a summary of these hazards. Legal issues requiring timely resolution may arise from during any phase of the emergency, from pre-disaster hazard mitigation, the actual response to a disaster, or during the post-disaster recovery process.

### **B. ASSUMPTIONS**

- 1) Local emergency preparedness plans and programs should have a sound legal basis.
- 2) In responding to major emergencies and disasters, local officials may be required to take extraordinary measures to protect public health and safety and preserve property. They will also require timely advice regarding the legality of proposed measures.
- 3) Implementation of measures to protect public health, safety and preserve property during emergency recovery and mitigation activities generally requires issuance of appropriate legal documents. Competent legal service professionals should prepare these documents.

# VII. CONCEPT OF OPERATIONS

## A. GENERAL

### 1) Declaration of Emergency

- a) Pursuant to MCA 10-3-302, a state of emergency may be declared by the governor when the governor determines that an emergency as defined in MCA 10-3-103 exists.
- b) An executive order or proclamation of a state emergency activates the emergency response and disaster preparation aspects of the state disaster and emergency plan and program applicable to the political subdivision or area and is authority for the deployment and use of any forces to which the plans apply and for the distribution and use of any supplies, equipment, and materials and facilities assemble, stockpiled, or arranged to be made available pursuant to parts 1 through 4 of this chapter or any other provision of law pertaining to disasters and disaster-related emergencies. An executive order or proclamation may authorize the practice of disaster medicine. The provision of 10-3-110 do not apply to the state of emergency unless the order or proclamation includes a provision authorizing the practice of disaster medicine.
- c) A state of emergency may not continue for longer than 20 days unless continuing conditions of the state of emergency exist, which must be determined by a declaration of an emergency by the President of the United States or by a declaration of the legislature by joint resolution of continuing conditions of the state of emergency.

### 2) Declaration of Disaster

- a) Pursuant to MCA 10-3-303, a state of disaster may be declared by the governor when the governor determines that a disaster has occurred.
- b) An executive order or proclamation of a state of disaster activates the disaster response and recovery aspects of the state disaster and emergency plan and program applicable to the political subdivision or area and is authority for the deployment and use of any forces to which the plans apply and for the distribution and use of any supplies, equipment, and materials and facilities assemble, stockpiled, or arranged to be made available pursuant to parts 1 through 4 of this chapter or any other provision of law pertaining to disasters and disaster-related emergencies. An executive order or proclamation may authorize the practice of disaster medicine. The provision of 10-3-110 do not apply to the state of emergency unless the order or

proclamation includes a provision authorizing the practice of disaster medicine.

- c) A state of disaster may not continue for longer than 30 days unless continuing conditions of the state of disaster exist, which must be determined by a declaration of an emergency by the President of the United States or by a declaration of the legislature by joint resolution of continuing conditions of the state of disaster.
- d) The governor shall terminate a state of emergency or disaster when:
  - i. The emergency or disaster has passed
  - ii. The emergency or disaster has been dealt with to the extent that emergency or disaster conditions no longer exist
  - iii. At any time the legislature terminates the state of emergency or disaster by joint resolution. However, after termination of the state of emergency or disaster, disaster and emergency services required as a result of the emergency or disaster may continue.

### 3) Governor Commander In Chief Duties

- a) Pursuant to MCA 10-3-305, during an incident and during a state of emergency or disaster, the governor is commander-in-chief of the militia and of all other forces available for incident, emergency, or disaster duty. To the greatest extent possible, the governor shall delegate or assign command authority by prior arrangement embodied in the state disaster and emergency plan and program and appropriate executive orders.
- b) The governor shall use the services and facilities of the existing officers and agencies of the state, and all officers and agencies shall cooperate with and extend their services and facilities to the governor as the governor may request in the carrying out of the purposes of parts 1 through 4 of this chapter.

### 4) Local & Interjurisdictional Disaster & Emergency Plan Distribution

- a) Pursuant to MCA 10-3-401, each political subdivision eligible to receive funds under this chapter shall prepare a local or interjurisdictional disaster and emergency plan and program covering the area for which that political subdivision is responsible. This plan shall be in accordance with and in support of the state disaster and



emergency plan and program.

- b) The political subdivision shall prepare and distribute on behalf of the principal executive officers, in written form, a clear and complete statement of:
  - i. The emergency responsibilities of all local agencies, if any, and officials
  - ii. The disaster and emergency chain of command
  - iii. Local evacuation authority and responsibility
  - iv. Local authority and responsibility for control of ingress and egress to and from an emergency or disaster area

#### 5) Local Emergency Declaration & Termination

- a) Pursuant to MCA 10-3-402, a local emergency proclamation or disaster declaration may be issued only by the principal executive officer of a political subdivision.
- b) An emergency proclamation may be issued by order or resolution whenever the principal executive officer determines there is an emergency.
- c) An emergency proclamation may terminate with a disaster declaration or when the principal executive officer determines that the emergency no longer exists.

#### 6) Local Disaster Declaration & Termination

- a) Pursuant to MDA 10-3-403. A disaster declaration may be issued by order or resolution whenever the principal executive officer determines a disaster is occurring or has occurred.
- b) A disaster declaration may be terminated when the principal executive officer determines that the disaster conditions no longer exist.

#### 7) Contents of Order--Effect

- a) Pursuant to MCA 10-3-404, an order or resolution declaring or terminating a state of emergency or disaster shall indicate the nature of the emergency or disaster, the area threatened, and the conditions which have brought about the proclamation or declaration or which make possible termination of the state of emergency or disaster. Such

order or resolution shall be disseminated promptly by means calculated to bring its contents to the attention of the general public and shall be filed promptly with the division and the agency charged with recording the official records of the political subdivision.

