

Appendixes

TABLE OF CONTENTS

Appendix 1, Shelters -----	2
Appendix 2, Emergency Telephone Notification System -----	3
Appendix 3, Evacuation Authority -----	4
Appendix 4, Evacuation Trip Permit -----	5
Appendix 5, Road Closure Procedure -----	6
Appendix 6, DNRC Emergency Assistance Request -----	9
Appendix 7, Sample Continuing Emergency Declaration -----	10
Appendix 8, Sample Request for Governor’s Disaster Declaration -----	11
Appendix 9, Sample Disaster Declaration -----	12
Appendix 10, Sample Emergency Declaration -----	13
Appendix 11, Hazardous Site Information -----	14
Appendix 12, Definitions-----	15
Appendix 13, Acronyms-----	19
Appendix 14, Agricultural Incident Management -----	21
Appendix 15, Medical Resources and At Risk Populations -----	25
Appendix 16, DES Situation Report Form -----	30
Appendix 17, NIMS Implementation Strategy -----	34
Appendix 18, Succession of Elected Officials -----	35
Appendix 19, Emergency Call Lists -----	36
Appendix 20, County Mutual Aid Agreement -----	38

Appendixes

Appendix 1

SHELTERS

The Stillwater County Pavilion, usually called the Little Metra, is the designated public shelter in the county. It is located on the county fairgrounds at 5th Avenue and 4th Street in Columbus. The county has a formal agreement with the Red Cross to operate this site as a public shelter.

1. Shelter/mass care operations and staffing is a mandated responsibility of the American Red Cross. Their extensive resources and expertise are available upon request. The Red Cross representatives live in Stillwater County Please call the State Hotline for assistance. 1-800-ARC-MONT
2. Effective public information is necessary to inform the populace of the shelter/mass care facility.
3. Supplementary food and other needed supplies are authorized for purchase by the county in emergency circumstances.
4. Public schools and churches may also be recruited for shelters.

SHELTERS IN STILLWATER COUNTY

<u>FACILITY</u>	<u>LOCATION</u>	<u>SERVICES</u>	<u>CAPACITY</u>	<u>PHONE</u>
Stillwater County Pavilion	328 E 5 Ave N Columbus	a,b,c	200	322-4546 or322-8035
Columbus High School	224 4 Ave N Columbus	a,b,c,f-1	100+	322-5371
Columbus Elementary	218 E 1 Ave N Columbus	a,c,f-1	100	322-5371
Absarokee High School	S Woodard Absarokee	a,b,c,f-1	100	328-4581
Park City	10 2 Ave SW	a,b,c,d,f-1	100	633-2350

a = heat

b = food preparation

c = water

*Protection factor 1 = 1 –39; 2-3 = 40 to 99; 4=100 plus

d = private well

e = emergency power (generator)

f = radiation protection (protection factor number)

Appendixes

Appendix 2

Internal Methods and Procedures for the Emergency Telephone Notification System

1) What is the Emergency Telephone Notification System?

A system provided through contract with Qwest Communications and Intrado to provide a automated emergency notification via land line telephone. This system can be activated by predesignated local officials to notify telephone subscribers in any area of Stillwater County of a disaster, missing person, or other emergency.

2) Who authorizes an event launch?

The Sheriff, Police Chief, a County Commissioner, or a Mayor can authorize a launch of the system.

3) Who performs the event launch?

The Sheriff, Police Chief, Sheriff's Administrative Assistant, County Disaster Emergency Services Coordinator, and the Geographic Information System Coordinator are trained to activate a launch.

4) What is the process for event launch notification?

For an **evacuation**; after an evacuation order has been authorized by an appropriate elected official, the sheriff or Police Chief may activate a launch. For non-evacuation notifications, the Sheriff or Police Chief can activate the system when appropriate.

5) What other emergency notification devices are available and can be used in conjunction with the Emergency Telephone Notification System?

The Emergency Broadcast System through AM and FM radio, any available telephone call up trees in order to include individuals with only cell phones, and public address systems such as patrol cars and other emergency vehicles.

6) What is the schedule for regular procedure and system testing?

Log-in procedures will be tested monthly. There will be an annual live test of the system.

7) Who is responsible for training new internal users as personnel changes occur?

The Sheriff's Administrative Assistant will train new users.

8) How and where is the necessary documentation displayed for launch personnel?

Each authorized user will carry a laminated card listing procedures. Procedures will also be posted at the dispatch terminal and the computer terminals of each authorized user.

9) How is the Project Manager notified of personnel changes?

The Sheriff will know of key personnel changes.

10) What is the process for ongoing GIS error correction and referral?

The Sheriff and GIS Officer will report road changes to Intrado. Intrado will send monthly correction documents to the GIS Officer for inclusion into the system.

Appendix 3

EVACUATION AUTHORITY

Montana Code Annotated 2005

[Previous Section](#) [MCA Contents](#) [Part Contents](#) [Search](#) [Help](#) [Next Section](#)

10-3-406. Authority of principal executive officer. Upon the declaration of an emergency or disaster under [10-3-402](#) or [10-3-403](#) and the issuance of an order as required by [10-3-404](#), the principal executive officer may:

(1) direct and compel the evacuation of all or part of the population from an emergency or disaster area within that political subdivision when necessary for the preservation of life or other disaster mitigation, response, or recovery; and

(2) control the ingress and egress to and from an emergency or disaster area, the movement of persons within the area, and the occupancy of premises therein.

History: En. Sec. 5, Ch. 71, L. 1987; amd. Sec. 5, Ch. 595, L. 1989.

Provided by Montana Legislative Services

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Appendixes

Appendix 4

Stillwater County

EVACUATION TRIP PERMIT

Name: _____ Date: _____

Destination: _____ Phone: _____

Home Address: _____ Phone: _____

Next of kin: _____ Phone: _____

Additional Information: _____

Signature: _____ Date: _____

Time in: _____ Time out: _____

Approved by: _____ Position: _____

Appendix 5

ROAD CLOSURE PROCEDURE



Purpose and Authority

The purpose of this document is to provide a written procedure for coordinating local and state resources needed to protect life-safety of the traveling public and emergency responders during the closure and re-opening of any state highway.

Montana Code Annotated gives authority to the Montana Department of Transportation (MDT) for closing a state highway. MDT officials recognize that in some cases local or state law enforcement may need the authority for road closures to protect the life and safety of the public.

