FINAL

Emergency Operations Plan

Sanders County, Montana

Planning for the Safety of Sanders County Residents....

...in the Event of an Emergency

Sanders County
Office of Emergency Management
1111 N. Main Street
Thompson Falls, Montana

December 2010

Emergency Operations Plan

Sanders County, Montana

Prepared for:

Sanders County
Office of Emergency Management
111 Main Street
Thompson Falls, MT 59873

Prepared by:

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303 Irene Street
Helena, MT 59601

December 2010

PROMULGATION DOCUMENT

WHEREAS, all citizens and property within Sanders County are at risk to a wide range of natural, technological, and man-caused hazards; and

WHEREAS, when such an unfortunate event occurs; local, state, and federal response agencies must be prepared to respond in a well coordinated manner by developing and using an Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) to protect the public and the natural resources and minimize property damage within the community; and

WHEREAS, this Emergency Operations Plan is needed to coordinate the response of emergency personnel and supporting services of all county and municipal agencies in the event of an emergency or disaster and during the aftermath thereof; and

NOW, THEREFORE, we the undersigned, by virtue of the power and authority vested in us by the laws of the State of Montana do hereby adopt the Sanders County Emergency Operations Plan, dated December 2010. This plan can be put into action by the undersigned, the Sanders County Office of Emergency Management Coordinator, or our designee. Tasked organizations have the responsibility to prepare and maintain standard operating procedures and commit to the training and exercises required to support this plan.

IN WITNESS WHEREOF, we have subscribed our signatures;

Approved By: Carol A. Brooks	Title: County Commissioner	Date: 12-16-2010
Approved By: Anthony B. Cox	Title: County Commissioner	Date: 12-16-2010
Approved By: J. Frank Roberts	Title: County Commissioner	Date: 12/16/10
Attest: Jennine M Robbins	Title: Clerk & Recorder	Date: 12/17/10

APPROVAL AND IMPLEMENTATION

The Sanders County Emergency Operations Plan identifies and assigns disaster responsibilities for county/municipal personnel in the preparation for, response to, recovery from natural or man-caused disasters. The jurisdiction included in this plan is Sanders County and the incorporated towns of Thompson Falls, Plains and Hot Springs. This plan supersedes all previous plans. Specific modifications of the plan can be made by the County Emergency Manager without the senior official's signature.

By my signature, I acknowledge that I, or my representative, have reviewed this plan, and agree to the tasks and responsibilities assigned herein for my department and/or agency.

Sanders County		
Approved By:	Title: Sheriff	Date: 12-28-10
Approved By:	Title: Fire Association President	Date: 2-10-2011
Approved By: William D Rangeli	Title: Emergency Manager	Date: 12-28-10
Approved By: Glen E. Magera	Title: Director, Road District	Date: 01-31-11
Approved By: Melanie Shaw, R.S.	Title: Director, Environmental Health Department	Date: 01/04/10
Approved By: Cindy Morgan MSN, RN	Title: Director, Public Health Department	Date: 01/31/2011

Montana Disaster and Emergency Services		
Approved By: Martha-Jo Smith	Title: District 1 Representative	Date: 2/16/2011

City of Thompson Falls		
Approved By: Carla M. Paul	Title: Mayor	Date: 1/10/11
Approved By:	Title: Fire Chief	Date: 1-11-11
Approved By: Guy Sarg	Title: Public Works Director	Date: 1/14/11
Approved By: C M Hammett	Title: Police Chief	Date: 1/13/11

City of Plains		
Approved By: Michael T. Brinson	Title: Mayor	Date: 01-19-11
Approved By: [illegible]	Title: Fire Chief	Date: 1-11-11
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Approved By: [illegible]	Title: Police Chief	Date: 1-19-11

City of Hot Springs		
Approved By:	Title: Mayor	Date: 1-19-11
Approved By:	Title: Fire Chief	Date: 1-19-11
Approved By:	Title: Public Works Director	Date: 1-19-11
Approved By:	Title: Police Chief	Date: 01-26-11

RECORD OF CHANGES

Change #	Date of Change	Page(s) Changed	Person Entering Change

RECORD OF DISTRIBUTION

Agency	Date	Distribution	
Sanders County		**Copy No.**	**CD**
County Commission			
Office of Emergency Management			
Sheriff			
Coroner			
Road Department			
Public Health Department			
Environmental Health Department			
Emergency Medical Services			
Rural Fire Districts			
Social Services Department			
Attorney			
City of Thompson Falls		**Copy No.**	**CD**
City Commission/Mayor			
Police Department			
Fire Department			
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Police Department			
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Fire Department			
Public Works			
State of Montana		**Copy No.**	**CD**
Montana Disaster & Emergency Services			
DES District #1 Representative			
Montana Dept. Natural Resources and Conservation			
Other		**Copy No.**	**CD**
U.S. Forest Service			

ACRONYMS

BOCC	Board of County Commissioners
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosive
CJIN	Criminal Justice Information Network
COG	Continuity of Government
COOP	Continuity of Operations
CSKT	Confederated Salish & Kootenai Tribes
DES	Disaster and Emergency Services
DHS	U.S. Department of Homeland Security
DNRC	Department of Natural Resources and Conservation
EAS	Emergency Alert System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	U.S. Environmental Protection Agency
EPI	Emergency Public Information
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information System
HAZMAT	Hazardous Materials
HAZUS	Hazards United States
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Committee
NAWAS	National Warning System
NGO	Non-Government Organization
NIMS	National Incident Management System
NRF	National Response Framework
NWS	National Weather Service
OES	Office of Emergency Services
PDM	Pre-Disaster Mitigation
SOP	Standard Operating Procedure
WUI	Wildland Urban Interface

Also see: FEMA Acronyms, Abbreviations and Terms; FEMA-524 / March 2005
http://www.fema.gov/pdf/plan/prepare/faatlist03_05.pdf

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1.0 INTRODUCTION

Sanders County has prepared this Emergency Operations Plan (EOP) to assign disaster responsibilities to local personnel in the mitigation of, preparation for, response to, and recovery from natural and/or man-made disasters. The EOP applies to all local government departments and agencies that are tasked to provide assistance in a disaster or emergency situation. It describes the fundamental policies, strategies, and general concept of operations to be used in control of the emergency from its onset through the post disaster phase.

1.1 Purpose

The purpose of the Sanders County EOP is to establish a comprehensive and coordinated all-hazards approach and plan for effective response to and recovery from emergencies and disasters occurring in Sanders County, Montana. The EOP, using the National Incident Management System (NIMS), establishes a framework for an effective system of comprehensive emergency management.

The EOP defines disaster-specific guidelines and describes the array of local response, recovery, and mitigation resources available to save lives, limit human suffering, and protect public health, safety, and property, including wildlife, natural resources, the environment, and local economy from the damaging effects of natural and man-caused disaster emergencies. The EOP defines the responsibilities of elected officials and key personnel during an emergency/disaster.

1.2 Scope

The Sanders County EOP covers the full range of complex and constantly changing requirements in anticipation of or in response to threats or acts of terrorism, major disasters and other emergencies. The EOP also provides the basis to initiate long-term community recovery and mitigation activities. The EOP:

- Establishes fundamental guidelines, program strategies, and assumptions for a County-wide comprehensive emergency management program;
- Establishes a method of operations that spans the direction and control of an emergency from initial monitoring through post-disaster response, recovery, and prevention;
- Defines the mechanisms to facilitate delivery of immediate assistance including direction and control of federal response and recovery assistance;
- Assigns specific functions to appropriate agencies and organizations, as well as outlines methods to coordinate with the private sector and voluntary organizations;
- Addresses the various types of emergencies that are likely to occur, from local emergencies, to minor, major, or catastrophic disasters; and
- Identifies the actions that the County should initiate, in coordination with tribal, state and federal counterparts as appropriate, regardless of the magnitude of the disaster.

The EOP addresses the full spectrum of activities related to incident management, including preparedness, response, recovery and mitigation actions. The EOP focuses on those activities that are directly related to an evolving incident or potential incident rather than steady-state preparedness or readiness activities conducted in the absence of a specific threat or hazard.

1.3 Authorities

Various statutory authorities, regulations and policies provide the basis for actions and activities in the context of domestic incident management. Nothing in the EOP alters the existing authorities of individual departments and agencies. The EOP establishes the coordinating structures, processes, and protocols required to integrate the specific statutory and policy authorities of various departments and agencies in a collective framework for action to include preparedness, response, recovery and mitigation activities.

Local

- Homeland Security Strategic Plan
- Mutual Aid Agreement with the Confederated Salish & Kootenai Tribes and Lake County
- Sanders County Pre-Disaster Mitigation Plan (not adopted)
- Community Wildfire Protection Plan
- Terrorism Plan
- Animal Health Plan
- Family Disaster Plan
- Volcanic Ash Plan
- Hazardous Material Plan
- NIMS Plan

Sanders County has overlapping jurisdiction with the Flathead Reservation and has acknowledged that through cooperation they can meet the challenges of limited resources and personnel and the predominately rural character of the County. A mutual aid agreement for provision of emergency services was prepared which is a County-Tribal Cooperative Agreement between the Confederated Salish & Kootenai Tribes, Lake County and Sanders County. This agreement states that although each jurisdiction possess responsibility for emergency and disaster preparedness, and recovery operations in their respective jurisdictions, they will work together in an informed, cooperative, coordinated response to provide the most cost-effective, safest response to emergencies and disasters.

State

- Montana Comprehensive Emergency Management Plan, 2004. The State's emergency response framework which adopts the National Incident Management System (NIMS) as the state's official disaster and emergency management model. This system will be used

to develop Montana's approach to prepare for, respond to, recover from, and mitigate domestic incidents, regardless of the cause, size or complexity.

- State of Montana Multi-Hazard Mitigation Plan and State-wide Hazard Assessment, 2007. Developed to comply with the requirements of the Disaster Mitigation Act of 2000. This plan is required by the Federal Emergency Management Agency (FEMA) to be updated every three years.

- Montana Homeland Security Strategic Plan (2003), developed with the purpose to "identify strategic direction for enhancing local, tribal, regional, and state capability and capacity to prevent and reduce Montana's vulnerability from Weapons of Mass Destruction terrorism incidents".

- Montana Continuity of Operations Plan (COOP) and Continuity of Government (COG) Plan (2006), an agency-wide effort to ensure the continued performance of essential government functions during times of natural disaster, security intrusions and/or acts of terrorism.

- Human Disease and Public Health Pandemic Influenza Emergency Plan (2006) describes preparedness efforts for responding to an outbreak and having measures in place to protect citizens.

- Montana Floodplain Management Strategic Plan, for mapping and coordinating the management of floodplains under the National Flood Insurance Program and the Map Modernization Program.

Federal

- National Response Framework (NRF). This plan establishes a comprehensive all-hazards approach to enhance the ability of the United States to manage domestic incidents. It forms the basis of how federal departments and agencies will work together and how the federal government will coordinate with state, local, and tribal governments and the private sector during incidents. It establishes protocols to help protect the nation from terrorist attacks and other major disasters.

- Homeland Security Presidential Directive (HSPD) – 5: Management of Domestic Incidents. This directive is intended to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System (NIMS).

- Homeland Security Presidential Directive (HSPD) – 8: National Preparedness. This directive establishes policies to strengthen the preparedness of the United States to

prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies b requiring a national domestic all-hazards preparedness goad, establishing mechanisms for improved delivery of federal preparedness assistance to State and local governments, and outlining actions to strengthen preparedness capabilities of federal, state, and local entities.

- National Incident Management System (NIMS). A system mandated by HSPD-5 that provides a consistent nationwide approach for federal, state, local and tribal governments; the private sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

- Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135. This Act established the Department of Homeland Security with the mandate and legal authority to protect the American people from terrorist attacks, major disasters, and other emergencies.

- Robert T. Stafford Disaster Refief and Emergency Assistance Act of 1988, as amended, 42 U.S.C., Public Law 93-288 as amended by Public Law 100-707. This act provides the authority for the provisioning of disaster relief and assistance by the federal government. It also establishes roles and responsibilities for state and local governments during federally declared emergencies and disasters.

- Emergency Management and Assistance, 44 C.F.R., Chapter 1 (1992). This portion of the U.S. Code implements the Stafford Act and delineates the organization, policies and Procedures governing the activities and programs of the Federal Emergency Management Agency (FEMA) and other federal agencies, and further defines the role of state and local government in the Emergency Management structure.

- Emergency Planning and Community Right-to-Know Act of 1986. (Public Law 99-499, October 17, 1986), Title III of the Superfund Amendments & Reauthorization Act (SARA). This federal legislation outlines the requirements for emergency planning and notifications pertaining to emergencies involving hazardous materials (HAZMAT).

- FEMA Comprehensive Preparedness Guide (CPG) 101. Establishes non-regulatory guidance for developing and maintaining state, territorial, tribal, and local government Emergency Operations Plans.

1.4 Plan Organization

The EOP consists of the four main sections outlined below and as illustrated in ***Figure 1-1***.

- **Basic Plan** – The Basic Plan provides an overview of emergency organization and policies. It describes the overall approach to disaster response and recovery operations and assigns responsibilities for emergency tasks.

- **Emergency Support Functions** (ESF) – To facilitate effective operations, the EOP adopts a functional approach that groups the types of assistance to be provided into 15 Emergency Support Functions. The ESF annexes detail the organization, roles and responsibilities of county/municipal government and cooperating agencies for coordinating emergency response and recovery efforts. The 15 ESFs mirror the National Response Plan (NRP) and the State of Montana Comprehensive Emergency Management Plan. Each ESF is headed by a lead agency or organization, which has been selected based on its authorities, resources, and capabilities in that functional area. The primary agency appoints an emergency representative to manage that function in the Emergency Operations Center.

- **Support Annexes** – Support annexes develop specific information and direction for county/municipal managers concerning a particular emergency management function or hazard.

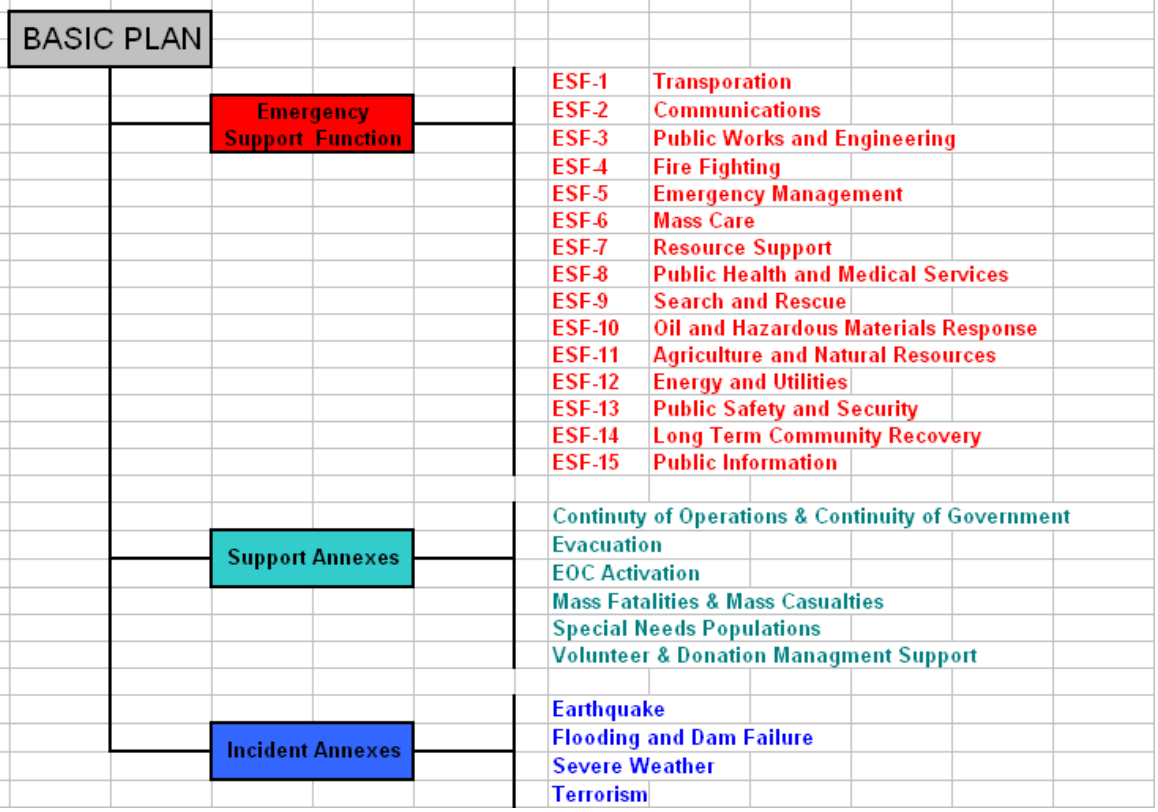
- **Incident Annexes** – These annexes describe emergency response strategies based on the local hazard vulnerability assessment.

- **Appendices and Attachments** – Organizations charts, responsibility tables, and lists of terms are included as appendices to the Plan.

This plan should provide the necessary guidance for the personnel who have responsibilities to provide their services for the protection of lives, property, and the environment. Regular testing and exercising of this Plan will establish the groundwork for efficient and expeditious delivery of assistance in times of emergency or disaster.

The EOP serves as the foundation for the further development of detailed plans, procedures, and databases, to enable efficient, cost effective implementation of response activities. Each organization and agency which has a role in this plan or its elements should develop Standard Operating Procedures (SOPs) which provide step-by-step instructions for accomplishing assigned functions.

FIGURE 1-1: EMERGENCY OPERATIONS PLAN ORGANIZATION



The EOP is a flexible document. It is recognized that changes from the content of this Plan can, and will, occur due to the unique nature of emergencies. This deviation, using initiative and common sense, is both authorized and encouraged in order to adapt to the specific emergency and to promote public safety.

2.0 BASIC PLAN

The Basic Plan provides an overview of Sanders County's approach to emergency operations. It details emergency response policies, describes the response organization, and assigns tasks.

2.1 Situation Overview

This section characterizes the planning environment in Sanders County and discusses why an EOP is necessary. A summary of hazards faced in the County is provided as well as a discussion on how Sanders County fits into the regional response structure.

2.1.1 Geographical Characteristics

Sanders County has a land area of about 2,778 square miles and is bounded by Bonner and Shoshone Counties (Idaho) on the west, Mineral and Missoula Counties to the south, Lincoln and Flathead Counties to the north, and Lake County to the east. The Flathead River flows into the Clark Fork River downstream from Kerr dam, located on the southwestern tip of Flathead Lake in Lake County. Thompson Falls dam and Noxon Rapids dam are both located within the county on the Clark Fork River. **Figure 2-1** is an overview map of the County.

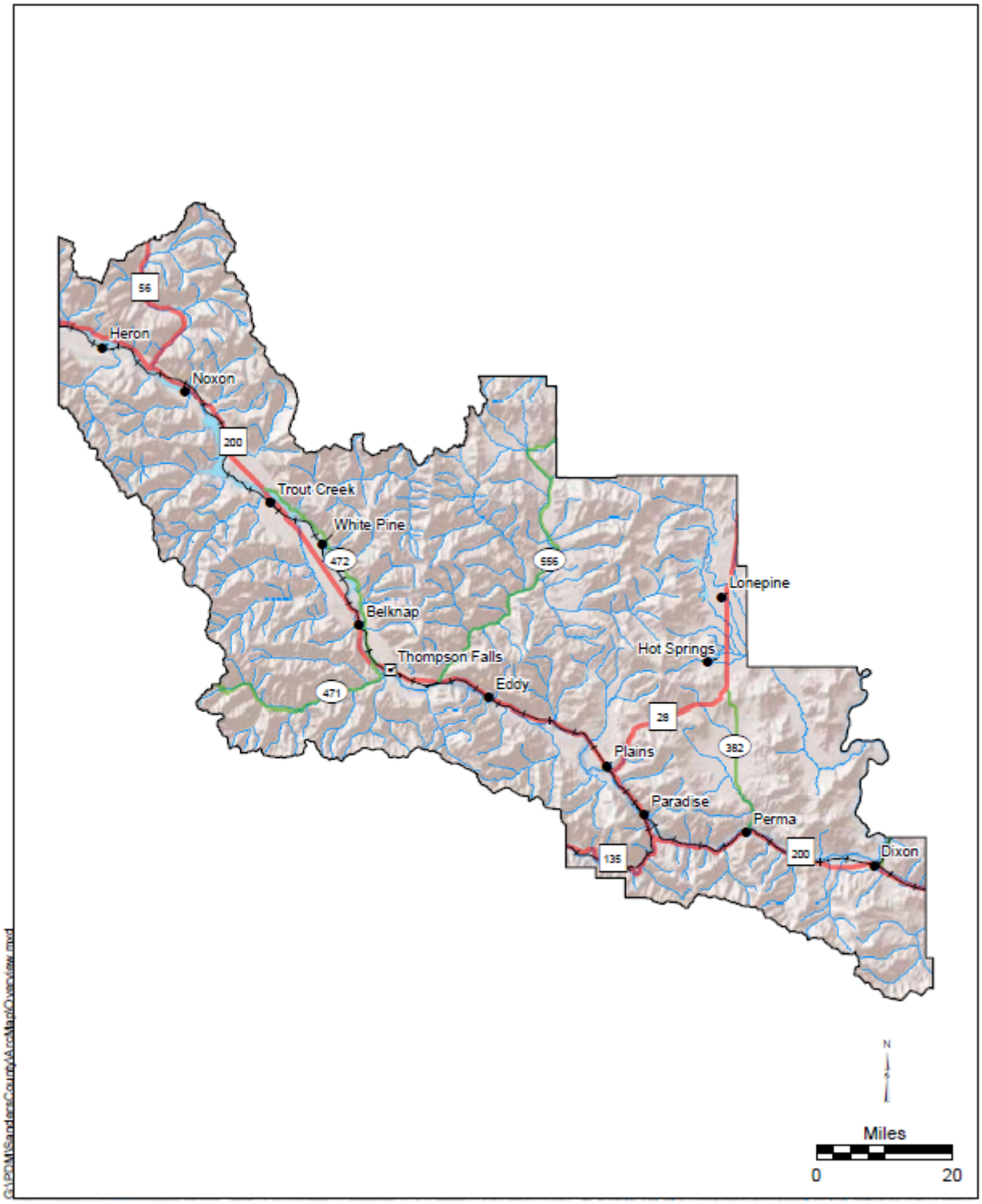
Elevations in the county range from about 2,200 to 7,500 feet above sea level. The town of Heron is located on the valley floor at about 2,200 feet above sea level. Baldy Mountain, located approximately 20 miles straight-line distance northeast of Thompson Falls, is the tallest peak in the county at approximately 7,500 feet.

Land use in Sanders County is primarily agriculture (crop and livestock production), with small communities and individual homes and farms interspersed. Croplands primarily produce small grains and hay. Native rangeland and planted pastures provide forage for livestock. Livestock obtain water from dugout impoundments, wells, and surface water.

Located in northwestern Montana, Sanders County is Montana's 18th most populous with 10,443 residents, according to the 2001 estimates produced by the U.S. Census Bureau. The median age in Sanders County is 44.2 years (U.S. Bureau of the Census, 2000).

2.1.2 Socioeconomic Profile

According to 2008 census estimates, the population of Sanders County is 11,034. This represents a 7.9 percent growth in population since the 2000 census and mirrors a growth pattern found throughout western Montana and the Rocky Mountain West. Currently, 39.5 percent of the population is either under 18 or over 65, while the state average is 37 percent. The median age in Sanders County is 44.2 years (U.S. Bureau of the Census, 2008).



October 2010

Figure 2-1

Overview Map

Sanders County, MT

Emergency Operation Plan

Legend

- County Seat
- Town
- State Route
- Other Route
- Railroad
- River / Stream

Sanders County is less densely populated than Montana as a whole. The average population density of Sanders County is 3.7 people per square mile, while the average population density of Montana is 6.2 people per square mile. Approximately 27 percent of Sanders County's population lives within the incorporated communities of Thompson Falls, Plains and Hot Springs and 73 lives in unincorporated areas. The unincorporated population centers are Belknap, Camas, Dixon, Heron, Nirada, Noxon, Paradise, Perma, and Trout Creek.

Sanders County's economy is diverse, with 62 percent of the workforce employed by private companies and 18 percent self-employed. The median income for a household is $30,250 and the per capita income for the county is $14,593. Almost 18 percent of the population and 13 percent of families are below the poverty line. Out of the total population, 15 percent of those under the age of 18 and 9 percent of those 65 and older are living below the poverty line.

Sanders County has historically had a higher annual unemployment rate than Montana and the nation. This is due in part to the seasonal nature of many of the available jobs, such as those in agriculture and construction.

2.1.3 Critical Facilities and Vulnerable Populations

Critical facilities are defined as facilities critical to government response and recovery activities (i.e., life safety and property and environmental protection). Critical facilities include: 911 emergency call centers, emergency operations centers, police and fire stations, public works facilities, sewer and water facilities, bridges and roads, and shelters; and facilities that, if damaged, could cause serious secondary impacts. Critical facilities also include those facilities that are vital to the continued delivery of community services or have large vulnerable populations. These facilities may include: buildings such as government offices, law enforcement center, public services buildings, adult and juvenile detention centers, and other public facilities such as hospitals, nursing homes and schools.

Some populations in the community share common characteristics that make them more susceptible to "falling through the cracks". Three such groups are the elderly, people with disabilities, and young children. All three groups are vulnerable to financial constraints, a lack of available resources and services, and insufficient public awareness of their situations. All three often find it difficult to advocate for, or provide for all of their needs themselves, and must rely on others for at least some support services.

People with disabilities are often referred to as "special needs" populations. They are individuals living in the community who may require assistance with regard to transportation, child care, health care, personal care activities, and language comprehension. They can have any number of characteristics – medical, cultural, cognitive, racial, physical, or a combination thereof – that sets them apart from other individuals in terms of needs. People with special needs can be found in their own residences, adult day-care facilities, assisted living facilities, foster or group

homes, long-term facilities, and hospitals. Special needs populations can also have distinct cultural, ethnic, or racial characteristics or language differences. Such people may find protective action orders or recommendations difficult to understand or to comply with in a timely manner.

2.1.4 Hazard Analysis

The primary goal of emergency management in Sanders County is to prepare for, respond to and recover from the many consequences that can be generated by a hazard. This section of the Plan offers a listing of the hazards that could impact Sanders County and some of the consequences associated with each hazard such as potential impacts to population, infrastructure, and the environment. Although, the probability of significant hazardous events is low, the potential exists for an accident which could cause widespread, long-term property damage and harm to the public. Much of the information in this section was developed in 2006 as part of the Sanders County Pre-Disaster Mitigation (PDM) Plan.

Biological Hazards

Biological hazards, such as animal diseases and pandemic infestations, are associated with any insect, animal or pathogen that could pose an economic or health threat. The possibility also exists for the import of pathogens that could have a widespread effect on the livestock industries. In addition, the general population could be adversely affected by naturally occurring pathogens (i.e. influenza, emerging infectious diseases, etc.) or by way of terrorist action.

Dam Failure

Five dams are located in Sanders County including; Noxon Rapids, Thompson Falls, Upper and Lower Dry Fork and Little Blue Dam. A failure of four of the dams could pose a significant risk. Some of the reservoirs have spillways that cannot pass a large flood, resulting in flood waters overtopping the dam, creating the potential for dam failure. Several dams have extensive seepage through the earthen fill or foundation material, resulting in piping that may lead to failure of the dam. In addition, earthquakes may cause liquefaction at several of the dams, resulting in breaching of the dam and release of the stored water. Although there is no record of a dam failure in Sanders County, the region is located within the Intermountain Seismic Belt where there is a likelihood of earthquake activity that in the future could cause dam failure. The probability of dam failure is rated as “possible”.

Drought

Drought is an extended period of unusually dry weather. The effects of drought become apparent with a longer duration because more and more moisture-related activities are affected. In periods of severe drought, range fires can destroy the economic potential of the agricultural industry, and wildlife habitat in, and adjacent to, the fire areas. Under extreme drought

conditions, lakes, reservoirs, and rivers can be subject to severe water shortages. Insect infestation is an additional hazard resulting from drought.

Earthquakes

Sanders County is located within the Intermountain Seismic Belt, an area of seismic activity in western Montana. Earthquakes may cause landslides and rupture dams. Severe earthquakes destroy power and telephone lines, gas, sewer, or water mains, which, in turn, may set off fires and/or hinder firefighting or rescue efforts. Earthquakes also may cause buildings and bridges to collapse. Sanders County is considered vulnerable to a major earthquake. Earthquakes have a low rating for probability, but very high ratings for impact and management difficulty.

Flooding

Floods constitute one of the most destructive natural hazards facing Montana. Flooding occurs when abnormally high streamflow overtops the natural or artificial banks of a water course. Typically during spring runoff, stream flows increase dramatically and periodically cause flooding. Winter floods are caused by rain on snow events or unseasonably warm temperatures causing snow melt at lower elevations. Ice jams occur when water builds up behind a blockage of ice. Flash floods are caused by locally intense rain storms any effect small drainage areas. The magnitude and duration of annual floods are determined by accumulated snow, temperature during flood period and rain. Attention to these factors allows a fairly accurate determination of flood potential and advance preparations.

Hazardous Material Incidents

A hazardous material release is the contamination of the environment (i.e. air, water, soil) by any material that because of its quantity, concentration, or physical or chemical characteristics threatens human health, the environment, or property. Hazardous materials, including industrial and agricultural chemicals, are commonly stored and used in Sanders County and are regularly transported via the regions roadways, railroads, and pipelines. A release of hazardous materials from both fixed and transportation incidents pose possible threats to Sanders County. Hazards ranges from small spills on roadways to major transportation releases on railways. Illegal methamphetamine operations are also a concern.

Severe Weather – Wind/Hail/Tornadoes

Thunderstorms can produce deadly and damaging tornadoes, hailstorms, intense downburst and microburst wind, lightning, and flash floods. Windstorms affect areas with significant tree stands, as well as areas with exposed property, major infrastructure, and aboveground utility lines. Strong winds are common in Sanders County and when combined with blowing dirt or snow, cause a threat to traffic and can damage homes, businesses, crops and utilities. Severe

hailstorms can cause considerable damage to buildings and automobiles, but rarely result in loss of life. Occasionally, these events occur without warning and could have a greater impact on the population.

Terrorism

Terrorism refers to intentional, criminal, malicious acts involving the use of biological, chemical, nuclear, and/or radiological weapons; arson, incendiary, explosive, and armed attacks; industrial sabotage and intentional hazardous materials releases; and/or "cyber terrorism". Terrorism can involve one or more modes of harmful force to the built environment. Montana has traditionally attracted activist/extremist individuals and groups because of its low population, large geographic area, and relative isolation. Groups active in Montana vary from white supremacists to single issue groups such as environmental extremists.

Volcanic Ash

The volcanic center most apt to affect Sanders County is the Cascade Range of Washington and Oregon. The primary effect of the Cascade volcanic eruptions would be ashfall. The distribution of ash from a violent eruption is a function of the weather, particularly wind direction and speed and atmospheric stability, and the duration of the eruption. Volcanic ash can cause failure of electronic components, especially high-voltage circuits and transformers. and can cause internal-combustion engines to stall by clogging air filters. Roads, highways, and airport runways can be made treacherous or impassable because ash is slippery and may reduce visibility to near zero. Cars driving faster than 5 miles per hour on ash-covered roads stir up thick clouds of ash, reducing visibility and causing accidents. Volcanic ash also poses a health risk, especially to children, the elderly, and people with cardiac or respiratory conditions.

Wildfire

Forest covers most of the land base of Sanders County. Private residences become threatened when the fire enters the wildland-urban interface (WUI). WUI communities in Sanders County are in close proximity to federal lands, with concentrations of manmade structures in close proximity to wildland fuels. The probability and severity of fires are highly dependent upon weather conditions and fuel conditions and thus will change from year to year. Montana and other western states are experiencing forest health challenges due to drought, insects, unusual warm temperatures, disease and past fire suppression activities that have created more severe wildfire conditions. Fires remain the single greatest threat to Sanders County with the greatest potential for exhausting local resources.

Winter Storms

Winter storms and blizzards follow a seasonal pattern that begins in late fall and lasts until early spring. These storms have the potential to destroy property, kill livestock and people. Winter storms may be categorized as sleet, ice storms or freezing rain, heavy snowfall or blizzards. Severe winter storms create conditions that disrupt essential regional systems such as public utilities, telecommunications, and transportation routes. Motorists can become stranded in their vehicles and subjected to extreme temperatures. Access to special needs populations who require medical attention can also be compromised.

2.1.5 Capability Assessment

Sanders County's capabilities to respond to emergency situations and implement mitigation projects include personnel, regulatory ordinances, and equipment/facility resources. Local government personnel resources include elected officials, an Office of Emergency Management (OEM) Coordinator, public information officer, communications and warning officer, fire and rescue officer, law enforcement, health and medical officer, planners, and finance managers. These resources have the responsibility to provide overview of past, current, and ongoing pre- and post-disaster mitigation planning projects including capital improvement programs, wildfire mitigation programs, and stormwater management programs. The goals and objectives used to mitigate natural and technological hazards builds on the community's existing capabilities. Federal, state and county resources are available through mutual aid agreements. Non-government organizations and non-profits such as the Red Cross also provide capabilities to Sanders County in the event of an emergency.

Sanders County has a community vision for the future that takes into account the importance of the natural setting, population, housing and economic patterns as well as the unique character and quality of life that provides a sense of place and identity. They recognize that as the built environment expands (infrastructures, homes and businesses), the potential for disaster increases.

The Sanders County Emergency Manager operates the Office of Emergency Management (OEM) within the Sanders County Courthouse in Thompson Falls that also serves as the local Emergency Operations Center (EOC) in the event of an emergency. The EOC is a designated area established for facilitating the overall management of an emergency or disaster incident. The EOC provides a multi-agency coordination center where elected officials and senior agency representatives gather to manage coordination, communications, data and information collection, disseminate public information, provide the primary link to the state and federal agencies, and engage in strategic decision-making.

The County Emergency Manager plans, organizes and manages the county's emergency preparedness program; evaluates, improves and promotes comprehensive disaster planning efforts; organizes and facilitates effective operation of multi-jurisdiction, multi-discipline work

groups and task forces; promotes interagency coordination; and, develops and reviews policies, contracts and interagency agreements. These efforts are designed to enhance the capacity of the county government to plan for, respond to, and mitigate the consequences of threats and disasters using an all-hazard framework. Overall, the County Emergency Manager emphasizes preparedness in addressing potential natural threats (earthquakes, wildfire, flooding).

Sanders County determines its capabilities and limitations to prepare for and respond to disaster at its regularly scheduled Local Emergency Preparedness Committee (LEPC) meetings and through this EOP update process.

2.1.6 Planning Assumptions

Disasters vary along several dimensions. Some provide little or no warning (earthquake, flash flood), others might be preceded by substantial warning (volcanic ash, winter storm). Some disasters affect large geographic areas, others rather small areas; some strike with great impact, others with less impact. Consistent with these variables, disasters can cause significant loss of life, environmental, and economic damage. As part of the EOP revision process, the following planning assumptions were developed:

- Sanders County will continue to experience natural, technological, or man-caused incidents, emergencies, or disasters requiring county government response.
- The County's response during incidents, emergencies, or disasters is based on the availability of county resources. If the response requirements go beyond county capabilities, state assistance will be requested.
- The County's resources may be required to assist other local governments, counties, or the State of Montana.
- Local resources, available through public, volunteer and commercial means will be utilized first. Federal and state support will augment ongoing disaster operations.
- Local jurisdictions will enter into mutual aid agreements with each other as necessary to most effectively use their resources in response to emergencies and disasters.
- Incidents, emergencies, or disasters will require varying levels of response. It is anticipated that the County's response will be conducted at the lowest possible activation level to effectively and efficiently handle the situation using the Incident Command System (ICS).
- At times, elected officials and government department directors or administrators will not be available to perform their duties. The lines of succession for elected officials will be according to the guidelines outlined in the Montana code. Local government department heads and administrators will identify the lines of succession for key positions in their respective agencies.
- Local government departments will have sufficient training in this Plan and second tier supervisors will be able to function if primary supervisory levels are not available.
- When the EOP is activated, all or parts of the Plan may be implemented.

- The EOC will be partially or fully activated to support operations in the field during a disaster or emergency.
- Local government may need to operate without outside assistance given the nature of the incident for extended periods of time.

2.1 Concept of Operations

It is the responsibility of government to undertake comprehensive management of emergencies in order to protect life and property from the effects of hazardous events. This Plan is based upon the concept that the emergency functions performed by various groups responding to an emergency will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources should be employed in both cases.

2.2.1 Plan Activation

This EOP is in effect at such time as:

- An incident, emergency or disaster occurs or is imminent;
- An incident, emergency or disaster is declared by the jurisdiction's Chief Elected Officials (Board of County Commissioners);
- An incident, emergency, or disaster is declared by the Governor; or
- A Presidential or federal agency declaration or designation is issued.

The Sanders County EOP is normally activated in response to emergency or disaster events. The County should coordinate the emergency response effort within their political jurisdiction to the extent feasible. Emergency operations should always be initiated at the lowest level able to respond to the situation effectively. The County will use all available local and regional resources to protect against and respond to an emergency to include utilizing pre-established mutual aid agreements. When the County determines that local resources are not adequate, additional resources may be requested through the state and federal government. Full activation of the EOP, to include response and recovery, may also occur upon a declaration of a State of Emergency by the Governor or a Presidential disaster declaration.

Intergovernmental Mutual Aid

Mutual aid agreements and memoranda of understanding are essential components of emergency management planning, response, and recovery activities. These agreements provide reciprocal emergency aid and assistance during an emergency or disaster. They can increase available resources and improve response and recovery efforts.

A Tribal-County mutual aid agreement exists between the Sanders County, the Confederated Salish & Kootenai Tribes and Lake County for provision of emergency services. This agreement states that although each jurisdiction possess responsibility for emergency and disaster

preparedness, and recovery operations in their respective jurisdictions, they will work together in an informed, cooperative, coordinated response to provide the most cost-effective, safest response to emergencies and disasters.

The Sanders County Emergency Services Master Mutual Aid Agreement allows the rural fire departments to respond within each others districts.

There also exists a statewide mutual aid statute (MCA 10-3-901). Under the Intrastate Mutual Aid System member jurisdictions may request assistance from other member jurisdictions to prevent, mitigate, respond to or recover from an emergency or disaster; or in concert with drills or exercises. Any resource (personnel, assets and equipment) of a member jurisdiction may be made available to another member jurisdiction.

2.2.2 Incident Command System

The Incident Command System (ICS) and National Incident Management System (NIMS) will be used to coordinate emergency response and recovery operations. The ICS/NIMS provides a framework designed to standardize incident management for all types of hazards and across all levels of government. ICS is a combination of facilities, equipment, personnel, procedures, and communications that operates with a common organizational structure and is designed to aid in the management of resources during incidents. ICS is applicable to small as well as large/complex incidents. If used effectively, it should improve coordination between different agencies, levels of government and the private sector.

2.2.3 County Actions

Preparedness, response, recovery, and mitigation are general responsibilities of all levels of government working together to provide a delivery system to meet the needs of the public. The following outlines the responsibilities of Sanders County to comply with these requirements.

Preparedness – Preparedness activities are any action taken prior to the emergency than facilitate the implementation of a coordinated response. Examples of preparedness efforts include but are not limited to:

- Hazard identification
- Developing emergency plans and procedures.
- Continuity of government decisions
- Testing and maintaining equipment
- Establishing, equipping ad maintaining the EOC
- Participating in training, drills, and exercises
- Coordination of sirens and Emergency Alert System (EAS) utilization

Response – Response activities are any actions taken immediately before, during or directly after an emergency to save lives, minimize damage to property and increase the effectiveness of recovery efforts. Examples of response include, but are not limited to:

- Implement their EOP when an emergency occurs, or at the request of the Director of the U.S. Department of Homeland Security, or upon a declaration of a State of Emergency by the Governor.
- Use all available local and regional resources to respond to an emergency including pre-established mutual aid agreements.
- Coordinate emergency medical services, law enforcement services, and fire and rescue services.
- Utilize the County EOC as the central clearinghouse for information collection and coordination of response and recovery resources within the county.

Recovery – Recovery is the phase that involves restoring systems to normal. Short-term recovery actions are taken to assess damage and reestablish vital life-support systems; long-term recovery actions may continue for years. Examples of recovery actions include, but are not limited to:

- Damage assessment
- Debris clearance
- Decontamination
- Counseling
- Disaster assistance
- Temporary housing

Mitigation – Mitigation consists of actions taken in advance to reduce or eliminate the degree of long-term risk to human life, property, and the environment from natural and technological hazards. Mitigation assumes communities are exposed to risks whether or not an emergency occurs. Mitigation measures may include: building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statutes and ordinances, tax incentives and disincentives, seismic strengthening, and stocking of emergency supplies.

2.2.4 Operations

Responsibility for response to a County emergency resides with the Office of Emergency Management (OEM) and the Board of County Commissioners (BOCC). These entities will authorize and coordinate agencies and departments to mobilize pursuant to this Plan. In the event of a terrorist threat or incident, the County will coordinate their response with the State of Montana and U.S. Department of Justice.

Field Operations

The Incident Commander (IC) is the first responder on a given scene until relieved by a higher authority or by mutual agreement. The IC is responsible for the immediate tactical actions to control the incident. The determination of which department is responsible for assuming field command, or becoming the lead agency, for a particular type of hazard response is codified in most instances in county/municipal law. If, at any time, there is disagreement or uncertainty on the part of field supervisors over which department/jurisdiction is the responsible lead agency it should be resolved by immediate referral to the EOC. It then will be up to the EOC Director to confer with the appropriate department/jurisdiction head, or their designate, to arrive at a determination. This safeguard is established to ensure prudent life-safety measures by local government will never be delayed or jeopardized by indecision.

Some incidents may involve more than one hazard, but the one that should be considered primary is be the hazard with the potential for causing the most serious harm. Hence, the department responsible for the primary hazard should be the lead agency. As the incident evolves and as the original hazard is downgraded and supplanted by a different hazard, a lead agency transfer from one department to another may occur.

Whenever a hazard is discovered, the senior person from the department first on-scene should assume initial command of the situation. This person should immediately establish a command post, and through his/her dispatch/control center will:

- Report an initial size-up (problem identification and assessment)
- Request initial notifications that need to be made (including contact with the lead agency, if appropriate)
- Take steps to isolate the area, if necessary

As soon as first response units from the lead agency arrive on scene, the most senior official from that department will accept the position of Incident Commander and activate the EOC. It is then be up to each department to decide if, and when, command is transferred should a more senior department official come to the scene.

Should the Incident Commander determine the need for a multiple agency response, and depending on the circumstances of the establishment of a unified command, this person will make the decisions on:

- What additional agencies are needed;
- The specific roles each of these agencies is to assume;
- The force levels and types of equipment each should respond with;
- The official they are to report to;
- The approach route they are to use to travel to and ingress the designated staging area(s); and

- Any other information about conditions or precautions that dispatchers/ communication personnel should give responders.

The Incident Commander will direct referral of the foregoing information to the department dispatch/control center, where it will be communicated to the dispatch/communication, control center or emergency contact of the other agencies requested to respond.

It is possible that multiple sites could be affected at the same time during a widespread event. Under such a circumstance, where the primary hazard could vary from incident site to incident site, there could be more than one department/jurisdiction serving as a lead agency. This contingency may require the intervention of the EOC or a number of EOCs to act as a clearinghouse to prevent conflicts that could interfere with the jurisdiction's ability to achieve an economy of scale in the allocation of resources. In other words, the EOC may assist the lead agency by acting as an overall coordinator to reconcile any competition for scarce resources and/or to eliminate the potential for conflicting or duplicated efforts.

Control Centers

All of the County's operational departments, its general services and recreational agencies, and outside support agencies are served by a central Enhanced 911 (E-911) dispatch center. The normal role of the E-911 center is to dispatch and support field personnel and their equipment. In an emergency, these control centers are responsible for similar actions, which should be guided by emergency protocols calling for:

- Notification of key officials;
- The call out of additional personnel for incident requirements;
- Dispatching specialized teams or technicians that are part of an automatic response, or as specifically requested;
- Monitoring and keeping a record of field and agency support activities and cost;
- Alerting other agencies of impending dangers that could affect their resources;
- Supporting all other agencies requested by the senior department official in the field;
- Keeping senior management officials apprised of information they have predetermined to be of essential importance;
- Calling the other EOCs for assistance, and submitting required reports to their representatives; and
- Notifying the public of the emergency. This should be done from the Joint Information Center (JIC) that is part of the EOC.

Emergency Operations Center

The EOC will organize using ICS/NIMS principles in support of field operations. The ICS/NIMS organization will maintain open communications and close coordination with the on-scene Incident Command Post (ICP) at all times. To the extent possible, all tactical and operational

decisions will be made in the field within an ICS/NIMS structure, while policy and coordination functions will be accomplished from the EOC. The EOC is made up of personnel with varied skills and functions from county, city, and private organizations and groups, managed by the County Emergency Manager.

While the Incident Command System is employed at almost every response event, the EOC is activated only in those events which exceed the normal capabilities of the responding agencies or involve multiple agencies and a coordination effort is required. Flooding, wildfires, winter storms, earthquakes, or severe weather could be examples of the need for EOC support to an incident or multiple incident scenes.

The sequence of events that would require EOC activations would normally be:

1. Event occurs.
2. Event requires multiple agency response.
3. EOC is activated upon request of the IC, County Emergency Manager, or the BOCC.
4. County Emergency Manager decides and notifies what staffing is required to support the incident.
5. EOC provides coordination, support, and executive guidance as necessary to support the Incident.
6. Event concludes or becomes manageable by local agencies and EOC de-activates.