- b) The effect of an emergency proclamation or a disaster declaration is to activate applicable parts of the local or interjurisdictional disaster and emergency plan and program and to authorize the furnishing of aid and assistance in accordance with such plans and programs.

#### 8) Levying Emergency Tax—Disposition of Surplus

- a) Pursuant to MCA 10-3-405, the governing body of the city or town or the governing body of the county, or both, shall estimate expenditures and levy an emergency millage to cover the expenditures. The millage levied by the governing body of the city or town shall not exceed 2 mills on the municipality's taxable valuation. The millage levied by the governing body of the county shall not exceed 2 mills on the taxable valuation of the county outside the municipalities.
- b) No expenditure of revenue received from the millage shall be made without approval of the appropriate levying body.
- c) An additional levy or levies may be made by the appropriate levying body, providing that the sum of the levies for emergencies as set forth in this section shall not exceed 2 mills in any one year.
- d) All levies under this section may be passed only by a unanimous vote of the appropriate body.
- e) Funds levied for an emergency and remaining when no further expenditures are necessary shall remain in a separate emergency fund and shall be used only for expenditures arising from future emergencies.

## **B. PHASES OF MANAGEMENT**

### 1) Prevention

- a) Brief the elected officials and department heads on possible liabilities arising from disaster operations, procedures for invoking the emergency powers of government, and legal documents relating to emergency powers.
- b) Maintain current copies of existing disaster-related laws, regulations, and orders.

- c) Develop local procedures for invoking emergency powers.
- d) Prepare sample legal documents (included in this annex) for approval by elected officials.

## 2) Preparedness

- a) Ensure County or City emergency call-out rosters include the County or City Attorney, who should maintain current telephone numbers and addresses for the legal staff.
- b) Review plans and procedures.
- c) Review mutual aid agreements submitted to the jurisdiction for approval and prepare mutual aid agreements to be submitted to other jurisdictions for approval.

## 3) Response

- a) Advise the Chief Elected Official and emergency services staff on legal implications of response activities.
- b) Prepare, have approved and signed, and disseminate legal documents declaring a disaster, terminating a disaster declaration, or invoking emergency powers, if required.
- c) Advise the Incident Commander (IC) on legal matters, such as emergency proclamations, legality of evacuation orders, and legal rights and restrictions pertaining to media access.

## 4) Recovery

- a) Advise County or City officials on legal aspects of recovery operations.
- b) Assist County or City officials in preparing emergency ordinances, permits, applications for state or federal assistance, grant applications, and, if necessary, litigation.

## **VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. GENERAL**

Overall responsibility for providing legal services to the Chief Elected Official, the City Council, department heads, and other local officials during an emergency rests with the County or City Attorney. The County or City Attorney will be assisted by his or her subordinates.

### **B. ASSIGNMENT OF RESPONSIBILITIES**

- 1) The Chief Elected Official will:
  - a) Will take such actions that are legal and necessary to manage the disaster at hand.
  - b) If the situation warrants, may declare a local state of disaster. Issuance of a local disaster declaration is advisable if an emergency situation has resulted in substantial damage to private or government property, which may require state or federal assistance to recover from the incident. If a local disaster declaration is issued, it shall be given prompt and general publicity.
  - c) If the situation warrants, the CEO may request the Governor to declare a state of emergency.
  - d) If requesting state assistance to cope with a local disaster, the CEO should attach copies of any local disaster declaration that has been issued to the request for state assistance. See Annex J (Recovery) for further information.
- 2) The County or City Attorney will:
  - a) Advise the CEO and department heads regarding the emergency powers of local government and necessary procedures for invoking measures to:
    - i. Suspend procedural laws and rules
    - ii. Establish curfews
    - iii. Restrict or deny access to a disaster area

- iv. Control the movement of persons and occupancy of premises in a disaster area
  - v. Implement wage, price, and rent control
  - vi. Establish rationing for critical supplies
  - vii. Limit or restrict use of water or other utilities
  - viii. Use any publicly owned resource to respond to the disaster
  - ix. Commandeer private property, subject to compensation requirements, to respond to the disaster
  - x. Remove debris from publicly or privately owned property
  - xi. Restrict outdoor burning and use of fireworks
- b) Review and advise officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.
  - c) Prepare and recommend legislation to implement the emergency powers that may be required during an emergency.
  - d) Advise officials and department heads on record keeping requirements and other documentation necessary for the exercising of emergency powers.
  - e) Prepare and keep current this annex.
  - f) During an emergency, report instances of overcharging for emergency supplies, equipment, and repair materials to the Consumer Affairs section of the Office of the Attorney General.
- 3) City Clerk or County Secretary will:
- a) Publish required agenda of meetings
  - b) Prepare a record of public meetings
  - c) Receive a copy of disaster declarations and documents extending or terminating a state of disaster
  - d) Ensure proper protection of all records

## **IX. COORDINATION**

## **A. GENERAL**

The County or City Attorney is responsible for providing legal services to the Chief Elected Official, City Council, and department heads and for preparing all legal documents necessary for the conduct of emergency operations and the exercise of emergency powers. Supervisors will exercise their usual supervisory responsibilities over legal personnel.

## **B. COORDINATION**

The County/City Attorney will designate a person to coordinate with the Chief Elected Official and the Emergency Operations Center (EOC), if activated. The County/City Attorney will identify staff members to be called for emergency duty and will designate those responsible for contacting such staff members.

## **C. LINE OF SUCCESSION**

The line of succession for legal services personnel will be:

- 1) County Attorney or City Attorney
- 2) Deputy County Attorney or Deputy City Attorney
- 3) Assistant AE or City Attorney

## **X. ADMINISTRATION & SUPPORT**

### **A. MAINTENANCE OF RECORDS**

All records generated during an emergency will be collected and filed in an orderly manner so a record of events is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

### **B. PRESERVATION OF RECORDS**

Vital legal records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained from a firm specializing in these tasks as soon as possible.