Situation

Often times, vehicle wrecks, bridge collapses, or hazardous material spills can close roadways to traffic. In these instances, coordination between local and state agencies happens after the roadway is already blocked. Other situations also exist where the roadway closures are required due to dangerous conditions such as winter storms that create extremely poor visibility, or wildland fires approaching the roadway. Under these and other approaching hazardous situations, coordination between agencies is also required in advance of the road closure to best provide for public and responder safety. It is expected that traffic will be rerouted around closures whenever possible.

Procedure

1. On-site emergency personnel will make the decision to close the road. On-site personnel may include local law enforcement, Montana Highway Patrol, MDT personnel, Incident Management Team personnel, and other emergency responders.

Appendixes

2. One person on-scene will be designated in charge. In most situations, the person in charge may be the incident commander, but depending on the incident, the person in charge may carry a different title.
3. The person in charge is responsible for ensuring that the proper agencies are immediately informed about the closure. These agencies should include, but are not limited to: surrounding counties that could be affected by the closure; MHP, MDT, and/or State DES. If no MDT representative is on-scene, contacting the nearest MDT district office should be a priority so that MDT personnel can mobilize signs.
4. Information provided to all agencies will include: the location and reason for the closure, the estimated duration of the closure (if possible), if and where traffic can be rerouted, and the name and contact information for a designated on-scene contact person. The contact person may be the incident commander, or during very complex incidents, may be someone designated by the incident commander.
5. If no MDT representative is on-scene at the time of the closure, MDT will designate an agency representative. The agency representative may either be on-scene or available by phone at all times. Arrival time and/or contact information for the MDT agency representative will be provided during initial contact with the District Office. The MDT agency representative will have decision making authority, participate in command decisions, and be responsible for relaying any incident specific information to MDT personnel and to MDT dispatch.
6. MDT personnel will determine the best locations of temporary signs and place the signs at the designated locations. MDT personnel can delegate these duties to emergency responders as needed.
7. MDT personnel will notify the designated on-scene contact person and the MDT Helena office that all signs and barricades are in place.
8. The on-scene contact person will be the lead in assigning personnel to man barricades and will coordinate assignments with the MDT agency representative if applicable.

Re-opening Procedure

1. No barricades will be removed without an order through the established chain of command.
2. All hazards should be removed, repaired, or controlled before traffic is allowed to resume. This includes tow trucks, emergency response vehicles, damaged vehicles, and road or bridge damage.
3. Law enforcement should determine places to preposition along the closed route before traffic is allowed to resume for the purpose of preventing accidents caused by overanxious drivers.

Appendixes

4. Barricades will be removed only when the Incident Commander, all agency representatives, and all responders remaining at the scene are informed of the anticipated traffic flow returning to the closure area.
5. Responders responsible for removing barricades will contact responders who are still on scene just prior to any barricade removal. Information relayed will include the responder's call sign or name, the location of the barrier to be removed (including mile markers and/or distance from the incident scene if possible), and the time of removal.
6. Law enforcement will remain on scene until traffic flows normally.
7. Individual agencies are responsible for returning their individual barricades to the correct storage locations.

Appendixes

Appendix 6

DNRC EMERGENCY ASSISTANCE REQUEST

TO: _____, DNRC

FROM: STILLWATER COUNTY

DATE:

RE: **Emergency Declaration for fire suppression;
located in Section, Township, Range**

The _____, located _____ of town in Section _____, Township _____, Range _____ started approximately at _____ PM on _____. The fire origin was **Put lat & long here**. At _____ PM, it was apparent that Stillwater County fire resources were overwhelmed and we requested, by phone, the assistance of Department of Natural Resources and Conservation.

George F. Bokma
Fire Warden
Stillwater County

Eric Frank
DES Coordinator
Stillwater County

**BOARD OF COMMISSIONERS
STILLWATER COUNTY**

Dennis Shupak, Chairman

Gerald W. Dell

Maureen Davey

Appendixes

Appendix 7

SAMPLE CONTINUING EMERGENCY DECLARATION AND AID REQUEST TO DNRC

TO:

State of Montana

Department of Natural Resources and Conservation

FROM: STILLWATER COUNTY

DATE:

RE: Continuing Emergency Declaration and request for fire suppression assistance:

Stillwater County has had two major fires and several other fires over the last two weeks. Environmental conditions remain unchanged and are at the highest risk for continuing fire starts. County financial, equipment and human resources for fire and emergency services are exhausted and it is clear that there will be more fires starts through the fire season.

Stillwater County requests that the Department of Natural Resources and Conservation continue to maintain the county on emergency status for the duration of the 2006 fire season. This status will expedite state assistance and services.

The undersigned and the citizens of Stillwater County sincerely appreciate state support activities of the recent past and for the rest of the fire season.

George F. Bokma

Eric Frank

Fire Warden
Stillwater County

DES Coordinator
Stillwater County

**BOARD OF COMMISSIONERS
STILLWATER COUNTY**

Dennis Shupak, Chairman

Gerald W. Dell

Maureen Davey

Appendix 8

**SAMPLE LETTER TO THE GOVERNOR REQUESTING A
DISASTER DECLARATION**

July 11, 2010

The Honorable
Governor of Montana
State Capitol
Helena, Montana 59620

Dear Governor ,

On July 6th, then again on July 10, 2010, major fires have occurred in Stillwater County. Currently, the Saunders fire between Columbus and Reed Point is burning out of control and local resources are exhausted.

At this time, at least six structures have been destroyed and over 100 families have been evacuated from their homes. More damage and evacuations are expected in the near future. Shelters have been set up for people and their animals and law enforcement personnel resources for traffic control and other services are exceeded.

Local emergency and disaster plans have been activated; county funds, personnel and resources have been committed to disaster operations and a state of disaster has been declared.

Based on preliminary damage assessments for both private and public sectors, we believe that the disaster is of such magnitude that local resources will not be capable of effectively alleviating the situation. Therefore, we ask that you declare a state of disaster in Stillwater County and initiate the available and appropriate relief measures and resources.

Chairman

Commissioner

Commissioner

Cc: Montana Disaster and Emergency Services Division
Stillwater County DES

Appendixes

Appendix 9

RESOLUTION 200_ - _____

STILLWATER COUNTY DISASTER DECLARATION

WHEREAS, major wildland fires are currently burning in Montana in Stillwater County which have created a disaster to Stillwater County local structures and environment; and

WHEREAS, restoration of local services and facilities is essential to ensure the health, safety and welfare of residents of the county, and

WHEREAS, Stillwater County has committed all available resources, taken all possible action to combat and alleviate the situation and local resources are not adequate to cope with the situation.