The capabilities of the responders, number of casualties or amount of property damage, and the magnitude and duration of the event dictate the scope of any emergency response. Again, activation of the EOC and the emergency management team associated with it is only contemplated for an event that exceeds the normal capabilities of local response agencies or when executive guidance and authorities is required. The success of the EOC and the ICS is dependent upon teamwork, training, and exercising together.

The core of the EOC system relies on 15 functional modules called Emergency Support Functions (ESFs). The County Emergency Manager designates the primary agencies for each ESF to coordinate the activities of that function. The ESFs provide the structure for coordinating interagency support for both man-made and naturally occurring disaster/emergencies. The following is a brief summary of the purpose of each ESF.

<u>ESF 1 - Transportation</u>

- Coordinate and process transportation resources and people (evacuation)
- Report damage to transportation infrastructure
- Coordinate alternate transportation service
- Coordinate the restoration and recovery of the transportation infrastructure

<u>ESF 2 - Communications</u>

- Provide temporary communications to support incident management
- Facilitate the restoration of the communications infrastructure

- Supports all agencies in the procurement and coordination of communications services during an incident response.

ESF 3 - Public Works and Engineering

- Infrastructure protection and emergency restoration
- Emergency assistance and support for first responders
- Engineering and construction services
- Liaison with state and federal resources
- Debris management

ESF 4 – Fire Fighting

- Fire prevention and suppression activities
- Fire mutual aid and resource augmentation
- Fire command and control structure

ESF 5 - Emergency Management

- EOC activation, configuration, management and staffing
- On-scene command control structure and interface with the EOC
- Emergency decision making and the local declaration process
- Requesting state and federal assistance
- Overall coordination of mutual aid and regional operations
- Information collection and database creation and management
- Analysis and dissemination of information
- Issuing situation reports, bulletins and advisories
- Notification and updating of staff and elected officials
- Science and technology support (GIS mapping, modeling)
- *Incident Action Plans* and resource tracking

ESF 6 - Mass Care

- Mass care operating including sheltering, feeding and other essential human needs
- Housing resources
- In-place shelter operations
- Special needs populations

ESF 7 - Resource Support

- Resource identification
- Resource coordination and support
- Resource procurement
- Personnel augmentation
- Logistics management

ESF 8 - Public Health and Medical Services

- Assessment of public health and medical needs
- Public health surveillance
- Medical care personnel
- Medical equipment and supplies

ESF 9 - Search and Rescue

- Resources needed to conduct research and rescue activities
- State and federal resources available to augment local search and rescue efforts
- Aerial and ground search resources

ESF 10 - Oil and Hazardous Materials Response

- Coordinated response to oil and hazardous materials incidents
- Specialized local, regional, state and federal mutual aid resources
- Hazardous materials planning and reporting requirements
- Short and long-term environmental cleanup

ESF 11 - Agriculture and Natural Resources

- Control and eradication of an outbreak of a devastating animal or plant disease
- Assurance of food safety and security
- Natural resource protection and restoration or historic properties

ESF 12 - Energy

- Energy system assessment, repair and restoration
- Water services (water, sewer and storm water)
- Private utilities industry coordination
- Energy forecasting
- Power outages

ESF 13 - Public Safety

- Law enforcement activities
- Operational and personnel security
- Ingress and egress to the disaster scene(s)
- Liaison between response operations and criminal investigation activities
- Coordination with federal law enforcement agencies

ESF 14 - Long-term Community Recovery

- Community recovery operations
- Economic assessment, protection and restoration
- Mitigation analysis and program implementation
- Coordination with the private sector
- Coordination with federal community assistance programs

ESF 15 – Public Information

- Emergency public information
- Protective action guidance
- Ongoing emergency information
- Inter-departmental coordination
- Establishing media and community relations
- Governmental and public information

2.3 Roles and Responsibilities

This section provides an overview of the key functions and procedures that local agencies should accomplish during an emergency, including the roles that local, tribal, state, federal, and private agencies should take to support county operations.

County Government *(policy group)*

Elected Officials (BOCC)

- Responsible for establishing a municipal emergency management organization.
- Provides for continuity of operations.
- Establishes lines of succession for key positions.
- Designates departmental emergency operating centers and alternatives.
- Establishes, equips and staffs the EOC.
- Recommends an Office of Emergency Management (OEM) Coordinator for appointment by the elected officials who may act on their behalf, if necessary.
- Issues declarations of disaster emergency if the situation warrants.
- Applies for federal post-disaster funds, as available.

County Emergency Manager

- Prepares and maintains an EOP for the municipality subject to the direction of the elected officials, review and update EOP as required.
- Maintains coordination with CSKT DES and Sanders County OEM and provides prompt information in emergencies, as available.
- In coordination with CSKT DES and Sanders County OEM, identifies hazards and vulnerabilities that may affect Sanders County.
- Identifies resources within the County that can be used to respond to a major emergency or disaster situation and requests needed resources from the EOC.
- Develops and maintains a trained staff and current emergency response checklist appropriate for the emergency needs and resources of the community.
- Mobilizes the EOC and acts as the management function within the EOC during an emergency.
- Compiles cost figures for emergency operations above normal operating cost.
- Attends training and workshops to maintain proficiency and currency in emergency management and emergency response planning and procedures.

Operations

Incident Commander - The Incident Commander (IC) is the person in charge at the incident, and must be fully qualified to manage the incident. The IC is responsible for establishing command of the incident, maintaining a size-up of the incident, and assessing three critical incident priorities: life safety of the first responders and the public; incident stabilization; and, property and environmental conservation.

As incidents grow in size or become more complex, a more highly qualified IC may be assigned by the responsible jurisdiction or agency. The IC may have one or more deputies from the same agency or from other agencies or jurisdictions. These deputies must have the same qualifications as the person for whom they work, as they must be ready to take over that position at any time. Responsibilities include:

- Assess the situation and/or obtain a briefing from the prior Incident Commander.
- Determine Incident Objectives and strategy.
- Establishes the immediate priorities.
- Establishes an Incident Command Post (ICP).
- Establishes an appropriate organization.
- Coordinates planning meetings, as required.
- Approves and authorize the implementation of an *Incident Action Plan.*
- Promotes that adequate safety measures be put in place.
- Coordinates activity for all command and General Staff.
- Coordinates with key people and officials.
- Approves requests for additional resources or for the release of resources.
- Keeps agency administrator informed of incident status.
- Approves the use of trainees, volunteers, and auxiliary personnel.
- Authorize release of information to the news media.
- Order the demobilization of the incident when appropriate.

General Staff Positions

Operations

- Responsible for the operational activities, resources, and assignments pertaining to the incident.

Planning

- Collects, evaluates and provides information about the incident/event;
- Determines status of resources;
- Establishes information requirements and reporting schedules;
- Supervises preparation of an *Incident Action Plan* (IAP); and
- Assembles information on alternative strategies.

Logistics

- Provides materials, services and facilities in support of the emergency event;
- Develops procedures for rapidly ordering supplies and equipment and to track their delivery and use; and
- Participates in the preparation of the *Incident Action Plan* (IAP).

Finance

- Maintains oversight of all financial and cost analysis activities associated with the emergency; and
- Tracks cost and personnel time records.

Command Staff

Public Information Officer

- Develops and maintains a checklist for the Public Information function (ESF-15);
- Assists in the development, review and maintenance of the EOP;
- Responds to the EOC or the field, as needed;
- Coordinates public information to the media; and
- Advises elected officials and the DES Coordinator about public information activities.
- Establishes JIC utilizing Joint Information System (JIS)

Safety Officer

- Monitors and assesses hazardous and unsafe situations associated with the incident.
- Develops measures for assuring personal safety.
- Exercises authority to stop or prevent unsafe actions on the incident through the designated lines of authority.
- Participates in planning meetings.
- Reviews the Incident Action Plan for safety implications.
- Investigates accidents that have occurred within the incident area.
- Assigns assistants as needed.
- Reviews and approves the medical plan.

Liaison Officer

- Point of contact for personnel assigned to the incident by assisting or cooperating agencies.
- Maintain a list of assisting and cooperating agencies and Agency Representatives.
- Assist in establishing and coordinating interagency contacts.
- Keep agencies supporting the incident aware of incident status.
- Monitor incident operations to identify current or potential inter organizational problems.
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.

Agency Representative

In many large incidents, an agency or jurisdiction will send a representative to assist in coordination efforts. An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Responsibilities include:

- Encourages that all agency resources be properly checked-in at the incident.
- Obtains briefing from the Liaison Officer or Incident Commander.
- Informs assisting or cooperating agency personnel on the incident that the Agency Representative position for that agency has been filled.
- Attends briefings and planning meetings as required.
- Provides input on the use of agency resources unless resource technical specialists are assigned from the agency.
- Cooperates fully with the Incident Commander and the general staff on agency involvement at the incident.
- Oversees the well being of agency personnel assigned to the incident.
- Advises the Liaison Officer of any special agency needs or requirements.
- Reports to home agency dispatch or headquarters on a prearranged schedule.
- Coordinates the proper accounting and release of all agency personnel and equipment prior to departure.
- Manages the completion of all required agency forms, reports and documents prior to departure.
- Has a debriefing session with the Liaison Officer or Incident Commander prior to departure.

Emergency Support Functions

The Tribal disaster response resources are organized into ESFs. Each ESF is comprised of numerous agencies/organizations that manage and coordinate specific categories of assistance common to all disaster/emergency events. A primary agency/organization is designated for each ESF to coordinate the delivery of goods and services to the disaster area. An ESF Coordinator, who has ongoing responsibility through the prevention, preparedness, response, recovery, and mitigation phases of incident management, is assigned in addition to the primary and support agencies. The roles and responsibilities of these functions are described below.

ESF Coordinator

- Pre-incident planning and coordination;
- Maintain ongoing contract with ESF primary and support agencies;
- Conduct periodic ESF meetings;
- Coordinate efforts with corresponding private-sector organization; and,
- Coordinate ESF activities relating incident planning and critical infrastructure preparedness.

ESF Primary Agency

- Provide staff for the operations functions;
- Notify and request assistance from support agencies;
- Manage mission assignments and coordinate with support agencies;
- Work with appropriate private-sector organizations to maximize use of all available resources;
- Support and keep other ESFs informed of operational priorities and activities;
- Execute contracts and procuring goods and services as needed;
- Manage financial and property accountability for ESF activities;
- Plan for short-term and long-term incident management and recovery operations;
- Establish and maintain procedures for agency personnel to be available on a 24-hour basis for EOC staffing and emergency assignment and provide this information to the County Emergency Manager;
- Maintain a current inventory of key agency personnel, facilities and equipment, and establish procedures so this information can be accessed from the EOC;
- Establish procedures for assessing damage to department facilities and injury to personnel; and,
- Maintain trained personnel to support interagency emergency response and support teams.

ESF Support Agencies

- Conduct operations, when requested using their own authorities, subject-matter experts, capabilities or resources;
- Participate in planning for short-term and long term incident management and recovery operations;
- Assist in the conduct of situational assessments;
- Provide staff, equipment or other resource support as requested;
- Provide input to periodic readiness assessments;
- Participate in training and exercises;
- Identify new equipment or capabilities required to prevent or respond to new or emerging threats and hazards; and,
- Provide information or intelligence regarding their agency's area of expertise.

The designated ESF Coordinator and Primary Agency, as well as the non-governmental, state and federal agencies responsible for each ESF are listed in each ESF.

State Government

As a State's chief executive, the Governor is responsible for the public safety and welfare of the people of Montana. The Governor:

- Is responsible for coordinating State resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents in an all-hazards context to include terrorism, natural disasters, accidents, and other contingencies.
- Under a Governor's declaration has powers to make, amend, and rescind orders and regulations.
- Provides leadership and plays a key role in communicating to the public and in helping people, businesses, and organizations cope with the consequences of any type of declared emergency within State jurisdiction.
- Encourages participation in mutual aid and implements authorities for the State to enter into mutual aid agreements with other states, tribes, and territories to facilitate resource-sharing.
- Is the Commander-in-Chief of State military forces (National Guard when in State Active Duty or Title 32 Status and the authorized State militias)
- Requests federal assistance when it becomes clear that state or tribal capabilities will be insufficient or have been exceeded or exhausted.

The Montana Department of Disaster and Emergency Services is responsible for implementing all policy decisions relating to emergency management. These decisions are then relayed to the tasked state agencies. Those emergencies relating to local matters should be coordinated with local emergency management coordinators.

Federal Government

- Provides emergency response on federally-owned or controlled property.
- Provides federal assistance as directed by the President of the United States under the coordination of the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA) and in accordance with federal emergency plans.
- Identifies and coordinates provision of assistance under other federal statutory authorities.
- Provides assistance to the state and local governments for response to and recovery from incidents consistent with guidelines as established in the National Response Framework (NRF).

Non-Governmental and Volunteer Organizations

Non-governmental (NGOs) collaborate with first responders, governments at all levels, and other agencies and organizations providing relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims when assistance is not available from other sources. For example, the American Red Cross is an NGO that provides relief at the local level and also coordinates the Mass Care element of ESF-6 at both the state and federal level. Community-based organizations receive government funding to provide essential public health services.

Emergency Management Volunteer Organization

- Observation and reporting of severe weather.
- Assisting the County Emergency Manager in all assigned task assignments and responsibilities.
- Assisting with EOC operations.
- Assisting with traffic and crowd control.

Superintendent of Schools

- Providing public shelters.
- Providing buses for transportation during disaster relief operations, as available.

American Red Cross

- Providing reception, care, food, lodging and welfare assistance throughout the region.
- Coordinating all personnel relief activities for any type disaster.
- Operating shelters for disaster relief.
- Providing limited damage assessment of private property.
- Providing First Aid supports and blood supply to disaster relief medical operations.
- Providing counseling service.

Volunteer Organizations Active in Disaster

- Coordination of volunteer agency response and volunteer manpower.
- Supporting shelter/congregate care operations.
- Providing field canteens.
- Providing counseling service.
- Assisting with recovery and reconstruction efforts.

Private Sector

Primary and support agencies coordinate with the private sector to effectively share information, form courses of action, and incorporate available resources to prevent, prepare for, respond to, and recover from disasters and emergencies.

The roles, responsibilities, and participation of the private sector during an emergency vary based on the nature of the organization and the type and impact of the incident. Certain organizations are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of cause.
Unless the response role is inherently governmental (e.g., law enforcement, etc.), private-sector organizations are encouraged to develop and maintain capabilities to respond to, recover from and manage a complete spectrum of incidents and emergencies.

2.4 Direction and Control

The final responsibility for all emergency management belongs to the elected officials on the BOCC. This group is the decision making group for all broad policy level decisions. During response operations, they should also be available to constituents to address non-routine matters.

Executive responsibility for emergency management is vested in the Chairman of the BOCC. As chief administrative officer and head of the administrative branch of the county government, he/she shall execute the laws and ordinances and administer the government of Sanders County.

The County Emergency Manager is responsible for coordinating the emergency management program. He/she makes routine decisions and advises the BOCC on alternatives when major decisions are required of that body. During emergency operations, he/she is responsible for the proper functioning of the EOC and its staff. The County Emergency Manager also acts as liaison with other county, tribal, state and federal emergency management agencies.

Specific persons in departments/agencies are responsible for fulfilling their responsibilities as stated in this Basic Plan and the annexes thereto. Department Supervisors will retain control of their employees and equipment during response operations. Standard operating procedures should be developed for each department having responsibilities in this plan. These SOPs should include:

- Recall of personnel during non-duty hours.
- Prioritization of tasks to guide recovery work.
- Procedures to be followed which deviate from normal.
- Specific emergency authorities that may be assumed by the designated successor during emergency situations.

During some periods of an emergency, Department Supervisors may be required to remain in the EOC and direct their departments from that facility.

2.5 Continuity of Government

Continuity of Government (COG) is an essential function of emergency management and is vital during an emergency/disaster situation. All levels of government (federal, tribal, state, and local) share a constitutional responsibility to preserve the life and property of their citizens. Continuity of government is defined as the preservation, maintenance, or reconstitution of the civil government's ability to carry out its constitutional responsibilities.

Succession of Authority

- Chairman of the Board of County Commissions. In the event the Chairman is not available, BOCC members, by order, are designated as Chairman.
- Line of succession for each agency/department head is according to the department rules and/or SOPs established by each department.

Delegations of Emergency Authority

The authority to use an extraordinary power is given in a disaster situation. Notwithstanding questions of authority, the Incident Commander has the duty to immediately and unilaterally use powers identified in this Plan whenever all of the following conditions exist:

- Persons or property are directly exposed to severe danger;
- The impact of the danger is in progress or is imminent; and
- The time lost in obtaining approval from authorities would prevent successful protective measures.

The use of an extraordinary power which has not been approved by specified authorities shall be limited to those measures which will eliminate the immediate danger. Having used an extraordinary power without the benefit of approval, the Incident Commander shall immediately seek confirmation from the specified authority.

Preservation of Records

In order to provide normal government operations following a disaster, vital records must be protected. The principal causes of damage to records are fire and water.

- In order to provide normal government operations following an emergency or disaster, essential records i.e., vital statistics, deeds, corporation papers, operational plans, resource data, authorities, personnel and payroll rosters, succession lists, supplies and equipment lists, laws, charters and financial records must be protected by each county/municipal department or agency.
- Heads of each county/municipal agency/department are encouraged to inventory and prioritize vital records in his/her custody. Each agency retains copies to work with day to day while the master copy is preserved in a central storage facility. Each agency/department should arrange safekeeping for those records it deems important, but which were not selected for the priority protection.
- County/municipal agency personnel must have access to and be able to use these records and systems in conducting their essential functions. Plans should account for the identification and protection of vital records, systems, and data management software and equipment, to include classified or sensitive data as applicable, necessary to perform essential functions and activities, and to reconstitute normal agency

operations after the emergency. To the extent possible, agencies should regularly update duplicate records or back-up electronic files.

Protection of Government Resources

Essential functions are those that enable county/municipal agencies to provide vital services, exercise civil authority, maintain the safety and well being of the general populace, and sustain the industrial/economic base in emergencies. The success of agency operations at an alternate facility is absolutely dependent upon the availability and redundancy of critical communications systems to support connectivity to internal organizations, other agencies, critical customers, and the public. When identifying communications requirements, agencies should take maximum advantage of the entire spectrum of communications media likely to be available in any emergency situation. These services may include, but are not limited to, secure and/or non-secure voice, fax, and data connectivity, internet access, and e-mail.

2.6 Continuity of Operations (COOP)

The identification of individual department/agency activities and sub-components are key to ensure that essential COOP functions critical to county functions are performed. Agencies are required to:

- Establish COOP plans and procedures that delineate mission essential functions.
- Specify succession to office and the emergency delegation of authority.
- Provide for the safekeeping of vital records and databases.
- Identify alternate operating facilities.
- Provide for interoperable communications.
- Validate the capability to continue essential functions through tests, training, and exercises.

Emergency Operations Center

Primary - The Sanders County EOC is the facility from which support to on-scene response to emergencies is coordinated. The EOC is staffed by representatives of county/municipal agencies and other personnel, as required.

Alternate - All county/municipal agencies should prepare for the possibility of unannounced relocation of the County EOC, essential functions and/or continuity of government contingency staffs to alternate facilities. Alternate facilities should be capable of supporting operations in a threat-free environment, as determined by the geographical location of the facility, a favorable assessment of the local threat, and/or the collective protection characteristics of the facility. Additionally, all county/municipal agencies, regardless of location, are encouraged to have in place a viable COOP capability for continued performance of all essential functions from alternate operating sites during any emergency or situation that may disrupt normal operations.

2.7 Information Collection and Dissemination

Information Planning

In order to effectively respond to disasters that affect Sanders County, the Emergency Manager should develop facts and assumptions that allow for the effective collection of disaster intelligence for response and recovery operations. The areas that should be considered when developing response and recovery plans are detailed below.

- The type of disaster determines the overall response to the event. Specific plans for several hazards are in place and outline the approach Sanders County should take as it responds.
- The severity of the disaster should determine how Sanders County will respond. Computer-based planning aids such as Hazards United States (HAZUS) allow planners to estimate damages from natural hazards disasters based on severity.
- The possible effects on the citizenry are critical information in planning for medical and sheltering requirements both pre- and post-events. The prepositioning of medicines, response personnel and the opening of shelters require complete and accurate information.
- Critical infrastructure damage information is important so that resources may be prioritized in order to restore key infrastructure facilities and equipment.
- Resources available for response at all levels of government are vital in emergency planning. Their location, capabilities, quantity and response time is information needed in order to develop action plans, identify shortfalls and manage resources.

Information Flow

As disaster information is obtained in the field, or other sources, it is made available to the County Emergency Manager as soon as possible. Information flow is dependent upon the activation level of the EOC.

- In the event the EOC is not activated at the time of the disaster, information will be received from sources throughout Sanders County. The County Emergency Manager should notify county/municipal agencies and departments, ESF coordinators, and volunteer groups as required for further action.
- When the EOC is activated, disaster information should flow internally between and among various sources including county/municipal agencies, mutual aid partners, and personnel in the field. Information received is disseminated and acted upon in accordance with the *ESF-15 – Public Information*

Public Information Dissemination

Providing emergency information to the public and all levels of government is essential to avoid or minimize loss of life and property if a disaster is imminent or has occurred.

- Warning of emergency-related events includes information and reports and the surveillance of threatening conditions. Sanders County's warning communication capabilities include:
  - Land-line telephone system
  - Cellular phones
  - Satellite phones
  - Criminal Justice Information Network (CJIN)
  - National Warning System (NAWAS), as backup if CJIN unavailable
  - Emergency Alert System (EAS)
  - Ham Radio Operators
  - Reverse 911
  - County Website
  - Town Hall Meetings
  - Social Network Technologies

- The County Emergency Manager should coordinate with all appropriate departments/agencies and organizations for timely warning readiness in case of a man-made or natural disaster or emergency. Personnel and facilities shall be organized and exercised to provide warning capability on a 24-hour-a-day basis.
- In the event of an imminent or actual disaster, the County Emergency Manager should initiate actions to warn agencies and departments by all means necessary.
- A variety of warning systems are available for use during emergency operations. Weather advisories received from the National Weather Service (NWS) using the Montana Criminal Justice Information Network (CJIN) and the Emergency Alert System (EAS) should be used to notify the general public of emergency conditions.
- The County Emergency Manager should maintain surveillance of storms using the internet. This information should be communicated to county/municipal government and should be used for the latest updates.
- Notification to mutual aid county emergency management organizations should be initiated whenever the potential for an emergency exists.
- Agreements and contracts should be made for equipment and system maintenance on a 24-hour-a-day basis.
- Alternate warning systems should be maintained and tested for use in the event that the existing primary system is damaged and rendered inoperable.
- Specific public information functions and program details are outlined in *ESF 15 – Public Information.*

2.8 Administration and Support

A large scale emergency or disaster will place great demands on the resources of Sanders County. Distribution of required resources may be made more difficult by the emergency itself. Initially, priority for the distribution of supplies should be given to food, water and medication. Additional requirements should be identified and resources provided as soon as possible. Coordination between Sanders County and mutual aid partners is essential for an effective response. Administrative procedures should be conducted in accordance with existing rules and regulations.

Logistics

- Sanders County has a mutual aid agreement with the CSKT and Sanders County. This agreement provides for mutual assistance (people, equipment, skills, etc) between participating members in managing any emergency or disaster.
- All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services should be in accordance with the provision of Montana law and procedures. The declaration of a local emergency, issued by the BOCC, may suspend selected rules and regulations that impede emergency response and recovery operations.
- For major/catastrophic events, a logistical staging area should be established. The staging area, a warehouse associated with the Sanders County Courthouse in Thompson Falls, will receive, support and organize response resources for deployment.

Funding and Accounting

Federal and/or state funds may be made available to the County's pursuant to an emergency or disaster program. Use of federal or state funds is subject to audit and verification by government auditors. County government should establish systems to report on and account for any public funds used for emergency or disaster purposes. During disaster operations, all county/municipal agencies should:

- Maintain records of all expenditures to provide clear and reasonable justification for budget requests or reimbursement.
- Develop procedures so financial records are clear and unambiguously and identify disaster-related expenditures.
- Use available resources and personnel to cope with the emergency situation.
- Maintain sight of the mission when taking actions and incurring costs.
- Required reports should be submitted to the appropriate authorities in accordance with instructions in annexes to this plan.
- All records of emergency management activities should be maintained at the EOC

Liability of Public Employees and Officials

Montana's Tort Claims Act is found in Chapter 9, Title 2, Montana Code Annotated. It makes it clear that public officers and employees are not personally liable for any negligent torts committed in the course of their employment. The law mandates that the appropriate governmental employer be joined as a party to any negligence lawsuits against employees and further requires that employee's judgment and legal expenses be paid by the governmental entity. See also 2-9-101 and 2-9-305, Montana Code Annotated.

Protection of the Environment

All actions taken pursuant to repair and restoration by a government agency, individual, or private entity will comply with state and federal laws, rules and regulations regarding the environment.

Consumer Protection

Consumer complaints pertaining to alleged unfair or illegal business practices would be referred to the Montana Attorney General's Consumer Protection Division.

Use of Local Firms

When major disaster assistance activities may be carried out by contract or agreement with private organizations, firms or individuals, preference should be given, to the extent feasible and workable, to those organizations, firms and individuals residing or doing business primarily in the areas affected.

Nondiscrimination

Discrimination against persons on the basis of age, color, economic status, nationality, race, religion, sex or handicap in the administration of emergency services or disaster relief is prohibited. This policy applies to all levels of government, contractors, and labor unions. Complaints of discrimination in emergency operations or disaster relief should be made to the local emergency management organizations for investigation and further action.

Duplication of Benefits

No person should receive assistance with respect to any loss for which he has received financial assistance under any other program or for which he/she has received insurance or other compensation. This also applies to business concerns or other entities.

After Action Review

In consultation with appropriate support agencies, the agency having primary lead responsibility should develop a written critique report following the conclusion of a significant emergency event/incident or exercise, which should be provided to the County Emergency Manager. The critique conducted should entail both written and verbal input from all appropriate participants, including field personnel.

2.9 Plan Development and Maintenance

This section describes the process used to regularly review and update the EOP.

Development and Maintenance

- This EOP is the principal source of documentation concerning the County's emergency management activities. Designated departments and agencies of county/municipal government have the responsibility for developing and maintaining a portion of this Plan. Overall coordination of this process should be performed by the County Emergency Manager.
- The contents of this Plan must be known and understood by those people responsible for its implementation. The County Emergency Manager is responsible for briefing staff members and city officials concerning their role in emergency management and the contents of this Plan, in particular.
- Department directors are responsible for development and maintenance of their respective segments of this plan and their appropriate supporting SOPs as set forth in each Annex.
- The County Emergency Manager should coordinate the efforts of all responsible departments and agencies for plan development and timely update/revision. As a minimum, this Plan should be reviewed and updated on an annual basis. Such reviews should be administered by the County Emergency Manager in cooperation with relevant federal, state, volunteer and private sector organizations. All organizations that have emergency-oriented function or support roles are required to prepare supporting documentation (i.e. standard operating procedures).
- Following each emergency or exercise, the County Emergency Manager should see that *After Action* critiques are completed which identify problems or areas requiring corrective actions. Steps should be taken to address any problems identified so current policy and procedures can be implemented effectively.

Training and Exercise

- For the County's emergency management program to be successful, an effective and comprehensive training and exercise program is essential.

- The County's training program should ensure the operational readiness of the Local Emergency Preparedness Committee (LEPC) and local governmental responders. Training should include emergency management courses, professional development seminars and workshops. In addition, hazard and function specific exercises should be conducted to test established plans and procedures that are activated during an emergency situation at all levels of the emergency management system.

2.10 References

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SANDERS COUNTY EMERGENCY OPERATIONS PLAN
ESF-1 TRANSPORTATION

Approval Signature – ESF-1 Transportation	
The undersigned have hereby reviewed and approved ESF-1 of the County Emergency Operations Plan	
Carol Brooks	12-28-10
Sanders County Board of County Commissioners	Date
William D Nagel	12-28-10
Sanders County OEM	Date

EFS-1 TRANSPORTATION

ESF Coordinator

- Sanders County Road Department

Primary Agencies

- Sanders County Road and Bridge Department

Support Agencies

- Sanders County Sheriffs Office
- Sanders County Office of Emergency Management
- Thompson Falls Public Works Department
- Plains Public Works Department
- Hot Springs Public Works Department
- Montana Department of Transportation

1.0 INTRODUCTION

1.1 Purpose

The purpose of Emergency Support Function (ESF)-1 is to coordinate the assessment and restoration of transportation infrastructure and to coordinate transportation resources to meet the needs of the public and to assist in the transportation needs of other ESFs to perform their emergency response and recovery missions.

1.2 Scope

This ESF is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Sanders County Emergency Operations Plan (EOP). Specifically, it discusses:

- Movement of people and resources
- Repair and restoration of transportation infrastructure
- Supporting emergency operations by identifying routes and controlling traffic
- Transporting people with additional consideration for medical patients and vulnerable populations.
- Transporting material, such as equipment and supplies

Additional guidance regarding debris clearance from roads can be found in ESF-3 Public Works. Additional guidance is also provided in the Evacuation Annex.

2.0 POLICIES

- Operations will focus on the coordination of regional transportation response activities for emergencies and disasters that affect Sanders County.
- Impacted organizations will utilize, to the greatest extent possible, day-to-day policies to facilitate the integrity of transportation.
- Primary and secondary agencies will support the coordination and information collection of transportation damage assessments.
- Each primary and secondary agency is responsible for the inspection, repair and operation of its own infrastructure or to those agencies with contractual agreements to maintain infrastructure.
- Primary and secondary agencies will encourage that a continuity of operations plan be put in place to maintain essential services.

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

It is likely that damages to the transportation infrastructure will occur in the event of a disaster. The type and degree of damage will determine the effectiveness of response and recovery efforts. Initial response may be difficult to coordinate, but will improve with the gradual clearing of access routes. The ability to move the population could be affected by the following hazards disrupting the ability to use highways, streets and roads: wildfire, flooding, severe weather (major snowfall), earthquake, or hazardous material incident.

3.2 Planning Assumptions

- Transportation capabilities of local governments are mostly limited to road-based ground transportation systems.
- Most of the population will utilize private transportation methods to leave a disaster area.
- Limited number of resources will be available at the onset of an emergency or disaster.
- Increases in traffic associated with evacuation will create a strain on the road systems which will affect emergency transportation.
- A disaster will also require interagency coordination among the primary and support agencies and other stakeholder agencies. For example, ESF-1 agencies will need to coordinate with:
    - Each other regarding mutual aid.
    - Public safety agencies, utility companies, and others regarding priorities for the restoration of critical routes.

  - Public information officers to keep stakeholders and the public informed about road closures, alternate routes, and the timing of route restoration.
- In a State proclaimed disaster, state resources may become available to assist local governments in disaster response.

4.0 NOTIFICATIONS

The Emergency Management Director should notify the ESF-1 Primary Agency of EOC activations and request that representatives report to the EOC to coordinate ESF-1 activities. This is typically accomplished by radio broadcast, digital pager or telephone contact.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with transportation activities. Depending on the nature and location of the emergency, state and federal highway officials may also become critical members of the ESF-1 team.

5.0 CONCEPT OF OPERATIONS

5.1 General

- In a severe emergency or disaster, emergency responders may require the use of local vehicles, equipment and other assistance for moving heavy equipment, supplies, or people. Utilization of available ground transportation for local emergency operations should be on a first priority basis. Depending upon the circumstances, air or water transportation services may also be required. These are normally considered as second priority carriers for most localized operations, but may be necessary for isolated incidents.
- In the event of a severe disaster damaging the ground transportation system in the region, an immediate survey of city streets and the state highway system should be undertaken by law enforcement and highway/road maintenance supervisors. Estimates of traffic capabilities, highways available for use, and route closures should be made available to Emergency Management for public information purposes as soon as possible.
- When requested by the County, the State may assist in the procurement and delivery of outside transportation resources as possible.
- In a Presidential declared disaster, the regional FEMA director may assist in further provision of emergency transportation resources within the disaster areas as required.

5.2 Preparedness

- Develop and maintain SOPs dealing with transportation response.

- Maintain current inventories of government transportation and fuel resources available and make this inventory available to the Emergency Manager.
- Maintain current resource directories of all commercial and industrial transportation assets, facilities, and supplies to include maintaining points of contact, their geographic locations, territories, and operating areas.
- Establish and maintain liaison with state and adjacent county transportation officials.
- Estimate logistical requirements (e.g. personnel, supplies and equipment, facilities, and communications) during the planning process and through exercise.
- Participate in exercises and training to validate this annex and supporting SOPs.
- Encourage all ESF-1 personnel to be trained in their responsibilities according to the departmental SOPs.
- Develop MOUs to encourage the timely delivery of additional resources.

5.3 Response

- Identify transportation needs required by the emergency.
- Identify, obtain, prioritize and allocate available transportation resources.
- Conduct assessments of damage to transportation infrastructure and communicate this information to the EOC.
- Plan for transportation support of mobilization sites, staging areas, and distribution points.
- Continue to render transportation support when and where required.

5.4 Recovery

- Prioritize the repair and restoration of transportation infrastructure so that essential service should be given first priority.
- Encourage all agencies involved in the recovery effort to maintain detailed cost accounting in the event of a declared disaster where there is a potential for federal and state assistance.
- Evaluate response, and make necessary changes in this ESF Annex to improve future operations
- Participate in after action reports and meetings as requested.

5.5 Mitigation

- Regularly inspect public roadways/right-of-ways for deterioration and make necessary repairs to keep city streets, roadways and right-of-ways in good condition.
- Keep equipment in operating condition.

6.0 ROLES & RESPONSIBILITIES

ESF Coordinator

- Maintain a resource list of all available transportation resources including locations of potential fueling points.
- Support EOC operations and coordinates ESF-1 activities.
- Work with other agencies to designate transportation bases, staging areas, refueling and repair facilities.

Primary Agencies

- Coordinate transportation support.
- Develop procedures on how to coordinate transportation-related needs.
- Encourage that personnel receive training in order to carry out their responsibilities.
- Conduct damage assessment of transportation network.
- Work with support agencies to develop and maintain a working relationship and procedures to activate needed transportation resources.

Support Agencies

- Work with the primary agency to develop and maintain a workable transportation function.
- Conduct damage assessment of local transportation network.
- Develop and maintain SOPs for response to requests for transportation support.

7.0 REFERENCES

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http://www.cityoftacoma.org/Page.aspx?hid=4717

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http://www.cityofvancouver.us/upload/images/EmergencyPrep/09-ESF%201%20Transportation.pdf

Cowley County, Kansas. October, 2008. ESF-1 Transportation.
http://www.cowleycounty.org/em/files/eop/ESF1/ESF%201%20-%20Transportation.pdf

Sanders County, Montana. (March, 1998). Emergency Operations Plan.

8.0 ATTACHMENTS

The following may be included with ESF-1 as attachments:

- *List here when identified.* Examples: MOUs with support services (i.e. trucking companies, bus companies, construction companies)

SANDERS COUNTY EMERGENCY OPERATIONS PLAN
ESF-2 COMMUNICATION

Approval Signature – ESF-2 Communication	
The undersigned have hereby reviewed and approved ESF-2 of the County Emergency Operations Plan	
	12/28/10
Sanders County E-911 Dispatch	Date
William D Nougeli	12-28-10
Sanders County OEM	Date

EFS-2 COMMUNICATIONS

ESF Coordinator

- Sanders County E-911 Dispatch

Primary Agencies

- Sanders County E-911 Dispatch

Support Agencies

- Sanders County Office of Emergency Services
- KERR Radio, 750 AM / 99.3 FM (EAS Station)
- Amateur Radio Operators
- National Weather Service
- Montana Disaster and Emergency Services

1.0 INTRODUCTION

1.1 Purpose

The purpose of ESF-2 is to organize, develop and maintain an adequate communications capability for support of emergency operations. To provide or supplement alerting and warning to key officials and the public of an impending or occurring emergency or disaster

1.2 Scope

This ESF applies to the communication and warning assets of all county organizations including radio, Sanders County E-911, voice and data links, telephone and cellular systems, National Warning System, Emergency Alert System (EAS), and amateur radio.

2.0 POLICIES

- The primary agencies provide communications coverage. They act as the central receiving point for warning information and have the ability to disseminate information out to support agencies.
- In the event of an emergency or disaster, a secondary communications system will be set up, by use of amateur radio operators, between the EOC, Red Cross command post and shelters. The local amateur radio operators also have the ability to set up field communications to support these public safety operations, as appropriate.

- Communications-support requirements which cannot be met at the local level will be forwarded to the State DES for assistance. If needed, federal assistance may be requested.

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

Sanders County is subject to a variety of emergency or disastrous events requiring rapid dissemination of warning and/or other emergency information to local officials and/or the public. Emergency or disaster warning may originate from any level of government; however, most disaster forecasting resources are located within the federal government.

The Montana Criminal Justice Information Network (CJIN) is the primary means of receiving and disseminating warning(s) to state and local officials within Montana. The National Warning System (NAWAS) is only used as a backup when CJIN is not available.

Notification of a threatening situation may also come from the National Weather Service, via NOAA Weather Radio or the media, the amateur communications community, or the public.

Siren systems exist in some jurisdictions and are the responsibility of those jurisdictions.

Under normal circumstances, Sanders County relies mainly on hard-wired and cellular telephone and radio communications for its communications transactions. The communication link with citizens and neighborhoods also happens through local TV, radio, and the County's website. An emergency or disaster in Sanders County could cause interruption of any or all of these services. Normal telephone lines and cellular links may be disrupted and it may be necessary to rely on other means of communication and warning dissemination.

Emergency or disaster conditions that could affect communications include: power outages; lighting strikes/electro-magnetic pulse (EMP); equipment failures/losses due to natural or technologic disasters.

3.2 Planning Assumptions

- Responding agencies have their own communications equipment.
- There is communication coverage county-wide.
- Routine day-to-day modes of communication will continue to be utilized to the degree that they survive the disaster.
- There are identified frequencies that will be used for primary direction and control.
- Tests of local warning systems will be conducted periodically to familiarize government and the public with their use.

- In the event that public instructions need to be translated, the provision of interpreters will be coordinated through the EOC.

4.0 NOTIFICATIONS

- Upon receipt of warning information, the receiving agency should disseminate the warning to the necessary support agencies so that all affected agencies are alerted to the information.
- All warnings and emergency information and actions taken should be documented. This includes the text of the message, where the message originated from, agencies messages sent to, and the appropriate times and dates.
- In the event the amateur radio operators are needed, the ESF Coordinator should request their service.

5.0 CONCEPT OF OPERATIONS

5.1 General

Communication is often one of the first resources lost in a large scale emergency or disaster, yet it is one of the most important. Communication is of paramount importance on several levels – for emergency responders to communicate with each other and the EOC, and for public safety officials to get information and instructions out to the public.

- If a serious event disrupts communications, the EOC shall be activated. Representatives from Primary and Support agencies would cooperatively work out a response/recovery plan for the event causing the communications disruptions.
- County emergency services personnel should be contacted by available means regarding instructions and reporting locations. Those persons who are to report to the EOC should do so as they receive information regarding an emergency or disaster situation. The Sanders County Rural Fire Districts should support a 24-hour radio communications center for emergency and field service operations.
- The EOC has the capability of radio communication with other agencies with large radio systems that may help support the emergency communications needs of the EOC and county government in times of disaster.
- Warnings and emergency information to the public may happen in a variety of ways, depending upon available resources. All citizens are requested to keep a battery-operated radio on hand for receiving emergency instructions. Other means for officials to get emergency information out to county residents are: TV, Emergency Alert System—all channel program interruption on radio and cable systems, the county website, reverse 911 (an automated telephone-dialing system) and door-to-door personal notifications. Wireless telephone communications (cellular) systems can supply additional communications needs, as appropriate.

- Public service announcements, as well as warning for the hearing impaired or other special needs populations, should be disseminated in the most appropriate and effective manner to reach the largest audiences, consistent with the technology or resources available for use.
- The local Emergency Alert System (EAS) primary station is KERR, 750 AM. Activation should follow established Emergency Alert System (EAS) procedures.
- In times of emergency, Amateur Radio Emergency Services volunteers may provide an additional local or state-wide communications network from their individual base and /or mobile stations. This local capability provides an extra backup communication system at the EOC if required.
- During localized emergency situations, a mobile Command Post may be utilized to establish communications from agencies involved at the scene. In more extreme circumstances, the mobile Command Post may also be used to link field units with the decision makers stationed at the EOC.

The following are some of the features and processes available to Sanders County for emergency communications and warning:

- Emergency Alert System (EAS): A pre-organized statewide emergency alerting system exists, to provide emergency notification to citizens. This system allows use of existing media (radio, TV) resources to communicate to residents in the event of a widespread emergency situation.
- NOAA Weather: The National Oceanic and Atmospheric Administration (NOAA) National Weather Service provides continuous broadcast of the latest local weather information directly from National Weather Service offices. This weather radio system may also be used to disseminate specific warning or emergency information for a particular area, when activated. Receipt of this information is limited, however, to those who use NOAA Weather Radio, since these high—band VHF frequencies are not found on the typical home radio.
- Reverse 911: This system is an automated telephone dialing system used for sending recorded warning notices over normal telephone lines. The Sanders County Sheriff's office is trained and has access to the Reverse-911 System.
- CJIN: The Montana Criminal Justice Information Network (CJIN) is the primary means of receiving and disseminating warning(s) to state and local officials within Montana. Warnings may originate from a variety of federal agencies and are received at the Montana Warning Point, a 24-hour operation managed by the State Disaster and Emergency Services, which then disseminates the warning to local warning points.
- National Warning System: The National Warning System (NAWAS) is no longer the primary communication method for government agencies in Montana. It is only used as a backup when CJIN is not available.
- Western Interoperable Communication Consortium: WICC is a partnership of local, state, tribal, and federal government agencies, each of which has challenging

requirements for radio communications. Its goal is to develop a multi-agency interoperable communications system. The major purpose of the WICC is to provide communication tools between law enforcement, fire services, and Emergency Medical Services that will improve coverage and dependability by upgrading existing radio equipment to Project 25 standards and coordinating federal and state stakeholders.

5.2 Preparedness

- Encourage availability of alternate or backup communications systems.
- Coordinate common communications procedures.
- Develop and test emergency procedures.
- Develop mutual aid agreements.
- Develop and/or review procedures for the crisis augmentation of resources.
- Review departmental Standard Operating Procedures (SOPs) and maintain personnel call up lists.
- Participate in Emergency Management training and exercises.

5.3 Response

- Maintain existing equipment and follow established procedures for communicating with organization personnel performing field operations.
- Implement procedures to inspect and protect communications equipment.
- Make arrangements so that emergency communications equipment can be repaired on a 24-hour basis.
- Keep the EOC informed of their operations at all times and maintain a communications link with the EOC.

5.4 Recovery

- Continue to perform tasks necessary to expedite restoration and recovery operations.
- Evaluate response, and make necessary changes in this ESF Annex to improve future operations
- Phase down operations, as appropriate.
- Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.
- Participate in after action reports and meetings as requested.

5.5 Mitigation

- Test all communications and warning equipment for workability.
- Develop and maintain back-up systems, including back-up power ability.
- Attempt to construct / place new equipment away from possible hazards.

- Encourage that methods be put in place to protect communications equipment, including cyber and telecommunications resources.

6.0 ROLES & RESPONSIBILITIES

ESF Coordinator

- Prepare, revise, and implement current communications plans in accordance with county, tribal, state and federal criteria.
- Provide 24 hours a day, two way radio communications center (EOC when needed) from which communications personnel can effectively operate.
- Coordinate with local amateur radio operators to establish a secondary communications network to support communications needs between shelters, American Red Cross operations and others, as appropriate.
- Periodically test the communications system by test and exercises.

Primary Agency

- Maintain an inventory of existing radio frequencies and other communications resources available for local emergencies.
- Maintain liaison with other agencies to promote that upgraded communications capabilities be compatible with county-wide communications systems.

Support Agencies

- Encourage that all personnel including regulars, reserves, auxiliaries, or volunteers are trained in radio operation and procedures.
- Encourage agencies to support emergency operations, as appropriate.
- Keep SOPs regarding communications operations current and personnel trained.
- Inventory communications equipment and capabilities and provide the inventory list to the ESF Coordinator.
- Assure that staff is trained in EAS procedures.
- Establish liaison with the ESF Coordinator and staff upon their notification for an emergency response.
- Control communications systems during major emergencies or disasters from either normal work sites, the mobile Command Post or the Emergency Operations Center, as the situation demands.
- Have SOPs in place to accomplish tasks.

7.0 REFERENCES

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8.0 ATTACHMENTS

The following may be included with ESF-2 as attachments:

- *List here when identified.* Examples: MOUs to support operations (i.e. sharing frequencies, repeaters, etc.)

SANDERS COUNTY EMERGENCY OPERATIONS PLAN
ESF-3 PUBLIC WORKS & ENGINEERING

Approval Signature – ESF-3 Public Works & Engineering	
The undersigned have hereby reviewed and approved ESF-3 of the County Emergency Operations Plan	
Carol Brooks	12-28-10
Sanders County Board of County Commissioners	Date
William D Rangeli	12-28-10
Sanders County OEM	Date

EFS-3 PUBLIC WORKS & ENGINEERING

ESF Coordinator

- Sanders County Road Districts

Primary Agencies

- Sanders County Road Districts
- Sanders County Solid Waste Department
- Thompson Falls Public Works Department
- Plains Public Works Department
- Hot Springs Public Works Department

Support Agencies

- Sanders County Office of Emergency Management
- Sanders County Health Department
- CSKT Health Department
- Montana Department of Transportation
- Montana Department of Environmental Quality
- Utilities
- Montana Disaster and Emergency Services

1.0 INTRODUCTION

1.1 Purpose

The purpose of ESF-3 is to provide guidance for the emergency coordination of public works and engineering services to include debris removal, collection and disposal after a disaster/event.