## **C. TRAINING**

Legal services personnel who will be participating in EOC operations shall receive training on the operating procedures for that facility.

# **XI. ANNEX DEVELOPMENT & MAINTENANCE**

## **A. DEVELOPMENT & MAINTENANCE**

- 1) The County or City Attorney is responsible for developing and maintaining this annex.
- 2) This annex will be reviewed annually and updated in accordance with the schedule outlined in the Basic Plan.

**ANNEX V:  
TERRORIST INCIDENT**

**Beaverhead County,  
Montana**



# APPROVAL & IMPLEMENTATION

## ANNEX V: TERRORIST INCIDENT

This annex is hereby approved. This annex is effective immediately and supersedes all previous editions.

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

# RECORD OF CHANGES

## ANNEX V: TERRORIST INCIDENT

	Date of Change	Date Entered	Change Entered By
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# ANNEX V: TERRORIST INCIDENT

## I. PRIMARY AGENCIES

TBD

## II. SUPPORTING AGENCIES

TBD

## III. AUTHORITY

### A. FEDERAL

Name	Description	Legal
Defense Against Weapons of Mass Destruction Act		Public Law 104-201
Terrorism Annex of the Federal Response Plan		
Nuclear/Radiological Incident Annex NUC-3, National Response Plan		
Homeland Security Presidential Directive 5, Management of Domestic Incidents		
Homeland Security Presidential Directive 7, Critical Infrastructure, Prioritization, and Protection		

### B. STATE

Name	Description	Legal
TBD		

### C. LOCAL

Name	Description	Legal
TBD		

## IV. EXPLANATION OF TERMS

### A. ACRONYMS

CBRNE	Chemical, Biological, Radiological, Nuclear, Explosives
DES	Disaster Emergency Services Coordinator
EMS	Emergency Medical Service
EOC	Emergency Operations Center
FBI	Federal Bureau of Investigation
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
JOC	Joint Operations Center
NIMS	National Incident Management System
NRF	National Response Framework
UC	Unified Command
WMD	Weapons of Mass Destruction
AHJ	Authority Having Jurisdiction

### B. DEFINITIONS

#### **Anti-terrorism Activities**

Use of defensive methods, including intelligence collection, investigation, passive protection of facilities, implementation of physical and personnel security programs, and emergency planning, to combat terrorism.

#### **Counter-Terrorism Activities**

Offensive measures used to combat terrorism, such as the use of law enforcement and military resources to neutralize terrorist operations.

#### **Consequence Management**

The requirements of crisis management and consequence management have been combined. They combine the law enforcement function of identification and prevention of terrorist activities with the emergency management function of protection of public health and safety and emergency relief from the consequences of acts of terrorism.

#### **Hazmat**

Hazardous materials.

#### **National Incident Management System (NIMS)**

The NIMS provides a consistent nationwide approach for federal, state, territorial, tribal, and local governments to work effectively and efficiently together to

prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

### **National Response Framework (NRF)**

NRF is an all-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of federal support to state, local and tribal incident managers and for exercising direct federal authorities and responsibilities.

### **Technical Operations**

Actions to identify, assess, dismantle, transfer, or dispose of WMD or decontaminate persons and property exposed to the effects of WMD.

### **Terrorist Incident**

A violent act or an act dangerous to human life, in violation of the criminal laws of the United States or of any state, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political and social objectives.

### **Weapons of Mass Destruction**

WMD include: (1) explosive, incendiary, or poison gas bombs, grenades, rockets, or mines (2) poison gas (3) any weapon involving a disease organism, or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

## **VI. SITUATION AND ASSUMPTIONS**

### **A. SITUATION**

- 1) A significant terrorist attack is considered highly unlikely. However, Beaverhead County is vulnerable to terrorist incidents, and the consequences of a major terrorist incident could be catastrophic. Hence, mitigating against, preparing for, responding to such incidents, and recovering from them is an important function of government.
- 2) Terrorism is both a law enforcement and emergency management problem.
  - a) Virtually all terrorist acts involve violation of laws. Hence, law enforcement agencies gather and analyze intelligence on terrorists and may develop estimates of their intentions. Access to this criminal intelligence information is necessarily limited, but significant threats must be communicated by law enforcement agencies to those local officials who can implement protective measures and alert emergency responders. Coordination between law enforcement and emergency

management personnel is vital to ensure that appropriate readiness actions are taken, while still protecting law enforcement sources and methods.

- b) In a terrorist incident, the incident area may be simultaneously a crime scene, a hazmat site, and a disaster area that may cross the boundaries of several jurisdictions. There are often competing needs in the aftermath of a terrorist act—law enforcement agencies want to protect the crime scene in order to gather evidence, while emergency responders may need to bring in extensive equipment and personnel to conduct search and rescue operations. It is essential that the incident command team establishes operating areas and formulates a plan of action that considers the needs of both groups.
- 3) Since terrorist acts may be violations of local, state, and federal law, the response to a significant local terrorism threat or actual incident may include state and federal response agencies.
- 4) Local resources for combating terrorist attacks are limited. In the event of a significant terrorist threat or incident, it is anticipated that state and federal resources will be requested in order to supplement local capabilities.
- 5) The presence of chemical, biological, radiological, nuclear, or explosive (CBRNE) agents may not be detected immediately. In the case of chemical, biological, or nuclear materials, they may not be discovered until some time after casualties occur. There may be a delay in identifying the agent present and in determining the appropriate protective measures. Such agents may quickly dissipate or be persistent.
- 6) In the case of an attack with a biological agent, the initial dissemination of the agent may occur outside the local area or even in other countries, but still produce victims in the local area.