NOW, THEREFORE, BE IT RESOLVED by the Stillwater County Commissioners that a disaster is hereby declared, pursuant to Section 10-3-403, M.C.A, because expenditures may be beyond the financial capability of the county.

BE IT FURTHER RESOLVED, that copies of this resolution be filed with the Stillwater County Sheriff, Clerk and Recorder, County Assessor and Emergency Services Division in Helena.

BE IT FURTHER RESOLVED, that Stillwater County requests the Governor declare Stillwater County a disaster area for purposes of accessing state disaster relief funding.

Dated this ___ day of , .

BOARD OF COMMISSIONERS STILLWATER COUNTY

Dennis Shupak, Chairman

Gerald W. Dell, Member

Maureen Davey, Member

ATTEST: _____
Pauline Mishler, Clerk and Recorder

Appendixes

Appendix 10

RESOLUTION 200_ - _____ STILLWATER COUNTY EMERGENCY DECLARATION

WHEREAS, wildland fires have been and are currently burning in Montana in areas that are comparative to Stillwater County which have created an imminent threat of a disaster in the Stillwater County local structures; and

WHEREAS, Stillwater County has received substantially below normal precipitation over the last 11 years with near normal precipitation in 200_, bringing abundant grass production; and

WHEREAS, there has been a significant accumulation of fire fuel; and

WHEREAS, such fires may cause significant damage to both public and private lands within Stillwater County; and

WHEREAS, it has been determined by the Board of Commissioners that an emergency exists due to the extreme fire danger; and,

WHEREAS, Stillwater County has committed all available resources, taken all possible action to combat and alleviate the situation and local resources may not be adequate to cope with the situation; and,

NOW, THEREFORE, BE IT RESOLVED by the Stillwater County Commissioners that an emergency is hereby declared, pursuant to Section 10-3-402, M.C.A, because expenditures may be beyond the financial capability of the county.

BE IT FURTHER RESOLVED, pursuant to 10-3-405(5), M.C.A., that the Board of Commissioners hereby authorizes the expenditure of remaining Disaster Monies in Fund # 2260.

BE IT FURTHER RESOLVED, that copies of this resolution be filed with the Stillwater County Sheriff, Clerk and Recorder, County Assessor and Emergency Services Division in Helena.

Dated this ___ day ___ of ___.

**BOARD OF COMMISSIONERS
STILLWATER COUNTY**

Dennis Shupak, Chairman

Gerald W. Dell, Member

Maureen Davey, Member

ATTEST: _____
Pauline Mishler, Clerk and Recorder

Appendixes

Appendix 11

STILLWATER COUNTY HAZARDOUS SITE INFORMATION

<u>NAME</u>	<u>CONTACT PERSON</u>	<u>PHONE #</u>
Stillwater Mine	Randy Weimer	328-8529
SMC Metallurgical Complex (Smelter, refinery, lab) also see map of facilities	David Johnson Ryan Morris	322-8927 322-8928
Montana Silversmiths	Kurt Robins Colette Schlehuber	W-322-6018 H-322-5516 C-855-5902 H-322-4693 W-322-6030 C-860-9623
Railroads	Montana Rail Link	800-338-4750
Highways/Roads	Dennis Holten (City) Calvin Clark (County)	322-4424 322-5335
Airport	Airport Manager	322-5974
Pipelines		915-685-1731
Mystic Lake Dam Onsite cell phone	PPL	406-869-5100 406-670-4637
Columbus High School	Allan Sipes	W-322-5373 C-321-0312 C-321-0311
Or Facilities Manager	Don Buechler	C-321-0469

Appendixes

Appendix 12

DEFINITIONS

1.. LOCAL DECLARATIONS.

LOCAL EMERGENCY — DECLARATION AND TERMINATION. (1) A local emergency proclamation of disaster declaration may be issued only by the principal executive officer (County Commissioner or Town Mayor) of a political subdivision. (2) An emergency proclamation may be issued by order or resolution whenever the principal executive officer determines there is an emergency. (3) An emergency proclamation may not continue for longer than ten (10) days except by consent of the governing body of the political subdivision. (4) An emergency proclamation may terminate with a disaster declaration or when the principal executive officer determines that the emergency no longer exists (MCA 10-3-402).

LOCAL DISASTER — DECLARATION AND TERMINATION. (1) A disaster declaration may be issued by order or resolution whenever the principal executive officer determines a disaster is occurring or has occurred. (2) A disaster declaration may not continue for longer than thirty (30) days except by consent of the governing body of the political subdivision. (3) A disaster declaration may be terminated when the principal executive officer determines that the disaster conditions no longer exist (MCA 10-3-403).

2. STATE DECLARATIONS.

EMERGENCY - the imminent threat of a disaster causing immediate peril to life or property for which timely action can avert or minimize (10-3-103 (6) MCA).

DISASTER - means the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause..(10-3-103 (3) MCA).

3. TITLE 10. CHAPTER 3. MONTANA CODE ANNOTATED.

Provides the authority and assigns the responsibility for the prompt and timely reaction to an emergency or disaster, to ensure that preparation of the county and cities will be adequate to deal with such disasters or emergencies, and generally to provide for the common defense and to protect the public peace, health, and safety and to preserve the lives and property of the people of the county and cities.

4. FEDERAL DECLARATIONS.

Appendixes

EMERGENCY - any of the various types of natural disasters included in the definitions of a "major disaster" which requires federal emergency assistance to supplement local and state efforts, save lives and protect property, public health and safety or to avert or lessen the threat of a disaster (P.L. 93-288).

MAJOR DISASTER - any hurricane, tornado, storm, flood, highwater, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, or other catastrophe in any part of the United States, which in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance above and beyond emergency services by the Federal Government to supplement the efforts and available resources of local and state governments, and private relief organizations in alleviating the damage, loss, hardship or suffering caused thereby (P.L. 93-288).

5. PUBLIC LAW 92-288.

The "Disaster Relief Act of 1974." The law provides an orderly and continuing means of assistance by the Federal government to local and state governments in carrying out their responsibilities to alleviate the suffering and damage which results from disasters.

6. FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA).

The agency responsible for administering federal assistance provided under P.L. 93-288.

7. GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR).

The person designated by the Governor in the FEMA-State Agreement, to execute on behalf of the State all necessary documents for disaster assistance, following a Presidential Declaration.

8. FEDERAL COORDINATING OFFICER (FCO).

A representative from FEMA who coordinates all federal assistance, in a Presidential Declaration, with state and local governments, and private relief organizations.

9. STATE COORDINATING OFFICER (SCO).

The Administrator, Disaster and Emergency Services Division, Department of Military Affairs, or his designee, who will coordinate the State's activities in state and federal declarations.