1.2 Scope

The scope of this ESF is to remove debris from streets, manage storm damage, provide rapid restoration of water/sewer services, repair essential services, provide damage assessment information and cooperate with other emergency agencies. Activities within the scope of this ESF include providing technical evaluations, engineering services, construction management, emergency contracting, emergency repair of water and waste facilities, debris clearance, and emergency power.

2.0 POLICIES

- Each organization under this ESF will follow its own internal SOPs when responding to an incident. When appropriate, agencies will assign a representative to the EOC or command post, as the circumstances dictate.
- Appropriate local agencies, volunteers, and private sector resources will be used as available to provide assistance for public works and engineering activities.
- Debris clearance and road repairs will be given priority to support immediate life saving emergency response activities.
- Public works and engineering requirements which cannot be met at the local level will be escalated upward for State, then Federal assistance if needed.
- Agencies will perform tasks within their own policies, authority, and guidelines for providing public works and engineering services.

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

An emergency or disaster may cause serious life safety issues or property damage throughout the area. Most any type of disaster can create hazardous conditions, which may include damage to roads, bridges, residences, public buildings, critical facilities and all utilities.

3.2 Planning Assumptions

- A major emergency or disaster may cause extensive damage to property and infrastructure. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished for safety. Debris may make streets and highways impassable. Public utilities may be damaged or be partially or fully inoperable.
- Access to disaster areas may be dependent upon the re-establishment of ground routes. In many locations, debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.
- Damage assessment of the disaster area will be required to determine potential work load.
- Assistance from the Federal government may be needed to clear debris, perform damage assessments, structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide emergency water for human health needs and firefighting.
- Debris may include trees, rocks, dirt and sand, building materials, metal, garbage and sewage, damaged vehicles, various hazardous materials, volcanic ash, tires, and personal property.

- Following disasters that result in significant debris, existing disposal sites may not represent effective debris management solutions because of capacity limitations and continuous, regular solid waste management operations.
- Emergency environmental waivers and legal clearances may be needed for disposal of materials from debris clearance and demolition activities for the protection of threatened public and private improvements.
- Unattended and long-standing debris may pose safety and health threats to the public.
- Significant numbers of personnel with engineering and construction skills along with construction equipment and materials may be required from outside the disaster area.

4.0 NOTIFICATION

Sanders County OEM should notify the County Road District, or designee, of EOC activations and request that a representative report to serve as the ESF-3 Coordinator. As additional EOC staffing needs become apparent, other agency representatives may be asked to report to the EOC.

5.0 CONCEPT OF OPERATIONS

5.1 General

- In the event of a major emergency requiring the activation of ESF-3, all necessary equipment and personnel should be mobilized and dispatched to the scene.
- In major emergency situations, priorities for emergency engineering operations should be established by the ESF Coordinator working with the other agency heads from either the EOC or the mobile Command Post.
- An assessment of the condition of public infrastructure should be conducted and the information analyzed to determine the criticality of immediate repair, restoration, or demolition of any structure or facility.
- The status of the public infrastructure, particularly the condition of water supply, wastewater, and solid waste treatment facilities, should be disseminated among emergency response agencies and local governments.
- If the situation is beyond the capabilities of the Sanders County Road Department, personnel and equipment may be provided for locally with assistance from county, city, state, and/or out of the area public works departments and/or by the contracting of private resources from within the area.
- Factors considered by the county and local jurisdictions when seeking to obtain a parcel of land for emergency storage or disposal debris should include access, environmental use, cost proximity to debris, size, and neighboring community patterns.
- Responsible efforts should be made to expedite approval of an emergency site for debris storage or disposal, in accordance with local, state and federal laws and regulations.

- Officials charged with recommending expedited approval of emergency storage or disposal sites should seek to learn where the sites will be, how the site will be constructed, and what is intended for the site before developing a recommendation about the site. Local jurisdictions should be encouraged to consider sites that have been pre-identified as contingency areas in formal master planning documents.

5.2 Preparedness

- Maintain an inventory of available resources including personnel within their departments.
- Develop and maintain SOPs for emergency and disaster situations.
- Develop and maintain mutual aid agreements with neighboring jurisdictions.
- Coordinate emergency planning activities and information with neighboring jurisdictions and the ESF Coordinator.
- Maintain and test communication systems.
- Identify vital and essential roadways, bridges and facilities to establish a repair priority in the event any of these become damaged.
- Assure that personnel are trained in emergency responsibilities.
- Establish contact with private resources that could provide support during an emergency.

5.3 Response

- Provide a senior official to operate from the EOC or other command location to assure coordination with other agencies, as necessary.
- Provide public works and engineering support on a priority basis as determined by the EOC and the Incident Commander(s).
- Inspect damage to streets, bridges, and public buildings.
- Clear roads to facilitate emergency operations.
- Close roads and construct barricades as directed.
- Make recommendations on priority of repairs.
- Request outside assistance from surrounding jurisdictions and the private sector as required.
- Conduct other specific response actions as dictated by the situation.
- Maintain records and document all expenditures during the emergency situation.

5.4 Recovery

- Continue to repair infrastructure and buildings on a priority basis.
- Continue all activities in coordination with the EOC based on the requirements of the incident.
- Provide information concerning hazardous areas or other existing problems.

- Provide liaison activities between local agencies and federal damage assessment teams, as appropriate.
- Establish control measures related to emergency solid waste disposal.
- Participate in after-action reports and critiques.
- Document disaster and restoration cost for possible federal reimbursement.

5.5 Mitigation

- Identify and seek funds for retrofitting critical facilities and providing auxiliary power.
- Recommend changes in planning, zoning, and building codes to prevent or lessen the effect of future disasters.
- Participate in hazard identification process and identify and correct vulnerabilities in the public works system.
- Regularly maintain equipment so it is in good running order.

6.0 ROLES & RESPONSIBILITIES

ESF Coordinator

- Coordinate all responding public and private public works and engineering resources and work with the EOC team to encourage that required emergency tasks are accomplished.
- Assess the need for outside public works and engineering resources to support emergency operations and request assistance as needed.
- Serve as liaison with private contractors and if necessary, with state and federal public works and engineering resources.
- Work with those responsible for damage assessment to encourage that appropriately trained personnel are deployed to assess damage to all roads, bridges, public buildings and other potentially affected infrastructure.
- Encourage that public works and engineering personnel deployed to the disaster scene(s) be appropriately outfitted with and trained to use personal protective equipment required by the presence of any potentially hazardous materials/substances.
- Work with the Support Agencies and private contractors to facilitate debris clearance, collection, reduction and disposal.
- Participate in hazard identification process and identify and correct vulnerabilities in the public works system.

Primary Agency

- When requested, deploy a representative to the EOC to assist with ESF-3 activities.
- Provide personnel for internal and external Preliminary Damage Assessment teams.
- Coordinate with support agencies to supply services and resources through the EOC and provide initial damage assessment on public facilities.

- Have available a list of public works and engineering related assets available to support recovery and coordinate this information with the EOC.
- Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.
- Develop procedures to obtain private sector support as required.
- Maintain records of expenditures and document resources utilized during response and recovery.
- Coordinate with support agencies through at least quarterly meetings to encourage that planning functions are carried out to support this ESF.
- Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of assigned functions.
- Participate in drills and exercises to evaluate local capabilities.

Support Agencies

- Help repair public systems, coordinate the mobilization of personnel and equipment, and conduct critical infrastructure inspection.
- Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of assigned functions.
- Participate in drills and exercises to evaluate local capabilities.
- Maintain records of expenditures and document resources utilized during recovery.

7.0 REFERENCES

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Grant County, Washington. June 2007. ESF-3 Public Works and Engineering. http://www.co.grant.wa.us/EM/Misc_Files/PDF/CEMP_07/ESF%203.pdf

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8.0 ATTACHMENTS

The following may be included with ESF-3 as attachments:

- *List here when identified.* Examples: Damage Assessment Form, Red Cross Windshield Survey, Local Government Disaster Manual

SANDERS COUNTY EMERGENCY OPERATIONS PLAN
ESF-4 FIRE FIGHTING

Approval Signature – ESF-4 Fire Fighting	
The undersigned have hereby reviewed and approved ESF-4 of the County Emergency Operations Plan	
William D Rangeli	12-28-10
Sanders County Fire Warden	Date
William D Rangeli	12-28-10
Sanders County OEM	Date

EFS-4 FIRE FIGHTING

ESF Coordinator

- Sanders County Rural Fire Districts/City Fire Departments

Primary Agencies

- Sanders County 7 Rural Fire Districts
- Sanders County Fire Warden
- Thompson Falls Fire Department
- Plains Fire Department
- Hot Springs Fire Department
- CSKT Division of Forestry, Fire
- U.S. Forest Service
- Montana Department of Natural Resources and Conservation

Support Agencies

- Sanders County Sheriffs Department
- Sanders County Road Department
- Sanders County Office of Emergency Management
- Montana Disaster and Emergency Services

1.0 INTRODUCTION

1.1 Purpose

The purpose of ESF-4 is to provide an organized capability for effective fire management which utilizes all available fire fighting resources, control the dispatching of such equipment and manpower to locations where needed, and provide for effective operations at the scene during an emergency/disaster.

1.2 Scope

This ESF addresses all firefighting activities including the detection and suppression of wildland, rural, and urban fires occurring separately or coincidentally with a significant natural or technological disaster. The scope of this section will not attempt to address details regarding mutual aid and regional fire mobilization responsibilities and procedures that are contained in other documents.

2.0 POLICIES

- During emergency situations, local fire agencies mobilize all available apparatus and personnel required to cope with the situation. Mutual Aid Agreements are activated when initial resources are inadequate. When mutual aid and organic resources are exhausted, then the provisions for regional/state fire mobilization apply.
- Each local, state or federal agency will assume the full cost of protection of the lands within its respective boundaries unless other arrangements are made. Fire protection agencies should not incur costs in jurisdictions outside their area without reimbursement unless there is a local mutual aid agreement between those jurisdictions. It is essential that the issue of financial limitation be clarified through proper official channels for efficient execution of fire support.
- Priority shall be given to saving lives and protecting property, in that order.

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

- Wildland fires are common in Sanders County. Human causes, both accidental and arson, and natural occurrences of lighting are the most common ignition sources.
- The county is located in fire weather zones typified by frequent high wind events, thunderstorms, and low relative humidity. Historic weather pattern graphs show that every portion of the county is subjected to very high to extreme burning conditions throughout the traditional fire season.
- Land ownership in the forested areas of the county is divided into private, municipal (Tribal or State) and United States Forest Service (USFS). In many areas, ownership is not easily defined, and responsibility for the fire suppression is not easily determined.
- There exist mutual aid agreements between the participating fire services in the county which detail the support that each entity will provide in the case of a major fire and how costs will be determined and paid. State and federal cost support may be available on incidents that overwhelm local jurisdiction resource capabilities.

3.2 Planning Assumptions

- Urban, rural, and wildland fires will occur within Sanders County. In the event of an earthquake or other significant event, large, damaging fires could be common.
- In a disaster some firefighting resources may become scarce or damaged. State and other resources may be called upon.
- Fire agencies will ensure fire protection to their home districts prior to committing resources to mutual aid.

- Wheeled vehicle access will be hampered by occurrences such as bridge failures, debris in roadway, etc. Conventional travel to fire area may be extremely difficult. Aerial attack by air tankers, helicopters, and smoke jumpers may be needed in these situations.
- Urban commercial and residential fire incidents typically can be managed by local jurisdictions and will not require extensive county support or involvement; however, management support and resources are available for those instances in which either is necessary.
- After certain disaster events, urban water systems may be inoperable or sufficiently damaged so that some conventional fire suppression techniques are severely challenged.

4.0 NOTIFICATIONS

- The Incident Commander will keep Sanders County OEM informed of escalating fire situations with the potential to require activation of the EOC. Once notified, the Emergency Manager, or designee, will activate the EOC.
- Once activated, the Emergency Manager, or designee, will request that an appropriate Fire District or Department representative report to the EOC to serve as the ESF-4 Coordinator. As additional EOC staffing needs become apparent, other department and support agency representatives may be asked to report to the EOC.
- Upon instructions to activate ESF-4, Fire Districts/Departments will implement their operating procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.
- In the event an incident is beyond the capabilities of the responding agency, then the Incident Commander should request additional resources through the appropriate fire dispatch center. This request can be by a specific request for particular equipment or by an alarm request. Both multiple structural and wildland fire alarms have been predetermined through mutual aid agreements.

5.0 CONCEPT OF OPERATIONS

5.1 General

- On-scene fire related operations in Sanders County are managed by concepts of the Incident Command System.
- Fire Service mutual-aid agreements provide for additional local personnel and resources in the event the County is unable to contain a given situation with existing resources and personnel.
- Each agency assisting under the mutual-aid agreement retains its own autonomy, with overall direction provided by the Incident Commander of the affected jurisdiction. In the event of a multi-agency fire response, direction, control and coordination may be established from a Command Post at the scene or from the EOC.

- A Unified Command may be established in situations involving overlapping jurisdiction.
- Local fire departments, supporting agencies, and the Montana Department of Natural Resources & Conservation (DNRC) take action on wildfires, regardless of land ownership, which jeopardize DNRC-protected lands outside incorporated cities and towns and on adjacent U.S. Forest Service lands.
- In those instances when a fire or fires threaten such destruction as would constitute a major disaster, federal fire suppression assistance may be made available under the Disaster Relief Act of 1974 (PL 93-288, Section 417) when requested through normal Emergency Management channels.
- Law Enforcement agencies and the Road Department can support the fire districts/departments by performing their normal functions of traffic control, area security and use of heavy equipment, as appropriate.
- Providers of specialized equipment are responsible for ensuring the proper training and certification of equipment operators.
- Under NIMS, the Safety Officer assesses hazardous and/or unsafe situations, and either develops measures or ensures compliance with existing policies for assuring personnel safety of responders.

5.2 Preparedness

- Develop, maintain and continue to refine the local Incident Command System and other operational procedures to effect full utilization of resources.
- Encourage that fire personnel receive appropriate emergency operations training.
- Encourage that fire mutual aid agreements with surrounding jurisdictions are current.
- Develop and maintain mutual aid agreements with private area resources that could be useful for fire prevention or suppression.
- Develop and maintain SOPs and checklists to support emergency firefighting operations.
- Encourage that emergency call-up and resource lists are current.
- Promote the availability of necessary equipment to support firefighting activities.

5.3 Response

- Respond as required.
- Activate EOC in support of fire operations, as appropriate.
- Activate mutual aid if needed.
- Coordinate activities with other responding agencies.
- Coordinate outside fire resources.
- Alert or activate off-duty and auxiliary personnel as required by the emergency.
- Assist with the dissemination of warnings.
- Conduct other specific response actions as dictated by the situation.
- Request Fire Mobilization activation, as appropriate.
- Coordinate Fire Mobilization resources, as appropriate.

5.4 Recovery

- Continue all activities in coordination with the EOC based on the requirements of the incident.
- Support clean up and restoration activities.
- Assist in damage assessment data collection.
- Replenish supplies and repair damaged equipment.
- Participate in after-action briefings and develop after-action reports.
- Make necessary changes in this ESF Annex and supporting plans and procedures.
- Provide for fire investigation, as appropriate.
- Document agency cost.
- Evaluate response, and make necessary changes in this ESF Annex to improve future operations
- Participate in after action reports and meetings as requested.

5.5 Mitigation

- Identify and seek funds for retrofitting critical facilities and providing auxiliary power.
- Provide personnel with appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.
- Keep response equipment in good condition.
- Conduct fire safety inspections and educate property owners on how to reduce their fire vulnerability.
- Support or help establish local codes and ordinances that help reduce the threats of major conflagrations, such as restrictions on combustible roofing materials.

6.0 ROLES & RESPONSIBILITIES

ESF Coordinator

- Provide assistance in coordinating and integrating overall County efforts to provide fire service assistance to affected areas and populations.
- Staff and operate a National Incident Management System compliant coordination structure (i.e., Incident Command System) at the EOC to assure that services and staff are provided to areas of need.
- Coordinate the activation and deployment of County fire service personnel, supplies, and equipment.
- Work within the guidelines of the established fire mutual aid agreements or operating plans.

Primary Agencies

- If a structural fire originates on unprotected lands, the first arriving agency or unit should assume command until jurisdictional boundaries are determined. Once determined, the responsible protection agency should be notified and an appropriate Incident Command structure put in place.
- When requested, deploy a representative to the EOC to assist with ESF-4 activities.
- Provide specialized support functions, resources, or emergency personnel as agreed upon, contracted for, or provided for in mutual aid agreements or operating plans.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources for repair or replacement
- Assure that all response personnel are trained in fire suppression and other fire related activities.
- Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of assigned functions.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work in the event that reimbursement from State and Federal government becomes available
- Communicate warnings in areas of the county without warning devices and support evacuation.
- Report to designated staging areas as directed for assignment.
- Provide assistance in damage assessment and reporting.

Support Agencies

- Provide EOC support.
- Distribute key information.
- Serve as liaison to the State EOC to request resources.
- Help coordinate alert and warning of persons located in the affected area.
- Coordinate ingress/egress actions to protect the public and property in, near and around areas involved in fire fighting operations
- Evacuation support.
- Help clear roadways in support of emergency response actions.

7.0 REFERENCES

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http://www.co.thurston.wa.us/em/esfs/esf4.htm

West Baton Rouge Parish, Louisiana. February, 2008. ESF-4 Fire Services,
http://www.wbrlepc.net/Images/Interior/wbr%20parish%20esf-4%20fire%20service.pdf

8.0 ATTACHMENTS

The following may be included with ESF-4 as attachments:

- *List here when identified.* Examples: Mutual Aid Agreements (i.e. DNRC, USFS, public and NGOs)

SANDERS COUNTY EMERGENCY OPERATIONS PLAN
ESF-5 EMERGENCY MANAGEMENT

Approval Signature – ESF-5 Emergency Management	
The undersigned have hereby reviewed and approved ESF-5 of the County Emergency Operations Plan	
William D Rovegli	12-28-10
Sanders County OEM	Date

EFS-5 EMERGENCY MANAGEMENT

ESF Coordinator

- Sanders County Office of Emergency Management

Primary Agencies

- Chief Elected Officials
- Sanders County Office of Emergency Management
- Sanders County Law Enforcement

Support Agencies

- Incorporated Cities
- Confederated Salish & Kootenai Tribes
- County and City Department Heads
- Local Government Agencies
- American Red Cross
- Montana Disaster and Emergency Services

1.0 INTRODUCTION

1.1 Purpose

The purpose of Emergency Support Function (ESF)-5 is to collect, analyze, and share information about a potential or actual emergency or disaster to enhance the response and recovery activities of the local governments. Sanders County Office of Emergency Management (OEM) supports overall activities for incident management and maintains the Emergency Operations Center (EOC) in a state of readiness.

1.2 Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Sanders County Emergency Operations Plan (EOP). ESF-5 is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

ESF-5 serves as the support for all departments and agencies across the spectrum of incident management from prevention to response and recovery. ESF-5 facilitates information flow in the pre-incident phase in order to place assets on alert or to pre-position assets for quick response. During the post-incident response phase, ESF-5 activities include those functions that are

critical to support and facilitate multi-agency planning and coordination. This includes alert and notification, deployment and staffing of emergency response teams, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.

2.0 POLICIES

- ESF-5 provides an overall multi-agency coordination system implemented to manage operations during a disaster;
- The Incident Command System will be used in any size or type of disaster to control response personnel, facilities, and equipment.
- The Incident Command System principles include use of common terminology, modular organization, integrated communications, unified command structure, coordinated action planning, manageable span of control, pre-designated facilities, and comprehensive resource management;
- ESF-5 staff supports the implementation of mutual aid agreements to encourage seamless resource response; and
- Identified departments and agencies participate in the incident action planning process, which is coordinated by ESF-5.

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

Emergency or disasters may occur in a local jurisdiction at any time causing significant human suffering, injury and death, public and private property damage, environmental degradation, economic hardship to businesses, families, individuals, and disruption of local government.

3.2 Planning Assumptions

- There will be an immediate and continuing need to collect, process and disseminate situational information, to identify urgent response requirements during a disaster (or the threat of one) and to plan for continuing response, recovery and mitigation activities.
- During the early stages of the event little information will be available and the information received may be vague and inaccurate, verification of this information and caution can delay response to inquires.
- Reporting from the local response agencies to the EOC will improve as the event matures.
- Information collection may be hampered due to many factors including: damage to communication systems; communications system overload; damage to the transportation infrastructure; effects of weather, smoke, and other environmental factors.

- Field response agencies will be aware of the EOC's information requirements and include procedures to maintain open lines of communication. The Incident Commander will ensure that the EOC is kept current on all pertinent activities at the scene.

4.0 NOTIFICATIONS

- Emergency information will be relayed to the EOC primarily from the E-911 Communications Centers, the Incident Command Post(s) and other field elements, but it may also come from a variety of other sources including but not limited to: Private sector, media, citizens, other jurisdictions, and/or state and federal government agencies.

5.0 CONCEPT OF OPERATIONS

5.1 General

- The Sanders County Emergency Manager will promote the development and maintenance of Standard Operating Procedures (SOPs) on the part of each major emergency support function. Generally, each function should:
  - Maintain current notification rosters,
  - Designate and staff an official emergency operations center,
  - Designate an EOC representative,
  - Establish procedures for reporting appropriate emergency information,
  - Develop mutual aid agreements with like services in adjacent localities, and
  - Provide ongoing training to maintain emergency response capabilities.
- When an emergency threatens, available time should be used to implement increased readiness measures.

5.2 Preparedness

- Prepare a standard template for the Declarations of Emergency or Disaster.
- Prepare standardized reporting formats and forms, and establish reporting procedures.
- Maintain the EOP and the emergency management program. Annually review plans and make necessary corrections, changes and additions.
- Provide emergency and disaster related training and orientation to county and local officials to meet the NIMS/ICS requirements and to familiarize them with emergency or disaster related responsibilities, operational concepts, and procedures.
- Provide liability coverage and indemnification to registered emergency workers volunteering to protect lives, property, and the environment.
- Disseminate information to the public and the news media regarding personal safety or survival, emergency response actions, and details of disaster assistance programs. After an emergency or major disaster declaration, local information programs should be coordinated with those of state or federal government.

- Establish and maintain a county capability to provide warning to the public through available warning systems such as the Emergency Alert System (EAS), radio/television, sirens, and telephone notification systems.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Identify and maintain a list of essential services and facilities, which must continue to operate and may need to be protected.
- Recommend mutual aid agreements as well as ordinances, resolutions, rules and regulations for adoption by the county that may improve incident preparedness, response, mitigation, and resiliency.

5.3 Response

- Coordinate county assets to support local government and agencies in need of supplemental emergency or disaster assistance.
- Request special information from local governments and volunteer organizations, as necessary.
- Receive and process requests from local government for specific state and federal emergency and disaster related assets and services.

5.4 Recovery

- Provide to all county departments information and guidance on all appropriate forms and instructions for the retention of information and supporting data and procedures for forwarding operational reporting information to the EOC.
- Continue to gather and disseminate information, as necessary.
- Review completed After-Action Reports and Lessons Learned Reports.
- Review and revise reporting procedures and formats, as necessary.
- Collect and prepare reports required to support requests for assistance.
- Participate in preparedness, submit, and track all documentation necessary for state and federal reimbursement of Presidentially declared disasters.

5.5 Mitigation

- Routinely update plans related to hazards, risks, response and mitigation strategies create awareness of critical areas and enforce plan implementation into other county plans. Provide information and expertise in hazard mitigation and planning for preparedness to county departments and the general community.
- Conduct mitigation activities in the response and recovery operations as well as in the planning process for emergencies and disasters; i.e. surveys, mapping, prevention, property protection, public education and awareness, natural resource protection, emergency services or structural projects.

6.0 ROLES & RESPONSIBILITIES

ESF Coordinator

- Prepare, in concert with elected officials, Declaration of Emergency or Disaster and any amendments.
- Make individual assignments of duties and responsibilities to staff the EOC and implement emergency operations;
- Collect information from field representatives and share with the EOC staff, as appropriate.
- Coordinate emergency management mutual aid agreements dealing with adjunct jurisdictions and relief organizations, such as the American Red Cross.
- Coordinate local emergency volunteer programs.
- Develop plans and procedures for providing timely information and guidance to the public in time of emergency through ESF-2.
- Coordinate Public and Individual Assistance programs with local, state, and federal government as needed.
- Coordinate and conduct a post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures and formats to document any crucial lessons-learned and to make revisions to plans as needed for future events.

Primary Agencies

- Develop applicable SOPs, guidelines, and/or checklists detailing the accomplishment of assigned functions.
- Provide ongoing status reports as requested.
- Assess agency-specific information and make recommendations to the EOC Supervisor on actions to be taken.
- Procure all available documentation of event for archiving.
- Conduct and participate in the post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures and formats to document any crucial lessons-learned.

Support Agencies

- Conduct and participate in the post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures and formats to document any crucial lessons-learned.
- Procure all available documentation of event for archiving.

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8.0 ATTACHMENTS

The following may be included with ESF-5 as attachments:

- *List here when identified.* Examples: Organizational Chart, Checklist, Sample Declarations

SANDERS COUNTY EMERGENCY OPERATIONS PLAN
ESF-6 MASS CARE

Approval Signature – ESF-6 Mass Care	
The undersigned have hereby reviewed and approved ESF-6 of the County Emergency Operations Plan	
Bob Hedman	2/10/11
American Red Cross	Date
William D Nargeli	12-28-10
Sanders County OEM	Date

EFS-6 MASS CARE

ESF Coordinator

- American Red Cross

Primary Agencies

- American Red Cross

Support Agencies

- The Salvation Army
- The United Way
- Local Churches
- Local School Districts
- Sanders County Health Department
- Sanders County Office of Emergency Management
- Sanders County Solid Waste Department
- Sanders County Environmental Health Department
- Montana Disaster and Emergency Services

1.0 INTRODUCTION

1.1 Purpose

The purpose of Emergency Support Function (ESF)-6 is to coordinate efforts to provide sheltering, mass care, housing, and human services following an emergency or disaster requiring response assistance, to coordinate bulk distribution of emergency relief supplies vital to the delivery of services, to victims following the event.

1.2 Scope

This ESF addresses temporary short term sheltering needs during a major emergency or disaster and the coordination of opening shelters through the Emergency Operations Center (EOC) and in conjunction with American Red Cross (ARC). Specifically, ESF-6 addresses:

- Mass care operations (shelter, food and other essential human needs)
- Short and long term housing resources
- Emergency and disaster assistance for individuals and families
- Special needs population groups (*see Special Needs Annex*)

2.0 POLICIES

- Mass care includes such basic human needs as emergency medical care; emergency shelter; emergency provisions of food, water, medicine, and other essential needs and will be provided to all citizens without regard to race, color, national origin, religion, sex, age, or disability.
- The American Red Cross (ARC) independently provides mass care to all disaster victims as part of a broad program of disaster relief outlined in charter provisions enacted by the United States Congress in 1905 and the Disaster Relief Act of 1974. ARC also assumes primary agency responsibility under the National Response Framework, to coordinate federal response assistance to the mass care response of state and local governments, and the efforts of other voluntary agencies, including ARC relief operations. The ARC will continue its Disaster Welfare Information and Family Reunification programs.

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

Several different hazards exist that could cause the need for mass care of the population, either due to evacuation or displacement caused by damaged structures. Those condition are, but not limited to wildfire, earthquake, floods and hazardous materials emergencies.

Presently, Sanders County can provide emergency short-term protection to meet the needs of its residents by maximizing use of public buildings, churches and schools as temporary housing, feeding or medical facilities. Most schools in Sanders County have MOUs with public health or the hospital to use facilities for medical care and therefore, would not be available for shelters. Existing public fallout shelters are inventoried but not equipped, supplied, or maintained due to the lack of state or federal funding for the continuation of such programs. Other situational issues include:

- Disaster conditions are likely to require that domestic animals and livestock be evacuated and cared for. Animals (with the exception of Service Animals) are not allowed in public shelters. Sheltering for animals is addressed in ESF-11 *Agriculture and Natural Resources.*
- A short term crisis, such as localized flooding or a wildfire situation may necessitate the activation of expedient shelters within the county or cities. These shelters would be opened for a brief period of time in order to assemble people in response to a situation that would have a quick response. A short term shelter would be defined as any building capable of sheltering people for less than 8 hours.
- Long term shelters would be needed to shelter people for extended periods of time (more than 8 hours) as a result of situation that would take longer to resolve. Suitable shelters must include kitchen facilities, adequate parking, handicapped accessibility, numerous bathrooms, telephones and multiple areas for gathering.

- The ARC is the primary organization responsible for mass care and shelter during an emergency or disaster. They may activate an Emergency Coordination Center (ECC) at a location other than the EOC; however, close coordination will be maintained between the two sites.
- If the county is eligible for Federal Disaster Assistance, federal agencies will make a variety of loan, grant, and service programs available to disaster victims, including programs to replace destroyed personal property, and help to obtain disaster loans, food stamps, crisis counseling, disaster unemployment, disaster legal services, support and services for special needs populations, and other federal and state benefits.

3.2 Planning Assumptions

- The shelter program shall be developed on the assumption that people may have to remain in public shelters for a period of time.
- Mass care requirements during an emergency or disaster may overwhelm social service agencies.
- Depending on the disaster and the severity of its effects, the county may have limited numbers of shelters or resources to manage shelters.
- For planning purposes, it is assumed less than 20 percent of the population will require public shelter services in any given situation. Research indicates most people evacuated from their homes for extended periods of time will find their own shelter in non-impacted area either with friends or relatives.
- The ARC has existing agreements in place for shelters and an activation and staffing plan for shelter operations.
- The county may initiate shelter-in-place advisories when the public could be exposed to hazardous conditions traveling to a centralized mass care shelter.

4.0 NOTIFICATIONS

The Sanders County Emergency Manager will notify the ESF-6 Coordinator of EOC activation and request that a representative report to the EOC to coordinate ESF-6 activities. Damage assessment information should dictate the type and scope of mass care operations required. The EOC Team and the ARC liaison should gather information regarding people displaced by the event to assist in determining the number of shelters to open and where they should be located. In addition to the type and scope of the disaster, other factors in determining the number of shelters and their locations should be accessibility, transportation, security, staff and supplies. The ARC liaison in the EOC should work closely with the EOC Team to determine shelter needs and identify capabilities based on the specifics of the emergency situation. If the situation dictates, potential shelters should be given priority in damage assessments to expedite the provision of mass care services. Targeted messages for special needs populations in affected areas should be developed based on the needs of the incident.

5.0 CONCEPT OF OPERATIONS

5.1 General

- The American Red Cross (ARC) has established a mass care/shelter plan. They are responsible for inventorying potential shelter locations and, in concert with the county, have:
  - Identified usable shelters, to include, but not limited to schools, churches, and campgrounds.
  - Written agreements to use shelters, as appropriate.
  - Trained volunteers for mass care and shelter operations.
  - Established a communication system for communications between shelters, ARC headquarters and the EOC.
  - Established, with other social service organizations, a crisis counseling system.
- In an actual emergency, information concerning the shelter program including public shelter locations, should be disseminated in cooperation with the designated Public Information Officer in coordination with the ARC.
- The ARC representative to the EOC should function as the ESF-6 representative.
- The ARC should provide daily, overall direction of mass care operations, including the assignment of personnel and ensuring that requests for assistance are met, documented and prioritized. Additionally, the ARC should see that registration, tracking, feeding, restocking and other related shelter activities are accomplished. The ARC is responsible for first aid level of care only. Care that is required above that level will not be provided at one of the mass care shelters.
- The ARC should manage feeding programs for disaster victims and emergency workers through a combination of fixed sites, mobile feeding units and if needed bulk food distribution.
- Although special facilities (i.e., nursing homes, residential care facilities, hospices, etc.) should be able to care for their own populations, if dictated by the situation, the County Health Department should provide assistance in opening and maintaining shelters for those with special needs.
- The ARC should operate their Welfare Information and Family Reunification programs.

5.2 Preparedness

- Coordinate with the ARC in shelter and mass care issues.
- Identify and inspect usable facilities for shelter and mass care.
- Recruit and train volunteers for mass care operations.
- Develop a liaison with other community service organizations for providing mass care to the public to include special needs providers.
- In areas of concentrated population, develop population plans to include mass evacuation.
- Implement a public education campaign regarding the importance of having a family disaster plan and 72-hour preparedness kit.

- Develop and test emergency plans and procedures.
- Participate in emergency management training and exercises.

5.3 Response

- Open, staff and manage shelters.
- Identify and provide temporary housing resources.
- Provide representatives to the county EOC and work within the EOC structure to meet mass care, housing and human services needs.
- Make suitable accommodations for special needs populations.

5.4 Recovery

- Perform disaster impact assessments.
- Provide for crisis counseling, as appropriate.
- Provide necessary support services.

5.5 Mitigation

- Participate in the hazard identification process and take steps to correct deficiencies in the mass care, housing and human services function.
- Implement a public education campaign regarding the importance of having adequate homeowners and renters insurance.

6.0 ROLES & RESPONSIBILITIES

ESF Coordinator

- Promote that current inventories of available public shelter facilities and capabilities be performed.
- Coordinate the implementation of the overall shelter program as needed.
- Establish communications between the shelters and the EOC with assistance from amateur radio operators, when appropriate.
- Coordinate Public and Individual Assistance programs with local, state, and federal government as needed.

Primary Agencies

- Identify suitable community facilities and develop emergency Standard Operating Procedures (SOPs) and Memoranda of Understanding (MOUs).
- Maintain list of shelters, capabilities and resources available.
- Develop shelter management and staffing assignments and supporting training.
- Document costs for reimbursement and auditing purposes.

- Evaluate and review procedures to encourage operational readiness.
- Coordinate support services in an actual emergency.
- Track displaced individuals.
- Handle all aspects of the community sheltering plan and other shelter activities.

Support Agencies

- Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- When requested, deploy a representative to the EOC to assist with ESF-6 activities.
- Provide ongoing status reports as requested by the ESF-6 Coordinator.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
- Perform other emergency responsibilities as assigned.

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8.0 ATTACHMENTS

The following may be included with ESF-6 as attachments:

- *List here when identified.* Examples: list of shelters, contacts for the American Red Cross and other support agencies, American Disability Act (ADA) guidance for shelters.

SANDERS COUNTY EMERGENCY OPERATIONS PLAN
ESF-7 RESOURCE SUPPORT

Approval Signature – ESF-7 Resource Support	
The undersigned have hereby reviewed and approved ESF-7 of the County Emergency Operations Plan	
William D Fargeli	12-28-10
Sanders County OEM	Date

EFS-7 RESOURCE SUPPORT

ESF Coordinator

- Sanders County Office of Emergency Management

Primary Agencies

- Sanders County Office of Emergency Management
- Sanders County Law Enforcement
- Sanders County Purchasing Department
- Sanders County Finance Department
- Sanders County Human Resources Department
- Confederated Salish & Kootenai Tribes

Support Agencies

- Municipal Finance and Purchasing Departments
- American Red Cross
- Montana Disaster and Emergency Services

1.0 INTRODUCTION

1.1 Purpose

Effective response to any emergency or disaster requires the ability to find, obtain, allocate, and distribute resources to meet the needs of the event. Emergency Support Function (ESF)-7 provides procedural information on the deployment and proper coordination of resources during the response phase of an emergency/disaster situation as well as providing for the organized receipt and distribution of donated goods and services during the recovery phase.

1.2 Scope

ESF-7 provides a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Sanders County Emergency Operations Plan (EOP).

2.0 POLICIES

- When there has been a Declaration of Emergency or Disaster, the Chairman of the Board of County Commissioners or Incident Commander (IC) through delegation of authority may invoke temporary controls on local resources and establish priorities. These resources may include, but not be limited to, fuel, food, shelter and other

resources necessary for human needs. Any controls established should be in coordination with other jurisdictions.

- County Departments use their personnel to the maximum extent possible including use of personnel not assigned emergency responsibilities. Employees may be required to work either overtime or "out of class" when responding to a disaster and shall be compensated in accordance with existing rules and bargaining agreements. Requirements of the Fair Labor Standards Act shall apply.
- When volunteers are used, initial coordination and supervision will be handled from the Emergency Operations Center (EOC) or from a field command post.
- Each agency shall establish emergency procurement procedures to encourage resources required during an emergency/disaster situation to be rapidly obtained.
- Local (county, city and mutual aid) resources must be exhausted before state or federal assistance is available through a Governor's or Presidential declaration.

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

- Resource support could be affected by several disaster scenarios, such as earthquake, flood and/or wildfire. The main focus would be on a disaster situation that would isolate Sanders County, which would prevent timely arrival of resource support. Due to this, Sanders County as a whole must be able to coordinate local resources for a period of time prior to the arrival of additional resources.
- If an emergency or a major disaster should happen in Sanders County it can be considered the area surrounding may also be affected in an adverse manner. Whenever an area-wide disaster occurs, it is important to have procedures for equitable distribution of limited resources.

3.2 Planning Assumptions

- Requests for and utilization of outside resources will often become necessary in a larger scaled emergency or disaster situation.
- Support agencies will perform tasks and expend resources under their own authorities, including implementation of mutual aid agreements, as applicable, in addition to tasking received under the authority of the EOP.
- Resource requirements beyond the capacity of support agencies will be coordinated from the EOC. Requests will be handled on a case-by-case basis and allocation will depend on availability of both the resource and a means of delivery.
- Weather conditions, damage to transportation routes, or other factors will restrict access to a disaster site or to a storage area and hence affect the availability and distribution of resources.
- The initial response to a hazardous event will focus on lifesaving and injury reduction activities followed by protection of public property. The protection of private property will

be the responsibility of the landowner or tenant unless directed otherwise by the Board of County Commissioners.

- The EOC will have available or immediate access to resource and vendor lists for the most commonly used or anticipated resources to combat a given hazard.
- Public safety agencies, and many others, are familiar with and utilize the Incident Command System (ICS).

4.0 NOTIFICATIONS

The Sanders County Office of Emergency Management (OEM) will notify the EOC Team of EOC activations and request that representatives report to the EOC to coordinate ESF-7 activities. As additional EOC staffing needs become apparent, other agency representatives may be asked to report to the EOC to assist with resource support activities. Once ESF-7 is activated, all departments and agencies involved in the emergency response should be instructed to direct any resource needs they are unable to meet through their own channels to the ESF-7 Coordinator.

5.0 CONCEPT OF OPERATIONS

5.1 General

- In the event of a declared disaster or major emergency, use of local resources should be the first priority.
- In a large scale multi-agency response, the Sanders County EOC should be activated.
- In an emergency operation, each responding entity should be responsible for conserving and controlling its own resources. Multi-agency response should follow the concepts of the Incident Command System (ICS).
- Requests for additional outside equipment or other assistance should be a coordinated effort. Responding agencies should notify Sanders County OEM with requests for emergency resources. Resource coordination may be from either the Sanders County OEM office or EOC.
- Staging of incoming resources should be determined on a case by case basis, depending upon the situation.
- Sanders County OEM has overall responsibility for the coordination and allocation of existing and requested resources. A resource inventory list should be kept current.
- The Board of County Commissioners has executive responsibility and authority to place economic controls, within legal constraints, into effect as the situation demands. If necessary, voluntary controls will be the preferred method of resource management, although mandatory controls may be required as a temporary measure.
- When applicable, private agricultural, industrial, commercial, financial, or other service enterprises shall assist local government in an advisory capacity with development and support of emergency resource redistribution and mobilization policies or subsequent control programs.
- Donated goods/money should be coordinated by local community service organizations, with the American Red Cross representing the local organizations in the EOC.

- Amateur emergency radio operators may assist with communications for the coordination of resources, as appropriate.

5.2 Preparedness

- Develop Standard Operating Procedures (SOPs) for resource support.
- Develop methods and procedures for responding to and complying with requests for resources.
- Develop procedures for reimbursing private vendors for services rendered.
- Develop lists of private vendors and suppliers and their available resources.
- Establish pre-planned contracts where necessary to encourage prompt support from vendors during emergencies.
- Develop and train ESF-7 personnel on county emergency procurement procedures for acquiring supplies, resources, and equipment.
- Develop resource inventories based on hazard specific studies and corresponding likely resource requests by ESF.
- Participate in exercises and training to validate this annex and supporting SOPs.
- Encourage all ESF-7 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-7 agencies should complete ICS 700, 100, 200, and 300 courses.

5.3 Response

- Activate EOC or other location for coordination of resources, as appropriate.
- Alert those agencies whose personnel, equipment, or other resources may be used.
- Assess initial reports to identify potential resource needs.
- If necessary, establish staging areas, distribution sites and mobilization centers from which resources may be distributed.
- Establish a resource tracking and accounting system, including management reports.
- Coordinate with ESF-13 to evaluate warehouse security requirements.
- Prepare budget transfers, amendments or loan documents for approval by the Board of County Commissioners.
- Assist, facilitate, and coordinate contractual services between the county and commercial sources.
- Establish price controls and/or rationing, as appropriate.
- Promote that necessary funding for resource support be available, as appropriate for county resources.
- Coordinate community resources needs with other service organizations.
- Coordinate outside donated goods/money.
- Provide data to the Public Information Officer for dissemination to the public.

5.4 Recovery

- Obtain and coordinate damage assessments.
- Supply damage assessment figures to appropriate agencies.
- As necessary, establish priorities in the assignment and use of all resources including personnel, food, water, health resources, fuel, electric power, transportation, communications, and other survival items and services needed to provide effective recovery.
- Encourage that vital systems be prioritized in order that they are restored in the quickest manner.
- Identify unused resources in the community.
- Stand down any facilities no longer in use.
- Dispose of excess supplies.
- Participate in after-action reports and critiques.

5.5 Mitigation

- Encourage local cities to work with county EOC personnel to build data bases for acquisition of goods and services that may be needed for preparedness, response, and recovery.
- Encourage emergency contracts be put in place to prevent resource shortages in an emergency
- Keep resources in working order.
- Promote that resources be provided with protection from being damaged due to a disaster event, to the extent feasible.

6.0 ROLES & RESPONSIBILITIES

ESF Coordinator

- Maintain the EOC with appropriate equipment, consumables, resource lists, and staff availability.
- Maintain liaison with support agencies, the business community, and volunteer organizations.
- Train and exercise applicable EOC staff in resource management activities.
- Develop and maintain a communications process for rapid contact of key EOC staff and support agency personnel and volunteer organizations.
- Develop procedures for field personnel to register emergency workers at a disaster site.
- Promote that field personnel know how to request resources during an emergency or disaster.

Primary Agencies

- Produce and maintain, with functional staff, EOC resource management standard operating procedures (SOPs).
- Coordinate local resources through use of the EOC or other coordination point during an emergency or disaster event.
- Assess the need for and prioritize the deployment of services.
- Provide manpower and any materials (additional computer hardware/software, vendor contacts, etc.) dependent on the characteristic needs of the impending disaster.
- Develop memorandums of understanding with vendors for essential items needed before and after a disaster.
- Identify and coordinate pre-and post event, with all the human resource supplies in the community and activate any sources needed to fulfill human resource missions.
- Maintain all legal and policy requirements as they relate to human resources.
- Locate, procure, and issue resources to other county agencies for use in emergency operations necessary to support the Sanders County EOP or to promote public safety.
- Locate and coordinate the use of available space for incident management activities.
- Coordinate and determine the availability and provision of consumable non-edible supplies stocked in distribution facilities and customer supply centers when available.
- Procure required stocks from vendors or suppliers when county items are not available.
- Maintain records of expenditures and document resources utilized during recovery in accordance with ESF-7 policies.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement
- Coordinate requests for out of area resources.
- Attend at least quarterly meetings to encourage planning functions be carried out to support this ESF.

Support Agencies

- Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of assigned functions.
- Maintain records of expenditures and document resources utilized during recovery in accordance with ESF-7 policies.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Attend at least quarterly meetings to encourage planning functions be carried out to support this ESF.

7.0 REFERENCES

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8.0 ATTACHMENTS

The following may be included with ESF-7 as attachments:

- *List Here When Identified*

SANDERS COUNTY EMERGENCY OPERATIONS PLAN
ESF-8 PUBLIC HEALTH & MEDICAL SERVICES

Approval Signature – ESF-8 Public Health and Medical Services	
The undersigned have hereby reviewed and approved ESF-8 of the County Emergency Operations Plan	
Cindy Morgan, MSW, RN	01.31.2011
Sanders County Public Health Department	Date
William D Rangeli	12-28-10
Sanders County OEM	Date

EFS-8 PUBLIC HEALTH & MEDICAL SERVICES

ESF Coordinator

- Sanders County Health Department

Primary Agencies

- Sanders County Public Health Department
- Sanders County Environmental Health Department
- Sanders County Coroner

Support Agencies

- American Red Cross
- Area Nursing Homes
- Hospitals
- Pharmacies
- Private/Volunteer Ambulance Services
- CSKT Health Department
- Montana Department of Public Health and Human Services
- Montana Disaster and Emergency Services

1.0 INTRODUCTION

1.1 Purpose

The purpose of Emergency Support Function (ESF) -8 is to provide health and medical coordination during times of emergency or disaster. ESF- 8 also coordinates additional health and medical assistance from local, regional, state and federal resources.

1.2 Scope

ESF-8 is designed to provide a flexible organizational structure capable of meeting the requirements of many emergency scenarios with the potential to require activation of the Sanders County Emergency Operations Center (EOC) and implementation of the County Emergency Operations Plan (EOP). Most of the agencies involved in public health and medical services activities have existing emergency plans and procedures. ESF-8 is not designed to take the place of these plans, rather it is designed to complement and support existing plans and procedures.