## **B. ASSUMPTIONS**

- 1) Terrorist attacks may be directed at government facilities, public and private institutions, business or industry, transportation, and individuals or groups. Such acts may involve arson; shootings; bombings, including use of weapons of mass destruction (nuclear, chemical, or biological agents); kidnapping or hostage taking; sabotage; and other activities.
- 2) Terrorist attacks may or may not be preceded by a threat or warning and may appear to be an ordinary hazardous materials incidents. Attacks may occur at multiple locations and may be accompanied by fire, explosion, or other acts of sabotage.



- 3) A device may be set off to attract emergency responders, then a second device set off for the purpose of injuring emergency responders.
- 4) Effective response to the use of WMD may require:
  - a) Specialized equipment to detect and identify chemical or biological agents.
  - b) A mass decontamination capability.
  - c) The means to treat mass casualties, including conducting triage and using specialized pharmaceuticals that have a narrow window of effect.
  - d) A mass fatalities capability.
- 5) Injuries from terrorist attacks may be both physical and psychological.
- 6) Recovery from a terrorist attack can be complicated by the presence of persistent agents, additional threats, extensive physical damages, and mass casualties.
- 7) In most cases, significant state and federal terrorist incident response support cannot be provided within the first few hours of an incident. Considerable state and federal terrorism response resources are available, but it may take 6 to 12 hours to activate and deploy such resources on a large-scale.

## **VII. CONCEPT OF OPERATIONS**

### **A. GENERAL**

- 1) Our terrorism structure for emergency response operations is pursuant to NIMS, which employs two levels of incident management structures.
  - a) The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.
  - b) Multi-agency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.

- 2) During a terrorist event a Multi-agency Coordination System may be advisable. Central to this system is the Emergency Operations Center (EOC), which is the nucleus of all coordination of information and resources. The Incident Commander will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the Incident Commander, coordinate external resources and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.

## **B. PREPAREDNESS**

- 1) The lead local agency for deterring, preventing, and responding to a threat of terrorist attack is the local police enforcement and authority having jurisdiction.
- 2) Pre-incident preparedness and response activities include efforts to define the threat, identify terrorists, and prevent terrorist acts. Post incident consequence management activities include efforts to resolve the terrorist incident, conduct an investigation, collect evidence, and apprehend those responsible. Law enforcement agencies (FBI is Federal lead) have the lead in terrorism criminal investigations and intelligence collection activities.
  - a) Law Enforcement has the lead local role in terrorism incident response and will coordinate its efforts with state and federal law enforcement agencies as appropriate.
  - b) The Federal Bureau of Investigation (FBI) is the lead federal agency for criminal investigations of terrorist acts or terrorist threats and intelligence collection activities within the United States.
- 3) When a credible threat of terrorist attack exists, we may activate the Emergency Operations Center (EOC) or if security necessitates, activate a specialized facility to coordinate law enforcement, investigative, and intelligence activities for the threats or incidents that may occur.
- 4) Investigative and intelligence activities are managed by the FBI from an FBI command post or Joint Operations Center (JOC). The JOC coordinates assets between Federal agencies, and local law enforcement agencies.

## **C. RESPONSE & RECOVERY**

- 1) Response and recovery activities undertaken to deal with effects of a terrorist incident are conducted in essentially the same manner as the response and recovery operations for other emergencies or disasters. Post incident crisis management activities, such as investigation, evidence gathering, and

pursuit of suspects, may continue during consequence management. Law Enforcement shall designate the individual at the scene responsible for establishing command.

- 2) Law Enforcement having jurisdiction shall normally have the lead local role in terrorism response and recovery operations for most types of terrorist incidents, but Public Health may be assigned the lead local role in terrorism response and recovery operations for incidents involving biological agents.
  - a) Montana DES is the lead state agency for terrorism response and recovery operations. Montana State Emergency Coordination Center will coordinate state resource support for local terrorism response and recovery operations.
  - b) FEMA is the lead federal agency for response and recovery operations and shall coordinate federal resource support for such operations.
- 3) The agencies responsible for terrorism response and recovery operations shall coordinate their efforts with law enforcement authorities conducting crisis management operations.

#### **D. IMPLEMENTATION OF THE INCIDENT COMMAND SYSTEM (ICS)**

- 1) If there is a local incident site, an Incident Command Post (ICP) will be established to manage emergency operations at that incident site. An official from the Agency Having Jurisdiction for the incident will assume the position of Incident Commander. It is likely that there will be multiple AHS's in which a Unified Command model will be used. The Incident Commander will direct and control responding resources and designate emergency operating areas.
- 2) The Incident Commander and the EOC shall agree upon on a division of responsibilities. The Incident Commander will normally manage field operations at the incident site and in adjacent areas. The EOC will normally mobilize and provide local resources, disseminate emergency public information, organize and implement large-scale evacuation, coordinate care for casualties, coordinate shelter and mass care for evacuees, arrange mortuary support, and, if local resources are insufficient or inappropriate, request assistance from other jurisdictions or the state.
- 3) As state and federal responders arrive to conduct and support field operations, use of ICS for management of the ICP and response operations will transition to a Unified Command.

- 4) With the arrival of state and federal responders, the FBI may call for the establishment of a Joint Operations Center (JOC) for overall coordination and management of response operations.
- 5) If there is no local incident site, which may be the case in incidents involving biological agents, consequence management activities will be directed and controlled from the local EOC. An Incident Commander may be designated. The EOC may transition to a JOC using UC with the arrival of state and federal responders.