10. LOCAL GOVERNMENTS APPLICANT'S AUTHORIZED AGENT.

Appendixes

The person designated by each jurisdiction to assure and certify that the jurisdiction will comply with FEMA regulations, policies, guidelines and requirements as they relate to the application, acceptance and use of federal funds.

11. STANDARD OPERATING PROCEDURES (SOP).

An internal document developed by city or county departments prescribing procedures and policies that assures coordination and delivery of service.

12. PUBLIC FACILITY.

Any flood control, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, airport facility, any non-federal aid street, road or highway, and any other publicly owned building, structure or system.

13. PUBLIC ASSISTANCE.

Assistance provided under this Plan such as debris removal, permanent repair, restoration or replacement of public, and eligible private nonprofit facilities, damaged or destroyed in a State or Presidentially declared "Major Disaster" or "Emergency."

14. INDIVIDUAL ASSISTANCE.

Assistance provided under this Plan such as search and rescue, medical care, operation oemergency shelters and feeding. It includes relief and rehabilitation actions under Presidentially declared disasters such as temporary housing, disaster loans, federal income tax assistance, legal service, consumer aid, disaster unemployment benefits, crisis counseling and individual and family grants.

15. DISASTER FIELD OFFICE (DFO).

A facility where federal and state disaster personnel are located for overall program coordination during the recovery phase in a Presidentially Declared "Major Disaster."

16. EMERGENCY OPERATIONS CENTER (EOC).

A facility where local department personnel can be brought together to coordinate local operations during the disaster phase. State and federal personnel may use the EOC during the damage assessment activities before a DFO is established.

Appendixes

17. STATE EMERGENCY AND DISASTER FUND.

The governor may authorize the incurring of liabilities and expenses to be paid as other claims against the state from the general fund, in the amount necessary, when an emergency or disaster justifies the expenditure and is declared by the governor, to meet contingencies and needs arising from an emergency or disaster, as defined in MCA, 10-3-103, which results in damage to the works, buildings or property of the state or any political sub-division thereof or which menaces the health, welfare, safety, lives or property of any considerable number of persons in any county or community of the state.

Appendixes

Appendix 13

Acronyms

ARC: American Red Cross
ARFF: Aircraft Rescue & Fire Fighting
BLM: Bureau of Land Management
BOR: Bureau of Reclamation
CDC: Centers for Disease Control and Prevention
CEO: Chief Elected Official(s)
DAC: Damage Application Center
DAG: Damage Assessment Group
DAT: Damage Assessment Team
DES: Disaster and Emergency Services
DESC: Disaster and Emergency Services Coordinator
DMAT: Disaster Medical Assistance Team
DMORT: Disaster Mortuary Operational Response Team
DNRC: Dept. of Natural Resources (Montana)
DOD: Department of Defense
DOE: Department of Energy
DOJ: Department of Justice
DOT: Department of Transportation
DPHHS: Department of Public Health and Human Services
DPMU: Disaster Portable Morgue Unit
DPP: Domestic Preparedness Program
DPW: Department of Public Works
DSR: Damage Survey Report
EAS: Emergency Alert System
EMS: Emergency Medical Services
EOC: Emergency Operations Center
EOD: Explosive Ordinance Disposal
EOP: Emergency Operations Plan
EPA: Environmental Protection Agency
ESF: Emergency Support Function
FAA: Federal Aviation Administration
FEMA: Federal Emergency Management Agency
FHA: Federal Highway Administration
FSC: Finance Section Chief
GIS: Geographic Information System
HAZMAT: Hazardous Materials
IC: Incident Commander
ICP: Incident Command Post
ICS: Incident Command System
IDLH: Immediately Dangerous to Life and Health
IED: Improvised Explosive Device
IFGP: Individual & Family Grant Program
JIC: Joint Information Center
JOC: Joint Operations Center
JTTF: Joint Terrorism Task Force (FBI)
LE: Law Enforcement
LEPC: Local Emergency Planning Committee
LO: Liaison Officer
LSC: Logistics Section Chief

Appendixes

MCI: Mass Casualty Incident
MOA: Memorandum of Agreement
MOU: Memorandum of Understanding
MRL: Montana Rail Link
MSDS: Material Safety Data Sheets
MTDEQ: MT Dept. of Environmental Quality
MTDES: MT Disaster and Emergency Services
MTDNRC: MT Dept. of Natural Resources
MTDOT: MT Dept. of Transportation
MTFWP: MT Fish, Wildlife, & Parks Dept.
NFPA: National Fire Protection Association
NGO: Non-Governmental Organization
NIMS: National Incident Management System
NTSB: National Transportation Safety Board
NWS: National Weather Service
ODP: Office for Domestic Preparedness
OEM: Office of Emergency Management
OEP: Office of Emergency Preparedness
OES: Office of Emergency Services
OSC: On Scene Commander (Coordinator)
OSC: Operations Section Chief
PDD: Presidential Decision Directive
PH: Public Health
PIO: Public Information Officer
POC: Point of Contact
PPE: Personal Protective Equipment
PSA: Public Safety Announcement
PSAP: Public Safety Answering Point
PSC: Planning Section Chief
PW: Public Works
RUL: Resource Unit Leader
SBA: Small Business Administration
SCBA: Self-Contained Breathing Apparatus; a respiratory device used in hazardous material incidents; required PPE for Level A and B protection
SERC: State Emergency Response Commission
SIEC: State Interoperability Executive Council
SOP: Standing Operating Procedures; also known as Standing Operating Guides (SOG)
SET: Special Events Team
SWAT: Special Weapons and Tactics
SUL: Situation Unit Leader
TERC: Tribal Emergency Response Commission
TSA: Transportation Security Administration
TVA: Threat and Vulnerability Assessment
UC: Unified Command
USAR: Urban Search and Rescue
USDA: US Department of Agriculture
USFA: US Fire Administration
USFS: US Forest Service
USGS: United States Geological Survey

Appendixes

Appendix 14

Protocol for Handling Agricultural Incidents Involving Outbreaks of Foreign Animal Diseases in Livestock or Wild Animals

Purpose:

This protocol outlines the steps to be taken in the inspection and investigation of an agricultural incident involving a foreign animal disease outbreak in livestock or wild animals within Stillwater County. Protection of livestock or wild animals from threats of exposure outside of Stillwater County will be coordinated through the Montana Department of Livestock; State Veterinarian's Office.