2.0 POLICIES

- Emergency medical response to emergencies or disaster will follow accepted procedures and protocol.
- The County Public and Environmental Health Departments will provide guidance to the local jurisdictions, agencies, and individuals over matters of public health to include air and water quality concerns, food supplies, wastewater systems, disease prevention, safe drinking water, food sanitation, personal hygiene, proper disposal of human waste, garbage and infectious or hazardous waste, and protective actions during infectious outbreaks/hazardous material incidents.

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

- One of the primary concerns of public health officials is disease control and immunizations. This involves the prevention, detection and control of disease causing agents, maintaining safe water, and food sources, and continuation of wastewater disposal under disaster conditions.
- Disaster and mass-casualty incidents take many forms. Proper emergency medical response must be structured to provide optimum resource application without total abandonment of day-to-day responsibilities.
- A significant natural disaster or technological event that overwhelms the affected local jurisdiction would necessitate both state and federal public health and medical care assistance. The sudden onset of a large number of victims would stress the local medical system necessitating time-critical assistance from the state and federal government. Such a natural disaster would also pose certain public health threats, including problems related to food, disease vectors, water, wastewater, solid waste, and mental health effects.
- Hospitals, nursing homes, pharmacies and other medical/health care facilities may be structurally damaged or destroyed. Those facilities which survive with little or no structural damage may be rendered unusable or only partially usable because of damage to, or reduction of utilities (power, water, sewer), because staff are unable to report for duty due to personal injuries, and damage or disruption of communication and transportation systems. Medical and health care facilities which remain in operation and have the necessary utilities and staff may be overwhelmed by the "walking wounded" and seriously injured victims who are transported there in the immediate aftermath of the occurrence. In the face of massive increases in demand and the damage sustained, medical supplies (including pharmaceuticals) and equipment may be in short supply. Most health care facilities maintain inventory stock to meet their normal patient needs. Disruptions in local communications and transportation systems could prevent timely re-supply.

- Uninjured persons who require daily maintenance medications (e.g., insulin) may have difficulty in obtaining them because of damage or destruction of normal supply locations and general shortages within the disaster area.
- Although other disasters such as fires and floods do not generate the casualty volume of a major earthquake, there will be a noticeable emphasis on relocation, shelters, vector control, and returning water, wastewater, and solid waste facilities to operation.
- An emergency resulting from a CBRNE (chemical, biological, radiological, nuclear or explosive) incident could occur that may not damage the local medical system. However, such an event could produce a large concentration of specialized injuries that would overwhelm the local jurisdictions' medical system, and/or result in the contamination of medical treatment personnel or medical facilities which could reduce or eliminate the ability of those personnel or facilities to continue providing aid.
- Sanders County does not have large scale established mortuary storage capabilities.

3.2 Planning Assumptions

- Emergency medical and public health service will be an extension of normal duties. Typical public health duties would be suspended during emergencies.
- County and municipal resources are capable of meeting most emergencies; however, during large-scale disasters; assistance from state and federal agencies is expected. Further, in catastrophic situations, relocation of hospital facilities may be required.
- It may be assumed that disaster victims and/or emergency services personnel who report to established shelters may be in need of triage and treatment of minor injuries.
- Resources within the affected area may be inadequate to clear casualties from the scene or treat them in local hospitals. Additional medical capabilities will urgently be needed to supplement and assist local jurisdictions to triage and treat casualties in the affected area and then transport them to the closest appropriate health care facility. Additionally, medical re-supply will be needed throughout the event area. In a major event, operational necessity will require the further transportation of patients, by air, to the nearest area with sufficient concentrations of available hospital beds where patient needs can be matched with the necessary definitive medical care.
- The damage and destruction of a catastrophic incident will produce urgent needs for mental health crisis counseling for disaster victims and response personnel.
- Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury.
- In a major catastrophic event (including but not limited to epidemics, pandemics, and bioterrorism attacks), medical resources will be insufficient to meet demand, specialized equipment and/or treatment materials may be unavailable, and transportation assets may also be restricted due to contamination. No emergency plan can ensure the provision of adequate resources in such circumstances.
- Local hospitals, clinics, nursing homes, pharmacies, and other medical and health care facilities may be severely structurally damaged, destroyed, or rendered unusable.

- Voluntary ESM staff may need to report to work and would not be available.
- The Public Health Department has limited staff and would need to rely on volunteers.

4.0 NOTIFICATIONS

- The Sanders County Health Department will notify the Office of Emergency Management (OEM) when information comes to their attention indicating that an emergency or disaster situation is developing.
- As deemed appropriate, Sanders County OEM will notify the Board of County Commissioners and ESF-8 Coordinator of EOC activation.
- The ESF Coordinator will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

5.0 CONCEPT OF OPERATIONS

5.1 General

- ESF-8 response and recovery activities should be coordinated from the EOC when it is activated and has become operational. The EOC should consist of a core staff supplemented by other local government and private organizations, as the situation dictates.
- All support agencies and organizations should be notified and tasked to provide 24-hour representation, as necessary. Each support agency and organization is responsible for ensuring that sufficient program staff is available to support the EOC and to carry out the activities tasked to their agency or organization on a continuous basis. Individuals representing agencies and organizations who are staffing the EOC must have extensive knowledge of the resources and capabilities of their respective agencies or organizations, and have access to the appropriate authority for committing such resources during response and recovery operations.
- Emergency operations will be established at the EOC, and should maintain coordination with the appropriate local jurisdiction, medical and public health officials, and organizations to obtain current medical and public health assistance requests. It is anticipated that most requests will be made by telephone, radio, or face-to-face conversations rather than by formally written requests.
- EOC staff should continuously acquire and assess information about the situation. The staff should continue to identify the nature and extent of health and medical problems, and establish appropriate monitoring and surveillance of the situation to obtain valid ongoing information. The EOC will primarily rely on information from the disaster area that is furnished by the local agencies. Other sources of information may include assessment teams dispatched by the County Health Department, supporting agencies and organizations, various local officials in the affected area, or broadcast media.

- In early stages of a response, it may not be possible to fully assess the situation and verify the need for the level of assistance that is being requested. In such circumstances, it shall be the responsibility of the County Health Department representative for the EOC to collectively decide whether to authorize assistance. Every attempt shall be made to verify the need before providing assistance. However, it may be necessary to proceed with assistance on a limited basis before verifications are obtained. In such a situation, EOC staff should use common sense, be flexible and responsive to meeting perceived time critical needs.
- Because of the potential complexity of the health and medical response issues and situations, conditions may require special advisory groups or experts to be assembled by EOC staff. They would review health and medical intelligence Information, and advise on specific strategies to be employed in order to appropriately manage and respond to a specific situation.
- By direction of the health officer, personnel or teams from the County Health Department may be deployed as needed to provide appropriate medical and public health (including environmental health) assistance.
- Requests for information may be received at the EOC from various sources, such as the media and the general public. These requests should be referred to the appropriate agency. A Joint Information Center should coordinate information to the media or general public.
- A journal of ESF-8 staff activities shall be maintained by the senior representative of each of the participating agencies. Entries should be made in the journal for each major action, occurrence, or event. EOC staff should, upon completion of the event, review the separate journals and prepare a summary after action report. The after action report, which summarizes the major activities should identify key problems, indicate how they were solved, and make recommendations for improving response and recovery operations in subsequent activations. Support agencies and organizations may assist in the preparation of the after action report and endorse the final report.
- EOC staff should utilize available local health and medical resources to the extent possible to meet the needs identified by local jurisdictions.
- Throughout response and recovery activities, EOC staff should evaluate and analyze medical and public health assistance requests and responses, and develop and update assessments of medical and public health status.
- ESF-8 agencies should develop and provide medical and public health situation reports to the EOC Policy Group, the public information officer, and organizations with a need for recurring reports of specific types of information including other ESFs, local jurisdictions and state agencies upon request.
- The EOC should activate in accordance with internal plans and procedures based upon the evaluation of the event.

5.2 Medical Services

- The first arriving medical units should establish triage and identify an Incident Commander for Emergency Medical Services (EMS). Treatment, staging and transport areas should then be established.
- The Incident Commander should coordinate on-scene medical resource requests and allocation. Long-term strategies to support disaster operations and to maintain on-going local EMS operations (beyond the scope of the incident) should be managed by the EMS Department from the jurisdiction in which the emergency occurs.
- Immediate scene management needs and forecasts for future requirements may be determined cooperatively between the Incident Commander and the primary EMS agency affected.
- Casualty information should be routed through the Incident Commander, and through the EOC. The EOC should then coordinate the information to the Public Information Officer in conjunction with ESF-15 procedures on disseminating casualty information. Information and statistics should be compiled from radio logs, facsimiles, databases and direct communications with EMS staff.
- A list of resources should be maintained and updated by each EMS department and made available to on-scene operations through the EOC. These resources should primarily be coordinated by EMS personnel.
- Sanitation and hygiene is a priority. Inspections are important so that rescuers food and water supplies remain free of contamination.
- Health Department employees and EMS personnel may be asked to perform duties under dangerous circumstances and consideration must always be given to employee safety. Further, since EMS and Health Department employee activities may directly affect the level of morbidity and mortality of disease, all employees should be provided education at their orientation and annually thereafter, regarding appropriate precautions to limit likelihood of exposure to potentially toxic and/or infectious agents. Staff's exposure to toxic agents or infection should be limited as much as possible.

5.3 Mass Fatalities

- Depending upon the size of the incident, the County should utilize both local funeral directors and state or federal agencies in providing mortuary services. Local funeral directors may arrange with the County Coroner, for the expansion of mortuary services, ambulances and morticians.
- In the event of a regional disaster, the Sanders County morgue would soon become overwhelmed. In this case, it would become necessary to utilize the use of any available space to set up temporary morgues including community centers or other government buildings, or private office buildings. Sanders County does not have a ready source of refrigerated trailers and must rely on outside resources to lease or rent on short notice from several local trucking firms.

5.4 Preparedness

- Conduct planning with support agencies.
- Develop and refine procedures to be used in field surveys.
- Establish Geographical Information System (GIS) maps for critical facilities and target populations.
- Develop rapid response mechanism for crisis behavioral health counseling and assist in the development of public health nursing disaster protocols.
- .Develop and refine procedures to be used in the FEMA Rapid Needs Assessment.
- Coordinate training and exercises for ESF-8 primary and support agency personnel.
- Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- Encourage that lead agency personnel be trained in their responsibilities and duties.
- Develop and implement emergency response and health and medical strategies.
- Preposition response resources when it is apparent that health and medical resources may be necessary.
- Relocate health and medical resources when it is apparent that they are endangered by the likely impacts of the emergency situation.

5.5 Response

- Monitor and direct health and medical resources and response activities.
- Coordinate with other ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.
- Manage all field-deployed assets.
- Conduct field assessments and surveys.
- Provide nursing staff for special needs shelters.
- Provide staff and services for monitoring public health conditions.
- Conduct rapid assessments for immediate response objectives.
- Determine needs for health surveillance programs.
- Arrange for the provision of medical personnel, equipment, and supplies as needed to health and medical facilities.
- Assist with patient evacuation and post-event relocation.
- Identify hospital and nursing home bed vacancies.
- Coordinate mental health services as appropriate for victims and/or first responders.
- Coordinate morgue operations as required and appropriate.
- Coordinate lab testing and evaluations of community environmental health conditions and provide health advisories as required or appropriate.
- Coordinate prescription drug access for healthcare facilities and individuals needing medication refills.
- Provide portable toilets and dumpsters to comfort stations and other locations.
- Support response personnel with critical incident stress debriefing resources.

- Initiate on-site public education programs on the health problems associated with the emergency or disaster.
- Identify safe food and water supplies, and emergency measures to prevent illness
- Obtain information on wastewater control measures.

5.6 Recovery

- Restore essential health and medical components of delivery systems and permanent medical facilities to operational status.
- Restore pharmacy services to operational status.
- Monitor environmental and epidemiological systems.
- Monitor public and private food supplies, water, sewage, and solid waste disposal systems.
- Compile health reports.
- Initiate grants for environmental and epidemiological surveillance.
- Support emergency services staff and operations until the local system is self-sustaining maintain provision of long-term emergency environmental activities.
- Identify populations requiring event-driven health, medical or social services post-event.
- Provide emergency pharmacy/ laboratory services.
- Initiate financial reimbursement process for support services.

5.7 Mitigation

- Report post-disaster analysis of the performance of essential health and medical facilities that can be used in future mitigation measures to strengthen these facilities.
- Identify and seek funds for retrofitting critical facilities and providing auxiliary power.
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.
- Increase use of geographical information systems to identify location of all vulnerable sites or populations.
- Conduct epidemic intelligence, evaluation, and prevention of communicable diseases.

6.0 ROLES & RESPONSIBILITIES

ESF Coordinator

- Provide leadership in directing, coordinating and integrating overall County efforts to provide health and medical assistance to affected areas and populations.
- Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.

- Coordinate and direct the activation and deployment of County agencies, health and medical service personnel, supplies, and equipment and provide certain direct resources.
- Evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.

Primary Agencies

- Coordinate services, equipment, supplies and personnel to meet the health and medical needs of disaster victims.
- Implement the organization, assignment and staffing at the facilities at which ESF-8 is required to be located.
- Maintain records of expenditures and document resources utilized during recovery.
- Coordinate all support agency actions in performance of mission assigned to ESF-8.
- Attend at least quarterly meetings to encourage planning functions be carried out to support this ESF.
- Participate in drills and exercises to evaluate local capability.

Public and Environmental Health:

- Assist with the coordination of the investigation and facilitation of the appropriate tests to determine the extent of threat and contamination from chemicals, and/or some pathological hazards.
- Coordinate and monitor food/drug safety, potability of water, wastewater disposal, solid waste disposal and vector control.
- Investigate disease reports, establish control measures, and notify appropriate authorities so preventive measures are carried out.
- Provide accurate information to the public and other authorities.
- Maintain records and cumulative data related to communicable disease.
- Encourage that appropriate vaccine supplies be available, source of drug and antidotes be identified and supplied to the public in collaboration with hospitals/pharmacies and the Center for Disease Control.
- Coordinate distribution and administration of these drugs.
- Maintain medical records & cumulative data related to immunizations.

Mental Health:

- Coordinate the behavioral health needs of those who have been injured, had family members killed or injured, or suffered extensive property losses.
- Provide crisis counseling to on-scene emergency responders, dispatch personnel, emergency operations center personnel, and other community caregivers, as well as any of their families.

Coroner:

- Establish, staff, and equip (as necessary) one or more temporary morgues.
- Establish and coordinate the activities of survey and recovery teams used to locate, catalog, and recover human remains and property.
- Coordinate, working in conjunction with forensic teams, and others, the positive identification of victims.
- Coordinate the custody of remains and securing of personal effects, to assure proper disposition.
- Identify, in consultation with private vendors and/or HAZMAT teams, procedures for handling contaminated bodies and limiting further contamination.
- Determine the need for forensic pathologists to provide technical expertise, depending on the nature of the incident or disaster.
- Coordinate the notification of next of kin with the Local Public Information Officer (PIO).
- Determine the need for and request additional or specialized resources, personnel, and equipment.
- Report pertinent information (number of fatalities, status of recovery efforts, etc.,) on a continuing basis via the Incident Commander's staff to the EOC during emergency operations.

Support Agencies

- Provide assistance to the ESF with services, staff, equipment, and supplies that compliment the entire emergency response effort as the County addresses the consequences generated by the hazards that may impact the area.
- Coordinate the registration, notification, transportation and sheltering of special needs persons in the community who are unable to respond independently to an emergency.
- Provide care for those who, while not directly affected by the disaster, may become more severely traumatized, such as the elderly, the disabled and non-English speaking.
- Request volunteer agencies and private resources with assets to contribute those assets to the response effort.
- Frequently update resource capabilities with ESF-8.
- Attend at least quarterly meetings to encourage planning functions be carried out to support this ESF.
- Participate in drills and exercises to evaluate local capability.
- Maintain records of expenditures and document resources utilized during recovery.

7.0 REFERENCES

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8.0 ATTACHMENTS

The following may be included with ESF-8 as attachments:

- *List Here When Identified*

SANDERS COUNTY EMERGENCY OPERATIONS PLAN
ESF-9 SEARCH & RESCUE

Approval Signature – ESF-9 Search & Rescue	
The undersigned have hereby reviewed and approved ESF-9 of the County Emergency Operations Plan	
	12-28-10
Sanders County Law Enforcement	Date
William D Naegeli	12-28-10
Sanders County OEM	Date

EFS-9 SEARCH & RESCUE

ESF Coordinator

- Sanders County Law Enforcement

Primary Agencies

- Sanders County Law Enforcement
- Sanders County Office of Emergency Management
- CSKT Division of Fire

Support Agencies

- Local Fire and Police Departments
- Montana Disaster and Emergency Services
- Montana Highway Patrol
- Montana National Guard
- Montana Fish, Wildlife & Parks
- Montana Department of Transportation
- Montana Department of Natural Resources and Conservation
- Montana Department of Military Affairs
- Civil Air Patrol
- U.S. Forest Service
- Urban Search and Rescue Teams

1.0 INTRODUCTION

1.1 Purpose

The purpose of Emergency Support Function (ESF)-9 is to provide for the effective utilization of search and rescue resources and for the control and coordination of various types of Search and Rescue (SAR) operations involving persons in distress, as the result of an emergency/disaster.

1.2 Scope

This ESF addresses wilderness and urban search and rescue operations, and includes ground operations, air operations and water operations. This ESF also addresses use of SAR resources in support of emergency management response and recovery activities.

2.0 POLICIES

- Search and Rescue means the act of searching for, rescuing or recovering by means of ground, water, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or manmade disaster, including instances involving searches for downed aircraft when ground personnel are used.
- The Incident Command System (ICS) is the preferred method of on-scene incident management for all SAR operations.
- Many of the agencies with ESF-9 responsibilities have existing emergency plans and procedures. ESF-9 is not designed to take the place of these plans, rather it is designed to complement and support the departmental staffing and procedures already in place.
- Searches for overdue / lost aircraft are coordinated by the Aeronautics Division of the Montana Department of Transportation.

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

- The community is threatened by major events such as avalanches, earthquakes, wildfires, severe weather or airline crashes. Such disasters have the potential of resulting in large SAR operations that could be multi-jurisdictional.
- SAR operations require coordinated response to maximize safety and efficiency and help increase the chance of success.
- Local resources are capable of handling day-to-day SAR activities.
- Law Enforcement Agencies are the responsible agency for SAR activities.

3.2 Planning Assumptions

- Heavy rescue operations, or water rescue due to flooding, will be a team effort of law enforcement, fire service, SAR personnel and other agencies as appropriate under the National Incident Management System.
- An emergency or disaster can cause buildings to collapse, or leave people stranded due to rising water, threatening lives and requiring prompt search, rescue or medical care.
- Large numbers of local residents and volunteers will initiate activities to assist in SAR operations and will require coordination and direction.
- The military will respond to most requested rescue situations for air support.

4.0 NOTIFICATIONS

- In events involving SAR operations, the Sanders County Office of Emergency Management (OEM) will request that an appropriately trained representative report to the EOC to coordinate ESF-9 activities.

- Upon instructions to activate ESF-9, the ESF Coordinator will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance. If necessary, state and federal representatives may be asked to report to the EOC for appropriate coordination.

5.0 CONCEPT OF OPERATIONS

Multi-disciplinary teams should consist of team leaders, law enforcement for security problems, fire personnel and paramedics to search and treat victims, bus drivers for transport, debris personnel to push back debris for team vehicle movement, power company and gas company personnel for emergency issues, and a building inspector/engineer for structural integrity. It must be noted that this will be the ideal and not practical or feasible in some instances. The composition of each SAR team should be determined by the Incident Commander/SAR Coordinator

5.1 General

- All SAR operations should be managed by the concepts of the Incident Command System.
- SAR operations should be controlled from a field command post location.
- Large scale SAR may utilize the EOC for coordination of resources.
- In the event of a SAR emergency, all necessary equipment and personnel, including organized volunteer services, should be mobilized and dispatched to the scene.
- Whenever local resources are exhausted, unavailable, or unqualified for a particular search and rescue mission, assistance may be requested through the State Disaster and Emergency Services (DES). The State office may authorize state, federal and state-wide search and rescue volunteer organization resources and initiate the access of personnel, equipment, air support, and other specialized or requested supplies.

5.2 Preparedness

- Encourage active participation of inter-agency preparedness organizations, which collaborate in SAR activities on a regular basis.
- Identify response zones, potential staging areas, and potential medical facilities with local and regional search and rescue teams and establish specialized teams.
- Prepare and maintain standard operating procedures (SOPs), resource inventories, personnel rosters and resource mobilization information necessary for implementation of SAR operations.
- Promote that Mutual Aid agreements be put in place with surrounding jurisdictions.
- Coordinate and participate in the development and presentation of training courses and exercises for ESF-9 personnel.
- Maintain liaison with support agencies.
- Preposition response resources when it is apparent that fire-search and rescue resources may be necessary.

5.3 Response

- Respond as required on a priority basis.
- Activate mutual aid if needed.
- Coordinate activities with other responding agencies.
- Coordinate with SAR elements responding from outside the jurisdiction.
- Alert or activate off-duty and auxiliary personnel as required by the emergency.
- Conduct other specific response actions as dictated by the situation.

5.4 Recovery

- Continue all activities in coordination with the EOC based on the requirements of the incident.
- Replenish supplies and repair damaged equipment.
- Participate in after-action briefings and develop after-action reports.
- Initiate financial reimbursement process for these activities when such support is available.

5.5 Mitigation

- Maintain an active SAR program.
- Review the hazards most likely to affect Sanders County and identify potential vulnerabilities in the SAR function.
- Develop plans to overcome identified vulnerabilities (i.e. new equipment, training, mutual aid procedures).
- Provide on-going public education that emphasizes individual responsibility.

6.0 ROLES & RESPONSIBILITIES

ESF Coordinator

- Provide leadership in directing, coordinating and integrating overall County efforts to provide SAR assistance to affected areas and populations.
- Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
- Coordinate and direct the activation and deployment of County agencies, SAR personnel, supplies, and equipment.
- Evaluate the emergency situation, make strategic decisions, identify resource needs and secure resources required for field operations.
- Provide a 24 hour point of contact for the public to report possible SAR operations.

Primary Agencies

- Manage SAR and other emergency incidents in accordance with each department's Standard Operating Procedures (SOPs) and under the direction of ESF-9 representatives or designee.
- Work with the EOC Team to rapidly assess the situation and take appropriate actions to support SAR operations at the scene(s).
- Assess the need to request specialized SAR resources from outside the County.
- Serve as the liaison with SAR resources from outside Sanders County, including Tribal, State and Federal agencies.
- Continue to re-assess priorities and strategies, throughout the emergency, according to the most critical SAR needs.
- Work with the Incident Commander(s) and the EOC Team to see that SAR personnel deployed to the disaster scene are appropriately outfitted with and trained to use personal protective equipment required by the presence of any potentially hazardous materials/substances.
- Work with ESF-3 (Public Works and Engineering) so that heavy equipment support and structural shoring is available to SAR operations for the safety of the teams.
- Coordinate with ESF-8 (Health and Medical Services) for coordination of emergency medical assistance and victim transport.
- Demobilize resources and deactivate the ESF-9 station upon direction from the Incident Commander.
- Frequently update resources capabilities with ESF-9.
- Coordinate closely with ESF-1 and ESF-2 for Transportation and Communication support, respectively.

Support Agencies

- Provide assistance to the ESF with services, staff, equipment, and supplies that compliment the entire emergency response effort as the Emergency Response Team addresses the consequences generated by the hazards that may impact the County.

7.0 REFERENCES

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http://www.co.thurston.wa.us/em/esfs/ESF_9_SAR.pdf

8.0 ATTACHMENTS

The following may be included with ESF-9 as attachments:

- *List Here When Identified*

SANDERS COUNTY EMERGENCY OPERATIONS PLAN
ESF-10 OIL & HAZARDOUS MATERIAL RESPONSE

Approval Signature – ESF-10 Oil & Hazardous Material Response	
The undersigned have hereby reviewed and approved ESF-10 of the County Emergency Operations Plan	
	1-19-11
Sanders County Fire Association President	Date
William D Raegeli	12-28-10
Sanders County OEM	Date

EFS-10 OIL & HAZARDOUS MATERIAL RESPONSE

ESF Coordinator

- Fire Chief, or designee

Primary Agencies

- Local Fire Departments
- Sanders County Office of Emergency Management
- Sanders County Law Enforcement
- Local Police Chiefs

Support Agencies

- Montana Department of Environmental Quality
- Montana Highway Patrol
- Montana Disaster and Emergency Services (DES)
- Montana State HAZMAT Incident Response Team (SHMIRT)
- Montana Explosive Guidance Disposal (EOD) Team
- Montana National Guard, 83rd Civil Support Team (CST)
- Montana Department of Transportation
- Montana Fish, Wildlife & Parks

1.0 INTRODUCTION

1.1 Purpose

The purpose of Emergency Support Function (ESF)-10 is to provide hazardous materials coordination and support services in support of emergency events in Sanders County. ESF-10 can provide personnel and resources to support preparedness, response, recovery and mitigation in support of the primary emergency management objectives. ESF-10 resources are used when individual agencies are overwhelmed and the Sanders County Office of Emergency Management (OEM) requests additional hazardous materials assistance.

1.2 Scope

ESF-10 provides for a coordinated, effective and efficient response to discharges and releases of oil and hazardous materials by placing human, financial and material resources into action in the impacted area. This ESF establishes the lead coordination roles, the division and specification of responsibilities among County agencies that may be brought to bear in response actions. This ESF is applicable to all departments and agencies with responsibilities and assets to support the response to actual and potential discharges and releases of hazardous materials.

ESF-10 includes the appropriate response and recovery actions to prepare for, prevent, minimize, or mitigate a threat to public health, welfare, or the environment caused by actual or potential oil and hazardous materials incidents. Hazardous materials include chemical, biological, radiological, nuclear or explosive substances (CBRNE), whether accidentally or intentionally released.

Appropriate response and recovery actions can include efforts to detect, identify, contain, clean up, or dispose of released oil and hazardous materials. Specific actions may include stabilizing the release through the use of berms, dikes, or impoundments; capping of contaminated soils or sludge; use of chemicals and other materials to contain or retard the spread of the release or to decontaminate or mitigate its effects; drainage controls; fences, warning signs, or other security or site-control precautions; removal of highly contaminated soils from drainage areas; removal of drums, barrels, tanks, or other bulk containers that contain oil or hazardous materials; and other measures as deemed necessary.

2.0 POLICIES

- Management of a hazardous materials incident will follow the concepts of the Incident Command System (ICS).
- All actions taken at a hazardous materials incident will be defensive in nature and shall be within the capabilities of the personnel on scene.
- Authorities specific to ESF-10 include: Title III of the Federal Emergency Planning and Community Right-to-Know of the Superfund Amendments and Reauthorization Act of 1986 (Public Law 99.499) and the National Response Team (NRT) Hazardous Materials Emergency Planning Guide. Montana Code Annotated: 75-10-701, 10-3-1203-1204, and 7-33-2001.
- In the event of a major hazardous material incident that is beyond the capabilities of local responders, the only actions that will be taken will be consistent with their capabilities at the operations level.
- Defensive actions will be the highest level of response by local responders.

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

- Hazardous materials are transported through Sanders County daily, creating a relatively high exposure to potential hazardous material incidents.
- Local response to HAZMAT incidents is limited in scope by restriction placed due to both financial and training constraints.
- With the extensive requirements put forth in SARA Title III and 29 CFR 1910.120 and the cost that these requirements entail, it is not feasible to maintain a full hazardous material response team and equipment in the local jurisdiction.

- Hazardous material support to local jurisdictions exists within the EOD, SHMIRT, and CST specialized teams. These teams may be requested through Montana DES.

3.2 Planning Assumptions

- A natural or technological disaster could result in a single or numerous situations in which hazardous materials are released into the environment.
- Fixed facilities (e.g. tank farms and industries which produce, generate, use, store, or dispose of hazardous materials) could be damaged so that existing spill control apparatus and containment measures are not effective.
- Hazardous materials that are transported may be involved in railroad accidents, highway collisions, waterway or airline mishaps.
- Damage to, or rupture of, pipelines transporting materials that are hazardous if improperly released will present serious problems.
- Emergency exemptions may be needed for disposal of contaminated material.
- Laboratories responsible for analyzing hazardous material samples may be damaged or destroyed in a disaster.

4.0 NOTIFICATIONS

- E-911 Dispatch shall be the single point of notification for hazardous materials incidents.
- Any individual, department or agency becoming aware of a hazardous materials incident shall immediately notify E-911 Dispatch for activation of appropriate emergency response personnel. The Incident Commander should notify the appropriate state agency.
- Local industry shall be educated to contact E-911 Dispatch immediately to make notification of a hazardous materials incident.
- The Sanders County Emergency Operations Center (EOC) will be activated, as necessary, to support the Incident Commander.

5.0 CONCEPT OF OPERATIONS

5.1 General

Small scale hazardous material incidents occur almost daily and are routinely handled by local fire departments, often with the assistance of utility companies and/or hazardous material (HAZMAT) clean-up contractors. For larger scale incidents or those involving more dangerous hazardous materials, specially trained and equipped fire service HAZMAT Teams are required, accompanied by a HAZMAT medical support. Responsibility for the clean-up of hazardous materials lies with the spiller. The Local Emergency Planning Committee (LEPC) is responsible for reviewing the adequacy of hazardous materials plans, available resources and responder training.

The Incident Commander should make all tactical field decisions using their Hazardous Materials Standard Operating Procedures (SOPs), to include:

- Establish an isolation area and move all people out of that area.
- Establish perimeter control / area security.
- Establish and identify command post and staging locations. Establish ICS.
- Take measures to protect the public and the safety of responders.
- Call for necessary help from mutual aid jurisdictions and/or Montana DES.
- Encourage that public and environmental health departments be advised and incorporated into the command system.
- Monitor the progression of the incident.
- Work with appropriate agencies to determine site safety and when to declare the incident over and allow people back into the area.

5.2 Preparedness

- Develop and refine procedures to be used in hazardous materials assessments.
- Prepare and maintain standard operating procedures (SOPs), resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- Maintain liaison relationships with support agencies.
- Encourage that personnel be appropriately trained and equipped to deal with hazardous materials incidents.
- Conduct vulnerability analysis at critical facilities and make recommendations to improve the hazardous material storage.
- Preposition response resources when it is apparent that hazardous materials response resources may be necessary.
- Conduct/coordinate/participate in all training and exercises involving ESF-10.
- Develop mutual aid procedures to assist with supporting issues related to a hazardous substance incident.

5.3 Response

- Deploy appropriately trained personnel to the incident.
- Deploy a representative to the EOC if requested.
- Request mutual aid as needed.
- Establish adequate control and decontamination zones.
- Encourage that personnel be adequately protected and equipped to handle hazardous material incidents.
- Request assistance from the State and others as dictated by the situation.
- Relocate hazardous materials response resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- Monitor and direct hazardous materials resources and response activities.
- Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.

- Coordinate with support agencies, as needed, to support emergency activities.
- Coordinate with other ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.
- Once all local resources have been utilized and expended, coordinate with the logistic section to assist in locating additional support resources.

5.4 Recovery

- Continue to provide support as required to support the recovery phase of the incident through the appropriate incident commander.
- Continue to monitor personnel and area for contamination.
- Support community recovery activities.
- Participate in after-action briefings and develop after-action reports.
- Initiate financial reimbursement process for these activities when such support is available.
- Make necessary changes in this ESF Annex and supporting plans and procedures to improve future operations.

5.5 Mitigation

- Maintain an accurate and current listing of all fixed facilities that produce or store hazardous materials.
- Prepare site-specific plans for each facility that produces or stores extremely hazardous substances and update these plans annually or as necessary through the year.
- Participate in the hazard identification process and identify and correct vulnerabilities
- Continue to train personnel for hazardous material incidents
- Develop HAZMAT awareness programs for responders, public and industry
- Develop emergency preparedness programs for hazardous materials incidents
- Identify deficiencies or areas to be improved and seek funds to enhance protective measures to lessen the impact on vulnerable populations and/or minimize damage to critical facilities.

6.0 ROLES & RESPONSIBILITIES

ESF Coordinator

- Provide leadership in directing, coordinating and integrating overall County efforts to provide hazardous materials assistance to affected areas and populations.
- Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
- Coordinate and direct the activation and deployment of County agencies hazardous materials personnel, supplies, and equipment and provide certain direct resources.

- Encourage that all first responders be trained in awareness and operations level of hazardous materials response.
- Coordinate the response of all agencies required to handle the hazardous materials incident and the necessary cleanup involved in recovery.
- Notify Montana DES of all hazardous materials incidents and request assistance when needed.
- Maintain a list of mutual aid agencies and private contractors that are trained and qualified to respond to an incident.

Primary Agencies

- Jointly evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.
- Monitor hazardous materials emergency response and recovery operations.
- Coordinate all federal or state hazardous materials resources into the affected areas from staging areas.
- Manage hazardous material incidents in accordance with each department's Standard Operating Procedures (SOPs).
- Continue to re-assess priorities and strategies, throughout the emergency, according to the most critical hazardous materials needs.
- Demobilize resources and deactivate the ESF-10 upon direction from the Incident Commander.

Support Agencies

- Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of assigned functions.
- When requested, deploy a representative to the EOC to assist with ESF-10 activities.
- Provide ongoing status reports as requested by the ESF-10 Coordinator.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that federal or state reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
- Perform other emergency responsibilities as assigned.

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8.0 ATTACHMENTS

The following may be included with ESF-10 as attachments:

- *List Here When Identified*

SANDERS COUNTY EMERGENCY OPERATIONS PLAN
ESF-11 AGRICULTURE & NATURAL RESOURCES

Approval Signature – ESF-11 Agriculture & Natural Resources	
The undersigned have hereby reviewed and approved ESF-11 of the County Emergency Operations Plan	
	1-20-2011
Sanders County Extension Office	Date
William D Nangeli	12-28-10
Sanders County OEM	Date

EFS-11 AGRICULTURE & NATURAL RESOURCES

ESF Coordinator

- Sanders County Extension Office

Primary Agencies

- Sanders County Office of Emergency Management
- Sanders County Law Enforcement
- Sanders County Public Health Department
- Sanders County Environmental Health Department
- Sanders County Extension Office

Support Agencies

- Local Veterinarians
- Local Animal Control Offices
- Humane Society
- American Red Cross
- U.S. Department of Agriculture
- Confederated Salish and Kootenai Tribes (CSKT) Cultural Council
- Montana Department of Agriculture
- Montana Department of Livestock
- Montana Disaster and Emergency Services
- Montana Department of Natural Resources and Conservation
- Montana Fish, Wildlife and Parks
- Montana Department of Public Health and Human Services
- Montana Voluntary Organizations Active in Disasters (MTVOAD)
- Montana Historical Society

1.0 INTRODUCTION

1.1 Purpose

This Emergency Support Function (ESF) -11 identifies the responsibilities of organizations that are charged with oversight of food and water supplies in the case of a disaster or emergency situation affecting human beings.

ESF-11 also identifies and organizes the resources available to address animal care in the event of either a natural or manmade disaster or in the case of a Foreign Animal Disease outbreak. As such, it includes coordinating animal evacuation, sheltering, and health care. Sanders County has significant number of animals ranging from household pets to commercial livestock operations. The vulnerability of these animals in the event of a disaster or emergency

is not only a personal issue, but a commercial issue with the potential for long-range effects on the local economy.

1.2 Scope

- Implement a local response to an outbreak of a highly contagious animal disease, an outbreak of highly infective plant/tree disease, or an economically devastating infestation of plants or animals.
- Assure the safety and security of the commercial food supply by investigating, testing, and analyzing the potential adulteration of products and implementing a local response.
- Coordinate actions to prevent the loss of livestock and pets due to a disaster or emergency and to properly dispose of animal carcasses if necessary.
- Take appropriate action to conserve, restore, and recover natural, cultural, and historic resources before, during, and after an emergency or disaster.
- Providing for the safety and well-being of household pets and livestock.

2.0 POLICIES

- Unless extremely unique circumstances exist, the provision of food and water will be accomplished through the mass care function and activities.
- If the situation occurs where a severe lack of available food for county residents does exist, local governments and the Sanders County Office Emergency Management (OEM) should work with the local commercial food distribution system to provide an acceptable supply and distribution system.
- Requests for food and water will be made to local sources before requesting outside help from mutual aid partners.
- Sanders County will encourage individuals to maintain personal or family home reserves of food and water and personal medications and hygiene items to last five to seven days.
- While Incident Command will assist as possible with animal issues, the priority will remain the protection of the health and safety of citizens. It is essential that animal owners remain responsible and accountable for their livestock and pets.
- Sanders County and the incorporated cities and towns, in conjunction with the CSKT Cultural Council (as appropriate), are the primary agencies for protecting natural, cultural and historical (NCH) resources. Actions taken to protect, recover, and restore NCH resources are guided by the policies and procedures of the corresponding primary agency.

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

- A significant emergency may deprive substantial numbers of Sanders County residents from access to safe and reliable supplies of food and water.
- An emergency may be caused by or cause the spread of a contagious disease through the food and water supply systems or from animals to people.
- Any displacement or evacuation of people form their homes may cause household pets and livestock to be placed at risk for food, shelter, and care.

3.2 Planning Assumptions

- On-hand reserves and storage capacity of commercial food supplies in Sanders County are low.
- Any prolonged power outage will place fresh or frozen food at immediate risk or render it immediately unsafe.
- An earthquake may break water distribution pipes contaminating potable water systems.
- Displaced persons will be cared for in emergency shelters. Food and water inventories of these shelters will be quickly depleted. Food banks and other charitable food sources will not have sufficient inventories to meet other food needs.
- Land (truck) delivery of bulk supplies may be cut off. Distribution of non-local donated goods may not be possible.
- Emergency shelters will not have the facilities to care for household pets.
- There will be few public health resources to directly assist Sanders County.

4.0 NOTIFICATIONS

The County Emergency Manager, or designee, will notify the primary and support agencies requiring the implementation of ESF-11 and request that a representative report to the EOC.

5.0 CONCEPT OF OPERATIONS

5.1 General

- The Incident Command should organize and coordinate the capabilities and resources of local government, municipalities, private organizations, and the private sector to facilitate the delivery of services, technical assistance, expertise, and other support for emergency operations within this ESF.
- Sanders County may need to escalate public health and safety inspections and surveillance. The type and number may be dependent on the cause and impact of the emergency or disaster.

5.2 Food and Water

- The Sanders County EOC should work closely with local volunteer agencies to determine the emergency food and water needs of the affected population (i.e., the number of people in need of food and water and their locations).
- The Sanders County EOC should coordinate with local agencies, commercial facilities, volunteer organizations and appropriate purveyors for the supply and distribution of food and water to the affected population.
- Public information regarding food and water storage, contamination/decontamination, and emergency distribution points should be disseminated per ESF-15 Public Information.
- If the situation warrants, the lead and support agencies in the Sanders County EOC may work closely with state and federal agencies to coordinate bulk food distribution and the issuance of disaster food stamps.

5.3 Animal Health Care

- Sanders County's capability for providing expedient health services to injured pets and livestock is limited; these services rest with local veterinary hospitals and animal clinics.
- Local veterinarians and the Humane Society can coordinate with the American Red Cross to pick up any animals arriving at Red Cross shelters and transport them to kennels or other temporary holding facilities.
- Pet owners are encouraged to plan for emergency pet care to include, food and water supplies, medicines, and travel cages.
- Livestock owners are responsible for preparing for adverse weather conditions. When livestock feeding is beyond the owner's capabilities, Sanders County must commit all local resources prior to requesting assistance from the federal or state government.
- Local law enforcement should assist local veterinarians if the decision is made to employ euthanasia for critically injured animals.
- Sanders County may rely upon volunteers to assist in the care and identification of animals separated from their owners.
- The County Extension Office, which serves as Sanders County's technical advisor on agricultural matters and animal health issues related to livestock, should work with the County Health Department to monitor livestock and crops for disease and the potential for further infection.
- The Sanders County fairgrounds may serve as a temporary boarding facility for domestic livestock.
- If the event, there may be a need to dispose of contaminated carcasses and other materials using expedient burial operations, the land used for such burials must meet environmental requirements and should be as close as possible to the exposed area. If needed, land purchases may be made to secure adequate disposal.

5.4 Natural Resource Protection and Restoration

- Depending on the event, there may be cultural or historic preservation and restoration issues to address, as well as natural resources issues. Local governments, in conjunction with the Sanders County OEM at the EOC are the initial points of contact regarding natural, cultural and historical assets, properties and documents.
- If the emergency causes damage to cultural sites, Sanders County should work to encourage appropriate measures are taken to preserve and protect them.
- Structures registered in the national historical registries, or those structures eligible for inclusion in those registries, are subject to special considerations.

5.5 Preparedness

- Develop Standard Operating Procedures (SOPs) and checklists to support ESF-11 activities.
- Maintain an accurate roster of personnel assigned to perform ESF-11 duties during a disaster.
- Maintain current food resource directories to include maintaining points of contact.
- Identify likely transportation needs and coordinate with ESF-1.
- Encourage all ESF-11 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF-11 agencies should complete ICS 700, 100, 200 and 800 courses.
- Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.
- Identify local agribusiness operators with equipment and personnel to assist with animal stop movement and quarantine activities.
- Develop mutual aid agreements with government agencies, professional associations and private agencies and organizations with personnel and equipment to support ESF-11 activities.
- Identify and schedule disaster response training for ESF-11 personnel.
- Participate in exercises and training to validate this annex and supporting SOPs.

5.6 Response

- Inventory food supplies and determine availability of food within the disaster area.
- Coordinate with ESF-6 to identify the number of people in shelters and others in need of food.
- Coordinate with ESF-6 to identify the locations of all mass feeding and distribution sites.
- Coordinate with ESF-7 to acquire food, equipment, and supplies required to support food service operations. Acquisitions include, but are not limited to, donated food, purchase of additional food, and refrigerated trailers.
- Coordinate with ESF-1 for transportation of food supplies into the disaster area.
- Assess warehouse space and needs for staging areas.

- Coordinate flow of request and delivery of food into disaster area to promote that daily requirements are met.
- Assess need and feasibility of issuing food stamps.
- In coordination with ESF-6, monitor the number of mass feeding sites, soup kitchens, and pantries providing food to disaster victims.
- Establish communications with mutual aid partners to coordinate food service assets beyond County capability.
- Provide assistance to established pet shelters.
- Restrict movement, detain or move animals, equipment, products and personnel as necessary to control and eradicate animal or plant disease.
- Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and the spread of disease.
- Provide and/or receive appropriate mutual aid.
- Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health or any act of agro terrorism.

5.7 Recovery

- Continue to support disaster operations as needed.
- Coordinate for the implementation of the Disaster Food Stamp Program.
- In coordination with ESF-6, assess special food concerns of impacted residents.
- Establish logistical links with local organizations involved in long-term congregate meal services.
- Restore equipment and restock supplies to normal state of readiness.
- Participate in after action reports and meetings.
- Make changes to plans and procedures based on lessons learned.
- As permitted by the situation, return operations to normal.
- Encourage that ESF-11 team members or their agencies maintain appropriate records of costs incurred during the event.

5.8 Mitigation

- Provide surveillance for a foreign animal disease or an animal borne poison or toxin that may pose a threat to the animal industries, the economy or public health.
- Provide for surveillance of plant pests of unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy or public health.
- Organizations which may be operating shelters and feeding the public during times of an emergency operation need to make agreements with the owners of facilities they intend to operate from and possibly pre-stock some supplies.

6.0 ROLES & RESPONSIBILITIES

ESF Coordinator

- Exercise overall responsibility for the coordination of ESF-11 activities.
- Work with the EOC Team to arrange for transportation of food supplies.
- Encourage procedures be put in place to inspect the food supply for food safety.
- Provide surveillance for food-borne disease.
- Coordinate disposal of contaminated food products.
- Coordinate agriculture assessments at the disaster site to determine agriculture needs and priorities.
- Coordinate agricultural emergency response and recovery.
- Provide media releases in accordance with ESF-15 regarding information to the public on sheltering options for displaced animals.

Primary Agencies

- Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of assigned functions.
- When requested, deploy a representative to the EOC to assist with agriculture and natural resources activities.
- Provide ongoing status reports as requested by the ESF Coordinator.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Determine critical food requirements and supply and delivery sources.
- Provide assistance in monitoring food supplies in mass care shelters prior to and during emergency operations to promote proper handling and safety of food products.
- Coordinate with appropriate agencies for emergency food inspections and distribution.
- Maintain ongoing agriculture surveillance of affected communities in order to rapidly identify and address agriculture-related problems.
- Maintain lists of ranchers and livestock owners that have horse trailers available to haul large animals.
- Test and/or dispose of contaminated food, livestock and agricultural sources.
- Advise the EOC of health hazards.
- Identify sites/facilities for boarding and/or quarantining pets, if possible.
- Coordinate with volunteer organizations and agencies to provide volunteer services for animal care upon request.
- Establish links with local agencies and organizations having natural, cultural and historical properties or values.
- Determine resources available for natural, cultural and historical resource protection.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that federal and state reimbursement becomes available.

Support Agencies

- Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of assigned functions.
- When requested, deploy a representative to the EOC to assist with agriculture and natural resources activities.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that federal and state reimbursement becomes available.
- Identify sites/facilities for boarding and/or quarantining pets, if possible.
- Set up local treatment centers for injured animals.
- Assist in the identification of found animals.