## **E. COORDINATION OF INCIDENT CONSEQUENCE MANAGEMENT ACTIVITIES**

- 1) Law enforcement agencies involved in consequence management shall keep those agencies and/or departments responsible for response and recovery efforts informed of decisions made that may have implications on the placement of resources for response and recovery should it be necessary. Because of the sensitivity of law enforcement sources and methods and certain crisis management activities, it may be necessary to restrict dissemination of some information to selected emergency management and public health officials who have a need to know. Those individuals may have to carry out some preparedness activities surreptitiously.
- 2) Until such time as law enforcement and emergency management personnel agree that crisis management activities have been concluded, law enforcement personnel shall participate in incident command or EOC operations to advise those carrying out consequence management operations with respect to protection of the crime scene, evidence collection, and investigative results that may have bearing on emergency operations. DPS and the FBI will normally provide personnel to participate in a unified command operation to coordinate state and federal law enforcement assistance.
- 3) A Joint Information Center, staffed by local, state, and federal public affairs personnel, may be established as part of the unified command organization to collect, process, and disseminate information to the public.

## **F. PROTECTIVE ACTIONS**

- 1) Responders: Emergency personnel responding to a terrorist incident must be protected from the various hazards that a terrorist incident can produce. These include: blast effects, penetrating and fragmenting weapons, fire, asphyxiation, hazardous chemicals, toxic substances, radioactive materials, and disease-causing material. Though the type of protection required varies depending on the hazard, there are three basic principles of protection that apply to all hazards: time, distance, and shielding.

- a) Emergency workers should spend the shortest time possible in the hazard area or exposed to the hazard. Use techniques such as rapid entries to execute reconnaissance or rescue and rotate personnel in the hazard area.
  - b) Maximize the distance between hazards and emergency responders and the public. For chemical, radiological, and explosive hazards, recommended isolation and protective action distances are included in the *Emergency Response Guidebook* (ERG).
  - c) Use appropriate shielding to address specific hazards. Shielding can include vehicles, buildings, protective clothing, and personnel protective equipment.
- 2) The Public: Protective actions for the public must be selected and implemented based on the hazards present and appropriate instructions and information provided to the public through usual means of warning and public information. Protective actions for the public may include:
- a) Evacuation
  - b) Shelter-in-place
  - c) Access control to deny entry into contaminated areas
  - d) Restrictions on the use of contaminated foodstuffs
  - e) Restrictions on the use of contaminated agricultural products
  - f) Restrictions on the use of contaminated public water supplies, normally imposed by the Montana Department of Environmental Quality or the Health Department
  - g) For incidents involving biological agents, protective actions taken to prevent the spread of disease may include:
    - i) Isolation of diseased victims within medical facilities
    - ii) Quarantines to restrict movement of people and livestock in specific geographic areas
    - iii) Closure of schools and businesses
    - iv) Restrictions on mass gatherings, such as sporting events

- 3) Such measures are normally recommended and imposed by the public health officer.

## **G. REQUESTING EXTERNAL ASSISTANCE**

- 1) Requests for state assistance will be made by the Chief Elected Official to Montana DES. If state resources cannot satisfy the request, the state will request assistance from the federal government or other states.
- 2) Depending on the severity of the incident, the Chief Elected Official may issue a local disaster declaration and request assistance from the Governor. The Governor may declare a State of Disaster for the local area and request the President issue an emergency or disaster declaration for the local area. The National Response Framework (NRF) describes the functions of the responding federal agencies for various response and recovery functions. The Nuclear/Radiological Incident Annex of the NRF addresses the federal response for incidents involving radiological materials.

## **H. COORDINATION OF LOCAL MEDICAL RESPONSE TO BIOLOGICAL WEAPONS INCIDENTS**

As the medical response to an incident involving biological agents must include the local medical community as a group, the local and state health departments and federal health agencies directing the response should undertake to coordinate the efforts of local medical providers to ensure that a consistent approach to health issues is taken. Hence, concise information on the threat, recommendations on what should be done to combat it, and instructions on handling victims must be provided to all hospitals, clinics, nursing homes, home health care agencies, individual physicians, pharmacies, school nursing staffs, and other medical providers. The local health department or state public health region field office, that are normally most familiar with community health providers, will typically take the lead in coordinating the local medical response. They may request assistance from local professional organizations in providing information to all members of the local medical community.

## **I. PHASES OF MANAGEMENT**

- 1) Mitigation
  - a) Carry out anti-terrorist activities, including:
  - b) Identify potential terrorist targets and determine their vulnerability. For targets, which may produce hazardous effects if attacked, determine the population and special facilities at risk.

- c) Conduct investigations and criminal intelligence operations to develop information on the composition, capabilities, and intentions of potential terrorist groups.
- d) Develop and implement security programs for public facilities that are potential targets. Recommend such programs to private property owners.
- e) Implement passive facility protection programs to reduce the vulnerability of new and existing government-owned facilities believed to be potential targets. Recommend such programs to private property owners.
- f) Encourage all local medical facilities to participate in mass casualty exercises and stock specialized pharmaceuticals, such as chemical agent antidotes.

## 2) Preparedness

- a) Conduct or arrange terrorism awareness training and periodic refresher training for law enforcement, fire service, and EMS personnel and for emergency management staff. Conduct training for other agencies such as public works, utilities, and hospitals.
- b) Develop emergency communications procedures that take into account the communications monitoring capabilities of some terrorist groups.
- c) Maintain terrorist profile information on groups suspected of being active in the local area.
- d) Establish appropriate mutual aid agreements.
- e) Conduct drills and exercise to test plans, procedures, and training.
- f) Conduct awareness programs for businesses that handle inventories of potential weapon making materials and chemicals and ask for their cooperation in reporting suspicious activities.
- g) If potential terrorist groups appear to be expanding their activities, consider appropriate increased readiness actions.

## 3) Response

- a) See the Terrorist Incident Response Checklist in Attachment A.