Definitions:

Foreign Animal Diseases in Livestock and wild animals are considered to be any biological infestation that impacts domesticated or wild animals within the United States where significant measures are deemed necessary to control and eradicate the impact of disease on agriculture and the economy. Such measures may include quarantine and/ or destruction of, or limiting the transport or sale of, infected animal species to prevent the spread of the disease across established borders.

Authority:

Statutes and administrative rules relating to the handling and investigation of suspected foreign animal disease in livestock and wild animals include, but are not limited to, the following:

Title Inspections.

Title Enforcement

Title Protection.

Concept of Operations:

The Montana Department of Livestock has been identified as the lead state agency for direction and control of incidents involving foreign animal disease outbreaks. The Livestock Inspector (Peter Olsen), as local representative for the Department of Livestock, will be responsible for the initial investigation of suspected foreign animal disease in Stillwater County. The Stillwater County Environmental Health Director (Stephanie Moodry) will serve as an alternate in order to fill out an initial incident report of suspected foreign animal disease. If credible, the information concerning suspected foreign animal disease will be transmitted to Montana state agencies as soon as possible. The Department of Livestock's State Veterinarian will direct and control the incident. The Stillwater County Sheriff Department is responsible for public safety and maintaining order in and around quarantined areas.

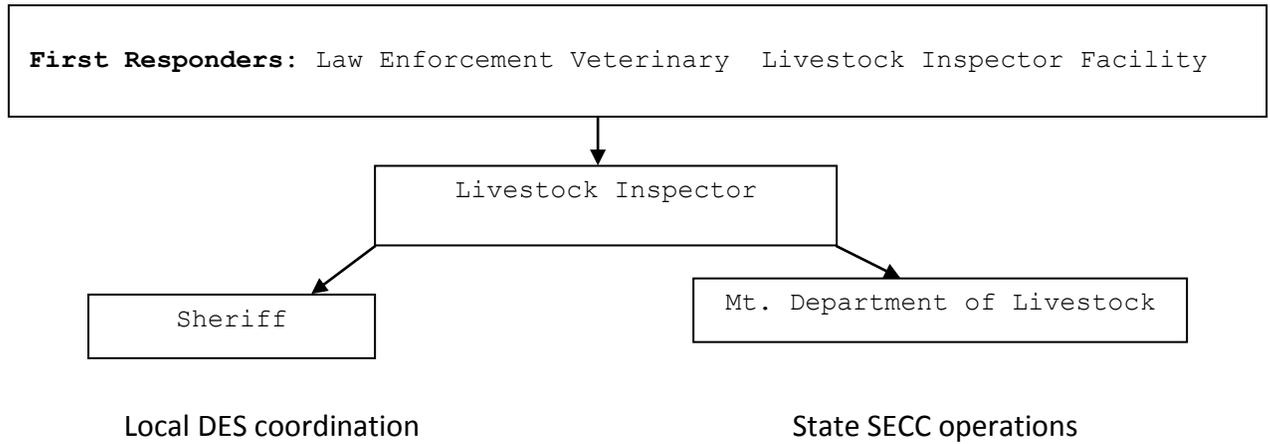
Appendixes

Procedures:

1. The Livestock Inspector (Peter Olsen), as local representative for the Department of Livestock, will be responsible for the initial investigation of suspected foreign animal disease in Stillwater County. Stephanie Moodry, Stillwater County Environmental Health Director, will serve as his alternate in the investigation. The Initial Incident Report Form, will be filled out and the information will be transferred to the Department of Livestock's State Veterinarian (406) 444-2043. If not available through that phone number, the Montana DES Duty Officer can be contacted for assistance.
2. When an animal is diagnosed with a Foreign Animal Disease, the veterinarian will use the form to report the pertinent information to the State Veterinarian, Department of Livestock (406) 444-2043, and to the Livestock Inspector. The veterinarian will provide the Livestock Inspector with information for conducting an investigation including the name of the affected facility, phone number, diagnosis and time/date of diagnosis.
3. Because timeliness is critical to investigating the source of the illness and preventing its spread, the Livestock Inspector will consider any report of foreign animal disease as a high priority and will investigate the incident as soon as possible. The Livestock Inspector will notify the County Sheriffs Department of the report and may request help in maintaining order in and around the affected facility.
4. Because Stillwater County lacks specifically trained Animal Incident Response teams, the lead state agency (MT. Department of Livestock) with mutual aid from appropriate response teams will manage the response and coordination of information, planning, logistics and finance for the incident. Local command of the incident will utilize the County Sheriff to serve as incident command.

Appendixes

Stillwater County Incident Plan



Contact Numbers:

Livestock Inspector:

Peter Olsen

Cell: 321-0343

Home:

e-mail:

Stillwater County Sheriff:

Cliff Brophy

Work: (406) 322-5326 or 911

Cell:

e-mail: sheriff@cablemt.net

Stillwater County Environmental Health:

Stephanie Moodry

Work: (406)322-8055

Cell: (406) 321-2908

Fax: (406)322-8028

e-mail: smoodry@stillwater.mt.gov

MT Dept. of Livestock:

State Vet. Martin Zaluski, DVM

Work: (406) 444-2043

Direct: (406) 444-2043

Cell: (406)

e-mail:

Appendixes

USDA-APHIS Veterinary Service:

Lennis Knight

Work: (406) 449-5407

Cell: (406)439-2204

e-mail:

MT -DES Response coordinator:

Steve Knecht

Work: (406) 324-4787

Cell: (406) 431-5438

e-mail: sknecht@state.mt.us

Appendixes

Appendix 15

Medical Related Resources and At Risk Populations

Identification of Community Resources
1. Hospitals
Name of hospital Stillwater Community Hospital Phone: 406-322-5316
Address PO Box 959/ 44 West Fourth Ave. No., Columbus, Mont. 59019
Administrator: Tim Russell Phone: 406-322-5316
Licensed beds <u>13</u>
Operating rooms <u>1</u>
MRI Scanner: no
CT Scanner: no
Dialysis unit: no
Emergency room: yes
Acute care beds <u>13</u>
Beds with integrated DC on Unit <u>0</u>
of patients per hour <u>0</u>
Expedient outdoor decontamination unit: no
Emergency power for 72 hours: yes
Specialty services: lab, X-ray
2. Clinics
Name: Columbus Clinic Phone 406-322-4542
Address: 407 No. A Street, Columbus, Mont. 59019 Contact: Deanna McKay
Physicians: Dave Kane, MD; Rick Klee MD; Lorraine Ackermann, FNP; Sharyl Zahn, RN
Walk-in <u>X</u>
Mobile <u> </u>
of primary care providers <u>3</u>
of exam rooms <u>7</u>
Special capacities/on-site services: X-ray
Name: Absarokee Medical Clinic Phone: 406-328-4497
Address: PO Box 425/ 55 No. Montana Ave. Contacts: Mary Beth Noe
Absarokee, Mont. 59001 Jackie Walker