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8.0 ATTACHMENTS

The following may be included with ESF-11 as attachments:

- *List Here When Identified*

SANDERS COUNTY EMERGENCY OPERATIONS PLAN
ESF-12 ENERGY

Approval Signature – ESF-12 Energy	
The undersigned have hereby reviewed and approved ESF-12 of the County Emergency Operations Plan	
William D Rangeli	12-28-10
Sanders County OEM	Date

EFS-12 ENERGY

ESF Coordinator

- Sanders County Office of Emergency Management

Primary Agencies

- Sanders County Office of Emergency Management
- Electric Utility Providers
- Telephone Company
- Cell Service Providers
- Local Petroleum, Oil, and Propane Providers
- Water Districts

Support Agencies

- Sanders County Road Department
- Municipal Public Works Departments
- Sanders County Law Enforcement
- Montana Disaster and Emergency Services

1.0 INTRODUCTION

1.1 Purpose

The purpose of Emergency Support Function-12 (ESF-12) is to establish policies to be used in coordination with private providers for restoration of power during emergencies or following a major disaster. Expedient recovery is dependent upon the restoration of power to homes and businesses. Power outages are usually caused by major disasters or severe weather. However, other events such as fuel shortages, civil disturbances, disruption of transmission and distribution systems, or power generating plant failure may also cause temporary disruption of power.

ESF-12 can provide personnel and resources to support preparedness, response, recovery and mitigation in support of the primary emergency management objectives. ESF-12 resources are coordinated when individual agencies are overwhelmed and local resources may be able to be utilized more efficiently and effectively in a cooperative manner.

1.2 Scope

The scope of ESF-12 is for Sanders County even though many of the energy providers cover a portion and/or larger area than county boundaries. ESF-12 collects, evaluates, and shares information on energy system damage and estimates on the impact of energy system outages

within affected areas. The term “energy” includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems and system components. ESF-12 provides structure for information gathering concerning the energy restoration process such as project schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.

2.0 POLICIES

The pubic and private utilities and government agencies assigned responsibilities in this ESF Annex have existing emergency plans and procedures. ESF-12 is not designed to take the place of these plans, rather it is designed to complement and support the emergency staffing and procedures already in place.

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

- Sanders County is vulnerable to the effects of a variety of hazards that could cause damage that would disrupt the normal supply of electric power and other utilities. Power and utility infrastructure could be damaged so as to reduce capacity and further slow response and recovery operations. A widespread disaster could make utility repair teams and materials scarce and further slow recovery.
- The electrical power industry is organized into a network of public and private generation and distribution facilities. Through such networks, the electrical power industry has developed a capability to provide, reroute, and restore power under even the most extreme circumstances.
- Water supply systems within Sanders County are either publicly or privately owned and are organized at municipal, district, or local private levels. Since these systems are not normally interconnected, emergency planning for water utilities is concerned with restoration efforts.
- Liquid petroleum products are transported across Sanders County via highway and rail.

3.2 Planning Assumptions

A severe natural disaster or other significant event can sever key energy and utility lifelines, constraining supply in impacted areas, or in areas with supply links to impacted areas, and may also affect fire fighting, transportation, communication, food storage, and other lifelines needed for public health and safety.

- There may be widespread and/or prolonged electric power failure. With no electric power, communications may be effected, water treatment and distribution systems will not operate properly, waste treatment plants will be affected, food storage facilities will

start to degrade affecting supplies, and traffic signals may not operate, which could lead to localized transportation safety problems.

- There may be extensive distribution failure in water, wastewater, and gas utilities. These may take hours, days, or even weeks to repair.
- There may be panic hoarding of fuel in areas served by severed pipelines or by individuals from neighboring jurisdictions where shortages have occurred.
- Transportation accidents involving liquid petroleum products may cause fire, explode, or cause health (inhalation) hazards.
- Water pressure may be low, hampering firefighting and impairing sewer system function.
- County departments, under an emergency proclamation, will require the authority to go on private property to evaluate and shut-off utilities that jeopardize public and private property or threaten public health, safety, or the environment.

4.0 NOTIFICATIONS

The Sanders County Office of Emergency Management (OEM) Coordinator will notify the appropriate utility provider of activations and request that a representative report to the EOC to coordinate ESF-12 activities. As additional EOC staffing needs become apparent, other agency representatives may be asked to report to the EOC.

Upon instructions to activate ESF-12, the ESF Coordinator will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

5.0 CONCEPT OF OPERATIONS

5.1 General

- Normal energy and utility resources should be used to meet immediate local needs. If shortages exist, requests should be submitted through normal emergency management channels. Actions may be taken or directed to curtail use of energy, water or other utilities until normal levels of service can be restored or supplemented. These resources, when curtailed, may be used to meet immediate and essential emergency needs (e.g. hospitals, shelters, emergency operations, food storage, etc.).
- Energy and utility information should be coordinated with ESF-15 so that the public receives accurate and official information on the status of utilities.
- As needed or requested, energy and utility representatives may compile post-emergency damage assessment reports and transmit them to the County EOC.

5.2 Preparedness

- Develop and maintain a complete directory of all utility services and products associated with this ESF.
- Encourage necessary equipment to support energy and utilities activities be available.
- Coordinate the establishment of priorities to repair damaged energy services and the provision of temporary, alternate or interim sources of portable generators and other utilities.
- Promote mutual assistance agreements with the vendors of all utility services.
- Develop and maintain alert rosters, plans, policies and SOPs necessary to support the implementation of this annex.
- Identify, train and assign personnel to execute missions in support of ESF-12.
- Participate in an exercise at least annually to validate this annex and supporting annexes.

5.3 Response

- Assess the affected areas to determine operational priorities and emergency repair procedures with utility field personnel.
- Prioritize utility rebuilding processes if necessary to restore utilities in the affected areas.
- Administer, as needed, statutory authorities for utility priorities.
- Apply as necessary local, state and federal resources in accordance with established priorities to restore utility services.
- Provide emergency information, education and conservation guidance to the public in coordination with ESF-15.
- Assist local, state and federal agencies and departments with obtaining fuel for transportation and communications in support of emergency operations.
- Coordinate with Sanders County Law Enforcement (ESF-13) for security and protection of supplies.

5.4 Recovery

- Monitor utilities organizations as they repair and restore utility services.
- Maintain coordination with all supporting agencies, departments and organizations on the operational priorities of the repair and restoration of utility services.
- Continue to provide emergency information, education and conservation guidance to the public in coordination with ESF-15.
- Continue to conduct restoration operations until all utility services have been restored.
- Replenish supplies and repair damaged equipment.
- Participate in after-action briefings and develop after-action reports.

5.5 Mitigation

- Based on known hazards, identify and correct vulnerabilities in the energy and utilities function.
- When repairing damages, every attempt should be made to reduce the likelihood and severity of future damages.
- Implement a public awareness campaign regarding energy and utilities safety in emergencies.

6.0 ROLES & RESPONSIBILITIES

ESF Coordinator

- Maintain liaison with local utilities, including the ability to contact representatives on a 24-hour a day basis.
- Seek an emergency declaration and coordinate the regulation of water and utility usage in times of shortages, as appropriate. Assure priority supply to meet essential emergency needs.
- Coordinate all public information and instructions and media relations as defined in ESF-15 Public Information.

Primary Agencies

- Coordinate assistance to support local utility and energy providers, as requested.
- Continue to operate in the tradition of self-help and inter-service mutual aid before calling for area, regional, or state assistance.
- Comply with the established priority scheme relating service restoration. Prepare for the curtailment or reduction of customer service in order to maintain critical or priority systems and service to critical facilities.
- In conjunction with the County EOC, determine priorities among users if adequate utility supply is not available to meet all essential needs.
- Make initial damage assessments and provide information necessary for compiling damage and operational capability reports.
- Prepare appropriate disaster assistance forms for submittal to appropriate state and federal agencies.

Support Agencies

- Clear roads and bridges for the transportation of emergency repair teams and equipment.
- Coordinate fuel needs for transportation, communications, emergency operations, and other critical facilities.
- Maintain and control water, sewer, and solid waste systems within local jurisdictions.

- Perform damage assessment on systems and identify problems or shortfalls in water supply. Report findings to the County EOC.
- Within available resources, protect existing water supplies and restore damaged systems.

7.0 REFERENCES

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Darlington County, South Carolina. June 2006. ESF-12 Energy.
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8.0 ATTACHMENTS

The following may be included with ESF-12 as attachments:

- *List when identified*: Examples: Damage Assessment Forms, Windshield Survey Forms

SANDERS COUNTY EMERGENCY OPERATIONS PLAN
ESF-13 PUBLIC SAFETY & SECURITY

Approval Signature – ESF-13 Public Safety & Security	
The undersigned have hereby reviewed and approved ESF-13 of the County Emergency Operations Plan	
	12-28-10
Sanders County Law Enforcement	Date
	12-28-10
Sanders County OEM	Date

EFS-13 PUBLIC SAFETY & SECURITY

ESF Coordinator

- Sanders County Sheriff's Office

Primary Agencies

- Sanders County Office of Emergency Management
- Sanders County Sheriff's Office
- City Police

Support Agencies

- Amateur Radio Emergency Services
- State Highway Patrol
- Montana Disaster and Emergency Services

1.0 INTRODUCTION

1.1 Purpose

The purpose of Emergency Support Function (ESF)-13 is to support local agencies to address public safety and security capabilities and resources to support the full range of incident management activities associated with emergencies and disasters.

1.2 Scope

This ESF provides a mechanism for coordinating and providing adequate support to authorities for law enforcement, public safety, and security capabilities and resources in an emergency or disaster situation. This includes normal law enforcement responsibilities such as evacuation and movement of the public away from a hazard area and enforcing limited access to hazardous areas. Capabilities within this ESF support incident management requirements including critical infrastructure protection, security planning, technical assistance, and public safety in both pre- and post-incident situations. This ESF is typically activated in situations requiring extensive assistance to provide for public safety and security.

2.0 POLICIES

- The Sheriff will function as the law enforcement coordinator for emergencies, disasters, and catastrophic events.
- City police departments will retain all authority for activities within their jurisdictions in accordance with city emergency operations plans.

- A law enforcement-oriented emergency, disaster, or catastrophic event is any large scale emergency situation where the maintenance of law and order is the primary focal point, e.g., hostage or terrorist activity, riot and civil disturbance, terrorism incident as declared by the chief officer of the responsible law enforcement agency/department.
- The Incident Command System (ICS) will be used at all County emergency or disaster incidents. At declared Law-Enforcement incidents, the senior law-enforcement officer of the jurisdiction will be the Incident Commander (IC) until command is formally transferred.

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

Sanders County is vulnerable to the effects of flooding, extreme wind, winter storms, and the possible affects of earthquakes. These hazards could cause public and private property loss and damage, death and injury, damage to the environment, and prolonged disruption of commercial activity in the county. These and other possible hazards will require maximum efforts by available law enforcement personnel to maintain civil control and property security. While other hazards are possible they are not expected to produce as widespread or prolonged impact in Sanders County.

3.2 Planning Assumptions

- General law enforcement problems are compounded by disaster related community disruption, restriction of movement, impacted communications and facilities, and a shortage of law-enforcement resources.
- The capabilities of local law enforcement agencies will be quickly exceeded. Supplemental assistance shall be requested through local and state emergency management channels and the operation of mutual aid agreements.

4.0 NOTIFICATIONS

The Sanders County Emergency Manager will notify County Law Enforcement of EOC activations and request that representatives report to coordinate ESF-13 activities. As additional EOC staffing needs become apparent, other agency representatives may be asked to report to the EOC.

5.0 CONCEPT OF OPERATIONS

5.1 General

- In time of an emergency or disaster, law enforcement agencies are called upon to perform a wide range of functions beyond their normal daily duties. These include, but

are not limited to, warning and evacuation, search and rescue, emergency medical services, communications access, traffic control and enforcement of emergency traffic regulations.

- When local law enforcement resources are exhausted, supplemental assistance may be requested through local and state emergency management channels.
- Law enforcement units provided by other levels of government should remain under the administrative control of the parent agency.
- In order to facilitate coordination between and among the participating units and agencies, the Incident Command System should be utilized.
- The Incident Commander, regardless of rank, has the authority to request support and assistance from Sanders County OEM and the EOC.
- Law enforcement agencies have the right to have a representative at the EOC. The primary law enforcement jurisdiction, or jurisdiction in which the emergency or disaster originates, should send a representative to the EOC unless they have authorized another agency to represent them.

5.2 Preparedness

- Develop and maintain Standard Operating Procedures (SOPs) and checklists to support emergency law enforcement operations.
- Encourage that emergency personnel call-up and resource lists be kept current and available to Sanders County OEM.
- Encourage that all law enforcement personnel within the jurisdiction, including regulars, reserves, or auxiliaries, be trained to the appropriate NIMS/ICS level, in traffic control and evacuation procedures, and in search and rescue operations.
- Coordinate and maintain liaison with support agencies and state and federal law enforcement agencies.
- Review plans and procedures and assure that all law enforcement personnel are informed of existing or revised procedures.
- Encourage mutual aid agreements with surrounding jurisdictions are kept current.
- Develop and maintain mutual aid agreements with private area resources that could be used to augment local law enforcement capabilities.
- Encourage that necessary equipment to support law enforcement activities be available.
- Participate in emergency management training and exercises.

5.3 Response

- Assist with the dissemination of warnings and notifications as time and resources allow.
- Conduct search and rescue operations within the respective jurisdiction.
- Respond as required on a priority basis.
- Activate mutual aid if needed.
- Coordinate activities with other responding agencies.
- Coordinate law enforcement agencies responding from outside the jurisdiction.

- Alert or activate off-duty and auxiliary personnel as required by the emergency.
- Conduct other specific response actions as dictated by the situation.
- Document expenditures for disaster/emergency related activities and report to the EOC.

5.4 Recovery

- Demobilization resources.
- Return equipment and vehicles to response ready condition.
- Document costs and provide copies to the EOC.
- Review plans and procedures with key personnel and make revisions and changes.
- Participate in after-action briefings and develop after-action reports.

5.5 Mitigation

- Participate in hazard identification process and identify and correct vulnerabilities in the public safety and security function.
- Develop safety programs, to include disaster situations, and present them to the public.

6.0 ROLES & RESPONSIBILITIES

ESF Coordinator

- Notify County E-911 of a major law enforcement emergency.
- Coordinate capabilities, resources, and assets necessary to alleviate disaster impacts on citizens and public entities caused by an emergency or disaster.
- Provide a representative to the EOC with the authority to coordinate law enforcement functions.
- If advance notice of the incident is available, develop a plan and briefing for all agencies involved.
- Maintain necessary mutual aid agreements for law enforcement services.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
- Coordinate documentation of emergency activities and recovery of funds.

Primary Agencies

- Restore/maintain law and order.
- Coordinate activities with support agencies.
- Provide expertise on public safety to Incident Command.
- Support Incident Management Teams in the field.
- Control traffic during and after emergencies and maintain access and egress routes.
- Maintain order in and around emergency/disaster scene; safeguard property in and around scene. Investigate all crimes committed.

- When requested, deploy a representative to the EOC to assist with public safety and security activities. Provide security for the EOC if necessary.
- Recommend the evacuation of endangered population. Inform the public of evacuation orders including: door-to-door notification of persons in affected area, and warning the public through the use of mobile public address systems. Provide security, if resources are available, to evacuated property.
- Assist the coroner in necessary investigation, identification, recovery and management of deceased persons.
- Control re-entry into controlled or evacuated areas.
- Manage law enforcement resources to provide assistance upon request from other jurisdictions.
- Develop applicable Standard Operating Procedures (SOPs), guidelines and/or checklists detailing the accomplishment of assigned functions.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Provide incident documentation, reports, and financial information to the EOC when appropriate.

Support Agencies

- Provide assistance and expertise as appropriate and in coordination with ESF departments and agencies.
- Provide ongoing status reports as requested by the ESF-13 Coordinator.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available.
- Perform other emergency responsibilities as assigned.

7.0 REFERENCES

Chatham County, Georgia. (no date). ESF-13 Public Safety and Security. http://www.chathamemergency.org/Documents/ESF-13%20Annex%20Law%20Enforcement%20%26%20Security.pdf

Cowley County, Kansas. October, 2008. ESF-13 Public Safety. http://www.cowleycounty.org/em/files/eop/ESF13/ESF%2013%20-%20Public%20Safety.pdf

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8.0 ATTACHMENTS

The following may be included with ESF-13 as attachments:

- *List Here When Identified*

SANDERS COUNTY EMERGENCY OPERATIONS PLAN
ESF-14 LONG TERM RECOVERY

Approval Signature – ESF-14 Long Term Recovery	
The undersigned have hereby reviewed and approved ESF-14 of the County Emergency Operations Plan	
William D Rangeli	12-28-10
Sanders County OEM	Date

EFS-14 LONG TERM COMMUNITY RECOVERY

ESF Coordinator

- Sanders County Office of Emergency Management

Primary Agencies

- Sanders County Commissioners
- Mayors
- Sanders County Office of Emergency Management
- Sanders County Sheriff's Office
- Sanders County Road and Bridge Department
- Sanders County Public Health Department
- Sanders County GIS Department
- Sanders County Environmental Health Department
- Energy and Utility Providers
- City Road Departments and Public Works
- Amateur Radio Emergency Services

Support Agencies

- County Appraisal Office
- Local Economic Development Organizations
- County Extension Agencies
- American Red Cross
- The Salvation Army
- Federal Small Business Association
- Federal Emergency Management Agency
- Montana Department of Public Health and Human Services
- Montana Disaster and Emergence Services

1.0 INTRODUCTION

1.1 Purpose

The purpose of Emergency Support Function (ESF) 14 is to provide a framework for local government support to non-governmental organizations and the private sector to recover from the effects of a major disaster. It is designed to enable community recovery from the long term consequences of a disaster, to provide for effective coordination for recovery and restoration tasks, including assessment of damages. This support consists of the available programs and resources of local departments and agencies to enable recovery and to reduce, mitigate, or eliminate risk from future incidents where possible.

1.2 Scope

The concepts in ESF-14 apply to appropriate local government departments and agencies following a disaster that affects the long term recovery of a community. Support and resources may vary depending upon the extent and type of incident and the potential for long-term consequences, and the need for restoration. Recovery activities begin when the immediate threats to life and property have been addressed and restoration activities have been identified by damage assessments. ESF-14 may be activated for large scale events that require local government assistance to address impacts in areas such as housing, business, employment, and infrastructure. This ESF may also be activated for smaller scale events when necessary.

2.0 POLICIES

- The Sanders County Office of Emergency Management (OEM) will coordinate the collection of damage assessment information for both public losses and uninsured private losses from local jurisdictions and public entities, and forward the information to state emergency management for a determination of whether the County will be recommended for federal human services assistance, public assistance, or both.
- Whenever Sanders County qualifies for state and/or federal human services disaster assistance, individuals, families, and businesses will be referred to applicable state, federal and/or community programs.
- When individuals, families, and businesses do not qualify for state or federal assistance, or whenever Sanders County declares a local emergency which is not followed by a state or federal declaration, assistance will be provided in accordance with existing county policy and programs or by community programs.
- Public damage and response costs will be borne by the incurring organization. Reimbursement will be provided through state and federal programs, as available.
- Mitigation grant applications will be the responsibility of the requesting organization and must be approved by the Board of County Commissioners prior to submission.

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

Sanders County is vulnerable to a variety of natural and manmade disasters that could cause public and private property loss and damage, death and injury, damage to the environment, and prolonged disruption of commercial activity on the reservation.

3.2 Planning Assumptions

- Given Sanders County's limited resources to accomplish recovery operations, the state and federal governments will play a major role, substantially supplementing county efforts.
- Depending on the type and scope of the incident, federal resources and/or funds may be available for public and/or private (individual and businesses) assistance.
- Organizations or agencies, whether public or private, providing utility services prior to an emergency or disaster, will possess plans to continue that service during recovery and restoration. All appropriate disaster declarations will be made in a timely manner.
- There may be long-term shelter requirements to house county citizens and other populations following a disaster situation.
- A long-term recovery plan will be developed based on the impacts of the specific disaster or emergency, the duties and responsibilities outlined in the other functional annexes and hazard specific appendixes to this plan, and the planning considerations addressed in this annex.
- Long-term recovery planning and activities could include mitigation efforts to reduce the potential hazard of similar disasters in the future.
- Many types of public, private, and volunteer assistance will be offered following an extreme emergency that will involve unique management challenges and further test county sheltering and feeding capacities.
- Needs not met by individual responsibility will be referred to established public or private programs consistent with individual qualifications, organizational priorities and resource availability.
- Depending on the incident, it may be more appropriate for some recovery functions to be tasked to a specific county department rather than an EOC section. Specially qualified persons/agencies from the public and private sectors may be appointed to perform functions unique to large-scale recovery operations.
- Under certain conditions, such as a lengthy recovery from a flood or earthquake, Sanders County will seek inclusion in a Presidential Declaration so to qualify for assistance in the form of federal emergency funds and equipment, if qualified.

4.0 NOTIFICATIONS

- The Sanders County Emergency Manager, or designee, will notify the Primary and Support agencies as necessary and request that appropriate representatives report to the EOC. These representatives may form one or more recovery teams to assist the ESF-14 Coordinators.
- During major events, the Emergency Operations Center (EOC) will have been activated for the response and short term recovery phases of the emergency and will continue to be used for transition into longer-term recovery activities. Ongoing activities related to the implementation of ESF-14 may be coordinated from other locations.

5.0 CONCEPT OF OPERATIONS

5.1 General

Immediately after any emergency/disaster, response activities to save lives and protect property should have the highest priority. However, recovery activities can be conducted concurrently with response and should commence as soon as possible. Gradually, as the requirement for emergency response diminishes, the need for recovery activities should become the focal point.

Recovery and restoration actions following any emergency or disaster should be determined by the specific event. Recovery plans are based on the disaster assessment; an awareness of what shape the recovery should take in the rebuilding of infrastructure, the environment and the economy; and the resources available for that rebuilding. Several federal, state, and local jurisdictions may be involved depending on the hazard and scope of the situation. County and city local governments should lead the recovery activities for their jurisdictions.

The recovery process can be split into long-term and short-term activities, but some activities can occur in both. Also, there is no clear distinction of when short-term recovery activities end and long-term begins.

- Short-term recovery efforts typically focus on restarting critical community elements such as utility, economic, and social systems in order to meet people's immediate needs.
- Long-term recovery efforts include resumption of full services; large-scale repair and replacement work; economic and resource restabilization; organizations' readaptation; and assessment of the event. Hazard mitigation is often part of the long-term recovery effort. Hazard mitigation actions are those taken to permanently eliminate or reduce the long-term vulnerability to human life and property from hazards. Long-term recovery may go on for years until the entire disaster area is completely redeveloped, either as it was before the disaster or for entirely new purposes.

Recovery activities may continue long after the EOC has been closed, requiring the activities to be coordinated and managed from a different location

5.2 Detailed Disaster Assessment

Rapid assessment goes on during the response phase and should be the foundation for more detailed disaster assessment during recovery. A detailed disaster assessment is needed to document the magnitude of public and private damage for planning recovery activities and to justify the need for state and federal assistance. A detailed disaster assessment is also necessary to meet the information needs of the public, elected officials and the media. During detailed disaster assessments, emphasis should be placed on collecting and organizing information in a manner that will allow the EOC to:

- Evaluate the overall total scope, magnitude and impact of the incident.
- Prioritize recovery activities.
- Plan for ongoing recovery and restoration activities.
- Project the total costs of long-term recovery.
- Document the need for supplemental assistance.

Detailed disaster assessments should begin following the completion of response activities to protect life and property or may be completed as additional disaster assessment information becomes available. Depending on the magnitude of the disaster, a detailed disaster assessment could last for days or even weeks.

The EOC Team should decide when the situation allows for detailed disaster assessments. Sanders County OEM should contact, organize, brief and deploy detailed damage assessment field teams in the unincorporated areas of the county. In the cities, the Mayor or designated personnel should make this determination. In most cases, field assessment teams should be deployed to the damaged areas to gather information and report it to the EOC for analysis and reporting.

In addition to field assessments, it may be necessary for Sanders County OEM to assign personnel to estimate projected disaster costs to determine the need for state and federal assistance. For example, the total cost of a large debris removal and disposal operation may be projected based on formulas applied to data already gathered from the field.

5.3 Joint Preliminary Damage Assessments (PDAs)

Based on the extent of the damages, Montana Disaster and Emergency Services (DES) may initiate a Preliminary Damage Assessment (PDA). PDAs are joint local, state and federal damage assessments used to document the need for supplemental federal assistance. PDAs may be conducted to document the need for Individual Assistance (IA) Programs and/or Public Assistance (PA) Programs.

A County staff member familiar with the damaged area(s) should accompany all PDA Teams so all damage is observed and documented by Montana DES, the Federal Emergency Management Agency (FEMA), the Small Business Administration (SBA) and any other agencies potentially providing assistance. Based on the results of the PDA, Montana DES may recommend that the Governor request a Presidential disaster declaration for Individual Assistance or Public Assistance, or both.

Sanders County should work closely with the Montana DES so all types of disaster assistance are considered during the PDA process. For example, if the extent of damage does not warrant a Presidential disaster declaration, the SBA may announce a declaration to make low interest loans available to individuals and small businesses. Or if the disaster warrants, other types of federal disaster assistance may be available to a local jurisdiction, such as funds from the

Federal Highway Administration's (FHWA) Emergency Relief Program to repair damaged infrastructure.

If Sanders County receives a Presidential Disaster Declaration based on a request from the Governor, several programs may be made available to assist County government, residents and businesses. Even without a Presidential disaster declaration, there are programs that may assist those affected by the disaster. In some instances, local government may request immediate assistance from Federal agencies without a damage assessment, such as assistance from the Environmental Protection Agency for Hazardous Materials incidents or the Corps of Engineers for flooding events.

5.4 Phases of Emergency Management

Preparedness

- Develop and maintain a liaison with county, city, state, federal agencies and organizations that can provide assistance in recovery and restoration activities.
- Develop and maintain procedures to recover from emergencies and disasters including cost documentation.
- Encourage that all personnel be made aware of their emergency responsibilities.
- Encourage that Continuity of Operation (COOP) Plans be put in place.
- Develop and maintain Standard Operating Procedures (SOPs) and checklists to support ESF-14 activities.
- Encourage that personnel notification and call-up lists be kept current.
- Include disaster recovery activity in exercises and training.

Response

- Identify all damages and losses and prepare an action plan for recovery activities.
- Activate the County EOC or other facility to coordinate recovery activities.
- Provide temporary housing and family support services.
- Assemble and forward all necessary reports and requests for assistance to appropriate federal and state agencies.
- Coordinate recovery and restoration activities tribal, county, city, state and federal program representatives.
- Prepare relevant recovery and restoration instructions and information for public information distribution.
- Work with the private sector so disaster related needs of the business community are met.
- Provide economic stabilization, community recovery, and mitigation support and/or financial restitution to key service sectors (e.g. medical, financial, public health, and safety).
- Participate in and facilitate recovery activities related to public works and engineering.
- Conduct other specific response actions as dictated by the situation.

Recovery

- Continue to work with all individuals and organizations affected by the event.
- Support community recovery activities.
- Work with the state and federal government to administer disaster recovery programs.
- Schedule after-action briefings and develop after-action reports.
- Develop and implement mitigation strategies.
- Make necessary changes in this ESF Annex and supporting plans and procedures.

Mitigation

- When repairing and restoring services and facilities, investigate alternative plans and activities to potentially reduce future damages and impacts.
- Investigate possible mitigation grant projects for reducing future disaster damage and losses.

6.0 ROLES & RESPONSIBILITIES

ESF Coordinator

- Recruit volunteers with professional skills to assist in damage assessment efforts.
- Train members of a County Damage Assessment Team.
- Establish point of contact with local officials to determine approximate areas affected and extent of damage.
- Alert and activate the damage assessment teams and provide briefings.
- Work to establish a partnership with business and industry to encourage all available programs be implemented to assist with economic stabilization and recovery.
- Serve as liaisons to state, federal, volunteer and private agencies providing assistance and implementing recovery programs. Depending on the type, scope and duration of the event, these agency representatives may become critical members of the County's recovery team.
- Work with state and federal officials encourage that mitigation initiatives be considered in rebuilding and redevelopment when feasible and practical.
- Coordinate with neighborhood groups and volunteer agencies to encourage that community needs related to the disaster are identified and appropriate local, state and federal assistance is made available to address important community issues.

Primary Agencies

- Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of assigned functions.
- When requested, deploy a representative to the EOC to assist with long-term community recovery and mitigation activities.
- Provide ongoing status reports as requested by the ESF-14 Coordinator.

- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
- Perform other emergency responsibilities as assigned.

Support Agencies

- Provide assessment teams to document or verify public and private damage relating to long-term restoration and mitigation.
- Provide technical assistance and advice on recovery and mitigation activities, to both citizens and public agencies, as appropriate.

7.0 REFERENCES

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Walla Walla County, Washington. March, 2009. ESF-14 Long Term Community Recovery and Mitigation. http://www.co.wallawalla.wa.us/Departments/EMD/Docs/ESF14LONGTERMCOMMUNITYRECOVERYANDMITIGATION.pdf

8.0 ATTACHMENTS

The following may be included with ESF-14 as attachments:

- *List Here When Identified*

SANDERS COUNTY EMERGENCY OPERATIONS PLAN
ESF-15 PUBLIC INFORMATION

Approval Signature – ESF-15 Public Information	
The undersigned have hereby reviewed and approved ESF-15 of the County Emergency Operations Plan	
Sanders County Public Information Officer	Date
William D Navoseli	12-28-10
Sanders County OEM	Date

EFS-15 PUBLIC INFORMATION

ESF Coordinator

- Sanders County Public Information Officer, or designee

Primary Agencies

- Sanders County Public Information Officer
- Local Jurisdiction Public Information Officers
- Sanders County Board of County Commissioners
- Mayors of Local Jurisdictions
- Sanders County Office of Emergency Management
- Lake County Office of Emergency Management
- CSKT Disaster and Emergency Services

Support Agencies

- All organizations involved in emergency response and recovery and having requirements to release information to the media.
- Sanders County E-911
- Public and private media (cable television, radio, and newspaper)
- Volunteer Organizations
- Amateur Emergency Radio Service (ARES)
- NOAA-National Weather Service
- Montana Disaster and Emergency Services

1.0 INTRODUCTION

1.1 Purpose

Emergency Support Function (ESF) -15 ensures that local resources are deployed during potential or actual emergencies or disasters to provide accurate and timely information before, during and after an emergency or disaster to the general public. The general public may include private citizens, large and small businesses, governments, emergency responders and the media. ESF 15 also provides resource support to implement the Joint Information Center (JIC) for briefing the news media and providing information to participating agencies and jurisdictions.

1.2 Scope

ESF-15 coordinates actions to provide public affairs support to local incident management operations and elements. It identifies the support positions necessary for coordinating communications to the general public. This ESF applies to all local agencies within Sanders

County which may require public information support during emergencies or disasters. The provisions of this ESF apply to any event designated by the Sanders County Disaster and Emergency Services (DES) Coordinator or Elected Officials where significant interagency coordination is necessary.

2.0 POLICIES

- Sanders County will endeavor to release timely and accurate emergency information to the public concerning emergency preparedness, response and recovery.
- Life-safety information and instructions to the public have first priority for release.
- Mission assignments to departments or jurisdictions for public information should be agreed upon by those entities prior to an actual emergency or disaster.
- Emergency public information actions before, during, and following any emergency will be determined by the severity of the situation as declared by involved entities, or as perceived by the public.
- Sanders County and its incorporated cities and towns are entitled to release information concerning their emergency actions. Any releases prepared by the Sanders County EOC, city, or town which quote or mention another jurisdiction should be coordinated with the respective jurisdiction before being released.
- Local jurisdictions and other response organizations will be notified when an emergency or disaster has occurred that requires an emergency public information response.
- The Emergency Alert System (EAS) is activated as the principal means to disseminate emergency warnings and priority emergency instructions to the public.
- This plan supports the Incident Command System (ICS) Public Information Officer (PIO) function and the Joint Information System (JIS). The JIS function is to coordinate information before its release to the public and the news media.

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

- Sanders County is vulnerable to a variety of hazards. Media outlets exist which, if effectively employed, can be used to inform the population of the events that are occurring and how they may best take action in response to them.
- During periods of emergency, the public needs and generally desires detailed information regarding protective action to be taken for minimizing loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. For this reason, it is important that prior to the occurrence of an emergency, the public is made aware of potential hazards and the protective measures that can be employed.

- During a county-wide or large localized incident, a Joint Information Center may be established to coordinate the dissemination of information about all county, state, tribal, and federal disaster response and recovery programs.

3.2 Planning Assumptions

- Local print and broadcast media will cooperate in broadcasting and publishing detailed disaster-related instructions to the public.
- Normal means of communications in the affected areas may be either destroyed or largely incapacitated; therefore, only limited and incomplete information is anticipated from the disaster area until communications can be restored.
- Responding agencies will provide information to reduce public concerns about the incident and response activities.
- Sufficient support personnel will be available to coordinate public information and interface with the media and other agencies.
- Demands for information from media outside the County will be significantly increased in a disaster.
- State-level news releases will be coordinated with the Sanders County PIO and will not conflict with county-level releases.
- The public may accept as valid rumors, hearsay and half-truth information which may cause unnecessary fear and confusion.
- A Joint Information Center (JIC) will be established to coordinate federal, state, tribal and local information.

4.0 NOTIFICATIONS

The Sanders County Emergency Manager, will notify the county PIO of EOC activations and request that they (or assigned designee) report to the EOC to coordinate ESF-15 activities. As additional staffing needs become apparent, other agency personnel may be asked to report to the EOC to assist with public information and external communications activities.

5.0 CONCEPT OF OPERATIONS

5.1 General

- The Sanders County PIO should act as the lead agent for ESF-15. Other local agencies and departments may also be requested to provide support during county-wide emergency operations.
- The PIO should serve as the single point of contact for the media during an emergency to promote coordination of local public information activities with all local, state, tribal and federal agencies, in conjunction with the Sanders County Office of Emergency Management.

- The Sanders County PIO is responsible for ensuring that coordinated public information services are provided throughout a county-wide emergency from assessment through response and recovery and that these services are provided in a cooperative manner with local Public Information Officers as applicable.
- The Incident Commander(s) have ultimate control over the release of public information.
- After media releases have been approved, copies should be given to ESF-5 for distribution to personnel in the EOC and at the site as needed.
- All available means to disseminate continuous emergency public information to the general public should be used.
- Emergency information efforts should focus on specific event-related information. This information should focus on such things as warning, evacuation, and shelter, as well as keeping the public informed of the general progress of events.
- A special effort should be made to report positive information regarding emergency response to reassure the community that the situation is under control. Rumor control must be a major part of the informational program. Public feedback should be used as a measure of the program's effectiveness.
- Education efforts should be directed toward increasing public awareness about potential hazards and how people should deal with them. All information and education efforts may rely heavily on the cooperation of commercial media organizations.
- Every effort should be made to provide emergency public information to special needs groups, such as the hearing and visually impaired and non-English speaking populations. Close coordination may be required with the government, volunteer and community agencies described further ESF-6.
- The Sanders County PIO maintains listings of media contacts and Emergency Alert System (EAS) networks and relies on those contacts and networks for the dissemination of Emergency Public Information.

5.2 Joint Information Center

If the situation dictates, emergency public information activities should be coordinated from a Joint Information Center (JIC). Activating a JIC should help county departments and participating organizations coordinate their activities and help to promote dissemination of consistent and accurate information. Since many emergencies strike rapidly, the public information system cannot always react swiftly enough to properly inform the public about the hazard and for this reason, it is important that citizens are made aware of potential hazards and appropriate protective measures prior to the occurrence of an emergency. Sanders County should make every effort to provide ongoing public education to its citizens regarding emergency preparedness activities.

In most cases, the JIC will be located in close proximity to the EOC. However, it may be located anywhere to support emergency activities. Wherever it is located, it is imperative that the JIC maintain contact with decision makers and/or the EOC via telephone, radio, the internet, facsimile and/or face-to-face communications.

Once a JIC is activated, all emergency public information activities, including media inquiries, should be coordinated through the JIC. The JIC should become the central coordination point for all emergency public information and external communications activities. To the extent possible, the JIC should be staffed with PIOs from all agencies and organizations involved in the event. The JIC is designed to be flexible to accommodate the unique requirements of any emergency or disaster situation and its structure and staffing should be customized for each response.

The ESF-15 Coordinator should work to establish communications with all Joint Information System (JIS) components to facilitate the exchange of information. The use of an organized JIS should help to promote interagency communication and the release of consistent information. As part of the JIS, the on-scene agency PIO should address media representatives at the incident site and keep the EOC and the JIC informed of these briefings. Contact with JIS components should be maintained primarily by telephone and radio.

5.3 Dissemination Process

Many methods are used to disseminate information to the public during an emergency or disaster. Warning systems, in general, are described in ESF-2. Considerations for special populations are outlined below.

General Public

Radio, television, print media, fliers, posters, brochures, the county website and town meetings are all established methods for providing information to the public. Use of a particular medium(s) should be situation dependent, based upon the urgency of the information and the intended audience. Local cable providers have assigned specific channels to local governments for informational purposes. Local radio stations are available for use as are the local newspaper(s).

Special Needs Populations

- Hearing Impaired - The EAS produces trailers on TV screens to provide weather watch and warning messages and other emergency information.
- Visually Impaired - The EAS provides audio alerting via radio and television stations. Some emergency planning and disaster information brochures are available in Braille.
- Non-English Speaking - Many televisions have the capability to provide closed-captioning in languages other than English.
- Schools - All schools in Sanders County should have NOAA all-hazards radios and also monitor broadcast media.
- Hospitals & Nursing Homes - All hospitals and nursing homes in Sanders County have the ability to monitor broadcast media.

5.4 Phases of Emergency Management

Preparedness

- Develop and maintain an updated media contact list.
- Prepare for rumor control to address and correct misinformation and eliminate confusion.
- Prepare pre-scripted messages for quick delivery.
- Identify possible locations for a JIC and press conferences.
- Develop staffing procedures and checklists for the JIC.
- Develop and maintain a list of equipment needed to activate the JIC.
- Train personnel to appropriate level National Incident Management System (NIMS)/ICS in order to function effectively with Incident Command and/or the JIC.

Response

- Assess the scope, magnitude, extent, and the potential duration of the incident.
- Coordinate with the EOC and primary and supporting agencies to develop a flow of information, including situation reports, health advisories, and other public information releases concerning the response efforts.
- Conduct media briefings on a regular basis.
- Monitor media and implement rumor control process when appropriate.
- Schedule news conferences including photo opportunities interviews and tours.
- Maintain a callback system with media.
- Establish and operate a JIC when appropriate. Establish and maintain contact with the pertinent elected officials representing the affected area to provide information on the incident.

Recovery

- Provide public information on recovery efforts.
- Coordinate with the appropriate agencies to deactivate the JIC.
- Disseminate information when disaster assistance programs are available.
- Keep elected officials informed of recovery activities, if assigned by Incident Command.
- Deactivate ESF-15 in coordination with the PIO and EOC.
- Compile record of events.
- Assess effectiveness of information program.

Mitigation

- Conduct hazard awareness programs.
- Conduct public education programs.

6.0 ROLES & RESPONSIBILITIES

ESF Coordinator

- Coordinate public information activities with other participating agencies.
- Collect and coordinate information from all private and public sources to monitor overall response.
- Obtain approval for release of information from the Incident Commander.
- Conduct and/or coordinate regular press conferences at the JIC.
- Enlist agency staff to respond to media questions on technical or agency issues if necessary.
- Activate and manage the JIC as necessary to support emergency operations in accordance with ICS.
- Disseminate public information to the chief elected official(s) and the state PIO when approved by Incident Command.

Primary Agencies

- Provide maps, charts, status sports, photos, schematics, or other displays that clarify the emergency or disaster situation in support of press conferences and/or briefings.
- Monitor media broadcasting articles to check for accuracy. Monitor and log incoming calls for information and rumor control.
- Notify all affected jurisdictions and stakeholders of the operational and situational conditions and provide frequent and regular status updates.
- Provide updates for the county website regarding the scope of the emergency or disaster, the impact to the county, emergency action steps, evacuation, collection sites, water and food distribution, etc.
- Coordinate communication resource requests outside of mutual aid agreements with the EOC.

Support Agencies

- Assist the PIO and JIC by providing pertinent public information for dissemination to media sources and, as appropriate, fact sheets for distribution to the public.
- Participate in press conferences and briefings upon request.
- Monitor and log incoming calls for information and rumor control. Monitor media broadcasts and articles for accuracy.
- Interrupt regular programming and report emergency information as requested by the JIC.

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8.0 ATTACHMENTS

- *List here when identified.*

SANDERS COUNTY EMERGENCY OPERATIONS PLAN
CONTINUITY OF OPERATIONS & CONTINUITY OF GOVERNMENT SUPPORT ANNEX

Approval Signature – Continuity of Operations & Continuity of Government Support Annex	
The undersigned have hereby reviewed and approved the COOP/COG Support Annex of the County Emergency Operations Plan	
Carol Brooks	12-28-10
Board of County Commissioners, Chairman	Date
William D Voegeli	12-28-10
Sanders County OEM	Date

CONTINUITY OF OPERATIONS AND CONTINUITY OF GOVERNMENT SUPPORT ANNEX

Coordinating Agency

- Board of County Commissioners

Cooperating Agencies

- County and City Agencies and Departments

1.0 INTRODUCTION

Continuity of Government (COG) is an essential function of emergency management and is vital during an emergency/disaster situation. All levels of government (federal, tribal, state, and local) share a constitutional responsibility to preserve the life and property of their citizens. Continuity of government is defined as the preservation, maintenance, or reconstitution of the civil government's ability to carry out its constitutional responsibilities. Continuity of Operations (COOP) are the activities of individual department/agency that are key to ensure that essential critical county functions are performed. The seven specific objectives of COOP are to:

- Plan for the continuous performance of a department or agency's essential functions during an emergency.
- Plan for the safety of employees.
- Protect essential equipment, records and other assets.
- Reduce disruptions to operations.
- Minimize damage and losses.
- Achieve an orderly recovery from emergency operations.
- Identify relocation sites and ensure operation and managerial requirements are met before an emergency occurs.

1.1 Purpose

To provide the framework for the continued operation and continuity of local government and its essential functions during and after an emergency or disaster and to ensure the preservation of public and other records essential to the continued operations of local government.

Establish the basis for county departments to develop plans and procedures for maintaining and/or restoring their daily functions, operations, and services, under the threat or occurrence of any emergency condition that could disrupt such processes and services.

1.2 Scope

This annex applies to Sanders County government entities. Seven elements necessary to promote continuity of government are addressed, including: Succession of Officers, Seat of Government, Emergency Powers and Authority, Emergency Operations Plan, Primary and Alternate Emergency Operations Center(s), Preservation of Vital Records, and Protection of Critical Infrastructure.

2.0 POLICIES

In accordance with the National Incident Management System (NIMS), emergency response and incident command is accomplished using the Incident Command System ICS. In accordance with the NIMS, support to the Incident Commander (IC) and coordination with other jurisdictions is accomplished from the Sanders County Emergency Operations Center (EOC). Continuity of government is ensured through leadership succession, backup communications systems, alternate operational locations, and the preservation of essential records.

Local government will be prepared to continue essential services to the citizens of Sanders County in any emergency or disaster. Each department will plan against natural and man-made hazards to ensure they have resources available to continue essential services.

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

- Man-made or natural disasters may threaten the functional capability of local government through the potential destruction of or harm to government personnel, facilities, critical systems, resources, and vital records.
- In order to ensure continuity of government and the uninterrupted provision of essential governmental functions, contingency plans must be developed that will provide for the continued protection and safety of the population and bring about the prompt and orderly restoration and recovery of public and private property and services.

3.2 Planning Assumptions

- Even during disasters and emergencies, there is an expectation by the public that government will continue to provide its normal services.
- Those services that directly impact the preservation of life, property, and the environment will be given the highest priorities for receiving resources.
- The county will be competing with business industry and the public in general, for limited resources after a disaster which could delay the recovery of county services.
- Each department and agency will participate in emergency preparedness planning, training and promotion as a core component of their mission.

- Each department and agency will maintain a continuing program to encourage individual preparedness and promote a culture of preparedness for its employees.

4.0 CONCEPT OF OPERATIONS

4.1 General

A major disaster could include death or injury of key officials, partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry. Law and order must be preserved and government services maintained. Applicable portions of the county government code provide authority for the continuity and preservation of local government.

Continuity of leadership and government authority is particularly important with respect to emergency services, direction of emergency response operations, and management of recovery operations. To this end, it is particularly essential that the county continue to function as a government entity.

Under the County's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while additional resources may be provided by others upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and other emergency information throughout any disaster situation.

4.2 Succession of Officers

The Chairman of the Board of County Commissioners (BOCC) has the ultimate authority for Sanders County. In the event the Chairman is unable or unavailable to perform the duties identified under the EOP, BOCC members, by order, are designated as Chairman. The duration of succession should be until such time as the Chairperson is able and available to perform the duties. Line of succession for each agency/department head is according to the department rules and/or Standard Operating Procedures (SOPs) established by each department.

4.3 Seat of Government

The seat of government for Sanders County is that place where the BOCC is sitting and meeting. That place is:

Sanders County Courthouse
1111 Main Street
Thompson Falls, MT 59873
Tel (406) 827-6942
Fax (406) 827-4388

The Chairman of the BOCC or any other member of the commission may designate alternate or temporary seats of government should that be necessary. The seat of County government may be the EOC, or its alternate location, during an extreme emergency.

4.4 Emergency Powers and Authority

Should a situation be serious enough to warrant the use of County emergency powers, the chairperson of the BOCC, may declare a Civil Emergency. Both the declaration of Civil Emergency and all executive orders invoking emergency power should be filed, within 48 hours or as soon as practical, with the proper agency or department for ratification and confirmation, modification or rejection, and if rejected shall be void. Given that these measures have always been predicated on extreme and urgent emergency requirements, it has been customary to not delay implementation pending approval from the governing board.