#### 4) Recovery

- a) Decontaminate incident sites and other affected areas. State and/or federal agencies may oversee this effort, which may be conducted by contractors.
- b) Identify and restrict access to all structurally unsafe buildings.
- c) Remediate and cleanup any hazardous materials that have or might enter local water, sewer, or storm drainage systems.
- d) Provide traffic control for the return of evacuees.
- e) Assist in arranging temporary housing for evacuees who cannot return to their homes.
- f) Develop and implement appropriate access controls for contaminated areas that cannot be decontaminated and returned to normal use in the near term.
- g) Investigate cause of incident and prosecute those believed to be responsible.
- h) Maintain records of use of personnel, equipment, and supplies used in response and recovery for possible recovery from the responsible party or reimbursement by the State or federal government.
- i) Conduct critical incident stress management activities.
- j) Debrief response personnel, prepare incident report, and update plans and procedures on the basis of lessons learned.
- k) Restore normal services.



# **VIII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

## **A. ORGANIZATION**

- 1) Our normal emergency organization, which is described in the Emergency Management Plan, will carry out the response to and recovery from terrorist incidents.
- 2) As terrorist acts often violate state and federal law and regulations, state and federal law enforcement agencies and other agencies having regulatory responsibilities may respond to such incidents. In order to effectively coordinate our efforts with state and federal agencies, we may transition from our normal incident command operation to a unified command organization when the situation warrants.

## **B. ASSIGNMENT OF RESPONSIBILITIES**

- 1) The Principle Elected Official will:
  - a) Provide policy guidance with response to anti-terrorism and counter-terrorism programs.
  - b) Provide general direction for response and recovery operations in the aftermath of a terrorism incident.
- 2) The Sheriff will:
  - a) Coordinate regularly with the Law Enforcement agency having jurisdiction, and other law enforcement agencies with respect to the terrorist threat and determine appropriate readiness actions during periods of increased threat.
  - b) In conjunction with other local officials, make an assessment of the local terrorist threat, identify high-risk targets, determine the vulnerabilities of such targets and the potential impact upon the population, and recommend appropriate mitigation and preparedness activities.
  - c) In coordination with other local officials, recommend appropriate training for emergency responders, emergency management personnel, and other local officials.
  - d) Coordinate periodic drills and exercises to test plans, procedures, and training.

- e) Develop and conduct terrorism awareness programs for the public and for businesses dealing in weapons or materials that may be used by terrorists to produce weapons.
  - f) Develop common communication procedures.
- 3) The Incident Commander will:
- a) Establish an Incident Command Post (ICP) and control and direct emergency response resources at the incident scene from that ICP to resolve the incident.
  - b) Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.
  - c) Provide an initial incident assessment, request additional resources if needed, and provide periodic updates to the EOC.
  - d) Request a liaison officer from each participating agency be present at the ICP.
  - e) Establish a specific division of responsibilities between the incident command operation and the EOC.
  - f) Transition the incident command operation to a unified command operation when significant external resources arrive.
- 4) Law Enforcement will:
- a) Conduct anti-terrorist operations and maintain terrorist profile information. Advise the emergency management staff, MHTIC, and the FBI of significant terrorist threats.
  - b) Recommend passive protection and security programs for high-risk government facilities and make recommendations for such programs to the owners/operators of private facilities.
  - c) Conduct terrorism response training programs for the law enforcement personnel and support public education and awareness activities.
  - d) Provide law enforcement representatives for the Incident Command Post and the EOC.
  - e) Secure the scene, reroute traffic, and implement crowd control measures if necessary.

- f) Make notifications of terrorist incidents to MHTIC, the FBI, and other law enforcement agencies.
  - g) Brief emergency response personnel on crime scene protection.
  - h) Coordinate the deployment and operation of counter-terrorist response elements.
  - i) Conduct reconnaissance in vicinity of the incident site to identify threats from delayed action and secondary weapons.
  - j) Organize and conduct evacuation of the public and of special facilities if required.
  - k) In coordination with state and federal authorities, investigate incident; identify and apprehend suspects.
- 5) Fire Protection Agency Having Jurisdiction will:
- a) Coordinate all fire and rescue operations during terrorist incidents.
  - b) Dispatch and deploy fire personnel and equipment during an emergency.
  - c) Control fires if necessary.
  - d) Conduct search and rescue operations as needed
  - e) Provide support for evacuation operations if requested.
  - f) Set up decontamination area for emergency responders and victims, if needed.
  - g) Carry out initial decontamination of victims, if required. Procedures must be available for emergency decontamination of large numbers of people.
  - h) Identify apparently unsafe structures; restrict access to such structure pending further evaluation by the Public Works/Engineering staff.
  - i) Identify requirements for debris clearance to expedite fire response and search and rescue.
  - j) Activate fire and rescue mutual aid as needed.

6) Emergency Medical Services will:

- a) Respond to medical emergency calls.
- b) If mass casualties have occurred, establish triage.
- c) Provide emergency medical care to the injured.
- d) Transport patients in a timely manner to appropriate medical facilities.
- e) Request medical mutual aid, if necessary.
- f) Assign a liaison at the ICP and/or EOC, if needed.

7) Community Infrastructure Agencies Department will:

- a) Assign liaison personnel to the EOC and Incident Command Post.
- b) Clear and/or remove debris as directed.
- c) Support search and rescue operations.
- d) Provide emergency power and lighting at the incident site upon request.
- e) Provide emergency power supplies at other facilities upon request.
- f) Provide barricades and temporary fencing as requested.
- g) Carry out emergency repairs to streets and bridges as necessary to support emergency operations and restore essential traffic.
- h) Conduct preliminary assessment of damage to structures and streets, and utilities.
- i) Provide other public works and engineering support for emergency operations as necessary.
- j) Request mutual aid assistance, if necessary.