Appendixes

Physicians: Jack Exley, MD; Sheri Spuhler, PA
Walk-in <u>X</u>
Mobile _____
of primary care providers <u>2</u>
of exam rooms <u>5</u>
Special capacities/on-site services: X-ray, EKGs, lab, Physical Therapy
3. Ambulance Services
Name: Absarokee Ambulance Service (volunteer)
Address: 105 West B Street, in the Absarokee Fire Hall Emerg. Phone: 911 or 322-5326
Director: Dan Brady Phone: 328-4799 dbrady@stillwatermine.com
of units <u>2</u>
with Advanced life support <u>1</u> (2 have equipment, but only one is certified)
of trained staff <u>21</u>
Basic Life support: YES
Ground or Air <u>Ground</u>
Transporting <u>X</u>
Non-transporting _____
Name: Columbus Ambulance Service (volunteer)
Address: 502 Ave. A, PO Box 393, Columbus, Mont. 59019 Emerg. Phone: 911 or 322-5326
(directly north of Stillwater Community Hospital)
Director: John Zinne Phone: 663-2203 Work: 322-4555, ext.7 zin6shtr@ttc-cmc.net
of units <u>2</u>
with Advanced life support <u>2</u>
of trained staff <u>16</u>
Basic Life support: YES
Ground or Air <u>Ground</u>
Transporting <u>X</u>
Non-transporting _____
Name: Park City Ambulance Service (volunteer)
Address: Park City Fire Hall
First Ave. SW, Park City, Mont. 59063 Emergency Phone: 911 or 406-322-5326
Director: Robert & Dorothy Alegria Phone: 633-2891 (non-emergency)
of units: <u>1</u>
with Advanced life support <u>0</u>

Appendixes

of trained staff <u> 8 </u>
Basic Life support: y / n
Ground only <u> X </u>
Transporting <u> X </u>
4. Nursing homes
Name: Beartooth Manor Phone: 406-322-5342 Contact: DON Beth Fleming
Address: 350 West Pike Ave., Columbus, Mont. 59019 (home e-mail: ericnbeth@hotmail.com)
of skilled nursing beds <u> 82 </u>
of swing beds <u> 0 </u>
On-site services available: secured unit for Alzheimer's patient, occupational physical therapy, speech therapy, hospice
Address: 103 Brooke, Absarokee, Mont. 59001
of skilled nursing beds (state Class "B," non-ambulatory beds): <u> 2 </u>
of ambulatory beds (state Class "A" beds) <u> 6 </u>
On-site services available: secured rooms for Alzheimer's patients
Additional comments: Facility has evacuation plan and three alternate homes sites: a home and church in Absarokee, and a home on the Stillwater River.
of pharmacists <u> 1 FTE </u>
5. Ambulatory Care Centers – none
6. Non-hospital Pharmacies
Name: Matovich IGA Plus Pharmacy Phone: 406-322-5652
Address: 133 No. Fifth Street, PO Box 719, Columbus, Mont. 59019
of pharmacists: one FTE
7. Mental Health Facilities
Columbus Mental Health Center, 412 E. Pike Ave., Columbus Phone: 322-4514
Marion Grummett

Appendixes

SPECIAL POPULATIONS

Category of special population: *Developmentally disabled adult residents on working ranch*

Name: Special K Ranch

Address: 1 Special K Lane, Columbus, Mont. 59019 Phone # 322-5220

Approx. 10 miles east of Columbus on Hwy. 10 Director:

Number of residents: 24

Number of group homes on-site:

Notes: The facility has organized evacuation plan, which has been tested.

Home Addresses: Office #34; Director House #36; Hawkins House #38; 38A, 38B; Stumvull #48; Agape #52; Ostum # 54; McCormick #56.

SPECIAL POPULATIONS

Category of special population: *Housing for low income, elderly, disabled*

Name: Sage Apts.

Address: 720, 724 and 728 East 2nd Ave. No., Columbus, MT 59019 Contact: Irene Sticka

No. of apts.: 12 Phone: 322-4726

No medical facilities/capabilities

Notes: Homebound individuals reside in Apts. 2, 3 in building 720 East. 2nd Ave. No.

SPECIAL POPULATIONS

Category of special population: *Housing for low income, elderly, disabled*

Name: Columbus Apts.

Address: 531 East Fourth Ave. No., Columbus, MT 59019 Contact: Mary Scheer, Apt. 3

No. of apts.: 8 Phone: 322-5190

No medical facilities,/capabilities

Notes: Four homebound residents or residents who would need assistance during emergency. Located in Apts. 2, 4, 5, 7.

Complex has difficult access for gurney. Ambulance should access via alley between Third and Fourth Ave. North.

Each apartment has only one exit.

Sheriff dispatch has key and instructions to access keys for the apartments.

Appendixes

<i>Category of special population: Housing for low income, elderly, disabled</i>	
Name: Homestead Lodge	
Address: 121 So. Weast, Absarokee, MT 59001	Contact: Ruby Lester, Mgr.
No. of apts.: 32	Phone: 328-4615
No medical facilities/capabilities.	
Notes: Apt. 8, resident is wheelchair bound.	
After-hours access: If doors are locked, doorbell at south end of complex rings into manager's apartment.	

Other special populations:

Homebound: Some homebound residents may be identified by contact Home Health at 322-322-5316, ext. 246; or the Senior Citizens Centers in Columbus (322-4389) and Absarokee (328-4869).

Non-English speaking populations: SCH has a multi-language phone service for individuals needing medical assistance. Contact 322-5316 for more information. For individuals who speak Spanish and/or French, contact the local schools for language teachers (see School Contacts in Appendix A-1, page 38.)

Appendixes

Appendix 16

DES SITUATION REPORT FORM

Revised: March 19, 1996 DES Form 209

Jurisdiction: _____ Phone Number: () -	
Date/Time Prepared: _____ Fax Number: () -	
Reporting Party: _____	
1. Nature of Incident(s)	-What happened? Where? When? To Whom? And, if you know, Why? -Is there a "responsible party" (Is this somebody's fault)? If so, provide details. -Who currently knows about it? (What notifications have been made?)
2. Current Situation:	-Is the situation still volatile, or have things stabilized?
3. Projected Situation:	-Are things, in general, getting better or worse?
4. Weather:	-Current and forecasted weather conditions? Explain.
5. Response Operations (from local response agencies):	-What resources have been committed?