The ultimate responsibility for emergency management functions belongs to the BOCC and local government officials. Although these officials are legally responsible for policy-level decisions, the County Disaster and Emergency Services Coordinator and department heads are empowered by the Council and mayors to direct and control emergency preparedness/management activities on the Reservation, and the cities and jurisdictions therein.

4.5 Emergency Operations Plan

The basis for a coordinated, effective response to a disaster is the Emergency Operations Plan (EOP). Generally, the objectives of the EOP are to:

- Foster a jurisdiction-wide systematic approach to planning.
- Support a capability for prompt, coordinated response to large-scale disasters or threats simultaneously at all levels of government.
- Provide a basis for assured continuity of government.
- Promote uniformity in principles, policies, and concepts of operations and compatibility of organizations and systems to facilitate coordinated response.

The EOP (this plan), and other plans incorporated by reference, include those objectives as well as defining the relationship between it and response management. If emergency response is defined as a series of decisions by emergency managers, the EOP can be viewed as the framework for decision making. It structures the options from which a decision maker can choose. In other words, a plan is composed of decisions made during “normal” times to help guide decisions during a disaster.

The EOP is linked to the response phase in two important ways. First, during the planning process, the major response-generated demands are identified and strategies are developed for meeting them. The plan itself documents the strategies. Then, in the response phase, the strategies are evaluated and implemented. The second connection between planning and

response management is exercises. Such activities should be viewed as an integral part of the emergency planning process.

4.6 Primary and Alternate Emergency Operations Center(s)

As a place, the EOC differs greatly from one organization to another, but the functions are much less variable. The EOC is responsible not only for supporting local government response, but also for communicating with all other levels of government, with the private sector, and the public (both the public at large and the public at risk). The EOC is structured to fulfill an organization standard that includes the functions of management, finance and administration, logistics, operations, and planning and intelligence.

Primary - The Sanders County EOC is the facility from which support to on-scene response to emergencies is coordinated. It is the designated headquarters for the BOCC when they are directing county response to disasters. The EOC is staffed by representatives of county agencies and other personnel, as required. The EOC is located at the Sanders County Courthouse at 106 4th Ave East, Polson, Montana.

Alternate - All county agencies should prepare for the possibility of unannounced relocation of the EOC, essential functions and/or continuity of government contingency staffs to alternate facilities. Alternate facilities should be capable of supporting operations in a threat-free environment, as determined by the geographical location of the facility, a favorable assessment of the local threat, and/or the collective protection characteristics of the facility. Additionally, all county agencies, regardless of location, are encouraged to have in place a viable COOP capability to promote continued performance of all essential functions from alternate operating sites during any emergency or situation that may disrupt normal operations.

4.7 Preservation of Vital Records

The preservation of vital records is of high importance to Sanders County and is critical to the county's recovery from a catastrophic event. In order to provide normal government operations following a disaster, vital records must be protected. The principal causes of damage to records are fire and water.

In order to provide normal government operations following an emergency or disaster, essential records i.e., vital statistics, deeds, corporation papers, operational plans, resource data, authorities, personnel and payroll rosters, succession lists, supplies and equipment lists, laws, charters and financial records must be protected by each department or agency.

Heads of each agency/department are encouraged to inventory and prioritize vital records in his/her custody. Each agency retains copies to work with day to day while the master copy is preserved in a central storage facility. Each agency/department should arrange safekeeping for those records it deems important, but which were not selected for the priority protection.

Agency personnel must have access to and be able to use these records and systems in conducting their essential functions. Plans should account for the identification and protection of vital records, systems, and data management software and equipment, to include classified or sensitive data as applicable, necessary to perform essential functions and activities, and to reconstitute normal agency operations after the emergency. To the extent possible, agencies should regularly update duplicate records or back-up electronic files.

4.8 Protection of Essential Functions and Critical Infrastructure

Essential functions are those that enable county agencies to provide vital services, exercise civil authority, maintain the safety and well being of the general populace, and sustain the industrial/economic base in emergencies. The success of agency operations at an alternate facility is absolutely dependent upon the availability and redundancy of critical communications systems to support connectivity to internal organizations, other agencies, critical customers, and the public.

During a disaster, public and private facilities may play varying roles in terms of importance. Their importance may be based on their day-to-day role and their expansion during an emergency, or upon unique circumstances common to the requirements of a particular emergency response. Critical infrastructure is described as follows:

Telecommunications - The primary networks and systems that support the transmission and exchange of electronic communications among and between end-users) such as networked computers). These services may include, but are not limited to, secure and/or non-secure voice, fax, and data connectivity, internet access, and e-mail.

Electrical Power - The generation stations, transmission and distribution networks that create and supply electricity to end-users so that they achieve and maintain nominal functionality, including the transportation and storage of fuel essential to that system.

Gas and Oil Production, Storage, Transportation - The holding facilities for natural gas, crude and refined petroleum, and petroleum-based fuels, the refining and processing facilities for these fuels and the pipelines, trucks, and rail systems that transport these commodities from their source to systems that are dependent on gas and oil in one of their useful forms.

Banking and Finance - The retail and commercial organizations, investment institutions, and associated operational organizations, governmental operations, and support entities that are involved in all manner of monetary transactions, including storage for savings purposes, investment for income purposes, exchange for payment purposes, and disbursement for loan purposes.

Transportation - The aviation, rail, highway, and aquatic vehicles, conduits, and support systems by which people and goods are moved from a point of origin to a destination in order to support and complete matters of commerce, government operations, and personal affairs.

Water Supply - The sources of water, reservoirs and holding facilities, aqueducts and other transport systems, the filtration and cleaning systems, the pipelines, the cooling systems and other delivery mechanisms that provide domestic and industrial applications, including systems for dealing with waste water and fire fighting.

Public Safety - The medical, police, fire, and rescue systems and personnel that are called upon when responding to a public health, safety, or other unusual incident where speed and efficiency are necessary.

5.0 ROLES & RESPONSIBILITIES

Chief Elected Officials (Board of County Commissioners)

- Activates the EOC during an emergency or disaster situation, and has at least one council member on duty in the EOC.
- Declare state of emergency/disaster, if necessary. Activates appropriate sections of the EOP, and certain emergency powers made by declaration of emergency.
- Maintains alert and notification rosters of department heads and alternates.
- Talks to the media, if appropriate.

Emergency Managers

- Responsible to maintain this annex, through coordination with other departments and agencies.
- Responsible for the emergency management program and organization and provide overall direction in the development of emergency mitigation, preparedness, response and recovery programs.
- Manages ongoing COG/COOP exercises and training for agencies and departments.
- Responsible for the Emergency Operations Center.
- Coordinates public information activities, such as press releases, press conferences and website updates to inform citizens where services have been relocated, new phone numbers, etc.
- Coordinates with external agencies to include federal, state local and tribes.
- Manages COG/COOP integration with the overall emergency management program.

Department and Agency Directors

- Assure continuity of leadership. Executive heads of all departments and agencies should name at least two successors in the event they are not available during the time of an emergency.
- Successors are to be made aware of their emergency responsibilities and receive appropriate training.
- Pre-designate authorities for making policy determinations and decisions. Legal written delegation of authority may be required.
- Identify those services that are essential to the citizens of the Reservation. Determine the essential services for the first 24 hours, first week, first month and six months.

- Determine key staff to perform these time-phased essential services.
- Identify essential records and take actions to protect those records during a disaster or emergency operation. Off-site storage of back-up data is also required.
- Maintain an alert and notification roster of employees, suppliers, contractors and others to be notified when implementing this plan.
- Prepare a disaster plan that includes the above items.

Finance Director

- Contact EOC regarding property loss, insurance claims, etc.
- Coordinate securing office equipment and supplies for all affected departments including desks, chairs, tables, pens, stationery, fax machines, copy machines, phones, computers, and cell phones if necessary.
- Coordinate backup payroll process, if necessary.
- Coordinate personal injury issues if necessary, i.e. worker's compensation.

Technology Services Department

- Develop a plan to provide essential technology services to each of the departments should COOP be put into effect. The plan should include computers, terminals, local area network, email, Internet access and communications.
- Upon order of the BOCC chairman, execute the plan to provide required technology services to a relocated department or departments.

6.0 REFERENCES

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7.0 ATTACHMENTS

- *List here when identified.*

SANDERS COUNTY EMERGENCY OPERATIONS PLAN
EOC ACTIVATION SUPPORT ANNEX

Approval Signature – EOC Activation Support Annex	
The undersigned have hereby reviewed and approved the EOC Activation Support Annex of the County Emergency Operations Plan	
William D Rangel Sanders County OEM	12-28-10 Date

EMERGENCY OPERATIONS CENTER ACTIVATION SUPPORT ANNEX

Coordinating Agency

- Sanders County Office of Emergency Management

Cooperating Agencies

- Chief Elected Officials
- Agency and Department Heads

1.0 PURPOSE

The purpose of this annex is to provide guidance for the activation and operating procedures for the Sanders County Emergency Operations Center (EOC) during an emergency or disaster. The purpose of the EOC is to support field operations by obtaining and providing resources, maintaining up-to-date information, coordinating activities, providing information to the public, and to bring chief decision-makers together to coordinate their response to a disaster.

2.0 POLICIES

It is not intended that the Sanders County EOC try to assume incident command responsibilities for all of the separate incidents that may occur as the result of a major emergency/disaster, nor does it have authority to do so. However, the Incident Command System (ICS) will be used as the organizational structure to manage the EOC's response activities for the purpose of enhancing the ability to interface with the emergency response agencies that routinely use ICS and the various incident command posts that may be established in the field or at other remote sites during the incident. The function of the EOC is to coordinate the flow of communications between the different operating agencies, different levels of government and the public, to identify resources to meet requests for assistance and to allocate those resources as priorities may dictate. Accordingly, personnel assigned to the Operations Section of the EOC will be more involved in serving as a liaison with local government agencies and field units and coordinating the identification and delivery of resources rather than the traditional duties of directing the operational response. Command decisions that may be necessary will be performed in a cooperative style, consistent with principles of the Unified Command System. Persons having the authority to activate the EOC include the Sanders County Emergency Manager or the chairman of the Board of County Commissioners (or designee).

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

- In order to provide the most effective response to an emergency, all efforts should be coordinated through a central office.
- The Sanders County EOC has been designated as the base for all emergency management activities.
- Sanders County is responsible for preparing and maintaining an emergency operations plan (EOP) and an emergency operations facility.

3.2 Planning Assumptions

- The response activities presented are applicable to all emergency situations and will provide adequate direction for proper emergency management.
- A natural or human caused disaster or emergency may occur at any time, requiring response capabilities beyond what is normally available to local government.
- Utilization of the Sanders County EOP does not require activation of the EOC. The need for activation of the EOC will be determined at the time of notification of the event.
- The county is responsible for coordinating the response and recovery activities for a major emergency/disaster in Sanders County, even though its own resources may be exhausted.
- Due to limited county resources and depending on how widespread the emergency, Sanders County may not be able to meet the requests for emergency response/recovery assistance from other units of local government in a major emergency.
- The EOC will be activated when it is evident that more than a field command post is required for an adequate response to a disaster or emergency.
- Department or agency heads will send to the EOC a designated representative if the department head is absent from the EOC.
- All responding departments and agencies will bring to the EOC the personnel, Standard Operating Procedures (SOPs) and special items like maps, wall displays and resource lists that they will need to operate effectively.
- Each department will be able to staff the EOC around the clock with 12-hour shifts.
- The EOC will be staffed with sufficient personnel to adequately respond to the situation. This means that a minor emergency does not require the full staffing necessary to respond to a major disaster. An example would be the difference between a localized hazardous material accident and a catastrophic earthquake.

4.0 NOTIFICATIONS

In the event of a natural disaster or other emergency requiring the activation of the EOC, Sanders County E-911 will contact the County Emergency Manager who will then make the appropriate notifications.

Advisory: A situation is in progress or has occurred which is beyond the day-to-day emergency incident, but is confined to a small area or population and does not appear to pose a continuing threat to life or property or to be beyond the capabilities of the responding agencies.

Response: This is basically an awareness or information only and may not require monitoring for possible escalation. Further action or distribution of the information to other members of the emergency management organization would not normally be required for most advisories.

Alert: A situation is in progress or has occurred which is a special emergency incident, involving a large area or population, which poses a continuing threat to life or property and may require protective actions or additional resources beyond the capabilities of the responding agencies.

Response: The Sanders County Emergency Manager or designee should evaluate the situation to determine the level of response (standby, utilize the EOP without EOC activation, activate EOC on a limited basis). The Emergency Manager will then make a recommendation to the Chairman of the Sanders County Board of County Commissioners (BOCC), who in turn, will inform the Policy Group of the level of response. The County Emergency Manager will, as necessary, make the appropriate notifications.

Major Emergency: A situation is in progress or has occurred, involving a large area/population, which as caused significant human or economic loss and continues to pose an immediate threat that requires protective actions and additional resources.

Response: All EOC staff will contact/report to the EOC as soon as they become aware of a major emergency situation without waiting for notification. The County Emergency Manager will inform the Chairman of the BOCC of the activation of the EOC, who in turn, will inform the Policy Group of the planned response. Members of the EOC management staff, who have not reported to the EOC will be contacted to ensure that they are aware of the need to activate the EOC.

5.0 CONCEPT OF OPERATIONS

5.1 General

The EOC is the key to successful response operations. With decision makers together at one location, manpower and resources can be utilized more effectively. Coordination of activities should encourage all tasks to be accomplished with little duplication of effort.

During a county-wide or multi-jurisdictional emergency, the overall response by local government would be coordinated by the Sanders County EOC Team from the EOC, which is located in the County Courthouse in Thompson Falls. The EOC is managed by the EOC Manager, which is usually the County Emergency Manager. The Policy Group, which is made up of the BOCC and other selected officials, oversees the emergency management response to

the situation, providing policy guidance and direction as might be needed, to meet the goals of effectively responding to a major emergency or disaster and assisting the citizens of Sanders County in recovering from its effects.

The county's department directors are responsible for managing their department's response to the situation. In most cases, departments will coordinate with and assist the EOC and the Policy Group, as necessary. Department heads, under the direction of the BOCC, are responsible for the continuation and/or restoration of services provided by county government, in addition to ensuring that an appropriate level of response by county government to the emergency is occurring.

5.2 EOC Activation

The Sanders County Office of Emergency Management (OEM) should maintain the jurisdiction's EOC on a ready footing so that its status can be proactively upgraded, commensurate with the needs to support emergency operations in the field. EOC readiness can occur in three phases:

Standby - This is the lowest level of activation. It is intended to cover the period before an emergency when there is forewarning of an impending situation that can be monitored to evaluate threatening conditions as they emerge, grow, or dissipate. EOC members are notified of a situation that could develop into an emergency requiring partial or full activation of the EOC, if needed. An example would be the issuance of a National Weather Service forecast for a snowstorm in the next 24 hours.

Partial Activation - Partial activation occurs when the emergency situation is one that reoccurs on a relatively regular basis and requires response by multiple agencies. Examples of emergencies that trigger partial activation are: closure of Highway 93 during snowstorms; minor flooding; severe storm warnings, and the evacuation of multiple residences.

Full EOC Activation – Full activation occurs when the emergency requires the participation of multiple and outside agencies, performing the full range of emergency service functions. Full activation is triggered by disasters such as an earthquake, a major flood, or a commercial aircraft accident.

5.3 Phases of Emergency Management

Preparedness

- Hold EOC exercises annually to familiarize staff with their duties.
- Stock adequate food and water supplies
- Stock adequate administrative supplies
- Maintain a constant schedule of testing, maintenance and repair of the equipment to promote an advanced state of readiness

Response

- Establish and manage the EOC as necessary.
- Initiate response activity.
- Facilitate mutual aid.
- Coordinate all operations through the EOC.
- Record damage assessments and major events.
- Hold periodic briefings with EOC staff when necessary to exchange information.
- Keep state and federal government informed.

Recovery

- Continue response operations as needed.
- Begin recovery activities.
- Release unnecessary personnel and begin to deactivate the EOC.
- Assess needs for getting EOC re-stocked and prepared for next incident.
- Evaluate plans and procedures based on lessons learned from incident. Make changes/revisions as needed.

Mitigation

- Develop an effective county emergency public information and education organization.

6.0 ROLES & RESPONSIBILITIES

Coordinating Agency

- In collaboration with the BOCC, is responsible for the activation of the EOC, as may be necessary or desirable.
- Along with the EOC Team, is responsible for the readiness, activation and operation of the EOC during a major disaster or emergency.
- Establishes communications with the Policy Group and the County's emergency responders and other units of local, state and federal government, gathers data and information, determines immediate priorities, identifies and coordinates resources in responding to a major emergency or disaster.
- Notifies the State Emergency Coordination Center (SECC) in Helena upon activation of the EOC due to an emergency or disaster.

Cooperating Agencies

Policy Group

- The Policy Group, composed of the BOCC, Sanders County Law Enforcement, County Attorney and other key department heads/staff (as determined by the BOCC, based on the type of the emergency) and chaired by the chairman of the BOCC oversees the

emergency management response to a major emergency or disaster, providing policy guidance and direction and declaring a State of Emergency, as necessary.

- During the operation of the EOC, a member of the BOCC may be designated to serve as a representative of the Policy Group by the BOCC chairman, to work at the EOC as a liaison with the EOC Team, when deemed desirable or necessary.
- This Policy Group Liaison should keep the Policy Group informed and call for a meeting of the group, as needed.
- The Policy Group Liaison has the responsibility for establishing and maintaining communications with elected officials at the local, county, state and federal level.

EOC Team

The EOC Manager is assisted by the EOC Team, a core group made up of the representatives of departments and agencies that would be involved in most emergency management responses (Law Enforcement, Roads, Fire, Red Cross, etc.). Personnel assigned to ICS Command and General Staff positions as members of the EOC Team, along with the EOC Manager/IC, form the management staff for the EOC. The overall EOC Team is comprised of the following support staff, in addition to the management staff described above. The EOC Manager is responsible for ensuring that all positions are staffed, including management positions, once necessary staffing levels have been determined.

- *Administrative Support* - The basic administrative support for the EOC should be provided by the Law Enforcement Department and supplemented by trained members of other county departments. All should work under the direction of the EOC Manager. This basic support should include ensuring that the EOC has the necessary office supplies and equipment at all times, including available staff to serve as call takers and status board/message recorders.

- *Communications Support* - Communications support consists of maintenance of the current system and an emergency backup system. The EOC Manager is responsible for maintaining the public safety radio system of the EOC. The Amateur Radio Emergency Services group should provide a backup system, utilizing amateur radio frequencies if needed. They should also serve as radio operators for the EOC radio room and/or a mobile EOC.

- *Security* - Establishing security posts is the responsibility of the EOC Manager and would be assigned by Sanders County Law Enforcement, when requested.

- *American Red Cross* - In accordance with the existing interagency agreement, the American Red Cross would provide a representative to work with the Sanders County EOC in meeting local government requests for emergency sheltering and feeding for the public. The Red Cross may also provide disaster assessment assistance.

- *Liaison* - Depending on the emergency situation, cities and/or utilities may assign a representative to work in the Sanders County EOC for liaison purposes. The person assigned would work with their functional coordinator counterpart. Sanders County also assigns liaisons to city EOC's, as dictated by the needs. The larger the disaster, the more critical to have appropriate liaison representatives to assist in coordination and communications.

7.0 ADMINISTRATION AND SUPPORT

- *Reports and Records* - The use of reports varies according to the type of emergency being handled.
  - Staffing Record – ICS forms 207, 203, 204 or 211 may be used for chronicling those persons assigned tasks within the EOC.
  - Messages - All requests for assistance and all general messages should be handled using ICS 213 or a local form.
  - Initial Disaster Report - This short report is designed to provide State officials with basic information about an emergency situation using form ICS 209.
  - Operational Situation Report – Form ICS 209 is completed daily and forwarded to the State to keep officials informed about the current status of operations.
  - Unit Logs - A record of major events during EOC operations is compiled by all EOC sectional chiefs using form ICS 214.
  - Security Log - The security personnel at the entrance maintain a record of all persons entering and leaving the EOC using form ICS 211 or a local form.
  - Other Reports and Forms - Additional operational report forms can be found in several of the ESF annexes. *Job Action Sheets* are used for the major functional assignments within the EOC.
- *Security* - All persons entering the EOC are required to check in at the Security Desk located at the main entrance. They should be issued a pass to be worn while in the EOC and to be returned when leaving the premises.
- *Media* - Media personnel are allowed entrance into the EOC in small groups, accompanied by the Public Information Officer or other personnel so designated. Scheduled news conferences should be held at regular intervals.

8.0 REFERENCES

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http://www.co.lewis-clark.mt.us/uploads/media/EOC_Operation_Guide_01.pdf

Sanders County, Montana. (March, 1998). Emergency Operations Plan.

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9.0 ATTACHMENTS

The following may be included with the EOC Activation Annex as attachments:

- *List Here When Identified.* Examples: ICS Forms: 203, 204, 207, 209, 211, 213, 214

SANDERS COUNTY EMERGENCY OPERATIONS PLAN
EVACUATION SUPPORT ANNEX

Approval Signature – Evacuation Support Annex	
The undersigned have hereby reviewed and approved the Evacuation Support Annex of the County Emergency Operations Plan	
Gene Arnold	12-28-10
Sanders County Sheriff	Date
William D Naegeli	12-28-10
Sanders County OEM	Date

EVACUATION SUPPORT ANNEX

Coordinating Agency

- Sanders County Sheriff and Law Enforcement

Cooperating Agencies

- Sanders County Public Information Officer
- Sanders County Office of Emergency Management
- Lake County Office of Emergency Management
- Lake County Sheriff and Law Enforcement
- CSKT Disaster and Emergency Services
- CSKT Law and Order
- Montana Disaster and Emergency Services
- Montana Department of Public Health and Human Services
- Local Police and Fire Departments
- School Districts
- American Red Cross
- Other Volunteer Organizations

1.0 INTRODUCTION

1.1 Purpose

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

1.2 Scope

Several emergency situations may require evacuation of all or part of Sanders County. Small-scale, localized evacuations may be needed as a result of a hazardous materials incident, major fire, or other incident. Large-scale evacuation may be needed in the event of a county-wide disaster. The basic approach to evacuation is the same regardless of the type of threat. The use of in-place sheltering is also considered a part of the evacuation process and is outlined in this annex.

2.0 POLICIES

- Before ordering an evacuation, the Incident Commander will consider in place sheltering as an alternative.

- When time allows, all evacuation orders will be coordinated with the Board of County Commissioners or Chief Elected Officials of the affected jurisdiction before they are released to the public.
- Officials shall monitor the progress of the evacuation, so any impediments to the evacuation can be recognized and contingency options implemented.
- Vehicles experiencing mechanical problems during the evacuation will be moved off the roads.

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

- There are a wide variety of emergency situations that might require an evacuation of all or part of the reservation.
- An evacuation may require substantial physical resources for transportation, communication and traffic control. Available public and private resources have been identified.
- Large-scale disasters may necessitate the rapid evacuation of nursing/rest homes and non-ambulatory populations.

3.2 Planning Assumptions

- Evacuation of the affected area may be the most effective means of safeguarding lives.
- Major ground transportation infrastructure within Sanders County will remain largely intact following an incident.
- It is assumed that the public will receive and understand official information related to evacuation. Most of the public will act in its own interest and evacuate dangerous areas when advised to do so by local government authorities. Some individuals, however, may refuse to evacuate.
- While some disaster events are slow-moving, providing ample reaction time, the worst case assumption is that there will be little or no warning of the need to evacuate.
- The decision to evacuate could occur day or night, and there could be little control over the start time.
- There would not normally be time to obtain manpower support from outside resources. Local government resources could be severely stressed.
- Many evacuees may seek shelter with relatives or friends rather than use designated shelter facilities.
- Reception areas may not be fully set up to handle the evacuees.
- Most evacuees will use private transportation means. However, transportation may need to be provided for some evacuees.
- Individuals and families may be deprived of food, clothing, shelter and medical services. Families may become separated and unable to locate each other. Individuals may have serious personal or psychological problems requiring specialized social services.

- Stranded evacuees will be picked up by other evacuating vehicles, or by emergency response personnel.
- The need to evacuate or shelter emergency/disaster victims may vary from only a few persons/families to a mass evacuation.
- Shelter facilities and food will need to be provided for evacuees. The Red Cross and the Salvation Army may be contacted to provide shelter facilities and food.

4.0 NOTIFICATIONS

The Sanders County Office of Emergency Management (OEM) will normally advise the public, through the Public Information Officer (PIO), to evacuate a hazard area. This usually involves utilizing the broadcast and print media, the Emergency Alert System (EAS), and the NOAA Weather Radio to keep the general public informed on the evacuation activities and the actions that they should take. Persons to be evacuated should be given as much warning time as possible.

- *Pre-evacuation Warning:* On slow-moving events, pre-evacuation notice should be given to affected residents if it appears that hazardous conditions may warrant such action. Residents should be advised that they might have to evacuate on thirty- (30) minutes notice or less.
- *Evacuation Warning:* All warning modes will be utilized to direct the affected population to evacuate. Wherever possible, the warning should be given on a direct basis as well as through the media. The use of law enforcement and fire emergency vehicles moving through the affected area with sirens and public address is usually effective. However, if used, this procedure should be communicated to the public in advance so as to preclude public confusion concerning the use of these vehicles. When used, vehicles should be employed in pairs. The first will get the attention of the people; the second will deliver the evacuation message. Door-to-door notification should be considered, particularly in sparsely populated areas. Residential and health care institutions will be notified directly by the EOC or on-scene authorities. Law enforcement personnel will sweep the evacuated area to ensure all persons have been advised and have responded. Persons who refuse to follow evacuation instructions will be left alone until all who are willing to leave have been provided for; then, time permitting, further efforts will be made to persuade those who chose not to evacuate.
- *Emergency Public Information:* The PIO will ensure that evacuation information is disseminated to the media on a timely basis. Instructions to the public such as traffic routes to be allowed, location of temporary reception centers as well as situation updates will be issued as that information becomes available.

5.0 CONCEPT OF OPERATIONS

Citizens evacuation and shelter-in-place is the capability to prepare for, promote communication of, and immediately execute the safe and effective sheltering-in-place of an at-risk population

(and companion animals), and/or the organized and managed evacuation of the at-risk population (and companion animals) to areas of safe refuge in response to a potentially or actually dangerous environment. In addition, this capability involves the safe reentry of the population where feasible.

5.1 General

- There are several factors that must be considered when planning for evacuation. Among these are the characteristics of the hazard itself. Magnitude, intensity, spread of onset, and duration are all significant elements. These should determine the number of people to be evacuated and the time and distance of travel necessary to provide safety.
- Other important facets are the availability of evacuation routes, their capacities, and their vulnerability to the hazard. Mode of transportation is also significant and provision must be made for those people unable to supply their own transportation.
- There are a wide variety of emergency situations that might require an evacuation of portions of the local area. Limited evacuation of specific geographic areas might be needed as a result of a hazardous materials transportation accident, major wildfire, natural gas leak, or localized flash flooding. Large-scale evacuation could be required in the event of a major hazardous materials spill, extensive flooding, dam failure, or terrorist attack with chemical agent.
- For emergencies that take place within a single municipality and do not overtax the municipal emergency responders, the evacuations should be handled by that community. The County becomes involved when the scope or severity is so great to require greater assistance and coordination, when the event becomes multi-jurisdiction, or when the municipalities request assistance from the Sanders County OEM office.
- Regional evacuations with advance warnings may be required for very large-scale wildland fires. Wildfires will mostly likely have multiple hours of advanced warning for evacuations. Municipal officers have the authority to order evacuations within their communities; however, they must coordinate their order with Sanders County OEM.

Organization

- The Incident Commander normally determines the need for evacuations in the immediate vicinity of the incident site.
- The County EOC should coordinate the evacuation efforts with the Incident Commander.
- The Incident Commander should control all access to the evacuated area using fire departments, law enforcement, and public works personnel.
- Sanders County OEM coordinates operations beyond the incident site, such as arranging for the activation of shelter and mass care facilities, and advising the Board of County Commissioners and Chief Elected Officials of the affected jurisdiction(s) of the evacuation.

Authority

- The ultimate responsibility for ordering an evacuation rests with local government. The following have the authority to order an evacuation during an emergency:
  - Board of County Commissioners and/or Chief Elected Officials
  - Incident Commander
- According to federal law, no one has the legal authority to force citizens to evacuate their homes against their will, unless they are obstructing emergency operations. Officials can, however, enforce an evacuation of public facilities, or places of business. In addition, law enforcement officers may arrest or take into protective custody persons who have violated an established perimeter, or who interfere with responders.

Evacuation Area Definition

- Areas to be evacuated should be determined by those officials (generally the Incident Commander) with the authority to recommend evacuation based on the advise 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.
- The hazard situation, which 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.

Evacuation Area Security

- The Incident Commander through local law enforcement, establishes an inside and outside security perimeter, and provides criteria for access to them.
- Security of the inner perimeter shall be the responsibility of the jurisdictional law enforcement agency.
- Security of the outer perimeter is maintained by the Sanders County Sheriff's Office. The outer perimeter allows for the potential escalation of the hazard, thus providing an ample margin of safety for emergency personnel.

Shelter-in- Place

- This option should always be considered and evaluated in lieu of evacuation. In cases of limited release of hazardous materials of relatively short duration (due to strong winds, for example), Shelter-in-Place is preferable and just as effective a protection measure as evacuation.

5.2 Evacuation Procedures

Moving of Evacuees

- The jurisdictional law enforcement agency, in coordination with Incident Command, designates the evacuation routes to be taken. This agency establishes traffic control points along these routes to assist evacuees and to maintain a continuous flow of traffic toward reception centers and shelters.
- Vehicles having mechanical problems during an evacuation should be moved to the side of the road and law enforcement organizations providing movement control on the routes should transport stranded evacuees.
- Private vehicles and school buses are the primary means of transportation for the general public. Hospital and nursing home residents may need to be transported in ambulances and handicapped assessable buses. Detention center inmates should be transported by secure vans.

Animals Affected by Evacuation

- Evacuees who go to the homes of relatives or friends or commercial accommodations with their pets do not normally 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 have indicated that some people, particularly the elderly, may not leave their homes if they cannot take their pets with them.
- When people have left pets behind during evacuations, emergency responders have sometimes had to return to the evacuated area to round up and remove those pets and other animals. Hence, it is desirable to make reasonable arrangements for evacuees who come to public shelters with pets.
- Depending on the situation and availability of facilities, one or more of the following approaches should be used to handle evacuees arriving with pets:
  - Providing pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.
  - Setting up temporary pet shelters.

Evacuation Refusal

- No public safety official has the legal right to impose a mandatory evacuation order on citizens in their own homes. Citizens should be informed of the need to leave a hazardous area, and the possible consequences of not leaving. Citizens who obstruct the evacuation process may be arrested.
- If they do not intend to leave, ask if they understand the possible dangers if they stay, document the time, address, and number of people remaining. Mark the residence in a conspicuous place to indicate that contact has been made.

Essential Workers

- In cooperation with municipal and local government and private industry, Sanders County OEM should determine the critical industries/organizations in the county and the critical workers necessary to provide services during an emergency.
- Sanders County OEM should list these industries and workers and prepare security passes for their use to gain access to an evacuated area.
- Transportation for essential workers to and from the risk area(s) may be provided by their respective organizations. Should additional transportation be required, requests should be made through the EOC or through the Incident Commander, if the EOC is not activated.

5.3 Return of Evacuees

- Return of evacuees to their homes or businesses in evacuated areas requires the same consideration, coordination, and control as the original evacuation. For limited incidents, the Incident Commander will normally make the decision to return evacuees and disseminate it as appropriate. For large-scale evacuations, that decision will normally be made by the EOC, based on recommendation from the Incident Commanders, and disseminated through the media. The order to return should be coordinated with the Board of County Commissioners and Chief Elected Officials of the affected jurisdiction.
- The following conditions should prevail in the evacuated area before evacuees are authorized to return:
  - The threat that caused the evacuation has been resolved.
  - Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
  - 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 have yet been fully restored. Coordination with utility providers for resumption of services should continue.
  - Structures have been inspected and determined to be safe to reoccupy.
  - For return and re-entry, it may be necessary to provide transportation for those who lack vehicles and traffic control on return routes.
  - Public information intended for returnees should address such issues as: designate return routes, documenting damage for insurance purposes, caution in reactivating utilities and damaged appliances, cleanup instructions, and removal and disposal of debris.

5.4 Phases of Emergency Management

Preparedness

- Develop and maintain Standard Operating Procedures (SOPs) to include a recall roster for the Board of County Commissioners, Department heads, and essential and/or off-duty personnel.
- Develop and implement training programs for staff involved in evacuation/shelter-in-place implementation.
- Identify potential shelter and feeding sites and develop procedures for activating and operating shelters for use in mass evacuations, including establishing written agreements with schools, community centers and churches.
- Plan evacuation routes, taking into account traffic capacities and likely road conditions.
- Develop evacuation procedures for populations and locations at risk and institutions that should begin evacuations early (e.g. hospitals, nursing homes, correctional facilities).
- Develop and distribute public education materials on evacuation/shelter-in-place preparation, plans, and procedures.
- Participate in citizen preparedness activities so public information on evacuation/shelter-in-place preparation and processes is effectively communicated.
- Develop implementation programs to train local citizens on evacuation, reentry and shelter-in-place processes.
- Participate in establishment of public information announcements to be issued as part of evacuation/shelter-in-place orders.
- Develop and implement plans and procedures to identify in advance populations requiring assistance during evacuation/shelter-in-place.
- Establish registry of populations requiring assistance during evacuation/sheltering-in-place.
- Develop and implement procedures to identify and arrange fro transportation to accommodate immobilized individuals or others requiring special assistance during transport.
- Develop plans and procedures for identifying during an incident those populations requiring assistance with evacuation, including identification of type of assistance required.
- Establish processes so that immobilized and other individuals that require special assistance can be moved to collection points for evacuation.
- Establish processes for identifying the collecting individuals who do not go to collection points.
- Pre-identify evacuee collection points and staging/reception areas (for immediate sheltering/processing).
- Pre-arrange contracts and agreements for provision of transportation vehicle and drivers during an incident.
- Identify and arrange for the staging and use of resources from outside the planning area.

- Develop plans and procedures for coordinating with other agencies to meet basic needs during evacuation.
- Develop agreements with neighboring areas regarding the movement and receipt of evacuees from the affected areas.
- Develop plans and procedures for evacuation/shelter-in-place companion animals.

Response

- Determine the need to evacuate, the scope of the evacuation, the ability to conduct the evacuation with available resources and the coordination with agencies responsible for evacuation planning for the affected area.
- Advise citizens to evacuate when necessary.
- Provide routes for evacuees from cities or other counties passing through to pre-designated relocation areas (may need to be a coordinated effort with local and state agencies).
- Provide traffic and perimeter control, as needed.
- Coordinate transportation needs for special needs population groups and emergency goods and services through area schools, churches, community centers and other organizations with transportation assets.
- Keep the public informed about emergency conditions and other vital information.
- Maintain security in evacuated areas during evacuation time.
- Establish evacuation staging/reception area.
- Provide, in coordination with medical care, access to medical services for evacuated individuals in staging/reception area.
- Coordinate special care requirements for unaccompanied children, the aged, the handicapped and others requiring special consideration.
- Provide information regarding evacuation staging area location.
- Provide voluntary registration/tracking system for general population to support reunification.
- Monitor evacuation traffic to identify those no longer able to self-evacuate and requiring specialized assistance.
- Provide a representative to coordinate operations from the EOC, when activated.

Recovery

- Initiate return and provide traffic control.
- Monitor evacuation routes and progress.
- Conduct public information activities.
- Coordinate with local, state and federal agencies in damage assessment and cost recover activities.
- Promote that necessary communication activities are accomplished to inform the public of disaster and evacuation recovery activities.
- Conduct a post event debriefing, evaluating the evacuation process.

- Coordinate return of evacuees and maintain security where access is not allowed.
- Coordinate Individual and Public Assistance Programs (see ESF-6).

Mitigation

- Identify areas potentially in need of evacuation (i.e., floodplains, areas near hazardous materials, etc.).
- Discourage development in hazard zones, particularly residential development.
- Develop a public information program to increase citizen awareness of reasons for possible evacuation, routes to travel, availability of transportation, reception locations, appropriate food, clothing and other essential items to pack when evacuating, etc.
- Provide training to personnel on evacuation procedures and working as a member of an evacuation team.

5.0 ROLES & RESPONSIBILITIES

Coordinating Agency/Incident Command

- Decide which areas should be evacuated and which reception area(s) should be used to receive and care for the evacuees.
- Identify number of potential evacuees to include the number of people requiring transportation to reception areas.
- Advise citizens to evacuate, when appropriate.
- Make available emergency public information and press releases to the media on what areas are being evacuated and what areas are being used as reception areas.
- Coordinate evacuation efforts with affected local governments as well as with the selected reception area governments.
- Direct the relocation of essential resources (personnel, equipment, supplies) to reception area(s).

Cooperating Agencies

- Activate the EOC to provide coordination and resource support, if required or requested.
- Initiate the evacuation and notify public officials as soon as possible.
- Prepare public information releases for local EAS messages to advise residents of affected areas and actions to be taken including: evacuation routes, pick-up points for those without transportation, reception center locations, sheltering information, and other details related to the emergency.
- With input from on-scene personnel, determine and mark evacuation routes, safety perimeters, transportation pick-up points, reception areas, and shelters on EOC maps.
- Identify additional transportation resources.
- Provide traffic control and security of the evacuated area.

- Supervise and conduct mobile public address system and door-to-door alert and warning.
- Designate neighborhood congregation points for evacuees who need transportation to reception areas or shelters. Notify Incident Command of persons who need assistance in leaving their homes.
- Promote that damage assessment and major events should be recorded.
- Provide equipment and personnel to relocate essential resources (i.e., personnel, critical supplies and equipment) to shelter/reception areas and evacuation routes.
- Assist in planning the scheduled evacuation of hospitals and nursing homes in the event of a threat to these institutions.
- Activate shelters within the reservation, and as needed, coordinate with the emergency management offices in adjacent counties for sheltering assistance.
- Document and track resources assigned to the evacuation effort, including personnel, vehicles, and facilities.
- Upon request, provide a representative to the EOC to coordinate shelter and feeding operations.
- Coordinate with the school district, pastors of churches, and managers/owners of private buildings that are to be used as lodging and/or feeding facilities, to acquire their permission and to have the facility open and ready to receive evacuees.
- Procure additional personnel needed to support shelter operations. Provide transportation for essential workers as necessary.
- Coordinate with other disaster relief agencies for the procurement of food and other supplies for the evacuees, as necessary.
- Coordinate special care requirements for unaccompanied children, the aged, the handicapped and other requiring special considerations.
- Compile records of evacuees in shelter facilities and provide list to the EOC.
- Compile list of missing persons reported by evacuees in their facilities and provide list to the EOC at the earliest possible time. Coordinate family reunification.
- Coordinate clothing, health services, etc., with other local volunteer organizations.
- Document fiscal resources dedicated to the evacuation effort.
- Provide training to personnel on disaster response and shelter management procedures.
- Coordinate Individual Assistance Programs.

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8.0 ATTACHMENTS

The following may be included with the Evacuation Annex as attachments:

- *List Here When Identified*

SANDERS COUNTY EMERGENCY OPERATIONS PLAN
MASS FATALITY & MASS CASUALTY SUPPORT ANNEX

Approval Signature – Mass Fatality & Mass Casualty Support Annex	
The undersigned have hereby reviewed and approved the Mass Fatality & Mass Casualty Support Annex of the County Emergency Operations Plan	
Sanders County Law Enforcement	Date 12-28-10
Sanders County OEM	Date 12-28-10

MASS FATALITY & MASS CASUALTY SUPPORT ANNEX

Coordinating Agency

- Sanders County Law Enforcement

Cooperating Agencies

- Municipal Fire Departments
- Sanders County Coroner's Office
- Sanders County Office of Emergency Management
- Sanders County Health Department
- Local Hospitals
- Local Funeral Homes
- State Medical Examiner
- Volunteer/Private Ambulance Services
- School District
- American Red Cross
- Montana Department of Public Health and Human Services
- Montana Disaster and Emergency Services

1.0 PURPOSE

The purpose of this annex is to provide guidance and a framework for Sanders County's response to a casualty producing event where 10 or more victims require hospital medical care or mortuary services and/or the number of casualties is likely to exceed local hospital medical surge and/or Coroner's Office capacity. This annex also provides for a coordinated effort between primary and support agencies responsible for providing mass casualty services and resources during both small scale emergencies and/or catastrophic disasters.

2.0 POLICIES

- Requests for mass casualty assistance should be made through the Sanders County Office of Emergency Management (OEM) or EOC if activated. Requests for emergency aide by other jurisdictions will be considered, based on the availability of resources.
- The Sanders County Coroner shall be notified in the event of a mass fatality incident to coordinate removal and transfer of human remains.
- Whenever response and recovery requirements exceed County capabilities, requests for assistance or support will be forwarded to county, state, federal and/or military agencies.

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

A mass casualty incident is defined as any emergency in which the total number of patients from a single incident, or a combination of incidents exceeds the capabilities of the local emergency response agency. A mass casualty incident is generally an event having 10 or more casualties all requiring immediate triage and treatment. Although the term “casualty” can mean both living and deceased victims, the term mass fatality incident is sometimes used as well, particularly in events with no or few survivors.

3.2 Planning Assumptions

- There will be little or no warning for a mass casualty incident; a mass casualty incident could occur at any time day or night.
- There would not normally be time to obtain manpower support from outside resources immediately. Local government resources could be severely stressed.
- Local hospital surge capacity may be exceeded during a major disaster or catastrophic incident.
- A mass casualty incident may require the use of mutual aid agreements and a declaration of emergency to obtain the support necessary to handle the situation.
- State and federal medical aid will be required for mass casualty incidents associated with major disasters where there is damage to critical facility and transportation infrastructure.
- Major disasters will likely result in shortages of critical medical resources either from supply chain disruption and/or higher utilization rate that exceeds on-hand supplies.
- Major disasters where there is significant structural damage will likely restrict first response operations for mass casualty incidents.
- Weather conditions may encumber mass casualty response and increase the overall number of casualties / fatalities.
- Damage to the natural gas and electrical supply system will likely impact the local hospitals’ operational capabilities.
- A mass casualty incident may or may not be caused by criminal activity; however, all mass casualty/mass fatality scenes should be handled as crime scenes to facilitate the identification of victims and to aid in determining the cause of the incident. Exceptions may be made in the case of natural disasters.
- Because of the time involved in making positive identification of the victims, bodies may require appropriate storage for days or even weeks.
- Activation of the Sanders County Emergency Operations Center (EOC) will depend upon the scope of the accident/incident and the need for outside assistance.

4.0 NOTIFICATIONS

- Sanders County E-911 Dispatch shall be the single point of notification for mass casualty/mass fatality incidents.
- Any individual, department or agency becoming aware of a mass casualty/mass fatality incident shall immediately notify E-911 Dispatch for activation of appropriate response personnel including the Sanders County Health Department and Coroner's Office. The Incident Commander will ensure that the appropriate state agency is notified.
- The Emergency Operations Center (EOC) will be activated, as necessary, to support the Incident Commander.

5.0 CONCEPT OF OPERATIONS

5.1 General

- When a mass casualty incident occurs in Sanders County, emergency responders will take appropriate action to save lives, secure the scene, and assure prompt notification of the necessary response agencies.
- Care should be taken to limit disturbance of the scene to those activities critical to the removal of living victims for transport to medical facilities. Once viable patients are removed, no action should be taken on remains or personal effects until the Coroner's arrival.
- Depending on the nature of the incident, the initial Incident Commander may be a law enforcement or fire official. Command may transition to Unified Command upon the arrival of Emergency Medical Services (EMS) as appropriate to the situation. The Coroner may assume command of the incident once all life saving activities have been accomplished, survivors removed, and on-site hazards stabilized.
- Based on the scope of the situation, a local emergency may be declared. This would put disaster laws and emergency measures into effect, thus enhancing the response and recovery effort. A request for state and federal resources may also be submitted if needed to secure additional/specialized assistance.
- Depending on the scope of the incident and the length of time necessary to complete emergency response and recovery operations, a rest/recovery area for response personnel should be established. This area should be separate from the staging area and accident scene when possible.
- In a disaster situation, identification of the dead is a critical issue; accordingly, remains must be treated with respect and dignity. Upon notification of the number of fatalities involved, the Coroner's Office should determine if it is necessary to establish a temporary facility.

5.2 Direction & Control

- The first emergency responder on scene should take command of the incident until relieved by an appropriate authority. Typically, a senior fire officer would be the Incident Commander during lifesaving and fire suppression or containment operations.
- The Incident Commander should establish an Incident Command Post (ICP) as soon as possible and make sure the location of the ICP is disseminated to all responders. Other ICS positions and sections should be staffed as needed to maintain a manageable span of control.
- The County Coroner will supervise/authorize the removal of obviously dead victims. Emergency responders should not remove personal articles from the victims or from elsewhere at the scene (even for "safe keeping") until properly documented and accounted for.

5.3 Search & Recovery Operations

- Once all life-saving actions are completed, the tempo of operations may slow. Evidence preservation and collection becomes paramount, and the urgency to accomplish other tasks becomes secondary.
- Responders should not move or touch remains without direction or approval by the Coroner/Medical Examiner.
- The use of a numbering system for initial identification of victims is suggested, even if the identify of the victim(s) is known.
- Dismembered bodies should not be re-associated without the assistance of forensic pathologists or anthropologists on scene.
- Personal effects obviously related to a decedent (i.e. jewelry, wallets) should be tagged with a number corresponding to the decedent, photographed in place with the number visible, and removed with the body to the Transport Area.
- The extent and type of the incident should determine the best method for identifying the location of bodies, body parts, and personal effects. Gridding and Global Positioning System (GPS) technology are two possible means of documentation.
- The Coroner or a designated representative should coordinate the transportation of remains from the incident scene to the morgue.
- A Transport Area needs to be established at the scene to allow for the efficient loading of victims into vehicles for transport to the designated facility.
- The Incident Commander should designate a Transport Group Supervisor to coordinate the transportation of victims.
- The transfer of remains from the scene to the morgue should be conducted discreetly and respectfully, using "closed" vehicles whenever possible.
- Work and rest schedules for crews need to be established based on the working conditions. An area needs to be established where crews can go during their rest cycles.
- An Assembly Area needs to be established for the briefing/debriefing of recovery teams.