- 8) Public Works Agencies will:
  - a) Carry out emergency repairs to water and wastewater systems as necessary to support emergency operations and restore essential public services.
  - b) In coordination with local and state public health agencies, ensure the safety of water and wastewater systems. Initiate water conservation procedures, if required.
  - c) Conduct preliminary assessment of damage to water, wastewater and drainage systems, and utilities
  - d) Identify to the EOC requirements for emergency drinking water supplies from outside sources if needed.
- 9) All Other Departments and Agencies will:
  - a) Provide personnel, equipment, and supply support for emergency operations upon request.
  - b) Provide trained personnel to staff the EOC.
  - c) Provide technical assistance to the Incident Commander and the EOC upon request.
  - d) Participate in terrorism awareness training, drills, and exercises.

## **IX. COORDINATION**

### **A. GENERAL**

- 1) The Chief Elected Official shall, pursuant to NIMS, provide general guidance for emergency operations, including the response to terrorist incidents. During periods of heightened terrorist threat or after an incident has occurred, the local EOC may be activated.
- 2) The Chief Elected Official will provide overall policy for terrorist incident response activities. During terrorist incidents, he/she will normally carry out those responsibilities from the EOC.
- 3) The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at the incident site from an ICP. If terrorist attacks affect multiple widely separated facilities, separate incident command operations may be set up.

- 4) If our own resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions pursuant to state law mutual aid agreements or from organized volunteer groups. Mutual aid personnel and volunteers will normally work under the immediate control of their own supervisors. All response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the Incident Commander or the EOC.
- 5) In a large-scale terrorist incident, significant help will be needed from other local governments, state agencies, and the federal government. As these external resources arrive, it is anticipated that a transition will be made from the normal incident command system to a unified command operation. In a unified command arrangement, leaders of all agencies having jurisdiction agree on general objectives, priorities, and strategies for resolving the emergency situation.

## **X. ADMINISTRATION & SUPPORT**

### **A. REPORTS & RECORDS**

- 1) During emergency operations for terrorist incidents, a daily situation report should be prepared and distributed. See Annex N (Coordination) for the format of and instructions for this report.
- 2) Records Relating to Emergency Operations
  - a) The Incident Command Post and the EOC shall maintain accurate logs recording key response activities and the commitment of resources.
  - b) For terrorist incidents, all departments and agencies participating in the emergency response shall maintain detailed records of labor costs, equipment usage, and supplies expended. These records may be used to recover allowable response and recovery costs from the federal government in the event a federal emergency or disaster declaration is issued by the President.
- 3) As terrorists often target government facilities, government records are at risk during terrorist incidents. To the extent possible, legal, property, and tax records should be protected. The principal causes of damage to records are fire and water. If government records are damaged during the incident response, the EOC should be promptly advised so that timely professional assistance can be sought to preserve and restore them.

## **B. POST-INCIDENT REVIEW**

The Sheriff is responsible for organizing and conducting a critique following the conclusion of a significant terrorist incident in accordance with the guidance contained in the Emergency Management Plan.

# **XI. ANNEX DEVELOPMENT & MAINTENANCE**

## **A. DEVELOPMENT & MAINTENANCE**

- 1) The Law Enforcement agency is responsible for developing and maintaining this annex.
- 2) This annex will be reviewed annually and updated in accordance with the schedule outlined in the Basic Plan.

# **ATTACHMENT A**

## **TERRORIST INCIDENT RESPONSE CHECKLIST**

### **A. INITIAL RESPONSE**

- 1) Deploy response forces.
- 2) Activate incident command post at the incident site to direct emergency operations.
- 3) If incident appears to be terrorism-related, ensure law enforcement personnel are advised and respond to the incident site.
- 4) Isolate the area and deny entry. Reroute traffic as needed.
- 5) Determine and report:
  - a) Observed indicators of use of chemical/biological weapons
  - b) Wind direction and weather conditions at scene
  - c) Plume direction, if any
  - d) Approximate number of apparent victims
  - e) Orientation of victims
  - f) Types of victim injuries and symptoms observed
  - g) Observations or statements of witnesses
- 6) If possible, determine type of weapon used using appropriate detection equipment, response guides, damage characteristics, and casualty symptoms
- 7) Establish scene control zones (hot, warm, and cold) and determine safe access routes & location of staging area. Establish initial operating boundaries for crime scene and incident area.
- 8) Implement crowd control measures, if necessary
- 9) Determine & implement requirements for protective clothing and equipment for emergency responders.
- 10) Establish communications among all response groups.
- 11) Protect against secondary attack.
- 12) Activate the EOC to site support emergency operations.
- 13) Determine requirements for specialized response support.



- 14) Make notification to state and federal law enforcement and emergency management agencies.
- 15) Obtain external technical assistance to determine potential follow-on effects.
- 16) Request/deploy hazardous materials response team, if appropriate.
- 17) Request/deploy bomb squad or ATF support, if appropriate.
- 18) Identify areas that may be at risk from delayed weapon effects.
- 19) Determine & implement protective measures for public in those areas.
- 20) Determine & implement protective measures for special facilities at risk.
- 21) Extinguish fires and identify potential hazards such as ruptured gas lines, downed power lines and residual hazardous materials.
- 22) Make notifications to adjacent jurisdictions that may be affected.
- 23) If the effects of the incident could adversely affect water or wastewater systems, advise system operators to implement protective measures.

## **B. MEDICAL MANAGEMENT**

- 1) Advise EMS and hospitals of possibility of mass casualties/contaminated victims.
- 2) Establish site for patient triage.
- 3) Establish site for gross decontamination (if appropriate) and a casualty collection area for decontaminated victims located away from the site of primary emergency operation, but accessible by transport vehicles.
- 4) Conduct initial triage and provide basic medical aid to victims in warm zone if protective equipment is not required.
- 5) Conduct gross decontamination of victims showing signs of contamination. Separate victims that show no signs of contamination for evaluation.
- 6) Conduct follow-on triage & treatment of victims in cold zone.
- 7) Transport victims to medical facilities for further treatment.
- 8) Request state and/or federal medical assistance, if needed.