Appendixes

Jurisdiction:	Date/Time Prepared: _____	
R-Reported	C-Confir	Totals
		R C
Declaration (Date)		
Emergency		
Disaster		
Deaths and/or Injuries		
Deaths		
Hospitalized		
Injured		
Housing		
Threatened		
Evacuated		
Damaged		
Minor		
Major		
Shelters Opened		
#of People Sheltered		
Health & Public Utilities		
Water & Sewer Systems		
Threatened		
Damaged		
Gas, Electric & Telephone		
Threatened		
Damaged		
Business & Employment		
Threatened		
Evacuated		
Damaged		

Appendixes

Minor		
Major		
Essential Services Disrupted Y/N		
Roads & Bridges		
Threatened		
Jurisdiction: _____ Date/Time Prepared: _____		
Roads & Bridges (continued...)	R	C
Damaged		
Closed		
Locations		
Emergency Services Disrupted Y/N		
Debris Problems		
Causing Safety or Health Hazard Y/N		
Water Control Facilities		
Flood Control		
Threatened		
Damaged		
Irrigation		
Threatened		
Damaged		
Hydroelectric		
Threatened		
Damaged		
Agriculture		
Structures/Facilities (#)		
Threatened		
Damaged		
Livestock (#)		
Threatened		

Appendixes

Damaged		
Crops (Acres)		
Threatened		
Damaged		
Other		
Threatened		

Appendix 17

Stillwater County NIMS Implementation Strategy

Stillwater County intends to use the National Incident Management System as the basis for all Incident Management in Stillwater County, Montana.

The Stillwater County Disaster and Emergency Services will provide at least one annual NIMS/ICS training seminar for seven Volunteer Fire Departments, two Volunteer Ambulance Services, the Sheriff's Department, the Columbus Police Department, the Public Health Department, the Public Works Department, the Road Departments, and other city and county officials.

The Stillwater County DES will revise and update the Stillwater County Emergency Operations Plan to incorporate the NIMS/ICS components, principles, and policies.

The Stillwater County Local Emergency Planning Committee will incorporate the NIMS/ICS components, principles, and policies when planning and conducting table top and functional exercises.

Appendixes

Appendix 18

SUCCESSION OF ELECTED OFFICIALS

Succession to elected offices in Stillwater County and the Incorporated city and towns follow the requirements set forth in the Montana Code Annotated.

<u>OFFICE</u>	<u>SUCCESSION CITATION</u>
County Commissioner	7-4-2106(104), 10-3-603
County Sheriff	7-3-4331(1-6), 7-32-2101 7-32-2122
Mayor	7-4-4112, 10-3-605
City Court Judge	3-1-1503, 7-3-1342, 7-3-4254(2), 7-4-4462, 7-4-4102(1-3)
District Court Judge	Constitution VII, 8, 3-1-1010, 3-1-1014, 10-2-227
City Council Member County	7-4-4112, 10-3-604
Clerk and Recorder	7-4-434(1-6)
County Attorney	7-3-432(1-6)

Appendixes

Appendix 19

Stillwater County Emergency Call Lists

Emergency Dispatch Office	911
Stillwater County Sheriff	322-5326
Fire Department	322-5326
County Commissioners	322-8010
Environmental Health	322-8055
Disaster Emergency Services	321-0689
County Roads Department	322-5336
County Hotline	322-8065

IMPORTANT PHONE NUMBERS

Stillwater County/City Fire Department.....	322-5326
Stillwater County Sheriff's Department.....	322-5326
Columbus Public Works Department.....	322-4424
Stillwater County DES.....	322-5326
Eric Frank (Stillwater County DES Coordinator).....	321-0689
Montana DES.....	324-4777
Montana Highway Patrol.....	322-5326
Stillwater Community Hospital.....	322-5316
Stillwater County Commissioners.....	322-8010
Stephanie Moodry (Environmental Health).....	322-8055
Carol Arkell (Stillwater County GIS Specialist).....	322-8060
Department of Public Health & Human Services(DPHHS).....	444-0273
Public Health Officer (clinic).....	322-4542
(hospital).....	322-5316
Hospital Administrator.....	322-5316
Columbus Mental Health Center.....	322-4514

Appendixes

Agency	Address	Work Phone	Cell Phone	Contact	Home Phone
Alcohol, Tobacco & Firearms	Field Division Office	651-290-3092			
Ambulance	Columbus, Absarokee, Part City	All thru Dispatch 911			
ARC Medical Reserve Corps		256-6802			
CDC, Emergency Response hotline	National Bio terror Emergency #	707-488-7100			
CDC, Hospital Infections Progral		404-639-6414			
DES Local	400 E 3 rd Ave N	322-8054	321-0689	Eric Frank	860-2176
DES District Rep	2019 14 th St W		670-8155	Charlie Hanson	259-1926
DES State Duty Officer		324-4777			
DES State Recovery		324-4783		Tim Thennis	
DPHHS EPI	Helena	444-0273		Jim Murphy, Todd Damrow	
Drug Enforcement Admin		657-6020			
FBI	Billings	248-8487			
FBI	National	801-579-1400			
Federal Aviation Admin	Blgs Air Traffic Control	248-8384			
FEMA Crisis hotline	National	800-749-2673			
Fire Departments	All in county	All thru 911			
Livestock/Animal Health, MT Dept	Helena	444-2043		Director 444-7323	
MT Highway Patrol	Columbus	322-6173			
MT Public Health Lab	Helena	800-821-7284		Linda McKenna	
Red Cross	Local				
Red Cross	Regional	1-800-272-6668		Jill Washburn	690-0524
Stillwater Mine Co	V.P. Safety and H.R.	322-8744	321-0040	Kriss Koss	
	Smelter, BMR Safety	322-8928	321-1012	Ryan Morris	
	Security of Explosives	328-8403	321-0031	Matt Knight	
		322-8748	321-0011	Bruce Gilbert	
US Attorney	Billings	657-6101			

Appendixes

Appendix 20

COUNTY MUTUAL AID AGREEMENT

PURPOSE

This agreement is made between the undersigned Fire Organizations in Stillwater County and supersedes any prior county wide mutual fire agreements.