- A Decontamination Area, staffed by trained personnel, may be needed for the decontamination of recovery workers, equipment, and other items as identified by the Incident Commander and local health officials.

5.4 Mortuary Operations

- During a mass-fatality incident, a centrally located Incident Morgue should be identified and established as the location where victims are identified, cause of death is determined, property is identified and secured, and disposition decisions are made.
- Depending on the number of fatalities, the Incident Morgue may be established at an existing morgue or in a temporary morgue established specifically for the incident.
- Local funeral homes and other private funeral service providers may be able to provide temporary holding facilities until the victims can be transferred to the Incident Morgue.
- Refrigerated trucks may be required to serve as temporary cold storage facilities at the Incident Morgue location.
- Security and access control needs to be established at the Incident Morgue and any other locations used for the temporary storage of remains to limit entry to authorized personnel only.
- The security detail at the Incident Morgue and/or temporary storage locations should include clergy or crisis counselors who can intervene if family members of incident victims try to enter the site.
- The Morgue Reception Area is the location within the Incident Morgue where bodies being transferred from the scene are delivered and processed into the facility.
- The identification process starts after the remains are removed from the scene of a mass-fatality incident.
- Bodies should not be released until the Coroner/Medical Examiner is certain of positive identification. All identification data is recorded and studied along with the report of data from survivors that is compared with examination data.
- In situations when unidentified remains exist, the Coroner should decide and provide direction regarding their disposition.
- Upon positive identification of the remains, the family or next of kin should be contacted.
- The Coroner should coordinate the release of the remains and personal effects to the next of kin or their representative.
- Where embalming or preparation of the remains is authorized, a Disposition Group should coordinate planning for later transportation of the remains to the family's designated funeral home, cemetery, or other destination.

5.5 Family Assistance Center

- A designated location for families to gather should be established as a Family Assistance Center in an area that is away from the scene.
- Personnel at traffic control points and perimeter security need to know where to direct family members trying to get to the scene.

- The needs of family members must be considered. Care must be taken to assure that their privacy is protected and that they are kept abreast of the situation with information on their loved one(s) provided as soon as it is available.
- The Red Cross has been designated by the federal government to assist in times of aviation emergencies. In mass casualty incidents resulting from other causes, local government must be prepared to activate and staff the Family Assistance Center.

5.6 Phases of Emergency Management

Preparedness

- Develop procedures for notification, activation and management of the Mass Casualty/Mass Fatality Annex.
- Develop Standard Operating Procedures (SOPs) for performance during an incident response.
- Develop inventory and resources necessary for rapid acquisition of emergency mortuary supplies and personnel.
- Maintain a resource list of municipal facilities designated as suitable for mass casualty operations during an emergency or disaster.
- Train personnel and exercise the Mass Casualty/Mass Fatality Annex.

Response

- Determine the nature and extent of the mass fatality event.
- Notify and coordinate support agencies and organizations involved in the response to a mass fatality incident.
- Requests for assistance in the form of mutual aid may be referred from ESF-8 (Public Health and Medical Services).
- Facilitate the collaboration of county, tribal, regional and state officials to determine whether to request federal assistance.
- If needed, initiate support for decontamination of bodies.
- Establish staging area for body recovery and delivery to temporary morgues.
- Initiate assistance from law enforcement (ESF-13) to enable perimeter security and security for scene operations, evidence collection, and morgue security.
- Establish Family Assistance Center to support local operations and mobilize staff.
- Initiate counseling teams to provide psychological aid to fatality management workers and families of victims.
- Secure evidence/personal effects collection site.
- Provide appropriate information regarding the event to public information (ESF-15) to support family and media communications.
- Establish a unique numbering system for the tracking of all human remains.
- Establish additional morgue operations as needed.
- Mobilize volunteers to staff temporary morgue sites.

- Initiate system to support victim identification, including support for forensic identification from partners.
- Request information from law enforcement databases to aid the victim identification.
- Determine if final disposition needs may necessitate alternative interment or other means of disposition for the public's health, safety and welfare.

Recovery

- Reconstitute fatality management personnel and equipment.
- Document mass fatality management matters that may be needed for inclusion in agency briefings, situation reports and action plans.
- Reconstitute temporary morgue equipment.
- Reconstitute/decontaminate temporary morgue sites. Return to pre-disaster condition as nearly as possible.
- Coordinate that all remains and personal effects have been identified and returned to next-of kin as appropriate.
- Coordinate that death certificates have been issued in accordance with state regulations.
- In instances of floods, earthquakes or other emergencies which may disturb established gravesites, assist local responders in re-interment of bodies, caskets, etc.
- Provide for the release of information related to disaster-related deaths but limit information to those fatalities that have been officially confirmed by local government officials.
- Provide continued support to fatality management personnel on where and how to obtain medical, psychological and financial assistance.
- Revise plans to reflect changes in implementing programs and procedures, improvements in emergency management capabilities, corrections of deficiencies identified in exercises, etc.
- Participate in critiques and debriefings.
- Submit appropriate documentation necessary for reimbursement of emergency expenses.

Mitigation

- Evaluate and update existing Mass Casualty/Mass Fatality Annex, as necessary.
- Review mutual aid agreements for changes; establish mutual aid agreements where needed.
- Identify training and equipment needs.
- Evaluate additional temporary sites for identified needs and appropriateness in future response.
- Determine areas of equipment and staffing shortages for plan review.
- Identify gaps that prevented the rapid identification of victims and develop action plan to streamline the identification process.
- Conduct training and exercises incorporating improvements from action plan.

6.0 ROLES & RESPONSIBILITIES

Coordinating Agency

- Provide an organizational representative to the EOC when activated for a response.
- Maintain a list of municipal facilities suitable for mass casualty operations during an emergency or disaster.
- Coordinate with Incident Commander to confirm number of casualties and fatalities and to determine the scope of the mass casualty incident.
- Notify local area hospitals upon identification of a mass casualty incident.
- Coordinate requests for state and federal aid to support the incident.
- Coordinate with local agencies for staffing and resource support.

Cooperating Agencies

- Coordinate with local hospitals to determine current and expected medical surge capacity.
- Coordinate with local area hospitals and State Medical Examiner's Office to establish staging areas and temporary morgue facilities for mass fatality incidents that exceed or are expected to exceed local capacity.
- Coordinate public information and encourage requirements for special needs populations are addressed to include visual and hearing impaired and those requiring translation services.
- Maintain a current contact list of agencies that support alternate care sites with staffing and other resources.
- Coordinate with local clinics and private healthcare providers to monitor their capability to support the overall health care effort during a disaster or emergency.
- Assess the impact of mass casualty events on public health.
- Coordinate with local hospitals to identify and prioritize distribution of scarce medical resources during a declared emergency of disaster.
- Establish decontamination sites, as required.
- Coordinate with the EOC for the transfer of patients from local area hospitals to an alternate care site.
- Provide/coordinate activities, manpower, supplies and equipment from private mortuary services.
- Coordinate that the handling of human remains is conducted in a humane and lawful manner.
- Provide assistance in notification of victims' families.
- Coordinate pre-disaster planning and training with support agencies. Develop and implement SOP guidelines.
- Maintain a database of locally available medical resources.
- Provide a representative to the EOC to coordinate operations, as requested.
- Provide assistance in establishing a casualty tracking system program.
- Provide crisis counseling and mental health services for families of victims.

- Identify possible locations and facilities for the establishment of support centers for personnel working during the response and recovery stages of the disaster.
- Establish locations/facilities for support of survivors and victim's families.
- Coordinate special care requirements for unaccompanied children, the aged, the handicapped and other requiring special considerations.

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8.0 ATTACHMENTS

The following may be included with this Annex as attachments:

- *List Here When Identified*

SANDERS COUNTY EMERGENCY OPERATIONS PLAN
SPECIAL NEEDS SUPPORT ANNEX

Approval Signature – Special Needs Support Annex	
The undersigned have hereby reviewed and approved the Special Needs Support Annex of the County Emergency Operations Plan	
William D Nargeli	12-28-10
Sanders County OEM	Date

SPECIAL NEEDS SUPPORT ANNEX

Coordinating Agency

- Sanders County Office of Emergency Management

Cooperating Agencies

- American Red Cross
- Sanders County Law Enforcement and E-911 Center
- Sanders County Public Health Department
- Hospitals
- Emergency Medical Services
- Montana Volunteer Organizations Active in Disaster (VOAD)
- Montana Department of Public Health and Human Services
- Montana Disaster and Emergency Services

1.0 INTRODUCTION

1.1 Purpose

Persons with special physical or mental needs generally manage their lives competently and enjoy a full range of activities commensurate with their limitations. Emergencies, however, can create situations in which such individuals are at greater risk than the general population. The overall purpose of this annex is to provide a framework for supporting populations whose members may have additional needs before, during, and after an incident in functional areas including, but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include:

- Persons who have challenges due to disability, including, but not limited to: hearing or sight impairment, mobility impairment, mental or developmental disability, or any person declared by a medical doctor or government agency to be disabled.
- Minor children whose parents are not available to care for them.
- Aged citizens who need assistance moving about or with personal care.
- Indigent citizens who lack the basic resources to self-evacuate such as transportation, financial resources and temporary lodging arrangements.
- Persons with limited English proficiency.
- Jail inmates.
- Persons living in isolated groups or communities.
- Any person not able to access a typical shelter.

1.2 Scope

This annex is intended to encompass all public and private institutions housing or supervising Special Needs Populations as well as individuals with special needs living independently within Sanders County. However, the content contained herein is broad in scope and not intended to be all encompassing of the challenges in supporting response operations for Sanders County's Special Needs Population. It is recommended that institutions, service providers, and most of all, the individuals themselves, take responsibility for their own pre-disaster preparedness. Persons with special needs are encouraged to have individual plans for emergencies. The importance of individual preparedness cannot be overstated.

2.0 POLICIES

When emergencies threaten local populations, local response agencies will respond using all available resources. If necessary, the Sanders County Emergency Operations Center (EOC) will be activated to provide resource and information coordination support to Incident operations.

As appropriate, the EOC team will attempt to identify and coordinate assistance for any populations in the affected area(s) that may need help. This will be done through the use of the Incident Command System (ICS) organizational structure outlined for the EOC and in conjunction with on-scene Incident Commander(s).

3.0 SITUATION AND ASSUMPTIONS

Local government faces special challenges in identifying, locating and responding to the varied special needs associated with a significant number of the persons who reside in or visit Sanders County. The population is diverse, frequently changes and has many reasons for being reluctant or hesitant to identify themselves as having special needs.

Awareness and response to emergency situations commonly begins with recognition of its existence through direct observation or through organized public service announcements by radio, telephone, television, and loudspeaker or by being informed by a friend or family member. Conventional response usually involves special planning and/or positive action as necessary to accommodate the problem. A significant portion of the population cannot hear, or cannot see or are not fully mobile or able to comprehend the problem or suffer from some other disability and therefore must receive special consideration in times of emergency or crisis.

3.1 Situation

- Statistical estimates following Hurricane Katrina suggest that approximately 20 percent of a jurisdiction's population may be considered "special needs". These needs may render these populations especially vulnerable during a disaster.

- Special needs individuals who might need extra assistance during a disaster or emergency are widely-distributed across Sanders County. They may live independently, in community based/assisted living facilities, in long term care facilities, or may even be homeless.
- Some people may utilize service animals; therefore, accommodations for animals must be considered when working on evacuation planning and sheltering.
- The Sanders County Health Department and Montana Department of Public Health and Human Services (DPHHS) maintain lists of people who may provide assistance to special needs populations during an emergency. These lists include medical personnel, interpreters, mental health professionals, and pharmacists.
- There is no identified "emergency special needs shelter" currently available in Sanders County. Evacuees with special needs will either have to be managed at existing shelters, transported to assisted living/healthcare facilities, or seek refuge with family or friends.

3.2 Planning Assumptions

- The capabilities of public and private agencies to anticipate special needs will be less than perfect and/or complete. All responders and others involved in public safety planning and response must be aware that they may encounter persons having special needs and that they may have to act with initiative, creativity and, above all, with sensitivity to respond appropriately to those needs.
- Ordinary procedures routinely utilized by responders, care givers and emergency managers to delivery warnings and information may not suffice for those with special needs. Routine practices must therefore be adjusted accordingly.
- Community resources such as interpreters, health care personnel, and facility managers may make themselves available and provide assistance to members of the community having special needs.
- Some special needs individuals may not have the ability to self-evacuate from a threat area without assistance or due to lack of transportation and financial resources necessary for self-evacuation.
- Some members of the community will evacuate without or may be separated from their medical supplies or specialized equipment (wheelchairs, prescriptions, oxygen, etc.).
- Emergency incidents may threaten or affect special needs facilities such as child day care centers, institutions, assisted living facilities etc. These facilities may lack the resources to effectively evacuate without assistance.
- It is assumed that each special needs facility or agency has a current emergency action plan which includes procedures for evacuation and procurement of emergency transportation and patient care. It is also assumed that facilities take the initiative to train staff and residents and inform families as needed.
- Special needs facilities and service providers in the community maintain lists of their residents and clients in the community and will make this information available to

emergency response agencies during an emergency or disaster as needed and appropriate.

- Some of the special needs individuals in Sanders County that are not living in some type of care facility have family, friends, or neighbors that are aware of their situation and if unable to help them directly during an emergency, would notify authorities about the need for assistance.

4.0 CONCEPT OF OPERATIONS

4.1 General

- When emergencies threaten local populations, local response agencies should respond using all available resources. If necessary, the County EOC should be activated to provide resource and information coordination support to incident operations.
- As appropriate, the EOC team should attempt to identify and coordinate assistance for any populations in the affected areas(s) that may need help. This should be done through the use of the Incident Command System (ICS) organizational structure outlines for the EOC and in conjunction with on-scene Incident Commanders(s).
- Special Needs Populations will most likely be supported by ESF-6 and ESF-8 resources in the EOC. Local Special Needs providers should be contacted to provide an agency representative to the EOC for coordination assistance.
- Due to the critical care required for a Special Needs Shelter operation, such a shelter should be the last option for the public during an emergency incident. Appropriate options include:
  - Individual can go to the home of a family member, relative or qualified caregiver.
  - Individual can be transported to a hospital.
  - Individual can be transported to a skilled nursing facility, extended care facility, group home, day care facility, or other like facility with appropriate staff and management, or to another facility with available space.
- Private and non-government entities such as providers of mental health, developmental disabilities, and medical assistance may be requested through the EOC to assist and augment the ARC in the screening and management of shelters.
- In order to provide for proper care and protect the rights of residents, shelters may organize residents into three or more categories, including:
  - Residents in need of medical care;
  - Residents who are generally healthy and have no immediate need beyond customary mass care resources; and,
  - Minor children not presently in the custody of their parents (i.e., child day care center evacuees).
- In the event that residents of any care facility are evacuated to a shelter, staff of that facility should accompany their residents/charges and should bring appropriate resident documentation (i.e., medical charts, etc). Any documentation should be treated as

confidential, shared only with qualified medical personnel and must be kept with the person to whom it belongs.

- Under no circumstances should a person be denied admittance to a Special Needs Shelter unless that person:
  - Presents a significant threat to the safety or health of the shelter population, or
  - Fails to exhibit a qualifying special need beyond a reasonable doubt.
- The Sanders County Emergency Manager should facilitate the ongoing development of additional Special Needs planning and strategic development.

4.2 Communications

Communications is a critical factor throughout all phases of disaster and emergency planning and response, particularly when individuals possessing special needs are involved. And yet, traditional means of exchanging information, particularly as regards notification methods, are frequently not accessible to or usable by people with disabilities. Such a flow of information is crucial so that all citizens have the information necessary to make sound decisions and take appropriate, responsible action. Often using a combination of methods is more effective than relying on one method alone, such as combining visual and audible alerts, so that directions or notifications can reach a greater audience than either method would by itself. Emergency managers and responders should be sensitive and innovative.

4.3 Identification

There are common problems in the identification of disabled and elderly which emergency managers must appreciate. In a rural area of small population, most of those suffering from some form of impairment are known to the community in which they reside. New or seasonal persons may not be known by the community at large. Some special needs persons may avoid being identified as such because they fear heightened vulnerabilities to crime or they may fear social discrimination or threat to their employment if their disability is revealed. And some just do not want to accept their limitations.

Many of the persons having special needs may be involved in full or part-time institutional care. Clinics, hospitals, retirement homes and licensed care facilities form the core of the special needs population. However, many receive care in their own home or those of family and friends. Organizations such as “Meals on Wheels”, local churches, or senior citizen agencies may be of assistance here, as may the Public Health Department.

4.4 Preparedness

- Partner with independent living, consumer service, and advocacy organizations to extend outreach to individuals with disabilities to help them plan ahead for sheltering in place or evacuating from their home, school, workplace, or facility.
- Include members of the public and private sector (including local businesses) in the planning and outreach process, ensuring participation of potentially transportation-

dependent populations including older adults, persons with disabilities (including physical, visual, hearing, intellectual, psychiatric, learning, and cognitive disabilities), people living in group situations, and those without access to personal transportation.

- Utilize multiple means of communicating public information and education. Stress the message of personal preparedness through Public Service Announcements, outreach materials (brochures, magnets), and through special needs networks within the community.
- Conduct *Map Your Neighborhood* trainings.
- Pre-select accessible mass-care shelter sites so that individuals with mobility limitations are not misdirected to medical shelters unnecessarily and encourage shelter plans to outline how to obtain resources needed to support special needs shelter residents.
- Train shelter staff on screening evacuees to identify those that may have special needs and how to assist them.
- Establish mutual aid agreements and memorandums of understanding with local agencies and neighboring jurisdictions that can provide additional resources and assistance.
- Encourage systems be put in place to identify and validate the credentials of volunteers, particularly medical personnel, who volunteer their services during an incident.
- Plan for developing adequate IT network and database support to facilitate efficient identification and registration of evacuees as well as family reunification.
- Prepare public information message templates in languages known to be spoken in the community.

4.5 Response

- Request agency representatives report to the EOC.
- Encourage messages that provide specific information about transportation, evacuation, and shelter locations and any special instructions such as staging or pickup sites and reception areas.
- Encourage continuity of critical services.
- Provide support for those with special needs in the form of transportation, specialized equipment, medications, and medical supplies and care.
- Activate agency or facility emergency operations plans.
- Identify appropriate location for a Special Needs Shelter and facilitate its proper and timely activation or provide for special needs residents at existing shelters.
- Provide trained staff as appropriate at the shelter(s).
- Establish and maintain communications between shelters and the EOC to encourage support.
- Provide timely and accurate public information.
- Activate family reunification systems, like the ARC Safe and Well website http://www.montanaredcross.org/Register_as_Safe_and_Well.php) or the National Emergency Family Registration and Locator System (NEFRLS), as soon as possible.

4.6 Recovery

- Develop a Priority Facility Restoration List.
- Continue to utilize multiple means of communicating public information and education.
- Encourage the availability of mental and behavioral health professionals.
- Coordinate with ESF-14 for Individual Assistance.

4.7 Mitigation

- Coordinate with special needs facilities and providers.
- Conduct training and education.
- Conduct practice drills.
- Convey public information in multiple formats and languages.
- Form planning and response networks.
- Improve infrastructure.
- Evaluate shelter accessibility and usability for special needs populations.

5.0 ROLES & RESPONSIBILITIES

Special Needs support will most likely be coordinated through the EOC. Special Needs Population agency and support representatives in the EOC should be organized under the ICS Operations Section as either a stand-alone “Team” or as part of a functional group depending upon the needs of the incident.

5.1 Coordinating Agency

- Assist in identifying personnel and resources to support this annex.
- Keep this annex up-to-date.
- Maintain a list of Special Needs Providers, by name, address, telephone number, and if applicable special capabilities, that may assist with emergency operations, when needed.
- Work with ESF-6 and ESF-8 representatives to address the needs of these residents of Sanders County who have special needs and may require special assistance following an emergency/disaster.
- Coordinate the activation of cooperating agencies in support of emergency operations in the jurisdiction.
- Provide guidance on access to emergency response and recovery services for special needs citizens.
- Work with ESF-6 and ESF-8 representatives to identify locations of appropriate shelter sites and facilitate proper and timely activation of same.
- Request outside assistance to support this annex, when required.

5.2 Cooperating Agencies

American Red Cross

- Provide customary mass care resources.
- Request any additional resources as needed to effectively operate the shelter.
- Set up and operate screening procedures that allows for special needs triage and results in appropriate organization of residents.
- Conduct essential human services as described in ESF-6.
- Coordinate activities with other agencies tasked for shelter operations.
- Request adequate security to keep the peace, protect rights and safety of residents, and to facilitate release of shelter residents.
- Help facilitate family reunification.
- Identify the need for, and request professional mental health assistance and health services assistance within the shelter.
- Maintain communications with shelter staff.
- Maintain communications with EOC personnel. EOC staff should determine method of communications.
- Establish operating area for amateur radio, as needed.

Public Health Department

- The Public Health Department may support shelter operations by providing public health nurses (as available) to inspect shelters for sanitary conditions including food and water supplies, waste water and garbage disposal.
- Maintain language translation services resources.

Montana Department of Public Health and Human Services

- Support shelter operations, as needed, by assisting the ARC in coordinating medical care and resources for shelters.
- Assist ARC by coordinating for nursing staff for triage and medical care and monitoring.
- Coordinate other professional medical staff as necessary for effective medical screening and care, including physicians, as necessary.
- Assist in procurement of pharmacy needs.

Emergency Management (DES)

- Activate the Special Needs Population annex, based on real or perceived need or possible need. Activities include:
  - Notifying tasked agencies.
  - Coordinating with other agencies to determine appropriate Shelter location(s).
  - Activating the Transportation Annex (ESF-1).

  - Coordinating communications between shelter(s) and Emergency Operations Center (ESF-2).
  - Insure adequate security is provided for shelter location.
- Provide for alert and warning of persons located in the affected area.
- Serve as liaison between local jurisdictions and response agencies and the State for requesting resources when the capabilities of local response agencies are exceeded.
- Provide for information and resource management support as needed.

Emergency Medical Service (EMS)

- Provide basic life support services and emergency transportation from the shelter to hospitals.

Law Enforcement

- Fulfill tasks under Evacuation annex.
- Coordinate resources to support shelter security operations, as available.
- Provide transportation for arrested individuals from the shelter.
- Assure orderly intake operations for persons arriving at the shelter, insuring that everyone follows intake and triage procedures.

E- 911 Center

- Process 911 calls for service from persons requesting Special Needs assistance per internal policy.
- Provide 911 TTDY services (Interpretation Services for Hearing Impaired).

6.0 REFERENCES

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Sanders County, Montana. (March, 1998). Emergency Operations Plan.

7.0 ATTACHMENTS

- *List here when identified*

SANDERS COUNTY EMERGENCY OPERATIONS PLAN
VOLUNTEER & DONATIONS MANAGEMENT SUPPORT ANNEX

Approval Signature – Volunteer & Donations Management Support Annex	
The undersigned have hereby reviewed and approved the Volunteer & Donations Management Support Annex of the County Emergency Operations Plan	
William D Rangeli Sanders County OEM	12-28-10 Date

VOLUNTEER & DONATION MANAGEMENT SUPPORT ANNEX

Coordinating Agency

- Sanders County Office of Emergency Management

Cooperating Agencies

- Salvation Army
- Montana Voluntary Organizations Active is Disaster (VOAD)
- American Red Cross
- United Way
- Area Churches
- Amateur Radio Emergency Services
- Montana Department of Emergency Services (DES)
- Montana Department of Public Health and Human Services
- Other Non-Profit Organizations

1.0 INTRODUCTION

During emergencies, unplanned arrival of unsolicited donations and unaffiliated volunteers at a disaster site can jam distribution channels, overwhelm volunteer agencies, and hamper life-saving operations. The need to unload and sort goods into more manageable and deliverable units can compete with the personnel and resource demands of other emergency response activities. Careful planning for donations management should reduce or eliminate problems associated with unsolicited donations. In addition, the distribution of donated goods and the use of volunteers may necessitate cooperation with other county Emergency Support Function (ESF) Annexes.

1.1 Purpose

This Support Annex is designed to direct donated goods and services to designated staging areas away from the disaster site. This allows the goods to be sorted, organized, and eventually sent to the disaster site based upon specific criteria and priorities set by on-scene personnel who assess and provide for the unmet needs of disaster victims. This Support Annex also outlines the handling of spontaneous volunteers during a disaster.

1.2 Scope

Volunteer services and donated goods in this annex refer to unsolicited donations and unaffiliated volunteer services.

2.0 POLICIES

- The Sanders County Office of Emergency Management (OEM) will solicit donations to address specific unmet needs in coordination with volunteer organizations and the Sanders County Public Information Officer (PIO).
- Donations management activities will be activated by the Sanders County OEM Coordinator based upon the probability of unmet needs of disaster victims and will be deactivated based upon the diminished needs of disaster victims.
- The volunteer and donation management process must be organized and coordinated so that the citizens of Sanders County are able to take advantage of the appropriate types and amounts of donated goods and services in a manner that does not interfere with emergency operations.
- Sanders County must also ensure that volunteers are properly registered and accounted for, utilized in the safest manner possible, and that donated goods are received, accounted for and equitably dispersed and otherwise go through a proper disposal process.
- Persons offering to donate unsorted goods will be directed to charitable organizations of their choice.
- A Donations Management Coordinator will actively address donations management requirements in the EOC and at the site of the emergency.
- Shipments of donated goods from outside Sanders County must be coordinated through the Donations Management Coordinator in the EOC.
- Persons and organizations volunteering services are responsible for their own logistical support.
- A Volunteer Reception Center will be established to serve as the coordination point for unaffiliated volunteers, to develop partnerships with community and responding agencies, to identify volunteer opportunities, and to fill staffing needs.

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

- During an emergency situation in Sanders County, local resources and capabilities may become quickly exhausted. In many situations, volunteers and donated goods and services will become essential to the recovery process.
- Managing the established needs for donated goods and services for the surrounding communities and coordinating the receipt, sorting, prioritizing, and distribution is best accomplished at the Voluntary Organizations Active in Disasters (VOAD) level.
- Churches, fire stations, the Salvation Army, and other volunteer agencies may successfully serve as satellite collection points for donated goods and services to fulfill immediate needs in the County.

3.2 Planning Assumptions

- Volunteer Management and Donations will require significant attention immediately following the event. If not promptly and appropriately managed, attention to this activity will demand the diversion of resources away from service delivery.
- Persons not directly affected by an emergency/disaster are eager to render aid to disaster victims through donations of money, goods, and services.
- Local distribution sites should be reasonably convenient to the affected populations.
- Unless pre-planned for, adequate number of personnel to manage donated goods and services may not be available.
- Volunteer organizations such as the American Red Cross, Church groups, Salvation Army, United Way, and other locally established volunteer groups are the best-trained, enthusiastic, and appropriate organizations to support this annex.
- The timely release of information to the public regarding needs, and collection points is essential to the management of donated goods and services.
- The collection and distribution of donated goods and services must be matched with the established needs.
- Monetary donations, staple goods, and items specifically requested best serve the needs of victims.
- Donations of unsolicited, non-useful, and unwanted goods can be expected. These include loose, unsorted clothing, worn out items, and extremely perishable items.
- People unaffected by the disaster may seek to receive donated goods; and those affected may seek more than their fair share by various means.
- Some donors will seek to bypass the distribution system established by the County.
- An aggressive public information effort will expedite the collection and distribution of goods as well as limit an influx of unwanted goods.
- It is inevitable that there will be a surplus of some donated goods, which will require disposal.

4.0 NOTIFICATIONS

- Upon instructions to activate this Annex, the coordinating agency or designee will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstances.

5.0 CONCEPT OF OPERATIONS

5.1 General

- As the coordinating agency, Sanders County OEM should coordinate with the primary and support agencies to evaluate the needs of disaster victims and determine if all or portions of this Annex should be activated.

- Activation of this Annex is dependent on the type and level of assistance needed. In many cases the level of assistance needed may not necessitate activation, since some donation and volunteer needs during disasters may be handled by agencies as part of their normal disaster operations.
- When cash donations are offered or solicited, donors should be encouraged to contribute to a charitable organization. Cash donations are not accepted through the Sanders County OEM or the EOC.
- Any time that the Annex is activated, in whole or part, close coordination with the Public Information Officer (PIO) is essential so donation needs, information on the availability of donated goods and pertinent information on the donations and volunteer management program is provided to the media for dissemination to the public.
- Volunteers may be requested to staff telephones at the Sanders County OEM office for the purpose of providing information on acceptable and needed donations. This information should include, but not be limited to, location of drop off points and times open, items needed, how to donate money, location of volunteer reception centers, etc. This information should also be provided to the news media by the PIO and be updated on a regular basis.

5.2 Receipt of Donated Goods

- VOAD may serve as the lead agency for the reception and distribution of donated goods.
- The magnitude of the disaster and the severity of local need should dictate the amount of space and personnel required for the reception and distribution of donated goods.
- Ideally, a central reception and sorting center for donated goods should be established, and separate locations convenient to the affected areas of Sanders County should be utilized as distribution centers. Location of reception centers for donated goods should generally be facilities operated by volunteer organizations.
- VOAD may coordinate with other relief agencies working on the disaster so needs are met without duplication of effort.
- Operational personnel should be solicited from the Volunteer Coordinator's list of available personnel resources.
- The PIO should coordinate public information regarding distribution sites, needed goods, volunteers, and other pertinent matters.
- Requests for needed goods and re-supply of needed goods should be channeled through the State EOC.
- Upon receipt, donated goods must be sorted and packaged in a manner suitable for distribution.
- When identified as not needed, unwanted goods should be refused.
- Surplus donated goods should be handled in a manner consistent with the donor's apparent intent as much as possible.

5.3 Collection and Shipment of Donated Goods to Other Counties/States/Localities

- An attempt should be made to identify the needs of the intended destination prior to collection of goods.
- A systematic method should be established for collection of the donated goods to be shipped
- Goods should be sorted and packaged in an appropriate manner prior to shipment to accomplish the following:
  - Timely and undamaged arrival at the destination.
  - Proper identification of contents.
  - Minimal need for repackaging/sorting.
  - Ease of loading and unloading.
  - Elimination of inappropriate/unwanted goods.
- Shipments of donated goods should be coordinated with the receiving destination prior to departure from the reservation.
- Suitable means of transport should be arranged for delivery of the shipment in a timely manner.
- When appropriate, shipments of donated goods should be coordinated with Montana Disaster and Emergency Services.

5.4 Phases of Emergency Management

Preparedness

- Develop and implement awareness training programs regarding the use of volunteers and donations.
- Conduct internal and external training about the activities and responsibilities of volunteers and donations capabilities.
- Address planning issues on an on-going basis to identify response zones, potential staging areas and specific requirements.
- Conduct planning with support agencies and other emergency support functions to refine volunteer and donations operations.
- Identify and coordinate with those volunteer organizations that could provide assistance in operating the jurisdiction's donations management program.
- Prepare and maintain Standard Operating Procedures (SOPs), resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Promote that lead agency personnel are trained in their responsibilities and duties.
- Pre-position response resources when it is apparent that volunteer and donations resources may be necessary. Relocate resources when it is apparent that they may be endangered by the likely impacts of the emergency situation.
- Brief elected officials, department heads, and local volunteer groups on a periodic basis about the local donations management program.

- Coordinate with the PIO to brief the local media so they understand how the donations program will work 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 information for potential volunteers.
- Coordinate with the PIO to brief citizen groups on how they can contribute to disaster relief with their donations and through volunteer efforts.
- Coordinate and/or participate in training and exercises for EOC and Volunteer and Donations Team members.

Response

- Coordinate voluntary support/activities with community/tribal leadership and liaise with local agencies.
- Coordinate and collaborate with State and National VOAD and its members.
- Establish a volunteer and donations coordination center.
- Provide the media (through the PIO) with information regarding donation needs and procedures, and regularly update with information.
- Designate and advertise points of contact for receiving equipment and technical (i.e. communications, logistics, housing, medical) solutions from the private sector, outside jurisdictions, nongovernmental organizations, and volunteers.
- Coordinate operations at the EOC and/or at other locations as required.
- Catalog and update local unmet needs and communicating those needs to volunteer and donations primary support staff.
- Staff donations management facilities with volunteer or paid workers, conducting on-the-job training as needed.
- Collect, sort, store, distribute, and properly dispose of donations, if necessary.
- In coordination with the PIO, provide regular updates to the media on donations procedures, progress, and the Current Needs List (goods and services that are needed and not needed).
- Gather donations information about collections, distributions and other events concerning donations from the field to help manage the effect.
- 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.
- Coordinate management of individual needs and efforts to meet unmet needs.

Recovery

- Allocate donations, assess need for volunteers, brief major donors on re-direction of donations.
- Keep records of donations received and, where appropriate, thank donors.

- Continue to 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.
- Continue to coordinate management of individual needs and efforts to meet unmet needs.
- 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 may have to be submitted.
- Transition to demobilization based on indicators including, but not limited to, immediate needs being met and when donor fatigue becomes apparent.

Mitigation

- Identify agencies and resources available in the community.
- Develop a volunteer and donations management training program.

6.0 ROLES & RESPONSIBILITIES

Coordinating Agency

- Develop and maintain donations management SOPs.
- Assist in identifying personnel and resources to support this Annex.
- Maintain a list of volunteers, by name, address, telephone number, and if applicable special capabilities, that may assist with emergency operations on the reservation, when needed.
- Set up a Volunteer Reception Center on the reservation, when this Annex is activated, for registration of volunteers that wish to donate their services in support of emergency operations on the reservation.
- Coordinate the deployment of volunteers in support of emergency operations on the reservation.
- Coordinate Amateur Radio support to the donation staging areas, and distribution points, as necessary and available.
- Request outside assistance to support this annex, when required.

Cooperating Agencies

- Activate volunteer organizations during emergencies, as directed by the EOC.
- Solicit specific resources from donors that are needed by disaster victims.
- Identify and activate donations management personnel.
- Coordinate donations management in the EOC.
- Coordinate with the PIO for reservation-wide press releases related to donations management.
- Conduct daily meetings of volunteer organizations during activation.

- Deactivate reservation-wide donations management operations as directed by the Sanders County OEM Coordinator.
- Assist the Sanders County OEM Coordinator in carrying out the provisions of this Annex, to include establishing needs; and collecting, sorting, and distributing donated goods during an emergency situation.
- Maintain a list of volunteers that are available to assist in support of this Annex.
- Keep accurate records of donated, stored, and distributed goods; or expenditures in support of this Annex.

7.0 REFERENCES

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Island County, Washington. July, 2009. Support Annex G – Volunteers and Donated Goods Management. http://www.islandcounty.net/commissioners/dem/documents/SupportAnnexGVolunteersanddonatedGoodsV3.pdf

Sanders County, Montana. (March, 1998). Emergency Operations Plan.

State of Montana. May, 2009. Volunteer and Donation Management Support Annex.

8.0 ATTACHMENTS

The following may be included with the Volunteer & Donation Management Annex as attachments:

- *List Here When Identified*

SANDERS COUNTY EMERGENCY OPERATIONS PLAN
EARTHQUAKE INCIDENT ANNEX

Approval Signature – Earthquake Incident Annex	
The undersigned have hereby reviewed and approved the Earthquake Incident Annex of the County Emergency Operations Plan	
12-28-10 William D Rangeli	12-28-10
Sanders County OEM	Date

EARTHQUAKE INCIDENT ANNEX

Coordinating Agency

- Sanders County Office of Emergency Management

Cooperating Agencies

- Sanders County Law Enforcement
- Sanders County Rural Fire Districts
- Sanders County Road Department
- City Police & Fire Departments
- Amateur Radio Emergency Services
- American Red Cross
- Utilities
- Civil Air Patrol
- Montana Disaster and Emergency Services

1.0 INTRODUCTION

1.1 Purpose

To provide instructions and standard processes for warning, response, and recovery from the effects of a damaging earthquake affecting Sanders County.

1.2 Scope

This annex addresses response to a damage producing earthquake and the planned recovery actions. This annex will not address seismic mitigation measures in building codes, land use planning, or continuing public preparedness education. Damage assessment is covered in ESF-14.

2.0 POLICIES

Sanders County strongly encourages personal, family, and business emergency preparedness plans. After a damage producing earthquake, county emergency response resources will be primarily devoted to immediate life saving actions, incident stabilization, and the protection/ recovery of public infrastructure including roads, streets, and other public facilities/utilities.

Business and private property owners need to plan for specific insurance coverage for structures and contents before an emergency occurs. Likewise, personal and family emergency plans should include food, water, prescription medicine, and heating and shelter support for at least 72 hours, if not longer.

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

- Sanders County is within the Intermountain Seismic Belt, a zone of seismicity in Western Montana.
- All government facilities, including public schools, libraries, reservoirs, and recreation facilities are subject to damage from even a moderate earthquake.

3.2 Planning Assumptions

- The inability to predict or provide timely warning for earthquakes means that all earthquake planning is reactive or responsive.
- Those portions of Sanders County located on lacustrine deposits and/or filled areas are highly susceptible to damage from ground movement and soil liquefaction.
- Seismic damage to drainage structures followed by high runoff could lead to localized flooding and require evacuation.
- Aftershocks may cause additional damages and hinder response capabilities and operations.
- The secondary effects of a damaging earthquake such as fire, injury, bridge damage, building collapse, search and rescue, and hazmat-release (natural gas leaks, sewage release, other industrial HAZMAT) will be addressed according to plans and processes already defined for those hazards or incidents.
- County emergency response resources will not be adequate to deal simultaneously with all the immediate consequences of a damaging earthquake – individual citizens should be prepared to take care of themselves and their families for up to 72 hours.
- Severe economic consequences will result from an extended loss of electrical power, water and sanitation systems, natural gas service, or a combination of these. The inability to open businesses, provide fuel or natural gas, prepare food, provide clean water, and maintain sanitation will immediately and seriously impact hospitals, business, schools, and adult care facilities.
- Depending on when the earthquake occurs, a large number of county employees may be unable to make it to work or to the EOC.
- Field units may need to self-initiate responses and work independently until centralized command, control and communications can be reestablished.

4.0 CONCEPT OF OPERATIONS

This annex addresses the County's response to an earthquake with a magnitude of 6.0 or higher. An earthquake of this magnitude could cause destruction across the entire county. The County's response may require the activation of multiple Emergency Support Functions (ESFs) and supporting appendices of the Emergency Operations Plan (EOP).

Aftershocks may generate additional incidents/emergencies, fatalities, injuries, and unsafe structures. Action should be taken to protect resources that survived the initial earthquake from damage due to aftershocks. Follow-up critical facility, damage, and building safety assessments may need to be conducted following all aftershocks.

4.1 General

- The EOC may be immediately activated either in its present location or in an alternate facility depending on the stability and safety of the present facility. It is essential that the primary EOC staff report to the EOC as soon as possible following the earthquake.
- Continuity of operations and continuity of government will be essential following an earthquake.
- An immediate assessment should be made by all emergency response agencies and departments to determine their ability to respond, the availability of emergency responders and the status of each agency's station and equipment that would be required to conduct emergency response operations.
- It is essential for emergency responders to take immediate action to gather damage assessment information. This information is needed to determine the severity and extent of injuries and damages. This data should enable the EOC staff to prioritize response actions for search and rescue, communications, access and security for the impacted area, debris management and mass care. This information should be reported to the EOC as soon as possible by any available means.
- Contact with the State EOC should be established by any means available and as soon as possible following an earthquake.
- The County should assume responsibility for emergency response to all areas of Sanders County. Cities and towns should be responsible for the initial response to all citizens in their jurisdiction. Information on the status of emergency response services, infrastructure and homes should be forwarded to the EOC by any means available and as soon as possible following the earthquake.
- Requests for mutual aid should be coordinated through the EOC, since more than one agency or municipality may be requesting mutual aid from the same agency or county. Allocation of resources should be made based on life safety, incident stabilization and preservation of important property.
- A Disaster Declaration should be obtained from the Board of County Commissioners (BOCC) as soon as possible following the earthquake. A curfew should be imposed to improve safety and security in the affected area(s).
- After immediate lifesaving needs have been met, the recommended response priorities within the first 72-hours following the earthquake are:
    - Establish centralized communications to coordinate response and recovery efforts to determine the extent of the damage.
    - Conduct preliminary damage assessment of critical infrastructure (hospitals, roads, bridges, rail lines, schools, shelters, aviation facilities and government facilities) to

determine the structural safety of facilities in order to provide basic necessities in the affected area(s).
  - Search and rescue of victims trapped in collapsed structures.
  - Providing medical care to victims and the transporting of seriously injured to the appropriate medical facilities.
  - Directing firefighting efforts to the most essential facilities and controlling the spread of fires.
  - Providing basic mass care (food, water and shelter).
  - Inspecting and evaluating the level of hazardous material release and the impact on the general public.
  - Providing for the safety of citizens.
  - Providing accurate, consistent and expedient emergency public information to the public.
- Public Information
  - Upon a Disaster Declaration by the BOCC, the Sanders County Public Information Officer in the EOC should disseminate all releases of public information with the approval of the Disaster and Emergency Services (DES) Coordinator and the BOCC in accordance with the provisions in ESF-2. To prevent or minimize earthquake related loss of life, damage to property and harm to the environment, the county should provide consistent, coordinated, accurate and timely information to the at-risk public.
  - Information of greatest public interest immediately following an earthquake should include, but is not limited to; road closure, medical care issues, availability of hospitals and healthcare facilities, traffic management, security for affected areas, shelter locations, food and water quality, availability of ice, food and water, search and rescue efforts, insurance issues, power outages and telephone service.
  - News releases should be issued to the local, state and national media as appropriate, with priority consideration given to media most able to effectively communicate with the at-risk population.

4.2 Preparedness

- Continue to maintain and revise applicable response plans pertaining to earthquakes and other seismic activity including the County EOP and supporting procedures and plans such as other Earthquake plans
- Pre-designate evacuation routes and alternate routes for areas vulnerable to earthquakes.
- Conduct pre-incident planning for sheltering and evacuation related to earthquakes.
  - Prepare maps and script to be used on local television stations for emergency broadcast. Include release instructions.
  - Prepare radio messaging to be used by local radio stations for emergency broadcast.
- Have personnel participate in necessary training and exercises as determined by the County EOP in coordination with applicable ESFs.

- Participate in county earthquake preparedness activities, seeking understanding of interactions with participating agencies in an earthquake scenario.
- Encourage updates of emergency contact lists and establish a pre-event duty roster allowing for 24/7 operational support for the County EOC.
- Encourage updates of earthquake response equipment and personnel inventories for county responders. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.
- Inform Sanders County OEM of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.)
- Work with countyl agencies/departments for establishment of appropriate infrastructure protection measures in landslide-prone areas.
  - Implement seismic inspection procedures on a regular basis and incorporate improvements to structures while also updating appropriate mitigation plans.
- Provide public safety information and educational programs regarding emergency preparedness and response.

4.3 Response

- Activate the Sanders County EOP when earthquake and/or seismic incidents pose threats.
- Activate the County Emergency Operations Center (EOC) and establish Incident Commander (IC). For larger events that cross multiple jurisdictions, establish a Unified Command. Additional jurisdictional EOCs may need staffing. Staffing levels will vary with the complexity and needs of the response.
- Estimate emergency staffing levels and request personnel support.
- Encourage actions to be taken to protect personnel and emergency equipment from possible damage by earthquake, also being cognizant of aftershocks.
- Develop work assignments for ICS positions (recurring).
- Notify supporting agencies through applicable ESFs such as ESF-1, ESF-3, ESF-4, ESF-5, ESF-6, ESF-8, ESF-12, and ESF-13, as well as appropriate officials.
  - Identify local, regional, tribal, state, and federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.
- Determine the type, scope, and extent of the incident (recurring). Verify reports and obtain estimates of the area that may be affected. Obtain status reports from county agencies/departments.
  - Notify command staff, support agencies, adjacent jurisdictions, ESF leads/ coordinators, and liaisons of any situational changes.
- Develop and initiate shift rotation plans, including briefing of replacements during shift changes.
  - Dedicate time during each shift to preparing for shift-change briefings.
- Confirm or establish communications links between the County EOC, local jurisdictional EOC(s), and State EOC. Confirm operable telephone numbers and verify functionality of alternate communications resources.

- Encourage completion of all required notifications. Consider other local, tribal, county, state, and federal agencies/entities that may be affected by the incident. Notify them of the status.
- Manage and coordinate interagency functions. Assimilate into a Unified Command structure if the scope of the incident dictates.
- Implement local plans and procedures for earthquake operations. Encourage that copies of all documents be made available to response personnel. Implement agency-specific protocols and Standard Operating Procedures (SOPs).
- Conduct and obtain current damage reports and determine the affected area (recurring).
- Determine the need to conduct evacuations and sheltering activities (recurring). Evacuation activities should be coordinated among multiple ESFs.
- Determine the need for additional resources and request as necessary through appropriate channels (recurring).
- Submit a request for a disaster declaration, as applicable.
- Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential and current needs.
- Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.
- Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.
- Establish a Joint Information Center (JIC) or coordinate with JIC(s) established by other jurisdictions. Staff JIC(s) with appropriate Public Information Officer (PIO) as required.
- Formulate emergency public information messages and media responses using “one message, many voices” concepts (recurring).
- Record all EOC and individual personnel activities (recurring). All assignments, persons responsible, and actions taken should be documented in logbooks.
- Record all incoming and outgoing messages (recurring). All messages and the person sending/receiving them should be documented as part of the EOC log.
- Develop and deliver situation reports (recurring). At regular intervals the IC/EOC Director/Manager and staff should assemble a situation report.
- Develop and update the Incident Action Plan (IAP) (recurring). The IAP is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.
- Implement objectives and tasks outlined in the IAP (recurring).
- Coordinate with private-sector partners as needed.
- Encourage reports of injuries, deaths, and major equipment damage accrued during response activities be communicated to the IC and/or the Safety Officer.