### **C. FATALITY MANAGEMENT**

- 1) Alert [Medical Examiner, Justices of the Peace] and funeral directors of any potential mass fatality situation and arrange for temporary holding facilities for bodies, if necessary. Highlight need to preserve evidence.
- 2) Coordinate with [Justices of Peace/Medical Examiner] to determine autopsy requirements for victims.
- 3) Transport deceased to morgue, mortuary, or temporary holding facilities.

### **D. OTHER RESPONSE ACTIONS**

- 1) Request additional response resources, if needed.
- 2) Activate mutual aid agreements
- 3) Request state or federal assistance, as needed
- 4) Designate staging areas for incoming resources from other jurisdictions, state and federal agencies, and volunteer groups separate from operational staging area.
- 5) If evacuation has been recommended:
  - a) Activate shelter/mass care facilities to house evacuees.
  - b) Provide transportation for evacuees without vehicles.
  - c) Provide security for shelters.
- 6) If evacuation of special facilities (schools, nursing homes, hospitals, correctional facilities) has been recommended:
  - a) Assist facilities in arranging suitable transportation and carrying out evacuation.
  - b) Assist facilities in arranging suitable temporary reception facilities.
- 7) Provide information and instructions to the public.
- 8) Activate emergency public information operation.
- 9) Identify facilities for use by media.
- 10) Identify, collect, and control evidence and conduct investigations.
- 11) Pursue and arrest suspects.

- 12) Provide security in evacuated areas, if feasible.
- 13) Establish and operate access control points for contaminated areas.
- 14) For incidents involving biological agents, consider measures to restrict person-to-person transmission of disease such as quarantine, closure of schools and/or businesses, and restrictions on mass gatherings.

#### **E. OTHER**

- 1) Alert human resources agencies to provide disaster mental health services and human services support to victims.
- 2) Determine how pets, livestock, and other animals left in evacuated or contaminated areas will be handled.
- 3) Decontaminate essential facilities and equipment, if feasible.
- 4) Request technical assistance in assessing environmental effects.

# **ATTACHMENT B**

## **POINTS OF CONTACT**

### **CHEMTREC**

Technical assistance for hazardous materials incidents.  
800-424-9300  
(24 hours)

### **CHEM-TEL**

Technical assistance for hazardous materials incidents.  
800-255-3924  
(24 hours)

### **National Response Center**

Chem-Bio Hotline

Reporting center for suspected terrorist activity as well as technical assistance regarding chemical & biological agents for state and local emergency responders.

800-424-8802  
(24 hours)

### **Local/Nearest FBI Office**

Federal law enforcement assistance.

### **Local/Nearest ATF Office**

Federal expertise in explosive devices.

### **Nearest Bomb Squad**

Explosive ordnance disposal assistance should be requested through Montana DES for regional HazMat Team with bomb squad.

# **ATTACHMENT C**

## **SPECIALIZE RESPONSE RESOURCES**

During the response to a terrorist incident, the local resources used for most emergency situations will be used. Because of the potentially great damage, contamination, casualties, and fatalities that may be generated by large-scale terrorist incidents, specialized response resources may be needed from the state and federal government to supplement those available locally. Some of those resources are outlined below. Requests for state or federal resources should be channeled to the MT SECC.

### **Hazardous Materials Response Teams (All Montana teams accessed through MTDES 406-841-3911)**

Bozeman HazMat Team	Bozeman Fire Department	406-585-1475
Helena HazMat Team	Helena Fire Department	406-47-8293
Missoula HazMat Team	Missoula Rural Fire District	406-728-0911
Billings HazMat Team	Billings Fire Department	406-657-8200
Great Falls HazMat Team	Great Falls Fire Department	406-454-6978
Kalispell HazMat Team	Kalispell Fire Department	406-758-5610
83 <sup>rd</sup> Civil Support Team	Montana National Guard	406-324-3000
101 <sup>st</sup> Civil Support Team	Idaho National Guard	208-272-5755
84 <sup>th</sup> Civil Support Team	Wyoming National Guard	307-772-5485
81 <sup>st</sup> Civil Support Team	North Dakota National Guard	701-333-2000
82 <sup>nd</sup> Civil Support Team	South Dakota National Guard	

### **Explosives Teams**

Missoula Bomb Squad	Missoula County Sheriff	406-728-0911
Billings Bomb Squad	Billings Police Department	406-657-8200
341 <sup>st</sup> Civil Engineer Squadron (EOD)	Malmstrom Air Force Base	406-731-3895

### **Urban Search and Rescue Teams**

Utah Task Force 1 (UT-TF1)	Salt Lake Fire Department
Puget Sound Task Force (WA-TF1)	Pierce County Emergency Mgmt
Colorado Task Force 1 (CO-TF1)	State of Colorado
Nebraska Task Force 1 (NE-TF1)	Lincoln Fire Department

### **Disaster Mortuary Operational Response Teams (DMORT)**

Portable Disaster Morgue Unit	Rockville, MD
Portable Disaster Morgue Unit	San Jose, CA

## **Disaster Medical Assistance Team (DMAT)**

Washington DMAT (WA-1)                      Seattle, WA  
Oregon Disaster Medical Team (OR-2) Eugene, OR  
Colorado    Denver, CO

## **Special Weapons and Tactics (SWAT)**

Gallatin County Special Response Team  
Butte Silver Bow  
Lewis and Clark  
Billings  
Missoula  
Kalispell