AUTHORITY

WHEREAS, the signatory parties are vulnerable to natural, man-made or war caused disasters such as, but not limited to: range, timber, and structure fires, floods, tornadoes, hazardous materials emergencies, earthquakes, winter storms, or enemy attack, which could overtax or exhaust local resources, and would take effect after 8 hours and

WHEREAS, the signatory parties desire to augment fire protection in their areas pursuant to Sections 7-33-2108, 7-33-2202, 7-33-4112 and 10-3-202 MCA and

NOW, THEREFORE, IT IS UNDERSTOOD AND AGREED AS FOLLOWS:

1. **DEFINITIONS**

- A. "Agency" means any signatory fire department or fire company.
- B. "Requesting Agency" means the agency asking for the assistance.
- C. "Responding Agency" means the agency sending assistance.
- D. "I.C." means Incident Commander or person in charge of the operation/situation.

2. **DURATION**

This agreement shall be effective upon execution by all agencies and shall continue thereafter unless amended or terminated. Any agency may request a review of the agreement by sending proposed amendments to all other agencies.

3. **OPERATIONS**

A. REQUEST AND RESPONSE

Appendixes

1. The Fire Chief or designee from any participating agency may request assistance from any other agency or agencies only when it is determined that such assistance is essential to protect life and property.
2. A request for assistance should include the type of equipment, the number of personnel, and specify the location where needed. Giving assistance is not mandatory; however, if any agency cannot give assistance, it shall immediately inform the requesting agency that assistance cannot be given.
3. The responding agency shall immediately determine what equipment and/or personnel can be spared and then dispatch the designated equipment and/or personnel.

B. COMMAND AT THE FIRE SCENE

1. Personnel from the responding agency shall report to the requesting agency's IC the responding agency's equipment and personnel shall be under the immediate supervision and responsibility of the requesting IC during the actual operation.
2. The IC or designee may request an officer of a responding agency or agencies to assist with command. Hence a unified command will exist.
3. All operations will be conducted under the Incident Command System with at least one (1) Safety Officer present.

C. RELEASE FROM THE SCENE

1. A requesting agency shall release a responding agency when services are no longer requested and all of their paper work has been turned in and signed off or when the responding agency is needed for fire protection in its own jurisdiction, all paperwork and information has been turned in and signed off by the EOC.

4. REIMBURSEMENT

A. FUEL, REASONABLE WELFARE ITEMS, DAMAGES, AND WAGES

1. A requesting agency shall provide fuel and reasonable welfare items for responding agencies. However, responding agencies may elect to not be reimbursed.
2. The costs of wages and salaries of personnel provided by a responding agency shall be considered as their commitment for the benefit of mutual aid and by the discretion of the County Commissioners, incident specific, will be provided by the requesting

Appendixes

party for these purposes.

3. Any responding agency shall accept the cost of any damage to, loss of, or expense incurred in the transportation and operation of any equipment provided under this agreement.
4. If any costs incurred by any agency under this agreement are reimbursable due to county, state or presidential disaster declaration, those costs shall be reimbursed.

B. RESPONSES TO AREAS UNDER COUNTY FIRE PROTECTION (Initial Attack Areas)

1. **For wildland fires in Initial Attack Areas county contracted wildland protection areas**, the County Fire Tactical Advisor will assume the roll of assisting the IC from the Initial Attack Area in establishing Command and set up the EOC.
2. If a representative from the Initial Attack Area is not present at the time of first responding agency, the chief officer of the responding agency will assume the duties of the Incident Commander. Assessment of the situation will be completed at this time.
3. If the Fire Warden or designee determines additional equipment is necessary for fire suppression, the County may compensate responding agencies. Compensation will be made after an 8 hour period, based on an hourly rate as determined by the fire equipment rate handbook (DNRC 300 manual).

5. RESPONSIBILITY AND LIABILITY

A. PREPAREDNESS AND SAFETY

1. Each agency shall be responsible to see that its own equipment is properly maintained and safely operated and its personnel are properly trained.
2. A responding agency will not be required to take action where the safety of personnel and equipment is in question.
3. Personnel of a responding agency shall be considered to be acting under the lawful orders and instructions of their own agency to and from the operation.
4. In the event that an employee sustains an injury or is killed, it will be the fire company/department insurance's responsibility.

B. INSURANCE

1. Each agency shall obtain appropriate insurance for its equipment and personnel. Each agency shall obtain liability insurance and

Appendixes

provide written proof of such insurance to the County Fire Chief, upon request.

2. Each agency shall be responsible for defending claims made against it or its personnel arising from participation in this agreement. Agencies shall not defend any claims or indemnify any other agency for claims made against another agency or its personnel.
3. If equipment or property of any agency is damaged or destroyed by the negligence of another agency, then the agency responsible shall be liable for damages. Authorized representatives of the agencies involved shall recommend a settlement. If an agreement cannot be reached, then the question shall be submitted to a binding arbitration committee comprised of the Stillwater County Sheriff, the Fire Warden and representatives from each agency involved.

6. **MONTANA FIRE CODES**

- A. Applicable Montana Fire Codes apply and take precedence over this agreement. Agencies not having NSHT (National Standard Hose Thread) 1 ½" and 2 ½" hose shall provide adapters to facilitate the use of hose and pumps on incoming equipment.

7. **ADDITIONAL OPERING PROCEDURES**

The Stillwater County Fire Council is authorized to draft procedures to implement this agreement, if necessary.

8. **FILING OF AGREEMENT**

- A. The original of the agreement shall be filed with Stillwater County Clerk & Recorder.
- B. Copies shall be filed with each agency.

9. **ADMINISTRATIN OF AGREEMENT**

- A. This agreement shall be administered from each agency involved. The Stillwater County Fire Council and Fire Warden shall serve in an advisory capacity.
- B. This agreement shall be in effect when two (2) or more agencies are signatory to this agreement.

Appendixes

IN WITNESS WHEREOF, the County of Stillwater through the Fire Warden has caused this Agreement to be signed and attested to by their corporate seal, affixed this _____ day of _____, 201 .

Columbus Volunteer Rural & City Fire

Print Name and Title

Signature and Date

Park City Volunteer Rural Fire District

Print Name and Title

Signature and Date

Absarokee Volunteer Rural Fire Department

Print Name and Title

Signature and Date

Reed Point Volunteer Rural Fire Company

Print Name and Title

Signature and Date

Molt Volunteer Rural Fire Department

Print Name and Title

Signature and Date

Nye Volunteer Rural Fire Department

Print Name and Title

Signature and Date

Rapelje Volunteer Rural Fire Department

Print Name and Title

Signature and Date

Broadview Volunteer Fire Department

Print Name and Title

Signature and Date

Appendixes

BOARD OF COUNTY COMMISSIONERS

Dennis Shupak

Fire Warden Signature and Date

Gerald W. Dell

Clerk and Recorder and Date

Maureen Davey