4.4 Recovery

- Encourage an orderly demobilization of emergency operations in accordance with current demobilization plans.

- Once the threat to public safety is eliminated, conduct and/or coordinate cleanup and recovery operations.
- Activate if necessary the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.
- Release mutual aid resources as soon as possible.
- Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan (IP).
- Deactivate/demobilize the EOC.
- Correct response deficiencies reflected in the IP.
- Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.
- Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov).

4.5 Mitigation

- Encourage non-structural projects at critical facilities and schools.
- Encourage participation in “Earthquake Preparedness Month” outreach activities.
- Encourage and educate businesses to implement seismic retrofit projects.
- Encourage private utilities to retrofit their systems for seismic stability.

5.0 ROLES & RESPONSIBILITIES

County OEM

- Operate the EOC at the appropriate level, maintain a chronological log of incident events, and coordinate for resources. OEM should provide the County PIO with information for media releases. OEM should activate emergency communication as necessary and coordinate with the Red Cross for any sheltering needs.
- Coordinate recovery actions.
- Manage the process for collection of damage assessments, document and report recovery actions, and coordinate with State EOC for damage surveys.
- As necessary, coordinate with law enforcement and other organizations to use vehicle mounted public address systems to provide warnings and critical safety information about fire, electrical, health, and other post earthquake hazards in damaged areas.
- Establish and staff a telephone information line to provide current information. Additionally, recovery information should also be placed on the county’s web pages, in newspapers, and other mass media.

Other County Departments

- Account for all employees, inspect buildings implement building evacuation until safety of the structure can be determined.
- Implement earthquake or other disaster plans including the inspection and testing of emergency power generators, emergency lights, flashlights, and generator fuel status.
- Implement continuity of operations (COOP) plans.

Road Department

- Implement earthquake or disaster plans, account for all personnel.
- Designate a EOC liaison
- Identify and mark unsafe structures, beginning with public structures and businesses.
- Conduct damage surveys and assessments. Coordinate with Civil Air Patrol to document all damage and emergency work with digital photographs and GPS locations.
- Coordinate emergency permitting and inspection processes for public and private property recovery work and compliance with safety, environmental, and fire standards.
- Closely document all emergency work under an assigned unique work order including equipment and materials used, fuel consumed, worker overtime, tipping fees and number or volume of debris loads.
- Request emergency health, hydraulic, and environmental permits for recovery work.

Law Enforcement

- Implement earthquake or disaster plans and account for all personnel.
- Secure the county detention center and juvenile facility. Implement facility emergency plans.
- Secure weapons and tactical equipment. Coordinate road closure and debris information with Road Department. Emphasize reporting of debris and blocked roads, power outages, power lines, and possible electrical and fire hazards.
- Coordinate any evacuation support with EOC.
- Request mutual aide as necessary.
- In coordination with the Rural Fire Districts and Road Department, establish and enforce safety/security perimeters. Increase security patrols.

Public and Environmental Health Department

- Provide emergency water treatment guidance. Assist with water quality testing.
- Monitor the impacted area for signs of water/food related infection or illness.
- As necessary, inspect potable water and water treatment systems including septic systems. Inspect/monitor flooded areas, surface water, and shorelines for contamination.

Non-Government Organizations

American Red Cross

- Implement disaster response plans. Based on information available, assess shelter needs and possible locations. Alert disaster teams.
- Ask County OEM to designate amateur radio emergency support to the chapter headquarters and to any shelters as necessary.
- Identify a Red Cross liaison to the EOC when activated.

Civil Air Patrol

- Provide aerial damage assessments using Global Position System technology and aerial photography.

School Districts

- Review and update earthquake and emergency plans.
- Coordinate PIO releases with the County PIO or Joint Information Center.

6.0 REFERENCES

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Coos County, Oregon. November, 2009. Emergency Operations Plan, Earthquake Annex. http://www.co.coos.or.us/ccem/EOP/IAs/IA-2-Earthquake.pdf

Gould, Rick. 2006. Sanders County Pre-Disaster Mitigation Plan. August, 2006.

Sanders County, Montana. (March, 1998). Emergency Operations Plan.

Island County, Washington. July, 2009. Incident Annex 5, Earthquake Response Plan. http://www.islandcounty.net/commissioners/dem/documents/IncidentAnnex5EarthquakeResponsePlanV1.pdf

7.0 ATTACHMENTS

- List Here When Identified

SANDERS COUNTY EMERGENCY OPERATIONS PLAN
FLOODING & DAM FAILURE INCIDENT ANNEX

Approval Signature – Flooding & Dam Failure Incident Annex	
The undersigned have hereby reviewed and approved the Flooding & Dam Failure Incident Annex of the County Emergency Operations Plan	
William D Rangeli Sanders County OEM	12-28-10 Date

FLOODING & DAM FAILURE INCIDENT ANNEX

Coordinating Agency

- Sanders County Office of Emergency Management (OEM)

Cooperating Agencies

- Sanders County Road Department
- Sanders County Rural Fire Districts
- Sanders County Law Enforcement
- Sanders County Environmental Health Department
- City Public Works and Environmental Health Departments
- Utilities (Avista, PPL)
- U.S. Army Corps of Engineers
- Montana Department of Natural Resources and Conservation
- Montana Disaster and Emergency Services
- National Weather Service

1.0 INTRODUCTION

1.1 Purpose

The purpose of this annex is to provide a framework of coordination between agencies to help ensure the safety of life and property during a flood or dam failure event in Sanders County. It defines roles, responsibilities, and organizational relationships of government and private agencies in response to a flood event.

1.2 Scope

This appendix covers all areas within Sanders County. The types of flooding include: riverine flooding, flash flooding, ice jam flooding and dam failure flooding.

2.0 POLICIES

An Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) will be employed to ensure that the appropriate response leader will assume proper command of all response groups without the questioning of that individual's authority.

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

- There are five high or significant hazard dams in Sanders County that are of varying design, type, and capacity. Failure of any one of these dams would significantly impact county residents.
- Sanders County is located within the Intermountain Seismic Belt, a zone of seismicity in Western Montana. Dam failure and/or flooding can be a secondary affect of a seismic incident.
- Vulnerability to flooding is dependent on local weather conditions, local development patterns and site specific flood water constraints. Some areas in Sanders County experience flooding annually where meandering rivers have created broad floodplains and development has encroached and impeded floodwaters.
- The largest and most prominent surface water feature in Sanders County is the Flathead River and the reservoirs created by the damming on this water course. Rivers that run through Sanders County have the potential to flood, damaging property and infrastructure.
- Rapid snowmelt floods and flooding during the rainy season months of May and June are a common occurrence in Sanders County.
- The increase of impervious road surfaces and development within the floodplains has increased the risk of damage from floods in Sanders County.
- State of the art meteorology and warning systems, adequate severe weather warnings, and information pertaining to flooding or rising temperatures leading to a rapid snowmelt is available and routinely provided to emergency management agencies in Sanders County.

3.2 Planning Assumptions

- Information pertaining to weather changes that could result in flooding will continue to be available.
- Local resources may be rendered useless or severely degraded as the result of a flood.
- Large numbers of flood evacuees requiring mass care are possible.
- Local infrastructure may be compromised as a result of flooding.
- Flood related hazmat spills are common and may pose an eminent threat to public safety.
- Widespread contamination of potable water supplies may occur as a result of flooding.
- Waste water and/or sewer system breaches by flood waters will create toxic environmental and public health hazards.
- Recovery of pets and livestock may be required. Additionally, retrieval and disposal of animal carcasses may be required to ensure both public and animal health.
- Debris removal will be required to facilitate response and recovery efforts.

- Mortuary services may be required in a mass casualty event. Federal assistance may be needed.
- Flooding can create increased demands for emergency medical services.
- Health care facilities may be impacted by damage, potentially limiting the number of hospital beds and supplies that are available immediately following a severe flood.
- The number of health care professionals available may also be limited in the aftermath of a flood because some professionals may be isolated from their work places, as well as among the dead and injured.
- A damaging flood may cause a serious loss of employment, which could impact economic factors at the local level.
- Following a flood, the affected area may be isolated from surrounding areas. Therefore, planning and coordination among communities in the affected area is essential for effective emergency response.
- In the event rubble and debris resulting from a flood prevent access to the affected area for a prolonged time, helicopters may be used to bring rescue teams in and remove casualties from the area.
- Both response and recovery operations may be hampered by snow/ice/debris blocked roads, damaged roads or bridges, and downed trees. It may take hours before response personnel can reach all affected areas.
- Assistance through mutual aid agreements may be necessary.
- Resource assistance may be necessary through local and private contractors.
- Advance preparation by health care facilities, businesses, industries, and utilities in inundation areas is essential to maintain needed services during response and recovery operations.

4.0 NOTIFICATIONS

- The National Weather Service provides short-term forecasts of hazardous weather to the public by producing regularly-scheduled severe weather outlooks and updates on various forms of hazardous weather including heavy rain and flooding. The NWS Warning and Advisory Criteria for flooding include the following.
  - Flash Flood Warning: Flooding is imminent, water levels rise rapidly with inundation occurring in less than 6 hours.
  - Flood Warning: Flooding is expected to occur more than 6 hours after the causative event.
- The National Weather Service will activate the local EAS to broadcast warnings of imminent or occurring flood or flash flood phenomenon.
- The local National Oceanic and Atmospheric Administration (NOAA) Weather Radio station will broadcast flood watches and warnings issued by the National Weather Service. Weather radios are activated when such messages are broadcast.

5.0 CONCEPT OF OPERATIONS

5.1 General

- Emergency responsibilities assigned to county agencies for flood response parallel those for other disaster operations. All agencies should utilize the Incident Command System and National Incident Management System structure to exercise command and control during incident operations.
- When a flood occurs, local authorities within damaged areas should use available resources to protect life and property and reduce, to the extent possible, the suffering and hardships on individuals. If local resources prove to be inadequate or are exhausted, assistance should be requested from other jurisdictions through mutual aid procedures.
- Mutual aid agreement should be in place before the incident to insure legal and financial conditions are delineated. Jurisdictions in the areas sustaining little or no damage should be called upon to support the affected areas.
- When requirements are beyond the capability of local government, requests for assistance should be forwarded to the State in accordance with this plan.
- When resource requirements cannot be met with State resources, Federal assistance should be requested.
- Emergency operations should begin with the occurrence or threat of a damaging flood and continue until emergency operations are no longer required.
- Operations and missions required as a result of a flood should be carried out during the response and recovery phases.

5.2 Preparedness

- Continue to maintain and revise applicable response plans pertaining to flood events.
- Coordinate county preparedness activities, seeking understanding of interactions with participating agencies for flooding scenarios.
- Have personnel participate in necessary training and exercises relative to flood events.
- Encourage that Road/Public Works Departments and other response partners keep current their physical and personnel resource lists and resources (e.g., heavy equipment, sand bags). Test and maintain response and communications equipment and after-hours personnel contact information. Keep a stock of necessary response supplies.
- Update emergency contact lists and establish a pre-event duty roster allowing for 24/7 operational support to the EOC.
- Contact supporting emergency response agencies to review and determine if major developments have arisen that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).
- Annually review and update the EOP and agency/departmental Standard Operating Procedures (SOPs), as needed.

- Review and revise extent of flood-prone areas.
- Familiarize staff with requirements for requesting state and federal disaster assistance.
- Identify and review local contractor lists to see who may provide support specific to flood response. Make initial contact with providers to verify availability.
- Review, revise, and, where necessary, establish mutual aid agreements with other jurisdictional agencies and private contractors relative to flood response.

5.3 Response

- Activate mutual aid agreements, as needed.
- Activate the EOC (if approved) and implement appropriate staffing plans. Contact appropriate private partners to assign liaisons to the EOC for coordination of specific response activities.
- Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors.
- Develop and initiate shift rotation plans, including briefing of replacements during shift changes.
- Submit request for emergency declaration, as applicable.
- Coordinate the evacuation of the affected area, if necessary. Evacuation activities should be coordinated among multiple ESFs.
- Support Search and Rescue operations by coordinating resource requests outside of the jurisdiction.
- Request American Red Cross to activate sheltering plans and open/staff shelters if needed.
- Establish a Joint Information Center (JIC) or coordinate with JIC(s) established by other jurisdictions. Staff JIC(s) with appropriate PIO(s) as required.
- Record all EOC activities, completion of personnel tasks, and incoming and outgoing messages. These should be documented in EOC logbooks.
- Begin damage assessments in coordination with county agencies/departments and local jurisdiction damage assessment experts.
- Assist with the coordination of public works-type activities, such as debris removal from:
  - Storm drains
  - Bridge viaducts
  - Main arterial routes
  - Public rights-of-way
  - Other structures, as needed
- Contact local contractors for support if necessary. Establish contact with private-sector partners.
- Provide law enforcement to affected areas (curfew enforcement, road closures, security, etc.).
- Collect and chronologically file records and bills generated during the incident and submit documents for reimbursement in a timely fashion.

5.4 Recovery

- Monitor secondary hazards associated with floods (e.g., landslides, contamination, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards.
- Deactivate/demobilize the EOC. Deactivate mutual aid resources as soon as possible.
- Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be restored.
- Implement revisions to the County EOP and supporting documents based on lessons learned and best practices adopted during response.
- Offer recommendations to county agencies/departments and others for improvements in planning, zoning, and building code ordinances.
- Participate in After Action Reports and critiques. Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov).

5.5 Mitigation

- Encourage facilities to keep Emergency Action Plans current.
- Exercise Emergency Actions Plans regularly.
- Participate in Montana DNRC table top exercises.
- Encourage appropriate entities to obtain conservation easements for land in the floodplain.
- Encourage participation in National Flood Insurance Program (NFIP).
- Encourage participation in NFIP Community Rating System (CRS) program.

6.0 ROLES & RESPONSIBILITIES

Coordinating Agency

- Develop and maintain plans and procedures for flooding.
- Coordinate evacuation and shelter efforts with neighboring county governments.
- Coordinate release of warnings, instructions and other emergency public information with ESF-2.
- Coordinate ongoing evacuation planning.
- Coordinate mobilization and demobilization of shelters with ESF-6.
- Activate EOC and request essential staffing when necessary.
- Request a local emergency declaration if/when necessary.
- Coordinate with the Public Health Department for the testing of drinking water for purity in flooded areas.
- Report flooding, flash flooding, property damaged caused by flooding, flood-related injuries and deaths to the National Weather Service Missoula.

Cooperating Agencies

- Provide technical specialist to the EOC.
- Assist with evacuation warnings and operations.
- Survey and recommend evacuation routes.
- Coordinate decontamination of rescuers and evacuees, if needed.
- Assist in evacuating trapped and special needs populations.
- Evaluate the situation and direct protective action as required.
- Perform fire safety inspections of emergency shelters.
- Continue to perform public life safety mission.
- Provide security for evacuated areas.
- Provide access control for evacuated areas.
- Provide traffic control points as necessary.
- Declare the area safe for re-entry after danger has passed.
- Provide security for shelters and EOC as necessary.
- Assist in damage assessments and debris removal to primary transportation routes.

7.0 REFERENCES

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Lewis and Clark County, Montana. November, 2005. Section III Hazard Specific Annexes, Annex 3, Flood. http://www.co.lewis-clark.mt.us/uploads/media/Flood_Annex.pdf

Sanders County, Montana. (March, 1998). Emergency Operations Plan.

State of Mississippi. (no date). Flooding Incident Annex. http://www.msema.org/documents/plans/incident/Flooding.pdf

8.0 ATTACHMENTS

- *List Here Once Identified*

SANDERS COUNTY EMERGENCY OPERATIONS PLAN
SEVERE WEATHER INCIDENT ANNEX

Approval Signature – Severe Weather Incident Annex	
The undersigned have hereby reviewed and approved the Severe Weather Incident Annex of the County Emergency Operations Plan	
William D Maggelli	12-28-10
Sanders County OEM	Date

SEVERE WEATHER INCIDENT ANNEX

Coordinating Agency

- Sanders County Office of Emergency Management

Cooperating Agencies

- Sanders County Road Department
- City Public Works Departments
- Sanders County Law Enforcement and E-911
- Sanders County Public Health Department
- Amateur Radio Emergency Services
- American Red Cross

1.0 INTRODUCTION

1.1 Purpose

The purpose of this annex is to outline the organization, responsibilities, operational concepts, and procedures specific to response operations of forecasted severe weather emergencies. Safety of employees, citizens and visitors along with protection of property is of special emphasis and shall be improved by the use of educational campaigns, planning, warnings and evacuations.

1.2 Scope

This annex addresses pre-storm warning and preparations, response during and immediately after a storm, and general recovery actions. This annex will not address continuing public preparedness education. Damage assessment is covered in ESF-14.

2.0 POLICIES

Sanders County strongly encourages business, personal, and family emergency preparedness actions. During and after a storm caused emergency, county emergency response resources will be primarily devoted to immediate life safety actions and the recovery of public infrastructure including roads, streets, and public facilities/utilities. The County's ability to assist in the recovery or preservation of private property or residences is limited to life safety and preventing further damage to public infrastructure. Business and private property owners need to plan ahead of an emergency for such items as sandbags, private property flood protection barriers, emergency power generation, tree trimming and removal, snow removal, and specific hazard insurance (including flood and wind damage coverage and coverage for the contents of residences/ businesses).

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

- Sanders County is subject to periodic severe weather throughout the year.
- Severe weather phenomena in the past that have caused negative impacts on the county include: flooding, flash flooding, severe thunderstorms, tornados, hail, sleet, freezing rain, snow storms, blizzards, high wind events and drought.
- Damage potential includes flooding and erosion, heavy snow or ice build up, disruption of public services and communications and damage to or destruction of public and private property and, most seriously, loss of life.
- Flat, low-lying areas are particularly vulnerable to the effects of high winds and floods.

3.2 Planning Assumptions

- Severe weather situations can occur at any time; therefore, equipment and procedures to warn the public of impending severe weather must be in place and ready to use at any time.
- The Sanders County Office of Emergency Management (OEM) shall offer general guidance in the response to a severe weather event.
- The National Weather Service will activate the local EAS to broadcast warnings of imminent or occurring severe weather phenomenon.
- State and federal assistance will be sought if severe weather phenomenon causes injuries and damages beyond county response capabilities.
- Provision must be made to provide warnings to special needs groups, such as the hearing and sight-impaired, and institutions, such as nursing homes and correctional facilities.
- Response and recovery efforts may be hampered due to critical infrastructure being damaged or destroyed.
- The most probable damage is downed trees, blocked roads and driveways, power outages, and localized flooding. Secondary problems will be extended power outages, inability to pump potable water or pump motor fuels, flooding of septic systems, and water damage.
- The most severe consequences result from an extended loss of electrical power. The resulting inability to pump water, operate fuel pumps, operate sewage lift stations and water treatment facilities, and heat residences will immediately and seriously impact business, the elderly, and the very young.
- Effective communications may be a major concern due to the disruption of telephone service and the loss and/or damage of radio antenna towers and related equipment.
- The county will respond initially to most severe weather effects; however, if damage is severe, it may take hours/days for emergency response personnel to reach all affected areas.

- Both response and recovery operations may be hampered by snow/ice/debris blocked roads, damaged bridges or roads, and downed trees and utility poles.
- There may be a need to assess advanced evacuation/closing of low-lying areas, businesses/industries, public parks and local campgrounds.
- The need for increased security for damaged areas of the county may exist.
- A significant severe weather event may necessitate the implementation of an organized and structured donations management program.
- Responders may have critical needs of their own due to the severe weather event.

4.0 NOTIFICATIONS

The National Weather Service provides short-term forecasts of hazardous weather to the public by producing regularly-scheduled severe weather outlooks, watches, advisories, and warning on various forms of hazardous weather, as shown in the following table.

WARNING AND ADVISORY CRITERIA FOR SEVERE WEATHER		
Severe Weather	**Weather Advisory/Watch**	**Warning**
Snow	2-5 inches of snow in 12 hours	6 inches or more in 12 hours, or 8 inches in 24 hours
Blizzard		Sustained winds or frequent gusts to 35 mph with visibility below a ¼ mile for three hours or more
Blowing Snow	Visibility at or less than a ½ mile.	Visibility at or less than a ½ mile in combination with snowfall at or greater than 6 inches and/or freezing precipitation
Winter Storm	A Winter Storm Watch is issued when there is the potential for significant and hazardous winter weather within 48 hours. It does not mean that significant and hazardous winter weather will occur; it only means it is possible.	Significant combination of hazardous winter weather is occurring or imminent, i.e.: over 5 inches of snow/sleet and/or, ¼ inch or more of freezing rain and/or, enough ice accumulation to cause damage to trees or powerlines and/or, a life threatening or damaging combination of snow and/or ice accumulation with wind.
Freezing Rain	Ice accumulations of less than ¼ inch.	
Ice Storm		¼ inch or more of ice accumulation.
Wind Chill	A Wind Chill Advisory is issued when wind chills of -10F to -19F are expected.	A Wind Chill Warning is issued when wind chills of -20F or lower are expected.
Severe Thunderstorm	A Severe Thunderstorm Watch is issued when severe thunderstorms are possible in and near the watch area. It does not mean that they will occur. It only means they are possible.	A Severe Thunderstorm Warning is issued when severe thunderstorms are occurring or imminent in the warning area. Severe Thunderstorms have wind gusts equal to or greater than 58 mph and/or any hail size 1-inch or larger.
High Wind	A Wind Advisory is issued when sustained winds of 31 to 39 mph and/or wind gusts of 46 to 57 mph are expected for 3 hours or longer.	Sustained winds of 40 mph for an hour or any gust to 58 mph (non-convective winds).
Tornado	A Tornado Watch is issued when severe thunderstorms and tornadoes are possible in and near the watch area. It does not mean that they will occur.	When a tornado is imminent.

- The National Weather Service will activate the local EAS to broadcast warnings of imminent or occurring severe weather phenomenon.
- The local National Oceanic and Atmospheric Administration (NOAA) Weather Radio station will broadcast weather watches and warnings issued by the National Weather Service (NWS). Weather radios are activated when such messages are broadcast.
- When the warning of an eminent or occurring severe weather is received, it should be simulcast to identified key personnel. Direct notification should be made to the Sanders County OEM, Roads Department, and the School Superintendent, so they can determine appropriate actions to deal with the situation.

5.0 CONCEPT OF OPERATIONS

5.1 General

Severe storm response operations should be carried out in three phases:

- Pre-storm warning and preparation phase
- Storm response operations
- Storm recovery operations

Each phase consists of governmental (public) tasks and tasks for private citizens and businesses. Increased warning time and on-going public preparedness education can reduce the impact of a storm if the public is reasonably prepared.

5.2 Preparedness

- Monitor weather reports especially weather advisories, watches, and warnings.
- Consider other hazards that may accompany severe weather (e.g., flooding caused by rain; utility failures; transportation accidents). Prepare accordingly to meet all hazards.
- Conduct pre-incident planning for shelter-in-place or evacuation.
- Prepare scripts covering shelter-in-place or evacuation as applicable. Provide shelter-in-place instructions or evacuation maps as appropriate. Include release instructions for media.
- Prepare radio messages for use by local radio stations during emergency broadcasts.
- Have personnel participate in necessary training and exercises in coordination with applicable ESFs.
- Participate in local severe weather preparedness activities to improve interactions with participating agencies in severe weather scenarios.
- Update emergency contact lists and establish a pre-event duty roster allowing for 24/7 operational support for the County EOC.
- Keep current physical- and personnel-related resource lists for Public Works and other response partners. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.

- Initiate contact with utility providers to identify expected impacts and planned counter-measures.
- Work with county agencies/departments for establishment of appropriate infrastructure protection measures in exposed areas.
- Provide public safety information and educational programs regarding emergency preparedness and response.

5.3 Response

- Activate the County EOP when severe weather threatens the area.
- Activate and staff the EOC and establish Incident Command (IC). Staffing levels may vary with the complexity and needs of the response. For larger events that cross multiple jurisdictions, establish a Unified Command with neighboring jurisdictions.
- Estimate emergency staffing levels and request personnel support.
- Notify supporting agencies through applicable ESFs as well as appropriate officials.
- Identify local, regional, tribal, state, and federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.
- Determine the type, scope, and extent of the incident (recurring). Verify reports and obtain estimates of the area that may be affected.
- Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes.
- Develop and initiate shift rotation plans, including briefing of replacements during shift changes. Dedicate time during each shift to preparing for shift-change briefings.
- Confirm or establish communications links between the county and any other jurisdictional EOCs including those at the tribal and state levels. Confirm operable telephone numbers and verify functionality of alternate communications resources.
- Implement plans and procedures to handle severe weather. Encourage that copies of all documents be made available to response personnel. Implement agency-specific protocols and Standard Operating Procedures (SOPs).
- Obtain current and forecasted weather to project potential damage and determine the affected area (recurring).
- Determine the need to conduct sheltering or evacuation activities (recurring). Evacuation activities should be coordinated among multiple ESFs.
- Determine the need for additional resources and request as necessary through appropriate channels (recurring).
- Submit a request for an emergency declaration, as applicable.
- Consider activating mutual aid agreements as conditions dictate. Make initial contact with mutual aid agreement partners. Place backup personnel teams on standby and alert resource suppliers of potential and current needs.
- Coordinate resource access, deployment, and storage in the operational area including equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.

- Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.
- Establish a Joint Information Center (JIC) or coordinate with JIC(s) established by other jurisdictions. Staff JIC(s) with appropriate Public Information Officers (PIOs) as required.
- Formulate emergency public information messages and media responses using “one message, many voices” concepts (recurring). Message content may include expected impacts of the severe weather, expected duration, instructions for public protection, and planned activities to address the emergency.
- Record EOC and individual personnel activities (recurring). All assignments, persons responsible, and actions taken should be documented in logbooks.
- Record all incoming and outgoing messages (recurring). All messages and the person sending or receiving them should be documented as part of the EOC log.
- Develop situation reports (recurring). At regular intervals, the EOC Director/Manager and staff should assemble a situation report.
- Develop and update the Incident Action Plan (IAP) (recurring). The IAP should be discussed at regular intervals and modified as the situation changes.
- Coordinate with private-sector partners as needed.
- Report injuries, deaths, and major equipment damage accrued during response activities to the IC.

5.4 Recovery

- Encourage an orderly demobilization of emergency operations in accordance with current demobilization plans.
- Once the threat to public safety is eliminated, conduct cleanup and recovery operations.
- Activate if necessary appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.
- Release mutual aid resources as soon as possible.
- Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan (AAR/IP).
- Deactivate/demobilize the EOC.
- Correct response deficiencies reflected in the Improvement Plan.
- Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.
- Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov).

5.5 Mitigation

- Encourage utilities to bury electric lines that could blow down to improve reliability.
- Publicize National Weather Service’s Severe Weather Awareness Week and Winter Weather Hazards Awareness Week to help educate public on preparedness and what to do when the warnings are issued.

- Encourage utilities to apply for mitigation grants to install air flow spoilers on above ground utility lines.
- Publicize demonstrated ability of airflow spoilers to reduce power line failure.

6.0 ROLES & RESPONSIBILITIES

Coordinating Agency (Sanders County OEM)

- Monitor conditions prior to and during a severe weather particularly with respect to evacuation.
- Coordinate storm warnings and preparation actions.
- Operate the EOC at the appropriate level, maintain a chronological log of incident events, and coordinate for resources.
- Provide County PIO with information for media releases.
- Coordinate with the Red Cross for any sheltering needs.
- Coordinate recovery actions.
- Manage the process for collection of damage assessments, document and report county recovery actions, and coordinate with Montana DES for damage surveys.
- Hold periodic briefings when necessary for the EOC staff to exchange information.
- Coordinate available resources; maintain detailed records of all fiscal and other resources committed and/or expended.
- Notify Montana DES if it appears State or Federal assistance may be necessary.
- Participate in weather and storm related conference calls
- Report large hail, damaging winds, severe winter storm conditions, storm-related injuries or deaths to National Weather Service Missoula.

Cooperating Agencies

Sanders County E-911 Center (ESF-2)

- Receive and, if necessary, verify and acknowledge weather advisories, watches and warnings.
- Make notification to local officials concerning severe weather phenomena or conditions that could cause such situations as required.
- In accordance with SOPs or when directed, activate the necessary warning system(s) to alert and provide instructions to all departments and to the public.
- Identify requirements for route alerting and door-to-door warnings for areas where other warning systems do not adequately reach the public.
- Develop and maintain hazard specific warning procedures covering warning receipt, verification, and dissemination.
- Report large hail, damaging winds, severe winter storm conditions, storm-related injuries or deaths to National Weather Service Missoula.

Sanders County Law Enforcement (ESF-13)

- Provide units and personnel for route alerting and door-to-door warnings when requested.
- Assist with evacuations.
- Coordinate Search and Rescue missions.
- Provide security to evacuated areas of the county.
- Close roads as needed and establish evacuation routes.
- Coordinate road closure and debris information with Public Works/Roads. Emphasize reporting of debris and blocked roads, power outages, power lines, and possible electrical and fire hazards.

Public Health Department (ESF-8)

- Provide public health information and education concerning the effects of a severe weather event.
- Inspect food and water supplies after a severe weather event if necessary.
- Develop emergency public health regulations and orders due to a severe weather event.
- Monitor the county for signs of water/food related infection or illness.

Roads/Public Works (ESF-3)

- Oversee the repair and restoration of key facilities and systems and removal of debris in the aftermath of a severe weather event.
- Identify contractors who can provide heavy and specialized equipment support during emergencies and individuals and businesses that can lease equipment to the county during emergencies.
- Assess damage to bridges, streets, government buildings, and dams.
- Assist in conducting damage assessments in the aftermath of a severe weather event.
- Provide barricades and signage to assist with road detours.
- Encourage that all equipment be fueled and ready for use including power generators and portable gas powered pumps and saws. All truck- or trailer-mounted bulk fuel tanks should be filled.
- Closely document all emergency work under an assigned unique work order including equipment and materials used, fuel consumed, worker overtime, tipping fees and number or volume of debris loads.

7.0 REFERENCES

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Lewis and Clark County, Montana. November, 2005. Section III, Hazard Specific Annexes, Annex 6 – Severe Weather.http://www.co.lewis-clark.mt.us/uploads/media/Severe_Weather_Annex.pdf

Sanders County, Montana. (March, 1998). Emergency Operations Plan.

8.0 ATTACHMENTS

- *List here once identified.*

SANDERS COUNTY EMERGENCY OPERATIONS PLAN
TERRORISM INCIDENT ANNEX

Approval Signature – Terrorism Incident Annex	
The undersigned have hereby reviewed and approved the Terrorism Incident Annex of the County Emergency Operations Plan	
Gene Arnold	12-28-10
Sanders County Law Enforcement	Date
William D Rangeli	12-28-10
Sanders County OEM	Date

TERRORISM INCIDENT ANNEX

Coordinating Agency

Sanders County Law Enforcement

Cooperating Agencies

- All departments, agencies, and other organizations assigned primary or supporting Emergency Support Function (ESF) responsibilities.

1.0 INTRODUCTION

1.1 Purpose

The purpose of this annex is to describe the policies and procedures with which Sanders County will operate in the event of a terrorist incident. This annex is intended to be used as a guide for emergency response personnel to safely respond to and to protect themselves and the citizens of Sanders County from the consequences of terrorist attacks.

1.2 Scope

The annex applies to all threats or acts of terrorism within Sanders County that require a response from any agency within its jurisdictional boundaries. The annex builds upon the existing concepts of operations by addressing the unique authorities, responsibilities, assumptions, situations, and concept of operations that will be applied for crisis and consequence management as necessary.

2.0 POLICIES

The strategies in this annex are consistent with the National Response Framework and National Incident Management System (NIMS) protocols. Incident Commanders may need to request assistance from federal and state authorities.

For federally designated terrorist incidents, the FBI and/or FEMA will determine the most appropriate mechanism for informing county and local officials of critical information, to the extent possible.

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

Sanders County is vulnerable to acts of terrorism, domestic and/or foreign. It may be directed against the population in general, a specific segment of the population, or a

governmental or private organization. The incident may be explosive or incendiary devices, chemical, biological, or nuclear attacks.

3.2 Planning Assumptions

- This plan may go into effect when a terrorism incident has occurred or a credible threat has been identified.
- The first response to a terrorism incident is always the responsibility of local emergency response groups. These first responders (local emergency or law enforcement personnel) or health and medical personnel will in most cases initially detect and evaluate the potential or actual incident, assess casualties (if any), and determine whether assistance is required. This assessment will be based on warning or notification of an incident that may be received from law enforcement, emergency response agencies, public health or the general public.
- Emergency response groups should be aware of the threat of possible secondary devices in all instances.
- A terrorism incident may not be immediately recognized as an act of terrorism.
- There may be multiple agencies involved in response to a terrorist incident. This response may include local, county, state, tribal and federal resources. An incident may require federal support.
- Protective actions taken by citizens in the risk areas include in-place sheltering, evacuation, and possibly quarantine/isolation.
- In the event of a serious incident, many residents in the risk area may choose to evacuate spontaneously and may not use designated evacuation routes.
- Most of the population will relocate to private homes or hotel/motel facilities. For planning purposes, mass care resources will be for a small percentage of the at-risk population.
- Sewage treatment and water treatment plants may have to be shut down due to hazardous materials entering into the sewage and/or water systems.
- A terrorism incident could rapidly overwhelm local resources in or around the affected area.
- Maximum protection must be provided to all emergency response groups until the nature of the incident has been identified and a tactical response plan formulated.
- Biological incidents may not be apparent until widespread cases appear and are identified by the hospital/public health system.

4.0 NOTIFICATIONS

The following list outlines potential notification procedures. This sequence may need to be modified any time there is a change in status, such as verification of a credible threat, information updates, and notification of an actual event. Additional agencies or organizations should be added as appropriate. If a threat is received in Sanders County, the following should occur:

- Notify Sanders County Law Enforcement
- Notify Sanders County Office of Emergency Management (OEM)
- Notify local FBI Office
- Notify Public Health Department, if necessary
- Notify City departments: Police, Fire and EMS, as appropriate
- Notify Montana DES
- Notification of other levels dependent upon nature of threat and security considerations.

There may or may not be a warning of a potential terrorism incident. Factors involved range from intelligence gathered from various law enforcement or intelligence agency sources to an actual notification from the terrorist organization or individual.

The warning or notification of a potential terrorist incident could come from many sources; therefore, open communication among local, state, and federal law enforcement agencies and emergency response officials is critical. The local FBI field office must be notified of any suspected terrorist threats of incidents. Similarly, the FBI informs state, county and local law enforcement officials regarding potential threats.

5.0 CONCEPT OF OPERATIONS

5.1 General

This annex addresses the proactive response to be taken following a terrorism incident to rapidly provide critical resources to assist and augment local response efforts. In order to provide for a proactive response, the EOP employs an expedited approach to the provision of resources to save lives and contain the incident. Guiding principles for a proactive incident response include the following:

- Upon notification that a terrorism incident may or has occurred, departments and agencies:
  - Take immediate actions to protect life, property, and critical infrastructure under their jurisdiction, and provide assistance within the affected area;
  - Immediately commence functional activities and responsibilities established under the ESF Annexes.
- Standard procedures outlined in the EOP regarding requests for assistance may be expedited or, under extreme circumstances, temporarily suspended in the immediate aftermath of a terrorism incident, pursuant to existing law.
- Pre-identified response resources are mobilized and deployed, and, if required, begin emergency operations to commence life-safety activities.
- Notification and full coordination with federal and state government occurs, but the coordination process should not delay or impede the rapid mobilization and deployment of critical resources.

- Upon recognition that a terrorism incident has occurred, Sanders County OEM should immediately begin implementation of the EOP, potentially in advance of a formal state and federal disaster declaration.

5.2 Communications

In the event of a terrorism incident, rapid and secure communication is crucial for a prompt and coordinated response. Strengthening communications among first responders, emergency rooms, hospitals, mass care providers, and emergency management personnel must be given top priority. In addition, terrorist attacks have been shown to overload non-dedicated telephone lines and cellular telephones. In these instances, the Internet has proven more reliable for making necessary communications connections, although it should be recognized that computers may be vulnerable to cyber attacks. Responders with different functions within the jurisdiction or from different jurisdictions may use different radio frequencies. During a terrorist incident, multiple state and federal agencies may be involved and interoperable communication frequencies will be necessary. Emergency response agencies will need interoperable radios to communicate with various agencies involved in a terrorist incident.

5.3 Emergency Public Information

Terrorism is designed to be catastrophic. The intent of a terrorist attack is to cause maximum destruction of lives and property; create chaos, confusion, and public panic; and overwhelm emergency response resources. Accurate and timely information, disseminated to the public and media immediately and often over the course of the response, is vital to minimize accomplishment of these terrorist objectives. Preservation of life and property may hinge on instructions and directions given by authorized officials. Establishing and maintaining an effective rumor control mechanism may help clarify emergency information for the public. Initial interaction with the media is likely to be implemented by an Information Officer, as directed by the Incident Commander/Unified Commander or EOC in accordance with the ESF-15 Annex.

To facilitate the release of information, the FBI may establish a Joint Information Center (JIC) comprised of representatives from federal, state, tribal and local authorities for the purpose of managing the dissemination of information to the public, media, and businesses potentially affected by the incident. An act of terrorism is likely to cause widespread panic, and ongoing communication of accurate and up-to-date information may help calm fears and limit collateral effects of the attack. It is anticipated any terrorist incident would result in national media coverage also. Every effort should be made to keep the public informed through regular public briefings as warranted.

5.4 Protective Actions

As referenced in the Evacuation Annex of the EOP, temporary “in-place sheltering” may be required if that area must be contained because of the need for quarantine or if it is determined

to be safer for individuals to remain in place. These actions are also addressed in the EOP and should be handled by designated personnel. Evacuation may be required from inside the perimeter of the scene to guard against further casualties from contamination by primary release of a chemical, biological, radiological, nuclear or explosive (CBRNE) agent, the possible release of an additional agent, secondary devices, or additional attacks targeting emergency responders. Multi-jurisdictional issues regarding mass care, sheltering, and evacuation would be pre-coordinated among public health, law enforcement, Sanders County OEM, American Red Cross and elected officials of the affected areas to lessen the negative impact.

Protection from biological threats may involve isolation of individuals who pose an infection hazard, quarantine of affected locations, vaccination, use of masks by the public, closing of public transportation, limiting public gatherings, and limiting travel. As with any emergency, state, tribal and local officials are primarily responsible for making protective action decisions affecting the public. Protocols are established so that important decisions are made by persons with the proper decision-making authority. Irrational public behavior should be dealt with by law enforcement according to established law.

5.5 Mass Care

As referenced in the Mass Care Annex of the EOP, The American Red Cross is the primary agency for mass care. The location of mass care facilities should be based partly on the hazard agent involved. Decontamination, if it is necessary, may need to precede sheltering and other needs of the victims to prevent further damage from the hazard agent, either to the victims themselves or to the care providers. Temporary shelters may be needed to move victims out of the way of immediate harm. This would allow responders to provide critical attention (e.g., decontamination, and medical services) and general lifesaving support, then evacuate victims to a mass care location for further attention.

5.6 Health and Medical

The response to a bioterrorism incident may require active collaboration of clinicians and local public health authorities responsible for disease monitoring, treatment/immunization, and outbreak investigation. Bioterrorism might involve infectious or communicable diseases, such as smallpox or plague. As with any terrorism incident, law enforcement would be a major player for security of medical facilities and investigation of the incident.

First responders may be entering an environment with biological or chemical agents, radioactive materials, or hazardous air pollutants. Other incidents may pose environmental or physical risks to responders from structurally damaged and potentially deadly buildings, pipelines, tank trucks or bridges. A bioterrorism incident raises several other special issues. Such an incident may generate an influx of patients requiring specialized care. If an infectious agent is involved, it may be necessary to isolate the patients and use special precautions to avoid transmission of the disease to staff and other patients. Another consideration is the need for a primary triage area

away from the main medical facilities to prevent additional contamination. See ESF-8 for more information.

5.7 Phases of Emergency Management

Preparedness

- Assess the current capabilities of the county and local jurisdictions to respond to and recover from a terrorist attack.
- Schedule and participate in training related to terrorism response; responsibilities should be developed and carried out by local, regional, state, and federal agencies and/or organizations.
- Participate in simulations/exercises on a regularly scheduled basis including tabletop exercises, functional communications and coordination drills, and field exercises.
- Evaluate plans, policies, and procedures through real world experience and exercises.
- Track issues associated with lessons learned from exercises and real world experiences so they are resolved and incorporated into plan revisions, as appropriate.

Response

- Initiate Incident Command.
- Establish scene control.
- Establish and secure communications.
- Identify the "Hazard Control Zone".
- Establish an inner incident perimeter.
- Establish and adjust the outer incident perimeter, as needed.
- Establish scene incident command post.
- Select a staging area for incoming resources.
- Assess the situation.
- Identify and request additional resources.
- Identification of possible secondary devices.
- Identification of hazardous material/CBRNE agent.
- Removal of casualties/fatalities.
- Decontamination of casualties.
- Triage of casualties .
- Treat casualties.
- Isolate and quarantine the injured and exposed.
- Transport victims.
- Locate stocks of available antidotes, as needed.
- Preserve the crime scene.
- Arrange for disposition of the deceased.

Recovery

- Provide assistance to victims or their families who may be eligible for assistance under State or federal victim's assistance laws.
- Provide crisis counseling to injured victims, those put at risk of injury, and the families of these persons who may have suffered psychological trauma as a result of the attack.
- Decontaminate buildings and/or land that may have become contaminated by chemical or biological agents or radioactive materials so they can safely be re-occupied and farms can safely grow crops.
- Relocate persons from office buildings so decontamination can take place, or until damaged buildings are repaired or replaced.

Mitigation

- Develop protocol for reporting suspicious behavior.

6.0 ROLES & RESPONSIBILITIES

Coordinating Agency (Sanders County Law Enforcement)

- Enforce and maintain all laws and emergency regulations for the protection of life and property.
- Establish an Incident Command Post.
- Assume a perimeter position around the area using available personnel.
- Make mutual aid requests as needed so that the security mission can be completed.
- Initiate the segregation of victims and witnesses from perpetrators.
- Provide perimeter, external, and special facilities security.
- Preserve evidence for later prosecution.
- Request laboratory and crime scene technical assistance from state law enforcement and federal agencies.
- Initiate evacuation, if needed.
- Coordinate support.

Cooperating Agencies

Sanders County OEM

- Activate the Emergency Operations Center (EOC).
- Establish contacts with higher levels of government to encourage resource availability.
- Coordinate support resources within the affected area(s).
- Coordinate transportation support for emergency workers and response equipment.
- Coordinate intergovernmental and interjurisdictional operations through the EOC.
- Maintain a list of resources available to local government during a terrorism event.
- Commit all available resources necessary to protect lives, property, and to relieve suffering and hardship.

- Maintain all records of resources expended during a terrorism event.
- Request assistance through the State EOC if necessary.

Rural Fire Districts/City Fire Departments

- Identification and isolation of any hazardous material.
- Initiate fire suppression operations.
- Initiate emergency medical assistance when applicable and capable.
- Initiate search and rescue operations.
- Request mutual aid assistance through the proper chain of command.
- Request support on hazardous materials decontamination procedures.

Emergency Medical Services

- Take precautions necessary to prevent, contain contamination, infection, or injuries to themselves and others involved in operations.
- Initiate triage setup.
- Provide on-scene medical support.
- Initiate victim transport activities.
- Provide emergency medical care to emergency responders.

Hospitals

- Detect and control disease-causing agents.
- Coordinate with Public Health on all control aspects to prevent further infections.
- Initiate disaster plans and strengthen security so that hospitals do not become secondary targets.
- Provide medical treatment to victims, families, and emergency responders.
- Initiate Mass Casualty Emergency triage when notified of a potential large influx of patients.
- Establish temporary patient care facilities as needed.

Human Services Agencies

- Organize and coordinate the delivery of mental health services to the afflicted area.
- Dispatch trained mental health volunteers to key sites throughout the community.
- Provide monitoring and counseling at Reception Centers, Reunification Centers, Shelters, and the Hospital.
- Coordinate Critical Incident Stress Management Team for Emergency Responders.

Public Health Agencies

- Responsible for the detection and control of disease-causing agents.
- Supervise sanitation and the purification of water sources.
- Provide a means of directing the management of distribution and utilization of health resources under county control or allocated by the county.
- Collect data related to disease outbreaks.

- Forward data to the appropriate local, state, and federal agencies.
- Issue necessary health instructions to the general public.

County Coroner

- Assume responsibility for any deceased.
- Establish temporary morgue sites as necessary.
- Request a Disaster Mortuary Operational Response Team (DMORT), as needed.
- Assume responsibility for the recovery, staging, and identification of remains.

County E-911

- Provide tactical communications to the incident scene.
- Support interagency and intergovernmental communications.
- Activate emergency communications and warning procedures when requested by the EOC.
- Maintain all records of resources expended during a terrorism event.
- Screen and prioritize all calls from the public for dissemination.

Road Department/Public Works Departments

- Maintain traffic routes and remove debris from roadways.
- Assist to protect the sanitary sewage systems and monitoring sources of potable water for any potential or possible contamination.
- Take steps necessary to prevent/isolate contamination of sewage system and water resources.

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8.0 ATTACHMENTS

- *List here when identified.*